

Willaston Parish Council

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To: Members of Willaston Parish Council

5th May 2026

Dear Councillor,

You are summoned to attend the **Annual Meeting** of Willaston Parish Council which will be held on Tuesday 12th May at 7:00pm at St Lukes Church, Coppice Road, Willaston CW5 6QA

Yours sincerely,

Claire Coventry
Clerk to the Council and Responsible Financial Officer

AGENDA

1. Election of Chairman

To elect a Chairman of Willaston Parish Council for the ensuing year of 2026-27

2. Election of Vice Chairman

To elect a Vice Chairman of Willaston Parish Council for the ensuing year of 2026-27

3. To Receive Apologies for Absence

Apologies for absence should be notified to the Clerk as soon as possible prior to the meeting.

4. Declarations of Interest

- Members to disclose any pecuniary or non-pecuniary interest in agenda items and to leave the meeting for relevant discussions.
- To declare any Other Interests in items on the agenda, and their nature.
- To note any dispensations granted prior to the meeting.

5. Committees

- To consider membership of the Parish Council Staffing Committee. (4 Seats)
- To consider membership of the Parish Council Willaston Events Committee. (4 Seats)
- To consider membership of the Parish Council Village Hall Advisory Committee (7 Seats)

6. Officers of the Council

- To consider members appointed as officers of the Council (Playing Field) (4 Members)
- To consider members appointed as officers of the Council (Allotments) (1 Member)
- To consider terms of reference for Allotment officer delegation

7. Police Liaison Representatives

To consider members appointed as Police Liaison Representatives (2 members).

8. St Johns Church Management Group

To consider parish council representatives to sit on the St Johns Church Management Group. (2 members).

9. Wynbunbury United Charities

- To receive a report from the Township Administrating Trustees of the Wybunbury United Charities and the Sarah Jane Wood Charity on the 2025/26 year.
- To consider the appointment of a trustee.

10. Support Services

- a) To approve the ongoing appointment of JDH Business Services for internal audit services.
- b) To approve the ongoing appointment of Shires Accountants for payroll services.

11. Minutes of the Previous Meeting

To approve as a correct record the minutes of the previous meeting of the Council held on 28th April 2026.

12. Police

- a) To receive a report from Police representatives.
- b) To receive a report from the Council Police Liaison

13. Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit statements. Public are asked to submit questions or statements to the Clerk by email before 5 PM on the day prior to the meeting.

14. Borough Councillors' Reports

To receive verbal or written reports of Cheshire East Councillors on any matters of interest relating to the Parish.

15. Planning Applications

- a). Planning Applications to be considered

Reference	RE: 26/1149/FUL Full Planning
Type of Application	Full Planning
Location	Land To The North West Of Crewe Road, Wistaston, Cheshire East
Proposal	Full Planning Permission for residential development and the provision of associated access and infrastructure works including roads, drainage infrastructure, car parking, public open space and landscaping at Crewe Road, Wistaston.
Deadline for Comments	18.5.2026
https://pa.cheshireeast.gov.uk/planning/index.html?fa=getApplication&id=404800.	

16. Playing Field and Open Spaces

To consider matters relating to Lettie Spencer Playing Field, The Spinney, Mike Heywood Green, and the War Memorial.

17. Clerk's Report

To receive a report from the Clerk.

18. Authorisation of Payments

To consider approval of payments and internal transfers for May 2026 (payment schedule to follow from Clerk).

19. Insurance Renewal

To consider the renewal of the Annual Insurance Policy.

20. Bank Reconciliation Q4

To verify and accept the latest bank reconciliation up to 31st March 2026.

21. Budget Review Q4

To consider the approval of a Budget Review for Q4 of the 2025-2026 financial year (1st January-31st March).

22. Budget Position 2025-26

To consider the approval of a Budget Review for 2025-26.

23. Annual Approved Payments List 2026-27

To consider and approve an update to the Annual Approved Payments list for the new financial year

24. Next Meeting

To note that the date of the next meeting is Tuesday 30th June 2026