



Moston Parish Council

Minutes for the Annual General Meeting held on Tuesday, 14th May 2019, in Warmingham Village Hall, 7.30pm.

PRESENT Councillors:

A Holder (Chair)
A Roscoe
D Nixon
S Harrop
C House
J Wray

The Clerk to the Council: Kristine Pemberton

Also present were 10 members of the public.

The meeting started at 19.30

1. TO RECEIVE DECLARATIONS OF OFFICE AND REGISTERS OF MEMBERS INTERESTS FROM ALL COUNCILLORS

Declarations of office and registers of members interests received from all councillors

2. TO RECEIVE NOMINATIONS FOR AND TO ELECT A CHAIRMAN FOR THE COMING YEAR.

Cllr Holder was nominated. There were no other nominations and therefore Cllr Holder was elected as the Chairman for the coming year.

3. TO RECEIVE THE DECLARATION OF OFFICE FROM THE NEWLY APPOINTED CHAIRMAN.

Cllr Holder signed his Declaration of Acceptance witnessed by the Clerk.

4. TO RECEIVE NOMINATIONS FOR AND TO ELECT A VICE- CHAIRMAN FOR THE COMING YEAR.

Cllr Roscoe was nominated. There were no other nominations and therefore Cllr Roscoe was elected as the Vice-Chairman for the coming year.

Resolved that Cllr Roscoe will replace Cllr Sant on due diligence party and as a bank signatory.

5. TO RECEIVE THE DECLARATION OF OFFICE FROM THE NEWLY APPOINTED VICE-CHAIRMAN.

Cllr Roscoe signed his Declaration of Acceptance witnessed by the Clerk.

6. APOLOGIES FOR ABSENCE

None

7. DECLARATIONS OF INTEREST

There were no declarations of interest

The Chairman adjourned the meeting to allow questions from members of the public.

It was raised that the vegetation around Elton Cross Roads needs to be cut back to improve visibility at this dangerous junction. Cllr Nixon will raise as part of ongoing discussions with highways.

A member of the parish asked if we could support the current initiative to make certain large companies responsible for the litter issue. Suggested to discuss with ANSA and Cheshire East to see how we can support the national initiative

The Chairman reconvened the meeting

8. TO APPROVE THE MINUTES OF THE MEETING HELD ON 5TH MARCH 2019.

It was resolved to approve the minutes of the meeting of 5th March 2019 a correct record. The minutes were duly signed by Cllr Holder as Chairman of the meeting.

9. TO APPOINT THE CHAIR, VICE CHAIR AND AGREE MEMBERSHIP OF THE PLANNING COMMITTEE FOR THE COMING YEAR.

It was resolved that the Chair, Vice-Chair and membership of the Planning Committee should continue to have the same Chair, Vice-Chair and membership as the full council for the 2019/2020 council year.

10. TO DECIDE ANY ACTIONS REQUIRED TO ADDRESS THE SPACES ON THE COUNCIL

The website will be updated to reflect the current council representation and spaces on the council. Any further actions required will be agreed at a future meeting.

11. TO PROVIDE AN UPDATE ON MIDDLEWICH EASTERN BYPASS POSSIBLE PERMANENT GYPSY TRAVELLER SITE

Cllr Roscoe provided an update on the plans for the Middlewich Bypass

12. TO APPOINT JDH BUSINESS SOLUTIONS AS THE INTERNAL AUDITOR FOR THE 2019/2020 FINANCIAL YEAR.

Resolved to appoint JDH Business Solutions as the Internal Auditor of the Council for the 2019/2020 financial year.

- 13. TO APPOINT SHIRE PAY SERVICES LIMITED TO PRODUCE THE PAYROLL FOR THE COMING YEAR.**

Resolved to maintain Shire Pay Services Limited to produce the Payroll for the coming year.

- 14. TO REVIEW ITEMS AND ACTIONS ARISING FROM THE PREVIOUS MEETING**

All items covered elsewhere

- 15. TO REVIEW THE INSURANCE POLICY AND RENEWAL (DUE 1ST JUNE 2019)**

Resolved for the clerk to renew the policy

- 16. TO DECIDE ON USAGE OF THE ALLOCATED COMMUNITY CLEAN UP FUND**

Cllr Nixon will continue to lead this and allocate funds as most helpful

- 17. ONGOING UPDATES ON PROGRESS PARISH IMPROVEMENT PROJECTS THIS YEAR:**

- 17.1 Landscaping (including trees and bulb planting)**

Cllr House will be leading this, currently developing a strategy for planting

- 17.2 Maintenance of Moston Green and relocation of phonebox**

Cheshire East will continue to do the maintenance. The phone box is now relocated and some minor work still ongoing.

Resolved that the phone box be utilised as an information point displaying recreational items ie maps / footpaths.

- 17.3 Noticeboard for Albion Lock**

Cllr Nixon to discuss option of displaying our notices on boards already available at Albion Lock

- 18. TO DECIDE OF MOSTON PARISH COUNCIL SHOULD JOIN CHESHIRE COMMUNITY ACTION THIS YEAR**

Resolved that Moston Parish Council should join Community action this year. Clerk to arrange.

- 19. TO APPROVE CLERK'S PAYRISE IN LINE WITH NATIONAL PAYSCALES**

Resolved to increase clerk's pay in line with the National Joint Council for Local Government Services pay scales from 1 April 2019

- 20. FINANCES**

(Details to be circulated prior to meeting where appropriate)

- 20.1 To receive the end of year accounts and budget comparison for the 2018/2019 financial year.**

The Council received the end of year accounts and budget expenditure form the Clerk.

- 20.2 To approve the asset register dated 31st March 2019.**

The asset register dated 31st March 2019 was approved by the Council and signed by Cllr Holder, the chairman of the meeting, and the Clerk. Resolved to review the asset register at the next meeting and assess the impact of restoration work on the value of our assets.

- 20.3 To consider and complete the Annual Governance Statement 2018/2019.**

The Annual Governance Statement, 2018-2019 was reviewed and approved by the Council.

20.4 To review and approve the Accounting Statements 2018/2019.

The Accounting Statement, 2018-2019, was approved by the Council and signed by Cllr Holder, the chairman of the meeting, and the Clerk.

20.5 To approve payments and receipts.

The payments and receipts since 5th March 2019 were approved by the Council.

20.6 To receive the bank reconciliation

The council received the bank reconciliation

21. CORRESPONDENCE

None received

22. MEMBERS ITEMS AND REPORTS (INCLUDING FROM CHESHIRE EAST COUNCILLORS PRESENT)

None received

23. DATE/TIME AND PLACE OF NEXT MEETING

The next Moston Parish Council meeting will take place on Tuesday, 2nd July 2019 at Warmingham Parish Hall, immediately following the Planning Committee Meeting.

Appendix - Briefing Materials

Item 20.1

MOSTON PARISH COUNCIL BUDGET AND EXPENDITURE 2018/2019 to end march 2019

<u>EXPENDITURE</u>	Budget 2018-2019	Expenditure to date	Difference v budget	% of budget spend
-				
Clerk's Salary	£2,840.00	£2,797.01	£42.99	98%
General admin:	£200.00	£299.62	-£99.62	150%
Print cartridges		£259.30		
Other Stationery		£40.32		
Website/ICT costs	£150.00	£359.99	-£209.99	240%
Insurance (Paid annually)	£250.00	£190.89	£59.11	76%
Payroll Costs	£160.00	£96.00	£64.00	60%
Audit Fees- Internal (paid annually)	£150.00	£141.60	£8.40	94%
Subscriptions:	£350.00	£242.20	£107.80	69%
Meeting Room Hire	£200.00	£100.00	£100.00	50%
Training	£300.00	£305.16	-£5.16	102%
Grants/S137 Donations	£400.00	£0.00	£400.00	0%
Other Council Costs/Miscellaneous:	£5,500.00	£3,287.07	£2,212.93	60%
Planning support*	£1,000.00	£1,185.04	-£185.04	119%
Signpost Restoration	£2,500.00	£1,468.14	£1,031.86	59%
Landscaping such as tree and bulb planting / maintenance	£1,000.00	£425.40	£574.60	43%
Maintenance of Moston Green	£500.00	£0.00	£500.00	0%
Moving phonebox	£500.00	£208.49	£291.51	42%
Transparency grant - website	£963.00	£899.00	£64.00	93%
Planning reserves ***	£4,000.00	£4,000.00		100%
General reserves ****	£3,000.00			0%
Neighbourhood Plan	£500.00	£858.12	-£358.12	172%
TOTAL	£18,963.00	£13,576.66	£5,386.34	72%

Notes:

*** - The Planning Reserves is to cover input required in the case of planning applications. 3 planning appeals are expected in 2019- 2020

held for potential election.

Item 20.2

MOSTON PARISH COUNCIL 31st March 2019

ASSETS REGISTER

Item	Model	Serial	Purchase Date	Net Cost	Location
Notice Board	-----	-----	-----	1.00	Roadside
Notice Board	-----	-----	-----	1.00	Roadside
Notice Board	-----	-----	-----	1.00	Roadside
Lenovo Laptop	Ideapad 320S	MP1CHPXY	07/02/2018	399.99	Clerk
Printer and scanner	Brother MFCJ6530D	E75872J7F134791	07/02/2018	124.99	Clerk
BT Phone Box	-----	-----	-----	1.00	Roadside
Boundary Signs	-----	-----	02/05/2018	1191.60	Roadside
Bench	-----	-----	14/01/2013	320.00	Moston Green
Salt Box	-----	-----	31/01/2013	50.00	Moston Green
Salt Box	-----	-----	31/01/2013	50.00	End of Clay Lane
Salt Box	-----	-----	31/01/2013	50.00	Red Lane
			TOTAL	2140.58	

*Location is Moston Green

Item 20.4

Accounting statements and Variance 2018/2019

	Year ending		% change	Reason for variance
	31/03/2018 £	31/03/2019 £		
Balance brought forward	8345	10168	22%	Reserves increased to cover potential election and potential planning disputes as agreed at council meeting 9 January 2018
Precept or Rates and Levies	7000	8000	14%	
Total Other Receipts	7418	1238	-83%	in year ending March 2018 received grants for transparency fund and neighbourhood plan. These were not repeated the year ending March 2019
Staff costs	2184	2797	28%	pay rise due to standard rate increases and training costs
Loan interest/capital repayments	0	0	0%	
All other payments	10411	10780	4%	
Balances carried forward	10168	5829	-43%	Large expenditure required for planning appeal support
Total value of cash short term investments	10168	5829	-43%	
Long term fixed assets plus long term investments and assets	2141	2141	0%	
Total borrowings	0	0	0%	

Item 20.5

Payments

Cheque date or payment date	Type of Transaction	Cheque Number	Recipient	Details	Total Amount
05/03/2019	Cheque	623	D Nixon	registry searches	£21.00
11/03/2019	Cheque	624	Cartridge save Ltd	Ink cartridges	£76.38
11/03/2019	Cheque	625	Civitas	Planning support for appeals	£342.00
01/04/2019	SO	SO	K Pemberton	Salary	£223.19
14/05/2019	Cheque		CHALC	annual membership	£142.20
14/05/2019	Cheque		Civitas	planning support for appeals	£1,312.58
14/05/2019	Cheque		Zurich	insurance	£190.89
14/05/2019	Cheque		Cheshire Community Action	annual membership	£20.00
14/05/2019	Cheque		SPS	Payroll services	£33.00
14/05/2019	Cheque		Dave Nixon	Land registry and building materials for Moston Green and Tetton lane post	£163.57
01/05/2019	SO	SO	K Pemberton	Salary	£229.10

Receipts:

12/04/2019	BACS	Cheshire East	Precept	£4,500.00
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Item 20.6

Bank Reconciliation - 31 March 2019
MOSTON PARISH COUNCIL
Financial year ending 31 March 2019

Prepared by: Kristine Pemberton, Parish Clerk & RFO
 Checked by:
 Date:

Balance per bank statements as at 31 March 2019	£	£
Current Account (07572433)	£2,314.51	
Reserve Account (at 1 mar)	£5,007.35	
		£7,321.86

Less: any unrepresented cheques

618 little post & chain	£166.14	
619 signpost	£1,302.00	
620 sps	£24.00	
		£1,492.14

Add: any unbanked cash

None

Net bank balances as at 31 Mar 2019 **£5,829.72**

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows

CASH BOOK

Opening Balance	£10,168.52
Add: Receipts in the year	£9,237.86
Less: Payments in the year	£13,576.66

Closing balance per cash book [receipts and payments book] must equal net bank balances above **£5,829.72**

Account Transaction Details

MOSTON PARISH COUNCIL
 MOSS HOUSE, PLANT LANE
 MOSTON, SANDBACH
 CHESHIRE



Sandbach

CW11 3PG

At 10 April 2019 11:15 am

Branch Sort Code: 010780
 Account Number: 96473193 - Business Reserve Account

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Date	Type	Description	Withdrawn	Paid In	Balance
29-Mar-2019	Interest	29MAR GRS 96473193		£0.80	£5,007.35
05-Mar-2019	STATEMENT PRODUCED				
28-Feb-2019	Interest	28FEB GRS 96473193		£0.77	£5,008.55
31-Jan-2019	Interest	31JAN GRS 96473193		£0.85	£5,005.78



Account Transaction Details

MOSTON PARISH COUNCIL
 MOSS HOUSE, PLANT LANE
 MOSTON, SANDBACH
 CHESHIRE



Sandbach

At 10 April 2019 11:15 am

Branch Sort Code: 010780
 Account Number: 07572433 - Business Current

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Date	Type	Description	Withdrawn	Paid In	Balance
15-Apr-2019	000620		£24.00		£765.32
05-Apr-2019	STATEMENT PRODUCED				
01-Apr-2019	000619		£1,302.00		£789.32
01-Apr-2019	Standing Order		£223.19		£2,091.32
		KRISTINE PEMBERTON MOSTON PC FP 01/04/19 30 37013027044252000N			
22-Mar-2019	000623		£21.00		£2,314.51

