

Kingsley Parish Council
The Boardroom
Kingsley Cemetery
Hollow Lane
Kingsley
Cheshire
WA6 8EF
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14 May 2026

To: **Members of Kingsley Parish Council**

Dear Councillor,

Dated this fourteenth day of May 2026, you are hereby summoned to attend the Annual Meeting of Kingsley Parish Council to be held at 19:00 on the nineteenth day of May 2026 in Kingsley Community Centre, 34 Smithy Lane, Kingsley, Frodsham, WA6 8ED.


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Proper Officer

Note to Councillors:

If you are unable to attend the meeting, please notify the Proper Officer of your apologies.

Note to Public:

Members of the public who are registered local government electors and/or business-rate payers may make representations, answer questions and give evidence at a meeting which they are entitled to attend strictly in respect of the business on the agenda, provided that their primary residence (or business) is within the administrative boundary of Kingsley Parish Council. Qualifying members of the public who would like to make representations at a meeting must contact the Proper Officer no later than 10:00 am on the day of the meeting to advise both of their wish to speak and the full content (providing a transcript if available). Other issues could be raised if written notice of the question/matter is submitted to the Proper Officer ten working days prior to the meeting and the matter is considered appropriate for the agenda. A request to speak does not confer an automatic right to do so. All requests will be reviewed by officers, in consultation with the Chairperson of the Council or Committee, prior to the meeting. This is to safeguard the integrity of Council proceedings, prevent procedural misconduct, and mitigate legal and financial risks. Comments that could lead to undue disruption, expose the Council to legal challenge, or impact the wellbeing of staff - potentially resulting in avoidable costs to the public purse - will not be permitted. This approach ensures that public participation remains constructive while protecting the responsible use of public funds and resources. For the avoidance of doubt, and to ensure a constructive and orderly meeting, and in accordance with established protocols, public participation must not be used to:

- Make personal or defamatory remarks about individual councillors. While the public may raise concerns about council decisions or policies, personal attacks or allegations regarding the conduct of councillors are not appropriate for public discussion. Complaints regarding breaches of the Councillors' Code of Conduct should be referred to the Monitoring Officer, who is responsible for investigating such matters.
- Discuss individual staff members, their performance, or any matters which may relate to them personally (HR or otherwise). Employment issues, including complaints about staff, are confidential and should be addressed through the appropriate procedures. Any concerns about staff conduct must be submitted in writing to the Proper Officer. If the concern relates to the Proper Officer, it should be directed in writing to the Chairperson of the Council and/or the Personnel Committee. However, members of the public may raise general concerns about service delivery, provided that any comments do not target specific individuals or relate to individual roles.

AGENDA

1. **Chairman** - to duly elect a Chairperson for FY2526.
2. **Vice Chairman** - to duly elect a Vice Chairperson for FY2526.
3. **Apologies** - to receive apologies for absence.
4. **Declarations** - to note declarations of members' interests.
5. **Minutes** - to receive and confirm the minutes of the last meeting.
6. **Vacancies** - to note the current vacancies on the Council.
7. **Public Participation** - to receive representations from members of the public for a period of time not exceeding fifteen minutes, noting each member of the public is permitted to speak for no longer than three minutes.
8. **Planning** - to consider planning matters and agree actions.
9. **Finance** - to consider the three objections raised by an elector to the Council's FY2425 accounts and agree a substantive response for submission to the External Auditor.
10. **Playing Field** - to consider matters regarding the playing field and agree actions.
11. **Village Projects** - to receive an update on village enhancement projects and agree actions.
12. **Highways** - to consider any highways issues and agree actions.
13. **Policies** - to review and approve the Standing Orders, Financial Regulations and Tree Management Policy.
14. **Communications** - to consider current communications and agree a strategy for the development of an action plan.
15. **Chairman's Report** - to receive any updates from the Chairman.
16. **Borough Councillor Report** - to receive a report on matters of interest.
17. **Staffing Committee TORs** - to review and agree any amends to the Terms of Reference (membership Cllrs J Critchley, Crossley, Fletcher).
18. **Next Meetings** - to approve future meeting dates.