

# BETLEY, BALTERLEY AND WRINEHILL PARISH COUNCIL

29th May 2025

Commenced: 7.30 pm

Terminated: 9.25 pm

Present: Councillor Bettley-Smith (Chair)  
Councillors Berrisford, Bullock, Ecclestone, Hales, Karling, Owen,  
Speed and Watkin.

There were 8 Members of the Public in attendance

## ANNUAL BUSINESS

### 1. APPOINTMENT OF CHAIR

#### RESOLVED

That Councillor Bettley-Smith be appointed as the Chair of the Parish Council for the 2025-2026 Municipal Year.

### 2. APPOINTMENT OF DEPUTY CHAIR

#### RESOLVED

That Councillor Daly be appointed as the Deputy Chair of the Parish Council for the 2025-2026 Municipal Year.

### 3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Daly and Head. Both apologies for absence were authorised by the Parish Council. Members expressed Councillor Head a speedy recovery from his recent illness.

### 4. DECLARATIONS OF INTEREST

Councillor Berrisford declared a personal interest in all planning applications, due to her friendship with the applicants.

### 5. APPOINTMENTS TO COMMITTEES, OUTSIDE BODIES AND ORGANISATIONS

#### RESOLVED

That the following appointments be approved:-

- Internal Committees

(i) Finance and Audit Committee

Chair of the Parish Council; Deputy Chair of the Parish Council; Councillors Watkin; Berrisford and Karling.

In the case of a meeting being inquorate, Members of the Committees may be substituted by any eligible member of the Parish Council.

(ii) Planning Committee

Chair of the Parish Council; Deputy Chair of the Parish Council; Councillors Head; Berrisford and Karling.

In the case of a meeting being inquorate, Members of the Parish Council will be expected to be available.

- Outside Bodies and Organisations

Conservation Advisory Working Group

Madeley Locality Action Partnership  
Rural Runabout

Councillor Berrisford substitute Councillor  
Watkin

Councillor Berrisford

Vacancy – Deferred to next meeting.

**Betley Trust  
Village Hall Committee  
HS2 liaison  
Press Liaison (Parish Magazine)**

**Press Liaison (Other Media)  
Internal Accounts  
Sandy Croft Maintenance**

**Memorial Garden**

**Website  
Speedwatch Co-ordinator  
Traffic & Police Liaison Group  
Footpaths Group  
Lead Members for Highways**

**Councillor Hales  
Councillor Head  
Councillor Berrisford  
Clerk to draft with approval by Chair and  
Deputy Chair  
Chair and Deputy Chair  
Responsible Financial Officer (Clerk)  
Chair and Deputy Chair, Councillors Hales,  
Karling and Speed  
Chair and Deputy Chair, Councillors  
Ecclestone, Hales and Speed  
Councillors Bullock, Daly and Head  
Councillor Bullock  
Chair, Deputy Chair, Councillor Bullock  
Councillors Berrisford, Bullock and Owen  
Balterley: Councillor Karling  
Betley: Councillor Owen  
Wrinehill: Councillor Berrisford**

## **6. GOVERNANCE**

### **RESOLVED**

**That the following Governance documents be approved:-**

- (i) Finance and Audit Committee – Terms of Reference 2025-2026**
- (ii) Planning Committee – Terms of Reference 2025-2026**
- (iii) Standing Orders 2025-2026**
- (iv) Financial Regulations 2025-2026**
- (v) Councillor Code of Conduct 2025-2026**
- (vi) GDPR Policy 2025-2026**
- (vii) Publication Scheme 2025-2026**
- (viii) Retention of Documents Policy 2025-2026**
- (ix) Social Media Policy 2025-2026**
- (x) Risk Assessment 2025-2026**

## **7. MEETINGS OF THE PARISH COUNCIL 2025-2026**

### **RESOLVED**

**That the following dates for the remaining meetings of the Parish Council for the 2025-2026 Municipal Year be approved, to be revisited in September 2025:-**

**Tuesday, 29<sup>th</sup> July 2025  
Thursday, 25<sup>th</sup> September 2025  
Thursday, 27<sup>th</sup> November 2025  
Thursday, 22<sup>nd</sup> January 2026  
Thursday, 26<sup>th</sup> March 2026**

## **8. DATES OF COMMITTEES 2025-2026**

### **RESOLVED**

**That the following dates for the Committees be approved:**

**Finance and Audit Committee – to meet at 2.00 pm  
Thursday, 26<sup>th</sup> June 2025  
Thursday, 23<sup>rd</sup> October 2025  
Thursday, 26<sup>th</sup> February 2026  
Thursday, 23<sup>rd</sup> April 2026**

**Planning Committee – to meet at 2.15 pm or at the rise of the Finance and Audit Committee  
Thursday, 26<sup>th</sup> June 2025**

Thursday, 23<sup>rd</sup> October 2025  
Thursday, 26<sup>th</sup> February 2026  
Thursday, 23<sup>rd</sup> April 2026

## ORDINARY BUSINESS

### 9. MINUTES OF PARISH COUNCIL – 27<sup>TH</sup> FEBRUARY 2025

The Minutes of the proceedings of the Meeting of the Parish Council held on 27<sup>th</sup> February 2025 were approved as a correct record and signed by the Chair.

### 10. MINUTES OF FINANCE AND AUDIT COMMITTEE – 20<sup>TH</sup> MARCH 2025 AND 24<sup>TH</sup> APRIL 2025

The Minutes of the proceedings of the Meetings of the Finance and Audit Committees held on 20<sup>th</sup> March 2025 and 24<sup>th</sup> April 2025 were received.

### 11. MINUTES OF PLANNING COMMITTEE – 20<sup>TH</sup> MARCH 2025 AND 24<sup>TH</sup> APRIL 2025

The Minutes of the proceedings of the Meetings of the Planning Committees held on 20<sup>th</sup> March 2025 and 24<sup>th</sup> April 2025, were received.

### 12. CO-OPTION OF COUNCILLOR

Members agreed the following procedure for the arrangements to co-opt a new Parish Councillor to the current vacancy:-

#### RESOLVED

- (i) That the selection for co-option be made at the meeting of the Parish Council to be held on Tuesday, 29<sup>th</sup> July 2025;
- (ii) That each candidate be invited to give a 5 minute presentation to the Members on the knowledge, skills and qualities that they can bring to the Parish Council;
- (iii) That voting will be by Ballot paper, with the Chair having the casting vote if necessary.

### 13. STAFFORDSHIRE POLICE

There was no representative from Staffordshire Police in attendance.

### 14. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024-2025

#### RESOLVED

That the following documents be approved:-

- (i) Exemption Certificate 2024-2025
- (ii) Section 1 - Annual Governance Statement 2024-2025
- (ii) Section 2 – Accounting Statements 2024/25

That the following documents be received:-

- (iv) Annual Internal Audit Report 2024-2025
- (v) Detailed Internal Audit Report 2024-2025

### 15. PUBLIC FORUM

Members of the public raised the following matters:-

- (i) Broadband - Councillor Berrisford reported that there were no updates to report, but she would continue to liaise with the Leader of the Borough Council;
- (ii) Sale of land  
Councillor Speed declared a pecuniary interest in this matter and left the meeting (8.00 pm)  
A petition had been circulated with over 400 signatures, and the Parish Council was asked to consider any support that it might be able to give. The Clerk agreed to seek advice on this matter; Councillor Speed returned to the meeting at 8.15 pm.

- (iii) Rural Runabout – the Chair confirmed that as at the 29<sup>th</sup> May 2025, the stolen money had not been repaid and the matter was with the Midlands Region Confiscation Unit, following a Court Order, under the Proceeds of Crime Act.
- (iv) Crowdfunding for the purchase of land - Councillor Speed again declared a pecuniary interest in this matter and left the meeting (8.20 pm)  
The Chair confirmed that at this stage, the Parish Council was not clear of the kind of support it was being asked to give to the residents, as the support required had not been defined. Councillor Speed returned to the meeting at 8.25 pm

## 16. REPORTS

- (i) **The Chair** – Councillor Bettley-Smith reported that the recovery of the stolen funds was being addressed via a court order
- (ii) **County Councillor and Borough Councillors** - The Chair reported that the new County Councillor was Helen Arnold a Member of the Reform Party. The Parish Council was disappointed that the County Councillor was unable to attend the meeting, and hope that she attends the next meeting in July.

Councillor Berrisford congratulated Councillor Bettley-Smith in his position as the Civic Mayor. She encouraged Members to attend on line public hearings for each category being considered for the Borough's Local Plan;

- (iii) **Representatives on Outside Bodies** – Councillor Bullock reported that there were an additional 2 active volunteers since the electors meeting. It was vital that the Speedwatch was completed as the data produced supported requests for speed changes.

Councillor Berrisford reported that work to improve footpaths was very busy, as the Footpaths Group were planning the next route of gates across Betley 15. Thanks were extended to Unison members who had provided a kissing gate.

## RESOLVED

**That the Clerk writes to the Chair of the Bonfire Committee, asking that the Committee's decision to refuse funding to the Parish Council be reconsidered, due to a recent change in Membership of the Parish Council.**

## 17. PLANNING MATTERS

- **New Planning Application/s**
- (i) **Application Ref No:** 25/00334/FUL  
**Location:** Pinetrees 2 Old Road Wrinehill  
**Proposal:** Proposed Extension to existing dwelling and removal and replacement of existing garage

Councillor Ecclestone declared a personal interest in this item and did not take part in the discussions or voting thereon.

## RESOLVED

**That no objections be raised to this proposal. (This decision was unanimous)**

- (ii) **Application Ref No:** 25/00335/FUL  
**Location:** Land Off Church Lane Betley Crewe  
**Proposal:** Change of use from an agricultural field to a dog exercise pen

## RESOLVED

**That the application be supported, subject to the opening times, 8 am-6pm winter and 8am-8pm summer being a planning condition. (This decision was unanimous)**

**(iii) Application Ref No: 25/00379/FUL**

**Location:** Balterley Green Equestrian Centre Pear Tree Lake Farm Balterley Green Road

**Proposal:** Construction of an administrative centre and groom's accommodation

Councillor Watkin reported on this application.

**RESOLVED**

**That no objections be raised to this proposal. (This decision was unanimous)**

**(iv) Land on the south side of Waybutt Lane, Balterley**

Appeal under Town and Country Planning Act:-

Appeal Reference: APP/D3450/C/25/3362522

**RESOLVED**

**(i) That the Clerk writes to Staffordshire County Council registering a formal complaint that the Parish Council has not been consulted on this Appeal;**

**(ii) That the Parish Council's objection to the appeal be submitted to the Planning Inspectorate;**

**(iii) That the Parish Council's recommendation is that the appeal should be dismissed and the enforcement action, as detailed in the enforcement notice, as set out by Staffordshire County Council should continue.**

**• Planning Comments Submitted under the provision of the Standing Orders**

**(v) Application Ref No: 25/00129/FUL**

**Proposal:** Extensions and alterations to The Mount, Church Lane

**Location:** The Mount Church Lane Betley

Comments submitted to the Planning Authority on 27/03/2025, following consultation with the Councillor Daly (the Chair of the Planning Committee and Deputy Chair of the Parish Council, in the absence of Councillor Bettley-Smith, the Chair of the Parish Council) and Councillor Karling (a Member of the Planning Committee) - The Parish Council has no objections to the principle of the development but recognises that it is within the greenbelt. Therefore, the Planning Authority must be satisfied that the application is appropriate development in the greenbelt.

**RESOLVED**

**That the report be noted.**

**• Decided Planning Applications**

**(vi) Application Ref No: 24/00713/FUL**

**Proposal:** Demolition of existing dwelling house and outbuildings. Construction of new self build and custom build dwelling and ancillary buildings, alterations to driveway and entrance off the road.

**Location:** Garfield Main Road Betley Crewe Cheshire CW3 9BJ

**Decision:** Permit with Conditions

**RESOLVED**

**That the report be noted.**

**18. BUDGET AND FINANCE 2025-2026**

Members considered a report of the Clerk and Responsible Financial Officer as follows:-

**(i) Applications for Financial Assistance**

There were no applications for financial assistance

**(ii) CO-OP Bank Transfer to Unity Trust Bank**

**RESOLVED**

That a transfer of the sum of £2,000.00 from the Co-op Bank to the Unity Trust Bank Account, be approved.

**(iii) Transactions – Unity Trust Bank****RESOLVED**

That the following transactions be approved:-

<b>PAYEE/PAYER</b>	<b>DETAILS</b>	<b>RECEIPTS</b>	<b>PAYMENTS</b>
HMRC	VAT Refund	£238.98	
Gareth Owen -	Reimbursement of VE Day Flag		£23.98
SPCA	Annual Membership		£342.32
HMRC	PAYE/NI		£137.72
Staffordshire Pensions	April Contributions		£172.04
M Clough	April Salary		£336.65
Unity Trust Bank	Monthly Service Charge		£6.00
Luke Rimmer	Invoice 555		£210.00
Shires Accountants	Invoice SHI-2722		£218.40
Betley Village Hall	Room Hire Invoice 4229		£91.00

**(iv) Transactions – CO-OP Bank**

There were no transfers from the Co-op Bank since the last meeting of the Finance and Audit Committee.

**(v) Payment of Invoices and Reimbursements****RESOLVED**

That the following payments be approved:-

M Clough	May 2025 Salary	£446.83
HMRC	May 2025 PAYE & NI (£111.80 & £26.12)	£137.92
Staffordshire Pension	May 2025 Pension	£160.20
Luke Rimmer	Invoice not yet received	

**(vi) Budget Expenditure to 20<sup>th</sup> May 2025 – Unity Trust Bank****RESOLVED**

That the following Budget Head expenditure to 20<sup>th</sup> May 2025, be approved:-

<b>Budget Head</b>	<b>Total</b>	<b>Budget Allocated</b>	<b>£ Difference</b>
Salary	£336.65	£7,558.00	£7,221.35
Income Tax/National Insurance	£137.72	£384.00	£246.28
Pension	£172.04	£1,784.00	£1,611.96
Insurance	£0.00	£975.00	£975.00
Audit Fees External	£0.00	£950.00	£950.00
Audit Fees Internal	£262.50	£250.00	-£12.50
Venue Hire	£91.00	£450.00	£359.00
Subscriptions	£342.32	£350.00	£7.68
Website	£0.00	£150.00	£150.00
Emails	£0.00	£150.00	£150.00
Information Commissioner	£0.00	£35.00	£35.00
Stationery	£46.21	£50.00	£3.79
Payroll Services	£344.40	£625.00	£280.60
Mileage	£0.00	£150.00	£150.00

Footpaths	£0.00	£2,500.00	£2,500.00
Grants	£0.00	£1,000.00	£1,000.00
Sandy Croft	£0.00	£1,100.00	£1,100.00
Memorial Garden	£238.90	£3,500.00	£3,261.10
Chair's Expenses	£0.00	£250.00	£250.00
Unity Trust Bank Fees	£6.00	£100.00	£94.00
	£1,971.74	£22,211.00	£20,239.26

**(vii) Explanation of Variances**

**RESOLVED**

- (i) That delegated authority to the Clerk and Responsible Financial Officer to make virements which are less than 10% or a maximum of £50.00, be approved;
- (ii) That a virement of £12.50 from the External Audit Budget Head to the Internal audit Budget Head be approved;
- (iii) That a new Budget Head in the sum of £100.00 for Unity Trust Service Charges be approved;
- (iv) That the virement of funds for the new Unity Trust Service Charges Budget Head from the External Audit Budget Head, be approved.

**(viii) Bank Reconciliation as at 20<sup>th</sup> May 2025**

**RESOLVED**

That the following Bank Reconciliation for Co-op Bank and Unity Trust Bank as at 20<sup>th</sup> May 2025, be approved:-

<b>Bank Reconciliation 20th May 2025</b>	
<b>BETLEY BALTERLEY AND WRINEHILL PARISH COUNCIL</b>	
<b>Financial year ending 31 March 2025</b>	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements as at	£
Current Account UNITY (20500409) - 30th April 2025	£3,797.54
Reserve Account CO-OP (49148300) - 4th February 2025 (£8,000 to be retained as a Reserve)	£23,965.25
Less: any unpresented cheques/payments	
Current Account UNITY (20500409)	£519.40
Reserve Account CO-OP (49148300)	£3,000.00
Add: any unbanked cash - Unity	£0.00
Add: any unbanked cash - CO-OP	£22,191.00
<b>Net bank balances as at 20th May 2025</b>	<b>£46,434.39</b>
<b>The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows</b>	
<b>CASH BOOK</b>	
Opening Balance	
Unity Trust Bank @ 1st April 2025	£5,016.90
Co-op Bank @ 1st April 2025	£20,965.25

Add: Receipts in the year	
Unity Trust Bank	£238.98
Co-op Bank	£22,191.00
Less: Payments in the year	
Unity Trust Bank	£1,977.74
Co-op Bank	
<b>Closing balance per cash book [receipts and payments book] must equal net bank balances above</b>	<b>£46,434.39</b>

**(ix) Bank Statements**

**RESOLVED**

That the following bank statements, as circulated with the Report, be approved: -

- Unity Trust Bank Statement - 30<sup>th</sup> April 2025
- CO-OP Bank Statement - 4<sup>th</sup> February 2025

**19. UNITY TRUST BANK**

**RESOLVED**

That the addition of Councillors Berrisford and Karling as signatories on the Unity Trust Bank account, be approved.

**20. AREA MATTERS**

There were no area matters raised at the meeting.

**21. LOCAL LIST SUPPLEMENTARY PLANNING DOCUMENT CONSULTATION**

**RESOLVED**

That the Clerk thanks Cheshire East Council for consulting with the Parish Council and confirms that it has no comments to make on this document, or buildings for consideration.

**22. URGENT ITEMS**

The Chair considered the following item of business as a matter of urgency.

**23. FLAG**

**RESOLVED**

That Councillor Hales be authorised to offer the Parish Council's VE80 flag to the Royal Marines.