



Email: clerk@mollington-pc.org.uk
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9th May 2024

Dear Councillor

You are hereby summoned to attend the **ANNUAL MEETING** of Mollington Parish Council to be held on **Thursday, 16th May 2024 at 7.30 pm at St. Oswald's Primary School, Mollington**, where the undermentioned business is to be transacted.

Yours faithfully

Mrs M Clough
Parish Clerk and Responsible Financial Officer

AGENDA

1. APPOINTMENT OF CHAIR

To appoint the Chair of Mollington Parish Council Business for the 2024/2025 Municipal Year

2. APPOINTMENT OF DEPUTY CHAIR

To appoint the Deputy Chair of Mollington Parish Council Business for the 2024/2025 Municipal Year

3. APOLOGIES FOR ABSENCE

To receive any apologies for absence from Members of the Parish Council

4. DECLARATIONS OF INTEREST

To receive any declarations of interest from Members of the Parish Council

5. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 21st March 2024 be approved as a correct record and signed by the Chair of the Parish Council (or other person presiding). Minutes attached.

6. PUBLIC FORUM

To consider any questions raised by Members of the Public.

7. APPOINTMENT TO ROLES AND RESPONSIBILITIES

To appoint Members of the Parish Council to lead on the following matters:

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

8. 2023-2024 ACCOUNTING AND GOVERNANCE STATEMENTS

To consider and approve the following:-

(i) AGAR Statement of Exemption 2023-2024

To authorise 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.

Copy circulated.

(iii) Section 2 – Accounting Statements 2023/24

Copy circulated.

To note the following and discuss any recommendations for improvement:-

(iv) Annual Internal Audit Report 2023-2024

Copy circulated.

(v) Detailed Internal Audit Report 2023-2024

Copy circulated.

9. FINANCE AND BUDGET 2024-2025

- (i) To receive a report of the Clerk and Responsible Financial Officer and to approve payments (report circulated);
- (ii) Tax Liability – to receive an update from the Chair;
- (iii) To discuss future invoices for landscaping services and agree the best way to authorise payments in a timely manner.

10. PARISH COUNCIL INSURANCE POLICY

To consider the following Parish Council Insurance Policies and approve the most appropriate policy (schedules circulated):-

- (i) Aviva – Renewal
- (ii) Zurich Municipal – New Quote

11. 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

- **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.

12. OFFICIAL EMAIL ADDRESSES - PARISH COUNCIL DOMAINS HELPER SERVICE

The Chair to report.

13. THE FIVE VILLAGES WEBSITE

The Chair to report.

14. WARD COUNCILLOR'S BRIEFING

To receive an update from Councillor Eardley on matters pertaining to the Parish.

15. URGENT ITEMS

To consider any other items which the Chair of Council Business (or other person presiding) is of the opinion shall be considered as a matter of urgency.

16. DATE OF MEETINGS FOR 2024-2025

To approve the following dates for meetings of the Parish Council for the 2024-2025 Municipal Year (all to held at 7.30 pm at St. Oswald's Primary School, unless otherwise agreed)

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