



Antrobus Parish Council

**DRAFT Minutes of The Annual Meeting of Antrobus Parish Council
on Monday 18 May 2026 at St Marks Church**

Present

Mr M Walsh Mr A Dunkley Mrs C Bunn Mr J Bloor
Mrs L Patelaros Mr C Wright Miss L Merry (Clerk)
Mr P Marshall (WARD)

The meeting started at 7:15pm

Open forum. None

1. Election of Chairman

(25/26) RESOLVED to elect M Walsh as Chairman and receive the Chairman's Declaration of Acceptance of Office.

2. Election of Vice-Chairman

(25/27) RESOLVED to elect H Metcalfe as Vice-Chair and receive the Vice-Chair's Declaration of Acceptance of Office

3. To receive apologies for unavoidable absence - Mr S Batey (Chair) Mrs H Metcalfe (Vice chair) and Cllr L Gibbon (Ward).

4. To receive Members' Declarations of Interest - none

5. Open Forum / Annual Parish Meeting – 1 member of the public – no concerns raised

6. To review the standing orders – to be reviewed and brought back to June meeting

7. (25/28) RESOLVED to elect the following groups and representatives

Working Groups: (24-25 appointments shown)

- Finance (M Walsh, H Metcalfe, S Batey, A Dunkley, C Bunn, Clerk)
- Planning (M Walsh, H Metcalfe, S Batey, A Dunkley, C Wright, Clerk)
(25/29) RESOLVED to continue to approve delegating comment on specified types of development to the proper officer, with advice from the Planning Working Group.
- Community Emergency Plan (J Bloor, L Patelaros, Village Hall member)
- Media & Communications (H Metcalfe, C Bunn, S Batey, Clerk)
- Land Drainage (C Wright, A Dunkley, villager, Clerk)
- Highways & Potholes (M Walsh, J Bloor, S Batey)
- Warmspaces (C Bunn)

Representatives for organisations:

- Village Hall (C Bunn)
- Burleymen (C Wright, C Bunn)
- Defibrillator checking (H Metcalfe, Clerk)
- ChALC M Walsh)
- Playground Inspections (H Metcalfe, L Patelaros, C Wright)



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The meeting continued with the monthly meeting agenda:

8. To approve Minutes of the meeting held on 20 April 2026 - (25/30) **RESOLVED** to accept the minutes as a correct record of the meeting.

9. Matters Arising

= Finger post clean – works underway, completion delayed due to weather and contractor annual leave. To be complete before the next meeting.

= A559 'S' bend – Continued incidents occurring. Additional signage required. Ward Cllr P Marshall to push for a further assessment.

= House extension – Letter received from the house owner. Clerk to send reply via their solicitor as they have requested.

= To consider speed reduction request Knutsford Rd for agriculture – Letter delivered to resident, awaiting response.

= Bus services and road closures – Email sent to bus services. No response received. Ward Cllr P Marshall will chase.

= Boyd walk – Landowner will discuss access with tenant. To be reviewed in October.

= Response from Ward Cllr – road ownership details – Still awaiting response from CWAC

10. Ward Councillors A report from a Ward Councillor was received –
Please visit the website News section for the update from the Ward Cllrs.

11. Planning

11.1 Planning comments (appendix 3) - **(25/31) RESOLVED** to submit.

11.2 Enforcement 23/01783/FUL – An enforcement notice issued.

12. Highways – All residents can report any concerns directly to Highways using the Cheshire West and Chester [Report it site.](https://www.cheshirewestandchester.gov.uk/residents/contact-us/report-it)

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13. Playground & Defibrillator –

13.1 No issues reported

13.2 Inspection report noted. Quotes still to be received for recommendations.

14. Accounts, Finance & Legal

14.1. The accounts in Appendix 1 were noted.

14.2. Payments list Appendix 2 - **(25/31) RESOLVED** to approve with 2 exceptions. One payment in the appendix 2 table was not approved – vision ICT website MOT – this action will be completed by Cllr J Bloor.



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Another payment will be reviewed for further details until the June meeting – St Marks mowing.

- 14.3. **(25/32) RESOLVED** to note the Internal Auditors report 202-26. The clerk will use the recommended dates supplied by the external auditor's office. The Clerk will include a staff costs column in the cashbook.
- 14.4. For the Annual Governance and Accountability Return (AGAR) Part 2 for the year ended 31 March 2026, **(25/33) RESOLVED to approve:**
- a) the Certificate of exemption which avoids a limited assurance review by the External Auditor.
 - b) the Annual Governance statement and the Accounting Statements.
- 15. Insurance** – It was **(25/34) RESOLVED** for the Clerk to accept the existing insurers quote.
- 16. To consider applying to the Ward cllrs members budget for a grant for Warm Space/ Friendship Club**
It was **(25/34) RESOLVED** to apply for £600 to the member's budget. Cllr P Marshall advised he would review their application before it gets submitted.
- 17. To adopt an IT policy** – to be reviewed and brought to the June meeting
- 18. To consider a website MOT to update the accessibility statement as advised by the internal audit** – to be completed by Cllr J Bloor
- 19. Report on Extraordinary Cheshire West and Chester Full Council Meeting – 21st April** - An extraordinary meeting was requested to challenge proposed housing delivery targets. Councillors debated a motion pushing for a reduction in the borough's housing mandate and sought a temporary "grace period" on land supply requirements.
- 20. Representatives & Working Groups** – The Village Hall progression, loans have been secured to cover payments.
- 21. Notable Correspondence** - none
- 22. To consider a resolution to exclude the public and press under the Public Bodies (Admission to Meetings) Act 1960 1 (2) by reason of the confidential nature of the items of business to be transacted if required.**
- 23. Vacancy** - It was **(25/34) RESOLVED** to co-opt Chris Holmes to the Council.



Cllr M Walsh, on behalf of the whole Council wanted to express his thanks and appreciation for Cllr S Batey for his leadership and dedication as Chair for the last 2 years.

The Meeting ended at 8:38pm

The next meeting of the Parish Council will be **held on Monday 15 June 2026 at 7.15 pm** at Antrobus St Marks Church, starting with an Open Forum.

Appendix 1 Accounts for previous month

Current a/c 30 Apr:	£ 17,607.34	Reserve a/cs	£ 24,371 & 1,955
Cashbook:	£ 17,607.34	Income:	Precept £13015 & 39.60 +1.36 int

Appendix 2 Payments

Clerk – May pay	£ 515.70	LGA 1972 s 111
Clerk expenses	£ 10.30	LGA 1972 s 111
JDH Business. Services Ltd – internal audit	£ 384.00	LGA 1972 s 111
Clear Council (formerly BHIB) - Annual insurance	£ 745.59	LGA 1972 s 111
St Marks mowing	£ 300.00	LGA 1972 s 111
SLCC – CiLCA 50% qualification fee	£ 247.50	LGA 1972 s 111
Cllr training with ChALC	£ 25.00	LGA 1972 s 111
ICO – annual fee	£ 47.00	LGA 1972 s 111
Vision ICT – Website MOT	£ 174.00	LGA 1972 s 111

Appendix 3 Planning applications.

[PC Parish Council; PWG Planning Working Group, CW&C Cheshire West]

FOR PC CONSULTEE comment, or noting:

26/01341/FUL - Ivy House Northwich Road Antrobus Northwich WA4 4PN - Change of use from agricultural smallholding to domestic garden, including retention of access road (retrospective) and new access from highway. **APC – no comment**

26/00941/FUL - Land At Morris Farm Knutsford Road Antrobus Northwich - Change of use from farm diversification area of grassland to a carpark and farm building to house a milk vending machine – **APC support application**

CWAC DECISIONS MADE (SINCE LAST MEETING):

26/00643/DIS - Crowley Lodge Lodge Lane, CW9 6NR - Discharge of condition 3 (materials) of **21/04837/FUL** – CWAC decision Wed 22 Apr 2026 **APPROVED**

26/01078/AGR - Land At Sandy Lane - Agricultural produce (hay/timber) and machinery store with hardstanding and access track – CWAC decision Fri 01 May 2026 **Prior Approval required and approved**

AWAIT CWAC DECISION: 5