Minutes of the Annual General Meeting of Littleton Parish Council held on

Monday 13 May 2019 at Chester Rugby Club, Hare Lane, Littleton.

PRESENT: Parish Councillor Caroline Marrison Gill (in the Chair) and Parish

 Councillors Clive Lovering, Anne Stockdale, Huw Morgan,

 Hilary Davies, Bettie Gilliatt and Rob Evans

IN ATTENDANCE: CW&C Councillor Stuart Parker

19/25 DECLARATION OF ACCEPTANCE OF OFFICE

Following the recent uncontested election Councillors Marrison Gill, Lovering,

Stockdale, Davies, Gilliatt, Morgan and Evans were returned to office.

They completed and signed their Declaration of Acceptance of Office forms accordingly.

19/26 ELECTION OF CHAIRMAN

RESOLVED: That Councillor Marrison Gill be elected Chairman for the

 ensuing year

19/27 ELECTION OF VICE-CHAIRMAN

RESOLVED: That Councillor Lovering be elected Vice-Chairman for the

 ensuing year

The Chairman and Vice-Chairman signed their Declaration of Acceptance of Office forms accordingly.

19/28 CODE OF CONDUCT

RESOLVED: that Littleton Parish Council adopt the Code of Conduct for Members

 adopted by CW&C Council as the Council’s code of conduct under

 section 27(2) and 27(3) of the Localism Act 2011.

Members then completed and signed their disclosure forms

19/29 STANDING ORDERS

RESOLVED: that the Standing Orders be adopted

19/30 FINANCIAL ARRANGEMENTS

RESOLVED: that:-

i) the Financial Regulations be adopted

ii) the Clerk be appointed Responsible Financial Officer

iii JDH Business Services be appointed Internal Auditor

iv) the bank arrangements be confirmed

v) insurance arrangements be via Came & Company

vi) the Risk Assessment be adopted

19/31 PUBLIC SPEAKING TIME

CW&C Councillor Stuart Parker offered his support to progress the establishing of TPOs for the trees that bordered Fir Tree Lane and the importance of preserving hedgerows was also discussed. He also would keep the Parish Council informed of the forthcoming works to the A51.

19/32 MINUTES OF THE PREVIOUS MEETING

RESOLVED: that the Minutes of the Meeting held on 4 March 2019 be

 confirmed as a correct record.

19/33 MATTERS ARISING FROM THE MINUTES

1) Road Safety Initiative – Members discussed the pros and cons of tackling the speeding problem with either a chicane or a permanent Speed Indication Device together with their likely costs. It was felt that it was vital that any examination of the chicane option should include modelling to assess the impact on traffic and the locality. There was also a concern that it could cause more pollution.

With regard to the speed sign option there was a worry that this would lose effectiveness as people became “sign blind”.

Members felt that more action needed to arise from the use of the SID and that enforcement was seen to be done - there was frustration that little seemed to be happening to dissuade speeders. It was suggested that PCSO Jack Makin be asked for an update on what the Police were doing in this regard. **DT**

2) 18/03803/FUL – Residential Development of 42 Dwellings at Christleton Hall - It was noted that this proposed development which had been refused by the Planning Committee had not gone to Appeal.

3) Hare Lane Crossing – (Councillor Lovering declared an interest and left the room) - The Rugby Club had put forward a proposal to establish a new opening in the hedge forming the boundary of CRUFC adjacent to the entrance to the pitches, thereby creating a crossing point with gates either side of the road which benefitted from better lines of sight and avoided the main entrance to the Club which at times could be very busy. They hoped that the Parish Council would be able to support the project.

Members noted that Guilden Sutton PC was also being approached for support as the locality in question fell within their boundary, albeit at the periphery.

The Parish Council agreed that any contribution made should reflect the number of Littleton people involved in the activity as a proportion of the whole. The Clerk was asked to contact CRUFC to obtain the relevant figures. DT

(Councillor Lovering re-joined the meeting)

**19/34 PLANNING APPLICATIONS**

1) 19/00276/FUL – 81 Tarvin Road, Littleton – Rear Extension

RESOLVED: That the Parish Council have no observations to make on the

 proposed development.

2) 19/01264/FUL – 30 Tarvin Road, Littleton – Replacement Detached Garage – this development raised the issue of buildings protruding beyond the building line on Tarvin Road. Reference was made to the practice of erecting temporary structures in relation to this. It was felt that the response to the Planning Authority should mention that the Parish Council regarded the development as a new building rather than a replacement one and questioned whether the original structure itself had been subject to planning permission.

3) 19/01806/FUL – 28 Tarvin Road, Littleton – Change of Use for Outbuildings to 3 Holiday Let Accommodation Units – Members asked to send their comments to the Clerk. **ALL**

**19/35 PARISH COUNCIL FINANCES**

# The Clerk presented his customary report on the finances of the Parish Council and raised issues relating to the forthcoming audit which included his the updating of his contract of employment

RESOLVED: that i) the report of the Clerk be received

 ii) the Annual Governance Statement be signed

 iii) the Litter Warden’s pay rate be confirmed as £5 per hour

 iv) the Clerk contact Chalc with a view to obtaining information

 that will enable the Parish Council to review the Clerk’s

 Conditions of Service etc

**19/36 ACCOUNTS FOR PAYMENT**

RESOLVED: that the following payments be authorised:- £

1) Clerk’s salary – April & May (less tax) 236.80

2) HMRC – PAYE – April & May 59.20

3) Typing and office services 33.50

4) Dougherty & Allen – CRUFC Room Hire – May 30.00

5) Litter Warden – 20 hrs @ £5 100.00

6) Insurance Renewal – Came & Co 338.40

7) Mid-Cheshire Footpath Society – Annual Sub 8.00

8) Cheshire Assn of Town and Parish Councils – Annual Sub 170.64

**19/37 INCOME**

RESOLVED: that the following income be received:-

1) CW&C – Annual Precept 3,500.00

**19/38 CLERK’S EXPENSES**

RESOLVED: that the Clerk’s expenses be reimbursed in the sum of £41.00

**19/39** **CORRESPONDENCE RECEIVED**

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

Cheshire West and Chester Council – Planning notifications

 - May 2019 Election Information

Cheshire Constabulary – PCSO Jack Makin - Updates

Cheshire Association of Local Councils – E Bulletins

Allan Samuel – PC asked to investigate possible unauthorised developments in two properties on Fir Tree Lane. Clerk to photograph and refer to Planning Enforcement. **DT**

Christleton PC – sharing of concerns about traveller accessing former nursery site. Refer to CW&C **DT**

Barrow & Littleton Twinning Association – Summer Event 12 July 2019

JDH Business Services and PKF Littleton – arrangements for internal and external audits

**19/40 CALENDAR OF MEETINGS**

RESOLVED: That the Meetings of the Parish Council for the ensuing year

 be held on:-

 Monday 1 July 2019

 Monday 2 September 2019

 Monday 14 October 2019

 Monday 2 December 2019

 Monday 13 January 2020

 Monday 9 March 2020

 Monday 11 May 2020

**19/41 ANY OTHER BUSINESS**

1) Roundabout – Councillor Davies pointed out that the guiding lines on the roundabout were fading away. Clerk to refer to CW&C. Also the yellow boxes required some enforcement. Clerk to refer to PCSO Makin. **DT**

2) Littleton Lane – it was noted that this road was shut for two weeks due to a sewer collapse.

3) Verges – it was noted these were becoming overgrown and needed mowing more often. Clerk to contact CW&C. **DT**