

LITTLE BUDWORTH PARISH COUNCIL
Minutes of Little Budworth Annual Parish Council meeting held on
Tuesday 5th May 2026 at Little Budworth Jubilee Hall

Meeting started 7pm

Action by

	Present: Cllr Peter Robinson (PR), Cllr Linda Jones (LCJ), Cllr Ricard Percival (RP), Cllr Dave Lee (DL), Cllr Caroline Hall (CH), Cllr Jenny Marshall (JM) In Attendance: Ward Councillor Charles Hardy (WC) Clerk -Tracey Whitlow (TW).	
26/01	Election of Chair: 1. Cllr Peter Robinson was unanimously voted. 2. Cllr Peter Robinson signed the declaration of office.	
26/02	Election of vice Chair: Cllr Samantha Crossley-Spann was unanimously voted.	
26/03	Apologies for Absence were received & approved from: Cllr Samantha Crossley-Spann (Vice Chair)	
26/04	Declarations of Members' Interests: None	
26/05	Chairs Report: PR to circulate his report. To be added to the website.	
26/06	Approval of Minutes: The minutes of the Parish Council meeting held on Tuesday 1st April 2026 & the AMPC 6th May 2025, were approved and signed by the chair.	
26/07	Policy Review: The following policies were reviewed and re-adopted, with a review date of the AMPC 2027 set. 1. Standing Orders 2. Financial Regulation 3. Code of Conduct 4. Scheme of Delegation 5. Internet Banking Policy Management Risk Assessment and Management Strategy to be reviewed at the June meeting.	
26/08	Public Participation: None present	
26/09	Ward Councillor Report: WC reported on: Highways Cobden Farm Quarry discussed. CW to contact planning again.	
26/10	Clerks Report: Fly tipping signs – Arrived – print too small- returned JM to order from a local sign writing company. NS&I no further information received. TW following up.	JM

	ICO – DD sent – receipt received. Moving host: As gov.uk domain has already been acquired, TW questioned moving to new domain at the same time as moving host. Change of domain approved. TW to action	TW
26/11	Accounts/Financial: 1. Note Income received/ratify payments made/authorise invoices received. Payment Schedule Approved & signed. See Appendix 1 2. Bank Reconciliation to 27.04.26 Approved and signed. See Appendix 2 3. Bank signatories confirmed for 2026-27 as TW, LCJ & PR 4. Pre-authorised payments schedule 2026-27 approved. 5. Still awaiting balance from Egerton Estate. PR to continue to follow up.	PR
26/12	Meeting Dates: Confirmed as the 1st Tuesday in the month, except for August until May 2027	
26/13	Internal Audit Report: AGAR Internal Audit reviewed. Signed by TW and the chair. TW to upload to the website. No recommendations made..	TW
26/14	Certificate of Exemption: Exemption certificate Resolved to approved and signed by clerk and chair. TW to upload to website and send to the External Auditor.	TW
26/15	Annual Governance Statement: Reviewed. Resolved to approve. Signed by the clerk and the chair. TW to upload to website.	TW
26/16	Account Statements: Resolved to approve. Signed by TW and the chair. TW to upload to the website.	TW
26/17	Provision of Public Rights: Dates set for Wednesday 03.06.26 to Tuesday 14.07.26. Notice to be added to the notice board and website before 03.06.26.	TW
26/18	Highways: 1. The 'Report-It App' is now not in use. Residents are asked to visit the CWAC website and use the report it function on there. 2. Road Sweeper in the village today, so private sweeper is unlikely to be required.	
26/19	Planning Applications: 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: None	
26/20	Co-option: No residents have shown an interest. Leave item on the agenda for future.	
26/21	Marquee: Decision to purchase small marquee ratified, this is in the budget. Further resolved for LCJ to approach the Rotary club for the purchase of one of their second hand larger marquees, up to £600.	

26/22	Working Groups/committees update Litter Picking group – date set of 13/05/26 for the next one. JM to send TW poster for the website. Oulton Park Liaison Committee No meetings held since last PC meeting. Little Budworth Common Committee: good turnout at last session pathway by pond constructed. Shuttering required. Events – Arrangements progressing. LCJ to send new poster to TW for the website. TENS license applied for. New bunting to be purchased. LCJ to send TW receipts for reimbursement.	JM TW LCJ TW
26/23	Other Meetings Attended: None	
26/24	Asset Maintenance & Register: Playground area: General clean up date set at 27/05/26 PR has visually inspected. Moles Village Green: No update. RoSPA Inspection: Resolved Inspection will take place prior to the end of May.	
26/25	Action List: TW to chase contractor for the painting of the War Memorial and phone box	TW
26/26	Items for next meeting: Policy Review (Management Risk Assessment and Strategy Review.)	
26/27	Date for next meeting – Tuesday 2 nd June 2026, at 7pm at The Jubilee Hall, Little Budworth.	

Meeting Closed 8.50pm

Signed:

Date:

Appendix 1

Little Budworth Parish Council			
Receipts & Payments			
<u>Income Received since last meeting:</u>			
	CWAC	Precept	£12,220.00
			£12,220.00
<u>Payments ratified/for approval</u>			
R	Jamie Wright	Maintenance - Inv 32	£105.00
R	ChALC	Membership 2026-27	£215.20
A	Clerks Expenses	March- April	£77.40
			£397.60

Appendix 2

<u>BANK RECONCILIATION</u>		<u>27.04.26</u>
Barclays Premium		£28,591.63
Barclays Community		£200.00
NS&I Savings account		£7,274.00
Balance		<u>£36,065.63</u>
<u>CASH BOOK RECONCILIATION</u>		
Total B/F 01.04.25		£24,552.11
Receipts to date		£12,220.00
Expenditure to date		£706.48
Balance		<u>£36,065.63</u>