

Mollington Parish Council

COUNCIL SUMMONS

Dear Member

You are HEREBY SUMMONED to attend a meeting of the Council to be held in **MOLLINGTON, BACKFORD & DISTRICT VILLAGE HALL** on **TUESDAY 21 MAY 2019** at **7.30pm** for the purpose of transacting the business set out on the agenda below.



Parish Clerk
15 May 2019

Members of the public and the press are welcome to attend for the "Part 1" section of the agenda. Any reports in "Part 2" contain confidential information and only Councillors and the Parish Clerk can be present.

If you have any general enquiries about the meeting, please contact Pauline English, Clerk to the Parish Council (Tel: 0151 339 1405, Mob: 07890 140412, email: engy02@ntlworld.com)

AGENDA

(*) Starred items have attachments

- 1 DECLARATION OF ACCEPTANCE OF OFFICE OF COUNCILLOR ***
Before the start of the meeting all Councillors present at the meeting to sign a Declaration of Acceptance of Office
- 2 ELECTION OF CHAIRMAN**
To elect a Chairman of the Parish Council for the year 2019-20. Chairman to sign a Declaration of Acceptance of the Office of Chairman
- 3 APPOINTMENT OF VICE-CHAIRMAN**
To appoint a Vice-Chairman of the Parish Council for the year 2019-20
- 4 APOLOGIES FOR ABSENCE**
To receive apologies for absence from the meeting
- 5 DECLARATIONS OF INTEREST**
To note any declarations of interest in items on the agenda
- 6 PUBLIC SPEAKING TIME**
- 7 MINUTES ***
To confirm the minutes of the special meeting held on 26 April 2019 as a correct record and to decide how draft Minutes should be publicised in the future
- 9 CODE OF CONDUCT ***
The Parish Council adopted the Code of Conduct approved by Cheshire West and Chester Council in 2015, a copy of which is attached, and it is recommended that it be reaffirmed, and that Councillors sign an undertaking to observe the Code.
- 10 ANNUAL GOVERNANCE STATEMENT ***
To approve the Annual Governance Statement for submission to the external auditors
- 11 ANNUAL ACCOUNTING STATEMENT ***
To note the accounting statement for the year 2018-19
- 12 REPRESENTATIVES ON OUTSIDE BODIES**
The Parish Council is entitled to representation on the following bodies:
 - Backford Trust – 2 representatives
 - War Memorial Trust (shared with Backford on a rotational basis)
 - Village Hall Committee – 1 representative
- 13 DELEGATION TO COMMITTEES OR EMPLOYEES**
To decide whether any of the Parish Council's work should be delegated to a Committee or the Parish Clerk.
- 14 INSURANCE**
To consider the renewal of the Parish Council's insurance policy which is currently with Ecclesiastical. The renewal quote is £168 + £50 administration, a total of £218.

15 POLICIES AND PROCEDURES *

To make any necessary changes to the following policies and procedures:

- (1) Standing Orders
- (2) Financial Regulations
- (3) Complaints Procedure
- (4) Dignity at Work, Bullying and Harassment Policy
- (5) Discipline, Dismissal and Grievance Policy
- (6) Equality and Diversity Policy
- (7) Freedom of Information – Publication Scheme
- (8) Health & Safety Policy
- (9) Risk Management Strategy
- (10) Scheme of Delegation

and to decide whether any additional policies and procedures are needed

16 RECEIPT OF AGENDA ETC BY EMAIL *

Councillors are required to give their approval to receiving agenda, minutes and background documents by electronic means

17 PUBLIC WORKS LOAN BOARD APPLICATION

To decide how to proceed with the application to the Public Works Loan Board for a loan to cover part of the shortfall in funding for the new Village Hall.

18 HIGHWAYS, RIGHTS OF WAY AND AMENITY CLEANING

- (1) The Parish Council has received a copy of a statement made by Sophia Samuel relating to the Cheshire West and Chester Council (Additional of footpaths No 12,13,14, 15 and 16 in the Parish of Mollington) Modification Order 2017. The Inquiry into this Order is scheduled to be heard on Wednesday 10 and Thursday 11 July 2019 at The Town Hall, Chester.
- (2) To consider any current issues

19 PLANNING

- (1) Applications received for comment

19/01260/LDC	Construction of new bay window to side at 18 Mollington Court, Mollington, Chester Cheshire CH1 6LA https://pa.cheshirewestandchester.gov.uk/online-applications/monthlyListResults.do?action=firstPage
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- (2) Decisions made by CWaC since the last meeting of the Parish Council

19/00846/FUL	Part single storey, part two storey extension to side elevation at 349 Parkgate Road, Chester Cheshire CH1 4BE - APPROVED
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- (3) Awaiting Decision

19/01060/FUL	Construction of manege and post and rail fence at Mere Farm, Townfield Lane, Mollington, Chester, Cheshire
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20 FINANCE

- (1) **Payments** made since the last meeting:

28.03.19	SO	Amenity Cleaner-wages March 2019	169.73
28.03.19	SO	Parish Clerk-salary March 2019	133.28
31.03.19	Bank	Service Charge (3 months)	18.00
02.04.19	DD	1&1 IONOS-Website hosting	7.19
04.04.19	BACS	Shelley Signs	468.00
29.04.19	SO	Amenity Cleaner-wages April 2019	169.73
29.04.19	SO	Parish Clerk-salary April 2019	133.28
29.04.19	BACS	Amenity Cleaner-additional wage payment April 2019	12.27
29.04.19	BACS	Parish Clerk-additional salary April 2019	6.18
29.04.19	BACS	PKF Littlejohn-Audit fee for 207-18 audit	336.00
29.04.19	BACS	CWaC-Licence for use of Playing field	300.00
01.05.19	DD	1&1 IONOS-Website hosting	7.19
15.05.19	BACS	HMRC-Income Tax	200.91

- (2) **Receipts**

11.04.19	Cheshire West & Chester Council – Precept	4,373.00
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- (3) **Balance** at 21 May 2019

- (4) **Approval to the use of BACS payments:** The Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014 provided the opportunity for Parish Councils to make payments by BACS transfer provided such payments are authorised by the Parish Council. The Parish Council has been using this method of payment very successfully since the Order was made and it is the preferred option for many organisations. It is recommended that payment by BACS should be continued in 2019-20.

21 ITEMS RAISED BY COUNCILLORS FOR INFORMATION

22 MEETINGS IN 2019-20

To confirm the dates for meetings in 2019-20 as follows:

2019

2 July 2019

3 September 2019

5 November 2019

2020

7 January 2020

3 March 2020 (Parish Meeting)

5 May 2020