



16th May 2024

Commenced: 7.30 pm

Terminated: 8.50 pm

Present: Councillors C Crowe, D Wells and M Jones

PCSO Wendy Leason – Cheshire Police (Part)

1. APPOINTMENT OF CHAIR

RESOLVED

That Councillor Wells be appointed as Chair of Mollington Parish Council Business for the 2024/2025 Municipal Year.

2. APPOINTMENT OF DEPUTY CHAIR

RESOLVED

That Councillor Brassington be appointed as Deputy Chair of Mollington Parish Council Business for the 2024/2025 Municipal Year.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Brassington, Eardley and R Jones.

4. CHESHIRE POLICE REPORT

PCSO Wendy Leason attended the meeting and the Chair agreed that she could update Members on the following:-

- There were problems with off road bikes being used on the golf course, that were being addressed;
- A resident of Mollington had received a fraudulent call asking for personal details and confirmed that the police would never ring residents asking for money or individual details;
- PC Harry Winnett was the Constable assigned to the Parish.
- There were ongoing problems associated with parking on the road at the school and speeding cars to get the children to school on time, and to collect them at the end of the day. PCSO Leason stated that she would be happy to do a visibility check

RESOLVED

That the report be noted and that the matter relating to the fraudulent call be included in the Newsletter.

At this juncture, PCSO Leason retired from the meeting.

5. DECLARATIONS OF INTEREST

Councillor Crowe declared his interest in an ongoing planning application 23/01513/FUL Glebe Farm Coalpit Lane Chester CH1 6LJ, as he was the owner of the property.

6. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 21st March 2024 were approved as a correct record and signed by the Chair.

7. PUBLIC FORUM

There were no matters raised by Members of the Public.

8. APPOINTMENT TO ROLES AND RESPONSIBILITIES

RESOLVED

That the allocation of the following roles and responsibilities to Members of the Parish Council be approved:-

- (i) Highways Matters – Councillor Wells
- (ii) Planning Matters – Councillor Roger Jones
- (iii) Asset Register – to physically check the assets every September – Councillor Wells

9. 2023-2024 ACCOUNTING AND GOVERNANCE STATEMENTS

Members considered the following documents:-

- (i) **AGAR Statement of Exemption 2023-2024**

RESOLVED

That approval be given to the Clerk and Responsible Financial Officer to submit a Statement of Exemption to the External Auditor for the 2023-2024 Financial Year.

- (ii) **Section 1 - Annual Governance Statement 2023-2024.**

RESOLVED

That Section 1 of the Annual Governance Statement 2023-2024, as circulated, be approved.

- (iii) **Section 2 – Accounting Statements 2023/24**

RESOLVED

That Section 2 of the AGAR, Accounting Statements 2023-2024, as circulated, be approved.

- (iv) **Annual Internal Audit Report 2023-2024**

RESOLVED

That the Annual Internal Audit Report 2023-2024, be received.

- (v) **Detailed Internal Audit Report 2023-2024**

RESOLVED

That the detailed Internal Audit Report 2023-2024, be received.

10. FINANCE AND BUDGET 2024-2025

Consideration was given to a report of the Clerk and Responsible Financial Officer on the Finances and Budget for 2024-2025, as follows:-

- (i) **Payments and Transactions made since the last meeting (21/03/2024)**

RESOLVED

That the following payments/transactions detailed below in Schedule A, be noted:-

• Schedule A

Payee/Payer	Purpose	Receipts	Payments £
HMRC	Tax liability/interest		£36.59
HMRC	Tax Liability/interest		£587.73
Jack Jones	Statue Reimbursement		£200.00
Grasshopper	Landscaping		£75.00

J Davies	Amenity Cleaner – March 2024		£113.36
M Clough	Clerk - March 2024 – to balance		£0.03
Unity Bank	Service Charge		£18.00
M Clough	Clerk - March 2024 Salary		£210.92
Cheshire West	Precept	£14,392	
Barnes Cooper	Payroll Updates (including VAT)		£360.00
J Davies	Amenity Cleaner – April 2024		£113.36
M Clough	Clerk - April 2024 Salary		£210.92
Davenport Accountants	Internal Audit		£130.00

(ii) Approval of Payments

RESOLVED

That the following payments detailed in Schedule B below be approved:-

Schedule B

Grasshopper	March 2024	£75.00
CHALC	Annual Subscription 2024-2025	£204.44
Grasshopper	April 2024	£122.00
J Davies	Amenity Cleaner – May 2024	£113.36
M Clough	Clerk - May 2024 Salary	£210.92
J Davies	Amenity Cleaner – June 2024	£113.36
M Clough	Clerk - June 2024 Salary	£210.92

(iii) Budget Expenditure to 6th May 2024

RESOLVED

That the following Budget Head committed expenditure to 6th May 2024, be received.

Budget Head	Total	BUDGET ALLOCATED	DIFFERENCE	£ DIFFERENCE
Staff Costs	£535.20	£3,500.00	15.29%	£2,964.80
Monthly Payments to Clerk for Home Office	£0.00	£120.00	0.00%	£120.00
Travel	£0.00	£110.00	0.00%	£110.00
Payroll	£360.00	£144.00	250.00%	£-216.00
Administrative Costs	£0.00	£150.00	0.00%	£150.00
Room Hire	£0.00	£140.00	0.00%	£140.00
Insurance	£0.00	£350.00	0.00%	£350.00
Subscriptions	£204.44	£320.00	63.89%	£115.56
Information Commissioner	£0.00	£40.00	0.00%	£40.00
Audit Fees	£130.00	£180.00	72.22%	£50.00
St Oswald's School Field Licence	£0.00	£300.00	0.00%	£300.00
Website	£0.00	£250.00	0.00%	£250.00
Training	£0.00	£105.00	0.00%	£105.00
Community Projects	£0.00	£3,000.00	0.00%	£3,000.00
Half Marathon	£0.00	£50.00	0.00%	£50.00
Amenity Cleaner	£0.00	£2,000.00	0.00%	£2,000.00
Gardener	£197.00	£600.00	32.83%	£403.00
Remembrance Wreath	£0.00	£40.00	0.00%	£40.00
Unity Trust Service Charges	£0.00	£72.00	0.00%	£72.00
Repayment of PWLB Loan	£0.00	£2,235.00	0.00%	£2,235.00

Contingency	£0.00	£600.00	0.00%	£600.00
	£1,426.64	£14,306.00		£12,879.36

(iv) Bank Reconciliation

RESOLVED

That the Bank Reconciliation detailed below as at 30th April 2024 be approved:-

Bank Reconciliation 30th April 2024	
MOLLINGTON PARISH COUNCIL	
Financial year ending 31 March 2024	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements as at 30th April 2024	£
Current Account (07572433)	£25,338.46
Less: any unpresented cheques	£401.44
	£0.00
Add: any unbanked cash	£0.00
Net bank balances as at 31st March 2024	£24,937.02
The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows	
<u>CASH BOOK</u>	
Opening Balance	£11,971.66
Add: Receipts in the year	£14,392.00
Less: Payments in the year	£1,426.64
Closing balance per cash book [receipts and payments book] must equal net bank balances above	£24,937.02

(v) Clerk Reimbursements

RESOLVED

That the Clerk's Reimbursements from December to May, as detailed below, be approved:-

DETAILS	MILEAGE	£ (0.45p per mile)
07/12/2023 – Petrol - CW6 9LG to Chair's House	36.4	16.38
08/01/2024 – Petrol – CW6 9LG to CW6 0EP	16.4	7.38
18/01/2024 – Petrol – CW6 9LG to CH1 6LG	37.2	16.74
28/02/2024 – Petrol – CW6 9LG to CW6 0EP	16.4	7.38
21/03/2024 – Petrol – CW6 9LG to CH1 6LG	37.2	16.74
16/05/2024 – Petrol – CW6 9LG to CH1 6LG	37.2	16.74
Monthly office expenses – December-May (inc)	£10 per month	60.00
		£141.36

(vi) Tax Liability

The Chair reported that he had received a notification from Barnes Cooper on the 19th April 2024 advising that HMRC had credited the penalty charges from the previous years. The credits covered the quarter ending March 2024 of £243.18 so there was no requirement to pay this sum.

Barnes Cooper had spoken to HMRC that morning to confirm that the Parish Council was in credit by £598.85, so this would be carried forward to the 2024/25 tax year. Barnes Cooper would notify the Parish Council each month how the credit reduced until a payment had to be paid.

RESOLVED

That the report be noted and thanks be given to Barnes Cooper for their excellent work on this matter, to support the Parish Council.

(vii) Future invoices for Landscaping Services

RESOLVED

1. **That authorisation be given to the Clerk, Chair and Deputy Chair to pay the invoices from Grasshopper Services for June, July, August, September and October in the sum of £75 per month;**
2. **Any variations over the sum of £75 to be agreed by Parish Council before being paid;**
3. **That the Budget Allocation for Gardening for the year be increased to £675.**

(viii) Planters

The Chair sought approval for the purchase of 5 planters, plus bases, soil and plants.

Councillor Crowe agreed to look into making arrangements for the purchase, siting and planting of the planters.

RESOLVED

1. **That a budget of £600 be allocated for the purchase of 5 planters plus bases, soil and plants;**
2. **That the planters be sited in the following locations:-
1 at Tarrant Court; 1 by the Notice Board at Grove Road; 3 on the Village Green;**
3. **That approval be given for Councillor Wells to be authorised to pay for the planters and associated items and to be reimbursed.**

11. PARISH COUNCIL INSURANCE POLICY

The Clerk circulated the Renewal received from Aviva, together with a new quote from Zurich.

The quote received from Zurich Municipal included an enhanced public liability insurance of £12 million for a lower premium.

RESOLVED

That the quote from Zurich Municipal, in the sum of £300.00, be approved.

12. PLANNING

The Parish Council to consider the following planning matters:-

- **New Planning Application/s**

Ref No: 24/00920/FUL. Glen Trammon Parkgate Road Mollington Chester CH1 6NE. Erection of a pre-fabricated outbuilding

RESOLVED

That the Chair will look at this application and feedback to Members.

- **Decided Planning Application/s**

Ref No: 23/03953/FUL. Warren Chase Townfield Lane Mollington Chester CH1 6LB. Two storey rear extension, part two storey, part single storey side extension, single storey front extension and render. Approved.

Ref No: 24/00239/FUL. 15 Mollington Court Mollington Chester CH1 6LA. Widening of drive and formation of new drop kerb. Approved.

Ref No: 23/03442/DIS. Warren Farm Townfield Lane Mollington Chester CH1 6LB. Discharge of conditions 12 (hard and soft landscaping), 13 (drainage) and 15 (construction management plan) of planning permission 20/04324/FUL. Approved.

Ref No: 23/03105/DIS. The Elms Farmhouse Townfield Lane Mollington Chester CH1 6NJ Discharge of Conditions 3 (Materials), 4 (Parking), 5 (Cycle Parking) and 6 (Hard and Soft Landscaping) of 19/00308/FUL. Approved.

RESOLVED

That the Decided Applications detailed above, be noted.

13. OFFICIAL EMAIL ADDRESSES - PARISH COUNCIL DOMAINS HELPER SERVICE

The Chair to report on correspondence received advising that Parish Council email addresses should contain the .gov domain. The Clerk reported that her email address was a .org email address.

RESOLVED

That the Councillor email addresses to retain the status quo.

14. THE FIVE VILLAGES WEBSITE

The Chair reported on a request to contribute to the Five Villages Website, which unfortunately was not utilised by the Parish Council.

RESOLVED

That the Chair to speak to the owner of the website to explain that the Parish Council will not be contributing.

15. WARD COUNCILLOR'S BRIEFING

In his absence, the Chair presented the following feedback from Councillor Eardley, on matters pertaining to the Parish:-

- Implementation of the revised speed limit on Townfield Lane / Overwood Lane;
- Issues raised with the managing agent for the former golf course and CWaC Public Rights of Way;
- Parkgate Road issues – multiple points of concern;
- Interactive mapping system – gully / drainage;
- Community Speedwatch – changes to system;
- Member Budget 2024/25;
- Miscellaneous reports;

RESOLVED

That the report be noted.

16. URGENT ITEMS

The Chair agreed that the following item of business required consideration due to time constraints.

17. HALF MARATHON

Whilst Members acknowledged that the organiser's communications were much improved and the road closure times had been reduced, the road closures in the Village due to the half marathon, caused significant difficulties, particularly for residents.

RESOLVED

That the Chair to speak to Councillor Eardley to ask that he supports the Parish Council in requesting that the Half Marathon course be re-routed.

18. DATE OF MEETINGS FOR 2024-2025

RESOLVED

That the following dates for meetings of the Parish Council for the 2024-2025 Municipal Year be approved.

- Thursday, 18th July 2024
- Thursday, 19th September 2024
- Thursday, 21st November 2024
- Thursday, 16th January 2025
- Thursday, 20th March 2025