

MALPAS PARISH COUNCIL

THE MEETING OF MALPAS PARISH COUNCIL WILL BE HELD ON
THURSDAY 29TH MAY 2025

IN ROOM 3 AT THE JUBILEE HALL, MALPAS AT 7.00PM

NO	AGENDA	Presented By
1.	APOLOGIES	Stg Item
2.	ELECTION OF CHAIRMAN FOR 2025 – 2026 To receive the Chairman's Declaration of Acceptance of Office	Stg Item
3.	ELECTION OF VICE CHAIRMAN FOR 2025 – 2026 To receive the Chairman's Declaration of Acceptance of Office	Stg Item
4.	DECLARATIONS OF INTEREST Councillors to declare any interest under the following categories: Pecuniary interest, Outside Bodies interest and family, friend or close associate interest	Stg Item
5.	APPROVAL OF THE MINUTES To approve the minutes of the business meeting held on 24 th April 2025	Stg Item
6.	CHAIRMAN'S REPORT To approve the Chairmans report	MW
7.	OPEN FORUM Malpas residents can raise issues with the Parish Council in open discussion	Stg Item
8.	CASUAL VACANCY To receive update	Stg Item
9.	POLICE REPORT To receive report	Stg Item
10.	COMMUNITY GOVERNANCE To consider reduction in number of parish councillors	Stg Item
11.	CODE OF CONDUCT To consider Councillors Code of Conduct	Stg Item
12.	COUNCIL REGULATIONS (the documents are on the Council website) 12.1 To agree adoption of the Financial Regulations 12.2 To agree adoption of the Standing Orders 12.3 To agree adoption of Code of Conduct 12.4 To confirm the appointment of the Responsible Financial Officer 12.5 To confirm the appointment of Bank Signatories 12.6 To approve the Financial Risk Assessment 12.7 To approve updated Complaints Procedure (attached)	Stg Item
13.	ACCOUNTS 13.1 <u>Insurance:-</u> To receive quote for annual insurance cover including cover for The Cross and to agree action 13.2 <u>CHALC:-</u> To consider and agree whether to renew the CHALC subscription 13.3 <u>Neighbourhood Plan:-</u> To consider and agree budget for 2025 – 26 financial year 13.4 <u>The Mossland:-</u> To agree to transfer fees received in the Parish Council bank account to The Mossland bank account 13.5 <u>Payments:-</u> To approve the following payments and any other payments that are due:-	Stg Item

	<table><tr><th>Payee</th><th>Details</th><th>Amount</th></tr><tr><td>R Shackleton</td><td>Running Costs</td><td>TBC</td></tr><tr><td>HMRC</td><td>PAYE / National Insurance</td><td>TBC</td></tr><tr><td>Then Media</td><td>Tier 1 hosting and support for Parish Council website</td><td>£ 24.00</td></tr><tr><td>CHALC</td><td>Membership Fees</td><td>£ 750.75</td></tr><tr><td>Zurich</td><td>Insurance</td><td>£ 912.37</td></tr><tr><td>Then Media</td><td>Community website Tier 2 fee</td><td>£ 619.20</td></tr><tr><td>Jubilee Hall</td><td>Room hire</td><td></td></tr><tr><td>The Accounts Centre</td><td>Payroll Services</td><td>£ 12.00</td></tr><tr><td>SC Maintenance Services</td><td>Re-clad planters</td><td>£ 700.00</td></tr></table>	Payee	Details	Amount	R Shackleton	Running Costs	TBC	HMRC	PAYE / National Insurance	TBC	Then Media	Tier 1 hosting and support for Parish Council website	£ 24.00	CHALC	Membership Fees	£ 750.75	Zurich	Insurance	£ 912.37	Then Media	Community website Tier 2 fee	£ 619.20	Jubilee Hall	Room hire		The Accounts Centre	Payroll Services	£ 12.00	SC Maintenance Services	Re-clad planters	£ 700.00																
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	13.6 <u>Receipts:-</u> To record receipts received 13.7 <u>Accounts 2025 - 26:-</u> To receive receipts and payments including bank reconciliation 13.8 <u>Bank Account:-</u> To receive update regarding setting up new bank account																																														
14.	ANNUAL AUDIT 14.1 To agree the Fixed Asset register as circulated 14.2 To approve the Annual Governance Statement 14.3 To approve the year end accounts, explanation of variances and audit summary 2024-2025 and to approve the Annual Return for year ended 31 st March 2025 14.4 Internal Audit:- to receive report and agree any actions required	Stg Item																																													
15.	ELECTION OF REPRESENTATIVES / COMMITTEES To review and confirm appointments:- <table><tr><td>15.1</td><td>Malpas Joint Burial Committee</td><td>3 councillors</td></tr><tr><td>15.2</td><td>Cheshire Assoc. of Town and Parish Councils</td><td>3 councillors</td></tr><tr><td>15.3</td><td>Recreation Ground Committee</td><td>3 councillors</td></tr><tr><td>15.4</td><td>Young Persons Project</td><td>1 councillor</td></tr><tr><td>15.5</td><td>Victoria Jubilee Hall Committee</td><td>1 councillor</td></tr><tr><td>15.6</td><td>Financial Scrutiniser</td><td>1 councillor</td></tr><tr><td>15.7</td><td>Internal Procedures Working Group</td><td></td></tr><tr><td>15.8</td><td>Planning Working Group</td><td>5 councillors</td></tr><tr><td>15.9</td><td>Personnel Committee</td><td>5 councillors</td></tr><tr><td>15.10</td><td>Finance Working Group</td><td>5 councillors</td></tr><tr><td>15.11</td><td>Neighbourhood Plan Working Group</td><td>5 councillors</td></tr><tr><td>15.12</td><td>Climate Emergency Working Group</td><td>4 councillors</td></tr><tr><td>15.13</td><td>Social Media Moderator</td><td>1 councillor</td></tr><tr><td>15.14</td><td>Website Admin</td><td>1 councillor</td></tr><tr><td>15.15</td><td>Highways Working Group</td><td></td></tr></table>	15.1	Malpas Joint Burial Committee	3 councillors	15.2	Cheshire Assoc. of Town and Parish Councils	3 councillors	15.3	Recreation Ground Committee	3 councillors	15.4	Young Persons Project	1 councillor	15.5	Victoria Jubilee Hall Committee	1 councillor	15.6	Financial Scrutiniser	1 councillor	15.7	Internal Procedures Working Group		15.8	Planning Working Group	5 councillors	15.9	Personnel Committee	5 councillors	15.10	Finance Working Group	5 councillors	15.11	Neighbourhood Plan Working Group	5 councillors	15.12	Climate Emergency Working Group	4 councillors	15.13	Social Media Moderator	1 councillor	15.14	Website Admin	1 councillor	15.15	Highways Working Group		Stg Item
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16.	GRANT PROCESS To consider the following requests for grants :- <table><tr><td>No.</td><td>Applicant</td><td>Project</td><td>Amount Requested</td></tr><tr><td>16.1</td><td>Malpas Backgammon Club</td><td>Membership Generation</td><td>£ 500.00</td></tr><tr><td>16.2</td><td>Malpas Darts Group</td><td>Purchase equipment</td><td>£ 650.00</td></tr></table>	No.	Applicant	Project	Amount Requested	16.1	Malpas Backgammon Club	Membership Generation	£ 500.00	16.2	Malpas Darts Group	Purchase equipment	£ 650.00	Stg Item																																	
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20.	MONTHLY SURGERY To receive and note report (previously circulated)	Stg Item
21.	THE MOSSLAND To receive update including quotes to draw down s106 funding for allotments	Clerk
22.	HIGHWAYS (INCL SLOW DOWN FOR MALPAS / SPEEDWATCH) To receive update including meeting with Highways	DP / Clerk
23.	MALPAS JOINT BURIAL COMMITTEE (MJBC) 23.1 <u>Update:-</u> To receive report 23.2 <u>Terms of Reference:-</u> To consider and agree adoption of Terms of Reference (see attached)	DP
24.	APPEARANCE OF MALPAS Hanging Baskets:- To consider cost and delivery regarding hanging baskets in the village	SM
25.	MALPAS COMMUNITY CHURCH To receive report and consider action regarding request made to the Council to apply for an 'Asset of Community Value' certificate for Malpas Community Church.	Stg Item
26.	CLERKS REPORT To receive and note report	Clerk
27.	EXTERNAL CORRESPONDENCE INCLUDING SUGGESTION BOX (The RED SUGGESTION BOX located in Londis near the Post Office counter)	Clerk
28.	UPDATES FROM OUTSIDE ORGANISATION REPRESENTATIVES	Cllrs
	PART 2	
	PRESS AND PUBLIC To resolve to exclude the press and members of the public as the items to be discussed are either of a contractual or sensitive nature.	Stg Item
1.	MALPAS JOINT BURIAL COMMITTEE To receive report regarding legal matters concerning the loan and to agree any action(s)	RS
2.	HIGH STREET CAR PARK To receive update and agree any action	MW
3.	CLAYHOLE CROFT To receive quotes to carry out drainage and tree works and to agree which contractor to appoint	RS

*Stg Item:- Standing Item

Signed By: - Ruth Shackleton (Clerk) Date: - 23rd May 2025

Members of the public are encouraged to submit questions via email and also to confirm their attendance prior to the meeting.
Please contact the Clerk by email, malpaspc@hotmail.com or phone 01948 770678.

Website: www.malpasparishcouncil.org.uk

The Parish Council will meet on the last Thursday of the month in the Malpas Community Church, Malpas (unless otherwise stated on the agenda).

2025 Meeting Dates:-

Thursday 23rd January
Thursday 27th February
Thursday 27th March
Thursday 24th April
Thursday 29th May
Thursday 26th June
Thursday 31st July
Thursday 28th August
Thursday 25th September
Thursday 30th October
Thursday 27th November

There is no scheduled meeting in December

The surgeries take place in the Old Fire Station between 10.00 am – 11.00 am on the first Saturday of the month (unless otherwise stated).

2025 Surgery Dates:-

Saturday 4th January 2025
Saturday 1st February 2025
Saturday 1st March 2025
Saturday 5th April 2025
Saturday 3rd May 2025
Saturday 7th June 2025
Saturday 5th July 2025
Saturday 2nd August 2025
Saturday 6th September 2025
Saturday 4th October 2025
Saturday 1st November 2025
Saturday 6th December 2025

Useful links to Cheshire West and Chester Council: -

- **Streetcare, Highways and Regulatory Service issues:** [Report it | Cheshire West and Chester Council](#)
If you have reported an issues and require an update please use the Cheshire West and Chester Council's status checker – [Report it status checker – Case status – Self \(cheshirewestandchester.gov.uk\)](#)
- **Flooding:** [Flooding | Cheshire West and Chester Council](#)
- **Community Flood Resilience Planning:** [Community Flood Resilience Planning | Cheshire West and Chester Council](#)
- **Planning:** [See or comment on planning applications | Cheshire West and Chester Council](#) or [Apply for planning permission | Cheshire West and Chester Council](#)
- **Other ways to access council services:** [Other ways to access council services | Cheshire West and Chester Council](#)
- **Complaints and feedback:** [Complaints and feedback | Cheshire West and Chester Council](#)

Business Priority / Project 2025 / 2026	Lead
Car Parking	MW / RW
Village Appearance	Clerk
The Mossland	Clerk
Community events	OL
Communication with parishioners	
Clayhole Croft	
Malpas QR History Tour	MW / OL

The following items have been deferred to the June meeting:-

BT RED PHONE BOX, CHURCH STREET To receive report regarding Adopt a Kiosk Scheme and consider action	MW
CCTV EXTENSION To receive costs to extend the CCTV in the village and to agree location(s)	OL
CLAYHOLE CROFT To receive update and agree action	Stg Item
EVENTS COMMITTEE 28.1 <u>Christmas Event:-</u> To consider and agree purchase of street and Christmas Tree lights 28.2 <u>Summer Fair 2026:-</u> To receive update regarding insurance arrangements for event and agree action	OL
MALPAS QR HISTORY TOUR To receive report and agree action regarding the project costs	OL

