



The Annual Meeting of  
**Millington & Rostherne Parish Council**  
will be held on:  
**Tuesday 5<sup>th</sup> May 2026 at 7pm**



**Venue:** Egerton Hall, Rostherne Lane, Rostherne.  
**Contact:** [clerk@millingtonandrostherne-pc.gov.uk](mailto:clerk@millingtonandrostherne-pc.gov.uk).

## **Agenda Part A (Public)**

### **1. Election of Chair for the Ensuing Year**

- 1.1 To receive nominations and elect a **Chairperson**.
- 1.2 To formally recognise the newly elected Chair, to welcome them to the role, and for the Chair to sign the Declaration of Acceptance of Office.

### **2. Election of Officers for the Ensuing Year**

- 2.1 To receive nominations and elect a **Vice-Chair**.
- 2.2 To receive nominations and elect a **Responsible Financial Officer**.

### **3. Declarations of Acceptance to office**

- 3.1 To receive the 2026–2027 Declarations of Acceptance of Office forms.

### **4. Apologies for Absence**

- 4.1 To receive and approve any apologies submitted.

### **5. Minutes of the Previous Annual Meeting**

- 5.1 To approve and sign the minutes of the Annual Meeting held on 13<sup>th</sup> May 2025,  
[P47 to P50]
  - 5.1.1 To consider matters arising from the minutes
- 5.2 To approve and sign the minutes of the Monthly Meeting held on 10<sup>th</sup> March 2026,  
[P68 to P72]
  - 5.2.1 To consider matters arising from the minutes

### **6. Declarations of Interest (DOI)**

- 6.1 Members are requested to declare any disclosable pecuniary or personal interests in respect of items on the agenda.  
***POR:** For transparency, the Clerk confirmed that the Council has resolved and implemented a standing declaration of interest arrangement. This applies to any planning application or matter associated with a current Member, where applicable, and in their absence where required.*
  - 6.1.1 To resolve that HB submitted a DOI on Item 11.2.1

### **7. Guest speakers:**

- 7.1 To receive updates from Guest speakers from Cheshire East Council and local organisations that have been invited to the meeting. *POR:* For those unable to attend in person, a Microsoft Teams meeting link has been provided.
- 7.2 **Cheshire East Ward Councillor report/updates**
  - 7.2.1 To receive updates from Ward Cllr H Moss
    - Update on email sent to WCHM in regard to the Ashley Road Closure.
- 7.3 **Tatton Board report/updates**
- 7.4 **Knutsford Police**
- 7.5 **Tatton Estates Asset Management Group**
  - 7.5.1 To circulate the report from Tatton services/Westmorland team. The team will present in person at the next meeting.
- 7.6 **Peaks & Plains**

## 8. Open Forum

8.1 To receive public participation in accordance with the Council's procedure, whereby members of the public may speak for 2–3 minutes on agenda items prior to the commencement of the meeting. The session will be closed by the Chair, after which no further public participation or political discussion will be permitted.

8.1.1 MOP has written in regarding proposed alterations at Cherry Tree House, Cherry Tree Lane.

**POR:** PC has not yet received a planning application for this enquiry

## 9. Council Policies

9.1 To review, consider and formally adopt the Council's Policies and Procedures, including:

- Standing Orders
- Financial Regulations
- Code of Conduct
- IT & GDPR Policy with Assertion 10 Action plan

## 10. Action List (Arising from the previous Minutes)

10.1 To note completed or ongoing actions detailed below.

- Compile a list of reports detailing complaints submitted to Cheshire East Council (CEC) from 17 March onwards, including correspondence sent to MP Esther McVey and her Secretary.
- **Whitehouse Road:**  
DF to report broken drain cover and damage to UU.
- **Tatton Services**  
Clerk to invite to the next meeting.
- **Have Your Say:**  
Clerk to upload to the website (2 x responses attached)
- **Railings repairs:**  
More quotes required for installation and shotblasting.
- **Pioneer Engineering – parking concerns:**  
Clerk to email again to chase up for an onsite meeting regarding parking issues.

## 11. New Actions / Matters for Future Reporting

11.1 To improve the efficiency of this meeting and ensure focus on new and substantive business, this agenda item is included to capture new actions, updates, or emerging issues only. Councillors are requested;

11.1.1 To raise new matters or material updates arising since the previous meeting.

**POR:** Ongoing matters are tracked via the Action List (as detailed above) and are reported under the relevant agenda headings where appropriate.

Any items raised under this section will be formally minuted and, where necessary, added to the Action List or scheduled for inclusion on a future agenda.

## 12. Planning Applications

### 12.1 Rostherne & Tatton Ward – Planning

[Cheshire East | pa.cheshireeast.gov.uk](https://pa.cheshireeast.gov.uk) | [Search Planning Applications](#)

#### 12.1.1 Planning applications for consideration - Rostherne /Tatton.

**POR:** New planning applications may be submitted to the Council following publication of the agenda.

##### a) Application 26/0837/DSC

**Location:** Tatton Motorway Service Area, Land between Junctions 7 and 8 of the M56, Rostherne, WA14 3SD

**Proposal:** Discharge of condition 44 on approval 25/3586/VOC: variation of condition 2- approved plans, variation to wordings of conditions 26- highway improvements and 43- updated energy strategy for the buildings to amend trigger for discharge, and variations of conditions 10 - badger survey, 12- ecological management plan, 13- habitat creation and management, 14- biodiversity enhancement, 20- tree protection, 34-bird hazard management, 40- CEMP and 48- archaeology to amend to complaints conditions on application 22/ 0872M-A PP/ AH0660/ V/ 24/ 3345318

**Date Received and Councillors Notified:** 16<sup>th</sup> March 2026

#### **b) Application 26/0885/FUL**

**Location:** Tatton Park, Knutsford Drive, Knutsford, WA16 6QN

**Proposal:** Construction of a timber footbridge to replicate one which was previously removed due to concerns over its condition. The bridge will be supported by two steel H beams seated on concrete footings. The existing west-side footing which sits within the scheduled monument will be retained as existing as part of the proposals. The south-facing footing, which sits outside the scheduled monument is currently 160 mm lower than the west-side footing and has begun to settle into the stream bank. To rectify this, the south-side concrete footing will be removed and replaced with a new footing raised by 160 mm so that both sides sit level. The proposed footbridge will be approximately 7.5 m in length matching the size and the aesthetics of the previously removed timber bridge.

**Date Received and Councillors Notified:** 16<sup>th</sup> March 2026

#### **12.2.1 Planning applications for consideration – Millington**

##### **c) Application 26/1108/FUL**

**Location:** Denfield Cottage, Millington Hall Lane, Millington, Altrincham, Cheshire East, WA14 3RP

**Proposal:** Conversion of use of ancillary building to dwelling house.

**Date Received and Councillors Notified:** 22<sup>nd</sup> April 2026

**POR:** To note that the Planning Officer has been contacted to send an updated version due to a change in dates

### **13. Schedule of Meetings 2026–2027**

13.1 To consider and approve the schedule of meetings for the municipal year 2026–2027 as set out in The Standing Orders.

- Tuesday 5 May 2026, 7pm (*Annual Meeting*)
- Tuesday 7 July 2026, 7pm
- Tuesday 8 September 2026, 7pm
- Tuesday 10 November 2026, 7pm
- Tuesday 12 January 2027, 7pm
- Tuesday 9 March 2027, 7pm

### **14. Finance**

#### **14.1 AGAR (Annual Governance and Accountability Return) 2025–2026**

14.1.1 To review and approve the effectiveness of the Council's system of internal control and the year-end financial report for the financial year 2025–2026, in preparation for internal and external audit, and to approve the Annual Governance and Accountability Return (AGAR) for submission to the external auditor.

#### **14.2 Internal Audit Report**

14.2.1 To receive the Internal Audit Report and to consider any matters arising in accordance with Assertion 10 of the Annual Governance and Accountability Return.

#### **14.3 Banking – Unity Trust Bank Accounts**

14.3.1 To note the current financial position in the Unity Trust bank accounts at the **31/03/2026**

- |  |                   |
|--|-------------------|
| • Unity Current Account T1 (20482255): Statements 38 | <b>£19,774.80</b> |
| • Instant Access Account (20442268): Statements 33   | <b>£6,079.70</b>  |

14.3.2 To acknowledge and approve the following payments

- MRT/RA/78– Unity Trust – £7.00 DD
- MRT/RA/80 – CHALC Fees - £103.20 Cheque 300111
- MRT/RA/81 - Postage – £7.86 Cheque 300112
- MRT/RA/82 - Clerks Salary Mth 1 & 2 – £AR Cheque 300113
- MRT/RA/83 - HMRC Mth 1 & 2 – £113.33 Cheque 300114
- MRT/RA/84 – Internal Auditor – £Awaiting Invoice Cheque 300115

CIL FUND RECEIVED 2025-26						
<b>MILLINGTON &amp; ROSTHERNE PARISH COUNCIL</b>						
<b>Opening Balance 22/10/2025 £13,210.2</b>						
		<b>REMITTANCE A</b>	<b>IN</b>	<b>OUT</b>	<b>CHEQUE</b>	
22/10/2025	Deposited		<b>13210</b>		<b>13210.21</b>	
		CIL				
<b>BALANCE</b>					<b>13210.21</b>	
<b>TRANSFERRED FUNDS TO MRT PC</b>						
<b>ROSTHERNE PARISH COUNCIL FUND</b>						
<b>Opening Balance 26/09/23 £5,711.43</b>						
		<b>REMITTANCE A</b>	<b>IN</b>	<b>OUT</b>	<b>CHEQUE</b>	
26/09/2023	Deposited		<b>5711</b>			
15/03/2023	Beewoodwise - 8 x Oak Posts	MRT/RA/08		96.00	<b>5615.43</b>	300009
02/10/2023	15 x Lampost Poppies	MRT/RA/09		75.00	<b>5540.43</b>	300008
11/09/2025	New Defibrillator	MRT/RA/60		665.00	<b>4875.43</b>	300046
30/10/2025	10 x Large Lamp post Poppies	MRT/RA/66		50.00	<b>4825.43</b>	300050
<b>BALANCE</b>					<b>4825.43</b>	
<b>MILLINGTON PARISH COUNCIL FUND</b>						
<b>Opening Balance 11/07/24 £416.51</b>						
11/07/2024	Deposited		<b>417</b>			
<b>BALANCE</b>					<b>416.51</b>	

#### 14.4 Risk Register 2026–2027

Resolved: To review, consider that the Risk Register and associated Assertion 10 Action Plan be approved.

Millington & Rostherne PC - Risk Register								
Ref	Risk	Impact (1-3)	Likelihood (1-3)	Score	Controls in Place	Linked Action	Status	Review
F1	Loss or misuse of funds	3	1	3	Financial Regulations, dual signatories, bank reconciliation	A3	Ongoing	Annual
F4	AGAR submission errors or delays	3	2	6	Clerk/RFO oversight, audit timetable	A1	Ongoing	Annual
F5	Lack of transparency / website updates	2	2	4	Website publication, minutes, AGAR compliance	A2	Ongoing	Annual
G4	Failure to act on audit recommendations (Assertion 10)	3	2	6	Internal audit review, council oversight	A3	Ongoing	Annual
L2	Failure to publish statutory documents	3	2	6	Website updates, AGAR process	A2	Ongoing	Annual
O2	IT failure / data loss	3	2	6	Cloud systems, backups	A4	Ongoing	Annual

**POR:** The Risk Register forms part of the Council's governance framework and supports compliance with the Annual Governance and Accountability Return (AGAR), including Assertion 10.

Millington & Rostherne PC - Assertion 10 Action Plan							
Action Ref	Issue Raised	Action Required	Responsible	Target Date	Status	Evidence	Sign
A1	AGAR preparation & submission	Ensure AGAR reviewed, approved and submitted on time	Clerk/RFO	June annually	Ongoing	Minutes + AGAR submission	
A2	Website publication compliance	Upload AGAR Sections 1 & 2, Notice of Public Rights, Audit Report	Clerk	June-July annually	Ongoing	Website screenshots	
A3	Audit recommendations / Assertion 10	Record audit review and actions in minutes	Clerk / Council	Annual Meeting	Ongoing	Minutes	
A4	Data protection / IT resilience	Ensure secure storage and backups of records	Clerk	Ongoing	Ongoing	System records	
A5	Financial transparency	Publish payments, agendas and minutes regularly	Clerk	Monthly	Ongoing	Website	

#### 15. Exclusion of the Public and Press

To consider passing a resolution, in accordance with the Public Bodies (Admission to Meetings) Act 1960, to exclude members of the public and press from the meeting during consideration of the following item(s) due to the confidential nature of the business to be transacted.

**PART B – CONFIDENTIAL ITEMS**

**16. Confidential / Staffing Matters (if applicable)**

16.1 To consider any confidential matters relating to staffing, contracts, or other sensitive issues.

**17. Any Other Business (for information only)**

To receive any items of information.

**POR:**

No decisions can be made under this item.

**18. Date of Next Meeting**

18.1 **Tuesday 7 July 2026, 7pm** Egerton Hall, Rostherne.

*Sharon Booth*

S Booth, Parish Clerk  
Millington & Rostherne Parish Council  
5<sup>th</sup> May 2026