

DISLEY PARISH COUNCIL

Sarah Allen *Disley Parish Clerk*

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Councillors are summoned to the Council Meeting to be held on 14th May 2026 at 7pm at Disley Community Centre, SK12 2BB

This meeting will be recorded for ease of minute production.

Signed:

Sarah Allen (Parish Clerk)

Dated: 8th May 2026

1. To elect a Chair of the Council for the year 2026/2027.
2. To receive Declaration of Acceptance of Office (Chair).
3. To elect a Vice Chair of the Council for the year 2026/2027.
4. To receive Declaration of Acceptance of Office (Vice Chair).
5. To receive and approve any Apologies for Absence.
6. To receive any declarations of Disclosable Pecuniary Interests (DPI), Person Interests or Prejudicial Interests as defined in the Member Code of Conduct.
7. To approve as a correct record the minutes of the Parish Council meeting held on 9th April 2026.
8. 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](#).
9. To receive a report from the Chair.
10. To formally approve the Chair's Annual Allowance for 2026/2027 at £750.
11. To consider and approve Councillor membership of Disley Parish Council Committees, Councillor representation on outside bodies and authorised cheque signatories for the 2026/2027 year.
12. To consider and approve Councillor membership of Disley Parish Council Project Teams 2026/2027.
13. To confirm the remits of the following Standing Committees for 2026/2027.
 - a. Finance Committee
 - b. Planning Committee
 - c. Personnel Committee
14. To consider and approve the 2026/2027 Annual Risk Assessment.
15. To approve the Internal year end audit report from JDH Business Services Ltd.
16. To approve the Annual Governance Statement (Section 1 – Annual Return) for the 2026/2027 year.
17. To approve the Annual Governance Statement (Section 2 – Annual Return) for the 2026/2027 year.
18. To receive and approve the following year end financial statements for the 2026/2027 year.
 - a. Balance sheet
 - b. Income and Expenditure Account
 - c. Bank reconciliations.

19. To receive the Cheshire East Councillor's report.
20. To note that the first Communications Group meeting took place on the 7th May 2026. Notes to follow.
21. To note the Health & Wellbeing notes dated 9th April 2026.
22. To consider PC Kelly's request to host a joint police surgery alongside Community Centre coffee mornings.
23. To consider and approve the free training sessions available from CVS to Councillors and Staff for Emergency Planning.
24. To adopt the SLCC model Document Retention and Disposal Policy with Appendix.
25. To adopt the updated Social Media Policy.
26. To adopt the updated GDPR Policy.
27. To discuss councillors to volunteer at Community Bus coffee morning.
28. Finance
 - a. To note the following payment lists have been checked and signed by two Councillors and to retrospectively approve.
 - i. 05.05.26
 - ii. 16.04.26
 - iii. 09.04.26
 - b. To appoint a Councillor to check and sign the April bank reconciliation.
29. Planning

Reference	Address	Details	COMMENTS
26/0974/FUL	Disley Meadow Lower Greenshall Lane, Disley, SK12 2HH	Retrospective planning permission for the retention of a small number of agricultural structures and associated areas of hardstanding. The holding is used for keeping and managing alpacas, which require daily husbandry, feeding, and welfare monitoring. The works comprise a storage container, two small timber shelters, and limited stone hardstanding. The holding contains no existing farm buildings or residential property, so these structures provide essential infrastructure to allow the holding to operate safely and effectively.	Deadline 17/04/26 – extension sought to 18/5/26
26/0997/HOUS	174 Buxton Road, Disley, SK12 1RQ	Single storey side and rear extension to create garage and additional kitchen space.	Deadline 22/04/26 – extension sought to 18/5/26
26/1163/HOUS	26 Lyme Road, Disley, SK12 2LL	Part single storey front extension	Deadline 11/05/26 – extension sought to 18/5/26
26/1312/HOUS	1 Chantry Road, Disley, SK12 2BE	New Front Porch and Alterations to Windows	Deadline 08/05/26 – extension sought to 18/5/26

26/1558/PIP	Land Off Strines Road, Strines, SK6 7GN	Stage 1 Permission in Principle for single dwelling	Deadline 13/05/26 – extension sought to 18/5/26
26/1097/LBC	20 Jacksons Edge Road, Disley, SK12 2JE	Listed Building Consent for replacement of the wooden guttering at the front and rear of the property	Deadline 19/05/26
DECISIONS			
25/4356/HOUS	Old Lady House, 68 Jacksons Edge Road, Disley SK12 2JR	Retrospective application for retention of boundary fencing, sliding access gate and raising height of stone pillars - appeal against refusal of planning permission.	Appeal against refused application dismissed.

PART 2

30. Exclusion of Press & Public

To resolve that in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transactedⁱ

31. To consider and agree staffing matters

32. To consider and agree commercially sensitive information

2.

DECLARATION OF ACCEPTANCE OF OFFICE

I,,¹

having been elected to the office of **CHAIR** ² of **DISLEY PARISH COUNCIL** ³

declare that I take that office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.

I undertake to observe the code as to the conduct which is expected of members of **DISLEY PARISH COUNCIL** ⁴

Signed:

Date:

This declaration was made and signed before me **Sarah Allen**.

Signed:

Date:

Proper Officer of Disley Parish Council ⁵

¹ Insert the name of the person making the declaration

² Insert 'member' 'Chairman' or 'Mayor' as appropriate

³ Insert the name of the town or parish council of which the person making the declaration is a member, chairman or mayor

⁴ Insert the name of the town or parish council of which the person making the declaration is a member, chairman or mayor

⁵ Where the declaration is made before another person authorised by section 83(3) of the Local Government Act 1972 state instead the capacity in which that person takes the declaration ^(a)

^(a) Under section 83(3) of the Local Government Act 1972, a declaration for members or elected mayors of a county, district or London borough council shall be made before two members of the council, its elected mayor, its proper officer, a justice of the peace or magistrate in the United Kingdom, the Channel Isles or the Isle of Man, or a commissioner appointed to administer oaths in the Supreme Court. A declaration for members, chairmen or mayors of parish or town councils shall be made before a member or the proper officer of the council.

4.

DECLARATION OF ACCEPTANCE OF OFFICE

I,,¹

having been elected to the office of **VICE CHAIR** ² of **DISLEY PARISH COUNCIL** ³

declare that I take that office upon myself, and will duly and faithfully fulfil the duties of it according to the best of my judgement and ability.

I undertake to observe the code as to the conduct which is expected of members of **DISLEY PARISH COUNCIL** ⁴

Signed:

Date:

This declaration was made and signed before me **Sarah Allen**.

Signed:

Date:

Proper Officer of Disley Parish Council ⁵

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DISLEY PARISH COUNCIL

Disley Parish Council Meeting Minutes

9th April 2026 at 7pm at Disley Community Centre, SK12 2BB

Present

Cllrs: Adams, Bull, Windsor, Brinnand, Scale.

Officer in attendance

S. Allen

1 Member of the Public

1. Apologies

Apologies were received from Cllr Pattison.

2. Declarations of Interest

No disclosable pecuniary, personal or prejudicial interests were declared.

3. The minutes of the meeting held on 12th March 2026 were **APPROVED** and **SIGNED** as a correct record.

4. Public Participation

There were no comments received from members of the public.

5. Chair's Report

The Acting Chair provided a verbal report:

- The village litter pick was highly successful even with the terrible weather. Over 30 participants collected a significant amount of waste. The Acting Chair thanked all who took part.
- The Rangers continue to carry out valuable work in the village centre, including clearing drains in the community centre car park. Works are approximately 80% complete and have made a noticeable improvement. The Acting Chair thanked all Disley Parish Council staff for their hard work.

6. The Cheshire East Councillor's report was **RECEIVED**. Cllr Adams provided a brief verbal update in regard to the planned gully clearing and jetting works, focusing on Jackson's Edge Road and the crossroads with Buxton Road West. Works are scheduled for early Sunday morning, subject to vehicle access. A social media post and a leaflet drop will be completed to try and ensure cars are moved.

7. The following consultations were **CONSIDERED**:

- Special Educational Needs and Disabilities (SEND) Surveys 2026. Closes 4th May 2026.
- Draft Rights of Way Improvement Plan 2026-36 Consultation. Closes 24th May 2026.

It was **RESOLVED** that:

- Cllr Brinnand will respond to the SEND consultation
- Cllr Windsor will respond to the Rights of Way consultation

ACTION: Cllr Brinnand to remind other SEND groups in regards to the SEND consultation.

8. Cllr Windsor gave a verbal update in regards to the Health and Wellbeing Project group. The minutes will be available at the next meeting. The Acting Chair thanked Cllr Windsor for the update.

9. Finance

- a) The payment approval list dated 23rd March 2026, was retrospectively **APPROVED**.
- b) The re-investment of £70,000 of the balance of £80,022.39 of savings in a Cambridge & Counties Easy Access Account to a Cambridge & Counties fixed rate business bond was **APPROVED**.
- c) The Council **APPOINTED** Cllr Windsor to check and sign the March bank reconciliation.

10. The project group updates were **NOTED**.

11. The grant application from St Mary's Church was **CONSIDERED**. The discussion noted:

- The grant awarded in the 2025-6 financial year was £400
- The whole project cost is approximately £800
- Disley Parish Council budget constraints were acknowledged

It was **RESOLVED** to award a grant of £400 to St Mary's Church.

12. Disley Parish Council **CONSIDERED** and **RESOLVED** to re-adopt the Councillor Code of Conduct.

13. Disley Parish Council **CONSIDERED** and **RESOLVED** to adopt the NALC Model Equality and Diversity Policy.

14. The communication report provided by Cllr Brinnand was **NOTED**

15. The current photocopier was **NOTED** as outdated and beyond its lease term. It was **RESOLVED** that the Clerk was authorised to obtain three quotes, select the best value option within an approved lease budget of approximately £2,500 plus printing costs over five years and enter into a new lease agreement.

16.

Reference	Address	Details	COMMENTS
26/0967/HOUS	18 Jacksons Edge Road, Disley SK12 2JE	Excavation of raised ground level adjacent to dwelling to form new parking space with stone faced retaining walls.	Deadline 14/04/26 No objection subject to satisfactory resolution of holding objection from Network Rail.

DECISIONS			
25/4549/HOUS	6 Sherbrooke Road, Disley SK12 2ED	Two storey extension over existing rear extension and single storey rear extension.	Granted with 3 conditions
26/0360/HOUS	5 Coppice Avenue, Disley SK12 2LS	Proposed front extension and canopy/roof to front with elevation treatments and side window.	Granted with 3 conditions
25/4549/HOUS	6 Sherbrooke Road, Disley SK12 2ED	Two storey extension over existing rear extension and single storey rear extension.	Granted with 3 conditions

17. Exclusion of Press & Public

RESOLVED: That, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following item on the grounds that publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted.

There were no members of the press or public present at the meeting.

18. Part 2 - Co-option

- a) Em Johnson indicated her willingness to be a member of the Parish Council and provided a brief overview of her career and relevant skills.

The Acting Chair formally thanked Mrs Johnson for her interest in becoming a Disley Parish Councillor and **PROPOSED** that she be co-opted to the Council.

- b) **RESOLVED:** That Mrs Em Johnson be co-opted as a member of Disley Parish Council.

Mrs Johnson was welcomed to the Council.

19. Meeting closed at 20:05

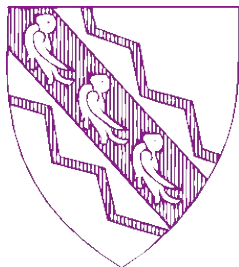
Disley Parish Council Committee and outside body memberships 2026/27

<u>Council Duties</u>	<u>Outside bodies</u>
Chair of Disley Parish Council Cllr Jean Windsor	Disley Footpaths Society Cllr Sue Adams Cllr Mel Brinnand
Vice Chair of Disley Parish Council Cllr Jackie Pattison	Disley Allotment Association Cllr Jean Windsor Cllr Paul Bull
Planning Committee Cllr Jackie Pattison (Chair) Cllr Paul Bull (Vice Chair) Cllr Mel Brinnand	High Peak & Hope Valley Community Rail Partnership and Friends of Disley Station (FODS) Cllr Paul Bull Cllr Em Johnson
Finance Committee Cllr Em Johnson (Chair) Cllr Sue Adams (Vice Chair) Cllr Rachel Scale Cllr Jean Windsor	Schoolhouse Surgery Patient Participation Group (PPG) Cllr Sue Adams Cllr Jean Windsor
Personnel Committee Cllr Mel Brinnand (Chair) Cllr Jean Windsor (Vice Chair) Cllr Jackie Pattison	Bollington, Disley and Poynton Care Community Partnership (BDP) Cllr Sue Adams
Authorised Cheque Signatories *Cllr Sue Adams *Cllr Jackie Pattison Cllr Paul Bull Cllr Rachel Scale Cllr Jean Windsor *Required signatory	St. Mary's 500 Project Team Cllr Paul Bull Cllr Jean Windsor



PROJECT GROUPS - 2026/2027

PROJECT TEAMS	OBJECTIVES	LEAD	TEAM MEMBERS
Community Centre / Environs/Improvements	- To review and implement improvements to the Community Centre & car park . - Continue to work to reduce DPC's impact on the environment.	Cllr. Jackie Pattison	- Cllr Brinnand - Community Representative - DPC Staff Rep - Cllr Johnson
Community Transport Scheme	Monitor and manage effectiveness of the DPC community transport service.	Cllr. Sue Adams	- Cllr. Windsor - PC Parish Clerk - DPC Admin Officer
Street Scene - Disley & Newtown Maintenance	- Work to improve the appearance of the village, taking account of financial pressures faced by C.E Council. - To periodically review key areas of Disley & Newtown. - Log issues with relevant organisations including C.E.C and Disley P.C.	Cllr Jean Windsor	- Cllr Adams - Cllr Bull - DPC Ranger
Disley & Newtown Leisure & Recreation	- To work to improve facilities and leisure environments: Arnold Rhodes, Newtown, Station Ball Park. - Consider new community led initiatives.	Cllr Jackie Pattison	- Cllr Jean Windsor - Cllr Paul Bull - DPC Staff Rep
Disley & Newtown Events	- To develop, deliver and monitor community events. - Develop opportunities for partnerships and community involvement and volunteering.	Cllr Mel Brinnand	- Cllr Scale - Cllr Pattison - DPC Clerk - DPC Admin Assistant
Disley & Newtown Health & Wellbeing	- To look for opportunities to improve the health and wellbeing of our community. - Collaborate with relevant partner organisations - Support and encourage village community groups and volunteering.	Cllr Sue Adams	- Cllr Windsor - Representatives from CEC - EOLP - Middlewood Partnership (GP) - BDP Care Community (NHS)
Disley & Newtown Communications	- To develop and deliver communication across multiple platforms. - Provide communications that inform and engage with residents, business community, community groups etc.,	Cllr Mel Brinnand	- Cllr Scales - DPC Clerk - Cllr Johnson



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Committee Remits 2026/27

A. Finance Committee

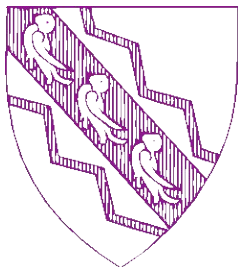
The committee shall consist of the following:

- (i) The Chair or Vice-Chair of the Council as ex-officio member
- (ii) At least three other members elected by the Council at the Annual Meeting of the Council or at any other time as agreed by the Council.

A quorum of the Committee will be a third or three whichever is the greater. For the purposes of clarity, the quorum of this Committee is three. The Committee will meet as agreed by the members of the committee but no less than annually to prepare the annual budget and precept reports for Council consideration.

The Committee is required by the Council:

- To settle and keep under review the format and presentation of the Council's budgets and the financial sections of the Annual Report.
- To monitor the overall financial performance of the budget against estimates (capital and revenue).
- To authorise any expenditure, within the Council's powers, up to a maximum of any one item of £1,000 without prior reference to the full Council. Such expenditure to be reported specifically at the next following Council Meeting.
- To approve such payments as may be necessary for the effective operation of the Council and incurred in pursuance of the policies of the Council.
- To secure the implementation of any measures recommended by the Responsible Financial Officer, Internal Auditor or External Auditor.
- To submit recommendations on the above, where applicable, to Council.
- To order, regulate and generally supervise the Council's finances.
- In the case of services undertaken or to be undertaken by external contractors selected after competition, to be responsible for (in accordance with Contract Standing Orders):
 - Specifying the standards and other terms to be applied within the tender documents.
 - Selection of tenderers.
 - Assessment of bids and award of contract.
 - Subsequent monitoring of contractors' performance.
 - Adjustment or standards or variation of contract terms if appropriate.



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- All such action as may appear necessary in connection with unsatisfactory performance under the relevant contract.
- To raise and repay temporary loans.
- To arrange and pay all necessary insurance policies and settle claims in respect thereof.

B. Planning Committee

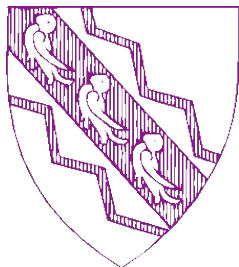
The committee shall consist of the following:

- (i) The Chair or Vice-Chair of Council as ex-officio members.
- (ii) At least two other members elected by the Council at the Annual Meeting of the Council or at any other time as agreed by the Council.

A quorum of the Committee will be a third or three whichever is the greater. For the purposes of clarity, the quorum of this Committee is three. The Committee will meet as agreed by members of the Committee.

The Committee is required by the Council:

- To receive planning applications from the Principal Authority.
- To undertake such visual inspections as may be deemed necessary from the boundary of any affected property.
- To enable interested parties to make their views known to the Council through attendance at appropriately publicised meetings of the Committee/Council.
- To make recommendations of Council planning comments for consideration at monthly Council meetings.
- To consider the response to planning applications from the Principal Authority and to respond in a timely manner expressing the views of the Council.
- To draft such Planning Policy Documents for approval by Council as members agree will ensure prompt responses to routine planning applications.
- To consider such Consultation Documents as the Council will receive from time to time and to draft responses to said documents for approval by the Council.



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C. PERSONNEL COMMITTEE

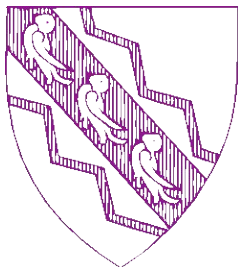
The committee shall consist of the following:

- (i) The Chair and Vice-Chair of the Council as ex-officio members.
- (ii) At least one other member elected by the Council at the Annual Meeting of the Council or at any other time as agreed by the Council.

The quorum for this Committee is three. The Committee will meet as agreed by members of the Committee.

The Committee is required by the Council:

- To be responsible for staff recruitment and retention.
- To ensure that all staff have contracts of employment that comply with current legislation and to review contracts where necessary.
- To determine the terms and conditions of employment of the staff and to review and update these as necessary to comply with the law and with good practice.
- To make recommendations to Council on annual salary awards for inclusion in the budget process.
- To investigate and apply the Council's disciplinary and grievance procedures and take any necessary action required.
- To determine the staffing levels necessary to efficiently discharge the work required by the council and to review the workloads periodically.
- To ensure the Health and Safety of staff employed by providing appropriate working spaces, tools and equipment and to train staff as necessary to safeguard their health & safety at work.
- To receive annual appraisals undertaken by the line managers (the Chair for the Clerk and the Clerk for other members of staff) and consider issues arising from them.
- To undertake reviews of working practices and procedures of the Council as a whole when so requested and to make recommendations to the Council.
- To deal with any other employment-related matters of the Council that may arise from time to time.



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Disley Parish Council Risk Assessment 2026-27

	Impact	Likelihood	RAG Rating	Mitigation	Responsibility	Notes
1. Finance						
Cash						
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	
Cheques						
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	
Insurance						
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	
Bank Account						
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

	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	
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3. Health and Safety

Accidents at work	H	M	A/R	Statutory notices Risk assessments carried out Accident Book	Parish Clerk / all staff	
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	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 Fire risk assessment	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	Drivers to be insured for business use to include all admin staff Adequate time allowed for travel Care with loaded vehicles Training for bus operatives	Clerk / Administrative Officer / RFO	

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	M	M	A	Code of conduct understood and followed Bad behaviour challenged Monitoring Officer Disciplinary procedures and policies Civility & Respect Programme	ALL	

	Impact	Likelihood	RAG Rating	Mitigation	Responsibility	Notes
5. Data						
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
Website Accessibility and Transparency Compliance	H	M	A/G	Website reviewed annually against WCAG 2.2 AA and Accessibility Regulations; Accessibility Statement published; statutory documentation published per FOI Act and Transparency Code.	Parish Clerk	Independent accessibility audit every 3 years

Use of Personal Email or Devices for Council Business	H	M	A/G	Council-issued email accounts used exclusively; IT Policy covers personal/authority equipment; dual authorisation retained for sensitive actions.	Parish Clerk/RFO	IT Policy to be adopted 2025 in line with Assertion 10
Data Protection & GDPR Compliance	H	M	A/G	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.	Parish Clerk/RFO/Admin Assistant	
Freedom of Information (FOI) Training	M	M	A/G	FOI training provided to staff to ensure correct handling of requests; aligned with GDPR/Data Protection compliance; refresher training every 2 years.	Parish Clerk/RFO/Admin Assistant	Training records maintained; included in induction for all new staff
	Impact	Likelihood	RAG Rating	Mitigation	Responsibility	Notes
Domain/Hosting Security	M	L	G	Council retains ownership of website domain and hosting; renewals tracked; secure hosting and SSL certificates in place.	Parish Clerk/IT Support	
6. Personnel						
Loss of staff member	H	M	A	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	
7. Procurement						

	M	L	A/G	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. Trees	H	M	A/G	<i>Tree Risk Assessments to be carried out by a qualified arboriculturist every 3 years. Any urgent works identified to be actioned promptly.</i>	Parish Clerk	

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.

DISLEY PARISH COUNCIL

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During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		* SUBJECT TO ISSUE 1 IN INTERNAL AUDIT REPORT
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		*See 1 below
P. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

06/11/2025

07/05/2026

DD/MM/YYYY

JDH BUSINESS SERVICES LTD NITOR

Signature of person who carried out the internal audit

JDH Business Services Ltd

Date

07/05/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Disley Parish Council

Internal Audit 2025/26

Year-end Report

The internal audit of Disley Parish Council is carried out by undertaking the following tests as specified in the AGAR Annual Return for Local Councils in England:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Review of year-end financial statements
- The authority has complied with the publication requirements for the prior year AGAR.
- The authority correctly provided for a period for the exercise of public rights for the prior year AGAR
- The authority published required information on a website up to date at the time of the internal audit in accordance with relevant legislation.

The interim internal audit provides evidence to support the annual internal audit conclusion on the AGAR Annual Return for larger councils.

Conclusion

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan overleaf. As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

JDH Business Services Limited

JDH BUSINESS SERVICES LTD
INTERNAL AUDIT REPORT
DISLEY PARISH COUNCIL 2025/26 YEAR-END AUDIT

ACTION PLAN

	ISSUE	RECOMMENDATION	FOLLOW UP
1	Recurring issue: We could not locate the following information that The Local Government Transparency Code 2015 requires is published on the Council website: • <i>Details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000.</i>	<i>The council should ensure the website complies fully with the publication requirements of the Local Authority Transparency Code 2015.</i>	

2	Accessibility The Council website states it is partially conformant with WCAG 2.1 level AA. The Practitioners Guide states: ‘All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2)	<i>The council needs to ensure the Accessibility Statement is updated and that the website is compliant with the Web Content Accessibility Guidelines 2.2 AA.</i>	
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	Accessibility Regulations 2018 (where applicable).’ Accessibility Regulations were incremented to WCAG 2.2 AA in October 2024.		
3	A review of the accounting statement and accounts identified the following: • The accounts do not include a prepayment for insurance of £3,323 which relates to insurance in 2026/27. This is inconsistent with the treatment in the 2024/25 accounts.	<i>The accounts should include a prepayment for insurance.</i>	The accounting statements were amended before internal audit certification to include a prepayment for insurance.

2025/26 Interim audit recommendations

1	Testing of receipts identified the following: The EV ChargePoint receipts are posted to the ledger net of the transaction charge. VAT is not applicable to transaction charges and therefore there is a small amount of EV VAT that is not being declared on the VAT returns.	<i>The EV income should be grossed up to post to the ledger as income and the transaction charges should be posted to expenditure.</i>	Implemented
2	Testing of overtime hours paid to the RFO identified that while supported by a	<i>The Council should ensure there are internal controls in place to approve</i>	The Council have informed us that overtime is now approved by the

	timesheet, the timesheet for September was not approved by either councillors or other officers.	<i>overtime hours prior to payment.</i>	Clerk.
3	The council did not carry out an annual physical verification of fixed assets recorded in the asset register as required by the following Financial Regulation: <i>15.3 The continued existence of tangible assets shown in the register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.</i>	<i>The Financial Regulations for fixed assets should be complied with and evidence should be retained for the annual asset verification check for audit purposes.</i>	The council have informed us that a system is now in place for all physical assets to be verified annually.
2023/24 interim internal audit recommendations			
1	Adjustments to valuations from 23/24 have been made during the year (as recommended in the 23/24 internal audit). This reduces the value of assets as at 31/3/24 to £1,012,624.	<i>The AGAR should be restated for 2023/24 to state the following balance for fixed assets.</i> <i>Box 9 Total fixed assets 23/24 £1,012,624 (RESTATED)</i>	The AGAR was amended before it was signed by internal audit.
2	The RFO has carried out a risk assessment in February 2025, however we have not seen evidence that it has been formally approved by Council.	<i>The annual risk assessment must be formally approved by Council and recorded within the minutes.</i>	Implemented
3	We could not locate the following information that The Local Government	<i>The council should ensure the website complies fully with the publication</i>	Outstanding

	Transparency Code 2015 requires is published on the Council website: • <i>Details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000.</i> • <i>Details of all land and building assets.</i>	<i>requirements of the Local Authority Transparency Code 2015.</i>	
2024/25 Interim audit recommendations			
1	The Council receive a budget report to each meeting that shows the total budget for the year, the spend to date and the balance of the budget remaining. The report does not show the expected spend to date (and projected outturn) and we have seen no evidence of a narrative explaining over or underspends. The financial regulations state the following: <i>4.8 The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at</i>	<i>The budgetary reports to Council should compare actual expenditure to the expected spend to date and projected outturn.</i> <i>The reports should include an explanation of material variances. The definition for material variances should be stated in the financial regulations.</i> <i>The Council should follow 4.2 of the financial regulations to ensure that they are aware of budget overspends and how they are to be financed.</i>	Implemented for finance report to Council in March 2025.

	<i>the end of each financial quarter.</i> Therefore, the financial regulations do not state that explanations of material variances should be reported to Council and the definition of material , for example, <i>‘For this purpose “material” shall be in excess of £500 or 15% of the budget’</i> A review of the budget report to Council for the 1/4/24 – 31/8/24 period identified that there was an overspend on two budget headings but there was no explanation in the agenda papers or in the minutes of the meeting and we could not locate within the minutes authorisation of the overspends. The overspends were as follows: • 231 Street lighting – capital expenditure £1541.96 • 300 RESERVE – Community Transport £1536.54 The financial regulations state the following: <i>4.2 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of</i>		
	<i>the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate (‘virement’).</i>		

2	The council did not carry out an annual physical verification of fixed assets recorded in the asset register as required by the following Financial Regulation: <i>14.6 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.</i>	<i>The Financial Regulations for fixed assets should be complied with and evidence should be retained for the annual asset verification check for audit purposes.</i>	Outstanding
3	There is no income collection/debt write off policy to ensure there is an agreed consistent approach to income collection and the procedures to follow with older debts including write offs.	<i>The council should consider establishing an income collection/debt write off policy to ensure a consistent approach to debtors.</i> <i>Management information provided to</i>	Implemented
	Aged debtor reports are not provided periodically to council to provide management information about the age profile of debtor balances.	<i>council could be improved by providing the aged debtor report at least annually so council can review income risks in terms of whether the levels of older debtors is significant.</i>	



Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Disley Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.		✓	has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED



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Section 2 — Accounting Statements 2025/26 for Disley Parish Council

	Year ending		Notes and guidance
	31 March 2025	31 March 2026	
			Please round all figures to nearest £1. Do not leave any boxes blank and report EO or Nil balances. All figures must agree to underlying financial records.
1. Balances brought forward	229,455	230,917	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	176,245	204,687	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	52,485	47,979	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	123,359	157,145	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments			Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	103,910	112,989	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	230,917	213,449	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	227,201	218,349	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March — To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,014,625		The value of all the property the authority owns — it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings			The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?			For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities — a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

Consolidated Balance Sheet

Unaudited

31/03/25		31/03/26	
18a.		£	
	Long Term assets		0.00
	Long Term Debts		0.00
0.00	LONG TERM Investment Accounts		
	TOTAL LONG TERM ASSETS		
	Current assets		0.00
218,834.65	Investments	213,568.53	
0.00	Investments	0.00	
0.00	Stocks	0.00	
3,308.72	VAT Recoverable	1,811.10	
1,395.48	Debtors	157.50	
3,410.77	Payment in Advance	4,323.26	
8,365.98	Cash in Hand & at Bank	4,780.26	
235,315.60	TOTAL CURRENT ASSETS		224,640.65
235,315.60	TOTAL ASSETS		224,640.65
Current liabilities			
0.00	Loans Received	0.00	0.00
0.00	Temporary Borrowing	0.00	
0.00	VAT Payable		0.00
4,399.07	Creditors	11,192.05	0.00
4,399.07	TOTAL CURRENT LIABILITIES		11,192.05
230,916.53	TOTAL ASSETS LESS CURRENT LIABILITIES		213,448.60
0.00	Deferred Liabilities		0.00
0.00	Deferred Credits		0.00
	0.00		0.00
230,916.53	NET ASSETS		213,448.60
Represented by			
100,853.22	General Fund		83,218.61
	Capital expenditure		
16,895.20	Community Centre Development		16,895.20
	Operational Reserve		
1,774.76	Community Transport - Ops Fund		1,774.76
1,300.95	Allotment Deposits		1,467.63
749.61	Community Grants		749.61
	25% of Precept		
44,061.00	Working Balance Reserve		44,061.00
	(Proceeds from sale of 19 BOR)		
23,131.73	Unallocated Capital Expenditure		23,131.73
10,000.00	Election/Referendum Reserve		10,000.00
	Depreciation Reserve		
18,000.00	Community Bus Depreciation		18,000.00
	Improvements Reserve		
2,271.97	Newtown Playing Fields		2,271.97

Consolidated Balance Sheet

Unaudited

31/03/25

31/03/26

£					£
	Improvement Reserve				
5,320.98	Arnold Rhodes Playing Fields				5,320.98
2,639.44	Cheshire East Volunteer Coordination Point Grant				2,639.44
	IT and unrestricted spend				
3,417.67	Cheshire East Connected Communities Centre Grant				3,417.67
500.00	Warm Places Initiative	500.00	0.00	Disley Village Defibrillator Fund	0.00
0.00	LONG TERM Investment Bank Accounts				0.00
0.00	Investments				0.00
0.00	Liability Reserves e.g. deposits				0.00
230,916.53					213,448.60
130,063.31	Reserves total excluding general fund and liabilities				130,229.99
0.00	Reserves total of liabilities e.g. deposits				0.00
100,853.22	General fund total				83,218.61
230,916.53					213,448.60
	Notes:				
0.00	Long Term Borrowing				0.00

Signed

Chairman

Date

AUDIT OPINION

Responsible Financial Officer

18b.

Income and Expenditure Account

Unaudited

Tourism Village	31/03/25 £			31/03/26 £	s144 0.00 Events
		INCOME			
	23,716.39	Community Centre Income		23,374.15	
	6,351.09	Community Transport		7,870.29	
	0.00	Grants Donations		0.00	
	6,971.91	Income		3,624.61	
	7,681.22	Interest on Investments		3,892.54	
	176,245.00	Precept		204,687.00	
	7,764.12	Rental Income		9,217.54	
	<u>228,729.73</u>			<u>252,666.13</u>	
		INCOME TOTAL			
		EXPENDITURE			
	23,776.80	Admin Expenses		19,480.18	
	512.83	Allotments		733.78	
	35.13	Bank charges		261.82	
	4,889.80	Community Centre Capital		4,012.00	
	23,160.78	Community Centre Revenue		24,247.49	
	8,934.70	Community Transport		5,507.83	
	2,138.07	Council Vehicle		2,534.42	
	0.00	Electric Vehicle Chargepoints		483.70	
	1,068.37	Grants and donations		504.37	
	1,500.00	Legal and Professional Fees		1,500.00	
	0.00	Loan Repayments - CEC		0.00	
	0.00	Neighbourhood Planning		0.00	
	0.00	Office - Expenses and Maintenance		0.00	
	2,659.36	Other staffing costs		2,772.37	
	6,113.31	Parish - Capital Expenditure		3,706.00	
	14,229.79	Parish - Revenue Expenditure		29,681.43	
	176.25	Playgrounds - Capital Expenditure		900.00	
	1,445.89	Playgrounds - Revenue Expenditure		2,349.05	
	0.00	Police Community Support Officers		0.00	
	0.00	S. 137 Payments		0.00	
	123,358.73	Salaries N.I., Tax & Pensions		157,144.78	
	2,223.80	Street Lighting		2,513.32	
	0.00	(s145) 11,801.52 Warm Places Initiative	0.00		
	11,044.68		Warm Spaces Initiative		0.00
	0.00				
	0.00	EXPENDITURE TOTAL	270,134.06		
	<u>227,268.29</u>				

Disley Parish Council Page 1

Income and Expenditure Account

18b.

31/03/25		31/03/26
£	EXPENDITURE	£
90,740.91	Balance as at 01/04/25	100,853.22
228,729.73	Add Total Income	252,666.13
319,470.64		353,519.35
227,268.29	Deduct Total Expenditure	270,134.06
0.00	Stock Adjustment	0.00
8,650.87	Transfer to/ from reserves	-166.68
100,853.22	Balance as at 31/03/26	83,218.61

Signed _____
Chair

Clerk / Responsible Financial Officer

18c.

Bank Account Latest Reconciliations

Start of year 01/04/25

up to 30/04/26

Cambs & Counties Bank - 5-year Bond

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
32	£88,010.27	£80,022.39	£80,022.39	01/12/25	31/03/26
Uncleared and unrepresented effects			Debit (£)	Credit (£)	Balance (£)
Total uncleared and unrepresente			0.00	0.00	

Nationwide Business 1-year Saver

Statement Balance	Opening Balance	Statement Number	Balance True/ Cashbook Balance	Opening Date	Closing Date
70	£92,260.44	£93,775.41	£93,775.41	01/04/25	31/03/26
Uncleared and unrepresented effects			Debit (£)	Credit (£)	Balance (£)
Total uncleared and unrepresente			0.00	0.00	

PayPal Account

Statement Balance	Opening Balance	Statement Number	Balance True/ Cashbook Balance	Opening Date	Closing Date
55	£1,008.09	£1,008.87	£1,008.87	01/03/26	31/03/26
Uncleared and unrepresented effects			Debit (£)	Credit (£)	Balance (£)
Total uncleared and unrepresente			0.00	0.00	

Petty Cash

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
116	£200.00	£200.00	£200.00	01/03/26	31/03/26
Uncleared and unrepresented effects			Debit (£)	Credit (£)	Balance (£)
Total uncleared and unrepresente			0.00	0.00	

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

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
207	£14,467.05	£4,580.26	£4,580.26	01/03/26	31/03/26

Bank Account Latest Reconciliations

Start of year 01/04/25

up to 30/04/26

Uncleared and unrepresented effects			
	Debit (£)	Credit (£)	Balance (£)
Total uncleared and unrepresente	0.00	0.00	

The Cambridge Building Society

Statement Number	Opening Balance	Statement Balance	True/ Cashbook Balance	Opening Date	Closing Date
47	£38,020.36	£38,761.86	£38,761.86	01/12/25	31/03/26

Uncleared and unrepresented effects			
	Debit (£)	Credit (£)	Balance (£)
Total uncleared and unrepresente	0.00	0.00	

Cheshire East Councillor Report April 2026 for Disley Parish Council

Summary of Issues Raised by Residents 27 March to 30 April 2026

Bin Collections	8
Planning	1
Highways	6
Vandalism	1
Other	2
Total	18

This month I am providing updates on several highways projects.

Buxton Road West

Following extensive re-surfacing/patching work in April, surface dressing commences on Sunday 10th May. These works are highly dependent on weather conditions and temperatures, meaning that they may change at short notice.

These are the details of the work being carried out:

Sunday 10 th May	0730 to 1730	Daytime Closure	Surface Dressing
Monday 11 th /Tuesday 12 th May	1900 to 0600	Night Closure	Sweeping
Tuesday 12 th /Wednesday 13 th May	1900 to 0600	Night Closure	Sweeping
Wednesday 13 th /Thursday 14 th May	1900 to 0600	Night Closure	LockChip
Sunday 17 th /Monday 18 th May	1900 to 0600	Night Closure	Road Marking
Monday 18 th /Tuesday 19 th May	1900 to 0600	Night Closure	Road Marking

I understand that all bollards on the islands will be replaced as part of the project.

To keep traffic moving as safely as possible on Jacksons Edge Road when Buxton Road West is closed, I have agreed with Cheshire East Highways that cones will be placed on Jacksons Edge Road below the Leaffield Road/Homestead Road junction and I request that residents avoid parking on the bottom section of Jacksons Edge Road when the A6 is closed.

Buxton Old Road

I have arranged for a gully cleaner to visit Disley again, accompanied by a sweeper, at 6.00am on Sunday 17th May. We need to clear Buxton Old Road of all cars, repeating the success on Jacksons Edge Road last month where we managed to clean all the gulleys below Leaffield Road/Homestead Road. Leaflets will be posted through letterboxes and put on car windscreens w/c 11th May.

I would like to thank residents in anticipation of your support in getting this vital work done.

I have also requested that blocked gulleys on Jacksons Edge Road above Leaffield Road/Homestead Road are also cleaned on 17th May.

Hollinwood Road

The recent cleaning of gulleys on Jacksons Edge Road and Buxton Road should have reduced the amount of water flowing down Hollinwood Road. The next stage in resolving drainage issues on Hollinwood Road will involve a dig-up at the Hollinwood Road junction with Sherbrooke Road to investigate a suspected blockage. I am awaiting confirmation of a date for this work.

Market Street/Buxton Road

Re-lining of Market Street/Buxton Road is next on my list! I shall be pursuing this work soon. The work was due to take place in January 2025. Unfortunately, the work had to be cancelled due to the closure of Buxton Old Road for emergency work by United Utilities at the reservoir and the closure of the B5470 Whaley Bridge to Macclesfield road. The B5470 is due to re-open at the end of May.

It would be helpful if residents could continue to report blocked gulleys, potholes and any other highways issues on traCE. This is the replacement for Fix My Street in Cheshire East. I review a weekly report of all items logged on traCE for Disley ward.

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. However, we are definitely making progress.

Bin Collections

I am pleased to report a considerable improvement in bin collections in recent weeks in Disley. This follows some robust conversations with CEC. I also highlighted the unacceptable standard of service at the March Audit and Governance Committee.

Disley Meadow

A retrospective planning application 26/0974/FUL has been submitted in relation to Disley Meadow.

Pedestrian Safety

The Road Safety Team Leader visited Disley on 27th April and met with residents. This was a productive meeting and various issues raised by residents are being followed up in order to improve the safety of our children and other residents.

Sue Adams

7th May 2026.

21.

Draft Minutes from Village Health & Wellbeing Teams meeting Thursday 9th April 2026

Present: Sue Adams, Lynn Barry, Clare Johnson, Lisa Joslin, Julie Magee, Jean Windsor

Apologies: Kate Carson, Suzanne Rhodes, Paul Vickers

2. Matters arising from previous meeting

None

3. Time to Talk

Clare reported that she saw one person at the last Disley Friends Social Group session on 13th March. Going forward, Clare or whoever attends will sit in the main room and go to the small meeting room if anyone wishes to have a private session.

4. Disley Friends Social Group

Jean reported that the next session is on Friday 10th April. Paul has kindly offered to sponsor an afternoon tea event again this year. Friday 11th September is the suggested date. Lisa said that Dementia Disco would probably be available should we wish to book them again but would need some notice as the business is now a franchise and is doing really well.

5. Mentell

Lisa reported that two volunteers are going through their training and two further volunteers have been recruited with the possibility of a third coming on board. It is expected that sessions will start within the next few months.

6. Scams Awareness

Sue would like to offer a date for this late summer/early autumn with the session being opened to all the Community. This would also be a good opportunity to recruit some new members to Cuppa an' a Chat as numbers have dropped recently due to various reasons. Jean reported that three new members attended this week, two from Whaley Bridge and one from Disley. Paul's previous presentation was well received. Age UK could be an alternative.

Action: Jean to speak to Paul to confirm he is happy to give the presentation

7. Heart Heroes

Lisa reported that only four volunteers remain and that NHS focus has changed so support will end in December 2026. Bridgend Centre has offered to take on support and will recruit more volunteers. Lynn suggested retired nurses could help with training and Lisa will follow this up. Insurance was an issue and was covered by Men in Sheds last year. PPG are trying to support but funding from NHS or Parish Councils would not be applicable. Lisa suggested East Cheshire Hospital Trust Charity as a source of funding.

Action: Lisa to follow up on training and funding for insurance.

8. Send Drop In

Sue reported that the next drop-in session will be on Friday 15th May at Disley Library and will be publicised in the Disley Parish Council e-bulletin and parents and carers will be targeted. There are currently around 90 members of the Disley SEND Parents and Carers Group. Lisa said that the drop-in session has been notified to schools via the CE Council Schools Bulletin and shared with Wilmslow Town Council.

9 Middlewood Update

Lynn reported that Covid and RSA vaccinations will be taking place across all four surgeries between 13th April and 16th May to all eligible patients, care homes and the housebound.

10. Make a Difference Marketplace (Businesses and Community Groups)

Lisa reported that this will be taking place in Poynton on Thursday 30th April between 6 and 8pm. Sue and Jean will attend.

11. AOB

Lisa reported that a Health & Wellbeing event is taking place at Bollington Arts Centre on Saturday 11th April along with free health checks and children's tennis lessons. Sue will arrange for the flyer to be posted on Disley Parish Council social media as it is too late for the e-bulletin. The Menopause Event being held on 7th May 6-8pm in Poynton will be featured in the e-bulletin.

Sue will be attending the Care Home Event at the Legh Arms on 28th April so will be unable to attend the re-scheduled PPF session that day.

12. Date and Time of Next Meeting

Thursday 25th June 10 – 11am on Teams

22.

Yesterday (Saturday 25th April) I hosted the Disley Police Surgery. Rather than spending it hid away in the tiny room I 'moved' the surgery to run alongside the Horticultural Coffee Morning.

I found this to be a much more productive Surgery.

Running a police meeting alongside a community coffee morning can be a really strong move from an operational and neighbourhood policing perspective. The biggest win is accessibility—people are far more likely to engage with me in an informal, familiar setting than attend a formal police-led meeting. That naturally increases footfall and will hopefully connect me with individuals I would not usually hear from.

It will also improve the quality of engagement. Conversations over a coffee tend to be more relaxed and honest, which can lead to better intelligence gathering, early identification of issues, and a clearer picture of community concerns before they escalate into demand. You often get the “low-level gripes” that never make it into official reports but are key to understanding local tensions which will enable me to police Disley in much more effective way.

From a visibility standpoint, it reinforces a positive police presence. Officers are seen as approachable and part of the community rather than separate from it. That helps build trust and legitimacy, which is especially valuable in neighbourhood roles where relationships are everything.

There's also an efficiency angle. I am hoping to combine two engagements into one, making better use of time and resources while still achieving community contact, reassurance, and problem-solving objectives. It can also strengthen partnerships—coffee mornings are often attended by local groups, councillors, or support services, giving everyone involved a chance to share information in one setting.

Finally, it supports preventative policing. By being present in a casual environment, I am more likely to pick up on vulnerability, safeguarding concerns, or emerging issues early, allowing intervention before things become enforcement-led.

23.

Hi Sue (and thanks for the introductions, Lisa),

As Lisa mentioned, I work for CVS, and we're currently offering free emergency planning training sessions to organisations and community groups in Cheshire East. The session helps individuals and organisations prepare for, respond to, and recover from emergencies, including things like how to prepare a "Grab bag" for emergencies, how to make a household emergency plan, and how to stay updated with local news.

We'd be keen to explore the possibility of running a session in Disley and I'd love the opportunity to chat it through with you.



Disley Parish Council

Document Retention and Disposal Procedure

Introduction

The council accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of documents.

Records created and maintained by the council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the council's transactions and are necessary to ensure it can demonstrate accountability.

Documents may be retained in either hard copy form or in electronic forms. For the purpose of this procedure, 'document' and 'record' refers to both hard copy and electronic records.

It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage, and difficulty in defending any claim brought against the council.

In contrast to the above the council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulation so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

Scope and objectives of the procedure

The aim of this document is to provide a working framework to determine which documents are:

- retained – and for how long
- disposed of – and if so by what method

There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:

'With compliments' slips

- catalogues and trade journals
- non-acceptance of invitations
- trivial electronic mail messages that are not related to council business • requests for information such as maps, plans, or advertising material
- out of date distribution lists.

Duplicated and superseded material such as stationery, manuals, drafts, forms, address books, and reference copies of annual reports may be destroyed.

Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the General Data Protection Regulation.



retention and disposal

Councils are responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulation.

Councils should ensure that all employees are aware of the retention/disposal schedule.

Document retention protocol

Councils should have in place an adequate system for documenting the activities of their service. This system should take into account the legislative and regulatory environments to which they work.

Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:

- facilitate an audit or examination of the business by anyone so authorised
- protect the legal and other rights of the council, its clients, and any other persons affected by its actions
- verify individual consent to record, manage, and record disposal of their personal data
- provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative,

To facilitate this the following principles should be adopted:

- records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulation
- documents that are no longer required for operational purposes but need retaining should be placed at the records office.

The retention schedules in Appendix A: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain, and in accordance with relevant legislation.

Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

Document disposal protocol

Documents should only be disposed of if reviewed in accordance with the following questions:

- Is retention required to fulfil statutory or other regulatory requirements?
- Is retention required to meet the operational needs of the service?
- Is retention required to evidence events in the case of dispute?
- Is retention required because the document or record is of historic interest or intrinsic value?

When documents are scheduled for disposal, the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulation.

Documents can be disposed of by any of the following methods:



- non-confidential records: place in

wastepaper bin for disposal

- confidential records or records giving personal information: shred documents
- deletion of computer records
- transmission of records to an external body such as the County Records Office

The following principles should be followed when disposing of records:

- all records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the council being prosecuted under the General Data Protection Regulation the Freedom of Information Act or cause reputational damage
- where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner
- where documents are of historical interest it may be appropriate that they are transmitted to the County Records office
- back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).

Records should be maintained of appropriate disposals. These records should contain the following information:

- the name of the document destroyed
- the date the document was destroyed
- the method of disposal

Data Protection Act 2018 – obligation to dispose of certain data

The Data Protection Act 2018 ('Fifth Principle') requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. Section 1 of the Data Protection Act defines personal information as:

Data that relates to a living individual who can be identified:

- a. from the data; or
- b. from those data and other information which is in the possession of, or is likely to come into the possession of the data controller.

It includes any expression of opinion about the individual and any indication of the intentions of the council or other person in respect of the individual.

The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical, or historical purposes to be held indefinitely provided that the specific requirements are met.

Councils are responsible for ensuring that they comply with the principles under the General Data Protection Regulation namely:

- personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met
- personal data shall only be obtained for specific purposes and processed in a compatible manner
- personal data shall be adequate, relevant, but not excessive
- personal data shall be accurate and up to date
- personal data shall not be kept for longer than is necessary



DISLEY PARISH COUNCIL

- personal data shall be processed in accordance with the rights of the data subject
- personal data shall be kept secure

External storage providers or archivists that are holding council documents must also comply with the above principles of the General Data Protection Regulation.

Scanning of documents

In general, once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.

As a general rule hard copies of scanned documents should be retained for three months after scanning.

Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

The original, signed AGAR should also be retained in perpetuity – as should all minutes of meetings. These documents should be deposited with the County Archives when possible.

Review of document retention

It is planned to review, update and, where appropriate, amend this document on a regular basis (at least every three years in accordance with the Code of Practice on the Management of Records issued by the Lord Chancellor).

This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:

- *Local Council Administration*, Charles Arnold-Baker, 14th edition, Chapter 11
- The National Association of Local Councils (NALC) – *Local Council Documents and Records*, August 2022
- NALC – *Freedom of Information*, April 2021
- [Lord Chancellor's Code of Practice on the Management of Records issued under Section 46 of the Freedom of Information Act 2000](#)

List of documents

The full list of the council's documents and the procedures for retention or disposal can be found in Appendix A: List of Documents for Retention and Disposal. This is updated regularly in accordance with any changes to legal requirements.

Disley Parish Council - Appendix A: List of documents for retention or disposal

Document	Minimum Retention Period	Reason	Disposal
Minutes	Indefinite	Archive	Original signed paper copies of council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than five years they should be archived and deposited with the Higher Authority
Agendas	Five years	Management	Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR
Scales of fees and charges	Six years	Management	Bin
Receipt and payment accounts	Indefinite	Archive	N/A
Receipt books of all kinds	Six years	VAT	Bin
Bank statements including deposit/savings accounts	Last completed audit year	Audit	Confidential waste
Bank paying-in books	Last completed audit year	Audit	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Confidential waste

Document	Minimum Retention Period	Reason	Disposal
Quotations and tenders	Six years	Limitation Act 1980 (as amended)	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR
Paid invoices	Six years	VAT	Confidential waste
Paid cheques	Six years	Limitation Act 1980 (as amended)	Confidential waste
VAT records	Six years generally but 20 years for VAT on rents	VAT	Confidential waste
Petty cash, postage, and telephone books	Six years	Tax, VAT, Limitation Act 1980 (as amended)	Confidential waste
Timesheets	Last completed audit year Three years	Audit (requirement) Personal injury (best practice)	Bin
Wages books/payroll	12 years	Superannuation	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	Bin
Insurance company names and policy numbers	Indefinite	Management	N/A

Document	Minimum Retention Period	Reason	Disposal
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management	Bin
Play area equipment inspection reports	21 years		
Investments	Indefinite	Audit, management	N/A
Title deeds, leases, agreements, Contracts	Indefinite	Audit, management	N/A
Members' allowances register	Six years	Tax, Limitation Act 1980 (as amended)	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR
Information from other bodies e.g. circulars from county associations, the National Association of Local Councils (NALC), principal authorities	Retained for as long as it is useful and relevant		Bin

Document	Minimum Retention Period	Reason	Disposal
Local/historical information	Indefinite – to be securely kept for benefit of the parish	Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information)	N/A

Document	Minimum Retention Period	Reason	Disposal
Magazines and journals	Council may wish to keep its own publications For others retain for as long as they are useful and relevant	The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1 February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library). Printed works as defined by the 2003 Act published by a local council therefore constitute materials which the British Library holds	Bin if applicable
Record-keeping			

Document	Minimum Retention Period	Reason	Disposal
To ensure records are easily accessible it is necessary to comply with the following: • A list of files stored in cabinets will be kept • Electronic files will be saved using relevant file names	The electronic files will be backed up in a cloud-based programme as appropriate.	Management	Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR
General correspondence	Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept. Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests.	Management	Bin (shred confidential waste) A list will be kept of those documents disposed of to meet the requirements of the GDPR.

Document	Minimum Retention Period	Reason	Disposal
Correspondence relating to staff	If related to Audit, see relevant sections above. Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held. Likely time limits for tribunal claims between 3–6 months. Recommend this period be for three years	After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions, and pensions, and in respect of any related legal claims made against the council	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR
Documents from legal matters, negligence, and other torts Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified, the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories. If in doubt, keep for the longest of the three limitation periods.			
Negligence	Six years		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR
Defamation	One year		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR

Document	Minimum Period
Contract	Six years
Leases	12 years
Sums recoverable by statute	Six years
Personal injury	Three years
To recover land	12 years
Rent	Six years
Breach of trust	None
Trust deeds	Indefinite
For Halls, centres, recreation grounds	
• Application to hire • Invoices Record of tickets issued	Six years
Lettings diaries	Electronically

Document	Minimum Retention Period	Reason	Disposal	Document
Terms and conditions				Six years

Event monitoring forms	Six years unless required for claims, insurance or legal purposes	Management	Bin. A list will be kept of those documents disposed of to meet the requirements of the GDPR
For allotments			
Register and plans	Indefinite	Audit, management	N/A
Minutes	Indefinite	Audit, management	N/A
Legal papers	Indefinite	Audit, management	N/A
Planning papers			
Applications	One year	Management	Bin
Appeals	One year unless significant development	Management	Bin
Trees	One year	Management	Bin
Local development plans	Retained as long as in force	Reference	Bin
Local plans	Retained as long as in force	Reference	Bin

Document	Minimum Retention Period	Reason	Disposal
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Town/neighbourhood plans	Indefinite – final adopted plans	Historical purposes	N/A
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CCTV

Daily notes	Daily	Data protection	Confidential waste
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Radio rotas	One week	Management	Confidential waste
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Work rotas	One month	Management	Confidential waste
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Observation sheets	Three years	Data protection	Confidential waste
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Stats	Three years	Data protection	Confidential waste
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Signing in sheets	Three years	Management	Confidential waste
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Review requests	Three years	Data protection	Confidential waste
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Discs – master and working	For as long as required	Data protection	Confidential waste
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Internal Operations Procedure Manual	Destroy on renewal Review annually	Management	Confidential waste
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Code of Practice	Destroy on renewal Review annually	Management	Confidential waste
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Photographs/digital prints	31 days	Data protection	Confidential waste
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Disley Parish Council

Social Media Policy

1. Introduction

Social media is a term for websites and online platforms based on user participation and user-generated content. This includes social networking sites and other platforms centred on user interaction.

This policy sets out how Disley Parish Council uses social media and the standards expected of councillors, staff, volunteers, and members of the public when engaging with the Council online. It also incorporates a Code of Practice providing guidance to all those who communicate online in connection with the Council.

The Cheshire East Code of Conduct for Councillors, adopted by the Parish Council, applies to online activity in the same way it does to other written or verbal communication. Individual parish councillors and council staff are responsible for what they post, whether in a council or personal capacity. Councillors and council officers have the same legal duties online as anyone else; failure to comply with the law may have more serious consequences given their public roles.

2. Scope of Policy

This policy covers all forms of social media and social networking which Disley Parish Council uses, or may use in the future, including but not limited to:

- Disley Parish Council website
- Facebook and other social networking sites
- X (formerly Twitter) and other micro-blogging sites
- YouTube and other video and podcast sharing sites
- LinkedIn and other professional networking sites
- Blogs and discussion forums
- Email used for public-facing or community communications

Over time Disley Parish Council may add to the channels of communication it uses to improve engagement and service delivery to the community.

3. Purposes of Social Media

The Council's social media channels may be used to:

- Distribute agendas, post minutes, and publicise dates of meetings
- Advertise events and activities
- Share good news stories from linked websites or press pages
- Advertise Council vacancies
- Share information from partner agencies such as Cheshire East Council, the Police, Library, Health Service, and others
- Distribute practical information such as roadworks or local notices
- Share information from other parish-related community groups such as schools, sports clubs, community groups, and charities
- Refer resident queries to the Clerk, other councillors, or relevant external bodies
- Engage with the community and promote Council activities, initiatives, and services



Some posts may include links to third-party content or partners where relevant to Council activities or community information. The Council aims to build a positive and informed online community.

4. Policy Statement

Disley Parish Council aims to use social media to communicate effectively, engage positively with the community, and provide clear and accurate information.

5. Code of Conduct for Users

All use of social media must support the Council's objectives and maintain public trust and confidence. When using our social media channels or referencing Disley Parish Council on personal accounts, the following applies:

Check First

All social media content relating to the Council must be submitted to and approved by the Parish Clerk or delegated officer prior to publication on any social media platform. Day-to-day content may be approved by the Clerk or a designated officer. Content relating to significant Council decisions, sensitive matters, or responses to public controversy must be approved by the Parish Clerk and, where appropriate, the Council Chair. A record of approved content and the approving officer will be maintained for audit purposes.

It is sometimes tricky to communicate online. Try to be clear about what you are saying and be prepared for people to interpret your contribution differently than you intended. If you are not sure what to say or how to say it, wait and see how the conversation develops.

Be Nice

Treat others with respect, courtesy, and consideration at all times. Keep content focused on professional issues and refrain from making any comments which could cause personal offence. Please do not use any social media channel for critical comment of current or former councillors, volunteers, or members of Disley Parish Council staff.

Keep Personal and Council Views Separate

Do not present personal opinions as those of the Council. Do not use false names or pseudonyms. Do not present yourself in a way that might cause embarrassment to the Council, and do not post content that is contrary to the democratic decisions of the Council. Do not post controversial or potentially inflammatory remarks, or engage in personal attacks or hostile communications.

Be Aware of Pre-Disposition and Pre-Determination

Councillors' views posted in any capacity in advance of matters to be debated by the Council at a council or committee meeting may constitute pre-disposition, pre-determination, or bias. This may require the individual to declare an interest at the relevant council meeting. Councillors should exercise particular care when posting about matters that are, or may come, before the Council.

Take Responsibility

You remain responsible for the quality of your conversations. Our social media channels are a positive and constructive place for discussion — please focus on that when contributing.

Look Out for Each Other

If you are not comfortable with specific posts, for whatever reason, you can report them to be moderated appropriately. Alternatively, please email clerk@disleyparishcouncil.org.uk for assistance.

Keep Things Professional

Our social media channels should not be used as a vehicle to raise or pursue personal grievances. If you have a concern, please email clerk@disleyparishcouncil.org.uk so that your concern can be handled by the Parish Clerk or



referred to the appropriate Council process. Disley Parish Council does not respond to complaints or personal grievances via social media. The Council may, at its discretion, acknowledge compliments or positive community comments where appropriate. Enquiries submitted by email will be acknowledged within 5 working days, with a full response provided within 20 working days where possible. Complex matters may take longer, in which case the Council will keep you informed of progress.

Respect Privacy and Protect Personal Data

Please do not publish confidential information or post other people's private information (such as home phone numbers and addresses) on social media channels. Do not use an individual's name unless written permission has been given to do so. Do not publish photographs or videos of minors without verifiable parental permission.

Disley Parish Council processes personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Members of the public should be aware that interactions with the Council's social media channels, including comments and direct messages, may involve the processing of personal data. Personal data will not be shared, sold, or used for purposes beyond those necessary for Council communications. For further information, please refer to the Council's Privacy Notice or contact the Parish Clerk.

Respect Copyright and Intellectual Property

Do not post any information that infringes the copyright of others. Posting copyright images or text on social media sites is an offence. Breach of copyright may result in an award of damages against the individual, not the Council.

Avoid Defamatory Content

Do not post any information that may be deemed libellous or defamatory. Publishing untrue statements about a person which are damaging to their reputation is libellous and can result in court action and a fine for damages. This also applies if someone else publishes something libellous on a councillor's or council staff member's social media page and it is not removed. A successful libel claim will result in an award of damages against the individual, not the Council.

Accessibility

All social media content published by Disley Parish Council should be made as accessible as possible. This includes adding descriptive alternative text to images, providing captions or transcripts for video content, and using plain English to ensure information is clear and understandable to all members of the community. The Council will endeavour to meet the accessibility requirements set out in the Public Sector Bodies Accessibility Regulations 2018.

6. Unacceptable Behaviour

We will not tolerate unacceptable behaviour which we come across on our own social media channels, or which appears on a third-party channel and is brought to our attention. We will liaise with social media platform providers to take down content and/or block accounts where necessary. The following are examples of unacceptable behaviour:

- Making comments or using language that is abusive, offensive, obscene, vulgar, or violent, or contains swearing
- Abusing, threatening, bullying, stalking, harassing, intimidating, or in any way attacking other users, or using fear or threat to silence another person's voice
- Being offensive or derogatory toward others on the basis of political beliefs, race, nationality, ethnicity, age, sex, gender, religion or belief, disability, sexual orientation, gender reassignment, marriage or civil partnership, pregnancy and maternity, or any other characteristic protected by law
- Posting graphic, sensitive, or offensive imagery
- Trolling: posting insulting messages to annoy someone or persistently sharing negative and/or abusive comments to provoke a response
- Spamming: repeatedly sharing content or sending multiple unsolicited messages
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- Deliberately adding links or images to posts that contain viruses or any other software or programmes that may damage the operation or compromise the security of computers and networks
- Violations of copyright, trademarks, intellectual property, or other third-party rights
- Posting information or content that is disruptive, defamatory, inflammatory, repetitive, misleading, deceptive, harmful, unlawful, fraudulent, or that puts others at risk
- Breaching any law or regulation
- Conducting any online activity that constitutes a criminal offence

7. Management of Unacceptable Behaviour

Disley Parish Council's response to any communication received or posted in breach of this policy may include one or more of the following actions: no response; informing the sender of this policy; issuing a brief response where appropriate; and/or removal of the post. This will be at Disley Parish Council's discretion depending on the nature of the message or post.

Disley Parish Council may post a statement that 'A post breaching Disley Parish Council's Social Media Policy has been removed'. Repeat offenders may be blocked from the social media account or page.

8. Moderator

The Council will appoint a nominated person as moderator of parish council social media output, responsible for posting and monitoring content to ensure it complies with this policy. The moderator will have authority to remove any posts made by third parties from Council social media pages which are deemed to be of a defamatory, libellous, or otherwise unacceptable nature.

9. Emergency and Crisis Communications

In the event of a local emergency or rapidly developing situation affecting the Disley community, the Council may use its social media channels to share timely updates and signpost residents to relevant emergency services or official guidance.

During such events, the usual pre-approval requirement may be temporarily relaxed at the discretion of the Parish Clerk or a designated officer, in order to ensure information reaches the community promptly. The Council will always seek to ensure that any content shared during an emergency is accurate and sourced from authoritative bodies such as Cheshire East Council, the emergency services, or central government.

10. Account Security

Disley Parish Council will take reasonable steps to ensure the security of its social media accounts. This includes ensuring that login credentials are held securely and known only to authorised officers, that passwords are changed when a member of staff with account access leaves the Council, and that two-factor authentication is enabled wherever possible.

In the event that an account is compromised or used without authorisation, the Parish Clerk should be notified immediately so that appropriate action can be taken, including notifying the relevant platform provider.

11. Who Does Disley Parish Council Follow?

Please remember that the Council's decision to follow other users and accounts does not imply endorsement. Disley Parish Council does not endorse any external organisations, services, or commercial offerings. We may follow social media accounts that we believe are relevant to our work, the work of our members, and the sector. This could include following the accounts of organisations and commercial enterprises (and/or their employees or representatives).



12. Staff and Representative Accounts

The principles of this policy apply to elected and co-opted parish councillors, council staff, and volunteers. Some Disley Parish Council staff, representatives, and stakeholders post under their own names or pseudonyms. Despite their affiliation with Disley Parish Council, their posts do not represent the official position of the Council. They do, however, have a responsibility to ensure that their posts do not contravene any policy or code which applies to their role.

The Council may take disciplinary action in respect of serious breaches of this policy by employees, including unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually orientated, or racially offensive comments. Volunteers in breach of this policy may result in the Council no longer using their services and, if necessary, appropriate action being taken.

Councillors must ensure that their online conduct complies with the Councillors' Code of Conduct at all times, including when using personal social media accounts where they can be identified as, or can reasonably be associated with, a councillor. Breaches by councillors are referred to the Monitoring Officer at Cheshire East Council. Complaints must be submitted in writing to the Cheshire East Council's Monitoring Officer.

13. Monitoring of Social Media Channels

Accounts will be monitored on a minimum weekly basis, Monday to Friday, subject to staff availability (including sickness and annual leave). Monitoring frequency may be increased in line with the number of social media channels managed. Posts may be published outside these hours if they are prescheduled or respond to breaking news.

14. Enforcement

If content is posted on social media channels which Disley Parish Council considers to be contrary to the intent of this policy or the expected standards of behaviour, Disley Parish Council reserves the right to remove that content from the platform. Misuse of social media content that is contrary to this or other policies could result in a case being referred to the Monitoring Officer.

15. Raising a Complaint

If you notice content that does not adhere to this policy, or that might place Disley Parish Council, its councillors, staff, volunteers, or individuals at legal or reputational risk, please contact:

clerk@disleyparishcouncil.org.uk

We will aim to acknowledge your concern within 10 working days and, if necessary, may commence any disciplinary or conduct action.

16. Legal Reminders

Users of social media should be aware of the following legal considerations:

- **Defamation:** Publishing untrue statements damaging to a person's reputation is libellous and can result in court action and damages awarded against the individual.
- **Copyright:** Posting copyright images or text is an offence. Damages are awarded against the individual, not the Council.
- **Data Protection:** Publishing personal data of individuals without permission is a breach of UK GDPR and the Data Protection Act 2018, and is an offence.
- **Obscene Publications:** Publication of obscene material is a criminal offence subject to a custodial sentence.



DISLEY PARISH COUNCIL

- Pre-determination: Councillors' posts on matters to be debated by the Council may constitute pre-determination or bias, and may require a declaration of interest.

17. Policy Review

This policy will be reviewed periodically, and at least every two years, and updated as required to reflect changes in legislation, guidance, or Council practice. The date of the last review and the next scheduled review date will be recorded on the front of this document.

**Disley Parish Council****Disley Parish Council Data Protection Policy**

In this policy, 'data protection legislation' means the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

The UK GDPR and Data Protection Act 2018 regulates the processing of information relating to individuals, this includes the obtaining, holding, using or disclosing of such information, and covers computerised records as well as manual filing systems and card indexes.

Disley Parish Council may need to collect and use certain types of information about individuals with whom it deals in order to carry out its day to day business and fulfil its functions and objectives. These individuals may include current, past and prospective staff and officers, members of local authorities, suppliers, clients, customers and others with whom the Council communicates.

Disley Parish Council may also hold information relating to other individuals in the course of its activities. In addition, it may be required by law to collect and use certain types of personal information.

This personal information whether held in paper form, electronically, or in any other medium, must be collected, stored and processed in accordance with the UK General Data protection Regulation (UK GDPR) and the Data Protection Act 2018 principles.

Summary of Principles

Data users must comply with the Data Protection principles of good practice which underpin the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. These state that personal data shall be:

- processed lawfully, fairly and in a transparent manner.
- used only for limited, specified stated purposes and not used or disclosed in any way incompatible with those purposes.
- adequate, relevant and limited to what is necessary.
- accurate and, where necessary, up to date.
- not kept for longer than necessary; and
- kept safe and secure

Disley Parish Council regards the lawful and fair processing of personal information as very important to its effective operations, as it helps to maintain confidence between the Council and those with whom it deals. To this end, Disley Parish Council will:

1. Collect and hold only the minimum personal data necessary to carry out its functions and activities
2. Comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, as well as relevant codes of practice and guidance
3. Treat all personal information with respect and in accordance with individuals' rights to privacy
4. Be open and transparent with individuals about how their personal data is collected, used and stored.
5. Provide appropriate training and guidance to staff on their data protection obligations



DISLEY PARISH COUNCIL

6. Have regard to guidance issued by the Information Commissioner's Office (ICO) and applicable legal requirements when interpreting data protection legislation. In all cases, the Council will take account of individuals' rights as set out in its Privacy Notice.

7. Apply the data protection principles as the foundation for information management across the organisation.

8. Only process personal data for specified, explicit, and legitimate purposes that have been notified to individuals and, where applicable, to the ICO.

Data Security

All staff are responsible for ensuring that:

- Any personal data they hold, whether in electronic or paper format, is kept securely.
- Personal information is not disclosed, whether deliberately or accidentally either orally or in writing to any unauthorised third party.
- They comply with the UK GDPR, the Data Protection Act 2018, and the Council's data protection policies and procedures when processing or using personal data.

Staff must report any suspected or actual data breach to the Parish Clerk immediately.

In the event of a personal data breach, the Council will assess the risk to individuals and, where required, report the breach to the Information Commissioner's Office (ICO) within 72 hours of becoming aware of it, in accordance with UK GDPR.

Data Controller registration

A copy of Disley Parish Council's Data Protection Registration Certificate under Registration Number ZA217583 can be found in Appendix A.

Making a request for your own personal data

If you wish to request information which is held by Disley Parish Council and which relates to yourself, please complete our data access form in Appendix B and email it to clerk@disleyparishcouncil.org.uk

Or write to

Clerk to Disley Parish Council
Community Centre
Off Buxton Old Road
Disley
SK12 2BB

Disley Parish Council aims to respond to requests for access to personal data without undue delay and in any event within one month of receipt of the request. Where further information is reasonably required to verify identity or clarify the request, the one-month timeframe will commence once that information has been received.

The Council may refuse to act on a request where it is manifestly unfounded or excessive, particularly where it is repetitive. Where this applies, the Council will inform the requester and explain its decision, unless it would be unlawful to do so.

Further Information

Further information about your rights under UK data protection law is available from the Information Commissioner's Office (ICO) at: <https://ico.org.uk/>



Data Protection Registration Certificate

Disley Parish Council

Disley Parish Council
Disley Community Centre
Buxton Old Road
Disley
Cheshire, SK12 2BB

Registration reference: ZA217583
Date registered: 28 November 2016
Registration expires: 27 November 2026



Issued by: Information Commissioner's Office,
Wycliffe House, Water Lane, Wilmslow, Cheshire
SK9 5AF

Telephone: 0303 123 1113
Website: ico.org.uk

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DISLEY PARISH COUNCIL

The personal data provided on this form will be used solely for the purposes of identifying the personal data you are requesting.

You should complete this form if you want Disley Parish Council to provide you with a copy of any personal data we hold about you. You are entitled to access this information under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

We will endeavour to respond to your request without undue delay and, in any event, within one month of receipt of your request or, where further information is reasonably required from you in order to process your request, within one month of receipt of that information.

SECTION 1

Details of the person requesting the information (Please complete)

Full name:

Address:

Postcode:

Telephone or textphone contact number:

Email address:

If this data subject request relates to you, please also tell us of any change of name, address, contact or other details which may have happened during your period of contact with Disley Parish Council to help us ensure we can identify all relevant data.

Are there any previous names or details to take into account? Yes/No

If yes, please tell us about change(s) of details below.

Previous name/s:

Previous address/es:

Previous contact details:

Telephone or textphone contact number:

Email address:

Any other relevant change(s) you want to tell us about:

SECTION 2

Does the data subject request relate to you?

Please select appropriate answer and follow to the correct section.



DISLEY PARISH COUNCIL

YES: If the data subject request relates to you, please supply evidence of your identity. This needs to be your driving licence, passport, or national identity card, together with a recent letter or bill from a utility company (within the last 3 months) as evidence of address. If you send us original documents, we will aim to return them by special delivery within 5 working days.

(Please go to Section 4)

NO: Are you acting on behalf of someone else to whom the data relates? If so, you need to have written authority – a letter from the person in question, a power of attorney document, for example - and that authority must be enclosed.

You must also supply evidence of your own identity, i.e. a driving licence, passport, national identity card, a recent letter or utility company bill (within the last 3 months) as evidence of address. If you send us original documents, we will aim to return them by special delivery within 5 working days.

(Please go to Section 3)

We cannot grant your request if we do not receive sufficient evidence of identity.

SECTION 3

Details of the data subject (the data subject is the person whose information you wish to obtain - please complete if different from Section 1)

Full name:

Address:

Postcode:

Telephone or textphone contact number:

Email address:

Please also tell us of any change of name, address, contact or other details for the data subject which may have happened during their period of contact with Disley Parish Council, to help us ensure we can identify all relevant data.

Are there any previous names or details to take into account? Yes / No

If yes, please tell us about change(s) of details below.

Previous name/s:

Previous address/es:

Previous contact details:

Telephone/textphone contact number

Email address



SECTION 4

What information are you seeking?

Please describe the personal data you seek in as much detail as possible together with any other relevant information. This will help us to identify the information you require and respond to you quickly.

SECTION 5

If applicable which of the following do you wish to receive information about?

- | | | |
|----|--|--------------------------------|
| a) | Why we are processing your personal data | Yes/No (delete as appropriate) |
| b) | To whom your personal data is disclosed | Yes/No (delete as appropriate) |
| c) | The source of your personal data | Yes/No (delete as appropriate) |

Please note that if the information you request includes personal data relating to another individual, we may need to consider whether disclosure would adversely affect the rights and freedoms of that individual. Where appropriate, we may redact third-party personal data or withhold certain personal data in order to comply with the UK General Data Protection Regulation (UK GDPR). In such cases, we will inform you promptly and provide full reasons for our decision, unless to do so would itself disclose exempt information.

In most cases, we will be able to provide you with copies of the personal data you request. However, in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, there are limited circumstances in which we may be unable to provide information if doing so would involve disproportionate effort. Where this applies, we will consider whether alternative forms of access, such as a summary of the personal data, can be provided. We will also inform you of the reasons why we are unable to provide the requested information, unless to do so would itself disclose exempt information.

Finally, please note that you have the right to request rectification of any inaccurate personal data we hold about you. If you believe that any personal data we hold is incorrect, please notify us as soon as possible, clearly indicating what should be corrected, the reason for the change, and, where appropriate, providing supporting evidence.

You also have the right, in certain circumstances, to request the erasure of your personal data, for example where the data is no longer necessary for the purpose for which it was collected, or where other legal grounds for deletion apply.

DECLARATION



I confirm that I have read and understood the terms of this subject access form and certify that the information given is true and accurate. I understand that it is necessary for Disley Parish Council to confirm my/the data subject's identity and it may be necessary to obtain more detailed information in order to locate the correct personal data.

Signed..... Date

Print Name.....

Documents which must accompany this application:

1. Evidence of your identity (Section 2)
2. Evidence of the data subject's identity (if different from above)
3. Authorisation from the data subject to act on their behalf (if applicable)

If, when you have received the requested information, you believe that:

1. the information is inaccurate or out of date; or
2. we should no longer be holding that information; or
3. we are using your information for a purpose of which you were unaware; or
4. we may have passed inaccurate information about you to someone else

you should notify us at once at the address below.

Please return the completed form and identification to:

by email: clerk@disleyparishcouncil.org.uk

Or by post: Clerk to Disley Parish Council
Community Centre
Off Buxton Old Road
Disley
SK12 2BB

Disley Parish Council

Expenditure transactions - approval list

Start of year
01/04/26

Payment approval list 05.05.26

No	Payment	Gross Heading Invoice	Details	Payment	
ference	date	Total		Reference	
3468	BACS/0204 26/MONTA	€38.37	01104/26	Monta APS - Charge fees - 01.03.26 - 31.03.26	E38.37
		E6.62 350		Transaction fees	
		E31.75 350		Operator charge fee	
3474	BACS/0805 26/BROUG	€35.00 230/1	01/05/26	Mrs B. Broughton-Law - Contribution to lighting for Jan-Mar 2026	€35.00
3475	BACS/0805 26/DSWES	E86.40 300/8	22/04/26	D S West Motors - Safety inspection - 21st April 2026	E86.40
3476	BACS/0805 26/COOP	E500.00 225/21	01/04/26	Lauren Coop - Media assistance - March 2026	E500.00
3477	BACS/0805 26/EDGE	E261.00 225/6	16/04/26	Edge IT Systems Ltd - End of year Gold Package 2025-26	E261.00
3478	BACS/0805 26/SHERR ATT	€294.00 400/3	23/04/26	Matthew Sherratt & Company - Replace a leaking condensate pipe on the flue	E294.00
3479	DD/290426/	E169.02 225/2	15/04/26	British Telecommunications Plc - Broadband charges - 1 Apr - 30 Jun 2026	€169.02
3480	DD/280426/ ALLSTAR	E71.21 300/1	28/04/26	Allstar - Fuel for community bus	€71.21
3481	DD/270426/ BIFFA	E185.90	27/04/26	Biffa Waste Services Ltd - Trade waste services - 28/03/26 - 24/04/26	E185.90
		E1 12.70 400/10		General waste - 28/03/26 - 24/04/26	
		€73.20 400/10		Recycling waste - 28/03/26 - 24/04/26	
3482	DD/220426/ SSE	€143.19 230/1	22/04/26	SSE Swalec - Electricity - Lighting - 01/03/26 3103/26	E143.19
3483	DD/160426/ EDF2	EO.52 400/5	01/04/26	EDF Energy - Gas charges 3/03/26 1 day	EO.52
3484	DD/160426/ EDFI	€667.02 400/6	16/04/26	EDF Energy - Electricity charges - 3 March - 30 March 2026	€667.02
Total		€2,451.63			

Signature

Signature

Date

05/05/26 10:00 AM vs. 9.15.02

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Disley Parish Council

Expenditure transactions - approval listStart of year 01/04/26

Payment approval list 16.04.26

No	Payment	Gross Heading Invoice		Details	Payment Reference
3446	005969	E61.70	27/03/26	Petty Cash - Petty Cash replenishment - March 2026.	€61.70
		€29.65 225/12		Office supplies	
		E7.00 260		Fuel for power tools	
3		E6.96 225/3		Postage	
9		€1.10 220/2		Car parking fee - reimbursement of staff expenses	
11		E1 0.69 600/6		Refreshment supplies for litter pick	
12		E1 .50 260		Plastic jug	
13		€4.80 220/2		Mileage - Helen Richards - cashing petty cash cheque ar	
14				paying in at NatWest Stockport	
3455	BACS/2404 26/ROSS	E66.24 500	01/04/26	David G Ross Ltd - Bedding Plants for PRIDE (€55.20 reimbursed by PRIDE)	€66.24
3456	BACS/2404 26/MILLEN	€332.35 400/10	01104/26	Millennium Hygiene Services - Feminine Hygiene Disposal x 3 units from 09/04/26 - 08/04/27	E332.35
3457	BACS/1604 26/PAYPAL	E156.83	10/04/26		E156.83
		E27.65 225/6		PAYPAL - Debit Card Account - PayPal replenishment March 2026	
2		E16.95 225/17		Councillor emails 24/02/26 - 23/03/26	
3		€24.80 225/6		Website hosting 25/03/26 - 25/04/26	
4		€81.00 225/9		Microsoft - sub charges - 24/02/26 - 23/03/26	
5		E6.43 400/3		Small PDF Desktop annual subs	
				Energiser AAA batteries	
3458	BACS/2404 26/MTC	E1 44.00 300/4	01 /04/26	MTC Services Ltd - Tail lift inspection - 1 April 2026	E144.00
3459	BACS/2404 26/HOLLA ND	234.73 225/16	01/04/26	Richard Holland - Professional services - 5th, 12th and 19th March 2026	€234.73
3460	DD/070426/ ALLSTAR	E86.18 300/1	07/04/26	Allstar - Fuel for community bus	E86.18
3461	DD/090426/ WATERP	E1 1.48 240	14/04/26	United Utilities/Waterplus - Hagg Bank allotment - 15.02.26 - 14.03.26	E1 1.48
3462	DD/070426/ SSE	€87.58 230/1	07/04/26	SSE Swalec - Electricity - Fountain - 01/12/25 28/02/26	€87.58

3463	BACS/2404 26/BROWN s	E900.00	270	01/04/26	The Brown Partnership - Half yearly management charge 01/1 1/25 - 30/04/26	E900.00
3464	BACS/2404 26/CTA	€120.00	225/9	16/04/26	Community Transport Association - Renewal of annual membership	E120.00
3465	BACS/2404 26/EXPRES	E155.28	400/9	15/04/26	Express Contract Cleaners Limited - Community Centre cleaning materials	E155.28
R e f e r e n c e				date		Total

Signature

Signature

Date

28/04/26 08:55 AM vs: 9.15.02

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Disley Parish Council

Expenditure transactions - approval list

Reference date
Start of year
01/04/26

Payment approval list 16.04.26

No	Payment	Gross	Heading	Invoice	Details	Payment Reference Total
3466	BACS/2404 BACS/2404 26/PCC1	E400.00	290	16/04/26	Disley PCC - Community Grant - minute ref: 20260402/11	E400.00 ✓
3467	BACS/2404 26/PCC2	E72.00	400/1 1	16/04/26	Disley PCC - Reimbursement of a community hall hire charge for cancelled booking 14.2.26	€72.00 ✓
		€12,269.10	Salaries & Wages			✓
Total		E1 5,097.47				

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Signature

Signature

Date

Disley Parish Council

Expenditure transactions - approval list

Start of year 01/04/25

Payment approval list 09.04.26

No	Payment Reference	Gross	Heading	Invoice date	Details	Payment Reference Total
Pd 3445	BACS/3103 26/COOP	£500.00	225/21	26/03/26	Lauren Coop - February 2026 - media assistance	£500.00 X
Pd 3447	DD/300326/ WATERP	£49.76	400/7	30/03/26	United Utilities/Waterplus - Water and wastewater bill - 09.02.26 - 08.03.26	£49.76 X
Pd 3448	DD/300326/ SSE1	£56.17		30/03/26	SSE Swalec - Electricity - Newtown Changing Room - 01/12/25 - 28/02/26	£56.17 X
	1	£56.34	230/1		Invoice period - 01/12/25 - 28/02/26	
	2	-£0.17	230/1		Credit note - 12/08/23 - 29/02/24	
Pd 3449	DD/230326/ SSE2	£151.28	230/1	23/03/26	SSE Swalec - Electricity - Street lighting - 01.02.26 - 28.02.26	£151.28 X
Pd 3450	DD/300326/ ALLSTAR	£164.49		30/03/26	Allstar - Fuel for community bus and council van	£164.49 X
	1	£94.48	300/1		Fuel for community bus	
	2	£70.01	310/1		Fuel for council van	
Pd 3451	DD/230326/ BIFFA	£232.38		23/03/26	Biffa Waste Services Ltd - Trade waste services - 21/02/26 - 27/03/26	£232.38 X
	1	£140.88	400/10		General waste services - 21/02/26 - 27/03/26	
	2	£91.50	400/10		Recycling waste services - 21/02/26 - 27/03/26	
Pd 3452	BACS/1004 26/WRIGH T	£66.00	260	20/03/26	Wright Hire (Equipment Hire Service) Limited - Petrol power wash hire	£66.00 X
Pd 3453	BACS/1004 26/SEED	£4,740.00	262	24/03/26	Seed Arboriculture Ltd - Tree risk assessment and tree survey summary report	£4,740.00 X
Pd 3454	BACS/1004 26/TREEC O	£2,420.00		16/03/26	The Tree Company - Treework on various trees owned by Disley Parish Council	£2,420.00 X
	1	£2,420.00	262		Treework on various trees owned by Disley Parish Council	
Total		£8,380.08				

Reference	Address	Details	COMMENTS
26/0974/FUL	Disley Meadow Lower Greenshall Lane, Disley, SK12 2HH	Retrospective planning permission for the retention of a small number of agricultural structures and associated areas of hardstanding. The holding is used for keeping and managing alpacas, which require daily husbandry, feeding, and welfare monitoring. The works comprise a storage container, two small timber shelters, and limited stone hardstanding. The holding contains no existing farm buildings or residential property, so these structures provide essential infrastructure to allow the holding to operate safely and effectively.	Deadline 17/04/26 – extension sought to 18/5/26
26/0997/HOUS	174 Buxton Road, Disley, SK12 1RQ	Single storey side and rear extension to create garage and additional kitchen space.	Deadline 22/04/26 – extension sought to 18/5/26
26/1163/HOUS	26 Lyme Road, Disley, SK12 2LL	Part single storey front extension	Deadline 11/05/26 – extension sought to 18/5/26
26/1312/HOUS	1 Chantry Road, Disley, SK12 2BE	New Front Porch and Alterations to Windows	Deadline 08/05/26 – extension sought to 18/5/26
26/1558/PIP	Land Off Strines Road, Strines, SK6 7GN	Stage 1 Permission in Principle for single dwelling	Deadline 13/05/26 – extension sought to 18/5/26
26/1097/LBC	20 Jacksons Edge Road, Disley, SK12 2JE	Listed Building Consent for replacement of the wooden guttering at the front and rear of the property	Deadline 19/05/26
DECISIONS			
25/4356/HOUS	Old Lady House, 68 Jacksons Edge Road, Disley SK12 2JR	Retrospective application for retention of boundary fencing, sliding access gate and raising height of stone pillars - appeal against refusal of planning permission.	Appeal against refused application dismissed.