

**MINUTES OF THE MEETING
OF BULKELEY AND RIDLEY PARISH COUNCIL
HELD IN BICKERTON VILLAGE HALL AT 7.30 PM
ON TUESDAY 12TH MAY 2026**

Present: - Councillors Richard Frisk (Chairman), Maire Gibson, Simon Jordan, Jonathan Knight, Richard Latham, Tom Leonard, Tony Sweeney, James Weddell, Sally Williamson, Ashley Wright.
Mrs Ruth Shackleton (Clerk). No members of the public attended the meeting.

1. APOLOGIES

There were no apologies.

2. ELECTION OF CHAIRMAN

Resolved:- It was proposed by Cllr Jordan and seconded by Cllr Williamson that Cllr Frisk be elected as Chairman for 2026 – 2027.

The Chairman signed the Declaration of Acceptance of Office.

3. ELECTION OF VICE CHAIRMAN

Resolved:- It was proposed by Cllr Frisk and seconded by Cllr Knight that Cllr Jordan be elected as Vice Chairman for 2026 – 2027.

The Vice Chairman signed the Declaration of Acceptance of Office.

4. CHAIRMANS REPORT

See attachment for Chairman's Report.

5. APPOINTMENT OF OFFICERS

Bickerton Burial Board Representatives:-	Cllrs Williamson
Association of Parish Councils Representatives:-	Cllrs Frisk, Jordan and Sweeney
Bank Signatories:-	Cllrs Frisk, Leonard and Weddell
	The Clerk, Ruth Shackleton

Resolved:- That the Council approve the above appointments.

Proposed by Cllr Latham and seconded by Cllr Wright.

6. DECLARATION OF INTERESTS

Councillors were invited to declare pecuniary or non-pecuniary interests arising from matters on the agenda.

There were no declarations of interests made.

7. OPEN FORUM

There was no consideration of this item.

8. APPROVAL OF THE MINUTES

Resolved:- That the Council approve the minutes of the Parish Council meeting held on 10th February 2026 with a minor amendment from "part" to "most" in the Cllrs present.

Proposed by Cllr Williamson and seconded by Cllr Jordan.

9. MATTERS ARISING FROM THE MINUTES

There were no matters arising.

10. CASUAL VACANCY

Resolved:- That the Council co-opt Tony Sweeney, he duly signed the Acceptance of Office.

Proposed by Cllr Frisk and seconded by Cllr Jordan.

11. RESPONSIBLE FINANCIAL OFFICER

Resolved:- That the Council confirm the appointment of Ruth Shackleton as Responsible Financial Officer.

Proposed by Cllr Frisk and seconded by Cllr Wright.

12. INTERNAL PROCEDURES

Resolved:- That the Council agree to adopt the following:-

- Code of Conduct for Members.
- Risk Assessment
- Standing Orders
- Financial Regulations

Proposed by Cllr Leonard and seconded by Cllr Knight.

13. POLICE CLUSTER MEETING

Cllrs Jordan and Frisk attended the Police Cluster Meeting held in March. They reported that crime levels within the local area have decreased and that the PCSO role will be retained following the allocation of additional funding to support PCSOs.

14. FINANCIAL REPORT: -

14.1 CHALC:-

The Council agreed to renew CHALC membership.

14.2 Insurance:-

The Council received the insurance details and agreed to renew the insurance policy with Zurich.

14.3 To accept and approve the following payments:-

Chq No	Reason	Amount
403	Running Costs	£ 93.90
404	Bickerton Village Hall (room hire)	£ 30.00
405	CHALC (annual subs)	£ 139.60
406	Zurich Insurance	£ 272.69
407	Morren Accountancy (internal audit)	£ 150.00
408	HMRC Q2	£ 157.80
409	ROSPA (play equipment inspection)	£ 504.00

14.4 Accounts:-

The Clerk was paid by Standing Order.

Reconciled balance at bank as at 31/03/26:- £2,975.26

Receipts:- none received.

HMRC VAT Refund submitted for £ 4,285.73

Resolved:- The above payments were approved by the Council.

Proposed by Cllr Williamson and seconded by Cllr Wright.

15. ASSERTION 10

The Clerk circulated a report regarding the introduction of Assertion 10 within the Annual Governance and Accountability Return (AGAR). This assertion places greater emphasis on digital governance and data compliance for parish councils.

Assertion 10 requires the Parish Council to demonstrate compliance in relation to the following areas:

- A council email domain
- Website accessibility
- GDPR and data protection

- IT and information governance policies

The Council agreed to the following actions that are required to meet the requirements of Assertion 10:-

- Set up a council email address ending in .gov.uk
- Secure a .gov.uk website domain
- set up redirection for a period of 12 months from the current website to the new website ending in gov.uk (there is a small charge for this)
- Update the Data Protection Policy (to be circulated and agreed by email)
- Prepare and publish a Publication Scheme (to be circulated and agreed by email)
- Prepare and publish an Accessibility Statement
- Continue compliance with Transparency Code requirements (financial information is already published)

16. ANNUAL AUDIT

16.1 To accept and approve the Annual Governance Statement:-

Resolved: - The Council approved and signed the Annual Governance Statement for the year ended 31st March 2026 for the purpose of the External Audit.

Proposed by Cllr Jordan and seconded by Cllr Williamson.

16.2 To approve the year end accounts, explanation of variances and audit summary 2025-2026 and to approve the Annual Return for year ended 31st March 2026:-

Resolved: - The Council approved and signed the year end accounts, fixed assets, explanation of variances and audit summary 2025 - 2026 and approved the Annual Return for year ended 31st March 2026 for the purpose of the External Audit.

Proposed by Cllr Jordan and seconded by Cllr Williamson.

16.3 Internal Audit:-

Morren Accountancy FCA were instructed to carry out the internal audit and are in the process of carrying out the internal audit; report to follow at the September meeting.

17. PLANNING UPDATE

See the Planning Applications register for details of all applications received.

18. PLAY EQUIPMENT / PLAYING FIELD

Update:- to receive update and agree any actions including:-

- Insurance requirements – the insurance company has confirmed public liability cover is in place.
- Maintenance checks:- Cllr Frisk has carried out the monthly inspections; the reports have been forwarded to the Clerk to be kept on file. Cllr Knight volunteered to carry out the inspections in June and July.
- Signage:- Cllr Frisk is in the process of making arrangements for signage.
- ROSPA inspection:- This was carried out in April and is due to be circulated to Cllrs.
- Risk Assessment:- Cllrs Frisk and Jordan have prepared a Risk Assessment which has been sent to the Clerk.
- Drainage:- There hasn't been much rain recently and the drainage appears to be ok.
- Hedges:- The contractor has yet to cut the hedges; Cllr Latham offered to make arrangements to carry out the work.
- Speed Limit on Mill Lane:- Cllrs raised concerns regarding the current 60 mph speed limit on Mill Lane, particularly as access to the playing field exits directly onto the lane. The Clerk is to contact CEC to request that the speed limit be reduced to 30 mph and to enquire about the process and any actions required to support the request.

- Salt Bin directly outside playing field on Mill Lane and at the Junction of A534 with Stonehouse Lane:- the Clerk is to contact CEC and request that it be refilled.
19. **DEFIBRILLATORS**
The Circuit routine checks have been carried out on both the Ridley and Bulkeley defibrillators.
20. **HIGHWAYS**
- 20.1 Speed Control:- Cllr Frisk suggested that a working group be set up to look into highways issues in the parish and to report back to the Council with any recommendations. Cllrs Frisk, Jordan, Sweeney and Wright agreed to join the working party.
Cllr Jordan updated the meeting regarding recent correspondence from MP Aphra Brandreth; the proposed repainting of lines and resurfacing road surface and to enquire about the possibility of re-siting the speed camera currently located in Bickerton, as it is approaching the end of its operational life.
- 20.2 Ridley layby: the Clerk has reported issues with potholes and the road surface to CEC.
21. **VILLAGE MAINTENANCE**
- 21.1 To receive update:- Cllr Frisk updated the meeting regarding recent village maintenance carried out by John Jones. Cllr Wright requested that the edging at the Marl Pit be tidied up.
- 21.2 Noticeboards:- there was no consideration of this item.
22. **VILLAGE SURGERY / EVENT**
The Council discussed viability of a village surgery type meeting or event in the summer for the Council to engage with residents. It was agreed to put a suggestion box at the playing field.
23. **BRASSEY OAK PLAQUE**
The Council discussed options as to where to site the plaque.
24. **DONATION**
The Council considered options for the use of the gift received from Jeffrey Spooner in connection with a donation from his late wife's estate. It was proposed that an oak tree be planted, incorporating the Brassey oak plaque into the design. Cllr Frisk is to prepare a proposed plan for consideration by the Council.
25. **BICKERTON VILLAGE HALL**
Cllr Frisk updated the meeting about the activities taking place at the Hall including caravan club meets, art exhibition, toddlers group, various dance classes, WI, Bridge etc. It is unlikely that the paddle tennis courts will go ahead.
The flat above the hall is due to be extended to provide a further two bedrooms.
26. **CLERKS REPORT**
There was no consideration of this item.
27. **CORRESPONDENCE**
The list was previously circulated.

Annual Parish Meeting

The Annual Parish Meeting took place immediately afterwards.
No members of the public attended therefore the meeting closed.

NEXT MEETING OF THE PARISH COUNCIL

The date of next meeting is Tuesday 8th September 2026

Website:- www.bulkeleyandridleyipc.org.uk