



Moston Parish Council

14th February 2024

Commenced: 7.30 pm

Terminated: 8.50 pm

Present: Councillor Nixon (Chair)
Councillors Haigh, Moran and Tumelty

Councillor John Wray - Cheshire East Councillor

Also in attendance were 7 Members of the Public

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Bower-Lowe and Lockett.

2. DECLARATIONS OF INTEREST

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

3. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on 13th December 2023 were approved as a correct record and signed by the Chair.

4. PUBLIC FORUM

A question was asked about the significant vehicular activity taking place on Horseshoe Farm. Councillor Nixon explained that would be a matter for Cheshire East Council.

5. FINANCES AND BUDGET 2023-2024

(i) Members noted that the at the 31st January 2024, the budget expenditure for 2023-2024 was as follows:-

Budget Head	Total	BUDGET ALLOCATED	DIFFERENCE
Salary	£2,903.40	£3,300.00	87.98%
General Admin	£84.39	£500.00	16.88%
Website/ICT Costs	£446.14	£500.00	89.23%
Insurance	£215.32	£400.00	53.83%
Payroll Costs	£218.40	£300.00	72.80%
Audit Fees (internal)	£128.10	£500.00	25.62%
Subscriptions	£371.06	£320.00	115.96%
Meeting Room Hire	£100.00	£150.00	66.67%
Training	£0.00	£200.00	0.00%
Parish Improvements/Events	£566.38	£800.00	70.80%
Chair's Fund	£0.00	£30.00	0.00%
	£5,033.19	£7,000.00	

RESOLVED

That the budget expenditure for 2023-2024 be approved.

(ii) The Clerk sought retrospective approval for the payment of the Subscription to the Society for Local Clerks in the sum of £80.00 for the membership renewal.

RESOLVED

That the payment of £80.00 for the Parish Council's subscription to the Society for Local Clerks be approved.

The Chair added that an invoice would be submitted by Civitas in the near future, for planning matters.

RESOLVED

That the payment of the invoice from Civitas, when received, be approved.

(iii) Members noted the bank reconciliation at 31st January 2024 was as follows:-

Bank Reconciliation 1st February 2024		
MOSTON PARISH COUNCIL		
Financial year ending 31 March 2024		
Prepared by: Muna Clough, Parish Clerk & RFO		
Balance per bank statements as at 1 st February 2024		£
Current Account (07572433)		£19,898.06
Reserve Account (including interest) (96473193)		5098.29
Add: any unbanked cash		None
Net bank balances as at 1st February 2024		£24,996.35
The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows		
CASH BOOK		
Main and Reserve @ 01.04.2023		£22,693.04
Add: Receipts in the year (including interest)	£7,336.50	£30,029.54
Less: Payments in the year	£5,033.19	£24,996.35
Closing balance per cash book [receipts and payments book] must equal net bank balances above		£24,996.35

RESOLVED

That the Bank Reconciliation be received.

6. RISK ASSESSMENT 2024-2025

Members considered the 2024-2025 Risk Assessment appended to these Minutes as Appendix 1.

RESOLVED

That the 2024-2025 Risk Assessment appended to these Minutes as Appendix 1 be approved.

7. ASSET REGISTER

Members considered the 2024-2025 Asset Register appended to these Minutes as Appendix 2.

RESOLVED

That the 2024-2025 Asset Register appended to these Minutes as Appendix 2 be approved and that the Tetton Post be included on the Asset Register, in the sum of £2,000.

8. PLANNING APPLICATIONS

The Parish Council considered an update from Councillor Nixon on the following:-

- **New Planning Applications**
- (i) Reference Number: 24/0553C Location: Lazarus Farm, Dragons Lane, Moston. CW11 3QB. Proposal: Material change of use of land for Traveller site with new access from Dragon's Lane, additional hard standing, Utility block and shed (retrospective).

RESOLVED

That on receipt of further information, the Clerk, in consultation with the Chair, be delegated to submit the comments of the Parish Council to the Local Planning Authority.

- (ii) Reference Number: Application 24/0224C Location: Stud Green Cottage, Dragons Lane, Sandbach, CW11 9QB. Proposal: Prior approval for a larger home extension extending 8m from the rear elevation, max height of 3.6m and 3.3m to the eaves.

The Chair explained that the Parish Council did not object to the previous application 23/1099C (new extension to rear and alterations to windows) due to the poor condition of the cottage which was badly in need of renovation. This application however, was refused by the Local Planning Authority.

RESOLVED

Moston Parish Council did not object to the application 23/1099C having an understanding of the property's condition which required major renovation. Likewise, the Parish Council raises No Objections to this Prior Approval application.

- (iii) Reference Number: 24/0275C. Location: Stud Green House, Dragons Lane, Moston, CW11 3QB. Proposal: Single storey side extension.

RESOLVED

Moston Parish Council has no objections to this application which is part of a renovation project on an old property in dire need of repair.

- (iv) Reference Number: 24/0191C Location: Pitch 12, Land at Dragons Lane, Moston, CW11 3QB. Proposal: Change of use of land to form 1 gypsy and traveller family pitch, along with the erection of a 1 day with access taken off Dragons Lane.

RESOLVED

That the Parish Council objections, as detailed in the letter by Civitas (on behalf of the Parish Council) addressed to Gemma Horton, be noted.

• Ongoing Planning Applications

The Chair reported that there had been no progress to the following planning applications since the last meeting:-

- 23/4603C - The Cottage, Plant Lane, Moston, Sandbach, Cheshire, CW11 3PH – Replacement of existing glazed conservatory with a 7m x 4.6m single storey brick and tiled roof (4m in height) ground floor rear extension, which increases the existing combined footprint by less than 14 sq.m
- 23/4026C – Thimsworra Farm, Dragons Lane, Moston, CW11 3QB. Change of use of land to use as a residential caravan site for 7 gypsy families with a total of 16 caravans, including no more than 7 static/mobile homes, together with laying of hardstanding, erection of communal amenity building, erection of 5No utility buildings and erection of stable building. The Parish Council noted that comments were still awaited from the Environment Agency, as there was no knowledge to where the foul water was being discharged from the field.
- 23/3570/0C – Land south of Warmingham Lane. Change of Use of land for use as a natural burial ground for the burial of coffins and urns with associated infrastructure.
- 23/3408C – Land off Warmingham Lane, Moston. Erection of agricultural building.
- 22/3244C Fairacre, East Booth Lane, Moston, CW11 3PU. Change of use of land for Showmans Yard with facilitating development (hardstanding, fencing, septic tank) retrospective.

9. CHAIR'S REPORT

The Chair reported on the following Parish matters:-

- Since the last meeting 6 or 7 vehicles had driven over the canal bridge into the field;
- The Speed Management Strategy had now been agreed by Warmingham Parish Council and was supported by Police and Crime Commissioner. Furthermore, the Police and Crime Commissioner had indicated that he might consider providing some funding;
- Grit bins had not been filled by Cheshire East Council;
- The restored Booth Lane sign had been stolen from its location close to the junction on Mill Lane;
- Due to road closures and traffic redirections, grass verges had been ruined and Red Lane and Plant Lane had been exceptionally busy;
- Members of the public had complained about mounds of dog excrement being tipped on the verge opposite Thimsworra Farm. This had been reported to the Community Wardens, Environmental Health and the Rural Crime Team;
- Recent tipping at Oakwood Lane had been resolved promptly.
- Fly tipping had taken place on Green Lane and removed by Moston Litter Pickers.

RESOLVED

That the report be noted.

10. REPORT FROM CHESHIRE EAST COUNCILLOR

Councillor Wray, reported that Cheshire East Council was still struggling to balance the budget, despite small progress being made. He added that 70% of the budget was spent on Social Care.

RESOLVED

That the report be noted.

11. DATE OF NEXT MEETING

Members noted that the Annual Meeting of the Parish would be held on Wednesday, 10th April 2024 at 7.00 pm to be followed by the Ordinary Meeting of the Parish Council at 7.30 pm. Both meetings would take place at St Peter's Church Hall, Elworth, Sandbach

Moston Parish Council Risk Assessment 2024-2025

APPENDIX 1

Identified Risk	Potential consequence of risk	Assessment of impact (H/M/L)	Likelihood of risk occurring (H/M/L)	Controls in place to manage risk	Required Action
Loss or damage of physical assets owned by the Council.	Assets unable to be used. Expense of replacing assets.	H	M	An up to date register of assets. Adequate insurance of assets.	Regularly update register of assets and review insurance accordingly.
The risk of damage to third party property or individuals as a consequence of the Council providing services or amenities to the public.	Risk of litigation should an individual or third party property become injured or damaged.	H	M	Public liability insurance. Regular maintenance of street lights by Cheshire East Council.	
Loss of cash through theft or dishonesty.	The Council may be unable to provide its services. Damage to reputation of the Council.	H	L	Regular bank reconciliations are carried out. Internal audit now carried out annually.	All payments detailed at Council Meetings.
Security and maintenance of documents and equipment.	Risk of loss of council records or property.	H	L	Documents backed up and Officer equipment safely stored when not in use.	Regular back up of laptop documents and website.
Banking arrangements, including borrowing or lending.	Loss of income through poor investment of funds. Bank charges incurred through unauthorised borrowing.	L	L	Regular bank reconciliations are carried out before each Council meeting. The budget is monitored each month and balances are transferred between the deposit account and current account.	
Keeping proper financial records in accordance with statutory requirements.	Qualification of accounts by external auditor.	M	M	Cash book is maintained throughout the year. At the year end, financial statements are produced from the cash book and adopted by the Council. Files are maintained listing all invoices in order of payment.	Invoices/Payments presented at Council Meetings.

Identified Risk	Potential consequence of risk	Assessment of impact (H/M/L)	Likelihood of risk occurring (H/M/L)	Controls in place to manage risk	Required Action
Ensuring all business activities are within legal powers applicable to local councils.	Ultra-vires expenditure could lead to local elector challenge. Possible external auditor investigation / public interest report. This would result in increased fees and bad publicity for the Council.	M	L	All payments are authorised by the Council at Council meetings.	The minutes will now identify the powers under which unusual or significant expenditure is incurred.
Ensuring that all requirements are met under employment law and HMRC regulations.	Fines for not meeting requirements. Liability for unpaid tax. Risk of legal action from employee.	H	M	Payroll records maintained each month. Parish Clerk has contract for employment which is reviewed annually.	Annual payroll returns to be submitted on time. Employment contract for Parish Clerk to be approved by Council.
Ensuring that all requirements are met under Customs and Excise regulations.	Entitlement to reclaim of VAT for a period being lost.	M	L	VAT is analysed separately in the cash book. VAT invoices are retained.	VAT returns are to be submitted annually.
Ensuring the adequacy of the annual precept within sound budgeting arrangements.	The Council would not be able to meet its objectives due to lack of funds.	H	L	The Council set a budget annually in the annual budget meeting. Actual expenditure against budgeted expenditure is reported to Council at each meeting.	
Proper, timely and accurate reporting of council business in the minutes.	The Council could be open to challenge if they do not have an accurate record of any decisions taken.	L	L	Minutes are taken at each Council meeting by the Clerk, these are properly numbered and are approved at the next Council meeting. A master copy is kept within the files stored at the Clerks home address.	
Responding to electors wishing to exercise their rights of inspection.	An elector could complain if they are not able to exercise their right of inspection.	L	M	A notice is put up on Council noticeboards notifying electors of their right to inspection of the accounts during the relevant inspection period.	

Identified Risk	Potential consequence of risk	Assessment of impact (H/M/L)	Likelihood of risk occurring (H/M/L)	Controls in place to manage risk	Required Action
Proper document control.	Increased fee from the internal auditor or external auditor if there is a poor audit trail.	L	L	All documents are filed. There is an audit trail from the cash book to supporting documentation.	
Register of members' interests and gifts and hospitality in place, complete, accurate and up to date.	Possible complaint by elector.	L	M	All members have adopted the code of conduct.	
Disaster Recovery	Loss of essential records	M	M	Secure online data storage.	
Restrictions on meetings imposed by COVID	Inability to conduct council business due to not being able to hold face:face meetings	H	H	Consider holding council meetings using zoom if preferable	
supplier fraud including the adequacy of supplier onboarding controls	Loss of finances from goods paid for but not received			Most costs are only incurred after goods received Extra research if payment is to be made in advance	

Approved at the meeting of 14th February 2024

Chair: Councillor Dave Nixon

APPENDIX 2

MOSTON PARISH COUNCIL
ASSET REGISTER
2024-2025

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	MP1CHPXY	07-Feb-18	399.99	Clerk
Printer and scanner	Brother MFCJ6530D	E75872J7F134791	07-Feb-18	124.99	Clerk
BT Phone Box				1.00	Moston Green
Boundary Signs			02-May-18	1191.60	Roadside
Bench			14-Jan-13	320.00	Moston Green
Salt Box & Shovel			31-Jan-13	50.00	Warmingh am Lane
Salt Box & Shovel			31-Jan-13	50.00	End of Clay Lane
Salt Box & Shovel			31-Jan-2013	50.00	Red Lane
Cameras			12-Jan-22	14.99	Roadside
Tetton Post				2,000	Roadside
			TOTAL	£4155.57	
Inspection and Comments All assets inspected regularly and in general good order Chair of Parish Council: Date: 14 th February 2024					