

**LITTLE LEIGH PARISH COUNCIL**  
**DRAFT Minutes of Little Leigh Parish Council meeting held on**  
**Tuesday 22nd July 2025 at the Village Hall, Little Leigh**

**Meeting started 19.00**

<b>2025-6</b>		<b>By:</b>
	<p><b>Present:</b> Cllr Sue Beecroft (Chair) (SB), Cllr Bob King (Vice Chair) (BK), Cllr Stuart Cook (SC), Cllr Sharon Geary (SG)</p> <p><b>In Attendance:</b> Tracey Whitlow – Clerk (TW)</p> <p>Ward Cllr Lynn Gibbon (LG)</p> <p>8 Members of the Public (MOP's)</p> <p>Note (FCl) refers to Full Council</p>	
<b>Noted</b>	The councillors gave a warm welcome to the new clerk, Tracey Whitlow, who took up the post of clerk & RFO on 01.07.25	
<b>Noted</b>	<p>A councillor resignation has been received from Sophie Littler. The council wish to thank Sophie for her input into the PC.</p> <p>TW has informed the Elections team at CWAC and a vacancy notice has been added to the website &amp; noticeboard.</p>	
<b>25/16</b>	<p><b>Apologies for Absence were received &amp; accepted from:</b></p> <p>Cllr Rob McSweeney (RM), Cllr Jenny Jones (JJ)</p>	
<b>25/17</b>	<p><b>Declarations of Members' Interests:</b></p> <p>None</p>	
<b>25/18</b>	<p><b>Approval of Minutes:</b></p> <p>The Parish Council <b>Resolved</b> to approve the minutes of the Parish Council meetings held on 6<sup>th</sup> May &amp; 10<sup>th</sup> June 2025 as a true and correct record. Signed by the chair.</p>	
<b>25/19</b>	<p><b>Public Participation:</b></p> <p>MOP brought to the councils attention that they had emailed several weeks ago, via the website, requesting information regarding planning applications. Clerk had not received the email, the email accounts have recently changed and there is a possibility that the website has not been updated to this change. Clerk requested that MOP resend the request direct. Clerk and/or BK to check the email account link on the website</p>	<b>TW BK</b>
<b>25/20</b>	<p><b>PCSO update:</b></p> <p>Written PCSO report received, no crime reported in the parish. Speed checks have been conducted.</p>	
<b>25/21</b>	<p><b>Matters Arising from Previous Minutes:</b> (if not an agenda item)</p> <p><b>Defibrillator:</b> At the Baptist Church, Ash house Lane. Report from SG that this is moving forward, awaiting confirmation from CWAC that the defib can be sited on the building as it is listed, as opposed to a stand alone defib.</p>	<b>SG</b>

25/22	<p><b>Ward Councillor Report/s:</b> (unless an agenda item)</p> <p>Report from LG:  Monthly written report received and circulated.  Runcorn Road, from Shutley Lane to Barnton to be re-surfaced.  Devolution has now been postponed until May 2027- with a massive saving on election costs.  Highway Initiative - see 24/29  CWAC are looking at new railway stations &amp; routes.</p>	
25/23	<p><b>Accounts/Financial:</b></p> <ol style="list-style-type: none"> <li><b>1. Ratify/Approve Receipts &amp; Payments:</b> R&amp;P list presented and <b>approved</b>. Appendix 1</li> <li><b>2. Bank Reconciliation:</b> Reviewed &amp; <b>approved</b>. Appendix 2</li> <li><b>3. Council considered an amount to ring fence for Community Events . Resolved</b> to ring fence £2500.</li> <li><b>4. Pre-Authorised payment schedule 2025-26 considered. Resolved</b> to approve. Appendix 3</li> </ol>	
25/24	<p><b>Community Events Committee:</b>  <b>Resolved</b> to bring agenda item forward.</p> <ol style="list-style-type: none"> <li><b>1. Resolved</b> to form a Community Events Committee consisting of PC members and MOP's</li> <li>To agree objectives: see 25/26</li> <li>To elect committee members: Deferred to September</li> <li>To receive an update on the village walk. No report received.</li> <li>To receive an update on the village cycle: no report received.</li> </ol>	
25/25	<p><b>Village Plan:</b>  <b>Resolved</b> to bring item forward, as linked to Community Events Committee:  SC provided a draft report based on the analysis of information from the survey. The emphasis being 'Maintain – Defend - Improve Village Life. Disappointingly few younger people had engaged. MOP offered to contact the primary school to ask the Head to encourage the pupils to contribute. SC to track the survey with outcomes and possible actions. Working group will meet to discuss further actions.</p>	FCL
25/26	<p><b>Clerks Report:</b>  <b>Bank account signatories</b> – BK &amp; SB to contact bank to change bank signatories. TW requested on-line banking be taken up. As change of mandate is needed online banking will be requested, and ratified at the September meeting.  <b>Full policy review</b> – TW to go through all the policies for any amendments and circulate before the September meeting. There are several policies in existence that are not on the website. (See 25.32.3)  <b>Accounting systems</b> – TW has implemented her own methods of working. Receipts &amp; payments list for the relevant meeting will be issued, not the full cash book, this will be reviewed quarterly in line with the Financial Regulation, by the finance committee.  <b>Overtime</b> – hours are up considerably this month due to hand over and issues with the IT company. TW to circulate timesheet to Finance committee at the end of the month.  <b>Payroll</b> – This will now be done in-house at a saving of over £250/year. Payroll will be run monthly – Council in agreement. (incorporated into contract) TW to chase the payroll company for Q1 invoice.</p>	TW
25/27	<p><b>Policies:</b>  <b>Scheme of Delegation</b> – Information -Policy to give authority to the clerk to make payments and send comments to planning from the working group between meetings. Reviewed by</p>	

	council. <b>Resolved</b> to adopt the Scheme of Delegation Policy. Review cycle -annually. Policy signed by the chair.	
25/28	<p><b>Planning:</b></p> <p><b>New applications received/comments ratified on applications received since the last meeting:</b></p> <p><b>25/01250/FUL</b> Chapel Farm Shutley Lane Little Leigh Northwich CW8 4RP – Proposal: Construction of a purpose-built stable range. Re submission of 23/02429/FUL. Due to submission date for comments the working group have completed their response and FCI approved. Submission date now extended -working group to forward any further comments (including from previous submission) to TW for submission to LPA by 24/07/25.</p> <p><b>25/01918/FUL</b> Schmitz Cargo Bull (UK) Ltd Tarporley Road Whitley Northwich WA4 4EZ Proposal: Replacement single storey extension, additional car parking spaces and secure cycle parking. – Received today. Working group to discuss and send any comment to TW for submission to LPA</p> <p><b>Decisions notified from LPA:</b></p> <p><b>Winnington Solar Farm Appeal:</b> This has been approved. Minimum 4-5 years of backfilling the land before the Solar's being fitted.</p> <p><b>24/03739/FUL</b> West Cottage 325 Runcorn Road Barnton- <b>Refused 14.05.25</b></p> <p><b>24/03531/FUL</b> Chapel Farm Shutley Lane Little Leigh –<b>Approved 14.06.25</b></p> <p><b>New Local Plan Consultation:</b> Information received on 04/07/25 – consultation open until 29/08/25. TW &amp; SB have attended an information meeting. TW has fed back relevant information to council.</p> <p>Cllrs to collate a response to the consultation for submission by 29.08.25</p>	<p>FCI</p> <p>FCI</p> <p>FCI</p>
25/29	<p><b>Highways &amp; Speeding:</b></p> <ol style="list-style-type: none"> <li><b>1. Highways Issues:</b> No new issues reported.</li> <li><b>2. Parish Council highways report:</b> RM not present. No report.</li> <li><b>3. Parish council highways &amp; potholes report:</b> SG to take this take on going forward.</li> <li><b>4. New Highway Initiative:</b> LG had forwarded information from Highways. Each ward is being allocated @ 1-1.5 weeks of man hours for small highways works, which require no materials. Council to send sites for works to TW to submit.</li> </ol>	TW
25/30	<p><b>Village Hall:</b></p> <p>Beech trees in the grounds of the village require a tree survey in the autumn. TW to obtain quotes from specialist companies for September meeting.</p>	TW
25/31	<p><b>Website &amp; Hosting:</b></p> <ol style="list-style-type: none"> <li>Following issues with the hosting company over the last few months, cost and nearing new contract date it was <b>Resolved</b> to change hosting company. TW to action</li> <li><b>Email accounts:</b> SAPP 25-26 requirement for councils to have 'owned' email accounts. <b>Resolved</b> or all councillors to have LL.gov.uk email address. TW to action</li> <li>Following issues on the usability of the website and pending new annual contract TW had provided council with information on a web design company for a replacement website. Research had previously been carried out for 3 companies for a different parish council. <b>Resolved</b> following confirmation on queries raised, for TW to instruct JKE Web Design to build a new website at a cost of £450. TW to liaise with council for the content. Once operational all policy information will be uploaded. (see 25/26)</li> </ol>	<p>TW</p> <p>TW</p> <p>TW</p>
25/32	<p><b>Items for Next Meeting:</b></p> <p>Ratify comments for the local plan &amp; planning. Policy review. New policies- IT, Internet Banking &amp; Biodiversity. Co-option.</p>	

<b>25/33</b>	<p><b>Date of Next Meeting:</b> Council <b>Resolved</b> to change the dates of future meetings to the 2<sup>nd</sup> Wednesday of alternate months, pending meeting room availability. The next LLPC meeting is planned for <b>Wednesday 10<sup>th</sup> September 2025 at 19:00</b> at the Village Hall. To be confirmed.</p>	
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The meeting closed at 20.35

Signed:

Dated:

Appendix 1.

LITTLE LEIGH PARISH COUNCIL		
Receipts & Payments Schedule		
Presented at meeting:		22/07/2025
<u>Income Received</u>		
		£0.00
		£0.00
<u>Payments ratified/for approval</u>		
R	Net pay Q1	DP
R	HMRC Q1	DP
R	CIlr SB refund exp - Grapevine	£257.62
A	Weightmans LLP -Planning consultant	£2,220.00
A	Net pay mth 4	DP
A	WFH mth 4	£26.00
		£2,503.62
*DP	Data Protected	

Appendix 2.

<b><u>BANK RECONCILIATION</u></b>	
Co-Op Current Account	£22,601.75
Less unpresented chqs	-£189.93
<b>Total</b>	<b><u>£22,411.82</u></b>
<b><u>CASH BOOK</u></b>	
<b>B/F 01.04.25</b>	<b><u>£14,331.73</u></b>
Receipts to date	£9,555.00
Expenditure to date	<u>£1,474.91</u>
<b>Balance 28.06.25</b>	<b><u>£22,411.82</u></b>

Appendix 3

LITTLE LEIGH PARISH COUNCIL		
FINANCIAL TRANSACTIONS FOR APPROVAL		
THROUGHOUT THE YEAR IN BETWEEN MEETINGS		
2025-26		
	Frequency	Annual Budget
Payroll	Monthly	5,000
Work from Home Allowance (WFH)	Monthly	312
Website & hosting	Annually	350
Village Hall - costs (not projects)	Ad-hoc	710
Data Protection fee	Annually	50
Subscriptions	Ad-hoc	280
Insurance	Annually	900
Training	Ad-hoc	250
Office stationery/small equipment	Ad-hoc	200
Plus any necessary payments under £500	Ad-hoc	
Any contractual payments or payments of invoices after agreeing a quotation		