Davenham & Bostock Parish Council

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Minutes of Davenham & Bostock ANNUAL COUNCIL MEETING held 21st September 2026
Public Open Forum & Council Meeting 7.15 pm
The Davenham Roual British Legion

Present:	Cllr Powell (Chair), Cllr Baynes (Vice-Chair), Cllr Entwistle, Cllr Watson, Cllr Ford Ward Councillor Dan Marr Freeman Ravenscroft Elaine Hamlett (clerk)
1 Public Session	No members of the public attended
2. Apologies for Absence and Declaration of Interests	Cllr Jones, Cllr Garner, Cllr Annet, Cllr Spare No Declarations of Interest
3.PCSO Report	Report presented at last meeting
4. Approval of Minutes	It was **RESOLVED** to approve the Parish Council Meeting Minutes from on 7th September 2026 Proposed by Cllr, Entwistle, seconded by Cllr Powell, All agreed. Cllr Powell raised the matter of the email received from Mr Aitken which had been shared with Cllrs. prior to the meeting. Discussion took place and a response would be sent. *ACTION: Cllr Powell to respond to the email on behalf of the Parish Council.* **Recap and Actions** **Legends Bench** Cllr Powell reported that a template QR code had been prepared and was being tested. Once finalised this would be created and put onto an outdoor tile which would be fastened to several benches around the village. The QR code would lead users to vital information relating to the many resources of help and support.
5. Finance and Administration	

INCOME **SEPTEMBER**

04/09/2026	HMRC	VAT Refund	1016.53
		TOTAL	**1016.53**

SEPTEMBER

EXPENDITURE	PAYEE	DETAILS	BUDGET	NET	VAT	GROSS
08/09/2026	E Hamlett	A4 Paper	Payroll & Admin Costs	15.82	3.17	18.99
09/09/2026	Ionos	Website	Website			10.34
10/09/2026	Lawtons	Ground Maintenance	Maintenance	280.00	56.00	336.00
12/09/2026	Gary Jones	August Invoice	Village Gardener			145.00
	Gary Jones	August Invoice	Green Spaces			25.50
15/09/2026	Davenham Tomeline	Location Board	Project Funding			200.00
16/09/2026	Quay Payroll	PAYE SI-750	Payroll & Admin Costs			12.75
16/09/2026	WaterPlus	Inv 13468390	Sundry Expenses	10.59	2.12	12.71
			TOTAL	290.59	61.29	761.29

5.a FINANCE	**Finance Report** It was discussed thoroughly and Expenditure approved. Insurance payment due for 26/27 premium £3638.87. Clerk to pay immediately before due date and agreed by Council. *All motions* Proposed by Cllr Powell, seconded by Cllr Baynes all agreed.
5.b ChALC Pay Awards	Papers sent to all Councillors prior to the meeting. It was discussed that the Clerk had not accepted a pay rise for several years and this was reducing the SP level at which the position was based. The level had dropped from SP27 to SP12 based on hourly rates. In order to maintain a respectable level of pay for the clerk and any future successor, it was agreed to keep the pay in line with NaLC recommendations for 26/27. The hourly rate would increase to £15.31 and as specified by NaLC, this would be backdated to April 26 in line with National recommendations. Proposed by Cllr Powell, seconded by Cllr Baynes all agreed. ACTION: Clerk to inform payroll to make adjustments
Administration	• **Bostock Update:** Cllr Ford gave an update on any issues raised in the village. • **Plaque for bench:** ACTION: Clerk to email Adrian Smith direct • **Post Box:** Still no replacement box and no response from Royal Mail despite several attempts to get this sorted. Clerk to email again • **Oak Tree Gravel:** The gravel around the tree is sub standard and needs to be replaced with a more aesthetically pleasing stone. Cllrs agreed and this would be sourced. ACTION: Cllr Ford to source and price replacement stone. • **PC Address:** It was reported that despite the old email no longer in use it was still appearing and needed removing from all our comms. ACTION: Clerk to investigate and close address. • **Pavillion:** Discussion around the ownership of the Pavillion took place and that it was in the ownership of the Brookes family and not the PC. Paperwork should be available in the archives. ACTION: Clerk to search the archives received when handover took place. • **Residents meeting:** Cllr Ford reported that a meeting of interested resident would take place this Wednesday to discuss Bostock issues and concerns etc. Cllr Ford would be able to report back to the PC if appropriate. **Legends Bench:** See comment at item 4 **Signage for Fields:** *Carry Forward* - Everyone was asked to look at this and give examples/suggestions for new signage. ACTION: All Cllrs to send their ideas to the clerk and for discussion at the next meeting
6. LEAD ROLES	***All Councillors to send report to PC's one week prior to meeting to enable reading and further discussion during the meeting***
a. Planning	Cllr Spare not available for this meeting. Cllr Powell discussed the CWAC Local Plan and tight timeline for consultations and responses.
b. Green Spaces	Cllr Garner sent her report prior to the meeting. Cllr Garners baby is due in the next few weeks and will need Parental Leave from PC duties. As there are no set Maternity rules for PC and it is by agreement that five months absence be granted. Discussion around the RHS awards and three members of the Green Spaces group are to attend the Award Ceremony. Once this has been attended a full piece about the Award status and the work put into gaining this success should be advertised on fb and our comms to thanks all concerned for the work they have done to get to this point, and to thank sincerely for their hard work. During Cllr Garner's Parental leave it was suggested that a nominated member of the GSG would attend the PC meetings and present updates of progress during the Public Session of the meetings. ACTION: Cllr Garner to nominate/agree which member of her group could do this.
c. Traffic & Parking	Training still awaited but it was suggested that Northwich Police Station would try to help. A new candidate has approached Cllr Ford. ACTION: Cllr Ford to send details of new candidate to Cllr Garner.

d. Neighbourhood Plan	All Cllrs sent a copy of the NP and asked to read through and make notes of anything they feel is necessary to update. Meeting will be planned to update NP. All recent surveys would be used to update the Plan. Cllr Powell said he would send each Councillor 10 sectional pages of the NP to read and comment on for the next meeting to make this process easier.
e. Event Management & Fundraising	The Remembrance Event on Sunday 8th November 2026 was well underway and application to CWAC submitted to hold the event. Funding had been applied for via Members Budget for the RTM and being considered. A local Celebrant had been approached to deliver the service and was willing to conduct the service. All Councillors had agreed on this action.
f. Project's	The Christmas Event – dates now in place. 28th November 2026 agreed. RTM quote in and the first meeting of the two pubs, Cllr Annet and the Clerk was to be held on Wednesday 23rd September 2026 to progress the details. A further meeting would be held shortly after this and Cllrs Baynes, Powell and Entwistle would join the Focus Group..
g. Communications	The Newsletter had been produced and distributed. Thanks to Cllr Jones for all her hard work in producing this edition.
h. Liaison	Cllr Entwistle reported to the Council that a meeting will take place on 22/9/26 with DJFC to discuss any issues and future plans
7. To receive reports from Councillors on any external meetings of relevance to the Council	None
8. Urgent Matters/AOB	None
9. Date of next meeting	
	To note date of next meeting: Davenham & Bostock Parish Council FINANCE Meeting will be held on Monday 12th October 2026 at 7.15pm at The Hayhurst
10. Closure of Public Meeting 8.25pm	

Part B Confidential Matters