TABLEY PARISH COUNCIL
Minutes of the Bi-Monthly Meeting
Held on Monday 7th July 2025 at 7:30 PM
Venue: Mere & Tabley Community Club
Contact: clerk@tableyparishcouncil.co.uk

- **Present:** Councillors (Chair), H. Gurney-Smith (HGS), A. Greenway (AG), S. Carson (SC), K. Newport (KN), D. Bailey (DB), S. Wharfe (SW)
- **Also Present:** Ms. S Booth (Parish Clerk)

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1. Chair to open the meeting and accept apologies.

- **Resolved** that the Chair opened the meeting at 19:37

1.1 **Apologies**

- Cllr N Wythenshawe
- Cllr T Jackson
- Cllr B Hartley

1.1.1 **Resolved** that the following apologies were received and accepted.

2. Declaration of Interest

- **Resolved:** No declarations of interest were made.

3. Guest Speakers and Reports:

3.1 Cheshire East Ward Councillor Report Ward Cllr Kate Hague

3.1.1 **Resolved** that the Tabley report was read out to the Council and actions noted.

- Tabley Brook Bridge-project: *Action - detailed below*
- Villa Farm, Tabley, A556 – WCKH will monitor the situation and provide updates.

3.1.2 Cllrs updates and additional raised concerns to be sent to WCKH

- **Resolved** that Cllr HGS updated the Council on the email sent to WCKH regarding the Cheshire Showground meeting. *Action -detailed below*
- Signage and Access Issues on Pickmere Lane: *Action -detailed below*

3.2 Knutsford Police

- **Resolved** that the report was read out to the Council.

4. Open Forum

4.1 **Resolved:** That no public participation took place at this meeting.

5. Minutes of the Previous Meetings

5.1 Minutes of the Annual Parish council meeting held on 12th May 2025 [P108 to P111]

- Proposed AG and Second SW
- **Resolved** that there were no matters arising from the above set of minutes.

5.2 Minutes to ratify the 2024-25 AGAR on 20th June 2025 [P112]

- **Resolved** that the minutes were unanimously approved.
- **Resolved** that there were no matters arising from the above set of minutes.

6.Knutsford Town Council

6.1 Monthly update from Cllr Hartley (Nether Ward).

- **Resolved** to be deferred to the next meeting

7. Correspondence, Actions, and Reports

7.1 **Resolved** that there was nothing to report for this meeting

8. Parking Issues & Windmill Pub

8.1 Councillors expressed regret regarding the closure of the Windmill Pub.

8.2 Concerns were raised about excessive parking on Holly Grove, which is adversely affecting access for emergency services. It was agreed that these issues should be reported to Cheshire Constabulary and Cheshire East Planning for their attention.

- *Action detailed below*

9. Planning

9.1 Planning applications at the time the agenda was published.

9.1.1 **Application No: 25/1439/FUL**

Location: Tabley Garage, Tabley Hill Lane, Tabley, Knutsford, Cheshire East, WA16 0ES
Proposal: Installation of electric vehicle (EV) infrastructure, including creation of a charging zone, erection of EV chargers, substation enclosure, LV panel, meter cabinet, and associated works.
Date Received: 03/06/25
Cllrs Notified: 03/06/25

- **Resolved** that there are no comments to make regarding this application.

10. Exclusion of the Public

- **Resolved:** that the chair did not exercise this item due to there being no MOP in attendance.

11. Finance

11.1 **Bank Account Balances**

Unity Trust Bank balances as of 30th June 2025:

- **Current Account T1 (20448354):** £3,102.41 (Statements 57 & 58)
- **Instant Access Account (20448367):** £1,169.15 (Statements 45 & 46)

11.1.1 **Resolved** that the Councillors were informed of the bank balances.

11.2 **Payments for Approval**

Approval of the following payments:

TPC/RA/125 – Unity Trust Bank Fees – £6.00 (Direct Debit)
TPC/RA/126 – Unity Trust Bank Fees – £6.00 (Direct Debit)
TPC/RA/127 – Internal Audit – A Smith – £150 (Cheque No. 300072)
TPC/RA/128 – Clear Insurance – £576.24 (Cheque No. 300073)
TPC/RA/129 – Clerk's Salary (Months 3 & 4) – £[Amount Redacted] (Cheque No. 300074)
TPC/RA/130 – HMRC Payment (Months 3 & 4) – £66.67 (Cheque No. 300075)
TPC/RA/131 – St Pauls Church – £400.00 (Cheque No. 300076)

- **Resolved** that the following payments were approved:

11.3 **Scribe Accounts**

11.3.1 Cllrs were asked to consider the possibility of enrolling the Council in Scribe Accounts financial software.

Details for discussion:

- One-off initial payment: £99
- One-off setup cost: £149
- Ongoing monthly subscription: £15

11.3.2 **Resolved** that the Council agreed not to use this programme.

11.4 **Risk Assessment**

The Parish Council acknowledges its responsibility to identify, assess, and manage risks associated with its operations and assets. The following key areas have been reviewed:

- Financial Risk

Controls are in place to ensure proper budgeting, financial monitoring, and regular audit of accounts to prevent fraud or mismanagement.

- Health and Safety

The Council reviews health and safety compliance for public spaces it manages, including playgrounds and community facilities, ensuring regular inspections and maintenance.

- Legal and Regulatory Compliance

The Council ensures adherence to relevant laws and regulations, including data protection and planning regulations.

- Asset Management

Regular inspections and maintenance schedules are maintained for all Council-owned assets to mitigate risks of damage, deterioration, or injury.

- Emergency Preparedness

Procedures and contacts are in place to respond to emergencies affecting Council property or activities.
The Parish Clerk is tasked with maintaining detailed risk registers and reporting any significant issues to Council for further action.

12. Other Business

- **SC** confirmed she will organise a litter pick and continue to monitor the parking situation on Holly Grove.
- **DB** noted that the issue with broken bottles has ceased, and the underpass remains clean.
- It was reported that water continues to run down Tabley Hill Lane and the road gullies are blocked from Spring Cottage to the motorway bridge. KN will report this issue again to FMS.
- The footpath on Tabley Hill Lane near the cemetery is still unusable due to overgrown weeds, forcing pedestrians to walk on the road. It was agreed that this would be reported again via FixMyStreet.
- The overgrown grass on the corner of Holly Grove/Pickmere Lane, has been reported.

13. Actions Arising:

- Clerk to contact WCKH to enquire whether a face-to-face meeting can be arranged.
- Clerk to report signage and access issues on Pickmere Lane.
- Clerk to report overgrown weeds along Pickmere Lane.
- Clerk to inform Rob Davenport of the Ward Cllrs email address.
- Clerk to notify PC Milman, as well as Highways and Planning departments, regarding concerns about parked cars on Hollygrove and the potential obstruction to emergency vehicle access.
- Clerk to write to the Planning Department to request enforcement action regarding the condition of the property at Villa Farm, which is currently in a state of disrepair.
- Cllr AG enquired what the difference between the figures shown in the 'Box of Expenses' on the AGAR (Annual Governance and Accountability Return)were; clarification to be sought.
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14. Date of the Next Meeting

- Monday 8th September 2025 at 7:30 PM at Mere & Tabley Community Club.

Meeting Closed at: 8.45PM

Chair Cllr H Gurney-Smith

Minutes Prepared By: Sharon Booth (Parish Clerk)