



Minutes of the Meeting of the Council held at 8pm on Tuesday, 6th March 2018, in St Peter's Church Hall, Elworth

PRESENT

Councillors:
A Holder (Chair for the meeting)
M Sant
D Nixon
R Beech

The Clerk to the Council: Kristine Pemberton

Also present were 7 members of the public.

1. APOLOGIES FOR ABSENCE

Councillors: A Roscoe, D Musgrave, S Harrop, C House, J Wray

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

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

There were no questions

3. TO APPROVE THE MINUTES OF THE MEETING HELD ON THE 9th JANUARY 2018

It was resolved to approve the minutes of the meeting of 9th January 2018 as a correct record. The minutes were duly signed by Cllr Holder as Chairman of the meeting.

4. UPDATE ON CORRESPONDENCE RELATED TO PARTIAL CLOSURE OF MOSS LANE (CLLR D NIXON)

The council is exploring whether we can attempt to have the road re-opened. The response to our letter from Andrew Ross suggests we may want to discuss further with John Wray. Prior to doing that the council would like to gauge the level of support from local residents including those on the new estate

Resolved that the council should obtain more information using a questionnaire which may go out with neighbourhood plan. Cllr Harrop will lead

5. UPDATE ON THE RECENT TRAFFIC INCIDENTS AT THE END OF MILL LANE (CLLR D NIXON)

Cllr Nixon will meet a representative from Cheshire East to discuss our list of proposed actions

6. MOTION TO PURCHASE A NEW WEBSITE UPGRADE AND WEBSERVICES (CLLR A HOLDER)

Resolved to purchase the website upgrade as per the briefing notes

7. MOTION TO AMEND THE FINANCIAL REGULATIONS (CLLR A HOLDER)

Resolved to amend the financial regulations with the proposed amendments as per the briefing notes. Clerk to update the regulations on the website

8. TO RAISE ANY PLANNING COMMITTEE ITEMS (CLLR D NIXON)

Recently there have been 2 local Environmental Impact Assessments (EIA) screening and scoping applications: one related to the Middlewich Eastern Bypass and one related to a pipeline corridor between Warmingham and the salt factory at Middlewich. Moston Parish Council were not notified of either of these

Resolved for the clerk to investigate why we did not receive notifications and confirm they have correct contact details

9. FINANCES

9.1. To receive an update on the finances relating to the Neighbourhood Plan

Cllr Nixon to obtain from Cheshire Community Action an estimate of work remaining. If we get results of the screening soon we could set up the parish meeting. Cllr Nixon is investigating whether we can carry money over past the end March, if not we will have to reclaim money in April

Resolved for the clerk to purchase stamps, envelopes and paper

9.2. To receive an update on Transparency Funding Grant

Still awaiting response on this

Resolved for the clerk to follow this up

9.3. To approve payments and receipts

Payments since last meeting on the 7th November were presented and approved

9.4. To receive the bank reconciliation and expenditure against budget to date (Q3)

Clerk presented bank reconciliation. Expenditure against budget will be reviewed at the next meeting.

Resolved that the council will review expenditure against budget at every meeting rather than quarterly

10. CORRESPONDENCE

11. MEMBERS ITEMS AND REPORTS AND ITEMS FROM CHESHIRE EAST COUNCILLOR IF PRESENT

The work has now started on Warmingham Village Hall which has now been demolished. This should be completed in 30 weeks

There is currently rubbish in front of Flowcrete on Dragons Lane, a request was made for the Parish council send a letter asking them to tidy this up.

Resolved for the clerk to draft a letter which Cllr Nixon will deliver and discuss a possible donation towards litter picking

DATE/TIME AND PLACE OF NEXT MEETING

Annual General Meeting, 1ST May, 2018, St Peter's Church Hall, Elworth

The meeting closed at 8.50pm.

Appendix 1

Briefing notes for item 6. MOTION TO PURCHASE A NEW WEBSITE UPGRADE AND WEBSERVICES (CLLR A HOLDER)

The current Website used by MPC today although useful and full of information both current and historic is unfortunately not meeting the requirements for transparency and due to the nature of the format of it i.e. HTML the administration of it is restricted to one administrator, with this in mind and with the availability of a transparency funding being made available to all parish councils I have recommend that we move to a new format ie. Wordpress which is the current format used today for many websites and allows the administration of it to be done a lot easier, quicker and can be available to a wider range of individuals rather than just one administrator.

Based on the above I researched several website providers (3) specifically those that are working currently with other Parish Councils and asked them to provide a quote to transfer our existing HTML Website to a Wordpress Website which will include updates and enhancements.

After speaking to them all they are all very similarly priced, as they all obviously know of the transparency funding availability and they tailor their costs to be that which can be applied for.

Therefore I'm recommending that once we receive the Transparency Funding that we proceed to replace the existing Website with a company called "Parish Council Websites" (netwise) and go for their premium package, although this is slightly more expensive option (remember this is funding money!), I think it's the best route going forward , reasons are that it will future proof us , it will provide unlimited emails and storage, support , ease of use and administration and most importantly it will make us compliant when it comes to transparency requirement and lastly will enhance our website and give the impression of a marquee of quality to Moston Parish Council

Annual charges will be £300pa for hosting and support (which also includes training), we currently pay circa £245, At the same time of doing this we can take the opportunity to change the billing for these services from myself to the Parish Council and in line with the new financial guidelines.

Appendix 2

Briefing material for item 7. MOTION TO AMEND THE FINANCIAL REGULATIONS (CLLR A HOLDER)

Dear Members/Clerk,

Following the adoption of the new Financial regulations in September, I recently undertook to review the Regulations with a view to agreeing with you some straight forward, practical and non-onerous guidelines for purchasing goods and services that meet the spirit and the letter of the Regulations.

The following are the relevant abstracts from the Regulations for reference but please jump to **Amendments and Corrections Required and Summary** lest you get bogged down straight away. Jump Now.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1. Expenditure on items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- *the council for all items over £1000*
 - *the planning committee of the council for items relating to planning issues such as the Neighbourhood Plan, consultancy fees or other legal costs up to £1000.*
 - *the Clerk, in conjunction with Chairman or Vice Chairman of Council or Chairman of the planning committee (for planning related expenditure only), for any items below £500.*
- Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman/Vice Chairman.*

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £100. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of £100 unless authorised by the council in writing before any order is placed.

6.19. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk/RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any

circumstances.

10. ORDERS FOR WORK, GOODS AND SERVICES

10.1. An official order or letter shall be issued for all work, goods and services over £50.00 unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

12. STORES AND EQUIPMENT

The Council does not have a stores or equipment as such. The clerk/RFO is allowed to maintain a small stock of stationery (no greater than £100 in value in total) at her home as required. All purchases of stationery are presented to the Council for approval before reimbursement to the clerk.

Amendments/Corrections required:

The regulations were borrowed in large part from other well organised councils and having gone through these again I think there are some mistakes and inconsistency in some of the values that are used throughout the Regulations and I think we should consider amending these in order to make the whole thing more workable as follows:

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

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- the Clerk, in conjunction with Chairman or Vice Chairman of Council or Chairman of the planning committee (for planning related expenditure only), for any items below £500.
- the planning committee of the council for items relating to planning issues such as the Neighborhood Plan, consultancy fees or other legal costs up to £1000.
- the Council for all other items over £500

*Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman/Vice Chairman.
Contracts may not be disaggregated to avoid controls imposed by these regulations.*

I have just changed the order of the points for clarity and corrected the mistake in the Councils figure.

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You will spot straight away that point 12. Is a DIY drafted item in response to the original detailed words about stores that we don't have.

There are two issues with this clause:

The anticipated value of stationary is insufficient at £100. A set of printer cartridges would exceed this.

The main issue is that it contradicts 6.19. and should never have been drafted in this way.

6.19. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk/RFO and shall be subject to automatic payment in full at each month-end. **Personal credit or debit cards of members or staff shall not be used under any circumstances.**

Therefore the proposal is to align the item as follows.

12. STORES AND EQUIPMENT

The Council does not have a stores or equipment as such. The clerk/RFO **is permitted** to maintain a small stock of stationery (no greater than **£300** in value in total) at her home as required. **Rest deleted.**

Summary

If we adopt these amendments then the obligation to get three quotes and issue Purchase Orders begins at £500 or higher. This will also coincide with the point at which the Council is required to authorise expenditure (above £500). Tidy, practical and in alignment.

This would then mean that:

Operating expenses up to £500 may be authorised by the Clerk along with the Chair/Vice Chair as per the Regulations

Staff and Councilors may not use their own credit/debit cards but:

- The Clerk may have a bank debit card.
- Regular suppliers will offer us a monthly account

As an example I have today spoken to B&Q in Crewe who will offer us a Trade Account and the ability to name the persons authorised to charge to the account.

Similarly I contacted Viking Direct, the online stationers who have also offered us a monthly credit account.

In the stationery case all that would be required is for the Clerk to contact the Chair or Vice to authorise the purchase. No cards needed. Probably a simple exchange of Emails would be sufficient.

With B&Q the Councilor needing the materials would only need to seek the Clerks authorisation.

There is no limit to the number of preferred suppliers we can have accounts with but in reality it will probably be few.

All this means that all expenditure is done directly by the Council and therefore the VAT can be reclaimed.

This leaves just genuine personal expenses such as mileage to fetch bags of postmix to be claimed via the expenses form.

Appendix 3

**12. Briefing material for item 8. TO RAISE ANY PLANNING COMMITTEE ITEMS
(CLLR D NIXON)**

Update on Moston Planning Applications as of Thursday 28th February 2018.

No new applications

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Updates

18/0083C LAND EAST OF, WARMINGHAM LANE, MOSTON

Proposed erection of 90 residential dwellings, access, landscaping and associated works

Committee Date 4th April 2018

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17/6369C MOSTON GARAGE, BOOTH LANE, MOSTON, CW113PU

Regeneration of site to provide use class B1/B2/B8 units to rear and use class A1 retail shop to front

No Decision

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17/5223C LAND OFF, BOOTH LANE, MOSTON

Erection of a three storey 66 bed care home for the elderly.

Committee Date 28th March 2018

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17/5170C Land South Of, DRAGONS LANE, MOSTON

Variation of condition 3 on 12/0971C - The use of land for the stationing of caravans for residential purposes for 4 no. gypsy pitches together with the formation of additional hard standing and utility/ dayrooms ancillary to that use.

Approved with conditions

NB Yes the conditions were varied, an increase in Temporary Permission until 14th February 2021, The named residents remain.

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17/5068C Former Albion Chemical Works, BOOTH LANE, MOSTON.

Construction of an office building (Use Class B1), associated car parking, proposed access road and mitigation bund

Committee date 28th March 2018

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17/5070C Former Albion Chemical Works, BOOTH LANE, MOSTON

OUTLINE PLANNING PERMISSION (REVISIONS TO 09/2083C) IN RESPECT OF ZONES 2, 5 AND 6, TO PROVIDE UP TO 122 RESIDENTIAL UNITS (C3) PLUS CARE HOME (C2) OR 144 RESIDENTIAL UNITS, UP TO 2,600SQM OF COMMERCIAL USES INCLUDING RETAIL (A1), RESTAURANT/PUB (A3/A4) PLUS OFFICES (B1), WITH PUBLIC OPEN SPACE AND ASSOCIATED INFRASTRUCTURE

Committee date 28th March 2018

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17/2114C THIMSWARRA FARM, DRAGONS LANE, MOSTON

Removal of condition 1 to make permission permanent and non personal and variation of condition 2 and condition 5 to increase to 3 pitches (total of 7 caravans) on 15/5650C

Committee Date 4th April 2018

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16/2247C Land Off Dragons Lane, Moston, Sandbach, Cheshire, CW11 3QB

Change of use of land to use as a residential caravan site for one gypsy family with two caravans, including construction of access road, laying of hardstanding and erection of amenity building

No Decision.... To be determined under delegated authority

Appendix 4

Briefing notes to support item 9.3. To approve payments and receipts

Payments and receipts since council meeting on 9th January

Cheque date or payment date	Type of Transaction	Cheque Number	Recipient	Details	Total Amount
09/01/2018	Cheque	562	Shire pay Services	Q3 payroll	£24.00
09/01/2018	Cheque	563	S Davies	Ink cartridges	£45.90
24/01/2018	Cheque	564	SLCC	Membership for Kristine Pemberton	£77.00
31/01/2018	Cheque	565	Spencer Harrop	Web hosting and emails	£374.22
07/02/2018	Cheque	566	Kristine Pemberton	Jan salary	£217.42
07/02/2018	Cheque	566	Kristine Pemberton	laptop / printer	£727.98
07/02/2018	Cheque	566	Kristine Pemberton	stationery & stamps	£26.31
13/02/2018	Cheque	567	SLCC	Training course for kristine pemberton	£118.80
13/02/2018	Cheque	568	Cheshire Community Action	Lucy Hughes report for Neighbourhood plan	£1,281.20
13/02/2018	Cheque	569	Shire pay Services	Q4 payroll	£29.00
06/03/2018	Cheque	570	Cheshire Wildlife Trust	Neighbourhood plan	£1,170.00
06/03/2018	Cheque	571	Kristine Pemberton	Feb Salary	£217.42
06/03/2018	Cheque	572	Dave Nixon	land registry searches for neighbourhood plan	£18.00
06/03/2018	Cheque	573	Dave Nixon	3 bags postmix to repair signs	£18.40