

MERE PARISH COUNCIL

MINUTES OF THE COUNCIL MEETING HELD ON

MONDAY 22nd JULY, 2024, at 7:45PM

VENUE: THE MERE AND TABLEY COMMUNITY CLUB

1 PRESENT

*Cllr V Bennett, Cllr A Newnes, Cllr A Richards and Cllr J Wright (In The Chair)
In Attendance: KJ Whitlow (Clerk) and one parishioner*

2 APOLOGIES

Cllr N Ineson and Cllr R Nassab

3 MINUTES

- i. The minutes of the Mere Parish Council Annual General Meeting held on the 13th May were **proposed by Cllr Newnes and seconded by Cllr Wright to be a true record. All Agreed.***
- ii. The minutes of the Mere Parish Council meeting following the Annual General meeting on the 13th May were **proposed by Cllr Newnes and seconded by Cllr Wright to be a true record. All agreed.***

4 DECLARATION OF INTEREST

*Cllr Wright declared a **Disclosable Pecuniary Interest** regarding **Dobb Lane**.*

*Cllr Wright declared a **Disclosable Pecuniary Interest** regarding **HS2**.*

*Cllr Bennett declared a **Personal Interest** regarding **HS2***

*Cllr Richards declared a **Personal Interest** regarding **HS2***

5 CASUAL VACANCIES

No names were put forward to be considered for co-opting onto Mere Parish Council.

6 POLICE REPORT

A report received from PC Milman included the following points:

- The plan was that PC Milman would be joined by another Police Constable. However, this is now no longer going to take place. He still works the area without a PCSO and he does not believe he will be joined by one anytime soon.*
- Speed enforcement has continued on Mereside Road.*
- The main source of calls for the police during July have been issues on the A556.*

Cllr Newnes stated that he has seen a lot of speeding on the B5569.

7 **MANCHESTER AIRPORT**

Cllr Newnes gave a report from the meeting at Manchester Airport held on the 19th July as follows:

- *Main focus of the meeting was the new Noise Action Plan which is reviewed every five years.*
- *The plan can be viewed on line but it is 104 pages long.*
- *Due to the technical issues within the plan it has been passed onto the Technical Advisory Group who will be meeting on Friday 2nd August to discuss.*
- *A report from the Managing Director stated there has been increased passenger numbers every month since October 2023.*
- *The Managing Director had met with Andy Burnham and was hopeful for a direct rail link between Manchester and Liverpool stopping at the airport.*
- *An injunction had been put on Just Stop Oil.*
- *The recent power supply issue caused problems with baggage screening.*
- *Terminal Three is to be extended into part of Terminal One but will still be called Terminal Three.*

8 **HS2**

The Chairman stated Ashley Parish Council have concerns about future possible rail lines and they have expressed their wish to invite Mere Parish Council to a meeting. It was agreed that once we receive an invite Mere Parish Council will attend and support them.

9 **B5569**

Response received from Cheshire East Council but it only appeared in the Clerk's in box today and so has not been forwarded to Mere Parish Councillors or printed off to be discussed. This will be carried over to the next council meeting for discussion.

10 **MERE CRICKET GROUND REPAIR**

The Chairman reported that the repairs have been carried out and an invoice for £140 has been received from Mr Eric Dunkerley.

The Clerk will forward the invoice to Lightech Sound and Light for them to pay direct to Mr Dunkerley as previously agreed.

11 **DOBB LANE**

*Cllr Newnes **proposed** this item to be carried over to the next meeting. **Seconded** by the meeting.*

12 **MERE PARISH COUNCIL WEB SITE**

Mr Andy Newbold has not been able to take photographs of Mere due to his heavy schedule but plans to have something to report at the next Mere Parish Council meeting. The Clerk will take photographs of the Archive display at Mere and Tabley Community Club and forward them to Andy Newbold.

ACTION: KJ Whitlow (Clerk)

13 **PARISH COUNCIL NOTICEBOARD**

The Clerk informed the council that law request we have a notice board. This being so the following three quote have been acquired:

The Parish Notice Board Company, Northwich

Quoted for three different ranges of boards as follows:

- *Notice Board "**Prestige**" range aluminium* £1530.00 plus VAT
- *Notice Board "**Classic**" range – free standing* £0815.00 plus VAT
- *Poster Display Case "**Complimentary**" range* £0590.00 plus VAT

Delivery £65 plus VAT

KBS Depot, Norfolk

6 x A4 Traditional Notice Board Silver Anodised	£0205.00
6 x A4 Traditional Notice Board Standard Ral Colours	£0264.00
8 x A4 Traditional Notice Board Silver Anodised	£0280.00
8 x A4 Traditional Notice Board Standard Ral Colours	£0329.00
Posts Silver Anodised	£0155.00
Posts Standard Ral Colours	£0199.00
Sign written header panel 6 x A4 in matched colour to board	£0112.00
Sign written header panel 8 x A4 in matched colour to board	£0199.00

The Acorn Workshop, Bognor Regis

Quoted for an 8 x A4 poster notice board	£1428.00
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Cllr Richards **proposed** that the quote from the Parish Notice Board Company for the “Prestige” range aluminium at £1530.00 plus VAT and delivery be accepted. **Seconded by Cllr Newnes. Agreed by all.**

The Clerk will place an order. ACTION: KJ Whitlow

14 PARISH MAINTENANCE

Regarding the letter to the company developing the site of The Swan two responses have been received. The first on the 5th June from Andrew McMurtrie, Planning Manager and the second on the 14th June from Anthon Iacobucci. Both apologies for any litter and will remind their staff to dispose of any litter in the bins provided.

Weeds on the A50 between Mere lights and Wrenshot Lane – The Clerk asked Dominic Fenton to spray the weeds but it was reported that they are still a problem. The Clerk will check with Dominic that he has sprayed them. **ACTION: KJ Whitlow (Clerk)**

Meeting was closed at 8:30pm and re-opened at 8:35pm

15 CIL MONEY

Cllr Newnes asked at the previous council meeting if CIL money can be used to purchase flowers to be displayed at the Cenotaph. The Clerk confirmed that the answer is no as the money has to be spent on something to support the development of the area.

The question was asked can the CIL money be used to clean the Cenotaph and also to help finance community events, ie; Fireworks Display evening. The Clerk will make enquiries and report back at the next meeting. **ACTION: KJ Whitlow (Clerk).**

16 RHS FLOWER SHOW AT TATTON PARK

The traffic had been managed well and there were no disruptions for the residents of Mere.

17 ADVERTISING NOTICES AT MERE LIGHTS

Complaint received from a resident about the advertising notices attached to the traffic lights at Mere. The Chairman reported that the notices were no longer there.

18 PLANNING APPLICATION DETAILS

- i. There have been five **new planning applications**, one **approval notice** and two notices that planning applications have been **withdrawn** received since the last Mere Parish Council meeting. Details are recorded in the Planning Book.

19 **RESPONSIBLE FINANCIAL OFFICERS REPORT**

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| i. | <i>Paid into the account on the 29th May the sum of</i> | <i>£1015.52</i> |
| | <i>This is VAT claimed back for the financial year ending 31st March 2024.</i> | |
| ii. | <i>The total in the cheque account at the beginning of this meeting is</i> | <i>£28614.73</i> |
| iii. | <i>The accounts have been audited by JDH Financial Services Ltd and their conclusion is as follow:</i> | |

“On the basis of the internal audit work carried out, In our view the council’s system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations included in the action plan”.

The action plan has one issue listed which is as follows:

ISSUE 1

A detailed receipts and payments analysis of the fireworks event has been provided for 2023/24 which also includes an analytical review by comparing to the prior year event. However, review of the details shows that receipts have been netted down for expenditure paid for out of gate income so the council accounts do not reflect the actual receipts received in cashbook receipts and the actual expenditure for the event in cashbook payments. Therefore the accounts for both receipts and payments have been understated.

In addition, when reviewing the expenditure the total payment to Jackson foods is stated as £920 and £480 of this has incorrectly been netted down against payments as described above, however, the remaining £440 of the expenditure to Jackson’s foods is not in the cash payments against the gate receipts, nor is it in the cashbook as a cheque payment. Therefore, there is no audit trail for the £420 of expenditure in the accounts.

RECOMMENDATION

Receipts and payments must be recorded gross showing all transactions and not netted down for expenditure paid out of cash receipts. Vouchers should be retained for expenditure paid out of cash receipts. The council need to review the fireworks event records and identify how the remaining £440 of the Jacksons food bill was paid.

CLERK’S RESPONSE

The fact that Mere Parish Council did not have total control of the finances on the night of the Fireworks Event and relied upon Tabley Parish Council/Mere and Tabley Community Club members to inform the Clerk what had been spent plus the lack of receipts provided resulted in the above issue.

The Clerk was told on the night that the Jackson’s food bill was to be paid using the £440 which Charlotte Morley had already collected via ticket entry money prior to the event (which the Clerk never saw proof of) plus £480 to be taken out of the cash entry money on the night. Charlotte then gave the money to Jacksons.

The Clerk advices that for future events all receipts and payments must be made by the Clerk in order to retain an audit trail.

The meeting agreed.

20 ACCOUNTS FOR PAYMENT

- i. Clerk for hours worked during April, May and June 2024 £1080.27
Cheque made payable to
"Kathryn J Whitlow". Cheque No: 100925
- ii. HMRC – PAYE £0270.00
This cheque has already been paid as it needed to be with HMRC before the
19th July. Cheque made payable to
"HM Revenue & Customs Only 120PD00337552". Cheque No: 100924.
- iii. Invoice from Alan Greenway for two grass cuts of Tabley Church graveyard £0100.00
Cheque made payable to
"Alan Greenway". Cheque No: 100926
- iv. Invoice from JDH Business Services Ltd for carrying out the internal audit. £0330.00
Cheque made payable to
"JDH Business Services Ltd". Cheque No: 100927
- v. Flowers bought in remembrance of the 80th Anniversary of D Day and placed £0028.00
at the Cenotaph.
Cheque made payable to
"Kathryn J Whitlow". Cheque No: 100928

Cllr Newnes **proposed** that the above invoices be paid. **Seconded** by Cllr Wright.
All agreed.

21 BUDGET

- i. Once the cheques have all be paid and cleared we will have £26806.46 in the cheque account. Minus the Archive Fund (£170.40) and the CIL (money £21621.38) it will leave £5042.68.
- ii. Expected payments at the September meeting are as follows:
Information Commissioner - GDPR £0040.00

TOTAL £0040.00

This means that by the end of September (minus the archive fund and CIL money) we will have £5002.68 in the cheque account to spend. Or including the archive and CIL money £26766.46 in the cheque account.

22 NEW BUSINESS

- i. **Cheshire East Council – Financial Contributions (Commutated Sums).** Noted

23 DATE OF THE NEXT MEETING

Monday 16th September, 2024 starting at 7:45pm. Venue The Mere and Tabley Community Club.
The dates for the remainder of 2024 are as follows: 21st October and 2nd December.

24 ITEMS INTRODUCED BY COUNCILLORS

None.

The meeting closed at approximately 9:00pm

Signed: Date: