



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

06 May 2026

Dear Councillor

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

DATE and TIME: Tuesday, 12 May 2026 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 Parish Council for the ensuing municipal year.
2. Election of Vice-Chairman
To elect the Vice-Chairman of the Parish 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 10 March 2026
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 (All)

12. Biodiversity (Jill Dobson)

13. Public Footpath No. 4 Church Minshull

This footpath runs from Over Road to Lea Green Lane and its condition has been discussed at a number of meetings. Cheshire East Council has invited the Parish Council to be represented at a meeting with the Area Network Officer and the Public Rights of Way Manager. The purpose of the visit is to inspect the route on site and to discuss the relevant issues, with a view to considering all available options for how the situation relating to Church Minshull FP4 may best be resolved. To nominate a representative(s) and agree a date.

14. Finance (Clerk)

- Finance Report
- Accounts 2025/26
- Annual Governance Statement
- Accounting Statement
- Certificate of Exemption

15. Councillors' Items (All)

16. Date of next meeting

Tuesday, 07 July 2026

**CHURCH MINSHULL PARISH COUNCIL
MINUTES OF THE MEETING HELD ON TUESDAY 10 MARCH 2026**

PRESENT:

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

IN ATTENDANCE:

Borough Cllr Posnett

25/056 APOLOGIES FOR ABSENCE

None

25/057 DECLARATIONS OF INTEREST

None

25/058 MINUTES OF THE MEETING HELD ON 06 JANUARY 2026

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

25/059 BOROUGH COUNCILLORS REPORT

Borough Cllr Posnett and Cllr Dobson referred to the Peak Cluster consultation, which referred to the proposed pipeline for the transfer of carbon dioxide from the cement works in Derbyshire and Staffordshire to the Irish Sea. The final route had not yet been decided but one option would run through the parish council area. The pipeline would be sunk 1.5m below ground level and then any building above this would be prohibited. Concern was expressed at the estimated £28bn cost of the scheme.

It was noted that the solar lighting in the bus stop was now working.

25/060 FLOODING AND RIVER POLLUTION

Further to the discussions at previous meetings, it was noted that the water testing kits had been purchased by a number of residents. There was a query regarding how to action the results. It was suggested that a resident be invited to the next meeting and Borough Cllr Posnett be asked to support on what to do with the data.

25/061 HIGHWAYS ISSUES

Concern was expressed at the apparent increase in traffic through the village. It was noted this may have been caused by roadworks on other routes.

25/062 VILLAGE IMPROVEMENTS

With regards the Home Farm Park defibrillator, the signs had been erected.

It was suggested that the noticeboard in the village be replaced owing to deterioration of its condition. The Clerk referred to a quote of £1,215 for a similar replacement.

RESOLVED – that the noticeboard be replaced at a maximum cost of £1,215.

25/063 BIODIVERSITY

Cllr Dobson advised that fourteen house martin boxes were in the process of being delivered to residents who had expressed an interest. Councillors agreed that this had been an excellent opportunity to raise the profile of the Parish Council.

25/064 FINANCE REPORT

1) Payments

RESOLVED – that the following payments be approved:

| Payee | Reason | Total | VAT | Net |
|-----------------|----------------|--------------|------------|------------|
| HMRC | PAYE Q4 | 334.40 | | 334.40 |
| Mark Robinson | Re-imburements | 385.37 | | 385.37 |
| Peter Wilson | Lengthsman | 732.60 | | 732.60 |
| St Barts Church | Room Hire | 35.00 | | 35.00 |
| Defib Machines | Defib Hire | 649.80 | 83.30 | 566.50 |

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.

4) Assertion 10

The Clerk referred to the requirements of the Assertion 10, which formed part of the Annual Governance and Accountability Return. The Council was in a good position regarding compliance, with just an overarching Information Technology Policy required to satisfy this. A draft IT Policy was circulated.

RESOLVED – that the IT Policy be approved as drafted.

25/065 COUNCILLORS' ITEMS

The Lengthsman would be asked to tidy the area by the bridge at the north end of the village.

25/066 DATE OF NEXT MEETING

Tuesday, 12 May 2026 at St Bart's Church

Church Minshull Parish Council
 Receipts and Payments Summary and Balance Sheet for the Year 1 April 2025 to 31 March 2026

| | | £ | £ | |
|---------------------|----------|-----------|---|-----------|
| Opening current a/c | | 1,568.64 | Clerk's Salary | 3,343.84 |
| Opening instant a/c | | 3,215.35 | Expenses | 134.99 |
| | | 4,783.99 | Lengthsman | 1,269.84 |
| Banking and Stock | Interest | 71.94 | Insurance | 195.83 |
| Cheshire East B.C. | Precept | 7,000.00 | Subscriptions | 143.13 |
| Cheshire East B.C. | Compact | 1,150.00 | Training | 60.00 |
| | | 8,221.94 | Hall/Zoom | 105.00 |
| | | | Audit | 255.00 |
| | | | ICO | 47.00 |
| | | | Website and Emails | 1,314.00 |
| | | | Banking | 73.00 |
| | | | Provision of defibrillator | 1,311.10 |
| | | | Donations | 53.85 |
| | | | Nest Boxes | 245.38 |
| | | | VAT | 426.02 |
| | | | | 8,977.98 |
| | | | Add unrepresented payments from 2024/25 | 0.00 |
| | | | Less unrepresented payments 2025/26 | 0.00 |
| | | | | 8,977.98 |
| | | | Closing instant a/c | 740.66 |
| | | | Closing current a/c | 3,287.29 |
| | | 13,005.93 | | 4,027.95 |
| | | 13,005.93 | | 13,005.93 |

The above Statement represents fairly the financial position of the Authority as at 31 March 2026 and reflects all receipts and payments during the year.



Finance Report – 12 May 2026

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.
- Review of Assertion 10 (Annual Governance Statement) requirements.

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 in the action plan overleaf. As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

| 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. In addition, the council has provided comprehensive evidence for the aspects of Assertion 10 compliance reviewed by internal audit. | | |

Recommendation – that the Internal Audit report be received.

2. Annual Governance Statement 2025/26 (Appended)

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

3. Annual Accounting Statement 2025/26 (Appended)

Recommendation – That the Accounting Statement be approved.

4. Certificate of Exemption (Appended)

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

5. Payments to be Authorised

| Payee | Reason | Total | VAT | Net |
|--|---------------------|--------------|------------|------------|
| Pryce Jones | Website | 50.00 | | 50.00 |
| Mark Robinson | Salary * see Item 6 | 153.17 | | 153.17 |
| Chalc | Affiliation | 146.80 | | 146.80 |
| JDH Business Services | Internal Audit | 344.40 | 57.40 | 287.00 |
| Zurich Insurance | Insurance Policy | 209.65 | | 209.65 |
| Any further invoices received prior to the meeting | | | | |

6. Clerk's Salary

The Clerk's salary is based on the NJC scale and has been at SCP13 for the past five years. Although the national scheme awards an annual inflationary increase, Councillors are asked to consider an incremental increase particular given the increase in administrative burden and assurance requirements over the past years, such as Assertion 10.

Mark Robinson
Responsible Financial Officer

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

CHURCH MINSHULL PARISH COUNCIL

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 2026, that:

| | Agreed | | |
|--|--------|-----|--|
| | Yes | No* | |
| 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 have assured 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 |
| | | | ✓ |
| 10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review. | ✓ | | <i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i> |

*For any statement to which the response is 'no', an explanation **must** be published

This Annual Governance Statement was approved at a meeting of the authority on:

12/05/2026

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Information required by the Transparency Code (not part of the Annual Governance Statement)

| | Yes | No |
|---|-----|----|
| The authority website is up to date and the information required by the Transparency Code has been published. | ✓ | |

WWW.VILLAGEARENA.ORG LICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

CHURCH MINSHULL PARISH COUNCIL

| | Year ending | | Notes and guidance |
|---|--------------------|--------------------|--|
| | 31 March 2025 £ | 31 March 2026 £ | |
| | | | <i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i> |
| 1. Balances brought forward | 4,402 | 4,783 | <i>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.</i> |
| 2. (+) Precept or Rates and Levies | 6,500 | 7,000 | <i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i> |
| 3. (+) Total other receipts | 2,008 | 1,222 | <i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i> |
| 4. (-) Staff costs | 3,240 | 3,344 | <i>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.</i> |
| 5. (-) Loan interest/capital repayments | 0 | 0 | <i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i> |
| 6. (-) All other payments | 4,887 | 5,634 | <i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i> |
| 7. (=) Balances carried forward | 4,783 | 4,027 | <i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i> |
| 8. Total value of cash and short term investments | 4,782 | 4,028 | <i>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.</i> |
| 9. Total fixed assets plus long term investments and assets | 2,243 | 2,243 | <i>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.</i> |
| 10. Total borrowings | 0 | 0 | <i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i> |

| For Local Councils Only | Yes | No | |
|---|--------------------------|-------------------------------------|--|
| 11. Do the figures in the accounting statements above exclude any Trust transactions? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i> |

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

Date

01/05/2026

I confirm that these Accounting Statements were approved by this authority on this date:

12/05/2026

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Certificate of Exemption – AGAR 2025/26 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2026 and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

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 2026 and a completed Certificate of Exemption is submitted no later than **30 June 2026** notifying the external auditor.

CHURCH MINSHULL PARISH COUNCIL

certifies that during the financial year 2025/26, 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**

Total annual gross income for the authority 2025/26:

£8,222 ER AMOUNT £00,000

Total annual gross expenditure for the authority 2025/26:

£8,978 ER AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2022
- In relation to the preceding financial year (2024/25), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2026.

Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

12/05/2026

I confirm that this Certificate of Exemption was approved by this authority on this date:

12/05/2026

Signed by Chair

Date

SIGNATURE REQUIRED

12/05/2026

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

clerk@cmparishcouncil.org OWNED GENERIC EMAIL ADDRESS

Telephone number

07835556343 E NUMBER

*Published web address

WWW.VILLAGEARENA.ORG LICILY AVAILABLE WEBSITE/WEBPAGE ADDRESS

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2026 Reminder letters for late submission will incur a charge of £40 + VAT.