



## Councillors are summoned to attend the WEAVERHAM PARISH COUNCIL MEETING

To be held at  
Weaverham Community Centre, Russet Road, Weaverham, CW8 3HY  
on  
Monday 24<sup>th</sup> February 2025 at 7:00pm

Clerk: Adrian Morgan Acting Clerk  
Email: clerk@weaverhampc.co.uk  
Tel: 01606 854451

### AGENDA

Members of the public are reminded that they are only allowed to speak during the Public Forum and not during any items in the main body of the agenda.

- 114. **Public Open Forum.** Members of the public are invited to address Councillors and raise issues of concern. This session will last no longer than 10 minutes (Standing Order 1e). Each member of public is entitled to speak once only and shall speak for not more than 3 minutes (Standing Order 1f)
  
- 115. **Co-option of new councillors.**
  - 115.1 To **approve** co-option of Rees Lasseter & John Pether to the vacant positions of Parish Councillor.
  
- 116. To **approve** any apologies for absence.
  
- 117. To **receive** any new declarations of interest.
  
- 118. **Minutes**
  - 118.1 To **approve** minutes of meeting held on 27<sup>th</sup> January 2025.
  
- 119. **Finance**
  - 119.1 To **approve** minutes of meeting held on 20<sup>th</sup> January 2025.
  - 119.2 To **approve** part B minutes of meeting held on 20<sup>th</sup> January 2025
  - 119.3 To **receive** minutes of meeting held on 17<sup>th</sup> February 2025.
  - 119.4 To **approve** Accounts for January 2025.
  - 119.5 To **approve** cheque payments.
  
- 120. To **approve** change of name from Finance Committee to Finance & Policy Committee.
  
- 121. To **appoint** Adrian Morgan as RFO to the Parish Council.
  
- 122. To **approve** Cllr Iain Lasseter becoming a signatory for the Council's Current Account.
  
- 123. To **discuss and action** the internal audit report.
  
- 124. **Environment**
  - 124.1 To **approve** minutes of meeting held on 5<sup>th</sup> February 2025.
  - 124.2 To **receive** minutes of meeting held on 12<sup>th</sup> February 2025.

125. **Lack of Gritting in the village.**  
 125.1 To **approve** additional salt bins in the village. Option 1 Nestor 90 £290.00 Option 2 Nestor 100 £455.00 price includes delivery & filling with salt.
- 125.2 To **authorise** the Clerk to hold discussions with our maintenance contractor to discuss how they can help with the distribution of salt from the bins and other ways they may be able to help in bad weather.
126. **Flooding in the Village.**  
 126.1 To **approve** obtaining a quotation for the hire of a gully sweeper and drain un blocker and list the worst areas prone to flooding in the village.
- 126.2 To **approve** obtaining a quotation for the hire of a ride on pavement sweeper to clear leaves etc.
- 126.3 To **authorise** the Clerk to hold discussions with our maintenance contractor to discuss how they can help with gully cleaning and drain emptying with possible changes to the maintenance contract.
127. To **receive** a report on the VE day to be held on 8<sup>th</sup> May 2025.
128. To **approve** VJ celebrations on 15<sup>th</sup> August 2025 to incorporate a religious service at St Mary's followed by a party in the park on Lake House Field. Clerk to obtain quotation for a stage & music.
129. To **approve** the The Highways Volunteer Scheme from CWaC with the Clerk being the Councils lead. A decision as to the type of work to be carried out and how we can get community involvement will be discussed at the next committee meeting.
130. **Old Youth Club site / Doctors Car Park/ Brownie Hut Project.** The Environment Committee makes the recommendations: -
- 130.1 To **approve** the cancellation of the proposed two-story youth building. This is due to projected costs and the Brownie Hut site becoming available.
- 130.2 To **approve** the location of a new building for indoor youth activities and Council Offices to be sited at the current Brownie Hut.
- 130.3 To **approve** the project / development phases as follows: -
- Phase 1** Old Doctors surgery car park is to be tidied up with marked parking spaces with the provision of disabled parking spaces for 2 cars and signage.
- Phase 2** A Skateboard / BMX area is to be located on the Old Youth club site. With a breakout area that will separate the Skateboard area from the car park.
- Phase 3** A new car park area is to be established on the old youth club site with 2 disabled parking spaces and 4 EV parking spaces.
- Phase 4** Redevelopment of the old Brownie Hut to incorporate Council Offices and storage.
- Phase 5** Landscaping to incorporate outdoor play equipment for older teenagers e.g. outdoor table tennis. The building of a secret garden.

**Phase 6 Social Cohesion & Mental Health.** Outdoor activities for adults and families e.g. crazy golf, boule and chess with additional break out seating areas.

130.4 To **approve** consultation via the high school students regarding what facilities they would like to see provided by the Council for the youth

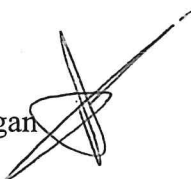
130.5 To **approve** a consultation process will take place with the wider community for their feedback and input.

- 131. To **receive** an update on securing the generation tariff payment for the solar panels.
- 132. To **approve** a 2-year contract with TWM for provision of a contract Sim that operates the SIDS recording system. At a cost of £500 + Vat.
- 133. To **approve** Bonfire Night being held on Saturday 1<sup>st</sup> November 2025 and book Nemesis for the event.
- 134. To **approve** the use of the old doctor's car park by Homestead Garage to improve the parking situation on Gorstage Lane.
- 135. To **receive** an update on the Toilet/ Kiosk project.
- 136. **Planning**  
136.1 To **receive** minutes of meeting held on 24<sup>th</sup> January 2025.
- 137. To **discuss** the condition of the empty house next door to the Turkish Restaurant.
- 138. **Cemetery**  
138.1 To **receive** a verbal report for our cemetery representatives.
- 139. To **receive** an update on the GOV.UK domain transfer.
- 140. To **approve** the awarding of the Freedom of The Parish to Cllr J Freeman for his many years of service to the Council and the community.
- 141. To **approve** an allowance of £100 to the Chair of Council for Civic/ Community appreciation.
- 142. **Clerks' Update:** The Clerk to update Council on any matters.
- 143. **Meetings** attended by Councillors. To **note** and **discuss** meetings attended by councillors.
- 144. **Police matters.** Standing Orders will be suspended to allow the police to address the meeting.
- 145. **CWaC matters.** Standing Orders will be suspended to allow CWaC Councillors to address the meeting.
- 146. **Public Forum** (a maximum of 10 minutes is allowed for this item).
- 147. To **Confirm** date of next meeting: Monday 24<sup>th</sup> March 2025 at 7:00pm

Signed:

Adrian Morgan

Acting Clerk



Dear Weaverham Parish Council,

I'm writing to declare my interest and put in my application for a position as a member of the Weaverham Parish Council. I believe I could be of use to the council as having a wider age range within council members would provide a larger pool of views and perspectives to inform the councils decisions as well as increase its range of representation for parishioners. Since I work at the Weaverham Community Pool I often have conversations with parishioners on a regular basis which will hopefully strengthen our communication with the community even further and possibly grow more interest in council projects/proceedings.

I also look to bring a range of skills for potential use in council matters gathered from previous employments. Most noteworthy would be previous marketing experience specialising in social media on multiple platforms, mostly video and photo related. CAD experience which may help communicate the councils' vision for a project to the community. As well as now having helped in the design of the café, including visual aspects, the user experience and ensuring conformity to planning and building regs. Such skills should be transferable to guide future construction projects the council may have.

Id also like to note I do have experience running smaller public facing events in the past such as the indoor cinema and award nights held at the local community centre as well as the outdoor cinema in russet park which was run in conjunction with yourselves.

I hope you consider me a valuable candidate for this role but appreciate your time and respect your decision whatever it may be.

Thanks,  
Rees Lasseter



04/02/2025

John Pether (5)  
~~5 Beech Hayes Ct~~  
~~Weaverham~~  
~~Northwich~~  
~~Cheshire CW8 3BX~~  
~~DOB: 07/13 1941~~  
~~Email John@Pether.com~~

7th Feb 2025

Clerk of the Council  
Weaverham Parish Council  
Weaverham Community Centre  
Weaverham CW8 3HY

Dear Sir/Madam

I have seen on the parish website that there may be vacancies for people who wish to stand as parish councillors, as a long time resident of the village I would be interested in exploring what that would entail with a view to putting myself forward if a vacancy still exists.

Yours Sincerely

John Pether



## WEAVERHAM PARISH COUNCIL

Minutes of an ordinary meeting  
held at Weaverham Community Centre on  
27<sup>th</sup> January 2025 at 7pm.

Present: Gillian Edwards (GE) Chairman, Jason Endress (JE), Nigel Freestone (NF), Ian Mills (IM), Roger Moss (RM), John Freeman (JF) and Mike Gerrard (MG).

In attendance: 9 members of the public

98. **Public Open Forum.** Members of the public raised the following issues with the council: -

98.1 Lack of gritting on the road during the recent bad weather. This issue will be discussed in more detail at the next Environment Committee meeting. **noted.**

98.2 Parking issues on Keppers Lane. Clerk to follow up with our PCSO. **noted**

98.3 Flooding in the village with gullies not being cleaned. This issue will be discussed in more detail at the next Environment committee meeting. **noted.**

98.4 The brownies have asked for help with issues around their post code. Brownies to meet up with the clerk to see how we can help. **noted**

98.5 Weaverham Trust organised a litter pick collecting 21 bags of rubbish. The council thanked the trust for their work. **noted.**

99. Apologies were received from Keith O'Neil (KO). Iain Lasseter (IL) who will be late were **approved.**

Apologies from CWaC Cllrs Lynn Stocks and Phil Rimmer were **noted.**

100. There was no new declaration of interest given.

101. **Minutes**

101.1 The minutes of meeting held on 9<sup>th</sup> December 2024 were **approved.**

102. **Finance**

102.1 The minutes of meeting held on 6th January 2025 (Budget Meeting) were **approved.**

102.2 The Environment & Youth Budget for 2025/26 was set at £70,090.00 **approved.**

102.3 The Administration Budget for 2025/26 was set at £64,910.00 **approved.**

102.4 The overall council budget for 2025/26 was set at £135,000.00, making a band D charge of £66.49 an increase of £0.35 (0.5%). **approved.**

102.5 The accounts for December 2024 were signed off and **approved.**

102.6 The accounts for April to December 2024 were **approved.**

102.7 Council discussed the Budget v Expenditure position as at end December 2025. No issues were raised **noted**.

102.8 The minutes of meeting held on 20th January 2025 were **received**.

102.9 The part B minutes of meeting held on 20th January 202 were **received**.

102.10 The Council's internal Co-option process for new councillors was **approved**.

**Cllr Ian Lassiter joined the meeting @19.29**

102.11 The clerk gave an update on the 2023/24 Internal Audit. The final report has been received and will be discussed at the next meeting of Finance **approved**.

102.12 The proposed 2-year contract with TWM for provision of a contract Sim that operates the SIDS recording system was deferred to Environment Committee for further discussion **approved**.

102.13 The change of committee name from Finance Committee to Policy and Resources Committee was deferred to next council meeting **approved**.

**103. Environment**

103.1 VE day commemorations were discussed with the local churches being invited to attend the working group. Further discussion will be held at the next meeting of Environment Committee **approved**.

103.2 An update on the Toilet/ Kiosk project was given by IL which was **noted**. The clerk advised the council that it has inadvertently placed itself into the position that it will be sharing the building costs with Fine Swim Limited and therefore the council will not own 100% the building. The clerk has been authorised to establish what cost have been incurred by Fine Swim to date. Negotiate a fair outcome where the council will own the building and make recommendations to council on the negotiated outcome. A lease for the new building will need to be agreed. **approved**.

103.3 The council **received** an update on securing the generation tariff payment for the solar panels from JE was **noted**.

103.4 The recent flooding issues in the village were discuss with High Street, Wallerscote Road, Junction of Millington Lane and Keepers Lane being **noted**. This item was deferred to Environment Committee for further discussion. **Approved**.

**Council observed a period of silence at 8pm to remember the 80<sup>th</sup> anniversary of the Holocaust. A candle was lit by the chair of council in remembrance of those who died.**

**104. Planning**

104.1 The minutes of meeting held on 13<sup>th</sup> December 2024 were **approved**.

104.2 The minutes of meeting held on 24<sup>th</sup> January 2025 were **received**.

105. Cllr Mike Gerrard's appointment to the Planning & Environment Committees was **approved**.

106. The Council received an update from JE on the GOV.UK domain transfer was **noted**.
107. Council has been made aware of the devolution proposal for a directly elected mayor covering Cheshire East, Cheshire West & Warrington was **noted**.
108. The Meetings of Council from Feb 2025 to May 2025 were **approved**.
109. **Clerks' Update:** The Clerk to updated Council on the following matters: -
- 109.1 Council's electrical safety testing will take place on 12<sup>th</sup> March 25 **noted**.
- 109.2 It was agreed that Cllr Freeman & the Clerk will attend safety training provided by Knutsford Parish Council at a cost of £150-200 each was **approved**.
- 109.3 Software that is needed to control the light of the MUGA to be given to the Management of the Community centre was **approved**.
- 109.4 The highways volunteer scheme will be deferred to Environment Committee **approved**.
- 109.5 Mr Rob Charnley to be invited to attend Council meeting to discuss Neighbourhood/ local plans **approved**.
- 109.6 Proforma invoice from Defib Store Ltd for £2241.60 inc vat. (Hefferston Rise defib) payment was **approved**.
- 109.7 Go daddy Website security 10-year plan £617.76 in vat was **approved**.
- 109.8 The clerk to obtain advice from CHALC so see if the council can hold meetings via the internet was **approved**.
- 109.9 Quotation from Cheshire Grounds Maintenance for the removal of soil from the swimming pool for £680.00 +VAT was **approved**.
110. The following meetings were attended by councillors; -
- JE** none/ **PW** Police & Crime Commissioner meeting. / **RM** Weaverham Trust, Brownies.
- GE** Weaverham Trust & Police & Crime Commissioner meeting. / **NF** none/ **IM** none
- IL** Brownies
111. PCSO report was circulated to councillors was **noted**.
112. **CWaC matters.**
- 112.1 Cllr G Edwards give a verbal report to council which was **noted**.
- 112.2 The Clerk read out Cllr L Stocks written report both reports were **noted**.
- 112.3 Council noted that it did not receive a report from Cllr Phil Rimmer. The Clerk to contact Cllr Rimmer asking him to provide the Council with an update **approved**.
113. **Public Forum** – The following additional items were raised: -



113.1 Brownies would like the council to take over the building as it needs upgrading-referred to Environment Committee **approved**.

113.2 Further examples of flooding issues in the village were given to council were **noted**.

113.3 Issues with the sleeping policemen on Keppers Lane were raised. The parishioner will have a meeting with the clerk to discuss in more detail was **noted**.

114. To **Confirm** date of next meeting: Monday 24<sup>th</sup> February 2025 at 7:00pm.

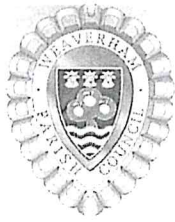
The meeting closed at 9.10pm.

Signed as a true record

Name .....

Signature .....

Date .....



**MINUTES OF THE FINANCE COMMITTEE MEETING**

Held at

**Weaverham Community Centre, Russet Road, Weaverham, CW8 3HY**

on

**Monday 20<sup>th</sup> January 2025 at 7.15pm**

Acting Clerk Adrian Morgan

Email: [clerk@weaverhampc.co.uk](mailto:clerk@weaverhampc.co.uk)

Tel: 01606 854451

Present: Cllrs John Freeman (JF) Chairman, Jason Endress (JE), Roger Moss (RM), Nigel Freestone (NF), Peter Wilkinson (PW) and Ian Mills (IM)

- F24. **Public Open Forum-** one member of the public was present.
- F25. **Apologies-** No apologies for absence were received.
- F26. **No New declarations** of interest were made.
- F27. **The minutes** of the meeting held on 6<sup>th</sup> January were **approved**.
- F28. **Accounts.** The approval of Decembers accounts was **deferred** to the next meeting of council due to the accounts being incomplete.
- F29. **The council's internal co-option process** was recommended for **approval** by council.
- F30 **Internal Audit draft report-** Councillors voted to move this item to a part B discussion which excluded members of the public. The Chairman moved the Local Government Act. **Resolved to exclude the public under the Local Government Act 1972 Section 12A Part 19(i) was approved.**
- ~~F31~~ **F31.** To **confirm** the date of next meetings 10<sup>th</sup> March 2025.

The meeting closed at 7.35pm.

Signed as a true record

Name .....

Signature .....

Date .....



**Minutes of the  
FINANCE COMMITTEE**  
held at Weaverham Community Centre  
on  
**Monday 20<sup>th</sup> January 2025 at 7.15pm**

Clerk: Adrian Morgan Acting Clerk  
Email: clerk@weaverhampc.co.uk  
Tel: 01606 854451

**Resolved to exclude the public under the Local Government Act 1972 Section 12A Part 19(i)**

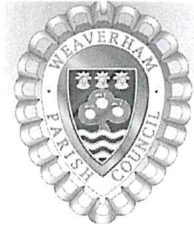
F30. **Draft Internal Audit Report.** The report was discussed in detail. It was agreed that the Clerk along with Cllrs Freeman & Wilkinson will meet to discuss the report in detail to provide more information about the internal Auditor's queries. A final report will be received in due course.

**Meeting closed at 8.05pm**

Agreed and approved: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_



**MINUTES OF THE FINANCE COMMITTEE MEETING**

Held at

**Weaverham Community Centre, Russet Road, Weaverham, CW8 3HY**

on

**Monday 17<sup>th</sup> February 2025 at 7.15pm**

Acting Clerk Adrian Morgan  
Email: [clerk@weaverhampc.co.uk](mailto:clerk@weaverhampc.co.uk)  
Tel: 01606 854451

Present: Cllrs John Freeman (JF) Chairman, Jason Endress (JE), Roger Moss (RM)

- F32. **Public Open Forum** No Members of the public were present.
- F33. **Apologies** were received from Cllr Peter Wilkinson & Nigel Freestone.
- F34. **No New declarations** of interest were made.
- F35. The minutes of the meeting held on 20<sup>th</sup> January 2025 were **approved**.
- F36. The Part B minutes of the meeting held on 20<sup>th</sup> January 2025 were **approved**.
- F37. **Accounts**  
36.1 Accounts as of 31<sup>st</sup> January 2025 showing Income £9,627.84, Expenditure £27,242.69 were **approved**.  
36.2 The Council's bank balance £279,172.61 was **noted**.
- F38. **Cheque Payments.**  
Cheque payments amounting to £2,331.66 were **approved**.
- F39. **Internal Audit Report**  
The Clerk gave an update on the audit. The Council's policies and procedure will be presented to council for approval at an extraordinary meeting scheduled for Monday 10<sup>th</sup> March 2025 **approved**.
- F40. Committee change of name from Finance Committee to Finance & Policy Committee was **approved**.
- F41 To **confirm** the date of next meetings 17<sup>th</sup> March 2025.

**Meeting closed at 7.25pm**

Signed as a true record

Name .....

Signature .....

Date .....

Weaverham Parish Council Bank Reconciliation  
as at 31st January 2025

|                            |                            |
|----------------------------|----------------------------|
| <b>as per Scribe</b>       | <b>Bank</b>                |
| Opening Balance £38,364.82 | Opening Balance £38,776.43 |
| Closing Balance £18,705.44 | Closing Balance £20,187.34 |
| <b>-£19,659.38</b>         |                            |

| Income | Date        | Contact Name               | Detail         | Net             | VAT         |
|--------|-------------|----------------------------|----------------|-----------------|-------------|
|        | 06 Jan 2025 | NS&I                       | Interest       | 1,657.27        | 0.00        |
|        | 29 Jan 2025 | Harding                    | Lakehouse Hire | 50.00           | 0.00        |
|        | 31 Jan 2025 | HMCR                       | Vat Refund     | 7286.74         | 0.00        |
|        | 31 Jan 2025 | Weaverham Community Centre | Repayment      | 16.08           | 3.22        |
|        | 31 Jan 2025 | Fryer                      | Lease          | 70.00           | 0.00        |
|        | 31 Jan 2025 | CCLA                       | Interest       | 547.75          | 0.00        |
|        |             |                            |                | <b>9,627.84</b> | <b>3.22</b> |

| Weaverham Parish Council<br>as at 31st January 2025 | Scribe            | Bank              | Diff     |
|---|-------------------|-------------------|----------|
| WPC Current Ac                                      | 18,705.44         | 20,187.34         |          |
| WPC Deposit Ac                                      | -                 | -                 |          |
| WPC Government Bond                                 | 52,000.00         | 52,000.00         |          |
| Skipton 120-Day Account                             | 90,215.67         | 90,215.67         |          |
| WPC CCLA Account                                    | 118,251.50        | 118,251.50        |          |
|   | <b>279,172.61</b> | <b>280,654.51</b> | 1,481.90 |
| VAT (to be reclaimed)                               |                   |                   |          |
|   | <b>279,172.61</b> |                   |          |

| Cheques to Clear        | No | Amount          |
|-------------------------|----|-----------------|
| 22401 Lockdown Security |    | 213.90          |
| 22564 WCA               |    | 90.00           |
| 22586 Cheshire GC       |    | 1178            |
|                         |    | <b>1,481.90</b> |

Approved

Chairman  
F&P Committee Meeting  
Date

Chairman  
Parish Council Meeting  
Date

Weaverham Parish Council  
PAYMENTS LIST

18 February 2025 (2024-2025)

| Vouche Code  | Date       | Minute | Bank                 | Cheque No  | Description              | Supplier                  | VAT Type         | Net             | VAT              | Total     |
|--------------|------------|--------|----------------------|------------|--------------------------|---------------------------|------------------|-----------------|------------------|-----------|
| 107          | 06/01/2025 |        | Santander Current A/ | Chq 122583 | Office Supplies          | Weaverham Hardware Ltd    | S                | 16.08           | 3.22             | 19.30     |
| 115          | 07/01/2025 |        | Santander Current A/ | 070125     | Subscription             | Woodland Trust            | Z                | 8.00            |                  | 8.00      |
| 108          | 09/01/2025 |        | Santander Current A/ | Chq 122586 | Maintenance Contract     | Cheshire Groundcare Ltd   | S                | 981.67          | 196.33           | 1,178.00  |
| 116          | 10/01/2025 |        | Santander Current A/ | 100125     | Old Youth Club Utilities | Scottish Power            | L                | 69.10           | 3.46             | 72.56     |
| 106          | 13/01/2025 |        | Santander Current A/ | Chq 122585 | IT Services              | Avoira Ltd                | S                | 0.78            | 0.16             | 0.94      |
| 106          | 13/01/2025 |        | Santander Current A/ | Chq 122585 | IT Services              | Avoira Ltd                | S                | 31.70           | 6.34             | 38.04     |
| 106          | 13/01/2025 |        | Santander Current A/ | Chq 122585 | IT Services              | Avoira Ltd                | S                | 26.75           | 5.35             | 32.10     |
| 109          | 13/01/2025 |        | Santander Current A/ | chq 122587 | Room Hire                | Weaverham Community As    | Z                | 72.00           |                  | 72.00     |
| 110          | 17/01/2025 |        | Santander Current A/ | Chq 22588  | Cafe/Toilet Project      | Evergreen                 | S                | 18,000.00       | 3,600.00         | 21,600.00 |
| 111          | 17/01/2025 |        | Santander Current A/ | Chq 22589  | Cafe/Toilet Project      | Evergreen                 | S                | 700.67          | 140.13           | 840.80    |
| 113          | 20/01/2025 |        | Santander Current A/ | Chq 22591  | Internal Audit           | JDH Business Services Ltd | S                | 698.50          | 139.70           | 838.20    |
| 112          | 21/01/2025 |        | Santander Current A/ | Chq 22590  | Office Supplies          | Get Stuff Done 24-7 Ltd   | S                |                 |                  |           |
| 114          | 23/01/2025 |        | Santander Current A/ | 22592      | Old Youth Club Utilities | Water Plus                | Z                | 119.43          |                  | 119.43    |
| 114          | 23/01/2025 |        | Santander Current A/ | 22592      | Old Youth Club Utilities | Water Plus                | Z                | 281.13          |                  | 281.13    |
| 114          | 23/01/2025 |        | Santander Current A/ | 22592      | Old Youth Club Utilities | Water Plus                | Z                | 174.17          |                  | 174.17    |
| 114          | 23/01/2025 |        | Santander Current A/ | 22592      | Old Youth Club Utilities | Water Plus                | Z                | 231.38          |                  | 231.38    |
| 114          | 23/01/2025 |        | Santander Current A/ | 22592      | Old Youth Club Utilities | Water Plus                | Z                | 242.80          |                  | 242.80    |
| 114          | 23/01/2025 |        | Santander Current A/ | 22592      | Old Youth Club Utilities | Water Plus                | Z                | 248.27          |                  | 248.27    |
| 114          | 23/01/2025 |        | Santander Current A/ | 22592      | Old Youth Club Utilities | Water Plus                | Z                | 245.57          |                  | 245.57    |
| 117          | 31/01/2025 |        | Santander Current A/ | DD 310125  | Pool                     | Fineswim Ltd              | S                | 833.33          | 166.67           | 1,000.00  |
| <b>Total</b> |            |        |                      |            |                          |                           | <b>22,981.33</b> | <b>4,261.36</b> | <b>27,242.69</b> |           |

14

15

### Weaverham Parish Council

Prepared by: [Signature]  
Name and Role (Clerk/RFO etc)

Date: 10/2/25

Approved by: [Signature]  
Name and Role (RFO/Chair of Finance etc)

Date: 17 FEB 25

|  |   |            |                   |
|--|---|------------|-------------------|
| <b>Bank Reconciliation at 31/01/2025</b> |   |            |                   |
|  | Cash in Hand 01/04/2024                             |            | 230,323.01        |
|  | <b>ADD</b><br>Receipts 01/04/2024 - 31/01/2025      |            | 161,547.87        |
|  |   |            | 391,870.88        |
|  | <b>SUBTRACT</b><br>Payments 01/04/2024 - 31/01/2025 |            | 112,698.27        |
| <b>A</b>                                 | <b>Cash in Hand 31/01/2025</b><br>(per Cash Book)   |            | <b>279,172.61</b> |
|  | Cash in hand per Bank Statements                    |            |                   |
|  | Petty Cash 31/01/2025                               | 0.00       |                   |
|  | Santander Current Account 31/01/2025                | 20,187.34  |                   |
|  | Skipton Building Society 120-Day A 31/01/2025       | 90,215.67  |                   |
|  | Government Bond Account 31/01/2025                  | 52,000.00  |                   |
|  | CCLA Account 31/01/2025                             | 118,251.50 |                   |
|  |   |            | <b>280,654.51</b> |
|  | Less unrepresented payments                         |            | 1,481.90          |
|  |   |            | 279,172.61        |
|  | Plus unrepresented receipts                         |            |                   |
| <b>B</b>                                 | <b>Adjusted Bank Balance</b>                        |            | <b>279,172.61</b> |
|  | <b>A = B Checks out OK</b>                          |            |                   |

**Weaverham Parish Council**  
**PAYMENTS (AWAITING AUTHORISATION) LIST**

| Vouche Code  | Date       | Minute | Bank                 | Cheque No | Description                     | Supplier                | VAT Type | Net             | VAT           | Total           |
|--------------|------------|--------|----------------------|-----------|---------------------------------|-------------------------|----------|-----------------|---------------|-----------------|
| 120          | 03/02/2025 |        | Santander Current A/ | 22594     | IT Services                     | Avolira Ltd             | S        | 25.88           | 5.18          | 31.06           |
| 123          | 05/02/2025 |        | Santander Current A/ | 22598     | Office Supplies                 | Avolira Ltd             | S        | 785.50          | 157.10        | 942.60          |
| 118          | 05/02/2025 |        | Santander Current A/ | 22593     | Additional Grounds Maintenananc | Cheshire Groundcare Ltd | S        | 981.67          | 196.33        | 1,178.00        |
| 119          | 05/02/2025 |        | Santander Current A/ | 22593     | Christmas Trees                 | Cheshire Groundcare Ltd | S        | 150.00          | 30.00         | 180.00          |
| 126          | 18/02/2025 |        | Santander Current A/ | 25572     | Office Supplies                 | Viking                  | S        | 92.59           | 18.52         | 111.11          |
| 125          | 18/02/2025 |        | Santander Current A/ | 22599     | Council Logo                    | Weaverham High School   | S        | 25.00           | 5.00          | 30.00           |
| 127          | 18/02/2025 |        | Santander Current A/ | 25573     | Training                        | Knutsford Town Council  | S        | 350.00          | 70.00         | 420.00          |
| <b>Total</b> |            |        |                      |           |                                 |                         |          | <b>2,410.64</b> | <b>482.13</b> | <b>2,892.77</b> |

\* NOTE.

22595 REPLACEMENT W.C.A. CHQ 90.00.

22596 JASON - REF 109.7. 617.76.

22597 DS Fib. REF 109.6. 224.60.



Annual Internal Audit Report 2023/24

Weaverham Parish Council

weaverhampc.co.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

KEY: IA = Internal Audit

| Internal control objective   | Yes | No*                            | Not covered**              |
|--|-----|--------------------------------|----------------------------|
| A. Appropriate accounting records have been properly kept throughout the financial year.   | ✓   | except                         | for VAT issue in IA report |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.  |     | ✓                              | } see IA report.           |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.  |     | ✓                              |                            |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored, and reserves were appropriate.   | ✓   | except for budgetary control   | issue in IA report.        |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.  | ✓   |                                |                            |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.   | N/A | no petty cash held             |                            |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.  | N/A | no employees in financial year |                            |
| H. Asset and investments registers were complete and accurate and properly maintained.   | ✓   |                                |                            |
| I. Periodic bank account reconciliations were properly carried out during the year.  | ✓   |                                |                            |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.   | ✓   | except for issue 1)            | in IA report.              |
| K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")  | N/A |                                |                            |
| L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.   |     | ✓                              | see IA report              |
| M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set). | ✓   |                                |                            |
| N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).   |     | ✓                              | see IA report              |
| O. (For local councils only)<br>Trust funds (including charitable) – The council met its responsibilities as a trustee.  |     |                                | ✓                          |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

17/01/2025

Name of person who carried out the internal audit

JDH BUSINESS SERVICES LTD

Signature of person who carried out the internal audit



Date

12/02/2025

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



# Weaverham Parish Council

Weaverham Community Centre, Russet Road, Weaverham, Northwich, Cheshire, CW8 3HY  
Tel: 01606 854451(24hr voicemail) Email: [clerk@weaverhampc.co.uk](mailto:clerk@weaverhampc.co.uk)

## Minutes of the Environment Committee Meeting

held at Weaverham Community Centre, Russet Road, Weaverham  
on Wednesday 5<sup>th</sup> February 2025 at 7:15pm.

Present Peter Wilkinson (PW) John Freeman (JF), Iain Lasseter (IL), Mike Gerrard (MG). Ian Mills.

1 member of the public.

The Clerk stated that we need to appoint a chairman for the meeting. Through a vote Cllr Peter Wilkinson chaired the meeting. **approved.**

E33. **Public Open Forum.** The following item was raised: -

**Flooding on Keepers Lane.** The Clerk has written to the chief executive of CWaC raising the Council's concerns regarding the flooding. It was decided that we will wait to receive a response to the letter before deciding how the Council may be able to help. **noted.**

E34. Apologies for absence were received from. Cllrs Roger Moss (RM) (Chairman), Jason Endress (JE), which were **approved.**

E35. No new declarations of interest were received.

E36. The minutes of the meeting held on 13<sup>th</sup> November 2024 were **approved.**

E37. **Lack of Gritting in the village.** The committee did not support paying for additional road gritting in the village as this is the responsibility of Cheshire West. **noted**

E37.1 Council will be asked to support the provision of additional salt bins & salt in the village. **approved.**

E37.2 Council will be asked to authorise the Clerk to hold discussions with our maintenance contractor to see how they can help with the distribution of salt from the bins. **approved**

E37.3 The Clerk is asked to make a comment in the Weaverham News regarding the use of the salt bins. **approved**

E37.4 CWaC is to be approached to see if they can help provide the additional bins. **approved**

E38. **Flooding in the Village.** The committee was concerned about the flooding in the village and came up with the following recommendations to Council: -

E38.1 The Clerk to obtain quotation for the hire of a gully sweeper and drain unblocker that can be used on an ad hoc basis. **approved**

E38.2 The Clerk to ask for CWaC highway's cleaning schedule **approved.**

E38.3 A list will be drawn up of hot spot problem areas due to flooding that needs attention. **approved**

E38.4 The Clerk to obtain quotation for the hire of a ride on sweeper for street cleaning leaves etc. **approved.**

E38.5 Council will be asked to authorise the Clerk to hold discussions with our maintenance contractor see how they can help with gully cleaning and drain emptying with possible changes to our contact. **approved**

E39. **VE Day 80<sup>th</sup> celebrations on 8<sup>th</sup> May 2025.** Preparations are underway. Community Centre & band have been booked. The Clerk is requested to write to local Fish & Chip shops to order 50 portions of fish & chips (100 in total) confirming the order formally. A beacon will be lit at 9.30pm to coincided with the national celebrations **approved.**

E40. **VJ celebrations on 15<sup>th</sup> August 2025.** Discussions with the local churches will take place to provide a religious service of remembrance. A party in the park to take place on Lake House field in the evening. Clerk to obtain quotations for a stage & music for the event. **approved.**

E41. This was deferred to the next committee meeting **approved.**

E42. This was deferred to the next committee meeting **approved.**

E43. This was deferred to the next committee meeting **approved.**

The committee made the following observations for **consideration** at its next meeting: -

E43.1 To investigate the provision of a skateboard /BMX track at the back of the old Youth club.

E43.2 To knock down the old building to provide additional car parking for the village with disabled parking spaces and EV charging points.

E43.3 To provide disabled parking spaces and mark out the old doctor's surgery

E43.4 To redevelop the Brownie Hut to provide a parish office, storage, youth facilities, Brownie activities. Put a Business Plan in place.

E43.5 Secret Garden and landscaping to be incorporated on the brownie site.

E43.6 Councillors are asked to visit Comberbach, Barnton & Northwich to consider their designs for a skateboard / BMX area.

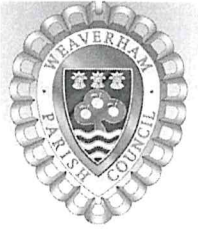
E44. To **confirm** date of next meeting – Wednesday, 12<sup>th</sup> February 7:15pm

Signed as a true record.

Name.....

Signature.....

Date.....



# Weaverham Parish Council

Weaverham Community Centre, Russet Road, Weaverham, Northwich, Cheshire, CW8 3HY  
Tel: 01606 854451(24hr voicemail) Email: [clerk@weaverhampc.co.uk](mailto:clerk@weaverhampc.co.uk)

## Minutes of the Environment Committee Meeting

held at Weaverham Community Centre, Russet Road, Weaverham  
on Wednesday 12th February 2025 at 7:15pm.

Present Roger Moss (RM) Chairman, Peter Wilkinson (PW). John Freeman (JF), Iain Lasseter (IL), Mike Gerrard (MG). Ian Mills (IM), Jason Endress (JE)

- E45. Public Open Forum no questions were raised.
- E46. No apologies for absence were **received**.
- E47. No new declarations of Interest were made.
- E48. The minutes of the meeting held on 5<sup>th</sup> February 2024 were **approved**.
- E49. The Highways Volunteer Scheme form CWaC was considered. It was recommended that the scheme is supported with the Clerk being the Council's lead. A decision as to the type of work to be carried out and how we can get community involvement will be discussed at the next meeting. **approved**.
- E50. It was recommended that Council approve a 2-year contract with TWM for provision of a contract Sim that operates the SIDS recording system. At a cost of £500 + Vat was **approved**.
- E51. **Old Youth Club site / Doctors Car Park/ Brownie Hut Project.** The following recommendations are made to Council: -
- E51.1 The original proposal for the site namely a two-story building be cancelled due to projected costs and the Brownie Hut site becoming available **approved**.
- E51.2 The location of a new building for indoor youth activities and Council Offices is to be sited at the current Brownie Hut. **approved**
- E51.3 The project has been broken down into the following phases: -
- Phase 1** Old Doctors surgery car par is to be tidied up with marked parking spaces with the provision of disabled parking spaces for 2 cars and signage **approved**
- Phase 2** A Skateboard / BMX area is to be located on the Old Youth club site. With a breakout area that will separate the Skateboard area from the car park **approved**.
- Phase 3** A new car park area is to be established on the old youth club site with 2 disabled parking spaces and 4 EV parking spaces **approved**.
- Phase 4** Redevelopment of the old Brownie Hut to incorporate Council Offices and storage **approved**.
- Phase 5** Landscaping to incorporate outdoor play equipment for older teenagers e.g. outdoor table tennis. The building of a secret garden **approved**.
- Phase 6** Social Cohesion & Mental Health. Outdoor activities for adults and families e.g. crazy golf, boule and chess with additional break out seating areas **approved**.

E50.4 Consultation via the high school students regarding what facilities they would like to see provided by the Council for the youth A consultation process will also take place with the wider community for their feedback. **approved.**

E52. To **confirm** date of next meeting – Wednesday, 5<sup>th</sup> March 7:15pm

**Meeting closed at 8.20pm**

Signed as a true record.

Name.....

Signature.....

Date.....



QUOTE NO 2123

6<sup>th</sup> February 2025

Dear Ade

Many thanks for your enquiry and for inviting Northwich Town Council to provide you with a quotation to carry out works on behalf of Weaverham PC

Please find our quotation as follows –

**Option 1**

**Nestor 90**



Supply new salt bin onto flag base and fill with salt

**£290.00**

**Option 2**

**Nestor 400**



Supply new salt bin onto flag base and fill with salt

**£455.00**

**Total Contract Cost**

**Options**

I hope that the above meets with your approval and I await your instruction; should this quotation be acceptable, we would be able to start at your earliest convenience and upon receipt of a written instruction. I trust that we have interpreted your requirements correctly, however, should you require any additional Information or would like to discuss the above further then please do not hesitate to contact me.

Please note that all prices are subject to VAT at the ruling rate (20%), a variance in the specification and the availability of access. All prices are held for a period of thirty days from the date of quotation and all measurements given are approximate only, minimum distances apply.

Yours sincerely

Paul Davis

Public Realm Contracts Manager

# Member Briefing

Number: 2708

## Title: Highways Volunteer Scheme

**Summary:** This new scheme was launched at the Cheshire Association of Local Council's ChALC Town and Parish Council's connections meeting on 18 September 2024 and this briefing introduces you to the scheme and how it can benefit local communities.

---

## Background

The Highways Volunteer scheme, in collaboration with Town and Parish Councils across the borough, has been developed in response to their requests for greater involvement in improving their local communities.

This scheme allows volunteers to perform minor maintenance tasks that we are unable to carry out ourselves, or cannot maintain to the standard expected by the community.

The limitation on our budgets means that we must prioritise our funding and focus on maintaining a safe highway network for all users.

This initiative helps communities to enhance the appearance and atmosphere of their local areas.

## The Scheme

The Town or Parish Councils will be required to sign up to the Highways Volunteer agreement with us, which will allow them to engage community volunteers for small highway-related tasks.

Town and Parish Councils are responsible for appointing a Lead Coordinator who is willing to undergo training provided by us. This individual will oversee the volunteers and ensure that all work complies with legal highway requirements and is carried out safely, without posing any risk to others.

In exchange, the Council will provide volunteers with guidance, Health and Safety training, £40m Public Liability Insurance, Personal Protective Equipment, and





necessary tools such as buckets, shovels, brushes, and bags and we will arrange for all debris and spoil to be collected from site and disposed at a Highways depot.

### **What Kind of Work Can be Carried Out**

The kind of minor maintenance activities that are permitted will include:

- Small Vegetation clearance: which is trimming overhanging vegetation, general tree pruning, removing epicormic growth around the base of trees, cutting back brambles and weeds and overhanging hedge trimming.
- Siding out footways: which is removing weeds, moss, overgrown grass and debris from the edge of footways.
- Cleaning road signs and bollards.
- Minor drainage maintenance, such as cleaning small water channels and grips.
- Cleaning around gully grids, but only from standing on the edge of the road such as a verge or footway.
- Finger post repairs and painting.

Other activities may be considered with our approval.

### **The Safety of All is our Priority**

Volunteers must ensure that all tasks are carried out safely and we will **not allow** any work on live carriageways.

Working near a live road can be really hazardous, with the risk of serious injury to yourself or others. All Council Highways staff, along with those from our contractor Colas, receive regular training and hold the necessary qualifications before performing work on our highways.

Generally, volunteers do not have the same level of training or experience in working close to live traffic. However, we can provide guidance and support on how to carry out tasks safely. Volunteers working under the Council's guidance are classed as temporary employees and are covered by the Council's public liability insurance policy up to a value of £40m for claims related to injury or property damage, but they must have sought permission for the works, and been granted approval from Highways, before the works commence, and each time they wish to undertake works.

Lead volunteers must ensure that neither they or other volunteers put themselves or the public at risk during any activity, and no work should be done on a live carriageway.

Volunteers will be required to read and agree to the Risk Assessment and watch the provided Health and Safety video.

Link to the video is below.

<https://youtu.be/aPkLa7F64P8>

**For further information, contact: Karl Farrow**

**Email:** [karl.farrow@cheshirewestandchester.gov.uk](mailto:karl.farrow@cheshirewestandchester.gov.uk)

**Responsible Committee, Cabinet Member:** Councillor Karen Shore (Cabinet Member for Environment, Highways and Strategic Transport)

**Date:** 27 September 2024

**Clerk**

---

**From:** Katie Sutton (TWM) <katie.sutton@twmtraffic.com>  
**Sent:** 14 January 2025 11:38  
**To:** Clerk  
**Subject:** TWM SIM Contract - Urgent Update

Dear Peter,

I hope this message finds you well.

We are writing to inform you that TWM will no longer be supporting P.A.Y.G SIMs (See list below) will be coming to an end 31/01/2025. However, we would happily continue to work with you and we are pleased to offer a contract SIM with TWM, details are below.

Your sign will continue to operate; however, you will not be able to up/download data or make schedule changes remotely once your credit has run out.

You could obtain your own SIM and employ a technician of your choosing to install the alternative SIM into your signs, however this is not recommended and TWM cannot guarantee all SIMs will work. TWM would also not provide any technical support with this choice.

We have appreciated the opportunity to work with you and are proud of the results we have achieved together.

As we will be terminating our agreement, please let us know if there are any outstanding items or if you require any additional support during this period.

We value our relationship with you and hope to have the opportunity to collaborate again in the future. If you have any questions or would like to discuss further, please do not hesitate to contact us.

Thank you for your understanding and cooperation.

Renewal Cost Per sign per Year (24month contract – 25mb) is £125.00 – this excludes delivery and installation fees. (Increased mb can be provided at additional cost)

| Customer Name            | Custom Field 1 | Custom Field 2       | Custom Field 3 |
|--------------------------|----------------|----------------------|----------------|
| Weaverham Parish Council | Red Green DSD  | Sign1 Wallerscote rd |                |
| Weaverham Parish Council | Red Green DSD  | Sign 2 Northwich rd  |                |
| Weaverham Parish Council | Red Green DSD  | Sign 4 Nr School     |                |
| Weaverham Parish Council | Red Green DSD  | Sign 4 Station road  |                |

Thanks,

**Katie Sutton**

Production & Planning Manager

28

Katie.Sutton@twmtraffic.com  
TWM Traffic Control Systems  
01606 59 66 22

Merlin Park, Unit 2  
The Furrows, Trafford Park  
Manchester M32 0SZ

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(29)

**Minutes of the  
PLANNING COMMITTEE MEETING**

held at Weaverham Community Centre Russet Road Weaverham CW8 3HY  
on  
**Friday 24<sup>th</sup> January 2025 at 9.15am**

Clerk: Adrian Morgan Acting Joint Clerk  
Email: [clerk@weaverhampc.co.uk](mailto:clerk@weaverhampc.co.uk)  
Tel: 01606 854451

P75. **Public Open Forum** No matters were raised

P76. Present: Cllrs J Freeman, R Moss (Chairman), I Mills, M Gerrard and P Wilkinson.

P77. No New interests were declared.

P78. The Minutes of the meeting held on 13<sup>th</sup> December 2024 were **approved**.

P79. To **note** the following recent decisions:

79.1 24/02868/FUL 14 Foster Avenue Weaverham Northwich CW8 3BH Single story rear extension- **approved**.

79.2 24/03429/FUL 9 Wallerscote Road Weaverham Northwich CW8 3JL Alteration to existing rear roof, erection of single-story rear extension- **approved**.

P80. **24/03759/LBC 1** The Stables Hefferston Rise Grange Lane Weaverham Northwich CW8 2SR. Replacement of existing windows. **No Objection**.

P81. **25/00115/CAT** Elston West Road Weaverham Northwich CW8 3HH, 4x Cypress Leylandii Trees- reduce in height. **No Objection**.

Cllr J Freeman joined the meeting at **9.20**.

P82. **25/00063/TPO** Hackwood Sandy Lane Weaverham Northwich CW8 3PX2x Oak (T1 &T2) Reduce limbs over neighbouring property by 2.5-3m 2X Oak (T3&T4)- Raise lower limbs over highway to 5.5M. Cedar (T5) -Remove dead tree. Holly (T6)- Reduce to 1-0 ft approximately. Lime (T7) next to driveway- 1.5m reduction over driveway and 4m crown life cover over drive only. Hedge (G1)- Reduce down to 3ft above fence height. **No Objection**.

P83. Date of next meeting: Friday, 7<sup>th</sup> February 2025 at 9:15am.

**The meeting ended at 9.30.**

Agreed and approved: \_\_\_\_\_

Date: \_\_\_\_\_