

**Minutes of the Annual General Meeting of Littleton Parish Council held on Monday 11 May 2015 at Chester Rugby Club, Hare Lane, Littleton.**

**PRESENT:** Parish Councillor Anne Stockdale (in the Chair)  
and Parish Councillors David Brodie, Clive Lovering, Jonathan Bellis, Hilary Davies and Sarah Rao

**IN ATTENDANCE:** CW&C Councillor S Parker

**15/27 DECLARATION OF ACCEPTANCE OF OFFICE**

Following the recent (uncontested) election Councillors Stockdale, Brodie, Lovering, Gilliatt and Rao were returned to office.

Councillors Stockdale, Brodie, Lovering, and Rao completed and signed their Declaration of Acceptance of Office forms accordingly.

**15/28 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Parish Councillor Bettie Gilliatt

**15/29 ELECTION OF CHAIRMAN OF THE PARISH COUNCIL**

**RESOLVED:** that Councillor Anne Stockdale be elected Chairman for the Meeting

Councillor Stockdale completed and signed her Declaration of Acceptance of Office as Chairman

**15/30 ELECTION OF VICE-CHAIRMAN OF THE PARISH COUNCIL**

**RESOLVED:** that election of Vice-Chairman be deferred to the next Meeting of the Parish Council

**15/31 CO-OPTION OF MEMBERS**

**RESOLVED:** that Mrs Hilary Davies and Mr Jonathan Bellis be co-opted to the Parish Council

Councillors Davies and Bellis completed and signed their Declaration of Acceptance of Office forms and took their places with the Parish Council

### **15/32 CODE OF CONDUCT**

RESOLVED: that Littleton Parish Council adopt the Code of Conduct subject to references to CRB checks being revised to DBS

Members then completed and signed their disclosure forms

### **15/33 STANDING ORDERS**

RESOLVED: that the Standing Orders, as revised, be adopted

### **15/34 FINANCIAL ARRANGEMENTS**

RESOLVED: that:-

- i) the Financial Regulations, as amended, be adopted
- ii) the Clerk be appointed Responsible Financial Officer
- iii JDH Business Services be appointed Internal Auditors with Councillor Lovering as Scrutineer of financial transactions for the ensuing year
- iv) bank arrangements be reviewed at the next Meeting
- v) insurance arrangements be via Came & Company
- vi) the Risk Assessment, as revised, be adopted

The Clerk was asked to check with the insurers that everything was watertight with regard to the Parish Council's status as landlord to the CRUFC use of the Parish Field **DT**

Councillor Bellis left the Meeting at this point

### **15/35 MINUTES OF THE PREVIOUS MEETING**

RESOLVED: that the Minutes of the Meeting held on 9 March 2015 be confirmed as a correct record subject to 15/26 also referring to the hedge on the By-Pass hanging over the pavement outside Orchard House and requiring cutting back

### **15/36 MATTERS ARISING FROM THE MINUTES**

- 1) Allotments in Littleton – Planning – the Clerk reported he had received a response from the Planning Enforcement Officer who after investigation had concluded that nothing had changed on the allotments situated behind 70 Tarvin Road ie the building had always been there. Councillor Davies who lived nearby disputed this.

2) Highways Issues – the Clerk reported that he had received a response from the Highways Officer Kieran Collins via Councillor Parker on the following:-

i) Bus Stop – Mr Collins indicated he would be happy to meet on site to discuss the proposal. Members pointed out they had already met on site to agree the detail of what was required. Clerk to progress. **DT**

ii) A51 Tarvin Road/Hare Lane/Littleton Lane Junction Improvement – CW&C was currently assessing the workload for the year with regard to designing the annual works programmes etc. In addition a more detailed estimate needed to be prepared in order to discuss the joint funding costs with the Parish Council. The inclusion of a roundabout in the scheme was not practicable due to the road space available.

iii) Fir Tree Lane – Mr Collins had scheduled an inspection with a view to including it on a future surface dressing programme.

3) Fir Tree Lane – the Clerk reported that the PROW Officer had requested an Order for reinstatement to be prepared by CW&C Legal Services and this was in train.

4) Hare Lane Copse – Councillor Brodie reported that the Tree Warden, Simon Mageean had suggested that some coppicing would be required to gain access to the rubbish which would have to be removed. Gaps to be restocked with thorny shrubs to act as a barrier to accessing the area to reduce the likelihood of further rubbish being dumped there and a sign saying it was a community woodland area owned by the Parish Council and to be respected. Woodland Trust tree and hedge packs could be applied for from their website.

Member thought these ideas were very useful. The Clerk was asked to obtain further estimates for the clearing of the area as it was felt that it was too big and hazardous a task to be undertaken by volunteers. In the meantime it was hoped to meet with Simon Mageean on site to have a more detailed discussion re what could be done. **DB DT**

## **15/37 PLANNING APPLICATIONS**

1) Fir Tree Cottage – Possible Unauthorised Development – it had been noted that a substantial building was being erected on this property. The Clerk reported he had referred this to Planning Enforcement for investigation. They had responded stating this had fallen under a Permitted Development.

2) 15/01344/FUL – 83 Tarvin Road – First Floor Rear Extension

RESOLVED: that the Planning Officer be informed that the PC think this house has already been extended and therefore question whether the new development takes it beyond what should be permitted. The PC also points out that the combined plans show a mistake as there is no door into the second ensuite from bedroom 2.

3) 15/00988/FUL – 10 Tarvin Road – Single Storey, Two Storey and First Floor Extensions – it was noted that this development had been approved by the Planning Authority

### **15/38 PARISH COUNCIL FINANCES**

The Clerk presented his customary report on the finances of the Parish Council making reference to the year-end accounts that were due to be examined by the Internal Auditor. He also referred to the need to remove the notice board at Stamford Court and Broadmead from the Asset Register as it transferred to Great Boughton PC on 1 April 2015.

RESOLVED: that i) the report of the Clerk be received  
ii) the Annual Governance Statement be signed by the Chairman

### **15/39 ACCOUNTS FOR PAYMENT**

RESOLVED: that the following accounts be paid:-

|  | £      |
|--|--------|
| 1) Clerk's salary – April & May (less tax)         | 236.80 |
| 2) HMRC – PAYE – April & May                       | 59.20  |
| 3) Typing and office services                      | 27.00  |
| 4) Chester RFC – Room Hire – May                   | 30.00  |
| 5) Litter Warden – 18 hours @ £6.50                | 117.00 |
| 6) CALC – Annual Subscription                      | 173.76 |
| 7) Broker Network – PC Annual Insurance            | 265.00 |
| 8) Mid-Cheshire Footpath Soc – Annual Subscription | 8.00   |
| 9) Barclays Bank – Storage Charges 2014/15         | 9.00   |

### **15/40 CLERK – PETTY CASH**

RESOLVED: that the Clerk's petty cash float be reimbursed in the sum of £6.50

### **15/41 CORRESPONDENCE RECEIVED**

Since their last meeting the Parish Council had received correspondence which included:-

Cheshire West and Chester Council  
Members' Briefings – various

PC N Busby/Inspector P Hodgson – Policing Reports – various

TESLA – Mixed Source 3D Seismic Survey – noted – watching brief required!

CALC – Model Agenda, Financial Regulations and Standing Orders

JDH Business Services - Notification of Internal Audit dates

BDO LLP – Notification of External Audit

Mr P Broughton – Highway Signage – referred to Highways Officer

No Solar Farms - received

### **15/42 CALENDAR OF MEETINGS**

RESOLVED: that the meetings of the Parish Council for 2015/16 be held on  
Monday 6 July 2015  
Monday 7 September 2015  
Monday 12 October 2015  
Monday 30 November 2015  
Monday 18 January 2016  
Monday 7 March 2016  
Monday 9 May 2016 (AGM)

### **15/43 ANY OTHER BUSINESS**

- 1) Cross Surrounds – it was noted that the Cross required further weeding. The Clerk undertook to carry this out. **DT**
- 2) Christleton Roads – Councillor Lovering referred to traffic issues in the village.
- 3) CW&C Grants – Councillor Lovering suggested that grant money could be used for protecting verges such as by providing and deploying white posts.