



## **Moston Parish Council**

**Minutes from the Meeting held on Tuesday, 6<sup>th</sup> November 2018, in  
St Peters Church Hall, Elworth, at 7.30pm.**

**PRESENT** Councillors:

A Holder (Chair)  
M Sant  
D Nixon  
S Harrop  
R Beech

The Clerk to the Council: Kristine Pemberton

Also present were 12 members of the public.

The meeting started at 7.30pm

**1. APOLOGIES FOR ABSENCE**

Cllr Musgrave, Roscoe, House

**2. DECLARATIONS OF INTEREST**

None

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The Chairman adjourned the meeting to allow questions from members of the public.  
There were none. The Chairman reconvened the Planning Committee Meeting.

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**3. TO APPROVE THE MINUTES OF THE MEETING HELD ON 4<sup>TH</sup> SEPTEMBER 2018.**

It was resolved to approve the minutes of the meetings of 4<sup>th</sup> September 2018 as correct record. The minutes were duly signed by Cllr Holder as Chairman of the meeting.

**4. TO DISCUSS SANDBACH FOOTPATH GROUPS PROPSAL FOR CONVERTING STILES TO GATES**

Trevor Boxer spoke about the current initiative involving an application to the New Homes Bonus Scheme. The council agreed to consider this further. Sandbach Footpath group would like some local volunteers to support this work as it moves forward.

**5. TO AGREE SCHEDULE OF MEETINGS FOR NEXT YEAR**

**Resolved to agree proposed dates.**

**6. TO AGREE APPROACH TO UPDATED MEMBER CODE OF CONDUCT AND STANDARDS COMPLAINTS PROCESS**

**Resolved that Moston Parish Council would continue to operate under the pre-2018 processes.**

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

**7.1 Sign post restoration – Cllr Nixon**

Post has been cleaned and is ready for painting. A new finial is being produced and should be finished in the next few weeks.

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

Some bulbs have been planted. We are now looking for volunteers to finish the planting. Research on best type of trees still being done aiming for planting in March

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

There are ongoing discussions with Cheshire East about us taking control of the green, possibly involving conveyancing fees.

**Resolved that the Phonebox be sited on Moston Green as this is the focal point and it will be easier to maintain.**

There will be further discussion within the community on the use of the phonebox

**8. UPDATE ON STREET LIGHTING**

Cllr Roscoe provided an update prior to the meeting that fixing the lights was going well with just a few remaining.

**9. TO AGREE PERSONAL DATA INVENTORY AND DATA RETENTION POLICY**

**Resolved to accept the Personal data inventory and data retention policies and that records could be destroyed or taken to Cheshire archive as listed in appendix.**

**10. FINANCES (RFO)**

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

**10.1 To approve payments and receipts.**

The payments and receipts since 4<sup>th</sup> September 2018 were approved by the Council.

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

The council received the bank reconciliation and expenditure against budget

**11. CORRESPONDENCE**

Agreed that Moston Parish Council do not have any comments to make on the Congleton and Knutsford Neighbourhood Plans.

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

The junction at the end of Mill lane was discussed at the area highways meeting and funding has been delayed until March. Chris Hodgson from highways safety department may be able to help with an interim solution

To commemorate the 100-year anniversary of Armistice day on Sunday evening there will be a gathering and the last post will be played at 6.55pm

**13. ANY OTHER BUSINESS**

None

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

The next Moston Parish Council meeting will take place on Tuesday, 8 January 2018. St Peters Church Hall, Elworth

## Appendix

### Background information for item 4

My name is Trevor Boxer, chairman of Sandbach Footpath Group

I am writing to you as clerk of Moston Parish Council regarding converting stiles to kissing gates or gates. I have already written to Sandbach Town Council on the lines below (in larger type).

There are not that many stiles on footpaths in Sandbach Parish, but to make circular walks it involves walking along footpaths in adjacent parishes.

I hope that your parish would be able to support this initiative, at present at an early stage.

My understanding is that Councillor Hovey at STC is co-ordinating the local Community Fund Applications. I am not sure if this includes the adjacent parishes, but you may be able to give advice on that.

Please could you put this before your councillors, so that they are aware of the initial application and can (hopefully) support the initiative.

I will write again if the application progresses.

I can provide our constitution and bank details to show we are a genuine organisation.

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Letter to STC:

#### **Community Fund - Converting stiles to gates**

I write as chairman of Sandbach Footpath Group (SFG) regarding the Community Fund of £328,973 allocated by Cheshire East Council to the Congleton area (Sandbach, Congleton, and Alsager). This was reported in the Sandbach Chronicle 13th September 2018.

The aims of SFG include making footpaths more accessible. A good way of improving accessibility is by converting stiles to kissing gates. We have not done a definitive count, but within Sandbach Parish alone there are about 15 stiles and in the wider area of surrounding parishes (e.g. Betchton, Moston, etc.), there may well be about 100 stiles. Each stile costs about £350 to convert to a kissing gate. This would add-up to a substantial amount of money and before submitting a final application we would provide a proper survey, need for particular gates and a total list.

SFG are therefore making an initial application to the Fund for converting stiles to kissing gates and associated surface improvements where necessary (e.g. small areas near gates surfaced with hardcore).

#### **Background information**

Sandbach Town Council kindly granted SFG £1000 towards converting stiles to gates and kissing gates on Sandbach Footpath 7. We also raised money through donations and took part in the Waitrose green token scheme to reach £1500. Cheshire East PRoW found funds for the remainder. This will come to fruition in the next few weeks and the path from Congleton Road through to Pillar Box Lane and returning on footpaths linking to Cookesmere Lane will make a complete circular walk free of stiles from the heart of Sandbach. The idea is to make the paths more accessible, including to those with a bit of arthritis, hip or knee pain. The consequent benefit to general health, fitness and well-being has been well discussed in the media and would not be disputed.

Background Information for item 5

**Calendar of Meetings January to April 2019**  
**To be held at St Peter's Church Hall, Elworth**

4 December 2019	7.30pm Planning Committee
8 January 2019	7.30pm Council Meeting 8.15pm Planning Committee
5 February 2019	7.30pm Planning Committee
5 March 2019	7pm Annual Parish Meeting 7.30pm Council Meeting 8pm Planning Committee
2 April 2019	7.30pm Planning Committee

The agenda will be published on the parish council website [mostonparishcouncil.org](http://mostonparishcouncil.org), the weekend before any meeting and further information if required can be obtained from the clerk.

If any of the meetings are cancelled and dates or venues changed they will be displayed on the notice boards and website

Timings are approximate

## Background information for item 6

Excerpts from letter from Daniel Dickinson

Member Code of Conduct and Standards Complaints Process

I write in relation to this Council's decision to adopt a new Member Code of Conduct and process for dealing with Code of Conduct complaints, with effect from 1 January 2018. I enclose a copy of the new Code and Process for your information. The Council is in the process of finalising and uploading these documents to its website.

I have recently been discussing the new Code and Process with Jackie Weaver from CHALC. The purpose of this letter is to give you a brief introduction to the Process and Code, and to share our thoughts with you about how the new Process and Code might affect your council.

As far as the new Process is concerned, the changes are mainly editorial, to try and improve clarity reflecting on experience gained from operating the previous process. There is, however, now a preliminary assessment stage which gives the Monitoring Officer the discretion to decline complaints much earlier in the process if certain criteria are not met. This change was introduced in order to enable resources to be focused on more serious complaints. It is my intention to apply the new Process to all complaints received from 1 January 2018. Those making complaints and those complained against will be advised on the new process and how it affects them on a case by case basis.

....

our suggestion to you is that your members agree (or formally resolve if you prefer) to continue to operate under the pre-2018 code for the time being. Jackie and I will then work together to pull together a programme of training, with a view to assisting your Council in adopting and applying the code following the 2019 elections. Once your Council adopts the new Code, there will be a requirement for all of your Council members to register relevant interests in accordance with the Code.

Background material for item 9

**Moston Parish Council**  
**Document Review Oct 2018**

See document retention policy and Inventory of personal data.

Following approval of the above documents and review of the existing paperwork:

**Take to Cheshire records office for secure Archive:**

From Mike:

Minutes of Elton and Tetton Parish Council 26 May 1964-28 Jan 1970 (blue book)

Minutes of Moston Parish Council – 1 Apr 1970-19 Mar 1973 (blue book)

Minutes of Moston Parish Council - 19 March 1973-8 Dec 1980 (buff folder)

Minutes of Moston Parish Council – 23 March 1981 – 2 October 1989 (buff folder)

Minutes of Moston Parish Council – 12 September 1994 – 4 December 2000 (bound A4)

Accounts for Elton and Tetton Parish Council 31 Mar 1965 – 31 Mar 1989 (red book)

Accounts for Moston Parish Council 1 Apr 1989 – 31 Mar 2002 (black book)

Accounts for Moston Parish Council 1 April 1996 – 31 Mar 2010 (bound A4 paper)

*Note – Minutes from Moston Parish Council Nov 1989-August 1994 are missing*

Other signed minutes:

Minutes of Moston Parish Council Feb 2001-March 2018\*

Minutes of Moston Parish Council Planning Committee Jun 15-Apr 18\*

Annual Parish meeting 2000-2017\*

\* All scanned to electronic versions

**Destroy**

Invoices 2004-2011

Cheque book stubs pre 2017

Bank statements 1997-2017

Register of electors 2015

Insurance policy 16/17 and insurance quotes and correspondence

Precept requests 2009-2017

Asset registers pre 2018

**Scanned and paper destroyed:**

VAT reclaim forms – apr 2011-aug 2013 kept electronically

Certificates of employers liability insurance

Audits / accounts

### Background for 10.1 Payments since 4<sup>th</sup> September

22/09/2018	Cheque	606	SLCC cheshire	Branch conference	£25.00
01/10/2018	SO	SO	K Pemberton	Salary	£223.19
02/10/2018	Cheque	607	K Pemberton	Paint for phonebox and overtime	£105.84
02/10/2018	Cheque	608	D Nixon	registry searches	£18.00
01/11/2018	Cheque	610	Boston Seeds	Bulbs	£425.40
06/11/2018	Cheque	611	Elworth PCC	Hire of St Peters church hall	£100.00

### Receipts

04/09/2018	BACS	Cheshire East	Precept	£4,000.00
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**Bank Reconciliation - November 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 Oct 2018	£	£
Current Account (07572433)	£9,540.11	
Reserve Account (at 30 April)	£5,001.39	
		£14,541.50
Less: any unpresented cheques		
604 SPS	£24.00	
606 slcc cheshire	£25.00	
607 k pemberton	£105.84	
608 d nixon	£18.00	
		£172.84
Add: any unbanked cash	None	
<b>Net bank balances as at 5 oct 2018</b>		<b>£14,368.66</b>

**The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows**

**CASH BOOK**

Opening Balance	£10,168.52
Add: Receipts in the year	£9,231.90
Less: Payments in the year	£5,031.76
<b>Closing balance per cash book [receipts and payments book] must equal net bank balances above</b>	<b>£14,368.66</b>

Date	Details	Withdrawn	Paid in	Balance
5 Sep 2018	BROUGHT FORWARD			9,775.30
27 Sep	Cheque 000605	12.00		9,763.30
1 Oct	Standing Order KRISTINE PEMBERTON MOSTON PC FP 01/10/18 30 41013017416855000N	223.19		9,540.11

**MOSTON PARISH COUNCIL  
BUDGET AND EXPENDITURE 2018/2019 to end November 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>£1,681.06</b>	<b>£1,158.94</b>	<b>59%</b>
<b>General admin:</b>	<b>£200.00</b>	<b>£223.24</b>	<b>£23.24</b>	<b>112%</b>
Stationery:				
Print cartridges		£182.92		
Other Stationery		£40.32		
<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>£48.00</b>	<b>£112.00</b>	<b>30%</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>£166.20</b>	<b>£183.80</b>	<b>47%</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>£305.16</b>	<b>£5.16</b>	<b>102%</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>£5,500.00</b>	<b>£518.49</b>	<b>£4,981.51</b>	<b>9%</b>
Parish Repairs		£0.00	£0.00	
Planning support*	£1,000.00	£310.00	£690.00	31%
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	£208.49	£291.51	42%
<b>Transparency grant - website</b>	<b>£963.00</b>	<b>£899.00</b>	<b>£64.00</b>	
<b>Planning reserves ***</b>	<b>£4,000.00</b>		<b>£4,000.00</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	<b>£358.12</b>	<b>172%</b>
<b>TOTAL</b>	<b>£18,963.00</b>	<b>£5,031.76</b>	<b>£13,931.24</b>	

\* agreed to allocate £1000 from planning reserves to planning support

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 reserve account.

