



Barnton Parish Council

ANNUAL MEETING OF BARNTON PARISH COUNCIL

MONDAY 18TH MAY 2026

7.00pm

Venue; Clerks Office, Barnton Cemetery CW8 4JX

MINUTES

	Item
1	Election of the Chairman of the Council for the 2026-2027 Civic Year.
AM1.1/05/26	Noted; Nominations for Chairman of the Council for the 2026-2027 civic year were invited Cllr Diane Devine was proposed, seconded and received 5 votes Cllr Dilys Hooper was proposed, seconded and received 3 votes Cllr Isaiah Ayhok was proposed, seconded and received 2 votes
AM1.2/05/26	RESOLVED; Cllr Diane Devine was elected Chairman of the Council and signed the declaration of office
2	Election of the Vice-Chairman of the Council for the 2026-2027 Civic Year.
AM2.1/05/26	Noted; Nominations for Vice Chairman of the Council for the 2026-2027 civic year were invited Cllr Steve Carter was proposed, seconded and received 2 votes Cllr Judy Phoenix was proposed, seconded and received 6 votes Cllr Isaiah Ayhok was proposed, seconded and received 2 votes
AM2.2/05/26	RESOLVED; Cllr Judy Phoenix was elected Vice Chairman of the Council and signed the declaration of office
3	Review the Delegation Arrangements to Committees
	<u>Finance Committee</u>
AM/3.1/05/26	RESOLVED; It was proposed, seconded and all agreed to approve Barnton Parish Council Terms of Reference / Finance Committee
AM/3.2/05/26	RESOLVED; Membership of the Finance Committee was proposed, seconded and all agreed; Cllr Diane Devine, Cllr Hooper, Cllr Burgess, Cllr Gray, Cllr Carter, Cllr J Devine
AM/3.3/05/26	NOTED; Cllr Gray was proposed and seconded for Chair of the Finance Committee and received 6 votes Cllr Burgess was proposed and seconded for Chair of the Finance Committee and received 4 votes Cllr Gray was elected as Chair of the Finance Committee Cllr Burgess was proposed and seconded for Vice Chair of the Finance Committee and received 10 votes Cllr Burgess was elected as Vice Chair of the Finance Committee
	<u>Staffing Committee.</u>
AM/3.4/05/26	RESOLVED; It was proposed, seconded and all agreed to agree Barnton Parish Council Terms of Reference / Staffing Committee
AM/3.5/05/26	RESOLVED; Membership of the Staffing Committee was proposed, seconded and all agreed; Cllr Diane Devine, Cllr Hooper, Cllr Burgess, Cllr Gray, Cllr James Devine, Cllr Ayhok, Cllr Phoenix
AM/3.6/05/26	NOTED; Cllr Phoenix was proposed and seconded as Chair of the Staffing Committee and received 6 votes Cllr Hooper was proposed and seconded as Chair of the Staffing Committee and received 4 votes Cllr Phoenix was elected as Chair of the Staffing Committee Cllr James Devine was proposed and seconded as Vice Chair of the Staffing Committee and received 6 votes

	Cllr Hooper was proposed and seconded as Vice Chair of the Staffing Committee and received 4 votes Cllr James Devine was elected as Vice Chair of the Staffing Committee
4 AM/4.1/05/26 AM/4.2/05/26	Apologies NOTED; Apologies for absence were received from Cllr Gibbon and Cllr Marshall, CW&C NOTED; A formal apology was read and received in relation to 26 September 2025 correspondence. No further discussion was permitted as per legal advice. Appendix 1.
5 AM/5.1/05/26	Training Opportunity NOTED; A CHALC Chairperson and Vice-Chairperson training session scheduled for 18 June 2026 at 6.30pm via Teams was noted. Cllr Diane Devine and Cllr Phoenix requested places. Clerk to action
6 AM/6.1/05/26	Declarations of Interest NOTED; No disclosable interests were received in relation to items on this agenda
7 AM/7.1/05/26	Approve and Sign Minutes RESOLVED; It was proposed, seconded and agreed to approve the minutes of the last Annual Meeting of 19th May 2025. 2 abstentions.
8 AM/8.1/05/26 AM/8.2/05/26 AM/8.3/05/26	Public Forum NOTED; There were no other members of the public in attendance. Cheshire West and Chester Ward Councillor Report NOTED; A report from CW&C Ward Cllr Norman Wright was received and noted. PCSO Report NOTED; A report from PCSO Donelly was not received.
9 AM/9.1/05/26 AM/9.2/05/26 AM/9.3/05/26 AM/9.4/05/26 AM/9.5/05/26 AM/9.6/05/26 AM/9.7/05/26 AM/9.8/05/26 AM/9.9/05/26 AM/9.10/05/26	POLICY & PROCEDURE RESOLVED; It was proposed, seconded and all agreed to adopt CW&C Code of Conduct for councillors RESOLVED; It was proposed, seconded and all agreed to approve Barnton Parish Council Standing Orders RESOLVED; It was proposed, seconded and all agreed to approve Barnton Parish Council Publication scheme RESOLVED; It was proposed, seconded and all agreed to approve Barnton Parish Council Health & Safety Policy RESOLVED; It was proposed, seconded and all agreed to approve Barnton Parish Council Equality & Diversity Policy RESOLVED; It was proposed, seconded and all agreed to approve Barnton Parish Council Complaints Procedure RESOLVED; It was proposed, seconded and all agreed to approve Barnton Parish Council Risk Management Policy RESOLVED; It was proposed, seconded and all agreed to approve Barnton Parish Council Risk Assessment 26/27 RESOLVED; It was proposed, seconded and all agreed to approve Barnton Parish Council Data Protection Policy RESOLVED; It was proposed, seconded and all agreed to approve Barnton Parish Council Cemetery Regulations
10 AM/10.1/05/26 AM/10.2/05/26 AM/10.3/05/26 AM/10.4/05/26 AM/10.5/05/26 AM/10.6/05/26 AM/11/05/26 AM/12/05/26	Finance RESOLVED; It was proposed, seconded and all agreed to approve NALC Financial Regulations 2026 RESOLVED; It was proposed, seconded and all agreed to approve Barnton Parish Council asset register 2026/2027 RESOLVED; It was proposed, seconded and all agreed to approve the payment schedule for May 2026 NOTED; The publication of items over £100.00 to the website was noted RESOLVED; It was proposed, seconded and all agreed to approve Bank reconciliations at 30/04/2026 RESOLVED; It was proposed, seconded and all agreed to approve additional signatories to bank accounts; Cllr J Gray, Cllr D. Devine Clerk to action NOTED; The next Full Council meeting on Monday 15th June 2026 was noted NOTED; Cllr D Devine closed the meeting at 19.58

Appendix 1.

Apology

I wish to place on record my sincere apologies in relation to the handling and publication of the letter issued by Cheshire West and Chester Council dated 26 September 2025.

I acknowledge that this letter and its appendix should not have been placed in the public domain and should not have been exhibited as part of the Agenda for the Parish Council meeting in October 2025.

I further acknowledge that the letter should not have been published on the Council's website or circulated to Councillors.

I apologise unreservedly for the unlawful and improper publication and circulation of this correspondence.

For the avoidance of doubt, and in order to ensure clarity, I also record the following determinations made by Cheshire West and Chester Council:

- In respect of matters relating to treating other Councillors with respect, bullying and harassment, Cheshire West and Chester Council has determined that the complaints made should not be the subject of an independent investigation, as such an investigation would not be proportionate or in the public interest. No findings have been made against James Devine or any other Councillor in relation to allegations of bullying, harassment, or lack of respect
- Allegations that James Devine failed to respect the impartiality of the Parish Council have been determined by Cheshire West and Chester Council not to be supported by sufficient evidence to conclude a potential breach. Furthermore, no determination has been made against James Devine in relation to the Events Group or the handling of funds connected with community events.

I regret the difficulty caused by the publication of the letter and reaffirm my commitment to ensuring that all future handling of correspondence, complaints, and governance matters is conducted in full compliance with legal requirements and best practice.

Signed: 
Toni Critchlow, Clerk to Barnton Parish Council

Signed: 
Dilys Hooper, Chairperson, Barnton Parish Council