

MINUTES OF THE ANNUAL MEETING OF LOSTOCK GRALAM PARISH COUNCIL HELD ON MONDAY 12th MAY 2025 AT THE CHURCH HALL

The meeting commenced at 7.34 pm.

PRESENT: Parish Councillors M Venables, M Litton, K Hodgkinson, P Walker, P Cobley, I Parkinson, T Hodges, T Smith, and A Ross.

IN ATTENDANCE: L Sandison, Clerk

ALSO

IN ATTENDANCE:

Nominations for Chairman were received

1. ELECTION OF THE CHAIRMAN

It was **RESOLVED** to elect Cllr M Venables as Chairman of the Council for 2025/26. He signed the Declaration of Acceptance of Office.

2. ELECTION OF VICE-CHAIRMAN

It was **RESOLVED** to elect Cllr M Litton as Vice-Chairman of the Council for 2025/26, he duly signed the Declaration of Acceptance of Office.

3. APOLOGIES

The PC **RESOLVED** to accept apologies and reason for absence from Cllr L Cashmore. PCSO Hambleton also sent his apologies.

4. MEMBER INTERESTS & CODE OF CONDUCT

- a. Councillors were asked to review the requirements of the Code of Conduct.
- b. Councillors were asked to review individual interests forms and to notify the Clerk of any amendments.

5. CHAIRMAN'S ALLOWANCE

The PC **RESOLVED** that the Chairman will receive an allowance of £120.00 for 2025/26.

6. DECLARATIONS OF INTEREST

-Cllr P Walker, Cllr K Hodgkinson and Cllr T Hodges declared a personal interest in Lostock Gralam Community Centre as Committee members of Lostock Gralam Community Centre Association.

-Cllr P Walker declared an interest in the St. John's PCC as a member.

7. ACCEPTANCE OF MINUTES

The PC **RESOLVED** that the minutes of the meeting of the council held on 7th April 2025, having been copied to members, was a correct record. Proposed by Cllr K Hodgkinson and seconded by Cllr M Litton.

8. AGAR (ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN) & INTERNAL AUDIT

- a. To note the Internal Audit has now been carried out by John Henry. The Internal Audit Conclusion is that our internal controls are adequate. No issues arising.
- b. The PC **RESOLVED** to approve Section 2 (Accounting Statements) of the AGAR. The Chairman duly signed the AGAR.
- c. The Clerk will prepare a file for the External Audit which will be carried out by PKF.
- d. The period for public rights will be from Tuesday 3rd June – Monday 14th July 2025.

9. REVIEW OF COMMITTEES AND DELEGATION

- a. The PC **RESOLVED** to appoint all members to the Planning Committee for 2025/26. Cllr M Venables will chair the planning committee.
- b. The PC **RESOLVED** to give the planning committee delegated powers to report to non-contentious planning applications on behalf of the PC.
- c. The PC **RESOLVED** to re-appoint the current Finance Working Group members for another term (Cllrs T Smith, L Cashmore, I Parkinson, P Walker, and T Hodges). The Working Group has no delegated powers.
- d. The PC **RESOLVED** to give the Clerk delegated powers to process the August payments which will be approved at the September PC meeting.

10. PROGRESS REPORT

- a. MP Esther McVey will attend the September parish council meeting; a time slot of 7.00pm to 7.30pm was agreed, the meeting with the MP will be open to the public with public speaking time.
- b. The Clerk shared an update from CWAC Highways with regards to a Stubbs Lane/Packhorse Close alleyway drop kerb. To note the Clerk has contacted Barratts to ask that they look to install a drop kerb for the unadopted path, a response is awaited.
- c. The boundary signs are ordered but no delivery date yet available.
- d. No Highway S106 project update received. Cllr M Stocks will make enquiries with CWAC.
- e. Torus have forwarded our request for Wells Avenue bus stop potential users to their Tenant Voice Team and the Neighbourhood Officer for the site. Awaiting response.
- f. Mid Cheshire Against HS2 have advised that they did not install a banner on the A556 gyratory. CWAC's advice was that whoever put up the banner should take it down.

11. POLICE

PCSO P Hambleton sent a report. See Appendix 1

12. PLAY AREA AND INSPECTIONS

- a. Annual RoSPA Play inspection report circulated to Cllrs. Cllr M Venables and the Clerk will work through the report.
- b. Cllr M Venables gave a verbal update of repairs and maintenance carried out in the month. He advised that the junior climber requires new shackles over the bridge due to the current ones being rusty, a wet pour repair kit can also be purchased for around £40.00 which will be used to repair an area of wet pour worn at the toddler train. Cllr Venables has enough funds in his play area earmarked reserves to purchase the shackles and wet pour kit.
- c. No updates/concerns regarding the park litter picking and bin emptying raised.
- d. Noted that the Community Centre is still having an issue with hirers complaining about footballs hitting the building when hires are in progress, the balls are coming from the MUGA as opposed to being deliberately kicked at the wall. PC will consider options.
- e. The PC **RESOLVED** to accept HAGS-SMP Ltd quote of £505.00 net for a full cable runway inspection.
- f. The PC **RESOLVED** to accept Indigo quote for an 18-month tree Risk Assessment. The report will be carried out on Tuesday 17th June.
- g. The PC considered Lawtons quote to remove self-seeded sycamore trees in the play area shrubbery. The Cllrs agreed to form a working party to carry out the work.

13. CHAIRMAN & COUNCILLORS REPORT

- a. **Members matters for consideration** – *only motions listed below in section 1a may be debated and considered.*

None

- b. **Members updates-** *To receive updates from working groups, meetings attended etc.*
 - 1. Finance WG. Cllr T Smith thanked Cllr P Walker for his success in gaining a Christmas light grant from Jack Richards, Cllr Smith went on to give a verbal update. WG Minutes were shared with Cllrs.
 - a. PC **RESOLVED** to accept proposed letter to be handed to local businesses at in person meetings.
 - b. PC **RESOLVED** to accept ID card policy which shall be signed by each member on accepting their ID card. The PC **RESOLVED** to accept the Clerks ID card design. *Noted* the back of the ID card to include 'Only to be used on parish council business'.
 - 2. Friends of Lostock Station, verbal update received.
- c. **Members' Reports-** *to receive minor matters of interest not included on the agenda.*
 - 1. Cllr P Cobley advised that a Manchester Road manhole cover is banging when vehicles drive over it near to 316.
 - 2. Cllr T Hodges queried new noticeboard location at the Community Centre. The Community Centre have agreed to pay half towards the cost of purchasing two small noticeboards. Location to be agreed after the PC has discussed the matter with Pat Walker.
 - 3. Cllr T Smith raised concern about the car garage wall along Hall Lane becoming overgrown.

14. REPORT FROM THE CLERK

- a. The Clerk informed the Parish Council that, from the 2025/26 financial year, a new section will be included in the Annual Governance and Accountability Return (AGAR) regarding digital and data compliance. To comply fully, the Parish Council would need to use a .gov.uk domain. However, the current website, which is built on outdated technology, cannot support this requirement and cannot be redirected to a .gov.uk domain.

The Clerk advised that setting up a compliant new parish council website would cost between £500 and £750, with additional ongoing annual hosting and domain costs estimated at £200 to £300. While the current website meets most—but not all—of the Web Content Accessibility Guidelines (WCAG), it does not fully comply.

Given the limited number of website visitors and current budget constraints, the Parish Council agreed that the expenditure could not be justified at this time. It was therefore resolved to revisit the matter at a later date, and the Clerk was asked to explore possible funding opportunities to support a future upgrade.

The Clerk will work on an IT policy to meet the digital and data compliance requirement.

- b. To note it has come to light that CHALC have been calculating the PC annual subscription on 1500 electors rather than 1907. The PC should therefore expect a price increase of around £170.00 next year.
- c. Cllrs were reminded that they can attend CHALC Training Courses paid for by the PC. <https://www.chalc.org.uk/lib/F914564.pdf>
- d. Thank you to those who helped with the community litter pick and overflow car park litter pick, a lot of rubbish was collected!
- e. Cllr Mark Venables will attend the CWAC connections locality meeting at Northwich Memorial Hall on Wednesday 14th May at 5.30 pm.
- f. The Clerk is due to attend an LSEP meeting on 14th May.
- g. The PC **RESOLVED** to renew the Mid-Cheshire Footpath Society Membership priced at £8.00.
- h. The Community Centre has advised that it will not be holding a summer fete this year due to some committee members being away on the proposed date for the event.
- i. The PC will look to erect a thank you banner on the play area fence thanking local businesses for donations later in the year. Clerk to contact Jack Richards to ask if they would be happy for the PC to post a social media thank you.

15. PLANNING APPLICATIONS & DECISIONS

The Council considered the following planning applications and **RESOLVED** to respond as below:

APPLICATIONS	
25/01271/TPO	St Johns Church Station Road Lostock Gralam Lime (T3) - Fell to ground level – deep basal decay cavity extending into root system. No objection
24/03230/FUL	Land To Rear of 14 Station Road Erection of two storey dwelling, No objection, <i>Noted</i> Cllr Walker raised concern about the shared access.
EN0310001-250430	Regulations 10 and 11 Application by Keuper Gas Storage Limited (the applicant) for an Order granting development consent for the proposed Keuper Underground Gas Storage Facility Material Change 1 (the proposed development) Nationally Significant Infrastructure Projects: The stages of the NSIP process and how you can have your say - GOV.UK : The stages of the NSIP process and how you can have your say'. The proposed development is currently in the pre-application stage – Noted
25/00761/FUL	1 Highfield Avenue, Lostock Gralam Single Storey rear extension No objection
DECISIONS	

16. FINANCE / AUDIT/DONATIONS

- The PC **RESOLVED** to award St Johns Church PCC a grant of £1600, to help towards the cost of grave yard maintenance. – Proposed by Cllr T Hodges and seconded by Cllr P Cobley.
- The PC **RESOLVED** to approve payment of accounts as follows and note income received:

Payments	Details	Amount
TRF	Lyndsey Sandison	£1,215.11
DD	Nest Pension	£68.65
TRF	JDH Business Services Ltd	£417.60
TRF	Playsafety Limited	£96.00
DD	Information Commissioner	£47.00
TRF	CHALC	£573.24
TRF	ASH Waste Services Ltd	£146.04
DD	Freeola	£8.64
TRF	Mark Venables	£6.20
Income		Amount
ONLINE RECEIPT	CWAC	£32,712.00
ONLINE RECEIPT	HMRC	£298.99
ONLINE RECEIPT	JACK RICHARDS	£500.00

17. COUNCILLORS REPORTS AND FUTURE AGENDA ITEMS

- a. Cllr T Hodges and Cllr L Cashmore have both advised that they would be happy to attend a Lostock Lodge coffee morning (dependant on their availability).

18. DATE AND TIME OF NEXT MEETING

The next Parish Council meeting will be held on Monday 2nd June 2025 in the Church Hall at 7.00 p.m.

Noted: Clerks annual leave dates.

The meeting finished at 9.25 p.m.

L. Sandison

Monthly Update for April 2025 for the Shakerley Ward

Anti-Social Behaviour

Lostock Gralam

- Drugs warrant executed on Silverlea Road, quantity of cannabis recovered, and the electric supply had been tampered with. 2 suspects arrested.

Burglary

Lostock Gralam

- No reports received.

Theft

Lostock Gralam

- No reports received.

Road Safety

Lostock Gralam

- One Speed Enforcement session carried out, 8 offences were captured.
- Vehicle stop check on Station Road, following a search of the vehicle the driver was arrested and charged with possession of Class A drugs.
- Vehicle stop check on Manchester Road, driver provided a positive drugs wipe and subsequently arrested.
- Vehicle stop check on Manchester Road, following enquiries it was established the driver was disqualified and therefore had no insurance.
- Vehicle stop check on Manchester Road, driver provided a positive drugs wipe and subsequently arrested.
- Vehicle stop check on A556, following enquiries it was established the driver had no insurance and the vehicle was subsequently seized.

Parking/highway Obstructions

Lostock Gralam

- No reports received.

Weekly PCSO surgeries

Friday 16th May, between 10am – 11am.

Costa Coffee, Lostock Gralam.

Everyone is welcome to come along to say hello and discuss any local issues or concerns.

I am aware that not everyone will be able to attend these surgeries, if you wish to raise any concerns please complete the Residents Voice Survey on the Cheshire Police Website,

<https://www.cheshire.police.uk/police-forces/cheshire-constabulary/areas/cheshire/campaigns/northwich/residents-voice> when completing the survey, the Policing area is Shakerley.

PCSO Phil Hambleton

Shakerley Police Beat Team