HIGHER HURDSFIELD PARISH COUNCIL

MINUTES OF THE MEETING OF HIGHER HURDSFIELD PARISH COUNCIL

held on Thursday May 28th 2026 at 6pm
at the Holy Trinity Church, Hurdsfield Road, Macclesfield.
All members of the Council were summoned to attend.
Members of the public and press were cordially invited to attend.

1. Welcome and introductions by the Retiring Chairman
2. Declaration of Acceptance of Office members present to sign the declaration of agreeing to abide by the Code of Conduct
    - Duly signed by Cllrs Broadhurst, Owens, Morris & Forshaw
    - Cllrs Keep and Torr to be carried forward
3. To elect the Chairman of the Council and to receive the Chairman's signed Declaration of Acceptance of Office
    - Proposal by Cllr Broadhurst & Seconded by Cllr Morris
    - Election of Cllr Owens to Chairperson
    - Signed Declaration of Acceptance of Office by Cllr Owens
4. To elect the Vice Chairman of the Council and to receive the Vice Chairmans signed Declaration of Acceptance of Office
    - Proposal by Chairperson Owens & Seconded by Cllr Morris
    - Election of Cllr Broadhurst to Vice Chairman
    - Signed Declaration of Acceptance of Office by Cllr Broadhurst
5. To elect members of the Planning Committee
    - Carried forward to next meeting
6. Apologies for absence
    - Cllr Torr, Cllr Mcarthur, Cllr Keep
7. To receive any declarations of interest from Members
    - None received
8. Public Forum
    - No members of the public attended
9. Chairperson's Announcements
    - Exiting Chair Cllr Broadhurst confirmed it would be emailed to all and published on the HHPC website
10. Minutes of the last meeting held on 23rd April 2026 to be approved and signed
    - Approved and signed by Chairperson Owens
11. Council vacancy update
    - Carry forward to next meeting

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12. Clerks Contract of employment, salary and expenses
    - Agreed to leave as is and review when Clerk resigns

13. To review and approve the following policies and procedures:-
    - Financial Regulations – no amends
    - Risk Assessment and Internal Controls Procedures – no amends
    - Fixed Asset Register – agreed (laptop disposal and new defib added)
    - Insurance Policy (Runs to 19/08/2026)
    - Data Retention and Destruction Policy (updated and revised)
    - Privacy Notice (GDPR) – updated and revised per SLCC guidance
    - IT Policy – updated and revised per SLCC guidance
    - Standing Orders – no amends – to be reviewed when online banking in place
    - Audit of the Council Website & Assertion 10 (Audit) – agreed to carry out website audit at cost of £80 in advance of audit submission and when all revised policies uploaded to website in advance of next meeting
    - All approved at meeting and to be uploaded onto HHPC website by Clerk

14. Annual Governance & Accountability Return 2025/2026, to receive and note the Annual Internal Audit Report, to be reviewed and approved / signed by the Council where applicable. Examination, explanations and approval of:-
    - Section 1 Annual Governance Statement 2025/2026
    - Accounting Statement 2025/2026
    - Variance explanations, bank reconciliation, accounting statements
    - The Certificate of Exemption
    - Notice of the period for the exercise of public rights
    - All reviewed and signed by exiting Chair & Clerk – Notice of the period for the exercise of public rights to be published on website by Clerk and displayed on notice boards on 29th May 2026

    Clerk to provide update on the following: -
    - Current bank balance £7,460.77
    - Cash book position £7,380.77
    - Budget for 2026 / 2027 for next meeting. 2025/2026 year end ahead of budget and variances explained and given at meeting.
    - Update to online banking – carry forward to next meeting in absence of Cllr Mcarthur and signatories to be amended in line with new HHPC Committee Appointments

15. Authorisation and payment of accounts: -
    - Clerk salary & HMRC May 001054 £320 001055 £80
    - Norton Protection Software Renewal £149.99 (Annual) 001056
    - SLCC Renewal £116 (Annual) 001058
    - ICO Renewal £52 (Annual) 001059

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- All to be fully signed outside of meeting in absence of dual signatories (Cllrs Toor / Mcarthur)

16. To consider and comment on any planning applications
    - 20/962743M George and Dragon
        - Resident email received and reviewed.
        - HHPC to progress at next meeting
    - Virgin Media Box Installation Rainow Road
        - Local resident email received and to be progressed with CEC. Box installed within permitted planning but without local notification.
17. Review and distribute correspondence
    - Police & Crime Commissioner Email
    - Higher Fold Lane – Clerk to follow up with CEC re support to improve carriageway
18. PCSO Lucan Crime Report April

    April - Threats of violence inside Public House, Rainow Rd 25/04/26

    Report for May to date – no crime reported
19. Cheshire Resiliance Forum – no update
20. Cliff Lane & Well Lane Update
    - Awaiting further details from CEC re signage for Well Lane
    - Clerk to contact CEC to confirm works have been commissioned and date of works
    - Drains emptied on Cliff Lane
21. CEC Highways Updates (3470448 CEC)
    - Works completed
22. Defibrillator update
    - Chasing feedback from Peaks and Plains re Hillside Court. Approval for siting adjacent to notice board on Roewood Lane.
    - Clerk to progress application for support from BHF 1 June 2026
    - Clerk to progress comms with AED also for support
    - Clerk to progress alternative support avenues
23. Landscaping Swanscoe Gate Area
    - Carry forward in absence of Cllr Torr
24. Storage (cloud) of HHPC data
    - No feedback from CEC re hard storage
25. Matters Arising
    - None received

Date of next meeting 30 July 2026 6pm

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