

LITTLE BUDWORTH PARISH COUNCIL
Minutes of Little Budworth Parish Council meeting held on
Tuesday 7th April 2026 at Little Budworth Jubilee Hall

Meeting started 7pm

Action by

	<p>Present: Cllr Peter Robinson (PR), Cllr Samantha Crossley-Spann (Vice Chair) (SC), Cllr Linda Jones (LCJ), Cllr Ricard Percival (RP), Cllr Dave Lee (DL), Cllr Caroline Hall (CH), Cllr Jenny Marshall (JM)</p> <p>In Attendance: Ward Councillor Charles Hardy (WC) Clerk -Tracey Whitlow (TW).</p>	
25/172	<p>Apologies for Absence were received & approved from: None</p>	
25/173	<p>Declarations of Members’ Interests: None</p>	
25/174	<p>Approval of Minutes: The minutes of the Parish Council meeting held on Tuesday 3rd March 2026 were approved and signed by the chair, following inserting specific information relating to 25/162 roofing materials for reporting to enforcement.</p>	
25/175	<p>Public Participation: None</p>	
25/176	<p>Ward Councillor Report: WC reported on: CWaC Year end. Pot Holes & road repairs - CH to re- send CW details. Highways general.</p>	CH
25/177	<p>Clerks Report: Fly tipping signs – did not arrive, they have been re-order, as no extra cost. Supplier contact list supplied by clerk, although LCJ has also done one, Clerk advised not circulating it as it contains bank information. Insurance – documents have been added to website.</p>	
25/178	<p>Accounts/Financial:</p> <ol style="list-style-type: none"> 1. Note Income received/ratify payments made/authorise invoices received. Payment Schedule Approved & signed. See Appendix 1 2. Bank Reconciliation to 31.03.26 Approved and signed. 3. To note the VAT claim for 2025-26 of £656 4. To note the DD form for ICO has been signed 5. To note correspondence from NS&I – form signed 6. To confirm status of refund from planning. Refund received of £269. Still awaiting balance from Egerton Estate. PR to follow up. 7. Council had questioned why Receipts & Payments and bank reconciliation are included at the end of the minutes. Clerk explained that they have been in this format for 11 months. They are there for full transparency. They form part of the minutes. The minutes need to legally contain them, adding the bank reconciliation is good practice. Clerk to continue in this format, although this information leads to the minutes being longer, and struggling for 	PR

	<p>space on the notice board it was decided not to add minutes to the notice board going forward. This is NOT a legal requirement.</p> <p>8. Year end procedures completed. Information ready for the auditor. All year end information has been uploaded on to the website.</p>	
25/179	<p>Highways:</p> <ol style="list-style-type: none"> 1. Highways work required or attended to – Well Lane corner and Coach Road discussed. 2. Current highways issues. No updates received. 3. Road sweeper to be used prior to the village fete. 	
25/180	<p>Planning Applications:</p> <ol style="list-style-type: none"> 1. New planning applications notified from LPA since the last meeting: None 2. Review/comment/ratify decisions outside of meetings: None 3. Decisions/Appeals from LPA: 25/02629/FUL Stonehouse Farm Chester Road Little Budworth. Proposal: demolition of outbuildings and construction of 1 new bungalow Withdrawn 30.03.26 4. To confirm how planning applications are made available to residents: Clerk confirmed no legal responsibility from a parish council to circulate planning applications, that is for the unitary authority, via the planning department, who have a fully functioning planning portal. Resolved PC will not circulate individual applications unless for new builds. 5. To confirm how enforcement issues notified to the PC should be reported to planning. Resolved for the PC to report to enforcement potential enforcement issues brought to the PC's attention, if deemed appropriate. 	
25/181	<p>Residents Handbook: Reviewed by LCJ, CH & MOP Further discussion required on how to circulate – Resolved not to print copies. Add to website. LCJ to create a QR code to be added to noticeboards. JCJ to send TW info for website.</p>	LCJ
25/182	<p>Notice board: Following decision not to add minutes to the noticeboard, the space should now be sufficient. Review over the coming months.</p>	
25/183	<p>Co-option: No residents have shown an interest. Leave item on the agenda for future.</p>	
25/184	<p>Fundraising: Discussed. No projects at present to utilise the Spacehive platform.</p>	
25/185	<p>Working Groups/committees update</p> <ol style="list-style-type: none"> 1. Litter Picking group – proposed date of 13/05/26 for the next one. 2. Oulton Park Liaison Committee No meetings held since last PC meeting. 3. Little Budworth Common Committee: good turnout at last session to re-establish pathway by pond. Shuttering required. 4. Little Budworth Charities – PC representatives attended. 5. Events – Arrangements progressing. Marquee discussed. Agreed to purchase new 10mx5m marquee @ £600 – This is in the budget. PR to order. To be ratified at the next meeting. 	PR
25/186	<p>Asset Maintenance & Register:</p>	

	<p>1. Playground area: General clean required. Date set at 27/05/26 PR has visually inspected. Moles have been cleared. (Invoice AP Bristow £120)</p> <p>2. Village Green: No update.</p> <p>3. RoSPA Inspection: Resolved Inspection will take place prior to the end of May.</p>	
25/187	Action List: No new discussions.	
25/188	Items for next meeting: AGAR, finance policy review, purchase of marquee,	
25/189	Date for next meeting – Tuesday 5 th May 2026, following the Annual Meeting of the Parish Council, at 7pm at The Jubilee Hall, Little Budworth.	

Meeting Closed 8.55pm

Signed:

Date:

Appendix 1

Little Budworth Parish Council			30.03.26
Receipts & Payments			
<u>Income Received since last meeting:</u>			
Barclays	bank Interest		£55.32
Planning	refund planning application		£289.00
			£344.32
<u>Payments ratified/for approval</u>			
R MOP	plants		£12.00
R T Whitlow	Expenses Jan-Feb		£73.10
R J. Wright	Maintenance Feb		£100.00
R T Whitlow	Software contribution		£96.99
R MSV	Donation to Memorial		£2,000.00
R Jubilee Hall	Hall hire D/J/M		£75.00
R Zurich	Annual Insurance		£500.00
R AP Bristow	Pest control		£120.00
R Eaton School PTA	Grant		£100.00
			£3,077.09

Appendix 2

<u>BANK RECONCILIATION</u>	<u>31.03.26</u>
Barclays Premium	£17,078.11
Barclays Community	£200.00
NS&I Savings account	£7,274.00
Balance	<u>£24,552.11</u>
<u>CASH BOOK RECONCILIATION</u>	
Total B/F 01.04.25	£22,911.83
Receipts to date	£17,301.64
Expenditure to date	£15,661.36
Balance	<u>£24,552.11</u>