

MOTTRAM ST. ANDREW PARISH COUNCIL  
ANNUAL GENERAL MEETING MINUTES  
HELD 18<sup>th</sup> MAY 2026

Present: Cllr A. Levis, Cllr S. Lane, Cllr J. Sidebottom, Cllr M. Battersby, Joseph Houston, Mrs P. Mott (Clerk), Cllr T. Jackson, Borough Councillor and 1 member of the public.

1. **Councillor Andrew Levis was elected Chairman unanimously** and his declaration of office was received by the Clerk. Cllr Levis assumed the chair.
2. **Cllr S. Lane was elected Vice Chairman unanimously** for the coming year.
3. Mrs Paula Mott was appointed to serve as the Clerk Proposed Cllr Lane, Seconded Cllr Sidebottom and **appointed unanimously**.
4. Co-option of Joseph Houston as councillor. Proposed Cllr Sidebottom, Seconded Cllr Lane Appointed unanimously and welcomed to the council by the Chair. Declaration of acceptance was received. One remaining vacancy and Ron Taylor had put himself forward and was debated by council. Proposed: Cllr Levis, Seconded Cllr Lane. Resolved with 2 votes in favour, 1 against and 2 abstained in light of being new to council. Clerk to report result to Mr Taylor in his absence.
5. Apologies for absence: Cllr D. Martin, (Family commitment) Proposed Cllr Levis seconded Cllr Lane that his absence both be approved by the Council **Resolved Unanimously**.
6. Declarations of interest: In relation to item 27 Peak Cluster declarations received previously on 16<sup>th</sup> March 2026 and item is just to receive a brief report.
7. Minutes of the meeting held on 16<sup>th</sup> March 2026 and 13<sup>th</sup> May 2026: It was noted that Cllr Lane was absent on 13<sup>th</sup> May and abstained from the vote on these. Both **Approved** and signed by the Chairman as a correct record.
8. Matters arising : None.
9. Standing Orders: All Councillors' had received a copy and **resolved unanimously to approve and adopt**. Proposed Cllr Lane, seconded Cllr Sidebottom.
10. Financial Regulations: All Councillors' had received a copy. Cllr Lane had looked at other parish Councils and we are up to date. Proposed Cllr Levis, seconded Cllr Lane and **Resolved unanimously to approve and adopt**.
11. Audit YE 2025: The Clerk apologised for the delay in completing the audit in time to circulate for approval at this meeting and another will be arranged in June. Item to be carried forward **Resolved Unanimously**.
12. Internal auditor: Michael Shaw having indicated consent to continue to serve proposed by Cllr Lane seconded Cllr Sidebottom that he be appointed as Internal auditor YE 2027 **Resolved Unanimously**.
13. Planning Committee Structure: **Resolved unanimously** that planning matters continue to be reserved to the full Council. Applications will be circulated once received, councillors to respond the clerk if no observations to be made. Cllr Levis, seconded Cllr Lane.

14. Complaints procedure: All councillors had received a copy of the procedures and to be adopted; Cllr Lane, Cllr Sidebottom and Cllr Martin to comprise the members of the Complaints Committee for 2026/27 with Councillor Lane as Chair, proposed Cllr Levis, seconded Cllr Lane **Resolved Unanimously**.
15. Code of Conduct: All councillors had received the code, which is based on the Cheshire East Code, together with the Disciplinary and Grievance procedure and proposed to adopt for 2026/27 by Cllr Levis seconded Cllr Lane **Resolved Unanimously**.
16. Insurance: The Clerk reported that the Council insurance is subject to a 3-year agreement with Hiscox to renew. The Clerk confirmed that a risk assessment had been conducted and advised there were no changes to what is covered by the policy offered. Price increase was £2.32 from last year. Proposed Cllr Sidebottom seconded Cllr Levis that the policy be renewed at a cost of £458.42 **Resolved Unanimously**.
17. Freedom of Information Policy: Statement is updated on the web site including all Councillors, proposed Cllr Levis, seconded Cllr Lane that the Statement continues to be adopted as it is. **Resolved Unanimously**.
18. General Data Protection: The data protection policy including privacy statements and Web site accessibility, have been reviewed and are in line with GDPR, so proposed to adopt by Cllr Levis, seconded Cllr Lane **Resolved Unanimously**.
19. Social Media Policy: All councillors had received a copy of the policy. The clerk to add the handwritten amendment agreed in July 2024 onto the policy. Proposed Cllr Levis seconded Cllr Lane to adopt the policy. **Resolved unanimously**.
20. Emergency Plan update: A copy had been circulated to all councillors. Cllr Lane noted there were a few amendments and additions that needed to be made. Once these are done a copy will be sent to Cheshire East for central storage. Appendices need adding for fire hydrants and maps. **Item to be carried forward**.
21. Annual Parish Meeting: At present there continues to be no interest in a Parish Meeting; should anything major arise a meeting will be arranged. **Resolved unanimously**.
22. Meeting Schedule 2026/27: The schedule for the forthcoming year has been circulated. ChALC training highlighted the Parish Council agenda should amended in order to provide proper time for debate on the main item, with matters arising under the Clerk/Chairman's report. Clerk to maintain a list of items on-going that can be raised as required. Proposed a Clerk's report and ask Chairman to speak. **Resolved unanimously**.
23. Public Participation: A member of the public spoke on the matter of public transport to the village. Opportunity for the public to speak at a Parish Council meeting was debated and agreed to remain at 5 minutes, with the chairman's discretion to extend. All members of the public are welcome to express general concerns within the village. This opportunity needs rewording on the agenda. **Item to be carried forward**.
24. Finance: The Clerk reported that the Bank balance at end of 18th May was £29,170 including the C.I.L. receipt of £15,417.45 therefore £13752.55. Total of payments out since the last meeting is £5833.12: £144 Fraser Watson (inv 2025), £144 Fraser Watson (inv 2026), Poynton Town Council £648.79 and £164.35 (our contribution to fees as part of the Adlington Task & Finish Group), £80.77 printer cartridges, £35 stationary, £481.28 P Mott wages March, £673.80 HMRC for R Taylor, £2528.52 Ron Taylor wages, £75

ChALC training, £24.00 Lennards, £198.68 Nuneaton Signs (replacement village road sign for Newton), £90 hire 2025 and £30 March 2026 Methodist Chapel, £56 HMRC, £228.13 P Mott wages April, ChALC £206.80 renewal approved and request signed. Payments into the account total £5491.50 and consist of £1312.50 allotment rents and CE Precept £4179. Clerk's annual salary review agreed at £16 per hour, proposed Cllr Lane seconded Cllr Sidebottom **Resolved unanimously**. Clerk reported that the Council now has electronic banking with dual signatories required on any payments made. Signatories on the account are Cllr Lane, Cllr Martin and the Clerk. There are a few teething issues, so Ron Taylor remains as a signatory but not involved in transactions and will be removed.

25. Community Infrastructure levy: Fencing has been purchased, but not installed. Also no receipt has been provided. Cllr Sidebottom to remind, then reimbursement can be made. Other options still need to be considered. **Carry forward**.
26. Adlington New Town: Update provided by Cllr Levis and Cllr Battersby. Public consultation has been responded to as part of the Task & Finish Group, as well as an individual response. Consultation promoted on the website.
27. Peak Cluster: Cllr Levis attended ChALC meeting with director from Peak Cluster. Public consultation was poor and another will be done. Any updates will continue under Clerk's report. A joint task and finish group may be set up at some point in the future for this.
28. Planning: Clerk reported 26/1200/FUL Mottram Hall Padel Court Canopies no observations were submitted. Response to appeal for 25/4791/PIP was submitted and receipt acknowledged.
29. Highways: Replacement sign purchased and delivered. Cllr Battersby to install.
30. Allotments: All rents collected, with two new holders and three empty plots remain to let for the current year. Plots 22 and 23 have been combined as 2223. Clerk has two sessions booked to meet the plot holders and file to be formally handed back from Ann.
31. Community Pride Award: Cllr Lane apologised for the delay in announcing the winner this year, which was due to IT issues with the committee. Winner has been chosen and will be presented with the award at the meeting in July.
32. United Charities: Cllr Levis reported this is being wound down and will be removed from the agenda until something to report.
33. Village Hall: No update due to Cllr Martin not being present.
34. Village Maintenance: Clerk reported a tree that was in danger of falling onto Priest Lane was dealt with, full removal of the tree still to take place. Playground – some branch snapping was reported. Clerk investigated and will monitor. Resident asked if a bin outside the bungalows can be moved due to dog waste smells and flies. Understanding this belongs to Cheshire East. Clerk queried who is responsible for the Parish Council Notice boards as there have been a few incidents of inappropriate posters. Notice has gone up asking for prior approval, with some local organisations notified this doesn't apply to them. It was confirmed anything displayed should be none political. Approved that Mottram St Andrew groups and events would have priority. **Resolved unanimously**.
35. Police Report: April and May reports circulated.
36. Other Business: Clerk requested a Pay as you go mobile for public and allotment holders contact. Cllr Lane to research. Cllr Battersby asked for Septic tanks to be on the agenda.