

ROWTON PARISH COUNCIL

3rd November 2025

Commenced: 7.00 pm

Terminated: 8.40 pm

Present: Councillor Smythe (Chair)
Councillors Fildes, Harrison, Hopwood and Shannon

1. APOLOGIES FOR ABSENCE

There were no apologies for absence from Members of the Parish Council.

2. DECLARATION OF INTERESTS

There were no declarations of interest from Members of the Parish Council.

3. MINUTES

The Minutes of the proceedings of the Meeting of the Parish Council held on Monday, 1st September 2025 were approved as a correct record and signed by the Chair.

4. PUBLIC FORUM

Whilst there were no Members of the Public in attendance the Chair referred to a question raised by a resident relating to leaves.

5. BUDGET AND FINANCE 2025-2026

The Parish Council considered a report of the Clerk and Responsible Financial Officer on the following matters:-

(i) Transactions for Approval

RESOLVED

That the following transactions be approved:-

Payee/Payer	Description	Income	Expenditure
Cheshire West and Chester	Precept	£6,200.00	
HMRC	March PAYE		£54.00
Rowton Methodist Church	Room Hire		£250.00
C Davies	Expenses		£47.95
Mid-Cheshire Footpath Association	Annual Subscription		£8.00
Penny Lane Accounting	Payroll Services		£5.00
CHALC	Annual subscription		£135.72
C Davies	April Salary		£216.05
HMRC	April PAYE		£54.00
C Davies	Expenses		£58.60
Penny Lane Accounting	Payroll Services		£7.00
Zurich Municipal	Annual Insurance premium		£384.61
C Davies	May Salary		£216.05
M Smythe	Printing costs		£38.00
HMRC	May PAYE		£54.00
C Davies	Expenses		£33.69
Penny Lane Accounting	Payroll Services		£7.00
C Davies	June Salary		£292.57

HMRC	June PAYE		£63.40
M Clough	July Salary		£124.78
M Clough	August Salary		£223.12
HMRC	August PAYE		£55.60
Anthony Cartwright	6 months website		£84.89
HMRC	July PAYE		£31.00
HMRC	September PAYE		£55.60
M Clough	September Salary		£223.12
M Clough	Laptop reimbursement		£329.00

(ii) Payments for Approval

RESOLVED

That the following payments be approved:-

M Clough	November Salary	Approx. £223.21
HMRC	November HMRC	Approx. £55.60
M Clough	December Salary	Approx. £223.21
HMRC	December HMRC	Approx. £55.60

(iii) 2025-2026 Budget Expenditure

RESOLVED

That the Clerk to use the previously agreed Budget Heads, and allocates the expenditure accordingly.

(iv) Explanation of Variances

There were no variances to report at this meeting.

(v) Bank Reconciliation to 3rd October 2025

RESOLVED

That the following Bank Reconciliation as at 3rd October 2025, be approved:-

Bank Reconciliation 3rd October 2025	
ROWTON PARISH COUNCIL	
Financial year ending 31 March 2025	
Prepared by: Muna Clough, Parish Clerk & RFO	
Balance per bank statements as at	£
NatWest (79935931) - 3rd October 2025	£9,329.36
Less: any unpresented cheques/payments	£329.00
Add: any unbanked cash - Unity	
Net bank balances as at 3rd October 2025	£9,000.36
The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows	
CASH BOOK	
Opening Balance at 1st April 2025	£5,853.11

Add: Receipts in the year	£6,200.00
Less: Payments in the year	£3,052.75
Closing balance per cash book [receipts and payments book] must equal net bank balances above	£9,000.36

(vi) Bank Statement

RESOLVED

That the following Bank Statement be received:-

- **NatWest (79935931) – 3rd October 2025**

6. FORWARD PLANNING - BUDGET AND PRECEPT 2026-2027

The Parish Council considered a report of the Clerk and Responsible Financial Officer.

RESOLVED

That the Clerk to use the previously agreed Budget Heads, and allocates the proposed expenditure for 2026-2027, for consideration at the next meeting of the Parish Council.

7. CHESTER GREENBELT ALLIANCE

RESOLVED

That the Parish Council contributes £182.00 towards the costs of the petition and flyers.

8. PLANNING APPLICATIONS

There were no notifications of planning applications for which the Parish Council was a consultee.

9. PARISH PRIORITY STATEMENT FOR ROWTON

RESOLVED

That the Chair to circulate this document for the next meeting.

10. CAROLS ON THE GREEN

Members agreed the arrangements for this event.

RESOLVED

- (i) That the Chair be authorised to purchase lighting and Councillor Fildes to purchase refreshments up to a total expenditure of £475.00;**
- (ii) That Councillor Harrison to provide a collapsible table; table cloth; white lights for the tree and gazebo.**

11. GOVERNANCE MATTERS

RESOLVED

That the following Governance Documents, be approved, subject to agreed amendments:-

- (i) Standing Orders 2025-2026**
- (ii) Financial Regulations 2025-**
- (iii) IT Policy 2025-2026**
- (iv) Asset Register 2025-2026**
- (v) Risk Assessment 2025-2026**

12. DATE OF NEXT MEETING

Members noted that the date of the next meeting was Monday, 5th January 2026.

13. URGENT ITEMS

The Chair was of the opinion that the following items required consideration as a matter of urgency.

14. BANKING

The banking arrangements were unresolved, as the existing signatories had been unable to contact the bank.

RESOLVED

That Chair and Clerk attempt to resolve this matter.

15. DISTRIBUTION LIST

Members agreed the distribution of the Rowton Roundup.

RESOLVED

That the report be noted.

16. VACANCY FOR PARISH COUNCILLOR

The Chair agreed to advertise for a Parish Councillor on the Facebook page.

RESOLVED

That the report be noted.