



Moston Parish Council

Minutes for the Annual General Meeting held on Tuesday, 7th July 2020 at 7.30pm.

Meeting held on zoom: <https://us02web.zoom.us/j/81184053847>

PRESENT Councillors:

A Holder (Chair)
A Roscoe
D Nixon
A Roscoe
T Brooker
P Buckley

The Clerk to the Council: Kristine Pemberton

Also present were 2 members of the public.

The meeting started at 7.30pm

1. TO RECEIVE DECLARATIONS OF OFFICE AND REGISTERS OF MEMBERS INTERESTS FROM ALL COUNCILLORS

Not required at this meeting

2. TO RECEIVE NOMINATIONS FOR AND TO ELECT A CHAIRMAN FOR THE COMING YEAR.

Cllr Holder was nominated. There were no other nominations and therefore Cllr Holder was elected as the Chairman for the coming year.

3. TO RECEIVE THE DECLARATION OF OFFICE FROM THE NEWLY APPOINTED CHAIRMAN.

Cllr Holder signed his Declaration of Acceptance

4. TO RECEIVE NOMINATIONS FOR AND TO ELECT A VICE- CHAIRMAN FOR THE COMING YEAR.

Cllr Roscoe was nominated. There were no other nominations and therefore Cllr Roscoe was elected as the Vice-Chairman for the coming year.

5. TO RECEIVE THE DECLARATION OF OFFICE FROM THE NEWLY APPOINTED VICE-CHAIRMAN.

Cllr Roscoe signed his Declaration of Acceptance

6. APOLOGIES FOR ABSENCE

Cllr Harrop

7. DECLARATIONS OF INTEREST

There were no declarations of interest

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

Concerns around the lack of speed limit on Dragons Lane were raised. Update provided by a local resident on their efforts to get Red Bull to help with clearing the rubbish

The Chairman reconvened the Council Meeting.

8. TO APPROVE THE MINUTES OF THE MEETING HELD ON 3RD MARCH 2020.

It was resolved to approve the minutes of the meeting of 3rd March 2020 a correct record. The minutes were duly signed by Cllr Holder as Chairman of the meeting

9. TO APPOINT THE CHAIR, VICE CHAIR AND AGREE MEMBERSHIP OF THE PLANNING COMMITTEE FOR THE COMING YEAR.

It was resolved that the Chair, Vice-Chair and membership of the Planning Committee should continue to have the same Chair, Vice-Chair and membership as the full council for the 2020/2021 council year.

10. TO APPOINT JDH BUSINESS SOLUTIONS AS THE INTERNAL AUDITOR FOR THE 2020/2021 FINANCIAL YEAR.

Resolved to appoint JDH Business Solutions as the Internal Auditor of the Council for the 2020/2021 financial year.

11. TO CONFIRM APPOINTMENT OF SHIRE PAY SERVICES LIMITED TO CONTINUE PRODUCE THE PAYROLL FOR THE COMING YEAR.

Resolved to maintain Shire Pay Services Limited to produce the Payroll for the coming year.

12. TO CONFIRM RENEWAL OF THE INSURANCE POLICY

Confirmed that the policy had been renewed with similar cover to last year

13. TO DECIDE IF MOSTON PARISH COUNCIL SHOULD JOIN CHESHIRE COMMUNITY ACTION THIS YEAR

Resolved that Moston Parish Council should join Community action this year.
Clerk to arrange.

14. TO AGREE PLAN FOR MEETINGS FOR THE REST OF THE YEAR

Resolved that meetings will continue as previously scheduled to be held on Zoom until further notice. Planning meetings will only be held if required and will be agenda focussed. Noticeboards will be updated to reflect this and direct people to the website to confirm agendas.

15. TO DISCUSS AND APPROVE REMOTE MEETINGS PROCEDURE AND POLICY

Resolved to approve and adopt this as a guideline.

The standing orders remain in place

16. ONGOING UPDATES ON PROGRESS PARISH IMPROVEMENT PROJECTS THIS YEAR:

16.1 Landscaping (including trees and bulb planting)

A proposal was made to offer free trees to members of the Parish at an estimated cost of £2.50 each including stake and rabbit guard. Resolved that this be pursued

16.2 Maintenance of Moston Green and relocation of phonebox

Path has held up well over the last months, will continue to review

16.3 Refurbishment of street furniture

Resolved for proposed horse rider warning signs to be purchased. Some will be placed on Dragons Lane in an attempt to reduce the speed of vehicles

17. FINANCES

(Details to be circulated prior to meeting where appropriate)

17.1 To approve payments and receipts from 3rd March to 31st March 2020.

The payments and receipts were received by the council

17.2 To approve the asset register dated 30th June 2020.

The asset register dated 30th June 2020 was approved by the Council

17.3 To receive the end of year accounts and budget comparison for the 2019/2020 financial year.

The Council received the end of year accounts and budget expenditure from the Clerk.

17.4 To receive the internal audit outcome.

The council received the internal audit outcome and agreed this was resolved

17.5 To consider and complete the Annual Governance Statement 2019/2020.

The Annual Governance Statement, 2019-2020 was reviewed and approved by the Council.

17.6 To review and approve the Accounting Statements 2019/2020.

The Accounting Statement, 2019-2020, was approved by the Council and signed by Cllr Holder, the chairman of the meeting

17.7 To approve payments and receipts since 1 April 2020.

The payments and receipts were received by the council

17.8 To receive the bank reconciliation to 5 June 2020.

The bank reconciliation was received by the council

Cllr Holder confirmed approval of all the financial items with the full council

18. CORRESPONDENCE

None

19. MEMBERS ITEMS AND REPORTS (INCLUDING FROM CHESHIRE EAST COUNCILLORS PRESENT)

Having received a report from the land owner of a field on Red Lane regarding his field being flooded with red, oily polluted water the field was visited. Cheshire East Highways, Environment Agency and Natural England were informed. The grids on Red Lane were jetted by Cheshire East Highways and the manhole adjacent to the field cleared and rodded by the landowner. The polluted water has now stopped flowing into the field, the area around the stile to the footpath is drying up. Cheshire East Highways to replace the missing manhole cover, Environment Agency and Natural England to continue investigations.

20. DATE/TIME AND PLACE OF NEXT MEETING

The next Moston Parish Council meeting will take place on Tuesday 1st September 2020. To be held by Zoom.

Meeting closed 8:30pm

Appendix - Briefing Materials

17.1 Payments and receipts 3 March to 31 March 2020

18/03/2020	Cheque	656	Civitas	INV 2081: Objection letter Feb 20	£275.50
18/03/2020	Cheque	657	Warmingham Hall	Hire of hall from start 2019 to march 2020	£150.00

17.2 Assets Register

MOSTON PARISH COUNCIL 30th June 2020

ASSETS REGISTER

Item	Model	Serial	Purchase Date	Net Cost	Location
Notice Board	-----	-----	-----	1.00	Roadside
Notice Board	-----	-----	-----	1.00	Roadside
Notice Board	-----	-----	-----	1.00	Roadside
Lenovo Laptop	Ideapad 320S	MP1CHPY	07/02/2018	399.99	Clerk
Printer and scanner	Brother MFCJ6530D	E75872J7F134791	07/02/2018	124.99	Clerk
BT Phone Box	-----	-----	-----	1.00	Roadside
Boundary Signs	-----	-----	02/05/2018	1191.60	Roadside
Bench	-----	-----	14/01/2013	320.00	Moston Green
Salt Box	-----	-----	31/01/2013	50.00	Moston Green
Salt Box	-----	-----	31/01/2013	50.00	End of Clay Lane
Salt Box	-----	-----	31/01/2013	50.00	Red Lane
			TOTAL	2140.58	

*Location is Moston Green

17.3 Budget and expenditure year to 31 March 2020

MOSTON PARISH COUNCIL
BUDGET AND EXPENDITURE 2019/2020 to 31 March 2020

EXPENDITURE	Budget 2019-2020	Expenditure to date (net)	Difference v budget	% of budget spend
Clerk's Salary	£2,840.00	£2,782.89	£57.11	98%
General admin:	£200.00	£94.91	£105.09	47%
Website/ICT costs	£300.00	£394.98	-£94.98	132%
Insurance (Paid annually)	£250.00	£190.89	£59.11	76%
Payroll Costs	£100.00	£132.00	-£32.00	132%
Audit Fees- Internal (paid annually)	£150.00	£122.40	£27.60	82%
Subscriptions	£350.00	£275.20	£74.80	79%
Meeting Room Hire	£200.00	£150.00	£50.00	75%
Training	£300.00	£0.00	£300.00	0%
Planning support (includes reserves)	£7,610.00	£2,569.65	£5,040.35	34%
Landscaping such as tree and bulb planting	£500.00	£844.54	-£344.54	169%
Maintenance of Moston Green	£500.00	£60.80	£439.20	12%
Moving phonebox	£200.00	£61.18	£138.82	31%
Noticeboard for Albion Lock	£500.00	£0.00	£500.00	0%
Refurbishment of street furniture				
Clean-up	£809.00	£614.63	£194.37	76%
TOTAL	£14,000.00	£8,294.07	£5,705.93	

Maintenance of Moston Green – includes
improving path to phonebox
Refurbishment of street furniture includes
possibly: Signage for lanes, horse riding
signs, noticeboards, traffic calming

17.3 Bank Reconciliation

Bank Reconciliation - 31 March 2020

MOSTON PARISH COUNCIL

Financial year ending 31 March 2020

Prepared by: Kristine Pemberton, Parish Clerk & RFO

Balance per bank statements as at 31 MARCH 2020	£	£
Current Account (07572433)	£3,017.18	
Reserve Account	£5,017.46	
		£8,034.64
Less: any unpresented cheques 657 Warmingham hall	£150.00	
		£150.00
Add: any unbanked cash	None	
Net bank balances as at 5 feb 2020		£7,884.64

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

CASH BOOK

Opening Balance	£5,829.72
Add: Receipts in the year	£11,086.14
Less: Payments in the year	£9,031.22

Closing balance per cash book [receipts and payments book] must equal net bank balances above £7,884.64

Date	Details	Withdrawn	Paid in	Balance
5 Mar 2020	BROUGHT FORWARD			3,744.79
6 Mar	Cheque 000655	104.98		3,639.81
11 Mar	Cheque 000654	300.00		3,339.81
12 Mar	Cheque 000653	47.13		3,292.68
24 Mar	Cheque 000656	275.50		3,017.18
1 Apr	Standing Order KRISTINE PEMBERTON FP 01/04/20 30 64023115881472000N	229.10		2,788.08



Statement of Account for:

Branch sort code: 010780
Account number: 96473193

MOSTON PARISH COUNCIL

Period covered: from 05/03/2020 to 07/05/2020

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Date	Details	Withdrawn	Paid In	Balance
31/03/2020	Interest		0.88	5017.46
30/04/2020	Interest		0.82	5018.28

17.3 Analysis of variances - Year ending 31 March 20

	Year ending		% change	Reason for variance
	31/03/2019 £	31/03/2020 £		
Balance brought forward	10168	5829	-43%	
Precept or Rates and Levies	8000	9000	13%	
Total Other Receipts	1238	2086	68%	Received a grant for the clean up fund
Staff costs	2797	2783	-1%	
Loan interest/capital repayments	0	0	0%	
All other payments	10780	6248	-42%	Less expenditure required on planning appeals than last year
Balances carried forward	5829	7884	35%	
Total value of cash short term investments	5829	7884	35%	
Long term fixed assets plus long term investments and assets	2141	2141	0%	
Total borrowings	0	0	0%	

17.4 Internal audit outcome

**INTERNAL AUDIT REPORT
MOSTON PARISH COUNCIL
2019/20**

ACTION PLAN

	ISSUE	RECOMMENDATION	FOLLOW UP
1	Fixed assets have increased from £2141 in 2018/19 to £5140 in 2019/20. We were informed that items were revalued following renovation eg.) finger post. However, the Phone Box has been valued at £2000 from £0 in the prior year but there were no invoices for renovations that added to £2000 in either financial year.	<i>The Practitioners' Guide recommends that assets should be valued at purchase cost or an insurance proxy if that isn't known (that doesn't change over time), therefore, the only movement in fixed assets each year should be for additions and disposals and all additions/improvements/enhancements should be at purchase price.</i> <i>The Council need to review the asset register and disclose the correct value in the Annual Return for 2019/20.</i>	

17.7 Payments and receipts since 1 April 2020

Cheque date or payment date	Type of Transaction	Cheque Number	Recipient	Details	Total Amount
01/04/2020	SO	SO	K Pemberton	Salary	£229.10
01/05/2020	SO	SO	K Pemberton	Salary	£229.10
16/05/2020	Cheque	660	Zurich	insurance to 31may21	£202.29
16/05/2020	Cheque	661	SPS	Payroll	£39.60
16/05/2020	Cheque	662	Civitas	INV 2112	£171.00
01/06/2020	SO	SO	K Pemberton	Salary	£229.10
19/06/2020	Cheque	663	JDH Business Services	internal audit yr ending 31 mar 20 (3724)	£159.60
19/06/2020	Cheque	664	Cartridge save	Ink cartridges	£28.94
19/06/2020	Cheque	665	Chalc	Affiliation Fee	£142.20
			D Nixon	Registry searches and postage	£38.70
			K Pemberton	Stamps	£15.60
			K Pemberton	Zoom Pro	£143.88

Receipts

06/04/2020	BACS	Cheshire East	Precept	£5,000.00
30/04/2020	BACS	Natwest	Interest	£0.82

17.8 Bank reconciliation at 5 June 2020

Bank Reconciliation - 5 June 2020

MOSTON PARISH COUNCIL

Financial year ending 31 March 2021

Prepared by: Kristine Pemberton, Parish Clerk & RFO

Balance per bank statements as at 5 June 2020	£	£
Current Account (07572433)	£6,916.99	
Reserve Account	£5,019.08	
		£11,936.07
Less: any unrepresented cheques		
657 Warmingham hall	£150.00	
		£150.00
Add: any unbanked cash	None	
Net bank balances as at 5 June 2020		£11,786.07

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

CASH BOOK

Opening Balance	£7,884.64
Add: Receipts in the year	£5,001.62
Less: Payments in the year	£1,100.19

Closing balance per cash book [receipts and payments book] must equal net bank balances above **£11,786.07**

NatWest		Current Account		
Date	Details	Withdrawn	Paid in	Balance
5 May 2020	BROUGHT FORWARD			7,558.98
26 May	Cheque	000661	39.60	7,519.38
1 Jun	Standing Order	KRISTINE PEMBERTON FP 01/06/20 30 10013010829210000N	229.10	
	Cheque	000660	202.29	7,087.99
2 Jun	Cheque	000662	171.00	6,916.99

Date	Details	Withdrawn	Paid in	Balance
5 Mar 2020	BROUGHT FORWARD			5,016.58
31 Mar	Interest 31MAR-GRS 96473193		0.88	5,017.46
30 Apr	Interest 30APR-GRS 96473193		0.82	5,018.28
29 May	Interest 29MAY-GRS 96473193		0.80	5,019.08