



# DISLEY PARISH COUNCIL

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Minutes from the Annual meeting held on 22<sup>nd</sup> May 2025  
7.00pm at Disley Community Centre, SK12 2BB

Attended by: Cllrs Bull, Pattison, Ross, Windsor

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1. **To elect a Chair of the Council for the year 2025/26**

**RESOLVED:** Cllr. Bull was proposed as Chair of the Council for the year 2025/26

**Proposed:** Cllr. Pattison

**Seconded:** Cllr. Ross

Unanimously agreed

2. **To sign the declaration of office**

The signed declaration of office to be returned via email due to wifi issues.

3. **To elect a Vice Chair of the Council for the year 2025/26**

**RESOLVED:** Cllr. Pattison was proposed as Vice Chair of the Council for the year 2025/26

**Proposed:** Cllr. Bull

**Seconded:** Cllr. Windsor

Unanimously agreed

4. **To sign the declaration of office**

The signed declaration of office to be returned via email due to wifi issues.

5. **Committees**

**a. RESOLVED:**

Staffing Committee

Cllr Ross was appointed Chair of the committee,

Cllr Windsor was appointed Vice Chair of the committee

Cllr Pattison was appointed as member of the committee

Cllr Adams was appointed as member of the committee

**b. RESOLVED:**

Terms of reference were agreed for this committee

**c. RESOLVED:**

Finance Committee

Cllr Windsor was appointed Chair of the committee,  
Cllr Adams was appointed Vice Chair of the committee  
Cllr Scales was appointed as member of the committee  
Cllr Ross was appointed as member of the committee

**d. RESOLVED:**

Terms of reference were agreed for this committee

**e. RESOLVED:**

Planning Committee

Cllr Pattison was appointed Chair of the committee,  
Cllr Ross was appointed Vice Chair of the committee  
Cllr Scales was appointed as member of the committee

**f. RESOLVED:**

Terms of reference were agreed for this committee

**g. RESOLVED:**

Meeting schedules were agreed

**6. Apologies**

To approve any apologies for absence.

**RESOLVED:** Apologies were received and accepted from Cllrs Adams, Cllr Scales

**7. Declarations of Interest**

To receive any declarations of Disclosable Pecuniary Interests (DPI), Personal Interests or Prejudicial Interests as defined in the Member Code of Conduct.

**NOTED:** Cllr Ross declared an interest in agenda item15 (25/1587)

**8. Public Forum**

To receive comments from members of the public in accordance with guidance provided on the website: [Public-Participation-at-Council-Meetings-11-02-2015.pdf](#).

**NOTED:** No members of the public in attendance

**NOTED:** Cllr Adams, CEC report was noted

**9. Chairs Report**

To receive a report from the Chair

**NOTED:** Cllr Bull noted that two resignations had been received by the Clerk and that the vacancies had been notified to CEC

## 10. Chairs Allowance

To approve the chairs allowance of £750.00 for 2025/26

**RESOLVED:** Cllr Pattison proposed DPC approve the allowance, seconded by Cllr Windsor, Unanimously agreed

## 11. Councillor representatives on outside agencies and cheque signatories

**NOTED:** Representatives on outside agencies and cheque signatories were agreed.

## 12. Disley Parish Council Projects list

**NOTED:** The projects list was noted. It was noted that the projects list should be reviewed.

**ACTION: JP**

## 13. Councillor membership of project teams

**NOTED:** This item was deferred to August 2025 following review.

## 14. Approval of Minutes

**RESOLVED:** Cllr Pattison proposed DPC approve the minutes of 24<sup>th</sup> April 2025 as a true record. Seconded by Cllr Ross. Unanimously agreed

## 15. Planning Applications

**NOTED;** Comments to CEC were agreed;

Reference	Address	Details	COMMENTS
<b>25/1113/FUL</b>	2 Buxton Road West, Disley, Cheshire East, SK12 2JB	Change of use to a restaurant on the ground floor, refurbishment internally and addition of services.	Deadline – 07/05/25. Extension to 27/05/25 approved
<b>25/1112/ADV</b>	2 Buxton Road West, Disley, Cheshire East, SK12 2JB	Change of use to a restaurant on the ground floor, refurbishment internally and addition of services and signage.	Deadline – 07/05/25. Extension to 27/05/25 approved
<b>25/1066/HOUS</b>	Welltrough Homestead Road, Disley, Stockport, Cheshire East, SK12 2JN	A two storey and a first floor extension to the existing bungalow.	Deadline – 07/05/25. Extension to 27/05/25 approved
<b>25/1587/HOUS</b>	27 Heysbank Road, Disley, Stockport, Cheshire East, SK12 2DF	Retrospective application for levels, decking, balustrade and proposed fencing and landscaping to rear garden	Deadline – 03/06/25

**ACTION: HR**

## 16. Internal Audit

- a) **NOTED:** The internal audit report for 24/25 was noted
- b) **NOTED:** Issues arising from the internal audit report for 24/25 were noted
- c) **NOTED:** Actions taken following the internal audit report for 24/25 were noted

## 17. AGAR Section 1

### **RESOLVED:**

Cllr Pattison proposed DPC approve and sign section 1 of the AGAR for the year 2024/25, seconded by Cllr Windsor, Unanimously agreed

## 18. AGAR Section 2

### **RESOLVED:**

Cllr Windsor proposed DPC approve and sign section 2 of the AGAR for the year 2024/25, seconded by Cllr Ross, Unanimously agreed

## 19. Dates for the exercise of Public Rights and publication of AGAR

**NOTED:** The dates of 3<sup>rd</sup> June 2025 – 14<sup>th</sup> July 2025 were noted

## 20.

### **a. To review and approve DPC social media and electronic communications policy**

**NOTED:** This item was deferred to allow for insertion of statements relating to defamation.

**ACTION: MR**

### **b. To approve DPC risk assessment document 2025**

#### **RESOLVED:**

Cllr Ross proposed DPC approve the 2025 risk assessment document subject to a review every 6 months, seconded by Cllr Pattison, Unanimously agreed

## 21. Finance

- a) To approve the payment schedule 12.05.25

**RESOLVED:** Cllr Pattison proposed DPC approve the payment schedule, seconded by Cllr Bull, Unanimously agreed

- b) To receive the finance report for the period 1<sup>st</sup> April 2024 – 31<sup>st</sup> March 2025 as prepared by the RFO.

**NOTED:** The finance report was noted

- c) To approve the cost of £120.00 CTA membership.

#### **RESOLVED:**

Cllr Pattison proposed DPC approve the cost of CTA membership, seconded by Cllr Windsor, Unanimously agreed

- d) To approve the increase in cost of media assistant services from £450.00 per month to £500.00 per month

**RESOLVED:**

Cllr Pattison proposed DPC approve the increase in cost for the media assistant services, seconded by Cllr Windsor, Unanimously agreed

- e) To approve the cost of £2300.00 for lighting and fireworks provided by Lightech at DPC Christmas event

**RESOLVED:**

Cllr Pattison proposed DPC approve the cost for lighting and fireworks, seconded by Cllr Windsor, Unanimously agreed

## **22. Recruitment**

- a) To agree the process for advertising the position of Clerk

**NOTED;** Previous information pack to be updated – vacancy to be advertised via ChALC, CEC, Facebook, Website and local advertising

**ACTION: JP, HR, IC**

- b) To agree deadline for submission of applications

**NOTED;** Applications to be submitted within 6 weeks of the notice of vacancy

- c) To agree responsibility for review/shortlisting of applications

**NOTED;** Cllr Ross, Cllr Windsor and the locum clerk to review and shortlist applicants

**ACTION: MR, JW, IC**

- d) To agree the interview panel

**NOTED;** It was agreed that the interview panel will consist of Cllrs Pattison, Adams and Windsor. Jackie Weaver from ChALC would be invited to advise. It was agreed that the interview should include a short aptitude test.

**ACTION: IC**

## **23. Date of next meeting**

**NOTED;** The date of the next meeting of Disley Parish Council is 12<sup>th</sup> June 2025

## **24. Close of meeting**

**NOTED;** Cllr Bull closed the meeting at 9.00pm