



**15<sup>th</sup> May 2025**

**Commenced: 7.30 pm**

**Terminated: 9.00 pm**

**Present: Councillor Wells (Chair)  
Councillors Brassington, Coulter, Crowe, Jones and Plunkett**

**There were 5 members of the public in attendance**

**1. APPOINTMENT OF CHAIR  
RESOLVED**

**That Councillor Wells be appointed as Chair of Mollington Parish Council Business for the 2025/2026 Municipal Year.**

**2. APPOINTMENT OF DEPUTY CHAIR  
RESOLVED**

**That Councillor Brassington be appointed as Deputy Chair of Mollington Parish Council Business for the 2025/2026 Municipal Year.**

**3. APOLOGIES FOR ABSENCE**

Councillor Eardley submitted his apologies for absence as he had another meeting at Cheshire West and Chester Council that he was required to attend.

**4. DECLARATIONS OF INTEREST**

Councillor Jones declared a personal interest on matters relating to Hynet, as his family were owners of land that was affected. The Parish Council granted him dispensation to remain in the meeting and participate in the discussion, as he was the Parish Council's representative, due to his knowledge on this matter.

**5. MINUTES**

The Minutes of the proceedings of the Meeting of the Parish Council held on 20<sup>th</sup> March 2025 be approved as a correct record and signed by the Chair of the Parish Council (or other person presiding). Minutes attached.

**6. PUBLIC FORUM**

Residents referred to the following matters:-

- Broadband
- Drainage challenges

**RESOLVED**

- (i) **That the Cheshire West and Chester Council Digital Specialist, Mike Dugine be invited to the next meeting**
- (ii) **That Councillors Wells and Eardley arrange to meet with Cheshire West and Chester Council Officers, Kay Parry, Tony Jones and Gareth Owen regarding the ongoing drainage challenges;**
- (iii) **That following the meeting in 6(ii) above, the Clerk to invite Kay Parry, Tony Jones and Gareth Owen to the next meeting of the Parish Council;**
- (iv) **That Mollington Parish Council signs up to the Cheshire West and Chester Highways Volunteer Scheme, with Councillor Wells as the Lead.**

## **7. PLANNING**

The Parish Council considered the following planning matters:-

- **New Planning Application/s**

- (i) **Reference Number:** 25/00713/FUL  
**Site Address:** Land To The West of Parkgate Road Mollington Chester  
**Proposal:** Material change in use of land for stationing of caravans for residential occupation by travellers with associated development (utility buildings, hardstanding, landscaping, fencing and gates) - part retrospective

### **RESOLVED**

**That the response of the Parish Council, as appended to these Minutes, be sent to Cheshire West and Chester Planning Authority.**

- (ii) **Reference Number:** 25/00937/FUL  
**Address:** Durlston Grove Road Lea by Backford Chester CH1 6LG  
**Proposal:** Erection of a detached dwelling, with associated access.

### **RESOLVED**

**Mollington Parish Council objects to this application on the grounds that this is a new build property on a greenbelt site, in a location that is already suffering from poor infrastructure and continued drainage issues.**

- **Decided Planning Application/s**

#### **Appeal**

**Planning or Enforcement ref:** 24/03106/FUL

**Planning Inspector ref:** APP/A0665/D/25/3363079

**Appeal reference:** 25/00043/REF

**Site Address:** Holbeck, Grove Road, Mollington, Chester, CH1 6LG,  
Description of development: First floor side extension, alterations to existing garage, render and cladding externally, new windows and door, sill details added to windows, solar panels to rear roof

## **8. APPOINTMENT TO ROLES AND RESPONSIBILITIES**

### **RESOLVED**

**That the following appointments be made to roles and responsibilities:-**

- (i) **Highways Matters – Councillor Plunkett**  
(ii) **Planning Matters – Councillors Wells and Crowe**  
(iii) **Asset Register – to physically check the assets every September – Councillor Brassington**

## **9. 2024-2025 ACCOUNTING AND GOVERNANCE STATEMENTS**

### **RESOLVED**

**That the following documents, as circulated with the Agenda, be approved:-**

- (i) **AGAR Statement of Exemption 2024-2025**  
(ii) **Section 1 - Annual Governance Statement 2024-2025**  
(iii) **Section 2 – Accounting Statements 2024/25**

**That the following documents, as circulated with the Agenda, be received:-**

- (iv) **Annual Internal Audit Report 2024-2025**  
(v) **Detailed Internal Audit Report 2024-2025**

## 10. GOVERNANCE 2025-2026

### RESOLVED

That the following Governance Documents for 2025-2026, as circulated with the Agenda, be approved:-

- (i) Standing Orders 2025-2026
- (ii) Financial Regulations 2025-2026
- (iii) Councillor Code of Conduct 2025-2026
- (iv) GDPR Policy 2025-2026
- (v) Retention of Documents Policy 2025-2026
- (vi) Publication Scheme 2025-2026
- (vii) Risk Assessment 2025-2026

## 11. FINANCE AND BUDGET 2025-2026

The Parish Council considered a report of the Clerk and Responsible Financial Officer on the following:-

### (i) Transactions

#### RESOLVED

That the following transactions, be approved:-

Payer/Payee	Details	Receipts	Payments
Cheshire West and Chester Council	Rent 01/04/2025-31/02/2026 Invoice 12700241961 St. Oswald's Field Licence		£300.00
Clive Crowe	Reimbursement for weedkiller		£79.98
St Oswalds	Room Hire January and March 2025 Invoice STOS12		£40.00
J Davies	March Salary		£119.12
M Clough	March Salary		£246.56
HMRC	PAYE March 2025		£91.40
Unity Trust Bank	Monthly Service Charge (March)		£6.00
Cheshire West and Chester Council	PRECEPT	£15,000.00	
CHALC	Annual Subscription		£209.82
Zurich Municipal	Annual Insurance Premium		£300.00
HMRC	PAYE for backpay for former employee		£31.36
John McDonald	Gardening - Email Invoice 13/04/2025		£25.00
John McDonald	Gardening - Email Invoice 20/04/2025		£83.00
Davenport Accountants	Annual Internal Audit		£136.50
Unity Trust Bank	Service Charge		£6.00
Jeff Davies	April Salary		£119.12
Muna Clough	April Salary		£246.56
HMRC	PAYE April 2025		£91.20

### (ii) Approval of Payments

#### RESOLVED

That the following payments, be approved.

Payer	Details	£
J Davies	May Salary	Approx. £118.82
M Clough	May Salary	Approx. £246.76
HMRC	May PAYE	Approx. £102.66

J Davies	June Salary	Approx. £118.82
M Clough	June Salary	Approx. £246.76
HMRC	June PAYE	Approx. £102.66

**(iii) Budget Expenditure to 6<sup>th</sup> May 2025**

**RESOLVED**

**That the following Budget Head expenditure to 6<sup>th</sup> May 2025, be approved:-**

<b>Budget Head</b>	<b>Total</b>	<b>Budget Allocated</b>	<b>£ Difference</b>
Staff Costs	£488.24	£5,750.00	£5,261.76
Monthly Payments to Clerk for Home Office	£0.00	£120.00	£120.00
Travel	£0.00	£110.00	£110.00
Payroll	£0.00	£120.00	£120.00
Administrative Costs	£0.00	£100.00	£100.00
Room Hire	£0.00	£140.00	£140.00
Insurance	£300.00	£375.00	£75.00
Subscriptions	£209.82	£300.00	£90.18
Information Commissioner	£0.00	£40.00	£40.00
Audit Fees	£136.50	£180.00	£43.50
St Oswald's School Field Licence	£0.00	£350.00	£350.00
Website	£0.00	£250.00	£250.00
Training	£0.00	£105.00	£105.00
Community Projects	£0.00	£3,745.00	£3,745.00
Gardener	£108.00	£800.00	£692.00
Remembrance Wreath	£0.00	£200.00	£200.00
Unity Trust Service Charges	£6.00	£80.00	£74.00
Repayment of PWLB Loan	£0.00	£2,235.00	£2,235.00
RINGFENCED CIL	£0.00	£3,605.10	£3,605.10
	<b>£1,248.56</b>	<b>£15,000.00</b>	<b>£17,356.54</b>

**(iv) Explanation of Variances**

The Clerk reported that there were no variances to report.

**(v) Bank Reconciliation to 6th May 2025**

**RESOLVED**

**That the following Bank Reconciliation as at 6th May 2025, be approved:-**

<b>Bank Reconciliation 6th May 2025</b>	
<b>MOLLINGTON PARISH COUNCIL</b>	
<b>Financial year ending 31 March 2026</b>	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statement as at 30th April 2025	£
Current Account (07572433)	£30,243.11
Less: any unrepresented cheques	£456.88

Add: any unbanked cash	
<b>Net bank balances as at 6th May 2025</b>	<b>£29,786.23</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 at 1st April 2025	£16,034.79
Add: Receipts in the year	£15,000.00
Less: Payments in the year	£1,248.56
<b>Closing balance per cash book [receipts and payments book] must equal net bank balances above</b>	<b>£29,786.23</b>

**(vi) Bank Statements**

**RESOLVED**

That the Bank Statements, detailed below and as circulated with the Agenda, be received:-

- 31<sup>st</sup> March 2025
- 30<sup>th</sup> April 2025

**12. HYNET PROJECT**

Councillor Jones provided an update on the latest plans involving significant vehicle activity and the start of larger scale works.

**RESOLVED**

That the report be noted.

**13. WARD COUNCILLOR'S BRIEFING**

The Chair presented an update from Councillor Eardley (in his absence).

**RESOLVED**

That the report be noted.

**14. NEWSLETTER**

**RESOLVED**

- (i) That Councillor Jones to draft some bullet points on the Hynet development, which would be placed on the Notice Board;
- (ii) That Councillor Jones drafts an article for a Gardening Competition, to be approved at the next meeting of the Parish Council;
- (iii) That the Chair and Councillor Coulter drafts a Newsletter, for consideration at the next meeting of the Parish Council.

**15. WEBSITE DEVELOPMENT**

Councillor Wells continued to encourage Members to pass information on community matters to the Clerk for uploading onto the new website.

**RESOLVED**

That the report be noted.

**16. PLAN FOR 2025-2026**

**RESOLVED**

- (i) That Councillor Brassington seeks community decorations for lighting columns for Christmas, and other Christmas paraphernalia and presents her ideas for approval at a meeting of the Parish Council
- (ii) That the purchase of replacement trees on Tarrant Court by Councillor Coulter, for example Cherry Blossom Trees, to a maximum of £100.00, be approved.

- (iii) That Councillor Coulter to investigate the most appropriate hardy perennials and plans, together with the purchase of planters, and circulates her proposals to Members of the Parish Council.

**17. CIL MONIES**

**RESOLVED**

That the Clerk to order the Notice Board from Greenbarnes, for Grove Road, in the sum of £2,500.00

**18. CIL REPORT 2024-2025**

Members noted that the Clerk had provided the statutory update report to Cheshire West and Chester Council, and had uploaded the report onto the website.

**19. WEED SPRAYING**

**RESOLVED**

That the Parish Council joins the Cheshire West and Chester Council Highways Volunteer Scheme and that Councillor Wells be the lead Member.

**20. UNITY TRUST BANK**

**RESOLVED**

That Councillors Plunkett and Jones be added as signatories to the Unity Trust Bank account.

**21. URGENT ITEMS**

There were no items which the Chair was of the opinion required consideration as a matter of urgency.

**22. DATES OF MEETINGS**

**RESOLVED**

That the following dates of meetings of the Parish Council for the 2025-2026 Municipal Year (all to held at 7.30 pm at St. Oswald's Primary School, unless otherwise agreed) be approved:-

- Thursday, 31st July 2025
- Thursday, 18<sup>th</sup> September 2025
- Thursday, 20th November 2025
- Thursday, 15<sup>th</sup> January 2026
- Thursday, 19<sup>th</sup> March 2026
- Thursday, 21<sup>st</sup> May 2026