



Mark Robinson  
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29 August 2025

Dear Councillor

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

DATE and TIME: Wednesday, 03 September 2025 at 7.30pm

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

Clerk to the Parish Council

#### AGENDA

1. Apologies for absence (Clerk)
2. 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.
3. Opportunity for the Public to speak (if request received)
4. Minutes of the Previous Meeting and any matters arising (All)  
To confirm the minutes of the meeting held on 15 July 2025
5. Borough Councillor's report (Cllr Becky Posnett)
  - Bus stop lighting
  - Signpost/Mirror
6. Flooding and River Pollution (All)
7. Road Issues (All)
  - FP4 – no response from CEC to date
8. Planning Applications (All)

| Application | Proposal                               |
|-------------|--|
|             | None received at publication of agenda |
9. Village Improvements (Nigel Lewis)
  - Defibrillator – Home Farm Park
10. Biodiversity (Jill Dobson)

11. Finance (Clerk)  
To receive the Finance report including payments for authorisation (to follow)
12. Councillors' Items (All)
  - Fly-tipping
13. Date of next meeting  
Tuesday, 11 November 2025

**CHURCH MINSHULL PARISH COUNCIL**  
**MINUTES OF THE ANNUAL MEETING HELD ON TUESDAY 15 JULY 2025**

**PRESENT:**

Cllr Mark Smith (Chairman), Cllr Tim Boote, Cllr Brian Charlesworth, Cllr Jill Dobson, Cllr Nigel Lewis and Cllr Sharon Kynaston.

**25/015 APOLOGIES FOR ABSENCE**

Cllrs Schiller and Borough Cllr Posnett

**25/016 DECLARATIONS OF INTEREST**

None

**25/017 MINUTES OF THE MEETING HELD ON 20 MAY 2025**

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

**25/018 BOROUGH COUNCILLOR'S REPORT**

Borough Cllr Posnett had submitted her apologies. Councillors discussed a number of outstanding issues where feedback from Cheshire East Council had not been forthcoming and these would be escalated.

**25/019 HIGHWAYS ISSUES**

With regards the possible closure of FP4, Cllr Smith had visited the route and noted a footpath closed sign at the farm at the northerly end of the route. Councillors agreed that Cheshire East Council be advised that the Parish Council does not support the closure of FP4 and all efforts should be made to reinstate the full length of the footpath.

There were positive comments about the surface dressing on Over Road and it was noted that the lining would be completed upon clement weather.

**25/020 VILLAGE IMPROVEMENTS**

Cllr Lewis confirmed that the wooden slats had been fixed on the footpath through Eardswick Woods.

With regards the Speed Indicator Device, a suggestion to share the SID and thus the costs with a neighbouring Parish Council was being considered.

**25/021 BIODIVERSITY**

Councillors considered a suggestion that the Parish Council supports the provision of artificial nesting boxes to encourage Housemartins into the area. This was supported in principle and the process for provision and distribution would be considered early next year.

RESOLVED – that £200 be made available for the provision of artificial nesting boxes.

**25/022 COUNCILLORS' ITEMS**

Councillors expressed concern at the amount of littering caused by waste being thrown out of cars. It was noted that any such debris could be reported on the Cheshire East Council website for collection. It was possible that the culprits could be identified should there be any available evidence.

It was noted that actions had been undertaken to deal with the issue of the noise nuisance caused by the dog.

Councillors supported the principle of the provision of a defibrillator at Home Farm

Park.

**25/023 FINANCE REPORT**

Councillors reviewed the Finance report which gave details of a current financial position of £6,792.

Payments

RESOLVED – that the following payments be approved:

| <b>Payee</b> | <b>Reason</b>      | <b>Total</b> | <b>VAT</b> | <b>Net</b> |
|--------------|--------------------|--------------|------------|------------|
| ThenMedia    | Website and Emails | 856.80       | 142.80     | 714.00     |
| HMRC         | PAYE Q1            | 432.00       |            | 432.00     |
| John Headon  | Camera             | 53.85        |            | 53.85      |

**25/024 DATE OF NEXT MEETING**

Wednesday, 03 September 2025 at St Bart's Church



## Finance Report – 03 September 2025

### 1. Bank Reconciliation

| Bank Reconciliation - As at 10 August 2025 |               |          |                 |
|--|---------------|----------|-----------------|
|  |               | £        | £               |
| Balance as per bank statements             | Unity Current | 3,146.78 |                 |
|  | Unity Reserve | 3,234.16 |                 |
| Unpresented payments                       |               |          |                 |
| Net Balance                                |               |          | <b>6,380.94</b> |
| Opening Balance                            |               |          | 4,783.99        |
| Income                                     |               |          | 4,668.81        |
| Expenditure                                |               |          | 3,071.86        |
|  |               |          | <b>6,380.94</b> |

### 2. Payments to be Authorised

| Payee                                      | Reason                 | Total  | VAT | Net    |
|--|------------------------|--------|-----|--------|
| Peter Wilson                               | Lengthsman             | 537.24 |     | 537.24 |
| HMRC                                       | PAYE Q2                | 216.00 |     | 216.00 |
| Mark Robinson                              | National Award Backpay | 31.22  |     | 31.22  |
| Mark Robinson                              | Salary (Oct Onwards)   | 167.12 |     | 167.12 |
| Any invoices received prior to the meeting |                        |        |     |        |

### 3. End of Year Projection

|                        |           |                       |                 |
|------------------------|-----------|-----------------------|-----------------|
| Opening Balance 25/26  | 4,783.99  |                       |                 |
| <b>Expected Income</b> |           | <b>Less</b>           |                 |
| Precept                | 7,000.00  | Projected Expenditure | 8,193.05        |
| Interest               | 80.00     | Projected VAT expend  | 300.00          |
| VAT refund             | 300.00    |                       |                 |
| Compact                | 1,150.00  |                       |                 |
| Total                  | 13,313.99 | Closing Balance       | <b>4,820.94</b> |

#### 4. Budgetary Analysis

| Item                 | Budget<br>25/26 | Spend           | Variance        | Projected<br>Spend | Projected<br>Variance |
|----------------------|-----------------|-----------------|-----------------|--------------------|-----------------------|
|                      | £               | £               | £               | £                  | £                     |
| Clerk's Salary       | 3,373.25        | 1,818.64        | 1,554.61        | 3,373.25           | 0.00                  |
| Expenses             | 50.00           | 0.00            | 50.00           | 50.00              | 0.00                  |
| Lengthsman           | 1,269.84        | 537.24          | 732.60          | 1,269.84           | 0.00                  |
| Insurance            | 216.35          | 195.83          | 20.52           | 195.83             | 20.52                 |
| Subscriptions        | 150.00          | 143.13          | 6.87            | 143.13             | 6.87                  |
| Training             | 60.00           | 0.00            | 60.00           | 60.00              | 0.00                  |
| Hall/Zoom            | 200.00          | 0.00            | 200.00          | 105.00             | 95.00                 |
| Audit                | 275.00          | 255.00          | 20.00           | 255.00             | 20.00                 |
| Donations            | 110.00          | 53.85           | 56.15           | 110.00             | 0.00                  |
| Village Improvements | 250.00          | 0.00            | 250.00          | 250.00             | 0.00                  |
| ICO                  | 35.00           | 0.00            | 35.00           | 35.00              | 0.00                  |
| Website and Emails   | 1,400.00        | 1,014.00        | 386.00          | 1,314.00           | 86.00                 |
| Banking              | 72.00           | 24.00           | 48.00           | 72.00              | 0.00                  |
| Defibrillator        | 760.00          | 0.00            | 760.00          | 760.00             | 0.00                  |
| Contingency          | 100.00          | 0.00            | 100.00          | 200.00             | (100.00)              |
| <b>Total</b>         | <b>8,321.44</b> | <b>4,041.69</b> | <b>4,279.75</b> | <b>8,193.05</b>    | <b>128.39</b>         |