

Delamere & Oakmere Parish Annual Meeting

MINUTES OF THE ANNUAL MEETING OF DELAMERE AND OAKMERE COUNCIL HELD ON MONDAY 18TH MAY 2026 AT 7PM

Present: Councillor C Topping, Councillor A Bell, Councillor J Edwards, Councillor D Rutter, Councillor H Dilliway-Nickson, Councillor F Goodier and Councillor T Murphy.

1 Election of Chair

RESOLVED that;

Councillor D Rutter was elected Chair.

2 Election of Vice-Chair

RESOLVED that;

Councillor R Tattersall was elected Vice-Chair

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1 Welcome and apologies for absence

The Chair of the Parish Council, Councillor D Rutter welcomed everyone to the Parish Council meeting. Councillor R Tattersall send his apology for the meeting. Cheshire West and Chester Ward Councillor T Lush sent his apology.

2 Member's Code of Conduct and declarations of interest

None declared.

3 Code of Conduct

RESOLVED that;

the code of conduct for the Parish Council was approved.

4 Declaration of interest forms

RESOLVED that;

Each Parish Councillor was requested to review their completed declaration of interest form and see if their circumstances had changed. If anyone's circumstances did change at any time a new form would have to be completed and returned to the clerk.

5 Public Speaking Time

Two representatives from United Utilities provided an update on the road closures in the area. They confirmed that there is approximately three weeks of work remaining for the Hatchmere crossroads but they are hopeful that it can reopen on schedule. The second line for Abbey Lane will commence in August. Work on Station Road is due to commence in 2027 and is due for completion in 2028 however the exact plans and timing of this road closure is yet not known.

The representatives confirmed that they had contacted the Highways Department of Cheshire West and Chester Council with regards to speeding concerns on Eddisbury Hill and United Utilities had agreed to fund a traffic survey which will commence after the Hatchmere crossroads is re-opened.

Parish Councillors expressed concern that diversion routes had now been closed in order to undertake maintenance work and this was causing issues. Councillor F Goodier reported several signs have been knocked down and moved and the representatives agreed to look at the signage along the road to ensure that it is correct. Councillor F Goodier also raised safety concerns regarding motorbikes using the pavement on Abbey Lane as the road was closed and the representatives stated that they will investigate this matter.

Several Parish Councillors raised the issue of flooding onto Station Road by the Earlsbrook roundabout. The representatives stated that they would feed this back to the relevant department.

6 Minutes of the last Parish Council meeting

RESOLVED that;

The minutes of Delamere and Oakmere Parish Council and the minutes of the Annual Parish meeting on Monday 20th April 2026 were approved.

RESOLVED that;

The minutes of Delamere and Oakmere Parish Council on Monday 20th April 2026 were approved.

7 Progress Reports, Outstanding Items

The clerk confirmed that she had filled out and returned the form to inform Cheshire West and Chester Council regarding the expenditure for the Community Infrastructure Levy (CIL) and put a copy of this on the Parish Council's website.

The clerk had circulated the email for the next Crown Farm Liaison meeting on 25th June 2026. Councillor D Rutter confirmed that he would be able to attend.

8 Planning

The planning applications that had been received up to Monday 18th May 2026 were considered.

RESOLVED that;

- (a) No objections were made to 26/01014/FUL, Proposal: Single storey rear extension, alterations to existing garage for conversion to ancillary accommodation, Moss Farm Station Road Oakmere.
- (b) No objections were made to 26/01253/FUL, Change of use of an agricultural building to one dwelling and retention of business office and retail premises. Alterations to windows and doors. Oakmere Farm Hogshead Lane Oakmere.
- (c) No objections were made to 26/01286/FUL, Addition of 3 dormers windows to the first floor front elevation. The Claim Gallowscloough Lane Oakmere,

9 Standing Orders and Financial Regulations

RESOLVED that;

The standing orders and financial regulations were updated and confirmed for the Parish Council.

10 Annual review of Internal Financial Controls

The Parish Council has undertaken a review of the internal financial controls.

RESOLVED that;

The present arrangements for financial controls as detailed below are acceptable;

- a) Bank transfers are raised in accordance with the financial report which is circulated with the agenda prior to each Parish Council meeting by the clerk.
- b) The financial report is approved at each Parish Council meeting and then the bank transfers are authorised by two Parish Councillors.
- c) The Chairman at each Parish Council meeting reconciles the bank balance on the financial report with the bank statement and signs and dates each.
- d) The financial statement which includes the bank balance and the bank transfers for payment for that month is entered into the minutes accordingly.
- e) If any item of expenditure had been already approved a bank transfer can be undertaken, if necessary in-between Parish Council meeting dates and added on the following month's financial report.

11 Finance

The clerk reported that the current bank balances were as follows and bank statements showing these amounts were presented and signed by the Chair.

Current Bank account balance is £22,945.52 as at 30th April 2026.

Savings account balance is £25,754.32 as at 30th April 2026.

Income received; £56.04 interest, Precept £18460.00, VAT refund £2291.99 and £375.00 newsletter invoices.

£217.00 remains outstanding for newsletter invoices.

RESOLVED that;

April 2026 debit card payments are as follows;

Cloudnext	Domain name	50.00	10.00	60.00
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May 2026 payments are as follows;

Joanne Monks	Clerk Expenses April	32.30
Fiona Goodier	Highway Heroes breakfast	38.70
Mid Cheshire Footpath Society	Annual subs	8.00
zurich	Annual insurance	300.00
Delamere Community centre	Room Hire April 2026 to March 2027	137.50

12 Risk Assessments and Assets

The clerk had undertaken a Risk Assessment review for the Parish Council.

RESOLVED that;

That the Risk assessment was accepted by the Parish Council.

Asset Register

The clerk had reviewed the asset register for the Parish Council.

RESOLVED that;

The asset register was confirmed by the Parish Council.

Councillor F Goodier reported that the goal posts on the field at Frith Avenue were rusty and required removal. The clerk stated that once they had been disposed of she will remove these from the asset register.

13 Review of end of year accounts for 2025/2026 and internal auditors report

RESOLVED that;

The end of year accounts for 2024/2025 were accepted by the Parish Council.

RESOLVED that;

The internal auditors report was accepted by the Parish Council.

14 Annual Governance and Accountability Return 2025/2026

The clerk confirmed that the accounts for 2025/2026 had been to the internal auditor and there were no issues arising from the internal audit. As the Parish Council has exceeded the limit of £25,000 it cannot declare exemption from an external audit.

The gross income for the financial year 2025/2026 is £36,475.60.

The gross expenditure for the financial year 2025/2026 is £32,227.79

RESOLVED that;

The Parish Council would be subject to an external audit for 2025/2026 and the amount of £210 plus VAT was approved as the external audit fee.

15 Annual Governance and Accountability Return 2025/2026 Annual Governance Statement

RESOLVED that;

The Annual Governance Statement 2025/2026 is approved and is signed and dated by the Chair, Councillor D Rutter and the Clerk and Responsible Financial Officer, Mrs J Monks.

16 Annual Governance and Accountability Return 2025/2026 Accounting Statements

The Clerk and Responsible Financial Officer has filled in the Accounting Statements for 2025/2026, and the Parish Council considered the Accounting Statements. The clerk confirmed that the internal auditor had audited the Parish Council accounts and had signed and dated the relevant sections on the return.

RESOLVED that;

The Accounting Statements were approved and signed and dated by the Chair for 2025/2026, Councillor D Rutter and the Clerk and Responsible Financial Officer, Mrs J Monks.

17 Publication scheme, complaints procedure and Social Media Policy

RESOLVED that;

The Publication scheme, complaints procedure and social media Policy were confirmed by the Parish Council.

18 Data Protection

RESOLVED that;

The data protection documentation was confirmed by the Parish Council.

19 Christmas

RESOLVED that;

The clerk was requested to apply for £1,000 contribution, £500 from each Cheshire West and Chester Ward Councillor towards the cost of the Christmas event. In addition to this the Parish Council would provide a £500 contribution to the overall cost of the event which was estimated to be £1,500.

The event would be held on Friday 4th December at Delamere community centre and any funds raised would go towards the running costs of the community centre.

The clerk was asked to contact the company who had previously put up the lights for a quote and confirm that they will require installation approximately a week beforehand.

Councillor F Goodier confirmed that the community centre had already been booked for the event.

20 Eddisbury Hill Fort

Councillor D Rutter reported that there was a meeting on Tuesday 21st April and it was clear that the Sandstone Ridge had no funds for any repair works. Councillor J Edwards suggested a £1,000 contribution from the Parish Council however Councillor D Rutter will contact both Forest England and Tarmac regarding funding.

21 Bank transfer

RESOLVED that;

The amount of £10,000 was transferred from the current account to the savings account.

22 Little Wood

RESOLVED that;

The clerk was asked to chase up Cheshire West and Chester Council as they need to do clearance work before any additional work can be undertaken.

Councillor D Rutter confirmed that a local resident had undertaken emergency repair works in Little Wood and he may send an invoice to the Parish Council for the work undertaken.

23 Benches

The clerk confirmed that the Parish Council had received a donation of £628.00 towards the cost of the two benches for the bus stops from a local business. The notice period from Cheshire West and Chester Council end on 20 May after which Cheshire West and Chester Council will provide the licences necessary for the benches and the clerk will order this accordingly.

RESOLVED that;

The clerk was asked to order the benches once the licences had been confirmed.

24 Village signage

The clerk has received both quotes back from the Cheshire West and Chester Council's contractor. The quotes are for £829.29 for a sign on the A556 near the bus stop. The second quote is for £1001.27 for a sign at the junction of Hogshead Lane.

The clerk confirmed that the quote is for the same sign as the existing one without any logo from the company that wishes to donate the funds.

RESOLVED that;

The expenditure of up to £830.00 plus VAT was approved for a sign on the A556 near the bus stop.

The clerk was requested to contact Cheshire West and Chester Council and ask them to remove the old signage near to Morreys on the left hand side of the A556.

25 Forest England Concerts

The clerk has circulated the questionnaire, online questionnaire via SurveyMonkey and QR code for the attention of the Parish Councillors. The cost of printing 900 copies of the questionnaire would be £43.16.

RESOLVED that;

The expenditure of £45.00 was approved for the printing of the questionnaire.

The expenditure of £25.00 to spend at Delamere Stores was approved as an incentive to fill and return the questionnaire.

Councillor T Murphy will contact Delamere Stores to confirm if this could be used as drop off point for the return of the paper questionnaires.

The clerk was asked to update the questionnaire, online survey and activate the QR code. The deadline for the return of the completed questionnaires will be 1st September 2026 and the raffle for the £25.00 to spend at Delamere Stores will be decided at the Parish Council meeting in September.

RESOLVED that;

Due the ongoing disruption experienced by the residents of Frith Avenue due to the concerts the clerk was asked to contact Forest England and request a donation of six tickets per household for the concerts in June.

26 Speeding and traffic

The clerk confirmed that she had contacted United Utilities and they had raised the issue with regards to speeding traffic on Eddisbury Hill with the Highways Department of Cheshire West and Chester Council and they were looking into practical ways to help with this. The representatives from United Utilities confirmed that they would fund a speed survey to be completed after the reopening of the Hatchmere crossroads.

Chester West and Chester Ward Councillor T Lush confirmed that he will forward on the Parish Council's concerns to the Head of Highways at Cheshire West and Chester Council.

The clerk confirmed that she had contacted the school and they have sent a message to all parents regarding speeding on Eddisbury Hill.

27 Highway Heroes

Councillor F Goodier presented the sign to the Parish Council and she will put this up in order to recruit new volunteers.

RESOLVED that;

The expenditure of up to £100 plus VAT was approved for the Parish Council to pay for a breakfast for the Highway Heroes event at the end of May.

It was agreed to set up a WhatsApp group for the Highway Heroes group.

28 Update from Cheshire West and Chester Councillors

There were no Cheshire West and Chester Ward Councillors present.

29 Councillor's report and future agenda items

Councillor F Goodier reported that all the drains from Delamere to Kingsley needed to be cleaned by Cheshire West and Chester Council. The clerk was asked to report this to Cheshire West and Chester Council for their attention.

Councillor F Goodier reported that there was a considerable amount of litter bins in Kingsley and the clerk was asked to contact the clerk of Kingsley Parish Council asking them to confirm who emptied the bins. Councillor T Murray will contact Delamere Stores asking them to consider putting a litter bin outside the shop.

Councillor F Goodier reported that the clothes bank at the community centre had now been removed and that the community centre was looking for new volunteers to help run the centre.

Councillor D Rutter asked if the Parish Council had received any notifications regarding the planning application going to Cheshire West and Chester Council's planning committee. The clerk confirmed that the Parish Council has yet not been notified of this.

30 Date and time of next meeting

The next Parish Council meeting is Monday 15th June 2026 at 7pm.

Chair signature.....Dated.....