

**CHURCH MINSHULL PARISH COUNCIL  
MINUTES OF THE ANNUAL MEETING HELD ON TUESDAY 20 MAY 2025**

**PRESENT:**

Cllr Brian Charlesworth, Cllr Jill Dobson, Cllr Nigel Lewis, Cllr Bob Schiller, and Cllr Mark Smith

**IN ATTENDANCE:**

Borough Cllr Becky Posnett.

**25/001 ELECTION OF CHAIRMAN**

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

Thanks were conveyed to Cllr Schiller for the work undertaken whilst he had been Chairman.

**25/002 ELECTION OF VICE-CHAIRMAN**

RESOLVED – that Nigel Lewis be elected as Vice-Chairman of the Council for the ensuing municipal year.

**25/003 APOLOGIES FOR ABSENCE**

Cllrs Boote and Kynaston

**25/004 DECLARATIONS OF INTEREST**

None

**25/005 MINUTES OF THE MEETING HELD ON 11 MARCH 2025**

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

**25/006 BOROUGH COUNCILLOR'S REPORT**

Borough Cllr Posnett provided an update regarding matters relating to Cheshire East Council. This included the receipt of a Best Value Notice owing to the Borough Prior approval for proposed area of hardstanding

Councillors noted that Over Road would be resurfaced in the current financial year and the road safety analysis would be completed by July. The ongoing issues regarding the bollard and bus stop would be revisited.

**25/007 FLOODING AND RIVER POLLUTION**

Councillors discussed the importance of ensuring that Eel Brook was cleared to reduce instances of flooding.

**25/008 HIGHWAYS ISSUES**

The Cheshire East Council Public Rights of Way team has contacted the Council with a suggestion that FP4 be closed owing to disrepair. Cllr Smith advised that he would walk the path to review the situation and feedback to the Council.

Cllr Lewis advised that there was still no response from the PRoW team regarding FP5 and Borough Cllr Posnett agreed to liaise on this matter.

Cllr Lewis confirmed that he had reported the issues with the bridge in Eardswick wood to the PRoW team.

Cllr Smith referred to the electrical works for the new lamppost at Home Farm Park and Borough Cllr Posnett agreed to take up this matter with the highways authority.

**25/009 PLANNING**

| Number          | Details   |
|-----------------|---|
| 25/0916/PRIOR-6 | Prior approval for proposed area of hardstanding at Land Off Over Road, Church Minshull<br><i>Decision: Objection</i> |

**25/010 VILLAGE IMPROVEMENTS**

Cllr Lewis advised that the Village litter-pick would not proceed owing to road safety concerns. The Lengthsman would be asked to visit the area off Over Road, adjacent to the Cheshire West and Chester border.

Councillors discussed the increase in the cost of a Speed Indicator Device as a result of additional charges from Cheshire East Council. An approach would be made to a neighbouring Parish Council to consider whether there was the possibility of sharing a device, although it was noted that the Parish Council had also decided not to purchase a device following the application of charges by Cheshire East Council.

**25/011 BIODIVERSITY**

Cllr Dobson referred to the damage caused by a Scottish Power vehicle to the area where the wildflowers had been planted and the provision of artificial nests to support an increase in house martins.

**25/012 COUNCILLORS' ITEMS**

Councillors discussed issues regarding noise nuisance on Weaver View.

**25/013 FINANCE REPORT**

1) Internal Audit Report

The Internal Audit report concluded that 'On the basis of the internal audit work carried out, which was limited to the tests indicated in the report, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective. There were no recommendations as a robust set of accounts had been submitted.

RESOLVED – that the internal audit report be approved.

2) Annual Governance Statement 2024/25

The Council considered the Annual Governance Statement, which outlined the governance requirements for the Council. The Internal Audit report had confirmed that the Parish Council had robust financial controls in place, therefore, the Council could identify that it was compliant with all requirements.

RESOLVED – That the Governance Statement be approved and signed by the Chairman and Clerk accordingly.

3) Accounting Statement 2024/25

The Accounting Statement 2024/25 and the Statement of Receipts and Payments and Balance Sheet for the period 1 April 2024 to 31 March 2025 were received by the Council. These detailed the Council's income and expenditure during the financial year. The Council's opening balance on 1 April 2024 was £4,402 and its closing balance on 31 March 2025 was £4,783.

RESOLVED – that the accounting statement for 2024/25 be approved and the Chairman be authorised to sign the Statement accordingly.

4) Exemption from Limited Assurance Review

As the Council's income and expenditure were both less than £25,000, the Council could declare itself exempt from a limited assurance review by the external auditor. All of the relevant documentation still required completion and publication on the Council's website.

RESOLVED – that the Council exempts itself from the requirement for the external auditor to undertake a limited assurance review.

5) Payments

RESOLVED – that the following payments be approved:

| <b>Payee</b>          | <b>Reason</b>     | <b>Total</b> | <b>VAT</b> | <b>Net</b> |
|-----------------------|-------------------|--------------|------------|------------|
| 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     |

**25/014 DATE OF NEXT MEETING**

Tuesday, 15 July 2025 at St Bart's Church