



18<sup>th</sup> July 2024

Commenced: 7.30 pm Terminated: 8.50 pm

Present: Councillor Wells (Chair)  
Councillor Brassington, J Jones and M Jones

**PCSO Wendy Leason also attended to present policing matters**

**1. PCSO Leason**

The Chair agreed that PCSO Leason could present her report at this stage of the meeting. PCSO referred to a report circulated to Members detailing the crime update for July 2024; surgery dates; residents voice; and Operation Shield.

PCSO Leason also agreed to volunteer for speedgun training, and would email available dates to the Clerk so that the Chair could arrange the appropriate training.

**RESOLVED**

**That the report be noted, and that some of its content be included in the Newsletter.**

**2. RESIGNATION**

The Chair reported that Councillor Roger Jones had submitted his resignation from the Parish Council, but still wished to be involved in community matters.

**RESOLVED**

**That the Clerk reports the vacancy to Cheshire West and Chester Council, and the statutory procedure to find a replacement be implemented.**

**3. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Crowe and Councillor Eardley, Cheshire West and Chester Councillor.

**4. DECLARATIONS OF INTEREST**

Councillor Brassington declared an interest in Minute 10(i), Weed spraying. She answered questions but took no part in the voting thereon.

**5. MINUTES**

The Minutes of the proceedings of the Meeting of the Parish Council held on 16<sup>th</sup> May 2024 were approved as a correct record and signed by the Chair.

**6. PUBLIC FORUM**

There were no members of the public in attendance.

**7. 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 (16<sup>th</sup> May 2024)**

**RESOLVED**

**That the following payments/transactions detailed below be approved:-**

| <b>Payer/Payee</b>   | <b>Details</b>  | <b>Receipts</b> | <b>Payments</b> |
|----------------------|---|-----------------|-----------------|
| Grasshopper Services | Lengthsman March 2024   |                 | £75.00          |
| CHALC                | Subscription for 2024-2025  |                 | £204.44         |
| Grasshopper Services | Lengthsman April 2024   |                 | £122.00         |
| Zurich Municipal     | Annual Insurance Premium  |                 | £300.00         |
| Clerk                | Monthly expenses December-May @£10 per month (payment aggregated) |                 | £60.00          |
| Clerk                | Travel expenses December-May (payment aggregated)                 |                 | £81.36          |
| J Davies             | May 2024 Salary   |                 | £113.36         |
| M Clough             | May 2024 Salary   |                 | £210.92         |
| Robert Hadfield      | 2024-2025 Annual Website Charges                                  |                 | £249.50         |
| PWLB                 | Repayment of Loan   |                 | £1,117.35       |
| Active Leisure       | Marathon Credit - Marshalls                                       | £250.00         |                 |
| J Davies             | June 2024 Salary  |                 | £113.36         |
| Unity Trust Bank     | Service Charge  |                 | £18.00          |
| M Clough             | June 2024 Salary  |                 | £210.92         |
| HMRC                 | VAT Refund  | £149.26         |                 |

**(ii) Approval of Payments**

**RESOLVED**

**That the payments detailed below, be approved:-**

| <b>Payer</b> | <b>Details</b>                | <b>£</b> |
|--------------|-------------------------------|----------|
| Grasshopper  | May 2024                      | £80.00   |
| J Davies     | Amenity Cleaner – July 2024   | £113.36  |
| M Clough     | Clerk - July 2024 Salary      | £210.92  |
| J Davies     | Amenity Cleaner – August 2024 | £113.36  |
| M Clough     | Clerk - August 2024 Salary    | £210.92  |
| Grasshopper  | June 2024                     | £85.00   |
| Grasshopper  | July 2024                     | £80.00   |

**(iii) General Landscaping Maintenance**

Members wished to review the current general landscaping maintenance, so that there was a clear structure of planned maintenance work.

The Chair agreed to contact Cheshire West and Chester Council, Street Scene Department, and ask for a meeting, as he was concerned that the current maintenance work carried out by the Council was not giving residents value for money.

**RESOLVED**

- (a) That responsibility for managing landscaping matters be undertaken by Councillor Wells;**
- (b) That Councillor Wells obtains a schedule of works, prices and time taken by the current contractor, for consideration at the next meeting**

(iv) **Budget Expenditure to 3<sup>rd</sup> July 2024**

**RESOLVED**

That the Budget Head committed expenditure to 3<sup>rd</sup> July 2024 as detailed below, be approved.

| <b>Budget Head</b>                        | <b>Total</b>     | <b>Budget Allocated</b> | <b>£ Balance</b>  |
|---|------------------|-------------------------|-------------------|
| Staff Costs                               | £843.68          | £3,500.00               | £2,656.32         |
| Monthly Payments to Clerk for Home Office | £60.00           | £120.00                 | £60.00            |
| Travel                                    | £81.36           | £110.00                 | £28.64            |
| Payroll                                   | £360.00          | £144.00                 | -£216.00          |
| Administrative Costs                      | £18.00           | £150.00                 | £132.00           |
| Room Hire                                 | £0.00            | £140.00                 | £140.00           |
| Insurance                                 | £300.00          | £350.00                 | £50.00            |
| Subscriptions                             | £204.44          | £320.00                 | £115.56           |
| Information Commissioner                  | £0.00            | £40.00                  | £40.00            |
| Audit Fees                                | £130.00          | £180.00                 | £50.00            |
| St Oswald's School Field Licence          | £0.00            | £300.00                 | £300.00           |
| Website                                   | £249.50          | £250.00                 | £0.50             |
| Training                                  | £0.00            | £105.00                 | £105.00           |
| Community Projects                        | £0.00            | £3,000.00               | £3,000.00         |
| Half Marathon                             | £0.00            | £50.00                  | £50.00            |
| Amenity Cleaner                           | £340.08          | £2,000.00               | £1,659.92         |
| Gardener                                  | £197.00          | £675.00                 | £478.00           |
| Remembrance Wreath                        | £0.00            | £40.00                  | £40.00            |
| Unity Trust Service Charges               | £0.00            | £72.00                  | £72.00            |
| Repayment of PWLB Loan                    | £1,117.35        | £2,235.00               | £1,117.65         |
| Contingency/Planters (160524)             | £0.00            | £600.00                 | £600.00           |
|   | <b>£3,901.41</b> | <b>£14,381.00</b>       | <b>£10,479.59</b> |

(v) **Explanation of Variances**

The Clerk reported that there were no variances to the budget to report at 3<sup>rd</sup> July 2024. She added that the former Clerk's details had still not been removed from the Bank Statement despite numerous requests to the bank, nor had Councillor Jack Jones yet been added as a signatory.

**RESOLVED**

- (a) That Councillor Brassington to again contact Unity Bank to make the above changes;
- (b) That the Clerk removes the Half Marathon Budget Allocation from this year's Budget and reallocate the £50.00 to the Gardener Budget.

(vi) **Bank Reconciliation**

**RESOLVED**

That the Bank Reconciliation detailed below as at 4<sup>th</sup> July 2024 be approved:-

|  |   |
|--|---|
| <b>Bank Reconciliation 4th July 2024</b>     |   |
| <b>MOLLINGTON PARISH COUNCIL</b>             |   |
| <b>Financial year ending 31 March 2025</b>   |   |
|  |   |
| Prepared by: Muna Clough, Parish Clerk & RFO |   |
|  |   |
| Balance as per bank at 4th July 2024         | £ |

|   |                   |
|---|-------------------|
| Current Account (07572433)  | £22,861.51        |
|   |                   |
| Less: any unrepresented cheques   |                   |
|   | £0.00             |
| Add: any unbanked cash  | £0.00             |
|   |                   |
| <b>Net bank balances as at 4<sup>th</sup> July 2024</b>   | <b>£22,861.51</b> |
| <b>The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows</b> |                   |
| <b><u>CASH BOOK</u></b>   |                   |
|   |                   |
| Opening Balance   | £11,971.66        |
| Add: Receipts in the year   | £14,791.26        |
| Less: Payments in the year  | £3,901.41         |
| <b>Closing balance per cash book [receipts and payments book] must equal net bank balances above</b>        | <b>£22,861.51</b> |

**(vii) Bank Statement**

**RESOLVED**

**That the Bank Statement dated 28<sup>th</sup> June 2024 as circulated with the report, be received.**

**8. PLANNING MATTERS**

The Parish Council considered the following planning matters:-

- **Planning Applications**

- (i) Reference Number: 24/01777/FUL Site Address: Grove Farm Grove Road Lea by Backford Chester CH1 6LG Proposal: Single-storey side extension, single-storey rear extension to replace existing rear porch, two-storey rear extension, alterations to frontage and removal of the existing front porch, new solar panels and heat pump, alterations to existing windows and new windows, new render finish, removal of chimney, new outbuilding, new entrance gates and garden wall

**RESOLVED**

**That no objections be submitted regarding this application.**

- (ii) Reference Number: 24/01857/FUL Site Address: Grove Farm Grove Road Lea by Backford Chester CH1 6LG Proposal: Change of use of outbuilding to single dwelling

**RESOLVED**

**That no objections be submitted regarding this application.**

- (iii) Reference Number: 24/01913/FUL Site Address: Holbeck Grove Road Mollington Chester CH1 6LG Proposal: Two storey and single storey side extension, render to external walls of property with timber cladding to single storey projection.

**RESOLVED**

**That no objections be submitted regarding this application.**

- **Mollington Parish Council - Planning Representative**

- (iv) Due to the resignation of Councillor Roger Jones, a vacancy had arisen for the Parish Council's Planning Representative.

**RESOLVED**

**That Councillor Mike Jones be appointed as the Councillor with responsibility for planning matters.**

- **Cheshire West and Chester Council – Planning Department Requests for extra time to comment on Planning Applications - new arrangements**

(v) The Clerk reminded Members of the new arrangements from the Planning Authority which no longer facilitated requests from Parish Council's for additional time to consider and submit comments on planning applications.

**RESOLVED**

**That approval be given to the Clerk to amend the Parish Council Standing Orders to enable Members to consult with one another on planning matters via emails, following inspection of the planning applications by Councillor Mike Jones. Any comments will then be submitted by the Clerk to the Planning Authority, and reported to the next available meeting of the Parish Council to enable a record to be maintained. (If a prominent or serious planning matter requires indepth consideration, then an extraordinary meeting of the Parish Council will be called).**

**9. TOWNFIELD LANE / PARKGATE ROAD JUNCTION - WILDFLOWER AREA**

Members discussed their ongoing concerns over the lack of maintenance of this area, and agreed to continue to support Councillor Eardley who was already expressing concerns with Cheshire West and Chester Council regarding this matter.

**RESOLVED**

**That the report be noted.**

**10. LANDSCAPE MAINTENANCE 2024-2025**

**(i) Weed Spraying**

Members considered the employment of Wayne Brassington (spouse of Councillor Kate Brassington) to undertake this work as he owned an appropriate licence.

Councillor Wells agreed to meet with Mr Brassington, walk the route and obtain a quote for consideration by the Parish Council. In the meantime, the Clerk would contact Cheshire West and Chester Council to enquire about the possibility of receiving a Parish Compact payment, to fund this maintenance work.

Members discussed health and safety concerns relating to the A540 Parkgate High Road, from the canal bridge to the Mollington Bannister, and also Crabwell Manor to Overwood Avenue where overgrown hedges were causing a serious obstruction to the pavements.

**RESOLVED**

**That the report be noted.**

**(ii) General Maintenance**

Further to Minute 10(viii) of the last meeting, Members noted that Councillor Crowe had been unable to purchase cheaper planters.

**RESOLVED**

**That Councillor M Jones to obtain quotes for five new planters and also two new Notice Boards, each containing three panes, and report back to the next meeting.**

**11. WARD COUNCILLOR'S BRIEFING**

The Chair provided comprehensive information from Councillor Eardley on up to date information relating to matters pertaining to the Parish.

#### **RESOLVED**

**That the report be noted, and the Parish Council to continue to support Councillor Eardley in his efforts to make improvements to the Village.**

#### **10. NEWSLETTER**

That the following matters be included in the Newsletter:-

- Vigilance and scams regarding people claiming to be police officers;
- Theft of vehicles from car parks;
- Speed watch.
- Number 22 bus for Bishops children going to school.

#### **RESOLVED**

**That Members to forward to the Clerk relevant articles for the Newsletter.**

#### **11. URGENT ITEMS**

The Chair reported that the following item required consideration as a matter of urgency, to enable forward planning.

#### **12. STATUES**

##### **RESOLVED**

- (i) **That Councillor Jack Jones to remove and store the existing statue;**
- (ii) **That approval be given to Councillor Jack Jones to purchase a female statue in the sum of approximately £200.00;**
- (iii) **That approval be given to Councillor Jack Jones to purchase 20 large plastic poppies in the sum of £100.00 plus delivery costs.**

#### **13. DATE OF NEXT MEETING**

Members noted that the next meeting of the Parish Council would be held on Thursday, 19<sup>th</sup> September 2024 at 7.30 pm, at St Oswald's Primary School.