



## **Moston Parish Council**

### **Minutes for the Meeting held on Tuesday, 3<sup>rd</sup> July 2018, in St Peters Church Hall, Elworth.**

**PRESENT** Councillors:  
A Holder (Chair)  
M Sant  
A Roscoe  
D Nixon  
S Harrop

The Clerk to the Council: Kristine Pemberton

Also present were 7 members of the public.

The meeting started at 19.45

#### **1. APOLOGIES FOR ABSENCE**

Cllr's Beech, Musgrave, Wray and House

#### **2. DECLARATIONS OF INTEREST**

There were no declarations of interest

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

There were no questions

The Chairman reconvened the Council Meeting.

#### **3. TO APPROVE THE MINUTES OF THE MEETING HELD ON 1<sup>ST</sup> MAY 2018.**

It was resolved to approve the minutes of the meeting of 1<sup>st</sup> May 2018 a correct record. The minutes were duly signed by Cllr Holder as Chairman of the meeting.

**4. UPDATE ON PARTIAL CLOSURE OF MOSS LANE AND ANY FOLLOW UP REQUIRED (CLLR D NIXON)**

Resolved to support proposed way forward as described in briefing notes. Cllr Nixon to speak to Cllr Wray to progress

**5. TO AGREE ANY ACTIONS ARISING FROM THE NEIGHBOURHOOD PLAN**

Resolved to send the proposed letter as described in the briefing notes.

**6. TO AGREE CALENDAR AND VENUE FOR MEETINGS UPTO END OF 2018**

Resolved to post the calendar of meetings for the rest of the year on the website and noticeboards. All meetings will be held at St Peters Church Hall.

**7. MOTION TO CONTRIBUTE TO GARDEN MAINTENANCE OF WARMINGHAM CHURCH (CLLR M SANT)**

Currently this support may not be needed so may revisit this issue if required

**8. MOTION TO APPROVE UPDATED STANDING ORDERS (CLLR A HOLDER)**

Resolved to approve the standing orders

**9. TO RECEIVE AN UPDATE ON PARISH IMPROVEMENT PROJECTS PLANNED FOR THIS YEAR:**

**9.1 Sign post restoration – Cllr Nixon**

Cllr Nixon obtained some quotes for restoration of the sign. The existing signs are also being reviewed some of which may not be necessary. It was also suggested that this sign could just show the Moston Parish Crest

**Resolved for the clerk to write letter to Mr Bullock to see if he has the top of the sign.**

**9.2 Tree and bulb planting – Cllr Sant**

Bulbs to be planted in autumn and trees in the winter. Cllr Sant will arrange purchase of the bulbs and trees via the clerk and then arrange planting

**9.3 Maintenance of Moston Green and relocation of phonebox – Cllr Harrop**

There was a suggestion to update the concrete post which is on Plant Lane directly opposite the Green and perhaps add the Moston Parish Crest. Ownership of the green is still being chased up. Phone box has now been moved and renovation is ongoing and will be completed by November. Options for placement and use of the phonebox are being evaluated.

**10. TO RECEIVE AN UPDATE ON GDPR, DOCUMENT RETENTION AND DISPOSAL**

**Resolved for clerk to continue developing a personal data plan and document retention plan as proposed in the briefing notes.**

**11. FINANCES (RFO)**

(Details to be circulated prior to meeting where appropriate.)

**11.1 To approve payments and receipts.**

The payments and receipts since 1<sup>st</sup> May 2018 were approved by the Council.

**11.2 To receive the bank reconciliation and expenditure against budget to date**

The council received the bank reconciliation and expenditure against budget.

**Resolved to allocate £1000 from planning reserves to cover planning expenses for this year**

**11.3 To receive the internal audit outcome**

The council received the audit findings and agreed responses

**12. CORRESPONDENCE**

Email received from Natale Maltese (Cheshire east highways – signs) requesting a meeting about Mill Lane bridge

**Resolved for clerk to arrange a meeting with Cllr Nixon 9<sup>th</sup> July 9am**

**Resolved for clerk to attend Cheshire SLCC branch conference in September**

**13. MEMBERS ITEMS AND REPORTS AND ITEMS FROM CHESHIRE EAST COUNCILLOR IF PRESENT**

No items

**14. ANY OTHER BUSINESS**

None

**15. DATE/TIME AND PLACE OF NEXT MEETING**

The next Moston Parish Council meeting will take place on Tuesday, 4<sup>th</sup> September 2018 at St Peters Church Hall

## Appendix

### **Briefing Notes for Item Number 4,**

We are all aware of how and why a section of Moss Lane was closed. (Condition 20 of Planning application 11/3956C )

A number of us opposed the scheme from day one and whilst understanding the reasons a Transport Assessment was submitted by the developers we put forward a proposal which we thought was a better solution (A one way system from Plant Lane/Oakwood Lane towards Sandbach ) whilst other residents sat back and waited for the inevitable. This happened just before Christmas last year when a small section was blocked off preventing Moston residents from using the lane as an alternative to the ever increasingly busy and in our eyes, dangerous, junction next to the Fox. For a while this was alleviated to some extent by being able to pass through the new estate (the very reason the lane was closed ) but eventually that way through was also blocked off.

As a result of complaints from residents and letters sent to Fiona Bruce, Cheshire East Highways and the Chief Executive of the borough council Moston Parish Council received a letter at the end of February from Andrew Ross, Cheshire East Director of Highways and Infrastructure . Most of the letter goes over old ground and certainly nothing to suggest the lane would be opened anytime soon. The only hope it gave was in the last sentence which indicated if Moston Parish Council spoke to the ward councillor (John Wray ) and if in agreement he could request through the Area Highways Group that a feasibility study is undertaken to review the local highway network in the area and dependent upon its outcome make any recommendations for future changes.

It became apparent there were differing views on the closure, certainly it was an inconvenience, obviously more for some than others, but on the other hand Oakwood Lane and Plant Lane in particular seemed to have less traffic than before the closure.

The Regulation 14 consultation at the end of March for our neighbourhood plan gave us the opportunity to get a broader view of what Moston residents thought about the closure by including a short survey form. We excluded residents from Albion Lock, most of whom wouldn't have known where Moss Lane was but we did deliver approximately 160 surveys with the Neighbourhood Plan material.

We received back 54 Replies.

16 Saying the closure had No impact

7 Saying the closure had a positive impact

31 Saying the impact had a negative impact.

The positive impact replies broadly stating the inconvenience was outweighed by Plant Lane, Oakwood Lane and surprisingly Red Lane having less traffic.

The negative replies related mainly to the dangers and hold ups of having to use the Fox Junction, the extra time taken to get to the station, to school, to football and cricket practice, to Sandbach, Wheelock and Moston Road Industrial Estate. It was felt this was made worse by the owner of the garage parking his van as close as possible to the junction and the phasing of the traffic lights which also caused considerable delays in late afternoon/evening when returning to Moston from Sandbach direction. It was mentioned the closure was done in a sneaky manner without sufficient publicity and the building of new houses not in Moston had caused an old lane to be closed inconveniencing Moston residents.

The proposal is to speak to John Wray outlining local feelings about the closure, and ask if he would request through the Area Highways Group that a feasibility study is undertaken to review the local highway network in the area and dependent upon its outcome make any recommendations for future changes, as suggested by Andrew Ross, Cheshire East Director of Highways and Infrastructure.

This survey can be mentioned and also the previous proposal of a One Way System from Moston towards Sandbach.

### **Briefing notes for Item 5 – Neighbourhood plan**

#### **MOSTON NEIGHBOURHOOD PLAN – GREEN GAPS**

Dear (Landowner),

You may be aware that the residents of Moston are well advanced in producing a Neighbourhood Plan. The Plan when adopted through referendum will be a legal document that will guide Planning decisions in Moston until 2030.

One of the objectives of the Neighbourhood Plan will be to maintain the distinctiveness of Moston as an identifiable and separate place. One of the mechanisms for doing this is to designate Green Gaps. The Purpose of Green Gaps is to prevent the future coalescence of say Elworth and Moston or Middlewich and Moston by designating certain areas to be free of development.

As a courtesy the Council would like to advise you that some parts of your own land have been identified by residents, through the Regulation 14 Consultation process, as Green Gaps. Please see the attached marked up map.

We hope that you will appreciate the strategic significance of these Green Gaps for the residents of Moston.

Yours sincerely,

### **Briefing notes for Item 6**

#### **Calendar of Meetings August to December 2018**

To be held at St Peter's Church Hall, Elworth

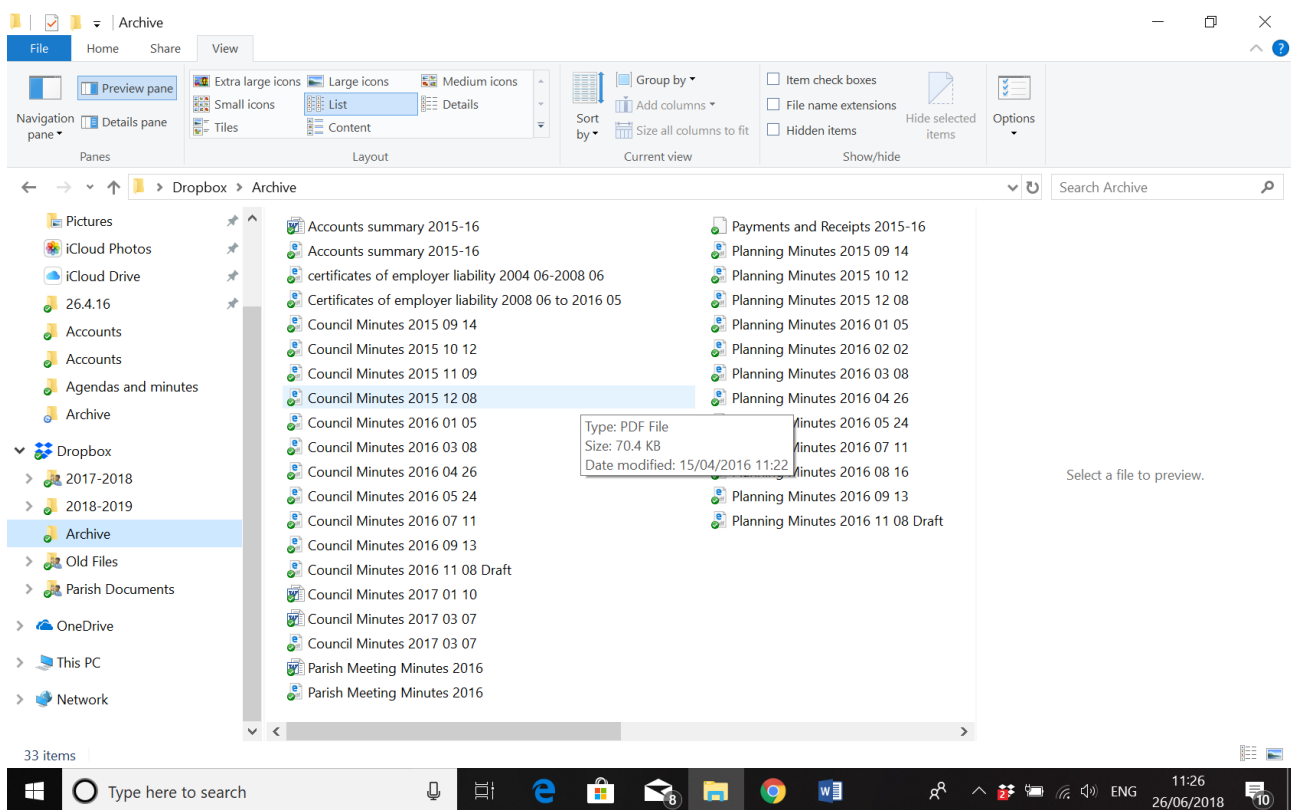
7 August 2018	7.30pm Planning Committee
4 September 2018	7.30pm Council Meeting 8.15pm Planning Committee
2 October 2018	7.30pm Planning Committee
6 November 2018	7.30pm Council Meeting 8.15pm Planning Committee
4 December 2018	7.30pm Planning Committee

## Briefing notes for Item 10 To receive an update on GDPR, Document retention and disposal

Agree plan for GDPR compliance

- Complete Inventory of Personal Data (Clerk)
- Complete document retention document (Clerk)
- All councillors to check what personal data they hold, electronic or paper (Councillors)
- Once inventory of personal data and document retention document finalised then clerk to go through all paper and electronic files and action i.e. destroy, archive as appropriate (Clerk)
- General aim – move towards electronic archive as shown below (all to agree in principal)

Item 10 document storage



## Briefing notes for Item 11.1– Payments since 1 May

Cheque date or payment date	Type of Transaction	Cheque Number	Recipient	Details	Total Amount
02/05/2018	Cheque	586	Netwise training Ltd	new website setup and maintenance	£899.00
08/05/2018	Cheque	588	Community Lincs Insurance Services	insurance	£190.89
08/05/2018	Cheque	589	Cheshire community action	annual membership	£20.00
08/05/2018	Cheque	590	Groundwork UK	Return of end of grant underspend	£858.12
08/05/2018	Cheque	591	SPS Ltd	Payroll services	£24.00
08/05/2018	Cheque	592	K Pemberton	Adjustment for payrise	£5.77
01/06/2018	SO	SO	K Pemberton	Salary	£223.19
05/06/2018	Cheque	593	JDH Business Services Ltd	Audit	£141.60
05/06/2018	Cheque	594	Cartridge save Ltd	Ink cartridges	£135.86
			D Nixon	land registry searches	£36.00
			Civitas	Planning consultance work	£190.00
			X2 connect	Phone box - window rivets and window	£45.17
			K Pemberton	Phone box - paint - from paints4trade who would not set up an account	£68.98

## Briefing notes for Item 11.2

### **Bank Reconciliation - 5 June 2018** **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 5 June 2018	£	£
Current Account (07572433)	£6,300.17	
Reserve Account (at 30 April)	£5,001.39	
		£11,301.56
Less: any unpresented cheques		
559 D Nixon	£5.00	
588 Community lincs insurance services	£190.89	
593 JDH business sevices ltd	£141.60	
594 cartridge save ltd	£135.86	
		£473.35
Add: any unbanked cash	None	
<b>Net bank balances as at 5 June 2018</b>		<b>£10,828.21</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		£10,168.52
Add: Receipts in the year		£4,000.22
Less: Payments in the year		£3,340.53
<b>Closing balance per cash book [receipts and payments book] as at 31 March 2018(must equal net bank balances above)</b>		<b>£10,828.21</b>



**MOSTON PARISH COUNCIL  
BUDGET AND EXPENDITURE 2018/2019 to end June 2018**

<b>EXPENDITURE</b>	<b>Budget 2018-2019</b>	<b>Expenditure to date</b>	<b>Difference V budget</b>	<b>% of budget spend</b>
-				
<b>Clerk's Salary</b>	<b>£2,840.00</b>	<b>£736.80</b>	<b>£2,103.20</b>	<b>26%</b>
<b>General admin:</b>	<b>£200.00</b>	<b>£182.92</b>	<b>£17.08</b>	<b>91%</b>
Stationery:				
Print cartridges		£182.92		
Other Stationery		£0.00		
<b>Website/ICT costs</b>	<b>£150.00</b>		<b>£150.00</b>	<b>0%</b>
<b>Insurance (Paid annually)</b>	<b>£250.00</b>	<b>£190.89</b>	<b>£59.11</b>	<b>76%</b>
<b>Payroll Costs</b>	<b>£160.00</b>	<b>£24.00</b>	<b>£136.00</b>	<b>15%</b>
<b>Audit Fees- Internal (paid annually)</b>	<b>£150.00</b>	<b>£141.60</b>	<b>£8.40</b>	<b>94%</b>
<b>Subscriptions:</b>	<b>£350.00</b>	<b>£126.20</b>	<b>£223.80</b>	<b>36%</b>
<b>Meeting Room Hire</b>	<b>£200.00</b>	<b>£0.00</b>	<b>£200.00</b>	<b>0%</b>
<b>Training</b>	<b>£300.00</b>	<b>£140.00</b>	<b>£160.00</b>	<b>47%</b>
<b>Grants/S137 Donations</b>	<b>£400.00</b>	<b>£0.00</b>	<b>£400.00</b>	<b>0%</b>
<b>Other Council Costs/Miscellaneous:</b>	<b>£4,500.00</b>	<b>£361.15</b>	<b>£4,138.85</b>	<b>8%</b>
Parish Repairs		£0.00	£0.00	
Land Registry Searches		£57.00	-£57.00	
Planning Consultancy		£190.00	-£190.00	
Signpost Restoration	£2,500.00	£0.00	£2,500.00	0%
Tree and bulb planting	£1,000.00	£0.00	£1,000.00	0%
Maintenance of Moston Green	£500.00	£0.00	£500.00	0%
Moving phonebox	£500.00	£114.15	£385.85	23%
<b>Transparency grant - website</b>	<b>£963.00</b>	<b>£899.00</b>	<b>£64.00</b>	
<b>Planning reserves ***</b>	<b>£5,000.00</b>		<b>£5,000.00</b>	<b>0%</b>
<b>General reserves ****</b>	<b>£3,000.00</b>		<b>£3,000.00</b>	<b>0%</b>
<b>Neighbourhood Plan</b>	<b>£500.00</b>	£858.12	-£358.12	172%
<b>TOTAL</b>	<b>£18,963.00</b>	<b>£3,660.68</b>	<b>£15,302.32</b>	

Notes:

\*\*\* - The Planning Reserves amount of £2000 is an emergency reserve to be built on year on year in the case of planning applications. Money held in the

\*\*\*\* held for potential election

## Briefing notes for Item 11.3 Response to Internal Audit Report

Moston Parish Council

2017/2018

### Action Plan

	ISSUE	RECOMMENDATION	FOLLOW UP
1	2016/17 Fixed Assets have been misstated on the 2017/2018 annual return. The current figure shows £1182 but this should have been £1181	The annual return should be amended	Amended
2	Please see prior year issues re VAT	VAT should be reclaimed on a timely basis	VAT claim submitted May 2018
3	Data Protection Law will change significantly on May 25 <sup>th</sup> 2018 due to the 2016 EU Directive General Data Protection Regulation (GDPR) taking effect. GDPR replaces the 1998 Data Protection Act and it will impose new obligations on Data Controllers and Data Processors and provides enhanced rights for individuals. Compliance with GDPR could have resource implications for local councils. We could identify no evidence that the council has registered with the ICO as a data controller	<p>The impact of GDPR on the council should be identified through review of NALC guidance and the Data protection policy, risk assessment and internal controls should be updated accordingly.</p> <p>As a data controller the council needs to register with the ICO if it has not already done so. A GDPR compliant data protection policy needs to be adopted and an appropriate document retention policy</p>	<p>The council registered with the ICO on 6 July 2018</p> <p>A plan to address GDPR requirements was agreed at Council Meeting on 3 July 2018</p>