



MOLLINGTON PARISH COUNCIL  
COUNCIL SUMMONS

Dear Member

You are HEREBY SUMMONED to attend the Annual Meeting of the Council to be held on **TUESDAY, 17 MAY 2022** at **7.15pm** in **THE FIVE VILLAGES HALL, STATION ROAD, BACKFORD** for the purpose of transacting the business set out on the agenda below.

Parish Clerk  
10 May 2022

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**Members of the public and the press are welcome to attend for the “Part 1” section of the agenda. Any reports in “Part 2” contain confidential information and only Councillors and the Parish Clerk can be present.**

If you have any general enquiries about the meeting, please contact Pauline English, Clerk to the Parish Council (Tel: 0151 339 1405, Mob: 07890 140412, email: [pauline.english2@btinternet.com](mailto:pauline.english2@btinternet.com))

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**AGENDA**

**1. APOLOGIES FOR ABSENCE**

To receive apologies for absence from the meeting and the reason for the absence.

**2. ELECTION OF CHAIRMAN**

To elect a Chairman of the Parish Council for the year 2022-23. If Members wish to submit the name of the person they wish to be elected as Chairman prior to the meeting, please inform the Parish Clerk by Friday 13 May, otherwise you can nominate someone at the meeting. Please note that a Member can be nominated as a candidate even if he/she is unable to attend the meeting. However, only those attending the meeting in person can vote. Please ensure the person you are nominating is happy to take on the role for which he/she is nominated.

Chairman to sign a Declaration of Acceptance of the Office of Chairman

**3. APPOINTMENT OF VICE-CHAIRMAN**

To appoint a Vice-Chairman of the Parish Council for the year 2022-23. If Members wish to submit the name of the person they wish to be appointed Vice-Chairman prior to the meeting, please inform the Parish Clerk by Friday 13 May, otherwise you can nominate someone at the meeting. Please note that a Member can be nominated as a candidate even if he/she is unable to attend the meeting. However, only those attending the meeting in person can vote. Please ensure the person you are nominating is happy to take on the role for which he/she is nominated.

**4. DECLARATIONS OF INTEREST**

To note any declarations of interest in items on the agenda

**5. PUBLIC SPEAKING TIME**

To hear from members of the public about any issues they wish to raise. Members of the public wishing to address the Council must advise the Clerk before 10am on the day prior to the meeting of their wish to participate in the public forum and their topic. If residents fail to inform the Clerk prior to the meeting, permission to speak will be at the discretion of the Council. All participants are restricted to a maximum of three minutes each.

If the public wish to ask the Council a question, please note that it may not be possible to respond if the Council has not considered or resolved the question at a previous meeting. Should this be the case, the Council will advise contacting the Parish Clerk to request that the item be discussed at a future parish council meeting. If the question is considered to be outside the remit of Mollington Parish Council, residents will be referred to Cheshire West & Chester Council (CWaC).

**6. MINUTES**

To confirm the minutes of the meeting held on 15 March 2022 as a correct record

## 7. FINANCE

### (1) To note expenditure to 31 March 2022

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-Gardening	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	18.00
Total			1,116.92

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

### (2) To note Income from 1 April 2022

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) To note expenditure 1 April 2022-10 May 2022

Date	Method	Description	Amount
01.04.22	BACS	Cheshire West & Chester Council – Playing Field licence	300.00
05.04.22	BACS	Cheshire Association of Local Councils – Affiliation Fee	229.68
11.04.22	BACS	John McDonald (Gardener)	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 c/f	<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 are authorised by the Parish Council. The Parish Council has been using this method of payment very successfully since the Order was made and it is the preferred option for many organisations.

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

### (5) Savings Account

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

RECOMMENDED: That Members consider opening a Savings Account with Unity Trust Bank plc and money be kept in this account and transferred to the current account to meet payments.

## 8. AUDIT

The Parish Council has appointed Mr David Cooper of Barnes Cooper as internal auditor for the 2021-22 audit. Mr Cooper is conducting the audit and a copy of his report will be circulated as soon as it is ready.

RECOMMENDED: That the Internal Auditor's Report be received

## 9. SUBMISSION OF AGAR TO THE EXTERNAL AUDITOR

(1) **Annual Governance Statement:** To approve and sign the Annual Governance Statement

(2) **Annual Accounting Statement:** To approve and sign the accounting statement for the year 2021-22

(3) **Statement of Exemption:** To approve and sign the Statement of Exemption

## 10. INSURANCE

The Parish Council's insurance policy is currently with Ecclesiastical who provided the best quotation. A renewal quotation has been received from Ecclesiastical, via Came & Co, of £168 + £50 administration, a total of £218 which is the same as last year for the same cover.

RECOMMENDED: That the insurance policy with Ecclesiastical be approved.

## 11. POLICIES AND PROCEDURES

To make any necessary changes to the following policies and procedures:

- (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

and to decide whether any additional policies and procedures are needed

## 12. REPRESENTATIVES ON OUTSIDE BODIES

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

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

RECOMMENDED: That two representatives be appointed to the Backford Trust and one to the Five Villages Hall Committee

## 13. ROLES AND RESPONSIBILITIES

The Police and Crime Commissioner wishes to commence a regular programme of consistent engagement with the Town and Parish Councils within Cheshire. He has invited the Chairman of the Parish Council or a nominated representative to the CWaC PCC Town and Parish Council meeting on Tuesday 24<sup>th</sup> May 2022 from 7–9pm which is to be held in Conference Room 7/8, Cheshire Police HQ, Clemonds Hey, Oakmere Road, Winsford, Cheshire CW7 2UA. There will be an opportunity to ask questions on the night, but those submitted in advance will give the PCC the ability to provide a more detailed response. The Chairman has already indicated that he is unable to attend this meeting. This invitation provides an opportunity for the Parish Council to consider allocating responsibilities to individual Members. For instance, it would be useful to have someone as the Council's Police Liaison representative. It is suggested that this proposal be included on the agenda for the July meeting and in the meantime, Members send suggestions to the Parish Clerk for possible areas of responsibility.

RECOMMENDED: That

- (1) a Councillor be appointed to attend the PCC meeting on 24 May; and
- (2) Members consider appropriate areas of responsibility that could be allocated to individual Councillors and send suggestions to the Parish Clerk for inclusion on the next agenda.

## 13. RECEIPT OF AGENDA ETC BY EMAIL

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 are authorised by the Parish Council. The Parish Council has been using this method of payment very successfully since the order was made and it is the preferred option for many organisations.

RECOMMENDED: That payment by BACS be continued in 2022-23

## 14. FOLLOW UP ON ISSUES RAISED AT PREVIOUS MEETINGS

- (1) **HM The Queen's Platinum Jubilee:** Since the last meeting arrangements for celebrating HM The Queen's Platinum Jubilee have changed substantially. With the agreement of the Headteacher, Dave Wallace, the location has changed from the Five Villages Hall to the School. Cllr Jack Jones will apply for a Temporary Events Notice through the CWaC website. A risk assessment has been carried out and the form submitted to CWaC. Dave Wallace has confirmed that the school toilets will be available but will need to be cleaned after the event. The school hall can be used as a cloakroom (classrooms will be locked and OOB). The Parish Council will provide a basic bar with alcohol and soft drinks. Cllr Jack Jones will organise and apply for the licence. Plastic glasses will need to be provided for the drinks. Tables are

available at the school to use for the bar and wooden benches are also available if required. The school freezers can be used for the ice cream but there will not be sufficient space for bottles so these will need to be stored by organisers and brought just before the event. Dave Wallace will circulate information about the event to all parents closer to the time. Christine Jones will proceed with the schedule of events and marketing materials. The anticipated number of people is around 100-150.

As part of the Jubilee celebrations it was proposed that the Parish Councils should fund a Scarecrow competition with two prizes of £25-30, a cake competition with two prizes of £25-30, a flower competition with two prizes of £25-30 and a Raffle prize of £25 at the Jubilee party. **RECOMMENDED:** That the revised arrangements be noted and the Clerk purchase six vouchers as prizes for the competitions and one £25 voucher for the raffle prize.

- (2) **Upgrading the current broadband network in Mollington:** Following the Parish Council meeting in March, Cllr Roger Jones has spoken to Mike Dugine. He needs to understand what the communities want in terms of broadband including the service/speed required and how much people are prepared to pay for it. He wants to provide the local community with information on the possible packages that will be available to them. He is aware of Gigaloch and some of the concerns expressed at the Parish Council meeting, he is in discussion with Christopher Jones re the B4RN survey and he has a third possible supplier who could service the area. He is putting together as much information as possible to enable the Parish Council to organise a meeting of the three communities to decide the best route forward. **RECOMMENDED:** That progress be noted.

- (3) **Trees:** 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. Christine Jones sought quotations for a tree plaque for Mollington. The most reasonable quote came from The Workshop, Aberfeldy, who quoted £62.40 including VAT (which can be reclaimed). This was considerably cheaper than the quote received from the local supplier which came in at £100 plus VAT. The Clerk has ordered the plaque from The Workshop, Aberfeldy and it has arrived ready to be installed once the location of the tree has been agreed. **RECOMMENDED:** That the purchase of the plaque be noted (from budget for Jubilee).

- (3) **School Field:** As requested the Clerk contacted the Chairman of Ince Parish Council for information about the playing field/play area at Ince. At the time CWaC had a budget of £1m for use in greenspaces/play areas. The Parish Council had to apply but it was suggested that as a small parish Ince should “go halves” with another small parish so that both parishes could have a play area. This was agreed but it wasn’t without its problems as the landscape architect did not provide what the Parish Council wanted, including a tarmac path for use by disabled people which did not lead to the play area. Cllr Jack Jones was asked to identify new key holders close to the school. **RECOMMENDED:** That the information provided by Ince Parish Council be noted.

- (4) **“Warn and Inform”** is a procedure to inform people what to do and who to ask if disaster strikes. A draft Manual has been produced and Cllr Roger Jones has passed it to Rob Ruddock at CWaC for approval. To note progress.

## 15. HIGHWAYS, RIGHTS OF WAY AND AMENITY CLEANING

- (1) **Chester Road Race Events:** Some residents have expressed concern about the number and frequency of road races that take place in the vicinity of Mollington village. Other residents are pleased to see these events. The Parish Council has been asked to discuss this issue.
- (2) **Condition of the roads:** At the last meeting concern was 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. Ward Cllr Eardley, with Cllr Wells, offered to take up these issues with CWaC on behalf of the Parish Council. To note progress.

## 16. PLANNING

- (1) Applications received for comment

Application No.	Subject	Location	Comments by
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	30 April 2022

22/00314/LDC	Use of recreational fishing lakes for overnight fishing in excess of 10 years	Land at Townfield Lane, Mollington, Chester	24 April 2022
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(2) Decisions made by CWaC since the last meeting of the Parish Council

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-2-3m (20%) crown reduction and crown thin.	The Hollows, 18 Townfield Lane, Mollington, Chester CH1 6NJ	Approved

(3) Awaiting Decision

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, has 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 will be determined on the basis of written representations. The procedure to be followed is set out in Part 2 of the Town and Country Planning (Appeals) (Written Representations Procedure) (England) Regulations 2009. The closing date for submission is 10 May 2022 which is before this meeting of the Parish Council. Councillors have been consulted and no-one wished to add any comments to those already submitted by the Parish Council.

RECOMMENDED: That the appeal be noted.

**17. ITEMS RAISED BY COUNCILLORS FOR INFORMATION**

**18. MEETINGS IN 2022-23**

- (1) To confirm the dates for meetings of the Parish Council in 2022-23 as follows:
- |              |              |              |                         |
|--------------|--------------|--------------|-------------------------|
| <u>2022:</u> | 19 July      | <u>2023:</u> | 17 January              |
|              | 20 September |              | 21 March                |
|              | 15 November  |              | 16 May (Annual Meeting) |
- (2) To agree a date for the Annual Parish Meeting in 2023
- (3) To approve the Five Villages Hall as the venue for meetings
- (4) To confirm the starting time of meetings as 7.15pm