

BROXTON AND DISTRICT PARISH COUNCIL

Email: clerk@broxtonparishcouncil.gov.uk
Website: <https://broxtonparishcouncil.gov.uk>

11th May 2026

To the Members of Broxton and District Parish Council

Dear Councillor

You are hereby summoned to attend the **ANNUAL MEETING** of the **Broxton and District Parish Council**, to be held on **Monday, 18th May 2026 at 7.30 pm at Brown Knowl Methodist Church**, when the undermentioned business is to be transacted.

Yours faithfully

M Clough

Mrs M Clough
Parish Clerk and Responsible Financial Officer

AGENDA

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence from Members of the Parish Council

2. APPOINTMENT OF CHAIR

To appoint the Chair of Broxton and District Parish Council Business for the 2026/2027 Municipal Year

3. APPOINTMENT OF DEPUTY CHAIR

To appoint the Deputy Chair of Broxton and District Parish Council Business for the 2026/2027 Municipal Year

4. DECLARATIONS OF INTEREST

To receive any declarations of interest from Members of the Parish Council

5. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 23rd March 2026 to be approved as a correct record and signed by the Chair of the Parish Council. Minutes attached.

6. PUBLIC FORUM

To receive any questions from Members of the Public.

7. 2025-2026 ANNUAL GOVERNANCE AND ACCOUNTING STATEMENTS

To consider and approve the following circulated documents:-

- (i) **Certificate of Exemption**
- (ii) **Section 1 - Annual Governance Statement**
- (iii) **Section 2 - Accounting Statements**

To consider and receive the following circulated documents:-

- (iv) **Internal Audit Report**
- (v) **Detailed Internal Auditor Report**

8. GOVERNANCE MATTERS

To consider and approve the following Governance documents for 2026-2027:-

- (i) **Standing Orders**
- (ii) **Financial Regulations**
- (iii) **Councillor Code of Conduct**
- (iv) **GDPR Policy**
- (v) **IT Policy**
- (vi) **Publication Scheme**
- (vii) **Retention of Documents Policy**
- (viii) **Asset Register**
- (ix) **Risk Assessment**

9. APPOINTMENT TO WORKING PARTIES AND INDIVIDUAL RESPONSIBILITIES

To agree the following Memberships and responsibilities:-

Fire Engine House Committee – the Chair, Deputy Chair and Clerk
Parish Signage Working Group
Planning Lead
Highways Lead

10. BUDGET AND FINANCE 2026-2027

To consider a report of the Clerk and Responsible Financial Officer. (Report circulated)

11. HIGHWAYS MATTERS

To receive an update from Councillor Henshall.

12. PLANNING MATTERS

The Parish Council to consider the following planning matters relating to the Parish Council.
[Monthly List \(cheshirewestandchester.gov.uk\)](https://www.cheshirewestandchester.gov.uk)

(i) Final Draft Local List Supplementary Planning Document Consultation

The deadline for response on this document is now **26 May 2026 at 9am**.

Cheshire East Council is currently consulting on the [Final Draft Local List Supplementary Planning Document](#). This document seeks to provide guidance on how the council's local list of non-designated heritage assets will be prepared and maintained. A local list identifies significant local heritage assets that are not designated by other means and is a material consideration when making decisions on planning applications.

- **New Planning Application**

(ii) Reference Number: **26/00992/FUL**

Site Address: **Ivy Cottage and 2 Meadow View Hill Lane Brown Knowl Broxton Chester Cheshire CH3 9HT**

Proposal: **Two storey rear and side extension to Ivy Cottage with first floor extension to No 2 Meadow View**

Comments by 2nd June 2026

- **No Comments Submitted**

(iii) Reference Number: **26/00630/FUL**

Site Address: **Peel Cottage 4 The Old Police Station Barnhill Road Broxton Chester CH3 9JZ**

Proposal: **Demolition of existing garage and erection of new garage**

- **Decided Planning Application**

(iv) Appeal Ref: 6002504

Application Ref is 25/02083/FUL.

Sherrington House, Sherrington Lane, Broxton, Chester CH3 9JU

The appeal is made under section 78 of the Town and Country Planning Act 1990 (as amended) against a refusal to grant planning permission.

The development proposed is erection of a building to accommodate garage space, home office and home cinema room.

13. BOLESWORTH MEETING

Councillors Borman and Henshall to update on any matters.

14. TELEPHONE KIOSKS

- (i) **Brown Knowl Telephone Kiosk** - To receive an update from Councillor Henshall and the Clerk in relation to the status of the telephone kiosks in the Parish, and the defibrillator which is housed in the Brown Knowl telephone kiosk.
- (ii) **Harthill Telephone Kiosk** – To receive an update from Councillor Henshall and to consider whether or not the Parish Council should apply to adopt this kiosk, and its potential use.

15. THE LOCAL HILLS

The Chair to report on matters relating to Raw Head, Bickerton Hill, Larkton Hill, the Sandstone Trail and the National Trust.

16. DATE OF NEXT MEETINGS

To note that the dates for the meetings of the Parish Council for 2026-2027 are:-

Monday, 27th July 2026 at 7.30 pm

Monday, 28th September 2026 at 7.30 pm

Monday, 23rd November 2026 at 7.30 pm

Monday, 25th January 2027 at 7.30 pm

Monday, 22nd March 2027 at 7.30 pm

Monday, 24th May 2027

- Annual Parish Meeting at 7.00 pm
- Annual Meeting of the Parish Council at 7.30 pm

17. URGENT ITEMS

To consider any other items which the Chair of Council Business (or other person presiding) is of the opinion shall be considered as a matter of urgency.

18. EXEMPT BUSINESS

Members are asked to resolve that the following item of business shall be exempt from the press and public as it contains commercially sensitive information.

19. THE FIRE ENGINE HOUSE

Councillors Henshall and Houghton to present an update on this matter.