Minutes of the Meeting of Littleton Parish Council held on

Monday 12 October 2015 at Chester Rugby Club, Hare Lane, Littleton.

# **PRESENT**: Parish Councillor David Brodie (in the Chair)

# and Parish Councillors Hilary Davies, Clive Lovering, Jonathan Bellis,

#  Bettie Gilliatt and Sarah Rao

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**IN ATTENDANCE:**

Councillor Bettie Gilliatt completed and signed her Declaration of Acceptance of Office forms and took her place with the Parish Council.

**15/69 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Parish Councillor Anne Stockdale and CW&C Councillor Stuart Parker

15/70 MINUTES OF THE PREVIOUS MEETING

RESOLVED: that the Minutes of the Meeting held on 7 September 2015 be

 confirmed as a correct record

 15/71 MATTERS ARISING FROM THE MINUTES

1) Fir Tree Lane - Public Right of Way – there was nothing to report as regards CW&C action in this matter. It was noted, however, that part of the ditch had been dug out though it was unclear whether this had been done by the resident in question or by the Council. Members were frustrated by the lack of information on what stage had been reached by CW&C in getting the remedial work carried out. Surely enough time had elapsed for action to be now taken?

2) Hare Lane Copse – the Clerk reported he had obtained a quote of £450 in respect of the work required to level the ground which entailed the removal of concrete, rubble and fly-tipped materials. He had also obtained and fitted a padlock to the gate. Councillor Bellis raised the question of the need for said material to be disposed of in a responsible manner and the need to halt the work should any hazardous substances (eg asbestos) be encountered. The Clerk was instructed to ensure that the contractor complied with such requirements and it was agreed that the work proceed. DT

The Chairman indicated he would contact the Woodland Trust to obtain their help and guidance in turning Hare Lane Copse into a managed woodland area, noting that Councillor Stockdale had identified some suitable saplings in her garden for the project. DB

3) Re-positioning of Bus Shelter on Tarvin Road - the Clerk reported he had written twice to the developer of The Nurseries behind the bus shelter to ascertain whether he was still supportive of the idea of giving up a sliver of land and the removal of the hedge but had not received a reply. The Chairman offered to telephone Mr Neild. DB

4) Encroaching Vegetation – this was still a problem on the stretch of footpath between the Cross and the roundabout and the Clerk was asked to pursue with the Highways Officer its trimming back. Members referred to cars also obstructing the pavement further down Tarvin Road and intended to raise this with the police. DT

5) The Old Orchard, Grove Gardens – Drop Curb – Members had discussed a complaint received from a neighbour about a dropped curb being put in at this property where for years it had been understood such a provision was not allowed by the authority. The Clerk reported on a response he had received from the Planning Officer that as Grove Gardens was an unclassified road they had no issue with this. It was suggested however that Highways be asked to confirm it met their required specifications. DT

6) Enforcement of Speed Limits – the Clerk reported that Mickle Trafford PC had offered to send a representative to a Littleton PC meeting to share their experience and give advice on the deployment of speed guns etc. He was asked to accept the offer and invite them to the next meeting. DT

15/72 PARISH COUNCIL MISSION STATEMENT

Councillor Brodie referred to the draft Mission Statement he had tabled at the last Meeting and re-iterated the need for such a document, citing the example of deciding how much the Parish Council should contribute to projects etc – how big a proportion of local residents should such a request be required to affect. He felt that there needed to be a structure to such decisions so people would understand how they were made.

The document should also set out the perceived role of the Parish Council such as being an effective conduit between residents of Littleton and the local authority.

It was acknowledged that such a document would not be static and would evolve over time.

It was agreed that the Chairman carry out some further work to the document and that it then be published. DB

15/73 PLANNING APPLICATIONS

1) 15/03740/FUL – 2 Hunters Court – Installation of Satellite Dish

RESOLVED: that the application be supported

2) 15/03048/FUL – Manor Cottage, Littleton Lane – Single Storey Side Extension and New Patio Doors in Garage

It was noted this proposed development had been approved by the authority

3) Development on the Land to the Rear of 6-8 Tarvin Road – concerns had been raised by neighbours to the property about additional works that had been carried out on this development ie. what appeared to be a foul sewer pumping station. This had not been in the plans for which consent had been obtained and presented a blighted view from neighbouring properties. At the very least the offending new structure needed screening off. The Clerk reported he had written to the Planning Officer and was awaiting a response. **DT**

Councillor Bettie Gilliatt left the Meeting at this point due to her commitment to another event.

**15/74 PARISH COUNCIL FINANCES**

# The Clerk presented his customary report on the finances of the Parish Council making reference to the recent report from the External Auditor. The accounts were in order but the auditor made reference for the need to review the Parish Council’s Risk Assessment on an annual basis. Members noted, however, that this had been carried out at the AGM.

The Clerk also reported that the Parish Council now had access to electronic banking and he would be taking steps to ensure the necessary safeguards were in place before moving from the current cheque arrangements to electronic payments .

Finally the Clerk outlined the requirements of the new Transparency Code which impacted on all Councils which had an annual turnover of less that £25,000.

Councils were required to publish the following:-

a. all items of expenditure above £100

b. end of year accounts

c. annual governance statement

d. internal audit report

e. list of councillor or member responsibilities

f. the details of public land and building assets

g. Minutes, agendas and meeting papers of formal meetings

This information needed to be published on a website which can be accessed free of charge by members of the public.

The Clerk pointed out that much of the information required was already available on the website and he was hoping that what wasn’t soon would be.

# RESOLVED: that the report of the Clerk be received

**15/75 ACCOUNTS FOR PAYMENT**

RESOLVED: that the following accounts be paid:- £

1) Clerk’s salary – Oct (less tax) 118.40

2) HMRC – PAYE – Oct 29.60

3) Typing and office services 23.00

4) Chester RFC – Room Hire – Oct 30.00

5) Litter Warden – 10 hours @ £6.50 65.00

6) Barclays Bank plc – Storage Charge 1.00

**15/76 CLERK – PETTY CASH**

# RESOLVED: that the Clerk’s petty cash float be reimbursed in the sum of £13.38

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# **15/77 CORRESPONDENCE RECEIVED**

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

## Cheshire West and Chester Council

Members’ Briefings – various

Councillor Stuart Parker re Fir Tree Lane

New Parish Signs for Great Boughton – no issue for Littleton

Lorraine Donnelly – Your Housing Group

In response to a query from Councillor Anne Stockdale Lorraine informed the Parish Council that the four affordable homes at the Tannery had been reserved.

Chris Bower – Fir Tree Lane issues

### Ann Wright, ChALC

Transparency Code

Introduction of Beat Manager PC Rob Boulton – invited to meeting

**15/78 CALENDAR OF MEETINGS**

RESOLVED: that the next meeting of the Parish Council be held on

 Monday 30 November 2015