



Mark Robinson
Clerk to the Parish Council
Tel: 07835 556343
E-mail: clerk@cmparishcouncil.org

13 May 2025

Dear Councillor

You are summoned to attend the Annual meeting of the Parish Council to consider the agenda set out below:

DATE and TIME: Tuesday, 20 May 2025 at 7.30pm

VENUE: **St Bart's Church, Church Minshull**

Clerk to the Parish Council

AGENDA

1. Election of Chairman
To elect the Chairman of the Council for the ensuing municipal year.
2. Election of Vice-Chairman
To elect the Vice-Chairman of the Council for the ensuing municipal year.
3. Apologies for absence (Clerk)
4. Declarations of Interest (All)
If a member is present at a meeting of the authority, and they have a disclosable interest in any matter to be considered or being considered at the meeting, they should disclose the interest to the meeting and follow the Council's code of conduct.
5. Opportunity for the Public to speak (if request received)
6. Minutes of the Previous Meeting and any matters arising (All)
To confirm the minutes of the meeting held on 11 March 2025
7. Borough Councillor's report (Cllr Becky Posnett)
8. Flooding and River Pollution (All)
9. Road Issues (All)
10. Planning Applications (All)

Application	Proposal
	None received at publication of agenda

11. Village Improvements (Nigel Lewis)

12. Biodiversity (Jill Dobson)
13. Public Rights of Way
 - Bluebell Wood (Tim Boote)
 - FP4 (attachment for information)
14. Finance (Clerk)
 - Payments to be authorised
 - Internal Audit Report
 - Annual Governance and Accountability Return
 - Certificate of Exemption
15. Councillors' Items (All)
16. Date of next meeting
Tuesday, 15 July 2025

CHURCH MINSHULL PARISH COUNCIL
MINUTES OF THE MEETING HELD ON TUESDAY 11 MARCH 2025

PRESENT:

Cllr Tim Boote, Cllr Brian Charlesworth, Cllr Jill Dobson, Cllr Sharon Kynaston, Cllr Nigel Lewis, Cllr Bob Schiller, and Cllr Mark Smith

IN ATTENDANCE:

Borough Cllr Becky Posnett.

24/073 ELECTION OF CHAIRMAN

RESOLVED – that Mark Smith be elected as Chairman of the Council for the remainder of the municipal year.

24/074 APOLOGIES FOR ABSENCE

None.

24/075 DECLARATIONS OF INTEREST

None

24/076 PUBLIC PARTICIPATION

None present

24/077 MINUTES OF THE MEETING HELD ON 06 JANUARY 2025

With regards to the discussion at the previous meeting under Minute 24/062 pertaining to flooding of a garden, Cllr Charlesworth advised that he had liaised with the landowner who had advised that they did not want any interference with the land. Therefore, there was no further action that the Council could undertake in this matter.

RESOLVED – that the minutes of the meeting be approved as a true and correct record.

24/078 BOROUGH COUNCILLOR'S REPORT

Borough Cllr Posnett confirmed that elections to the Cheshire and Warrington Mayoral Strategic Authority would be held in May 2026. Although details of the functions of the new authority were being formulated, it was expected that a number of functions would be devolved from central government. An update was provided regarding discussions regarding Home Farm Park. There were a number of outstanding issues that would be pursued further.

Concern was expressed at the increase of inconsiderate dog owners and a number of options to try and tackle this issue.

24/079 FLOODING AND RIVER POLLUTION

No further discussion.

24/080 HIGHWAYS ISSUES

Councillors discussed the current situation regarding the condition of roads in the village and the status of potholes.

24/081 VILLAGE IMPROVEMENTS

Cllr Lewis referred to the provision of cameras and it was agreed to fund these up to £100. With regards to the obstruction to the public right of way, a response was still awaited from Cheshire East Council. There was also concern regarding the condition of the footbridges on the Bluebell walk and this would need reporting to Cheshire East Council. The defibrillator checking system was working well.

24/082 BIODIVERSITY

Councillors discussed the birdwatch, filling in divots and tidying pathways. It was suggested that a village litter-pick should be undertaken, which Cllr Lewis agreed to coordinate.

24/083 FINANCE REPORT

1) Payments

RESOLVED – that the following payments be approved:

Payee	Reason	Total	VAT	Net
St Bart's PCC	Room Hire	35.00		35.00
SLCC	Clerk's membership	40.00		40.00
HMRC	PAYE Q4	324.00		324.00
Peter Wilson	Lengthsman	686.40		686.40

2) Risk Register

The Clerk circulated the risk register which was unchanged from the previous year.

RESOLVED – that the Risk Register be approved.

3) Fixed Asset Register

The Clerk circulated the fixed asset register.

RESOLVED – that the Fixed Asset Register be approved.

24/084 COUNCILLORS' ITEMS

Lengthsman

It was suggested that the Lengthsman be requested to undertake a litter-pick on the B5074 to the south of the village.

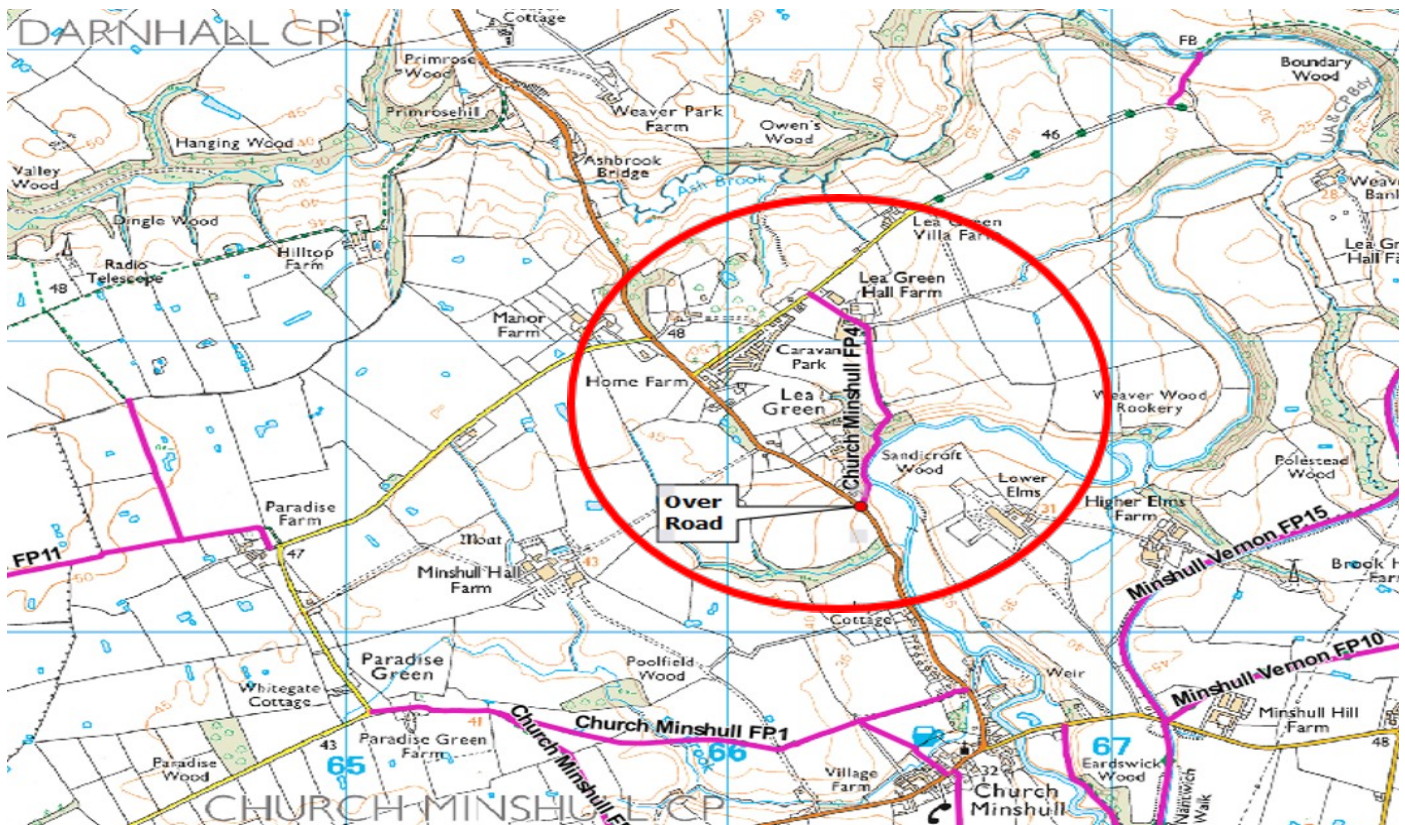
24/085 DATE OF NEXT MEETING

Tuesday, 13 May 2025 at St Bart's Church

From: LINES, Rachel <Rachel.Lines3@cheshireeast.gov.uk>
Sent: 02 April 2025 16:12
To: clerk@cmparishcouncil.org
Cc: marksmith@cmparishcouncil.org
Subject: Church Minshull Public Footpath No. 4

Good afternoon,

I'm writing to you further to the exchanges of emails below, in relation to the Public Footpath (Church Minshull FP4) that runs from Over Road to Lea Green Lane.



As you are aware the Footpath was temporarily closed to prevent public access in June 2024 after the Council became aware that the Footpath had been affected by riverbank erosion, and the situation was deemed to be unsafe, the path is still closed, and the riverbank erosion has deteriorated further in the last 10 months due to rainfall.

I note that Cllr Smith was put forward as someone on the Parish Council that would have an interest in this Public Right of Way.

The Council are still considering and investigating into all the options as to how this situation regarding Church Minshull FP4 could best be resolved. As Richard the Network Officer explained previously because of the potential cost of carrying out the repair works along the path, along with the fact that the Footpath doesn't seem to be used very much and the road safety hazard that is Over Road, the Council is seeking thoughts informally as to whether the Footpath could be extinguished/stopped up however it may be that a diversion is not viable for this Footpath, again if you could share your views/opinions on the matter it would be greatly appreciated.

Again, please be assured that this is not a formal consultation, we are just trying to seek opinions at this stage to build a better picture and background for the future of the Footpath.

Please feel free to email me back with any comments you have,

Kind Regards
Rachel

Rachel Lines | Public Rights of Way Legal Order Officer | Culture and Rural Economy | Cheshire East Council
PROW Municipal Buildings | c/o Delamere House | Delamere Street | Crewe | CW1 2LL
01270 371432 | Rachel.lines3@cheshireeast.gov.uk

www.cheshireeast.gov.uk/prow

Public Rights of Way [Privacy Notice](#)



#TransformingChes

OFFICIAL

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From: ANKERS, Richard
Sent: 28 January 2025 06:07
To: clerk@cmparishcouncil.org
Subject: RE: Church Minshull Public Footpath No. 4



Finance Report – 20 May 2025

1. Internal Audit Report

The internal audit of Church Minshull Parish Council was carried out by undertaking the following tests as specified by the AGAR Annual Return for Local Councils in England:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year end testing on the accuracy and completeness of the financial statements
- The authority has complied with the publication requirements for the prior year AGAR.
- The authority correctly provided for a period for the exercise of public rights for the prior year AGAR
- The authority published required information on a website up to date at the time of the internal audit in accordance with relevant legislation.

Conclusion

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported.

Issue	Recommendation	Response
No issues arising – a robust set of accounting records have been maintained with a comprehensive audit trail to supporting information and all internal control objectives have been met.		

Recommendation – that the Internal Audit report be received.

2. Annual Governance Statement

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

Recommendation – That the Annual Government Statement be answered yes to all questions.

3. Annual Accounting Statement 2024/25

The Accounting Statement is as follows -

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	5,257	4,402	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	6,000	6,500	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,231	2,008	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	3,112	3,240	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	4,974	4,887	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	4,402	4,783	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	4,402	4,783	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,264	2,243	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Recommendation – That the Accounting Statement be approved.

4. Certificate of Exemption

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, provided that the authority has certified itself as exempt at a meeting of the authority after 31 March 2025 and a completed Certificate of Exemption is submitted no later than 30 June 2025 notifying the external auditor that during the financial year 2024/25, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed £25,000.

Income 24/25 - £8,508

Expenditure 24/25 - £8,127

Recommendation – that the Council certifies as exempt from limited assurance review.

5. Payments to be Authorised

Payee	Reason	Total	VAT	Net
Pryce Jones	Website (monthly)	50.00		50.00
Mark Robinson	Salary (monthly)	162.05		162.05
Chalc	Affiliation	143.13		143.13
JDH Business Services	Internal Audit	306.00	51.00	255.00
Zurich Insurance	Insurance Policy	195.83		195.83
Any further invoices received prior to the meeting				

Mark Robinson
Responsible Financial Officer



Church Minshull Parish Council

Church Minshull Parish Council Receipts and Payments Summary and Balance Sheet for the Year 1 April 2024 to 31 March 2025

		£			£
Opening current a/c	3,130.66		Clerk's Salary		3,240.64
Opening instant a/c	1,272.21		Expenses		18.44
		4,402.87	Lengthsman		1,212.64
			Insurance		206.05
Banking and Stock	Interest	84.69	Subscriptions		139.46
Cheshire East B.C.	Precept	6,500.00	Training		40.00
Cheshire East B.C.	Compact	1,150.00	Hall/Zoom		140.00
HMRC	VAT repayment	773.74	Audit		254.50
		8,508.43	ICO		35.00
			Website and Emails		1,314.00
			Banking		71.40
			Provision of defibrillator		744.60
			Dog Waste Bin		306.64
			VAT		403.94
					8,127.31
			Add unrepresented payments from 2023/24	0.00	
			Less unrepresented payments 2024/25	0.00	
					8,127.31
			Closing instant a/c	1,568.64	
			Closing current a/c	3,215.35	
					4,783.99
		12,911.30			12,911.30