



# DISLEY PARISH COUNCIL

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**Councillors are summoned to the Council Meeting to be held on 13th November 2025 at 7pm at Disley Community Centre, SK12 2BB**

*This meeting will be recorded for ease of minute production.*

Signed:

Sarah Allen (Parish Clerk)

Dated:

7th November 2025

## **1. Apologies**

To receive and approve any Apologies for Absence.

## **2. Declaration of Interest**

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

## **3. Public Open 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](#).

## **4. Cheshire East Councillor's Report** To receive Cheshire East Councillor's Report.

## **5. To note the public event – Update on the Adlington New Town proposals**

## **6. To note AQMA consultation response from Cllr Adams and the reply from the Environmental Protection Officer**

## **7. To note public meeting of The High Lane Neighbourhood forum in the village hall on Windlehurst Road on Saturday 22<sup>nd</sup> November to provide information on the contents of the Stockport Local Plan in regards to the allocation of 1000 in High Lane.**

## **8. Minutes**

- a) To approve and sign the minutes from the Council Meeting held 9th October 2025.
- b) To note the minutes of the Events team meeting on 30<sup>th</sup> September 2025
- c) To note Health and Wellbeing minutes from meeting held on 9<sup>th</sup> October 2025

## **9. Chair's Report**

- To receive a report from the Chair.

## **10. Finance**

- a) To note that Cllr Windsor checked the bank reconciliation to bank statements as at 30<sup>th</sup> September 2025 on 05<sup>th</sup> November 2025 and approved and signed in accordance with Finance Regulation 2.6.
- b) To approve and sign the finance report for month 6, dated 30.09.25 as prepared by the RFO.
- c) To note the QTR2 financial report provided by the RFO.
- d) To appoint a councillor to check the bank reconciliation to bank statements for the period 1<sup>st</sup> October 2025 to 31<sup>st</sup> October 2025.
- e) To retrospectively approve the payment approval list dated 7/10/2025 and signed by Cllr Windsor on 7<sup>th</sup> October and Cllr Adams on 8<sup>th</sup> October.
- f) To retrospectively approve payment to Dan Anthony for £750 for grass cutting at Newtown playing fields.
- g) To Propose to increase PayPal limit from £500 to £750 as per report.
- h) To note that DPC staff are remunerated on the 15<sup>th</sup> day of each month, covering the full calendar month. This arrangement results in payment being made approximately two weeks in arrears and two weeks in advance. Overtime worked is remunerated in arrears for the preceding month. Adjustments have been implemented to ensure that all staff are now paid on a consistent and equitable basis.

## **11. Project Teams updates**

- a) To defer review of project groups until the December meeting.
- b) To note the updates from the Project Teams.

## **12. Budget 2026-27**

- a) To note the RFO's report following the budget meeting on 16 October 2025, attended by Cllr Adams, Cllr Windsor, S. Allen (Parish Clerk), and J. O'Donoghue (RFO), and the subsequent review of community bus income and expenditure by Cllr Adams and H. Richards (Admin Officer) on 31 October 2025.

- b) To accept the initial budget as presented, noting that further amendments may be made prior to the meeting scheduled for 11 December 2025, when the final decision will be made.

### 13. Risk Assessment

- a) To note the Annual Risk Assessment Report provided by the RFO following consultation with Cllr Adams on 17 October 2025 and 20 October 2025 and input from councillors.
- b) To accept the recommendation contained within the report and approve the Risk Assessment for 2025–2026.

### 14. Internal Audit

To note that the interim internal audit was conducted on 5 November 2025 by JDH Business Services, and that the audit report will be considered at the Parish Council meeting scheduled for December 2025.

### 15. Planning

- a) To consider the following applications received

Reference	Address	Details	COMMENTS
<b>25/3626/FUL</b>	4 Hilton Road, Disley SK12 2JU	One new dwelling	Deadline 29/10/25 – extension to 17/11/25 requested
<b>25/3609/HOUS</b>	18 Jacksons Edge Road, Disley SK12 2JE	Retrospective planning for 6 foot fence adjacent to highway. At least 1 car width from the highway as the pavement is extremely wide (see images). No views are restricted and does not affect neighbouring boundaries. Allows some form of privacy as it is essentially the back garden. Thus, allowing children and dogs to play ball games without potential damage/accidents to the public.	Deadline 10/11/25 – extension to 17/11/25 requested
<b>25/4038/CLPUD</b>	25 Hilton Road, Disley SK12 2JU	Certificate of lawful development for proposed single story side extension of the left of the house (when facing	Deadline 18/11/25

		the house) width: 2.2m height: 3.7m to the hip. depth: 7.9m in total (see attached detailed drawings). Old Drains from property to be renewed and a new drain line added. New Drain to meet existing drain at the front of property with a new access chamber added at the point of meeting. (See Detailed Drawings).	
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b) To note the following application decisions made by CEC

<i>Decisions</i>			
<b>25/2392/VOC</b>	2 Hilton Road, Disley SK12 2JU	Variation of condition - approved on application 21/4603M	Granted with 2 conditions
<b>25/2920/CLPUD</b>	54 Jacksons Edge Road, Disley SK12 2JR	Certificate of proposed lawful development for a small single storey extension to rear of property and garage conversion.	Refused - the extension to the rear of the property projects beyond a side elevation, restrictions of side extensions are applicable, meaning the proposed development is considered to have a greater width than half of the dwellinghouse The proposed extension to replace the existing conservatory extends beyond a rear elevation by approximately 5.5m, meaning that it exceeds the 4m restriction. The proposal is attached to an existing enlargement of the existing dwellinghouse.

**16. Meetings: Date & Time**

13<sup>th</sup> November @ 7pm

21<sup>st</sup> November @ 10am

5<sup>th</sup> December @ 6pm

**Meeting / Event**

Council Meeting

Community Bus Meeting

Christmas Extravaganza

**Venue**

Community Centre

Community Centre

Ram Green

**17. Co-option**

- a) To consider an application for co-option from a resident who meets the eligibility requirements for parish councillors under section 79 of the Local Government Act 1972 and is not disqualified under section 80 of the same Act, in accordance with section 87(2) of the Act in circumstances where a by-election has not been called.
- b) To agree further actions to be taken.

## **18. Close of Meeting**

## **Cheshire East Councillor Report October 2025 for Disley Parish Council**

### Summary of Issues Raised by Residents October 2025

Bin Collections	3
Planning	1
Network Rail Redhouse Lane	1
Bus fares	1
Other	1
Total	7

### **Highways**

Cheshire East Highways carried out gulley cleaning in Disley in October. However, there is more that needs to be done. It would be helpful if residents could report blocked gulleys, and any other highways issues on traCE. This is the replacement for Fix My Street in Cheshire East. I receive a weekly report of all issues reported on traCE in Disley ward.

As I write this report, Cheshire East Highways are working on re-lining on Jacksons Edge Road.

The Clean Air Zone sign on Market Street has finally been removed.

I have not yet received a date for the work promised on the B6101 Strines Road by the end of November. I shall be chasing this up shortly.

There is a lot more work needed to bring roads in Disley and Newtown up to an acceptable standard, and I shall continue to pursue this work on behalf of residents.

### **Car Parks**

The shrubbery in the community centre car park was finally cut back yesterday.

Users of the Northern car parking spaces at Disley station can pay for parking at the train ticket machine as an alternative to using the app.

### **Visit to Disley by Cllr Michael Gorman, Deputy Leader of Cheshire East Council**

At my invitation, Cllr Gorman met with me and Disley parish councillors on Monday 13<sup>th</sup> October to discuss various Disley issues. Some of the issues covered were safety at the Ram Green crossroads junction, the poor state of the B6101 Strines Road, urgent need for repairs to the road surface on Buxton Road West, gulley cleaning, poor state of the road surface at the bottom of Buxton Old Road, concern over the revocation of the Disley AQMA, the detrimental impact of car parking charges on our community and several other issues.

Most of the items featured on the traCE report for the week prior to the meeting related to Buxton Road West and Strines Road. I was able to provide a copy of the report to back up my requests for action to improve the extremely poor condition of these roads. It is extremely helpful to have resident support by reporting of issues on traCE.

We also talked about many positive things as well! Examples of areas where Disley does well are health and wellbeing, the work of Disley Footpaths Society, the work of Friends of Disley Station, Disley Community Bus, Disley Community Centre, allotments, play areas, our many volunteers and community groups. The Disley Health and Wellbeing Project

Group (Parish Council) brings together health and social care at a very local level and links in with the Bollington, Disley and Poynton Care Community. There have been some very good joint projects in Disley eg. support for Disley Friends, SEND parents evening, Dystlegh Grange Book Club and the wider care community eg. Care Homes Project, Dementia Support.

We discussed Disley Library and our volunteers supporting Saturday morning opening in the face of hours being cut from 20 to 11 per week. Ideas were suggested for bringing additional services to Disley based in the library.

We gave credit to Cheshire East Highways for the excellent work on Redhouse Lane (March 2025) and on Buxton Road (A6) from Redhouse Lane to the Derbyshire border (June 2024) and for several smaller projects completed.

I believe that this meeting was very useful, and I hope that we can arrange another meeting in 6 months to review progress on issues raised.

### **Stockport Local Plan**

Proposals for 1,000 homes at High Lane on land either side of the A6 which was formerly green belt are likely to adversely impact Disley residents in terms of road congestion and pressure on existing infrastructure. The High Lane Neighbourhood Forum is holding a public meeting in the village hall on Windlehurst Road on Saturday 22 November. I am planning to attend this meeting.

### **Adlington New Town**

The proposal put forward could include 14-20,000 homes. I am monitoring the situation closely.

Sue Adams

5th November 2025

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OFFICIAL

**Public Event (for awareness)**

- 📅 Saturday 15 November, 10:00–5:00pm
- 📍 **Location:** Adlington Hall, Mill Lane, SK10 4LF
- 📅 **Format:** 45-minute bookable sessions for small groups of residents to view materials and speak directly with the project team.

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Information boards and FAQs will also be available on our website — [www.adlingtonnewtown.com](http://www.adlingtonnewtown.com) — from Monday 17 November for anyone unable to attend in person.

**To book a slot at our preview session, please use this [link](#).**

Alternatively, do let us know if you would prefer a separate briefing at another time.

We look forward to meeting you and hearing your thoughts on how this process can best reflect local needs and aspirations.

Sent on behalf of

**Freddie James**

Director, Belport

6.

**From:** ADAMS, Sue (Councillor) <[Sue.Adams@cheshireeast.gov.uk](mailto:Sue.Adams@cheshireeast.gov.uk)>

**Sent:** 17 October 2025 23:57

**To:** AIRQUALITY <[AirQuality@cheshireeast.gov.uk](mailto:AirQuality@cheshireeast.gov.uk)>

**Subject:** Revocation of AQMA Market Street Disley

Dear Air Quality Team,

As the ward member for Disley I have serious concerns about the proposal to revoke the AQMA on Market Street in Disley.

I understand that the levels of nitrogen dioxide in the AQMA have been falling over the last 5 years, due to the increase in the number of electric vehicles and the replacement of older, highly polluting vehicles by less polluting modern vehicles. This includes the large volume of HGVs from the quarries near Buxton that travel through Disley on the A6 Market Street.

Although the diffusion tube readings for nitrogen dioxide levels are consistently below the national legal limit, they remain well above the new EU limit and the World Health Organisation objective. In terms of nitrogen dioxide levels, Disley is one of the most polluted areas in Cheshire East. The construction of a bypass for Disley and Newtown was aborted due to cost.

I am concerned that revocation of the AQMA may mean that Disley air quality issues may be viewed as 'problem fixed' when this is certainly not the case. Traffic volumes on Market Street in Disley are impacted by housing developments in places such as Buxton and Whaley Bridge. The volume of HGV traffic from the quarries is likely to increase if there is large scale development in the wider area such as the proposal to build 14,000 homes if the Adlington New Town project goes ahead. The A6 through Disley is a major strategic route to the A555, Greater Manchester and the motorway network.

I request that Cheshire East Council gives a firm commitment that monitoring of air quality on Market Street in Disley will continue, with the retention of diffusion tubes and the Real Time Analyser to monitor the level of nitrogen dioxide and particulates.

I am very concerned that if the AQMA is revoked, then proposals for future development can ignore the air quality issues in Disley. These concerns have been raised by Disley residents. I request reassurance that all planning applications in or near the current AQMA will still be required to follow an assessment process to determine their impact on air quality and thus help to promote a cleaner environment.

Many thanks.

Cllr Sue Adams

Disley Ward

Cheshire East Council

[Sue.Adams@cheshireeast.gov.uk](mailto:Sue.Adams@cheshireeast.gov.uk)

OFFICIAL

**From:** AIRQUALITY <[AirQuality@cheshireeast.gov.uk](mailto:AirQuality@cheshireeast.gov.uk)>

**Sent:** 20 October 2025 14:19

**To:** ADAMS, Sue (Councillor) <[Sue.Adams@cheshireeast.gov.uk](mailto:Sue.Adams@cheshireeast.gov.uk)>

**Subject:** RE: Revocation of AQMA Market Street Disley

Dear Sue,

Thank you for contacting us regarding the AQMA revocation and bringing forward your concerns. I can reassure you that we will be continuing to monitor the nitrogen dioxide (NO<sub>2</sub>) and particulate matter concentrations within the village once the AQMA has gone. We will be keeping the two diffusion tube sites with historically the highest concentrations of NO<sub>2</sub> and our real time analyser based on Market Street will continue its monitoring of NO<sub>2</sub>, PM<sub>10</sub> and PM<sub>2.5</sub> as well. We certainly don't see the revocation of an AQMA as being a "job done" scenario so we will continue to keep trying to further improve the air quality into the future via our Air Quality Action Plan and Air Quality Strategy.

With regards to any future planning applications and how they are assessed, all applications across Cheshire East above a certain size are required to submit an air quality assessment. Sometimes these will be a screening assessment and other times a more detailed assessment will be required dependant on the number of vehicle movements per day the development is predicted to produce. Therefore, even without the AQMA being in place, we will still scrutinise all applications accordingly and recommend planning conditions where necessary to minimise their impact on the local air quality.

Kind Regards,

| **Environmental Protection Officer (Air Quality & Private Water Supplies)**

Cheshire East Council

Regulatory Services and Health

Place Directorate

C/O Delamere House, Delamere Street, CREWE, CW1 2LL



7.

**From:** Claire Porterfield  
**Sent:** 25 October 2025 5:41 PM  
**To:** Disley Clerk <clerk@disleyparishcouncil.org.uk>  
**Cc:**  
**Subject:** Housing in High Lane

Hallo Sue

As you may know the Stockport Local Plan was recently published with housing allocations for the borough including allocation of 1000 houses in High Lane on land on either side of the A6 which was formerly green belt.

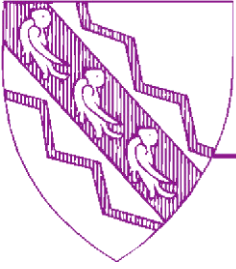
This will clearly have major implications for the area and surrounding villages including Disley in terms of road congestion and strain on existing infra structure.

The High Lane Neighbourhood Forum is holding a public meeting in the village hall on Windlehurst Road on Saturday 22November to provide information on the contents of the Stockport Local Plan and support for people to respond to the consultation.

We would appreciate if you could draw this to the attention of local councillors in Disley . We would be pleased to hear their views on the potential development and its effect on their residents.

With thanks

Claire Porterfield  
(secretary of High Lane Village Neighbourhood Forum)



# DISLEY PARISH COUNCIL

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## Disley Parish Council Meeting Minutes

9<sup>th</sup> October 2025 at 7pm at Disley Community Centre, SK12 2BB

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### Present

Cllrs: Bull, Pattison, Adams, Windsor, Scale

### Officer in attendance

S. Allen

There were no apologies received.

### 2. Declaration of Interest

Cllr. Adams declared a non-pecuniary interest as she is also a serving councillor at Cheshire East Council.

### 3. Public Open Forum

A member of public addressed the meeting, speaking in relation to *Community 11.d) To consider the revocation of the Cheshire East Disley Air Quality Management (AQMA)*.

The speaker expressed concerns for the proposal, citing that air quality improvements in the area were evident, but raised questions about ensuring long-term monitoring and management of air quality moving forward.

They also enquired about the steps which would be taken to maintain air quality standards post-revocation, particularly regarding traffic volumes on the A6 and local developments.

### 1. Apologies

#### 4. Cheshire East Councillors' Report

The Council received a report from Councillor Adams. The report was duly noted.

#### 5. Minutes

To approve and sign the minutes from the Council Meeting held 11th September 2025.

**RESOLVED:** Following a correction in 12c to change the word 'GRANT' to 'REVOKE'.  
Cllr Windsor proposed DPC approve and sign the minutes. Seconded.  
Three in favour and two abstentions.

#### 6. Chair's Report

The Chair reported his attendance at the Rainow Civic Service. The report was duly noted.

#### 7. Finance

The bank reconciliation for August 2025 having been signed by the RFO and verified and signed by Cllr Windsor was duly noted.

- a) To approve and sign the finance report for month 5.

It was noted that the;

- Community Centre cost centre to receive comprehensive review.
- Rental Income was down YTD. This is due to most payments coming into DPC in January.

**RESOLVED;** Cllr Adams proposed DPC approve and sign the financial report for month 5.  
Seconded, all agreed.

- b) To approve the transfer of £3,000 from general reserves to the Community Transport budget heading.

Correction to wording. From 'to approve the transfer of £3,000 from general reserves to the Community Transport budget heading' to 'to approve the transfer of £3,000 from general reserves to the Community Transport RESERVES budget heading.'

**RESOLVED;** Cllr Adams proposed DPC approve as corrected the transfer of £3,000 from general reserves to the Community Transport reserves budget heading. Seconded, all agreed.

- c) To retrospectively approve the payment schedule for 09.09.25 and note that all invoices were verified by 2 councillors.

**RESOLVED;** Cllr Adams proposed DPC retrospectively approve the payment schedule for 09/09/25. It was noted that all invoices were verified by 2 councillors. Seconded, all agreed.

- d) To retrospectively approve the payment schedule for 19.09.25 and note that all invoices were verified by 2 councillors.

**RESOLVED;** Cllr Adams proposed DPC retrospectively approve the payment schedule for 19/09/25. It was noted that all invoices were verified by 2 councillors. Seconded, all agreed.

- e) To note and retrospectively approve that, following the approval of item 8k in regards to the provision of two sets of lights for the Christmas Trees, at the Council meeting held on 11th September 2025, the company subsequently advised that their original quote was incorrect. A revised quote, reflecting a slightly reduced number of lights, was submitted and accepted due to time constraints regarding ordering. Council is asked to retrospectively approve the order placed.

**NOTED;** It was clarified that the provision of two sets of lights included six strings of lights per set, and the revised quote now reflects five strings of lights for the Christmas tree.

**RESOLVED;** Cllr Windsor proposed that DPC retrospectively approve the amended order that was placed due to time constraints.

Seconded, all agreed.

## **8. New Website**

It was noted that the tender pack has been sent out to 3 specialist town and parish council website providers and that a full report will be provided to the November Disley Parish Council meeting.

## **9. Project Teams updates**

It was agreed to defer the issue of membership of the Project Teams until the next meeting in November.

The Disley Parish Council Projects update was received and noted.

Members reviewed the DPC Lone Working technology and noted that the Stay Safe subscription ends on the 30<sup>th</sup> November 2025.

To discuss and approve giving 30 day notice period as per staff wishes.

**RESOLVED;** Cllr Pattison proposed DPC to approve giving 30 day notice as per staff

Secoded, all agreed.

To note that the Clerk is seeking alternative Lone Working technologies.

**NOTED;** It was noted that the Clerk is seeking alternative Lone Working technologies.

The Council discussed the petition it received from the Disley Community for the provision of a skate park in Disley.

**ACTION;** Following discussion, Cllr Pattison undertook to attend the youth club and speak to the children.

0. Lone Working

a)

wishes.

b)

## 11. Community

a) To note that DPC has received an anonymous noise complaint letter regarding barking dogs at a property on Red Lane.

**NOTED;** The anonymous noise complaint letter was received and noted.

- b) To retrospectively agree notice given to tenant on Newtown fields and to prepare a new Common Law Tenancy Agreement for new tenant.

**RESOLVED;** Cllr Adams proposed to retrospectively agree notice given to tenant on Newtown fields and to prepare a new Common Law Tenancy Agreement for new tenant. Seconded, all agreed.

- c) To consider Cheshire East Disley Air Quality Management Area revocation.

Cllrs Bull, Pattison, Adams, Windsor and Scale discussed the Cheshire East Disley Air Quality Management Area as per written report.

**ACTION;** Disley Parish Council to respond to AQMA. Cllr Adams will respond to AQMA as Ward Councillor.

- d) To note thanks given by the Disley Local History Society for accommodating the 'Time Capsule'.

**NOTED;**

## 12. Completion of External Audit

- a) To note that the internal audit identified two issues: the risk assessment, completed by the RFO in February 2025 but not approved by the Council within the audit year (formally approved on 25/05/2025), and Transparency Code compliance (contracts over £5,000 and land/building assets, recorded in the Assets Register to be published online). These matters were also noted in the external auditor's completion report (AGAR S3), published online on 15/09/2025 in accordance with Sections 20(2) and 25 of the Local Audit and Accountability Act 2014 and Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234) and will be addressed by the RFO.

**NOTED;**

## 13. Governance

- a) To receive a report from the Finance Officer regarding Assertion 10 of the 2025-26 Annual Governance and Accountability Return (AGAR), as detailed in the SAPP Practitioners' Guide 2025.

**RECEIVED;** A written report was received and noted.

- b) To note that the Responsible Finance Officer will ensure compliance with Assertion 10 by end February 2026 and that this will involve officer training on GDPR and FOI requests.

**NOTED;**

## 14. Risk Assessment

- a) To note that the risk assessment has been updated to include Assertion 10 of the Accountability and Governance Return 2025-26.

**NOTED;**

- b) To approve the updated risk assessment 2025-26.

**RESOLVED;** Cllr Pattison resolved to defer the item to December meeting following review. Councillors are invited to submit any comments or feedback to be considered at the December meeting.  
Seconded, all agreed.

## 15. Planning

a) To consider the following applications received

Reference	Address	Details	COMMENTS
<b>25/3168/FUL</b>	Seven Springs Guide Camp, Corks Lane, Disley SK12 2AZ	Refurbishment including internal modifications and fabric upgrade and external works including canopy to existing Venture House building.	Deadline 06/10/25 – extension to 13/10/25 requested  <b>NO OBJECTION Proposed, seconded, all agreed</b>
<b>25/3561/HOUS</b>	34 Jacksons Edge Road, Disley SK12 2JL	New second storey above existing bungalow, with single storey side, infill extension.	Deadline 16/10/25  <b>NO OBJECTION Proposed, seconded, all agreed</b>

b) To note the following application decisions made by CEC

Reference	Address	Details	COMMENTS
<b>25/0380/HOUS</b>	36 Buxton Road West, Disley SK12 2LY	Two storey front extension and part two storey, part single storey rear extension	Refused – 1) The proposed extensions and alterations are disproportionate to the original size of the building and therefore are an inappropriate form of development within the Green Belt. 2) The proposed extensions and alterations to the dwellinghouse fail to appear subordinate and commensurate to the scale, form and appearance of the existing building, introducing visually dominant and overly contemporary features which would be out of keeping with the rural residential character of the site and the surrounding area.  <b>NOTED;</b>
<b>25/2139/CLPU D</b>	109 Buxton Old Road, Disley SK12 2BU	Certificate of lawful proposed development of a detached building	Positive certificate  <b>NOTED;</b>

<b>25/2412/HOUS</b>	4 Orford Avenue, Disley SK12 2BH	First floor extension over existing garage and single storey rear extension, planning previously agreed but has expired  October 2024	Approved with 3 conditions  <b>NOTED;</b>
<b>25/2420/HOUS</b>	111 Buxton Old Road, Disley SK12 2BU	Erection of extension to front elevation and form enlarged lounge, landscaping works and installation of external wall insulation.	Approved with 3 conditions  <b>NOTED;</b>

<b>16. Meetings</b>	<b>Date &amp; Time</b>	<b>Meeting / Event</b>	<b>Venue</b>
	9 <sup>th</sup> October 2025	Health & Wellbeing	Teams
	16 <sup>th</sup> October 2025 @ 10am	Finance Meeting (budget)	Community Centre
	17 <sup>th</sup> October @ 9.30am	SEND Drop-In	Disley Library
	19 <sup>th</sup> October @ 11am	Civic Service	St Mary's Church
	9 <sup>th</sup> November @ 11am	Remembrance Service	Ram Green @ St Mary's Church
	13 <sup>th</sup> November @ 7pm	Council Meeting	Community Centre
	21 <sup>st</sup> November @ 10am	Community Bus	Community Centre

### **17. Exclusion of Press & Public**

**RESOLVED;** It was unanimously agreed in accordance with the relevant legislation to exclude members of the press and public from items 18 and 19 due to the confidential nature of the business to be conducted.

### **18. Staffing Matters**

- a) Members discussed an addendum to the existing employment contract in order to correct an error identified in the original document relating to the date of salary increments as set out in confidential report HR/PC/19/9/2025.

**RESOLVED;** Cllr Pattison proposed rejecting the addendum and emphasised that the original contract should remain in effect.  
Seconded, all agreed.

**19. Community Star and QE11 youth awards.**

a) To note the nominations for the awards

**NOTED;**

b) To agree actions

**RESOLVED;** It was agreed that the nominees selected for an award will be contacted and invited to the award ceremony.

Cllr Bull proposed, seconded, all agreed.

**20. Close of Meeting**

**NOTED;** The meeting closed at 21:33

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<https://www.legislation.gov.uk/ukpga/Eliz2/8-9/67/section/1>

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8b.

## **VILLAGE EVENTS MEETING – 30<sup>th</sup> September 2025 – MINUTES**

**Attendees:** Cllr. Pattison, Sarah Allen, Helen Richards

**Apologies:** Cllr. Windsor

Cllr. Scale did not attend.

### **☒ Disley Show – Saturday 16<sup>th</sup> August 2025**

☒ It was agreed that the event went well and there was engagement with a number of visitors, two of whom expressed an interest in becoming a councillor. Several others signed up for the e-Bulletin.

☒ The 'I love Disley' stickers were popular and are available for other events.

### **☒ Autumn Litter Pick – Saturday 13<sup>th</sup> September 2025**

☒ This event went well with c25 people joining in and lots of rubbish was collected.

☒ It has been suggested that councillors and staff should wear lanyards for ID purposes. It was agreed that we should look into having a sign in/out sheet for volunteers.

**ACTION: Sarah Allen to organise the lanyards and look into the sign-up sheet.**

### **☒ Civic Sunday – 19<sup>th</sup> October 2025**

☒ invitations have been issued with 56 acceptances to date.

☒ publicity relating to civic awards – posters / nomination forms have been made available and a separate e-Bulletin sent out. Deadline for nominations 3/10/25.

☒ arrangements for the day to be finalised by Cllr. Bull with Jenny Kidd and Stuart Cornes.

**ACTION: Sarah Allen to contact Cllr. Bull regarding this.**

### **☒ Remembrance Sunday – 9<sup>th</sup> November 2025 ☒**

The poppy wreaths have been ordered.

☒ Traffic management company has been booked.

☒ Volunteer helpers for traffic management are required – clerk to contact previous volunteers for availability.

☒ Invitations to public and community groups to be issued.

☒ It was agreed that Cllr. Pattison and Sarah Allen will jointly arrange the laying of the wreaths on the day.

**ACTION: Sarah Allen to arrange the volunteers.**

### **☒ Christmas Extravaganza – Friday 5<sup>th</sup> December 2025**

☒ Christmas trees and lights for Ram Green and Newtown – ordered 15/9/25

☒ Lights in trees on Ram Green and tree work – quotes approved and work instructed / ordered 15/9/25

☒ Stage – Cllr Windsor has confirmed that Disley Primary School children are happy to design a banner for Ram Green and Christmas bunting for the stage.

**ACTION: Cllr Windsor to liaise with school to organise this.**

☒ Disley Primary School choir – it was suggested that they might like to stay on stage after their 2 Christmas songs and join the singer and public in Christmas carols.

**ACTION: Helen Richards to contact school and singer to discuss.**

☒ Santa's Grotto – Cllr Pattison to organise the decoration of the grotto with help from volunteers.

☒ Face painting – it was suggested that we contact Kat Croxford to check she is still available to do the face painting and if she would like any help.

**ACTION: Helen Richards to contact Kat.**

☒ Santa's gifts – Cllr. Scale organised this last year so it was agreed that we would ask her if she is willing to organise this again.

**ACTION: Helen Richards to contact Cllr. Scale**

☒ Policing - online request sent to Cheshire Police on 5/8/25. No response.

**ACTION: Helen Richards to follow up with Cheshire Police.**

☒ Parking bays for fireworks – CEC have approved the closure of 3 bays in the station approach car park for 2 days (4&5/12/25) at a cost of £22.80.

☒ Publicity – a Christmas based A5 leaflet will be produced and distributed around Disley Village including the programme of timings, children's bunting, reduced noise fireworks etc and included on social media and in e-Bulletin. A4 posters around the village.

**ACTION: Sarah Allen and Helen Richards to liaise with media assistant to design the leaflet and arrange the printing / distribution.**

☒ Disley PTA Raffle Stall – The PTA would like to hold a raffle stall on the Ram Green again.

☒ **A.O.B.**

None

☒ **Date of next meeting: TBC**

8c.

## **Minutes from Village Health & Wellbeing Teams meeting Thursday 9<sup>th</sup> October 2025**

1. **Present:** Sue Adams, Clare Johnson, Lynn Barry, Julie Magee, Paul Vickers, Kate Carson (left the meeting at 10.15am), Jean Windsor

**Apologies:** Emma Paddle, Lisa Joslin, Val Burlison, Sarah Allen

2. **Matters arising from previous meeting 17/7/25** Inter-generational projects - Jean covered under item 9.

Everybody Leisure Roadshow is now linking with Care Communities over 5 areas. The first session will be held in Crewe.

3. **Time to Talk**

Clare reported that 1 person attended at Poynton and 1 at Disley. Clare will be at the November DFSG session and will also be at a session in November at Tytherington as sessions in Bollington have not been attended.

4. **Disley Friends Afternoon Tea**

Jean - The party was attended by 28 people (out of 32 expected) and was thoroughly enjoyed by all. Sue and Jean extended thanks again to Paul for sponsoring the event. The proceeds of the special raffle were donated to Alzheimers Society.

5. **Know Your Numbers/Heart Heroes**

Julie reported that 20 BP checks and 21 AF checks were carried out at Bridgend Centre with no referrals. 16 BP and 18 AF checks were done at Poynton with no referrals. At the Disley Friends afternoon session 12 BP checks and 12 AF checks were carried out. 2 of these required onward referral.

6. **Scams Awareness Training**

Paul has agreed to give a presentation next year but will have to update his current presentation as new scams have arisen.

7. **Local Services**

Sue reported that volunteers are now supporting a paid member of staff at the library on Saturday mornings. The post office remains closed, but we are hopeful that someone may apply to run this.

8. **Mentell**

BDP Care Community have been supporting Poynton with advertising for the Mentell volunteer facilitator role, and we have 2 people expressing interest in the role. Sue asked if they would be expanding the project to Disley – unsure at this point. Training can take between 6-12 months and a venue in Poynton needs to be sourced before the group is launched. There are Mentell groups running in Buxton and Stockport as well as other areas such as Wilmslow and Macclesfield.

9. **Inter-Generational Projects**

Jean reported that 3 banners designed by Disley Primary school children had been installed at the station and the children had planted our summer bedding plants. The

children will be designing Xmas banners for the station and DPC for Ram Green, plus bunting for Santa's grotto at the DPC Xtravaganza event on Friday 5<sup>th</sup> December. Dystlegh Grange were meeting regarding gardening in the afternoon so Jean should have an update by the next meeting.

### **10. Middlewood Update**

Lynn reported that the new phone system is up and running and that the new call back facility is extremely popular. 300 Covid vaccinations were given at Disley the previous day and also were given at the care homes. Poynton are carrying out 450 to 500 vaccinations per session. Andrews pharmacy will again be vaccinating the housebound, but dates for this are not yet known.

### **11. Shared Lives**

Kate reported that it is planned to offer Sessional Support Sessions initially and carers are being sought in Wilmslow, Alderley Edge and Disley. The sessions are usually in blocks of 3 hours with clients being helped with paying bills, going out into the community, shopping for food, making beds etc. The service also caters for clients with low-level mental health issues. Kate reiterated that the service does not cover personal care or help with medications. Training for carers is provided via Cheshire East Learning Lounge. Carers will need to be DBS checked and will be self-employed. Current rate of pay is £36.63 for the 3-hour session plus mileage. Access is provided via an Adult Needs Assessment. GPs or Social Prescribers can refer patients for this service.

Kate will send a flyer to Sue.

Sue also suggested that an event should be held at Disley Community Centre to raise awareness, subject to there being a suitable slot available. Sue will give Kate DPC contact details for booking this.

### **12. AOB - Monthly Sunday Afternoon Film Sessions**

Sue reported that the first session would be on Sunday 12<sup>th</sup> October. Due to the PVSL advertising restrictions, it is not possible to advertise the title of the film outside of the community centre building.

**(Update: due to insufficient numbers, it has been decided not to continue with Sunday films this winter. This will be reviewed in Autumn 2026)**

### **13. Date and time of next meeting**

Thursday 18<sup>th</sup> December 2025 10 – 11am on Teams



# DISLEY PARISH COUNCIL

## Finance Report M6

Dated: 04/11/2025

Prepared by: Jo O'Donoghue, RFO (FSLCC)

This report presents the Financial Statement as of 30<sup>th</sup> September 2025

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## Contents

1. Cashbook Report from 1/09/2025 to 30/09/2025
2. Comparison Report from 1/09/2025 to 30/09/2025

## Financial Statement - Cashbook

Statement of receipts and payments between 01/09/25 and 30/09/25 inclusive. This may include transactions with ledger dates outside this period.

Balances at the start of the year

### Ordinary Accounts

Petty Cash	£200.00
RBS Current A/C + High Int. A/C	£8,165.98
Short Term Investment Accounts	
Cambs & Counties Bank - 5-year Bond	£88,010.27
Nationwide Business 1-year Saver	£92,260.44
PayPal Account	£543.58

£38,020.36

£227,200.63

The Cambridge Building Society Total

£38,020.36

£247,614.65

Balances at start of period

Ordinary Accounts

Petty Cash

£200.00

RBS Current A/C + High Int. A/C

£28,580.00

Short Term Investment Accounts

Cambs & Counties Bank - 5-year Bond

£88,010.27

Nationwide Business 1-year Saver

£92,260.44

PayPal Account

£543.58

The Cambridge Building Society

Total

RECEIPTS

Net (£)

Vat (£)

Gross (£)

Council

110 Precept

102,343.50

0.00

102,343.50

120 VAT reclaimed

0.00

0.00

0.00

125 Grant Awards

0.00

0.00

0.00

130 Rental Income

0.00

0.00

0.00

135 Petty Cash Replenishment

0.00

0.00

0.00

140 RESERVE - Community Transport

246.00

0.00

246.00

150 Other Income

284.58

56.92

341.50

160 Warm Places Initiative

0.00

0.00

0.00

190 Bank Interest

91.10

0.00

91.10

191 Investment Account Interest

0.00

0.00

0.00

192 Long-term Investments Interest

0.00

0.00

0.00

193 Nationwide BS Interest

0.00

0.00

0.00

194 PayPal Account Cashback Bonus

0.00

0.00

0.00

195 Cambridge B.S. Year-end adjustment

0.00

0.00

0.00

200 Community Centre

1,382.00

0.00

1,382.00

Council Total

104,347.18

56.92

104,404.10

Total Receipts

104,347.18

56.92

104,404.10

PAYMENTS

Net (£)

Vat (£)

Gross (£)

Council

215 Salaries Inc Pensions

9,869.70

0.00

9,869.70

220 Staffing Expenses

120.00

24.00

144.00

225 General Administration

2,517.28

331.51

2,848.79

# Financial Statement - Cashbook

Statement of receipts and payments between 01/09/25 and 30/09/25 inclusive. This may include

- 230 Street Lighting
- 231 Streetlighting - Capital  
Expenditure
- 240 Allotments
- 260 Parish Maintenance
- 262 Grounds Mainenance
- 265 Church Grounds Maintenance
- 270 Land Administration
- 280 Playground Upkeep
- 281 Play Area &  
Playing Fields Capital  
Expenditure
- 282 RESERVE - Newtown  
Improvements

290 RESERVE - Community Grants	0.00	0.00	0.00
300 RESERVE - Community Transport	54.88	2.75	57.63
310 Ranger Vehicle	900.00	180.00	1,080.00
350 Electric Vehicle Chargepoints			
400 Community Centre	0.00	0.00	0.00
401 Building Supervisor Salary	0.00	0.00	0.00
405 RESERVE - Community Centre Capital Exp.	150.79	30.14	180.93
410 RESERVE - Community Transport - Capital expenditure 420	62.51	12.50	75.01
Bank Charges	169.14	33.83	202.97
500 Hanging Baskets	2,183.77	401.29	2,585.06
600 Village Events	2,117.11	0.00	2,117.11
660 CCTV Contribution	0.00	0.00	0.00
670 RESERVE - Neighbourhood Plan	0.00	0.00	0.00
700 Warm Places Initiative Council	0.96	0.00	0.96
Total	0.00	0.00	0.00
Total Payments	66.90	3.34	70.24
Closing Balances	0.00	0.00	0.00
Ordinary Accounts	0.00	0.00	0.00
Petty Cash	19,728.86	1,312.30	21,041.16
RBS Current A/C + High Int. A/C	<u>19,728.86</u>	<u>1,312.30</u>	<u>21,041.16</u>

#### Short Term Investment Accounts

Cambs & Counties Bank - 5-year Bond

Nationwide Business 1-year Saver

PayPal Account

The Cambridge Building Society

£200.00

£111,942.94

£112,142.94

Total

68.13	3.40	71.53	£88,010.27
0.00	0.00	0.00	£92,260.44
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00
1,447.69	289.54	1,737.23	£543.58
0.00	0.00	0.00	£38,020.36
0.00	0.00	0.00	<u>£218,834.65</u>
0.00	0.00	0.00	<u>£330,977.59</u>

Not all the accounts have been reconciled exactly to the end date on this statement.

## Financial Budget Comparison

Comparison between 01/09/25 and 30/09/25 inclusive. Includes due and unpaid transactions. Excludes transactions with an invoice date prior to 01/04/25

2025/2026 Reserve Actual Net Balance



# Financial Budget Comparison

Comparison between 01/09/25 and 30/09/25 inclusive. Includes due and unpaid transactions. Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve Movements	Actual Net	Balance	
EXPENDITURE					
Council					
215	Salaries Inc Pensions	£125,000.00	£0.00	£18,497.26	£106,502.74
220	Staffing Expenses	£2,575.00	£0.00	£120.00	£2,455.00
225	General Administration	£21,905.00	£0.00	£3,197.28	£18,707.72
230	Street Lighting	£2,000.00	£0.00	£98.13	£1,901.87
231	Streetlighting - Capital Expenditure	£0.00	£0.00	£0.00	£0.00
240	Allotments	£500.00	£0.00	£0.00	£500.00
260	Parish Maintenance	£5,000.00	£0.00	£1,452.83	£3,547.17
262	Grounds Mainenance	£5,500.00	£0.00	£0.00	£5,500.00
265	Church Grounds Maintenance	£1,400.00	£0.00	£0.00	£1,400.00
270	Land Administration	£1,500.00	£0.00	£0.00	£1,500.00
280	Playground Upkeep	£7,750.00	£0.00	£54.88	£7,695.12
281	Play Area & Playing Fields Capital Expenditure	£20,000.00	£0.00	£900.00	£19,100.00
282	RESERVE - Newtown Improvements	£5,000.00	£0.00	£0.00	£5,000.00
290	RESERVE - Community Grants	£1,500.00	£0.00	£0.00	£1,500.00
300	RESERVE - Community Transport	£5,990.00	£0.00	£330.79	£5,659.21
310	Ranger Vehicle	£2,550.00	£0.00	£62.51	£2,487.49
350	Electric Vehicle Chargepoints	£100.00	£0.00	£169.14	£-69.14
400	Community Centre	£23,250.00	£0.00	£2,183.77	£21,066.23
401	Building Supervisor Salary	£21,000.00	£0.00	£3,313.30	£17,686.70
405	RESERVE - Community Centre Capital £30,000.00 Exp.		£0.00	£4,012.00	£25,988.00
410	RESERVE - Community Transport - Capital expenditure	£0.00	£0.00	£0.00	£0.00
420	Bank Charges	£50.00	£0.00	£0.96	£49.04
500	Hanging Baskets	£5,000.00	£0.00	£0.00	£5,000.00
600	Village Events	£9,950.00	£0.00	£66.90	£9,883.10
660	CCTV Contribution	£4,170.00	£0.00	£0.00	£4,170.00
670			£0.00	£0.00	£4,170.00
700	RESERVE - Neighbourhood Plan	£1,000.00	£0.00	£0.00	£1,000.00
	Warm Places Initiative	£500.00	£0.00	£0.00	£500.00
Total Council		£303,190.00	£0.00	£34,459.75	£268,730.25
Total Expenditure		<u>£303,190.00</u>	<u>£0.00</u>	<u>£34,459.75</u>	<u>£268,730.25</u>

# Financial Budget Comparison

Comparison between 01/09/25 and 30/09/25 inclusive. Includes due and unpaid transactions. Excludes transactions with an invoice date prior to 01/04/25

2025/2026	Reserve Movements	Actual Net	Balance
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# Financial Budget Comparison

Comparison between 01/09/25 and 30/09/25 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/25

	2025/2026	Reserve	Actual Net Balance	
		Movements		
Total Income	£247,190.00	£0.00	£104,568.51	-£142,621.49
Total Expenditure	£303,190.00	£0.00	£34,459.75	£268,730.25

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Total Net Balance -£56,000.

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10c.

## Quarter 2 Financial Report

Reporting Period: 1 April 2025 – 30 September 2025

Report prepared by: J O'Donoghue (RFO)

### 1. Introduction

This report presents a summary of Disley Parish Council's financial performance for the second quarter of the 2025/26 financial year.

All figures represent the financial position as at 30th September 2025, six months into the financial year, and include all due and unpaid transactions within the reporting period. Transactions dated prior to 1st April 2025 are excluded.

### 2. Income Summary

Category	Budget (£)	Actual (£)	Variance (£)	% Variance
Precept	204,687.00	204,687.00	0.00	0.00%
Grant Awards	0.00	0.00	0.00	0.00%
Rental Income	8,150.00	1,058.30	-7,091.70	-670.10%
Community Transport Reserve	8,513.00	4,195.20	-4,317.80	-102.92%
Other Income	3,160.00	1,879.09	-1,280.91	-68.17%
Warm Places Initiative	500.00	0.00	-500.00	-100.00%
Bank Interest	400.00	261.12	-138.88	-53.19%
Investment Account Interest	100.00	156.15	+56.15	+35.96%
Community Centre	20,500.00	11,279.02	-9,220.98	-81.75%
<b>Total Income</b>	<b>247,190.00</b>	<b>223,515.88</b>	<b>-23,674.12</b>	<b>-10.59%</b>

#### Summary:

Total income at the half-year point stands at £223,515.88, representing 10.6% below forecast. The Precept has been received in full as budgeted.

Rental income appears low at mid-year due to the timing of receipts. The majority of rental payments are received during the second half of the financial year, and this figure is therefore expected to align with budget by year-end.

Similarly, both Community Centre income and Community Transport income reflect activity for the first six months of the year and are expected to come more in line with

projections by year-end, as usage and service activity increase in the latter part of the financial year.

Interest income performance is mixed, with the investment account performing slightly above expectations.

### 3. Expenditure Summary

Category	Budget (£)	Actual (£)	Variance (£)	% Variance
Salaries (inc. Pensions)	125,000.00	64,639.40	-60,360.60	-93.38%
Staffing Expenses	2,575.00	1,078.00	-1,497.00	-138.87%
General Administration	21,905.00	9,046.73	-12,858.27	-142.13%
Street Lighting	2,000.00	948.91	-1,051.09	-110.77%
Allotments	500.00	144.01	-355.99	-247.20%
Parish Maintenance	5,000.00	11,112.66	+6,112.66	+55.01%
Playgrounds & Fields	7,750.00	1,154.37	-6,595.63	-571.36%
Community Centre	23,250.00	14,964.72	-8,285.28	-55.37%
Community Centre Capital	30,000.00	4,012.00	-25,988.00	-647.76%
Community Grants	1,500.00	504.37	-995.63	-197.40%
Village Events	9,950.00	359.40	-9,590.60	-2668.50%
<b>Total Expenditure</b>	<b>303,190.00</b>	<b>131,547.07</b>	<b>-171,642.93</b>	<b>-56.61%</b>

#### Summary:

Expenditure to date totals £131,547.07, representing 43.4% of the annual budget. This results in an underspend of £171,642.93, primarily due to timing differences in project delivery and delays in capital expenditure.

Parish maintenance has shown an overspend, while other areas such as play areas, events, and community reserves remain underspent but are expected to progress during the second half of the year.

### 4. Reserves and Special Initiatives

- ☒ **Community Transport:** £3,115.77 spent from £5,990 allocation.
- ☒ **Community Grants:** £504.37 of £1,500 allocated.
- ☒ **Neighbourhood Plan, CCTV, and Warm Places Initiatives:** No expenditure to date.
- ☒ **Community Centre Capital Reserve:** £4,012 of £30,000 utilised to date.

Reserves remain strong, offering flexibility to support planned works later in the financial year.

## 5. Financial Position

<b>Indicator</b>	<b>Budget (£)</b>	<b>Actual (£)</b>	<b>Variance (£)</b>
Total Income	247,190.00	223,515.88	-23,674.12
Total Expenditure	303,190.00	131,547.07	-171,642.93
<b>Net Position</b>	<b>-56,000.00</b>	<b>+91,968.81</b>	<b>+147,968.81</b>

The Council currently reports a net surplus of £91,968.81, compared with a budgeted deficit of £56,000, producing a positive variance of £147,968.81.

### Commentary and Outlook

The overall financial position for Quarter 2 is favourable, with total expenditure well below budget and income expected to improve during the second half of the year.

Rental, Community Centre, and Community Transport income figures are expected to align more closely with forecasts by year-end, reflecting their usual collection and activity patterns.

### Key priorities for the remainder of the year include:

- ❑ Progressing deferred capital projects, particularly playground and community centre improvements.
- ❑ Monitoring the parish maintenance overspend and adjusting budgets if necessary.
- ❑ Ensuring earmarked reserves are effectively utilised.
- ❑ Continuing to review income generation from council facilities and services.

## 7. Conclusion

As at 30th September 2025, six months into the financial year, Disley Parish Council remains in a sound financial position, demonstrating effective financial management and strong control over expenditure.

The underspends recorded to date provide scope to support the delivery of planned community and capital projects during the remainder of 2025/26.

10e.

# Disley Parish Council Expenditure transactions approval list

start of year 01/04/25

Payment Approval list 7.10.25

No	Payment Reference	Gross	Heading	Invoice date	Details	Payment Reference Total
3236	BACS/1010 25/SHIRES	£771.90	220/5	01/10/25	Shires Pay Services Ltd - Processing of payslips for period 6.10.25 - 5.4.26 , uploading and submitting pension forms	£771.90
3237	BACS/1010 25/RUSCO	£50.00	225/6	02/09/25	Russell's Computer Services - IT support - set up email for Paul Bull and Sarah Allen	£50.00
3238	BACS/1010 25/TOTAL	£150.00	300/10	29/09/25	Emma Calthorpe Total Training UK - Minibus accessible training for 2 new volunteer drivers	£150.00
3239	BACS/1010 25/SENIOR	£6.17	260	30/09/25	Senior (Building Supplies) Ltd - Limestone	£6.17
3240	BACS/1010 25/BROUG HT	£30.00	230/1	01/07/25		£30.00
3241	BACS/1010 25/RICHAR DS	£30.00	300/10	26/09/25	Mrs B. Broughton-Law - Contribution to lighting for July to September Helen Richards - Minibus parking for Chatsworth Christmas Market (additional charge per person added to fare towards this)	£30.00
3242	BACS/1010 25/PKF	£756.00	225/16	12/09/25	PKF Littlejohn LLP - Limited assurance review of Annual Governance & Accountability return for year ended 31/03/25	£756.00
3243	DD/290925/ ALLSTAR	£76.80		29/09/25	Allstar - Fuel for community bus	£76.80
	1	£76.80	300/1		Fuel for community bus	
3244	DD/230925/ EDF	£73.29	400/5	23/09/25	EDF Energy (Gas) - Gas charges for period 29/07/25 - 31/08/25	£73.29
3245	DD/220925/ BIFFA	£220.92		22/09/25	Biffa Waste Services Ltd - Trade waste services - 23/08/25 - 26/09/25	£220.92
	1	£134.22	400/10		General waste services - 23/08/25 - 26/09/25	
	2	£86.70	400/10		Recycling waste services - 23/08/25 - 26/09/25	
3246	DD/220925/ SSE1	£71.53	230/1	22/09/25	SSE Swalec - Electricity - Fountain - 06/05/25 - 31/08/25	£71.53
3247	DD/220925/ SSE2	£57.63	280/1	22/09/25	SSE Swalec - Electricity - Newtown Changing Room - 01/05/25 - 31/08/25	£57.63
3248	DD/300925/ SSE3	£1,954.67	400/6	30/09/25	SSE Swalec - Electricity - 01/06/25 - 31/08/25	£1,954.67
<b>Total</b>		<b>£4,248.91</b>				

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**10g.**

**Background:**

PayPal is used by the Council to pay for essential goods and services such as Microsoft licences, road tax for both the van and community bus, emergency repairs on the vehicles, goods for the community centre and purchases from suppliers that require immediate payment. The current transaction limit has become restrictive, often resulting in staff paying for items personally and then claiming reimbursement.

This process is inefficient, increases administrative workload, and places an unnecessary financial burden on staff.

**Proposal:**

That the PayPal transaction limit be increased to £750 to provide greater flexibility for these purchases and to eliminate the need for staff to make work-related payments from their own funds. This limit to be monitored and if necessary be increased to £1,000.

**Rationale:**

- ☒ Prevents staff from using personal money for council purchases.
- ☒ Reduces administrative time spent processing reimbursements and alternative payments.
- ☒ Enables timely access to online tools and services.
- ☒ Maintains existing financial controls, including approval and audit procedures.

11b.

## Disley Parish Council Project Teams 2025/26

11/12/2025

PROJECT	OBJECTIVES	PROJECT LEAD	PROJECT TEAM MEMBERS	UPDATES
Community Centre and environs improvements	To consider and implement improvements to the Community Centre and car park and reduce the impact of the council's activities on the environment.	Cllr. Pattison	Cllr. Windsor Cllr. Scale	<p>03/11/25 - heaters installed in hall and working well Project team meeting tba</p> <p>30/9/25 - Cllr Pattison - Quotation re heating repairs agreed and to be carried out mid Oct</p> <p>2/9/25- Cllr Pattison - Estimates for Community Centre repairs/replacement to be presented to council meeting on 11/9/25</p> <p>16/07/25 - Cllr Pattison - in contact with plumber to provide 3rd estimate for replacement heating.</p> <p>JP in contact with flooring supplier to arrange date to fit nonslip flooring in rear entrance hall.</p> <p>13/05/25 - Cllr Pattison - seeking 3rd quote for heater replacement in Community Hall</p>
Community Transport Scheme	To monitor on-going effectiveness of the Community Transport Scheme.	Cllr. Adams	Cllr. Windsor Admin Assistant Parish Clerk	<p>14/4/25 - Cllr Pattison: Seeking quotes for replacement heaters in hall following 04/11/25 - Budget meeting held 31/10/25. Next meeting 21/11/25</p> <p>30/09/25 - next meeting TBA October</p> <p>29/08/25 - Cllr Adams - Group hires are currently under review.</p> <p>15/07/25 - Cllr Adams - notes from meeting 13th June included in the agenda pack</p> <p>03/06/25 - Cllr Adams - next meeting Friday 13th June</p> <p>12/05/25 - Cllr Adams - meeting to be arranged June / July</p> <p>15/04/25 - Cllr Adams -Bookings for May/June trips going very well with some new destinations. Some trips are already fully booked</p>

PROJECT	OBJECTIVES	PROJECT LEAD	PROJECT TEAM MEMBERS	UPDATES
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Street scene and village maintenance	TBC	Cllr. Bull	Cllr. Pattison	<p>03/11/25 - Rangers have been given Streetscene actions - update at Friday morning meeting</p> <p>30/09/25 - Cllr Bull - Streetscene review undertaken and actions noted</p> <p>03/09/25 - Cllr Bull - no update</p> <p>15/07/25 - Cllr Bull - no update</p> <p>14/05/25 - Cllr Bull - no update</p> <p>16/04/25 - Cllr Bull - no update.</p> <p>28/02/25 - Cllr Bull - Work - footway under railway bridge - planned to start at Redhouse Lane on 3rd March. White lining at Ram crossroads anticipated in March - including areas missed during major A6 works in 24. (work at night). Cllr Adams meeting United Utilities to investigate flooding on Ridgeway. Work to update previous Street Scene schedule to be undertaken this month.</p>
Leisure Facilities Improvements	To improve the facilities and environment at Arnold Rhodes, Newtown and the Station Ballpark and consider new community-led initiatives.	Cllr. Pattison	Cllr. Scale	<p>04/11/25 - Cllr Pattison - 2 further meetings arranged with play equipment suppliers re accessible equipment at AR. Cllr Adams has made enquiries re use of section 106 monies. JP &amp; JW also had meeting with young resident to consider possible installation of skate board rail - advice to be sought. Newtown response from UU legal department awaited regarding water leaks adjacent to mains water pipeline.</p> <p>30/9/25 - Cllr Pattison - meetings held with 2 x residents and play equipment provider to discuss provision of accessible play equipment at the Arnold Rhodes park</p> <p>2/9/25 - Cllr Pattison - Works on wall at Newtown almost complete in preparation for fencing.</p> <p>16/07/25 - Cllr Pattison - Assessment of works required following ROSPA report being carried out. Ranger moving stones from collapsed wall at Newtown so that contractor can provide accurate estimate for wall repair work/provision of fencing.</p> <p>13/05/25 - Cllr Pattison - Arnold Rhodes Play Park - Awaiting ROSPA report. Newtown - seeking 3rd quote for removal of collapsed wall and replacement fencing.</p>

PROJECT	OBJECTIVES	PROJECT LEAD	PROJECT TEAM MEMBERS	UPDATES
Village Events	To develop and monitor a broad range of Community Events.	Parish Clerk	Cllr. Windsor Cllr. Scale Cllr. Pattison Admin Assistant	<p>03/11/25 - Meeting conducted today - minutes will be published as soon as possible</p> <p>30/09/25 - Parish Clerk - Meeting conducted today, minutes published as soon as possible</p> <p>02/09/25 - Cllr Pattison - Project group presenting estimate re Xmas event to council meeting on 11/9/25.</p> <p>Arrangements for Autumn Litter Pick on 13th September complete.</p> <p>16/07/25 - Cllr Pattison - no update - next meeting is 4th August 2025 on teams.</p> <p>13/05/25 - Cllr Pattison - no update. Next meeting is 2nd June 2025 on Teams.</p> <p>14/4/25 - Cllr Pattison: Well attended litter pick on 29th March. Report prepared for council meeting re costings for Christmas to include Extravaganza. 27/2/25 - Admin Asst - Spring Litter Pick has been arranged for 29th March. Christmas Extravaganza - the project team will submit a report to the April council meeting covering a review of the arrangements and content of this</p>
Village Health & Well-being	To improve the village Health & Wellbeing through new initiatives such as social isolation reduction and to encourage community volunteering.	Cllr. Adams	Cllr. Windsor Parish Clerk <b>External members:</b> Clare Johnson - CEC Suzanne Rhodes - EOLP Emma Paddle - Middlewood Practice Lisa Joslin - East Cheshire NHS/BDP	<p>04.11.2025 - Cllr Adams - minutes from meeting on 9/10/25 in agenda pack. Next meeting 18/12/25</p> <p>30/09/2025 - Cllr Adams - Next meeting 9/10/25</p> <p>29/08/25 - Cllr Adams - Notes from meeting on 17th July included in agenda pack. Next meeting on 9th October on Teams</p> <p>15/07/25 - Cllr Adams - Next meeting Thursday 17th July on Teams.</p> <p>03/06/25 - Cllr Adams - Notes from meeting 15th May included in the agenda pack. Next meeting Thursday 17th July on Teams.</p> <p>12/05/25 - Cllr Adams - next meeting is 15th May 2025 on Teams</p> <p>15/04/25 - Cllr Adams - Notes from meeting 20/3/25 included in agenda pack. Next meeting 15th May on Teams.</p> <p>28/02/25 - Cllr Adams - Notes from meeting 23/1/25 included in agenda pack (already emailed but missed from February pack). Next meeting 20th March on Teams</p>

12a.

## **DISLEY PARISH COUNCIL MEETING 13/11/2025**

### **Report on the Proposed Initial Budget 2026–2027**

Date: 02 November 2025 Prepared by: Parish

Clerk

#### **1. Introduction**

An initial budget meeting for the 2026–27 financial year was held on 16 October 2025, attended by Cllrs Adams and Windsor, S Allen (Parish Clerk), and J O’Donoghue (Finance Officer). The purpose of the meeting was to review expenditure from 2025–26, consider updated cost projections, and prepare an initial draft budget for 2026–27 for presentation to the Committee.

Subsequently, Cllr Adams met with H. Richards (Admin Officer) on 31 October 2025 to review and update figures relating specifically to Community Transport. The revised figures from that discussion are reflected in this report. A further meeting between Cllr Pattison and S Allen (Parish Clerk) will be held to review the income and expenditure for Disley Community Centre, with any resulting amendments to be reported at the next Committee meeting.

#### **2. Overview of the Proposed 2026–27 Budget**

The proposed total expenditure for 2026–27 is £294,928, compared with £267,521.82 in the 2025–26 budget — representing an overall increase of approximately 10.3%. The total projected income for 2026–27 is £43,080, though this will be reviewed further once the Community Centre income analysis is complete.

Key changes and notes include:

- Salaries and Pensions (Code 215): Combined under one heading for clarity, reflecting all staff costs including the Community Centre Supervisor. The proposed figure of £160,983 includes a 4% increase on the current average monthly cost of £11,500.
- General Administration (Code 225): Estimated at £23,480, reflecting modest increases in insurance and professional services.
- Parish Maintenance and Grounds (Codes 260–282): Estimated at £25,000, including allocations for reserves for play areas and improvements.

- Community Transport (Code 300): Reviewed by Cllr Adams and H. Richards on 31/10/2025. Proposed total £6,215, an increase from £5,990 in 2025–26, reflecting realistic insurance, maintenance, and driver training costs.
- Community Centre (Code 400): Initial estimate of £20,000 (to be reviewed). Further analysis of income and expenditure will be carried out by Cllr Pattison and the Parish Clerk.
- Village Events (Code 600): Proposed total £12,950, consistent with anticipated activities including the Christmas Extravaganza and Remembrance Sunday. **3.**

#### Comparison with 2025–26 Budget

Category	2025–26 (£)	2026–27 (£)	Change / Notes
Total Expenditure	267,521.82	294,928.00	↑ +10.3%
Salaries & Pensions	101,501.82	160,983.00	↑ Consolidated under one code
Community Transport	5,990.00	6,215.00	↑ Revised after review 31/10/25
Community Centre	23,250.00	20,000.00	↓ Review pending
Village Events	9,950.00	12,950.00	↑ Expanded programme
Income	246,690.00	43,080.00	↓ Review ongoing

\*Figures subject to confirmation following Community Centre review.\*

#### 4. The Precept

The parish precept is calculated as the difference between the total projected expenditure and the expected income for the financial year. Once the final income from the Community Centre and other sources is confirmed, the net amount required will be divided by the Council Tax base (the number of Band D equivalent properties in the parish) to determine the parish charge per household. Adjustments for reserves and contingencies are included to ensure financial resilience and compliance with statutory duties.

#### 5. Next Steps

1. Review Community Centre income and expenditure (meeting: Cllr Pattison & Parish Clerk).
2. Finalise all reserve allocations and precept calculation for Committee approval.

3. Present final draft budget to Full Council for ratification in early 2026.

## 6. Recommendation

4. Notes the draft 2026–27 budget figures as outlined.
5. Acknowledges the ongoing review of the Community Centre accounts.
6. Recommends that the Finance Officer prepare the final precept calculation for consideration at the next meeting.

## 7. Powers Authorising Expenditure

Under the Local Government Acts and related legislation, the Parish Council is empowered to incur expenditure for the purposes outlined in this report. Each area of spending is supported by a specific statutory authority, ensuring that all proposed budget items comply with the relevant legal framework. These powers confirm the Council's ability to provide, maintain, or contribute to local services and amenities for the benefit of parish residents.

Key powers include those provided under the Local Government Act 1972 (sections 111 and 112), which authorise the appointment of staff and enable councils to carry out activities incidental to their functions; the Open Spaces Act 1906 (sections 9–10), which allows for the maintenance of public open spaces and playgrounds; and the Transport Act 1985 (section 106A), enabling the operation of community transport schemes. Other supporting legislation is detailed in the table below.

Category	Legislative Power
Staffing & Administration	Local Government Act 1972, s.111 & s.112
Street Lighting	Parish Councils Act 1957, s.3
Allotments	Small Holdings & Allotments Act 1908, ss.23, 26, 42
Playgrounds & Open Spaces	Open Spaces Act 1906, ss.9–10; Public Health Act 1875, s.164
Community Transport	Local Government and Rating Act 1997, s.26–29; Transport Act 1985, s.106A
Community Centre	Local Government (Miscellaneous Provisions) Act 1976, s.19

Village Events & Civic Functions

Local Government Act 1972, s.145

CCTV Contribution

Crime and Disorder Act 1998, s.17

Neighbourhood Plan

Localism Act 2011; Neighbourhood  
Planning (General) Regulations 2012

Warm Places Initiative

Local Government Act 1972, s.137  
(benefit to community)

These powers collectively authorise the Council's activities and form the legal basis for the proposed 2026–27 budget. All expenditure remains within the scope of permitted local government functions and statutory duties.

Signed:



Date:

2/11/2025

Budget code	Description	Actual income/expenditure 2024/2025	2025/2026 Budget	Income/expenditure to 31/08/2025	Projected income/expenditure to 31/03/2026 (est)	2026/2027 Budget	Notes	Power
INCOME								
110	Precept	£176,245.00	£204,687.00	£102,343.50	£204,687.00		Cannot be considered until budget agreed and tax base received from CEC. Set at December DPC.	
120	VAT reclaimed		£0.00			£0.00	Unknown quantity. All budget figs exc VAT.	
125	Grant Awards	£0.00	£0.00	£0.00	£0.00	£0.00		
130	Rental Income	£7,764.12	£8,150.00	£1,058.30	£2,116.60	£8,150.00	Estimate year end based on current income.	
130/1	Land Rental	£6,190.00	£6,550.00	£1,000.00	£6,550.00	£6,550.00	It was observed that most of the income is typically received towards the end of the financial year, and the current total of £6,550 aligns with projections.	
130/2	Allotment Rental	£1,574.12	£1,600.00	£58.30		£1,600.00		
135	Petty Cash Replenishment	£0.00	£0.00	£0.00	£0.00	£0.00		
140	Community Transport	£6,489.03	£8,513.00	£4,160.87	£8,115.00	£8,350.00	SA and HR met 31/10/2025 to look at the income and expenditure in more detail and the figures reflect this.	
140/1	Fares	£3,703.62	£5,800.00	£2,709.30	£5,500.00	£5,500.00		
140/2	Other Income	£610.00	£450.00	£353.75	£375.00	£375.00		
140/3	Bus Hire	£449.20	£0.00	£0.00	£40.00	£280.00	7 trips @ £40 (GOM / GN)	

140/4	Membership Fees	£15.00	£15.00	£5.00	£20.00	£15.00		
140/5	Membership Fees Group	£0.00	£0.00	£0.00	£0.00	£0.00		
140/6	Passenger Contributions	£802.56	£1,000.00	£610.17	£1,080.00	£1,080.00		

140/7	Deposit	£0.00	£0.00	£0.00	£0.00	£0.00		
140/8	Shop and Ride Fares	£908.65	£1,248.00	£482.65	£1,100.00	£1,100.00	52 wks x 8 people average	
150	Other Income	£7,516.82	£3,160.00	£2,178.99	£7,133.59	£4,900.00	Estimate year end based on current income.	
150/3	Parish Map Sales	£76.00	£90.00	£48.00		£0.00		
150/4	Other Income	£1,272.63	£0.00	£146.30		£0.00		
150/5	Sale of Assets	£50.00	£0.00	£0.00		£0.00		
150/6	Newsletter advert	£200.00	£0.00	£0.00		£200.00		
150/7	Photocopying	£132.85	£70.00	£34.25		£100.00		
150/8	Equipment hire	£110.00	£0.00	£37.50		£0.00		
150/9	EV Chargepoint income	£5,675.34	£3,000.00	£1,912.94		£4,600.00		
160	Warm Places Initiative	£0.00	£500.00	£0.00	£0.00	£500.00		
190	Bank Interest	£738.86	£400.00	£170.02	£408.02	£400.00	Estimate year end based on current income.	
191	Investment Account Interest	£1,136.32	£100.00	£156.15	£373.15	£100.00	Estimate year end based on current income.	

192	Long-term Investments Interest	£1,003.32	£750.00	£0.00	£0.00	£750.00	Paid at year end	
193	Nationwide BS Interest	£4,774.71	£420.00	£0.00	£0.00	£420.00	Paid at year end	
194	PayPal Account Cashback Bonus	£802.00	£10.00	£0.00	£0.00	£10.00		
195	Cambridge B.S. Year-end adjustment	£0.00	£0.00	£0.00	£0.00	£0.00		
200	Community Centre	£23,553.39	£20,500.00	£10,275.02	£24,662.68	£20,000.00	Estimate year end based on current income.	

200/1	Hire Charges	£17,623.62	£16,500.00	£6,056.50		£0.00		
200/2	CEC Recharge	£5,929.77	£4,000.00	£4,218.52		£0.00		
200/3	Other Income	£0.00	£0.00	£0.00		£0.00		
	TOTAL INCOME	£230,023.57	£246,690.00	£120,342.85	£247,496.04	£43,080.00		

EXPENDITURE								
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215	Salaries Inc Pensions (inc CC Supervisor)	£123,358.00	£101,501.82	£49,620.82	£130,120.82	£160,983.00	Year end based on to date plus average £11,500/mnth cost to employer (EmployersSummarySheet). Next year based on average £11,500/month plus annual increase of 4%. All salaries to be combined in 1 code which will result in a total salary bill of £160,983 to include CC Supervisor	Local Government Act 1972, s.111 – Subsidiary powers & Local Government Act 1972, s.112 – Appointment of staff
215/1	Salaries Payable exc. Caretaker		£125,000.00	£29,461.12		£131,250.00	Assumption of 5% change	<a href="#">Local Government Act 1972, s.112 – Appointment of staff</a>
215/2	Employee tax			£6,909.66				
215/3	Employee NIC			£583.10				

215/4	Employer Nic			£3,322.06				
215/5	Employee pension			£1,905.49				
215/6	Employer pension			£7,439.39				
220	Staffing Expenses	£2,609.36	£2,575.00	£958.00	£2,299.20	£4,450.00	Estimate based on current exp.	
220/2	Travel Expenses	£227.20	£75.00	£189.00		£200.00		
220/3	Training & Recruitment	£617.05	£800.00	£25.00		£2,000.00		
220/4	Workwear & PPE	£771.61	£750.00	£0.00		£750.00		

220/5	Payroll Administration Fees	£993.50	£950.00	£744.00		£1,500.00		
225	General Administration	£24,569.71	£21,905.00	£5,851.73	£18,044.18	£23,480.00	Estimate based on current exp plus est insurance cost	Local Government Act 1972, s.111 – Subsidiary powers
225/1	Office Equipment	£686.67	£100.00	£0.00		£200.00		
225/2	Telephone & Broadband	£1,929.15	£750.00	£626.33		£2,500.00		
225/3	Postage	£142.85	£125.00	£20.32		£50.00		
225/4	Stationery	£239.09	£300.00	£191.91		£300.00		
225/5	Photocopier Charges	£680.69	£600.00	£170.77		£680.00		
225/6	Computer Software & Support	£1,989.92	£1,400.00	£872.81		£1,400.00		
225/7	Parish Newsletter	£2,630.00	£3,300.00	£0.00		£3,000.00		
225/8	Village Guide	£0.00	£0.00	£0.00		£0.00		

225/9	Subscriptions	£1,800.66	£2,000.00	£1,724.23		£2,100.00		
225/11	Councillor Expenses	£0.00	£50.00	£0.00		£50.00		
225/12	Sundry Items	£217.37	£200.00	-£139.31		£100.00		
225/13	Chairman's Allowance	£750.00	£750.00	£0.00		£750.00		
225/14	Audit Fees	£1,743.00	£1,400.00	£0.00		£1,800.00		
225/15	Insurance (excl C/Centre)	£3,410.77	£4,000.00	-£67.85		£4,000.00		
225/16	Professional Services/Fees	£2,856.91	£500.00	£0.00		£200.00	Professional fees 2024-25 inc services of ex-clerk	
225/17	Website Costs	£427.63	£250.00	£56.52		£250.00	2024-25 figs included PayPal and possibly wrongly recorded.	

225/18	Office Cleaning	£115.00	£130.00	£46.00		£100.00	2024-25 fig for window cleaning. Other costs included under Comm Centre figs	
225/20	Council Office expenses	£0.00	£50.00	£0.00		£0.00		
225/21	Media services	£4,950.00	£6,000.00	£2,350.00		£6,000.00	2024-25 LC. Media services include updating website. With new website with admin access this cost could be reduced if the PC takes on role of uploading essential docs.	
230	Street Lighting	£2,223.80	£2,000.00	£850.78	£2,040.78	£2,000.00	Est based on current expenditure. 2026 inc 5% increase.	Parish Councils Act 1957 , section 3 – empowers parish councils to provide and maintain lighting
230/1	Energy	£2,223.80	£1,500.00	£850.78		£1,500.00		
230/2	Maintenance and Upgrade	£0.00	£500.00	£0.00		£500.00		
231	Streetlighting - Capital Expenditure	£0.00	£0.00	£0.00	£0.00	£0.00		Parish Councils Act 1957 , section 3 – empowers parish councils to provide and maintain lighting

240	Allotments	£512.83	£500.00	£144.01	£347.01	£500.00	Est based on current expenditure.	Small Holding & Allotments Act 1908, s.23 – Small Holding & Allotments Act 1908 s.26 – Small Holding & Allotments Act 1908, s.42
260	Parish Maintenance	£3,915.00	£5,000.00	£9,681.44	£23,233.44	£25,000.00	Est based on current expenditure.	Open Spaces Act 1906, ss.9–10
262	Grounds Maintenance	£900.00	£5,500.00	£0.00	£1,000.00	£0.00	both codes to be combined	Open Spaces Act 1906, ss.9–10
265	Church Grounds Maintenance	£1,400.00	£1,400.00	£0.00		£1,400.00		
270	Land Administration	£1,500.00	£1,500.00	£750.00	£1,500.00	£1,500.00	Est based on previous year	Open Spaces Act 1906, ss.9–10
280	Playground Upkeep	£1,445.89	£7,750.00	£1,099.49	£2,632.49	£2,500.00	Est based on current expenditure	Public Health Act 1875, s.164 and Local Government (Miscellaneous Provisions) Act 1976, s.19
280/1	Newtown	£1,070.26	£6,000.00	£343.49				
280/2	Arnold Rhodes	£222.63	£1,500.00	£676.00				
280/3	Ballcourt	£153.00	£250.00	£80.00				
281	RESERVE Play Area & Playing Fields Capital Expenditure	£176.25	£20,000.00	£0.00	£20,000.00	£20,000.00	Based on previous year	Public Health Act 1875, s.164 and Local Government (Miscellaneous Provisions) Act 1976, s.19

282	RESERVE - Newtown Improvements	£0.00	£5,000.00	£0.00	£0.00	£0.00		
290	RESERVE - Community Grants	£0.00	£1,500.00	£504.37	£1,000.00	£1,000.00		S137
300	Community Transport	£8,824.70	£5,990.00	£2,897.98	£5,507.00	£6,215.00	Reserve increased by £3K in 2025, further £3K to be added to reserves 2026. SA and HR met 31/10/2025 to look at the income and expenditure in more detail and the figures in the 2026/2027 budget reflect this.	Local Government and Rating Act 1997, s.26, 28, 29 – Transport Act 1985, s.106A
300/1	Fuel	£1,387.51	£1,700.00	£560.15	£1,500.00	£1,600.00		

300/2	Insurance	£1,667.30	£1,750.00	£1,588.16	£1,588.00	£1,750.00		
300/3	Road Tax	£345.00	£360.00	£0.00	£360.00	£380.00		
300/4	Maintenance	£4,998.89	£1,000.00	£251.36	£550.00	£600.00		
300/5	MOT	£58.00	£0.00	£0.00	£55.00	£60.00		
300/6	Breakdown Cover	£0.00	£0.00	£0.00	£0.00	£0.00	Included in insurance	
300/7	Tyres	£0.00	£400.00	£166.66	£334.00	£90.00	Assume 1 tyre	
300/8	Safety Inspections	£146.00	£250.00	£120.00	£240.00	£255.00	5 per annum	
300/9	S19 Permit	£11.00	£120.00	£0.00	£120.00	£120.00	Included in gen subs 2025/26	
300/10	Admin/Training Costs	£171.00	£350.00	£181.65	£400.00	£800.00	10 drivers due in 2026/27	
300/11	Volunteer Expenses	£40.00	£60.00	£30.00	£60.00	£60.00		
300/12	Repairs	£0.00	£0.00	£0.00	£300.00	£500.00	New door mirror 2025/26	
310	Ranger Vehicle	£2,045.07	£2,550.00	£1,382.13	£3,317.14	£2,500.00	Est based on current exp	Local Government Act 1972 – Section 111 to maintain land under Open Spaces Act 1906

310/1	Fuel	£599.10	£650.00	£158.33				
310/2	Insurance	£699.22	£750.00	£769.13				
310/3	Road Tax	£335.00	£350.00	£345.00				
310/4	Maintenance	£361.75	£500.00	£109.67				
310/5	MOT	£50.00	£50.00	£0.00				

310/6	Breakdown Cover	£0.00	£0.00	£0.00				
310/7	Tyres	£0.00	£200.00	£0.00				
310/8	Sundry Expenses	£0.00	£50.00	£0.00				
350	Electric Vehicle Chargepoints	£0.00	£100.00	£170.00	£408.00	£200.00	Est based on current exp	Climate Change and Sustainable Energy Act 2006, s.3. Promote energy efficiency and sustainability
400	Community Centre	£19,537.07	£23,250.00	£13,774.45	£33,059.45	£20,000.00	Est based on current exp plus 5%. JP & SA to meet to discuss and look at budget in more detail	Local Government (Miscellaneous Provisions) Act 1976 s.19 & LGA 1972 Section 133
400/1	C/Centre Business Rates	£0.00	£0.00	£0.00				
400/2	C/Centre Insurance	£0.00	£1,000.00	£900.00				
400/3	C/Centre Maintenance	£4,732.31	£2,000.00	£1,081.99				
400/4	C/Centre Licences	£595.90	£500.00	£244.50				
400/5	C/Centre Gas	£2,634.32	£3,100.00	£829.42				
400/6	C/Centre Electricity	£7,978.59	£6,000.00	£2,172.49				
400/7	C/Centre Water Charges	£874.29	£450.00	£298.68				
400/8	C/Centre Admin Costs	£0.00	£0.00	£0.00				
400/9	C/Centre Cleaning Materials	£659.87	£500.00	£261.68				
400/10	C/Centre Trade Waste	£2,061.79	£2,200.00	£1,039.53				
400/11	Hire Charge Refunds	£0.00	£0.00	£0.00				

400/12	Library Grant to CEC	£0.00	£7,500.00	£6,946.16		£7,260.00	The total weekly cost for the SLA/Librarian (NJSCSP17) working 3.5 hours is £139.23, which includes £79.67 for regular hours, £39.84 for premium hours, and £19.72 for sickness or annual leave cover. This results in an annual cost of £7,259.83.	Local Government (Miscellaneous Provisions) Act 1976, Section 19. Libraries are commonly regarded as a recreational and educational facility, so this provision can be used to justify parish support or direct provision of a library or reading space.
401	Building Supervisor Salary & Pension	£21,823.04	£21,000.00	£10,198.30	£24,478.30		Salary code to be combined with code 215. It will still be possible to track the expenditure to the Community Centre.	2026-27 estimate is now included in code 215 (£25,457)
405	RESERVE - Community Centre Capital Exp.	£4,889.80	£30,000.00	£0.00	£0.00	£6,000.00	Based on previous year	
410	RESERVE - Community Transport - Capital expenditure	£0.00	£0.00	£0.00	£0.00	£0.00		
420	Bank Charges	£35.13	£50.00	£233.48	£233.48	£250.00	Est based on current exp	
500	Hanging Baskets	£3,822.95	£5,000.00	£3,982.30	£5,000.00	£5,000.00	Current plus contingency	Local Government Act 1972, s.111
600	Village Events	£11,044.68	£9,950.00	£292.50	£10,000.00	£12,950.00	Based on budget (events not yet held)	Local Government Act 1972, Section 145
600/3	Christmas Extravaganza	£9,042.41	£8,000.00	£0.00		£12,000.00		Local Government Act 1972, s.145
600/4	Other Village Events	£646.52	£600.00	£292.50		£0.00		
600/5	Civic Sunday	£420.00	£400.00	£0.00		£0.00		
600/6	Litter Picks	£125.75	£50.00	£0.00		£50.00		Highways and Public Places – Local Government Act 1972, s.111 and Open Spaces Act 1906, s.10
600/7	Remembrance Sunday	£810.00	£900.00	£0.00		£900.00		War Memorials (Local Authorities' Powers) Act 1923, s.1
660	CCTV Contribution	£4,170.23	£4,170.00	£0.00	£4,170.00	£4,170.00	Based on budget	Crime and Disorder Act 1998, s.17
670	RESERVE - Neighbourhood Plan	£0.00	£1,000.00	£0.00	£0.00	£1,000.00	Based on budget	Localism Act 2011, Neighbourhood Planning (General) Regulations 2012 provide the framework.
700	Warm Places Initiative	£0.00	£500.00	£0.00	£500.00	£500.00	Based on budget	Local Government Act 1972, s.137

	TOTAL EXPENDITURE	£234,633.28	£267,521.82	£101,887.41	£283,221.29	£294,928.00		
	INCOME TOTAL	£230,023.57	£246,690.00	£120,342.85	£247,496.04	£43,080.00		

**13a**

**Disley Parish Council**

**Risk Assessment 2025–26 – Annual Review Report**

**Date:** 17 October 2025

**Prepared by:** Responsible Financial Officer (RFO)

**Reviewed with:** Cllr Adams

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## **1. Purpose of the Report**

The purpose of this report is to outline the importance of maintaining and reviewing the Parish Council’s Risk Assessment on an annual basis, and to confirm the outcome of the 2025 review.

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## **2. Importance of an Annual Risk Assessment**

It is essential for Disley Parish Council to have a comprehensive Risk Assessment in place and to review it annually. This process ensures that the Council:

- Identifies and evaluates potential risks across key operational areas including finance, property, health and safety, data protection, personnel, and procurement.
- Implements appropriate mitigation measures to minimise exposure to financial, legal, and reputational risks.
- Demonstrates sound governance and accountability in accordance with the Accounts and Audit Regulations and the Annual Governance and Accountability Return (AGAR) requirements.
- Maintains compliance with statutory obligations and good practice in local government management.

An annual review allows the Council to verify that existing controls remain effective, relevant, and proportionate, and that any emerging risks or changes in working practices are captured and addressed.

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## **3. 2025 Review**

The Responsible Financial Officer (RFO) and Cllr Adams conducted a detailed, line-by-line review of the Risk Assessment on 17th October 2025. Updates and refinements made during this review are highlighted in red italics throughout the document to clearly indicate the changes agreed.

This ensures that the 2025–26 Risk Assessment reflects current procedures, legislation, and compliance requirements, including updates for Assertion 10 under the AGAR framework.

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#### **4. Recommendation**

It is recommended that the updated Risk Assessment 2025–26 be formally approved at the Parish Council meeting to be held on 13th November 2025.

Formal approval will confirm that councillors have reviewed and adopted the identified risk controls, ensuring continued compliance with governance and accountability standards.

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**Prepared by:**

Jo O'Donoghue – Responsible Financial Officer

**Reviewed by:**

Cllr Adams

**Date of Council Approval (proposed):** 13 November 2025

Disley Parish Council Risk Assessment 2025-26 Reviewed:

Approved:

	Impact	Likelihood	RAG Rating	Mitigation	Responsibility	Notes
<b>1. Finance</b>						
<b>Cash</b>						
Theft of cash	H	L	G	£200 max kept in locked cashbox in locked office.	Administrative Officer	
Incorrect/inappropriate payments of cash	M	L	A	All payments made by cheque, Standing Order or BACS	Administrative Officer / Parish Clerk	
Cash Receipts not accounted for	L	L	G	Cash banked when received	Administrative Officer / PC	
<b>Cheques</b>						
Loss/theft of cheques	H	L	A/G	Cheque books kept in locked cabinet	Administrative Officer / PC	
Inappropriate payments	M	L	G	Financial Regulations Reports to council meetings	Councillors / PC / RFO	
Cheques not presented	L	L	G	Detailed monthly finance reports approved at monthly meetings	Parish Clerk	
<b>Insurance</b>						
Ineffective/inadequate	M	L	G	PC to check market from time to time	Clerk	3-yr contract to 2027
Claims badly handled	M	L	G	Claims monitored	Clerk	
Non-receipt of sums due	M	L	G	Administrative Officer checks	Administrative Officer / PC / RFO	
<b>Bank Account</b>						
Non-optimised returns	L	L	G	RFO to check market from time to time	RFO	
Instability of DPC's chosen bank	H	L	A/G	Spread risk between institutions Funds split between current and savings account	RFO	

Non-reconciled accounts				Detailed reports approved at monthly meetings. Bank recs checked by Cllr	RFO / appointed Cllr	Named Cllr appointed
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	Impact	Likelihood	RAG Rating	Mitigation	Responsibility	Notes
Inappropriate BACS payments	H	L	A/G	Reports to each DPC meeting Administration Officer and PC checks Accounts for payment signed by 2 councillors and checked by RFO	Cllr RFO	
Incorrect DDs/SOs	H	L	A/G	Reports to each DPC meeting. Administration Officer and RFO checks	RFO / AO	

## 2. Property

Damage/vandalism to playground equipment, gates, shed, vehicles	M	L	A/G	Insurance Regular inspection Independent annual inspection Regular servicing Good relationship with police Vigilant councillors Quick action to repair/make safe	Parish Clerk / Councillors / Grounds maintenance staff / Service contracts	
Loss or theft of regalia/valuables	L	L	G	Insurance Regular checking Secure storage	Parish Clerk / Councillors	
Loss of value of assets	L	L	G	Maintenance Proper storage Physical checks Asset register – reviewed and updated annually	Parish Clerk	
Loss of Office base due to damage, vandalism or other event	H	L	G	Building maintained Burglar and fire alarm systems monitored 24/7	Council	

3. Health and Safety						
Accidents at work	H	M	A/R	Statutory notices Risk assessments carried out Accident Book	Parish Clerk / all staff	

	Impact	Likelihood	RAG Rating	Mitigation	Responsibility	Notes
				Careful supervision Maintenance Care with lifting Training		
Safe premises	H	L	A/G	Well maintained Statutory provisions, notices Risk assessments carried out Training when needed <i>Fire risk assessment</i>	Clerk	
Accidents of public on Council land	H	L	A/G	Proper signage Hazards fenced off Insurance		
Wellbeing problems for staff and councillors	M	M	G	Policies for dealing with illness, stress and other HR matters in place		
Accident while driving for work reasons	M	M	A	<i>Drivers to be insured for business use to include all admin staff</i> Adequate time allowed for travel Care with loaded vehicles Training for bus operatives	Clerk / Administrative Officer / <i>RFO</i>	

4. Council Procedures						
Important procedures not followed	H	L	A	Qualified Clerk / RFO Training Well communicated responsibilities Job descriptions Feedback	Council Parish Clerk / RFO	

Negligence	H	L	A/G	Vigilance Feedback Disciplinary procedure	Parish Clerk	
Poor behaviour of councillors/staff – reputation damage	<i>M</i>	<i>M</i>	<i>A</i>	Code of conduct understood and followed Bad behaviour challenged Monitoring Officer Disciplinary procedures and policies <i>Civility &amp; Respect Programme</i>	ALL	

	Impact	Likelihood	RAG Rating	Mitigation	Responsibility	Notes
<b>5. Data</b>						
Natural Catastrophe	L	M	A/G	Disaster recovery plan in place All data stored off site on UK based cloud storage facility	Parish Clerk	IT SLA contract in place
Theft/Sabotage	L	L	G	Insurance Swift replacement facilitated by use of cloud	Parish Clerk	
Hardware/software failure	M	L	A/G	Support contract in place	Parish Clerk	IT SLA contract in place
Supplier/ISP/Cloud Failure	L	L	A/G	Tendering & contracting procedure ensures only reputable company chosen. Disaster recovery plan. Likelihood very low.	Parish Clerk F&GP Committee	IT SLA contract in place
<b>Website Accessibility and Transparency Compliance</b>	<b>H</b>	<b>M</b>	<b>A/G</b>	<b>Website reviewed annually against WCAG 2.2 AA and Accessibility Regulations; Accessibility Statement published; statutory documentation published per FOI Act and Transparency Code.</b>	<b>Parish Clerk</b>	Independent accessibility audit every 3 years
<b>Use of Personal Email or Devices for Council Business</b>	<b>H</b>	<b>M</b>	<b>A/G</b>	<b>Council-issued email accounts used exclusively; IT Policy covers personal/authority equipment; dual authorisation retained for sensitive actions.</b>	<b>Parish Clerk/RFO</b>	IT Policy to be adopted 2025 in line with Assertion 10

<b>Data Protection &amp; GDPR Compliance</b>	<b>H</b>	<b>M</b>	<b>A/G</b>	<b>GDPR/Data Protection training for councillors and staff; Data Audit reviewed annually; policies updated in line with Data Protection Act 2018. Mandatory GDPR training for all staff to be refreshed every 2 years.</b>	<b>Parish Clerk/RFO/Admin Assistant</b>	
<b>Freedom of Information (FOI) Training</b>	<b>M</b>	<b>M</b>	<b>A/G</b>	<b>FOI training provided to staff to ensure correct handling of requests; aligned with GDPR/Data Protection compliance; refresher training every 2 years.</b>	<b>Parish Clerk/RFO/Admin Assistant</b>	Training records maintained; included in induction for all new staff
	<b>Impact</b>	<b>Likelihood</b>	<b>RAG Rating</b>	<b>Mitigation</b>	<b>Responsibility</b>	<b>Notes</b>
<b>Domain/Hosting Security</b>	<b>M</b>	<b>L</b>	<b>G</b>	<b>Council retains ownership of website domain and hosting; renewals tracked; secure hosting and SSL certificates in place.</b>	<b>Parish Clerk/IT Support</b>	
<b>6. Personnel</b>						
Loss of staff member	<b>H</b>	<b>M</b>	<b>A</b>	Recruitment procedures in place ensure correct person chosen for the job Grievance procedure National Joint Council contract and conditions apply Training provided	Parish Clerk/Council	
<b>7. Procurement</b>						
	<b>M</b>	<b>L</b>	<b>A/G</b>	Council has updated finance regs in order to comply with legislation. All changes to current supplier bank details to be checked by phone call and verified by 2 staff members. Bank details for new suppliers to be checked by phone call and verified by 2 members of staff.	Council/RFO	

8. <i>Trees</i>	<i>H</i>	<i>M</i>	<i>A/G</i>	<i>Tree Risk Assessments to be carried out by a qualified arboriculturist every 3 years. Any urgent works identified to be actioned promptly.</i>	<i>Parish Clerk</i>	
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**Key:**                      **Impact: Low, Medium, High**                      **Likelihood: Low, Medium, High**                      **RAG rating: Amber/Green/Red**

**Note:** All **red bold text** indicates new 2025 updates for Assertion 10 compliance and trees. All *red italic text* indicates changes following review of the RA carried out by RFO and Cllr Adams on 17/10/2025 and 20/10/2025. The document was circulated to all Cllrs on 29/10/2025 and no further revisions were recommended.

**15a & b.**

<b>Reference</b>	<b>Address</b>	<b>Details</b>	<b>COMMENTS</b>
<b>25/3626/FUL</b>	4 Hilton Road, Disley SK12 2JU	One new dwelling	Deadline 29/10/25 – extension to 17/11/25 requested
<b>25/3609/HOUS</b>	18 Jacksons Edge Road, Disley SK12 2JE	Retrospective planning for 6 foot fence adjacent to highway. At least 1 car width from the highway as the pavement is extremely wide (see images). No views are restricted and does not affect neighbouring boundaries. Allows some form of privacy as it is essentially the back garden. Thus, allowing children and dogs to play ball games without potential damage/accidents to the public.	Deadline 10/11/25 – extension to 17/11/25 requested
<b>25/4038/CLPUD</b>	25 Hilton Road, Disley SK12 2JU	Certificate of lawful development for proposed single story side extension of the left of the house (when facing the house) width: 2.2m height: 3.7m to the hip. depth: 7.9m in total (see attached detailed drawings). Old Drains from property to be renewed and a new drain line added. New Drain to meet existing drain at the front of property with a new access chamber added at the point of meeting. (See Detailed Drawings).	Deadline 18/11/25
<b>Decisions</b>			
<b>25/2392/VOC</b>	2 Hilton Road, Disley SK12 2JU	Variation of condition approved on application 21/4603M	Granted with 2 conditions

<b>25/2920/CLPUD</b>	54 Jacksons Edge Road, Disley SK12 2JR	Certificate of proposed lawful development for a small single storey extension to rear of property and garage conversion.	Refused - the extension to the rear of the property projects beyond a side elevation, restrictions of side extensions are applicable, meaning the proposed development is considered to have a greater width than half of the dwellinghouse The proposed extension to replace the existing conservatory extends beyond a rear elevation by approximately 5.5m, meaning that it exceeds the 4m restriction. The proposal is attached to an existing enlargement of the existing dwellinghouse.
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