



**Minutes of the
first Annual Parish Meeting of
Millington & Rostherne Parish Council
held on Wednesday 17th May 2023 at
7.30pm at Egerton Hall, Rostherne.**



Email:
millington_rostherneandtatonpc@outlook.com

Present: Cllrs H Brooks (HB), D.M. Fenton (DMF), B. Beverley (BB), J. Eagle (JE), D. Flanagan (DF), D. Pennington (DP), K. Sherlock (KS), L. McCann (LM) joined remotely Ward Cllr Hannah Moss.

Parish Clerk: Ms. S Booth

Members of Public (MOP): No MOPs were in attendance.

1 Open the meeting:

- 1.1 Parish Clerk opened and welcomed the new Cllrs.
- 1.2 Elect a temporary chairman.
 - 1.2.1 **Resolved:** Cllr HB appointed as the temporary Chair.

2 Apologies & Declarations of Interest:

- 2.1 To note apologies from those Councilors, absent from the meeting.
 - 2.1.1 High Legh - Ward Cllr K Parkinson (WCKP) – Work commitments
 - 2.1.1.1 **Proposed:** Going forward remote attendance to the meeting will be offered.
 - 2.1.1.2 **Resolved:** Apologies received and accepted for this meeting.
- 2.2 To note if Cllrs declare if they hold any interest on any agenda items.
 - 2.2.1 **Resolved:** *Councillor HB declared an interest on agenda items at this meeting. HB will offer an update on estate matters **Item 6.1.4.***

3 Legal documents for signing

- 3.1 Clerk will distribute the following forms for completion.
 - 3.1.1 Declaration and Undertaking for Acceptance of Office.
 - 3.1.1.1 **Resolved:** Cllrs completed and returned their DoA's to the Clerk
 - 3.1.2 Register of Members interest form.
 - 3.1.2.1 **Resolved:** Cllrs have been provided with the RoMI form and returned to the PC who will return to CEC MO.
 - 3.1.2.2 **Resolved:** Cllrs HB asked the Council if there seemed to be anything missing or any contracts within the estate that may have been overlooked.
 - 3.1.2.3 **Moved unanimously:** The Council could not think of any other contracts that needed disclosure and nothing sprung to mind as an omission.

4 Election of officers for 2023/24: Council to propose and second, officers for the forthcoming year.

- 4.1 Each proposed chair gave a 3-minute speech about their selves.
- 4.2 Election of **Chairman:**
 - 4.2.1 HB **Proposed** Cllr D.M Fenton, Second by BB.
 - 4.2.3 **Moved:** That Cllr DMF will become the Chair.
- POR:** *The new Chair formally takes the seat and directs the meeting from this point on.*
- 4.3 Election of **Vice Chairman:**
 - 4.3.1 DP **Proposed** Cllr D Flanagan, Second by KS.
 - 4.3.2 **Moved** that Cllr DF will become a Vice Chair.
- 4.4 Election of **Responsible Financial officer**
 - 4.4.1 **Moved** unanimously that the Clerk will remain as the RFO.

5 Adoption of the following policies Policy:

- 5.1 The Clerk to distribute hard copies to new Cllrs and via email to re-elected Cllrs.
 - 5.1.1 **Standing Orders**

5.1.1.1 **Moved** unanimously, the Standing Order Policy has been adopted and will be continually reviewed

5.1.2 **Code of Conduct**

5.1.2.1 **Moved:** unanimously that the Code of Conduct Policy was adopted.

5.1.3 Financial regulations

5.1.3.1 **Moved** unanimously that the Financial Regulations Policy was adopted.

6 Invitations requesting representation sent to the following groups.

6.1 Representatives unable to attend the meeting have been asked to provide a report.

6.1.1 Mobberley Ward Cllr Hannah Moss

6.1.1.1 WCHM introduced herself and gave a brief background on her Council history and updated Cllrs on committees and projects that she will be working on. In addition, WCHM is hoping to be elected to the Tatton Board. WCHM requested if there was any areas of immediate concern.

6.1.1.1.1 DMF:

- Updated on the RHS tickets and the local roads when the RHS show is on.
- Reported that Tatton Board need to be informed about their hedges and Tatton signage.
- Issues of youths congregating at the Mere.
- Enquired if there were any available plastics bollards?

6.1.1.1.2 BB: Ashley mile potholes need to be dealt with asap as they are dangerous.

6.1.1.1.3 DF: Updated on the recent issues that Millington residents at The Crescent have had.

6.1.1.1.4 KS: Reported highway issues on Chapel Lane.

Actions from 6.1.1.1:

- *PC to email WCHM the outstanding issues which were dealt with by CL*
- *Request a HO visits Rostherne and Millington.*

6.1.2 High Legh - Ward Cllr Kate Parkinson:

6.1.2.1 **Resolved:** Apologies received for this meeting.

6.1.3 Cheshire Constabulary

6.1.3.1 **Resolved:** Apologies received for this meeting, nothing to report.

6.1.4 Tatton Estate

6.1.4.1 **Resolved:** Nothing to report at this meeting.

6.1.5 Fisher German

6.1.5.1 **Resolved:** Nothing to report at this meeting.

6.1.6 Peaks & Plains

6.1.6.1 **Resolved:** Nothing to report at this meeting.

6.1.7 HS2

6.1.7.1 **Resolved:** Nothing to report at this meeting.

Action items:

- **6.1** *Remote attendance to the meetings will be offered to all members and guests.*
- **6.1** *A 15-minute time slot at 19:15 and 19:30 for each ward Cllr to choose from will be offered.*
- **6.1.6** *Request a Housing Officer visit and complete a walk round with KS*

7 Open Forum Q & A:

7.1 A public participation session is held each month prior to the start of the Council Meeting therefore Members of the Public (MOP) may attend the meeting, make factual representations, at the meeting in respect of the business detailed on the current agenda.

The period of time designated for public participation at the meeting shall not exceed **2 to 3** minutes unless directed by the chairman of the meeting and no political discussion will be permitted at the meeting.

POR: Once the Open Forum has been closed by the Chairman, MOPs will **not** be permitted to interject whilst Council business is transacted.

7.1.1 **Resolved:** There were no members of the public (MOP) in attendance.

8 Planning Applications:

8.1 To note the High Legh and Mobberley ward planning applications, that have been received for this period from Cheshire East Council.

8.1.1 **Resolved:** There were no planning applications to note for this period.

9 Topics to be discussed:

9.1 **Resolved:** That the below Highways and areas that need to be discussed in will be dealt with in a separate themed meeting.

- 9.1.1 (HLW) - Millington Roundabout
- 9.1.2 (HLW) - The Crescent & Whitehouse Garages
- 9.1.3 (HLW) - Footpaths
- 9.1.4 (MW) - Bollards
- 9.1.5 (MW) - Rostherne Lane
- 9.1.6 (MW) - Marsh Lane
- 9.1.7 The Swan
- 9.1.8 Tatton Services

9.2 Meeting Dates:

9.2.1 **Resolved:** that the following meetings have been scheduled

Important Note: All dates detailed in italics are proposed meetings for Cllrs only.

There will be no meeting in August & December

Tuesday 13th June 2023: 7pm

Tuesday 11th July 2023: 7pm at EH

Tuesday 12th September 2023: 7pm at EH

Tuesday 10th October 2023: 7pm

Tuesday 14th November 2023: 7pm at EH

Tuesday 9th Jan 2024: 7pm at EH

Tuesday 13th February 2024: 7pm

Tuesday 12th March 2024: 7pm at EH

Tuesday 9th April 2024: 7pm

Tuesday 7th May 2024: 7pm at EH

10 Exclusion resolution:

10.1 **Resolved:** The Chair declared that this item did not need to be exercised as there were no members of the public in attendance.

11 **Finance:** Cllrs to be updated and agree on all finance related topics.

11.1 Opening of a new Bank account & Signatories

11.1.1 **Resolved** that the Clerk has applied to Unity Bank to open account and add two Cllrs and the Clerk as signatories SB, DF & JE.

11.2 Cllrs to discuss Parish Clerk salary

11.2.1 **Resolved:** Cllrs discussed and agreed the salary for the PC

11.3 Consult with HMRC

11.3.1 **Resolved:** PC will contact HMRC for a new PAYE account.

11.4 Income & expenditure for 2023-24.

11.4.1 To note the current financial position as of **12th May 2023 MRT PC - Current account - £0.00**

11.4.2 Funds to open the account and then be transferred to the savings ac is detailed below. The funds are to be ringfenced for each ward.

11.4.2.1 High Legh Ward - Millington as at 31/03/23 - Current account - £1,798.04

11.4.2.2 Mobberley Ward - Rostherne as at 31/03/23 - Current account - £5,759.42

11.4.3 To approve the following payments:

Remittance Advices to be paid when funds clear will be detailed at the next meeting.

12 **Any other Business (Comments / Inquiries / Reports):** Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas.

12.1 HB: Interim themed meetings will be held bi-monthly.

12.2 Update on Parish Council name to incorporate Tatton into the title.

13 Meeting dates:

13.1 Interim Cllrs only meeting date: **Tuesday 13th June 2023: 7pm** (Cllrs informed of location).

13.2 Full Parish Council Bi-monthly meeting will take place at Egerton Hall on **Tuesday 11th July 2023: 7pm**

Cllr D M Fenton

Chairperson

Millington & Rostherne Parish Council

17/05/23