



MOLLINGTON PARISH COUNCIL

21st May 2026

Commenced: 7.30 pm

Terminated: 8.50 pm

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

1. APPOINTMENT OF CHAIR

RESOLVED

That Councillor Wells be appointed as Chair of Mollington Parish Council for the 2026/2027 Municipal Year.

2. APPOINTMENT OF DEPUTY CHAIR

RESOLVED

That Councillor Brassington be appointed as Deputy Chair of Mollington Parish Council for the 2026/2027 Municipal Year.

3. APOLOGIES FOR ABSENCE

All Members of the Parish Council were in attendance.

4. DECLARATIONS OF INTEREST

There were no declarations of interest from Members of the Parish Council

5. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 19th March 2026 were approved as a correct record and signed by the Chair of the Parish Council

6. PUBLIC FORUM

There were no Members of the Public at the meeting.

7. 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 – Councillor Brassington

8. ACCOUNTING AND GOVERNANCE STATEMENTS 2025-2026

RESOLVED

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

- (i) AGAR Statement of Exemption 2025-2026
- (ii) Section 1 - Annual Governance Statement 2025-2026
- (iii) Section 2 – Accounting Statements 2025/26

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

- (iv) Annual Internal Audit Report 2025-2026
- (v) Detailed Internal Audit Report 2025-2026

9. GOVERNANCE 2026-2027**RESOLVED**

That the following Governance Documents for 2026-2027, as circulated with the Agenda, be approved:-

- (i) Standing Orders
- (ii) Financial Regulations
- (iii) Councillor Code of Conduct
- (iv) GDPR Policy
- (v) IT Policy
- (vi) Retention of Documents Policy
- (vii) Publication Scheme
- (viii) Risk Assessment
- (ix) Asset Register – Assets inspected by Councillor Brassington on 21st May 2026

10. FINANCE AND BUDGET 2026-2027

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

(i) Transactions**RESOLVED**

That the following transactions, be approved:-

| Payer/Payee | Details | Receipts | Payments |
|-----------------------|---------------------------------------|-----------------|-----------------|
| HugoFox | Emails - INV 24427 - new subscription | | £2.99 |
| CW&C | Commercial Rent 01/04/2026-31/03/2027 | | £300.00 |
| Litter Picker | March Salary | | £127.13 |
| M Clough | March Salary | | £254.46 |
| HMRC | PAYE March | | £95.20 |
| M Clough | 6 months home office payment | | £60.00 |
| Unity Trust Bank | Service Charge | | £7.00 |
| CW&C | CIL Money | 1,923.32 | |
| M D Coxe | Quarter 1 Payroll Fees | | £36.00 |
| Zurich Municipal | Annual Insurance | | £300.00 |
| CHESHIRE WEST | Precept | £15,425 | |
| HugoFox | Email INV-25874 | | £2.99 |
| John McDonald | Gardener | | £85.00 |
| CHALC | Annual subscription | | £215.20 |
| Litter Picker | April Salary | | £127.13 |
| HMRC Cumbernauld | April PAYE | | £95.20 |
| M Clough | April Salary | | £254.46 |
| Unity Trust Bank | Monthly service charge | | £7.00 |
| Davenport Accountants | Internal Audit Fee | | £143.35 |

(ii) Approval of Payments**RESOLVED**

That the following payments, be approved:-

| Payer | Details | £ |
|---------------|----------------|-----------------|
| Litter Picker | May Salary | Approx. £125.00 |
| M Clough | May Salary | Approx. £255.00 |
| HMRC | May PAYE | Approx. £80.00 |
| Litter Picker | June Salary | Approx. £125.00 |

| | | |
|-------------|---------------------------------|-----------------|
| M Clough | June Salary | Approx. £255.00 |
| HMRC | June PAYE | Approx. £80.00 |
| Unity Trust | Service charge for May and June | £7.00 £7.00 |
| HugoFox | Emails for May and June | £2.99 £2.99 |

(iii) Budget Expenditure to 9th May 2026

RESOLVED

That the following Budget Head expenditure to 9th May 2026, be approved:-

| Budget Head | Total | Budget Allocated | £ Difference |
|---|------------------|-------------------------|---------------------|
| Staff Costs | £476.79 | £6,250.00 | £5,773.21 |
| Monthly Payments to Clerk for Home Office | £0.00 | £120.00 | £120.00 |
| Payroll | £36.00 | £120.00 | £84.00 |
| Internal Auditor | £143.35 | £150.00 | £6.65 |
| Administrative Costs | £0.00 | £100.00 | £100.00 |
| Room Hire | £0.00 | £150.00 | £150.00 |
| Insurance | £300.00 | £375.00 | £75.00 |
| Subscriptions | £215.20 | £300.00 | £84.80 |
| Information Commissioner | £0.00 | £50.00 | £50.00 |
| Audit Fees | £0.00 | £150.00 | £150.00 |
| St Oswald's School Field Licence | £0.00 | £375.00 | £375.00 |
| Website | £2.99 | £300.00 | £297.01 |
| Training | £0.00 | £120.00 | £120.00 |
| Community Projects | £0.00 | £3,600.00 | £3,600.00 |
| Gardener | £85.00 | £1,000.00 | £915.00 |
| Remembrance Wreath | £0.00 | £100.00 | £100.00 |
| Unity Trust Service Charges | £7.00 | £80.00 | £73.00 |
| Repayment of PWLB Loan | £0.00 | £2,235.00 | £2,235.00 |
| RINGFENCED CIL | £0.00 | £2,478.68 | £2,478.68 |
| Excluding Ringfenced CIL | £1,266.33 | £15,575.00 | £14,308.67 |
| Including Ringfenced CIL | £1,266.33 | £18,053.68 | £16,787.35 |

(iv) Explanation of Variances

RESOLVED

That an additional Budget Head for the Internal Auditor fees be added to the Budget Expenditure and the total Budget for 2026-2027 be increased from £15,425.00 to £15,575.00.

(v) Bank Reconciliation to 9th May 2026

RESOLVED

That the Bank Reconciliation as detailed below as at 9th May 2026, be approved:-

| | |
|--|--|
| Bank Reconciliation 9th May 2026 | |
| MOLLINGTON PARISH COUNCIL | |
| Financial year ending 31 March 2026 | |
| Prepared by: Muna Clough, Parish Clerk & RFO | |
| | |

| | |
|---|-------------------|
| Balance per bank statement as at 30th April 2026 | £ |
| Current Account (07572433) | £33,855.21 |
| | |
| Less: any unrepresented payments | £143.35 |
| | |
| Add: any unbanked cash | |
| | |
| Net bank balances as at 9th May 2026 | £33,711.86 |
| The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows | |
| | |
| CASH BOOK | |
| | |
| Opening Balance at 1st April 2026 | £17,629.87 |
| Add: Receipts in the year | £17,348.32 |
| Less: Payments in the year | £1,266.33 |
| Closing balance per cash book [receipts and payments book] must equal net bank balances above | £33,711.86 |

(vi) Bank Statements

RESOLVED

That the following bank statements, as circulated with the Report, be approved:-

- 31st March 2026
- 30th April 2026

11. HYNET PROJECT

Councillor Eardley reported that the terms and conditions of the Community Benefit Fund arising from the HYNET project, were now awaited.

The Chair agreed to look into the possibility of installing play equipment which might be purchased out of the funding, in a local field, for the children of the parish.

RESOLVED

That the report be noted.

12. WARD COUNCILLOR'S BRIEFING

Councillor Eardley reported on the following:-

- Hynet challenges
- The Peak Cluster proposals had been opposed in principle by CW&C
- Progress to Grove Road drainage
- Chester Wetland planning application
- Parkgate Road/Overwood Lane siding out
- The appointment of PCSO Christine Hogan
- The successful prosecution of a major flytipping incident
- Complaints about the marathon, that had been been relayed to the Borough Council
- Resurfacing on local roads
- Flytipping signage
- Planning matters
- Crabwall Manor field area
- Land at Ness Cottage

RESOLVED

That the report be noted.

13. PLANNING

The Parish Council considered the following planning matters:-

- (i) **Potential planning application at Moss Bank**
RESOLVED
That consideration of this matter be deferred until a planning application is submitted.

- (ii) **Enforcement concern**
RESOLVED
That this matter be considered under Exempt Information (Item 22).

- **Planning Applications considered under the provisions of the Standing Orders**
- (iii) **Reference Number: 26/00837/FUL**
Site Address: 12 Overwood Avenue Mollington Chester CH1 6NH
Proposal: Single storey porch, garage conversion and erection of two-storey rear extension.
The Parish Council did not submit any comments in relation to this application.

- (iv) **Appeal under Section 78**
Site Address: Durlston, Grove Road, Lea by Backford, Chester, CH1 6LG,
Description of development: Erection of a detached dwelling, with associated access
Application reference: 25/00937/FUL
Appellant's name: Mr & Mrs Titlow
Planning Inspector ref: 6007749
Appeal reference: 26/00036/REF
Appeal start date: 13 April 2026
The Parish Council submitted its comments on 11th May 2026

RESOLVED

That the decisions detailed in 13(iii) and (iv) above, be ratified.

14. NEIGHBOURHOOD PLAN

The Parish Council considered proposals by Councillor Wells to proceed with developing a Neighbourhood Plan.

RESOLVED

That Councillor Jones to draft a poster for the Notice Board inviting any village residents who are interested in establishing a Neighbourhood Plan Steering Group, to contact the Clerk and attend the next meeting of the Parish Council.

15. PLANS FOR 2026-2027

RESOLVED

That Benches be added to the next Agenda

16. CIL REPORT 2025-2026

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

RESOLVED

That the report be noted.

17. POLICE REPORT

In the absence of PC Barnett, the Parish Council considered a written report.

RESOLVED

That the report be noted.

18. SCHOOL PARKING ON GRASS VERGE

Councillor Wells reported that permission had been received from the school for the Parish Council to purchase some posts to install on the grass verge outside the school, to prevent parking.

RESOLVED

- (i) That Councillor Wells be authorised to purchase posts for installation on the grass verge outside the school, to prevent parking. This decision was unanimous.
- (ii) That Councillors Crowe and Jones to install the posts.

19. URGENT ITEMS

There were no items which the Chair of Council Business was of the opinion should be considered as a matter of urgency.

20. DATES OF MEETINGS

RESOLVED

That the following dates for meetings of the Parish Council for the 2026-2027 Municipal Year, be agreed (all to held at 7.30 pm at St. Oswald's Primary School, unless otherwise notified)

- Thursday, 16th July 2026
- Thursday, 17th September 2026
- Thursday, 19th November 2026
- Thursday, 21st January 2027
- Thursday, 18th March 2027
- Thursday, 20th May 2027

21. EXEMPT ITEM

Members resolved that the following item of business was exempt from the press and public as it contained information relating to an individual.

22. UNAUTHORISED TRADING

RESOLVED

That the Chair to draft an email to be sent by the Clerk to Cheshire West and Chester Council's Regulatory Services (regulatoryservices@cheshirewest.gov.uk) regarding concerns relating to the unauthorised trading of cars at a property on Townfield Lane, Mollington.