

Kingsley Parish Council
The Boardroom
Kingsley Cemetery
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Kingsley
Cheshire
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10 September 2026

To: **Members of Kingsley Parish Council**

Dear Councillor,

Dated this tenth day of September 2026, you are hereby summoned to attend an Ordinary Meeting of Kingsley Parish Council to be held at 19:00 on the fifteenth day of September 2026 in Kingsley Community Centre, 34 Smithy Lane, Kingsley, Frodsham, WA6 8ED.



Mr Luke Trevaskis
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 48 hours prior to 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. **Apologies** - to receive apologies for absence.
2. **Declarations** - to note declarations of members' interests.
3. **By-Election Results** - to note that following the uncontested by-election, dated 13.08.26, Cllr Tom Reynolds was duly elected. As there was only one applicant in the election, the remaining seat which was not filled in the election can now be filled by co-option.
4. **Co-Option Applications** - to consider the two co-option applications received and note that further seats remain vacant.
5. **Minutes** - to receive and confirm the minutes of the last meeting.
6. **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 regarding an item on the agenda, provided that their representations have previously been submitted to the Proper Officer no less than 48 hours prior to the meeting.
7. **Internal Audit Report FY2526** -
 - i) To consider the findings of the Internal Audit Report FY2526 and note that the Internal Audit concluded (with approximately 150 control points tested) that "the Council's control environment is well-established, fit for purpose, and operating effectively, demonstrating clear evidence of sound financial stewardship and good governance".
 - ii) To note that the Internal Audit Report has been uploaded to the Council's website.
 - iii) To note that following the conclusion of the IA, the RFO circulated a report to members detailing recommended actions for consideration. Members are asked to review and accept the recommendations, and/or propose any amendments.
8. **External Audit FY2526** - to note that the External Audit Certificate FY2526 will be presented to the Council once it is received.
9. **External Audit FY2425** - to note that the External Audit FY2425 has not yet concluded. Several objections were raised by an elector regarding the Council's FY2425 accounts, and the Council agreed its substantive response to these objections at its meeting held in May 2026. These matters remain with the External Auditor for investigation.

10. Myth or Fact? Let's check.

Parish councils are surprisingly good at attracting myths and from time to time, misunderstandings can arise about how a parish council works, who is responsible for particular decisions, what officers are permitted to do, what councillors are entitled to do, and what the law or Council procedures actually require.

Some misunderstandings are repeated so often that they eventually risk being perceived as fact.

To support openness and help residents engage with the Council with confidence, this section provides straightforward answers to some of the questions and claims that arise most frequently. Each edition will take a commonly heard myth, set out the fact, and, where helpful, point to the legislation, guidance or Council procedure that supports it. The purpose is not to discourage questions or different points of view. Good local democracy depends on people asking questions and challenging decisions. Residents should question their Council, challenge decisions and expect clear answers. Local democracy is healthier for it. However, this works best when those conversations start from accurate information.

MYTHS VS FACTS

Clear answers, helping residents make sense of your Council.



MYTH

"There is NO cost associated with Parish Poll(s) because they occur at the Annual meeting"



Resident, circulated by email 20.7.26



FACT

A Parish Poll(s) does not occur at an Annual meeting. A vote to decide whether to undertake a Parish Poll may take place at an Annual Meeting (of the Electors). There is a cost to the Parish Council for a Parish Poll.



Schedule 12, Part III, Para 18, LGA 1972
Parish and Community Meetings (Polls) Rules 1987



MYTH

FY2526 Accounts - "no documents were posted onto the KPC website 30 June / 1 July 26"



Resident, circulated by email 14.8.26



FACT

The Council's End of Year Accounts for FY2526 were uploaded to its website on 16 June 2026. Its Annual Return (AGAR) was uploaded on 30 June 2026, in adherence to the Council's legislative requirements.



Accounts and Audit Regulations 2015

11. **Kingsley Cricket Club Grant Request** - to consider the grant request received from Kingsley Cricket Club and agree actions.
12. **Planning** - to consider planning matters and agree actions.
13. **Middle Lane Playing Field** - to note that in response to an open community asset transfer process, advertised by CWaC, the Parish Council has submitted an expression of interest in Middle Lane Playing Field. The Parish Council is awaiting confirmation of next steps.
14. **Reserves Policy** - to note the feedback of the internal auditor, and consider the amendments to the Reserves Policy.
15. **Highways**
 - i) To note that a TTRO remains in place at Guests Slack for works taking place between 7th-30th September to enable carriageway surfacing work.
 - ii) To receive any further update regarding highways and agree actions.
16. **Finance** - to consider and accept the FY2627 Accounts and Bank Reconciliation for Q1.