



MOLLINGTON PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Tuesday 17 May 2022 in the Five Villages Hall, Station Road, Backford.

PRESENT: Cllrs John Fielding, Jack Jones, Mike Jones, Roger Jones, Cathryn McKeagney (part) and Dave Wells

In Attendance: Mrs Pauline English (Parish Clerk) and Cheshire West & Chester (CWaC) Ward Cllr Simon Eardley

Cllr Roger Jones in the Chair

22.29 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Cathryn McKeagney who was unable to be present for the start of the meeting due to work commitments, and Cllr Rob Skupski (holiday)

22.30 ELECTION OF CHAIRMAN

Cllr Dave Wells was proposed by Cllr Roger Jones and seconded by Cllr Jack Jones. There being no further nominations, and all in agreement, Cllr Dave Wells was elected Chairman of the Parish Council for 2022-23. Cllr Wells signed the Declaration of Acceptance of Office and took the chair.

Cllr Dave Wells in the Chair

22.31 APPOINTMENT OF VICE-CHAIRMAN

Cllr Rob Skupski was proposed by Cllr Mike Jones and seconded by Cllr Jack Jones. There being no further nominations, and all in agreement, Cllr Rob Skupski was appointed Vice-Chairman of the Parish Council for 2022-23.

22.32 DECLARATIONS OF INTEREST

Cllr John Fielding declared an interest in matters relating to the Five Villages Hall as he was a Trustee

22.33 PUBLIC SPEAKING TIME

No members of the public present at the meeting

22.34 MINUTES

RESOLVED: That the Minutes of the meeting held on 15 March 2022 be confirmed as a correct record

22.35 FINANCE

RESOLVED: That

(1) expenditure to 31 March 2022 be noted as follows:

Date	Method	Description	Amount
14.03.22	BACS	HMRC-Income Tax	544.65
14.03.22	BACS	Parish Clerk-expenses	41.60
15.03.22	BACS	John McDonald (Grasshopper Landscapes)	68.00
21.03.22	BACS	Parish Clerk	32.25
21.03.22	BACS	Five Villages Hall-Room Hire	20.00
28.03.22	SO	Amenity Cleaner-Wages March	197.60
28.03.22	SO	Parish Clerk-salary March	194.82
31.03.22	Bank	Service Charge (3 months)	18.00
		Total	1,116.92

Reconciliation: Opening balance	7,841.87
Add: Receipts	0
Less: Payments	<u>1,116.92</u>
Balance @ 31 March 2022	<u>6,724.95</u>

(2) income from 1 April 2022 be noted as follows:

Date	Description	Amount
05.04.22	Cheshire West & Chester Council – precept	14,000.00
25.04.22	HMRC Repayment of VAT (2 years)	158.32
	Total	14,158.32

(3) expenditure 1 April 2022-10 May 2022 be noted as follows

Date	Method	Description	Amount
01.04.22	BACS	CWaC-Playing Field licence	300.00
05.04.22	BACS	ChALC-Affiliation fee	229.68
11.04.22	BACS	John McDonald (Grasshopper Landscapes)	55.00
14.04.22	BACS	HMRC-Income Tax	51.64
28.04.22	SO	Amenity Cleaner-wages April	205.92
28.04.22	SO	Parish Clerk-salary April	203.42
		Total	1,045.66

Reconciliation: Opening balance @ 1 April	6,724.95
Add: Receipts	14,158.32
Less: Payments	<u>1,045.66</u>
Balance carried forward	<u>19,637.61</u>

(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 were authorised by the Parish Council. The Parish Council had used this method of payment very successfully since the Order was made and it was the preferred option for many organisations.

RESOLVED: That payment by BACS be continued in 2022-23.

(5) **Savings Account**

The Parish Council held funds throughout the year in a current account with Unity Trust Bank plc which did not earn anything.

RESOLVED: That the Parish Clerk explore the options available to open a Savings Account with Unity Trust Bank plc.

22.36 AUDIT

The Parish Council had appointed Mr David Cooper of Barnes Cooper as internal auditor for the 2021-22 audit. Mr Cooper had completed the audit and submitted his report which showed that there were no issues to be addressed.

RESOLVED: That the Internal Auditor's Report be received.

22.37 SUBMISSION OF AGAR TO THE EXTERNAL AUDITOR

The Parish Council considered the following documents:

- (1) the Certificate of Exemption (page 3)
- (2) the Annual Internal Audit Report (page 4)
- (3) the Annual Governance Statement (page 5)
- (4) the Annual Accounting Statement (page 6)

Only the Certificate of Exemption was to be submitted to the external auditors, the remaining documents, together with Notice of the Exercise of Public Rights, had to be posted on the Parish Council's website by 1 July 2022.

RESOLVED: That

- (1) the Certificate of Exemption be signed and submitted to the external auditors;
- (2) the Annual Internal Audit Report be received and noted;
- (3) the Annual Governance Statement be approved and signed;
- (4) the Annual Accounts be approved and signed;
- (5) the above documents, together with the Exercise of Public Rights notice, be published on the Parish Council's website before 1 July 2022.

22.38 INSURANCE

The Parish Council had an insurance policy with Ecclesiastical in 2021-22 costing £218. This had been advised by Came & Co insurance brokers. This year the advice received from Came & Co (now Gallagher) was a policy with Hiscox costing £619.91. This substantial increase in premium was not considered to be acceptable and the Clerk suggested looking for a better quotation from other companies.

RESOLVED: That, as the renewal date is 1 June, the Clerk be authorised to accept the best offer available by that date.

22.39 POLICIES AND PROCEDURES

A copy of the current policies and procedures had been sent to all Members prior to the meeting. No comments were made on any of the following:

- (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

RESOLVED: That the above policies and procedures be approved.

22.40 REPRESENTATIVES ON OUTSIDE BODIES

The Parish Council was entitled to representation on the following bodies:

- Backford Charities – 2 representatives
- War Memorial Trust (shared with Backford on a rotational basis)
- Five Villages Hall Committee – 1 representative

Cllr Roger Jones had been in touch with Helen Fielding about the status of the Backford Charities because it appeared that the charity had become dormant. He would speak to her again, following which he would contact Sue Pownall and hopefully something could be done to revive the charity as it was holding money which could be used in the three parishes.

RESOLVED: That

- (1) Cllrs Jack Jones and Roger Jones be appointed to the Backford Charities;
- (2) Cllr Dave Wells be appointed to the War Memorial Trust; and
- (3) Cllr Cathryn McKeagney be appointed to the Five Villages Hall Committee

22.41 ROLES AND RESPONSIBILITIES

The Police and Crime Commissioner wished to commence a regular programme of consistent engagement with the Local Councils within Cheshire and had invited the Chairman of the Parish Council or a nominated representative to a CWaC PCC Town and Parish Council meeting on Tuesday 24 May 2022.

This invitation provided an opportunity for the Parish Council to consider allocating responsibilities such as police liaison to individual Members and it was proposed that this be included on the agenda for the July meeting.

RESOLVED: That

- (1) Cllr Skupski be asked if he is available to attend the PCC meeting at Police HQ in Winsford on 24 May; and
- (2) Members consider appropriate areas of responsibility to be allocated to individual Councillors and send suggestions to the Parish Clerk for the next meeting.

22.42 RECEIPT OF AGENDA ETC BY EMAIL

Councillors were required to give their approval annually to receiving meeting documents by electronic means.

RESOLVED: That agenda, minutes and background documents continue to be received by electronic means

22.43 FOLLOW UP ON ISSUES RAISED AT PREVIOUS MEETINGS

(1) **HM The Queen's Platinum Jubilee:** Since the last meeting, with the agreement of the headteacher the location had changed from the Five Villages Hall to the Primary School. A risk assessment had been carried out and submitted to CWaC and a Temporary Events Notice had been approved. Facilities would be available at the school. The Parish Council would provide a bar with alcohol and soft drinks, which would be run by Cllr Jack Jones, and strawberries and ice cream would also be available. The Headteacher would circulate information about the event to all parents closer to the date. Costs so far were within the budget of £2,000 set aside by the Parish Council, but this did not include any contributions from Backford and Lea-by-Backford Parish Councils. It was proposed to hold a meeting with all interested parties on Monday 30 May to finalise details.

RESOLVED: That the new arrangements be noted.

(2) **Upgrading the current broadband network in Mollington:**

RESOLVED: That Mike Dugine, Digital Sector Specialist at CWaC, be invited to the next meeting to discuss proposals for Mollington.

(3) **Jubilee Tree:** At the last meeting Cllr Wells was asked to progress with CWaC a location for planting the cherry tree to commemorate HM The Queen's Platinum Jubilee and to ask that a licence be issued for planting the tree on public land. Quotations had been sought for a tree plaque for Mollington and the most reasonable had come from The Workshop. Aberfeldy, who quoted £62.40 including VAT (which can be reclaimed). The Jubilee tree had been planted outside the school and it was proposed to invite Mr Robert Mee, a former Sheriff of Chester, to unveil the plaque at the Jubilee event on 2 June. Cllr Roger Jones would approach him with the invitation.

(4) **School Field:** The Parish Clerk had spoken to Cllr Andy Eardley of Ince Parish Council about their play area. They had been given the land and had been paired with another Parish Council to receive a grant towards the scheme. This option was no longer available. Ward Cllr Eardley agreed to speak to CWaC about the possibility of play equipment provision in the parish/village and to enlist their support in exploring the possibilities. Cllr Jack Jones had spoken to people about being key holders for the school field and had received some positive responses. RESOLVED: That the current position be noted.

(5) **"Warn and Inform":** A draft Manual had been produced and had been sent to Rob Ruddock at CWaC for comment/approval. A response was awaited. There had been little response from the other parishes, and it was agreed that Mollington should go ahead and others could join in if they wished.

RESOLVED: That the current position be noted.

22.44 HIGHWAYS, RIGHTS OF WAY AND AMENITY CLEANING

(1) **Chester Road Race Events:** Some residents had expressed concern about the number and frequency of road races taking place in the vicinity of Mollington village. The recent Chester 10K had closed the roads into and out of the village for several hours and it had been reported that care workers had been refused entry to their patients. Other residents were pleased to see these events coming through Mollington.

RESOLVED: That the Parish Clerk should draw these issues to the attention of the events' organisers.

- (2) **Condition of the roads:** At the last meeting concern had been expressed about the general condition of some of the roads in Mollington, in particular the edges of Overwood Lane and the patches at the end of Townfield Lane. It was reported that both of these issues had now been addressed.
RESOLVED: That the current position be noted.

22.45 PLANNING

RESOLVED: That

- (1) applications received for comment be noted as follows:

Application No.	Subject	Location
22/00873/OUT	Conversion of an existing two storey barn into a residential dwelling and conversion of an existing, detached barn into a residential dwelling	Rose Farm, Townfield Lane, Mollington, Chester Cheshire CH1 6NJ
22/00314/LDC	Use of recreational fishing lakes for overnight fishing in excess of 10 years	Land at Townfield Lane, Mollington, Chester

- (2) decisions made by CWaC since the last meeting of the Parish Council be noted:

Application No.	Subject	Location	Status
21/03477/FUL	Single storey front extension, demolition of rear conservatory & erection of single story rear extension, alteration to all existing windows and doors	8 Willow Lea, Mollington, Chester, Cheshire CH1 6LW	Approved
22/00592/TPO	Chestnut tree in rear garden-23m (20%) crown reduction and crown thin.	The Hollows, 18 Townfield Lane, Mollington, Chester CH1 6NJ	Approved

- (3) applications awaiting decision by CWaC be noted as follows:

Application No.	Subject	Location
21/04439/FUL	1.8m brick boundary wall and tree protection in retrospect	Eden House, Well Lane, Mollington, Chester CH1 6LD
21/04742/FUL	Erection of detached single storey garage	Willow Farm Cottage, Well Lane, Mollington, Chester Cheshire CH1 6LD

- (4) **20/03019/FUL: Former Mollington Grange Golf Club, Townfield Lane, Mollington, Chester, Cheshire, CH1 6NJ - Demolition of the existing building and structures and the erection of 6no dwellings, creation of new public pedestrian and cycle path, and community car park, together with associated landscaping, ecology mitigation and infrastructure**

An appeal Ref: APP/A0665/W/22/32900, had been made to the Secretary of State against the decision of Cheshire West and Chester Borough Council to refuse to grant planning permission for the above proposal. The appeal would be determined on the basis of written representations. The Parish Council had submitted comments previously and had no further comments to add. It was noted that Ward Cllr Eardley had submitted additional comments.

RESOLVED: That the appeal be noted.

22.46 ITEMS RAISED BY COUNCILLORS FOR INFORMATION

- (1) During a recent highways walk comment had been made about the condition of the Village Green following recent works undertaken by an external utility company. The Green had been left in an unsatisfactory state and in several parts fairly deeply rutted and subject to rubble. This had been reported to CWaC Highways who had inspected the site and failed the works from the contractor. Further remedial works would be undertaken and CWaC would ensure the work will be completed in time for the Jubilee celebrations.
- (2) Ward Cllr Eardley confirmed that the re-wilding scheme would commence shortly.

22.47 MEETINGS IN 2022-23

RESOLVED: That

- (1) the dates for meetings of the Parish Council in 2022-23 be confirmed as follows:

<u>2022</u> : 19 July	<u>2023</u> : 17 January
20 September	21 March
15 November	16 May (Annual Meeting)
- (2) a date during week commencing 27 June be sought for the Annual Parish Meeting, the meeting to focus on road safety.
- (3) The Five Villages Hall be approved as the venue for meetings
- (4) the starting time of meetings be confirmed as 7.15pm