

**ACTON BRIDGE PARISH COUNCIL**  
**Minutes the Annual Meeting of Acton Bridge Parish Council, held on**  
**Monday 18<sup>th</sup> May 2026 at The Parish Rooms, Acton Bridge.**

**Meeting started 19.00**

2026-7		Act:
	<b>Welcome: Cllr Charlton welcomed everyone to the AMPC</b>	
	<b>Present:</b> Cllr David Charlton (Chair) (DC), Cllr Leigh Wakefield (LW), Cllr Charles Fifield (CF), Cllr Trevor Brocklebank (TB) <b>In Attendance:</b> Tracey Whitlow – Clerk (TW), Ward Councillor Lynn Stocks (LS) <b>Absent:</b> Cllr Stephen Golding (SG)	
<b>26/01</b>	<b>Election of Chair:</b> 1. Cllr David Charlton was voted unanimously. 2. Acceptance of Office signed.	
<b>26/02</b>	<b>Election of Vice Chair:</b> Cllr Leigh Wakefield voted unanimously.	
<b>26/03</b>	<b>Apologies for Absence were received &amp; accepted from:</b> Cllr Helen Broughton (HB), Cllr Olivier Van Laer (OVL), Ward Councillor Gillian Edwards (GW)	
<b>26/04</b>	<b>Declarations of Members' Interests:</b> Cllr Charlton as members of ABCA committee.	
<b>26/05</b>	<b>Approval of Minutes:</b> The Parish Council <b>Resolved</b> to approve the minutes of the Parish Council meeting held on 14 <sup>th</sup> April 2026 and the AMPC held on 15 <sup>th</sup> May 2025 as a true and accurate record. Signed by the chair	
<b>26/06</b>	<b>Declarations of Members' Interests:</b> Cllr Charlton as members of ABCA committee.	
<b>26/07</b>	<b>Outgoing Chairs Report:</b> DC gave an in-depth report of the years activities to be uploaded to the website.	
<b>26/08</b>	<b>Policy Review:</b> The following policies were reviewed and re-adopted, review date AMPC May 2027 <ol style="list-style-type: none"> <li>1. Financial Regulations</li> <li>2. Standing Orders</li> <li>3. Code of Conduct</li> <li>4. Scheme of Delegation</li> <li>5. Internet Banking Policy – amend name of bank.</li> </ol> The following policies are to be amended and reviewed at the next meeting <ol style="list-style-type: none"> <li>1. Management Risk Assessment</li> <li>2. Management Strategy</li> </ol>	

26/09	<p><b>Statutory Finance:</b></p> <ol style="list-style-type: none"> <li>1. Bank signatories for 2026-27 were confirmed as DC, LW, TB &amp; TW</li> <li>2. Pre-authorized payments for 2026-27 approved.</li> </ol>	
26/10	<p><b>Election to Committee's:</b></p> <p>TB has stepped down from the Joint Cemetery committee, after 6 years. He was thanked for his contribution. DC was voted unanimously as the Cemetery committee representative.</p>	
26/11	<p><b>Public Participation:</b></p> <p>None present</p>	
26/12	<p><b>Ward Councillor Report/s:</b> (unless an agenda item)</p> <p>Cllr Stocks read out her annual report – to be added to the website. Cllr Edwards had circulated her annual report. To be added to the website.</p>	
26/13	<p><b>Matters Arising:</b> (from previous minutes if not an agenda item)</p> <p>WW1 Memorial at Weaverham Methodist church – Cllr GE is pursuing this but unfortunately is moving slowly. Contacting the Conservation officer was suggested. TW to contact TW has contacted Royal Mail for clarification on whether a redundant post box can be sited outside of a property. Awaiting a response.</p>	TW
26/14	<p><b>Accounts/Financial:</b></p> <p><b>Ratify/Approve Receipts &amp; Payments:</b></p> <ol style="list-style-type: none"> <li>1. R&amp;P schedule presented and approved. Appendix 1.</li> <li>2. Bank reconciliation of 27.04.26 approved and signed. Appendix 2</li> </ol>	
26/15	<p><b>Clerks Report:</b></p> <p>All AGAR paperwork has been uploaded to the website.</p>	
26/16	<p><b>Planning:</b></p> <p><b>New applications received/comments ratified for applications received since the last meeting:</b></p> <p><b>26/01245/PAA</b> Tolverne 2 Milton Rough Acton Bridge Northwich CW8 2RF Proposal: Creation of a first floor. <b>Reviewed. Resolved</b> no comment</p> <p><b>Other Notifications Received:</b></p> <p>No notifications received from LPA</p>	
26/17	<p><b>Other Meeting Reports:</b></p> <p>TB attended the April meeting of the Cemetery Committee. The Cemetery will now be operated by Northwich Town Council, under the supervision of the committee. The maintenance contract is up for tender.</p>	
26/18	<p><b>Highways &amp; Speeding</b></p> <p>No new Highways issues identified, other than potholes.</p>	
26/19	<p><b>Village Spring Clean:</b></p> <p>Took place 25/04/26. Very successful. 33 residents attended. Thanks given to all. ABCA supplied refreshments – Thanks given for this. Hill Top Road – Cliff Road were worked on, along with uncovering the flower bed beside the station. A young resident in the village, who is completing their Duke of Edinburgh Award, is going to carry out litter picking on a regular basis. They will be supervised by an adult. Thanks given for this service.</p>	

	Thanks also given to DC for organising. This will be a regular April/May village activity	
<b>26/20</b>	<b>Defib Pads:</b> Resolved to order new defib pads at a cost of £80 for the defib at the Riverside Public House, as there appears to be no date of expiry, so the PC can not be sure they could be used successfully.	<b>TW</b>
<b>26/21</b>	<b>Co-option:</b> No applications received to date. TW to continue to advertise via Facebook, noticeboard and website. Cllrs to advise MOP's when opportunities arise.	<b>TW</b>
<b>26/22</b>	<b>Parish Rooms Roof:</b> Building Regs have been applied for, awaiting cost from planning. TW to pay on receipt.	
<b>26/23</b>	<b>Parish Rooms Lease:</b> LW & CF to consult with ABCA.	<b>LW CF</b>
<b>26/24</b>	<b>Items for Next Meeting:</b> Building Regs. Policy Review.	
<b>26/25</b>	<b>Date of Next Meeting:</b> The next ABPC meeting is planned for <b>MONDAY 6<sup>th</sup> JULY 2026, at 19:00</b> at the Parish Rooms.	

The meeting closed at 20.40

Signed:

Date

Appendix 1.

Appendix 2.

<b>Acton Bridge Parish Council</b>		
<b>Receipts &amp; Payment Schedule</b>		<b>18.05.26</b>
<b><u>Income Received since last meeting:</u></b>		
	None	£0.00
		<b>£0.00</b>
<b><u>Payments ratified/for approval</u></b>		
CCA	Membership	£20.00
Mid Ches Footpath	Subscription	£8.00
		<b>£28.00</b>

<b><u>BANK RECONCILIATION</u></b>		<b><u>27.04.26</u></b>
Barclays Current a/c		£411.39
Barclays Deposit a/c		£22,500.00
Total		<b><u>£22,911.39</u></b>
<b><u>CASH BOOK RECONCILIATION</u></b>		
B/F Barclays Current a/c		£3,857.28
B/F Barclays Savings a/c		£18,500.00
<b>Total B/F 01.04.25</b>		<b><u>£22,357.28</u></b>
Receipts to date		£11,125.00
Expenditure to date		£10,570.89
<b>Balance</b>		<b><u>£22,911.39</u></b>