Minutes of the Annual General Meeting of Littleton Parish Council held at on Monday 17 May 2021

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

Councillors Anne Stockdale, Huw Morgan, Bettie Gilliatt,

Clive Lovering and Hilary Davies

20/27 ELECTION OF CHAIRMAN

RESOLVED: that Councillor Caroline Marrison Gill be elected Chairman for the

ensuing year

20/28 ELECTION OF VICE-CHAIRMAN

RESOLVED: that Councillor Bettie Gilliatt be elected Vice-Chairman for the

ensuing year

20/29 CODE OF CONDUCT

RESOLVED: that the Code of Conduct for Members be adopted for the ensuing

year

20/30 STANDING ORDERS

RESOLVED: that the Parish Council’s Standing Orders be adopted for the ensuing

Year

20/31 FINANCIAL ARRANGEMENTS

RESOLVED: that:-

1. the Financial Regulations be adopted for the ensuing year

2. the Clerk continue to act as Responsible Financial Officer

3. JDH Business Services be appointed Internal Auditor

4. the bank account, signatories and rules for transfer of funds be confirmed

5. Insurance arrangements be reviewed in view of unacceptably high quote

received from Came & Co

6. the Risk Assessment be confirmed for the ensuing year

7. the rate of pay for the Litter Warden be confirmed at £5 per hour

8. the salary for the Clerk be confirmed at £1933 pa

21/32 MINUTES OF THE PREVIOUS MEETING

RESOLVED: that the Minutes of the Meeting held on 1 March 2021 be

confirmed as a correct record

**21/33 MATTERS ARISING FROM THE MINUTES**

1) Littleton Ultrafast Broadband Community Project – Councillor Morgan reported on a meeting held with other local parishes where it had emerged that Littleton had the worst service in comparison. He had been asked to provide information on what people needed in terms of broadband provision and was intending to canvas residents to find this out.

2) Maintenance of Open Ditch - the Clerk reported on the efforts being made to resolve the problem of the lack of maintenance to the open ditch system to the north of Fir Tree Lane. He had written on two occasions to the owner of the field to remind him of his responsibilities to keep the ditch free flowing but had received no response. Accordingly, he had referred the matter to the Highways Service. It was suggested that they as the enforcing authority contact the landowner – this would hopefully produce a result.

The Parish Council was also keeping a watching brief on the field in question owing to the number of cars and a caravan that were left there. It was speculated that possibly a car parts’ business was being run from there.

3) Boggy Public Right of Way – The Clerk was asked to chase up with CW&C the promise of some improvement work being done to alleviate the bogginess of the footpath. It was noted, however, that Peter Tonge had carried out some work to the ditch at the bottom end of the PROW which had improved the situation. **DT**

**21/34 ROAD MATTERS**

Deployment of the SID was discussed. Members reflected that traffic volume was returning to pre-lockdown levels.

It was noted that due to certain lights on the roundabout not working (possibly due to damage from an accident) the roundabout was operating more efficiently and as a consequence congestion appeared to have eased from all directions. The Clerk was asked to contact the Highways Service to ask that these particular lights continue to be left off. **DT**

Members also noted the work being carried out on the A51 Road Improvement Scheme and were reminded of the impact they predicted it would have on the road further up i.e. significant congestion. This would also result in more extensive use of local “rat runs” which was to the detriment of the local community.

It was noted that the grant of £300 had been received from the Police and Crime Commissioner in respect of signage for the footway scheme. The Clerk was asked to contact the Highways Service to move this along. **DT**

**21/35 PLANNING APPLICATIONS**

1) 21/00859/FUL – Littleton Hall Farm - Single Storey Rear Extension

RESOLVED: that the Parish Council have no objection to the proposed

development

2) 21/00978/FUL – Flat 4, Littleton Hall – Single Storey Extension

RESOLVED: that the Parish Council have no objection to the proposed

development

3) 20/00694/FUL – 17 Fir Tree Lane – Demolition of existing dwelling, retention of existing rear extension and erection of two storey dwelling

It was reported that the proposed development had been granted permission by the Planning Authority.

**21/36 PARISH COUNCIL FINANCES**

# The Clerk presented his customary report on the finances of the Parish Council..

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

ii) signature of the Annual Governance Statement be

authorised

iii) signature of the Certificate of Exemption be authorised

iv) signature of the Accounting Statement be authorised

**21/37 ACCOUNTS FOR PAYMENT**

RESOLVED: that the following payments be authorised:- £

1) Clerk’s salary – April & May (less tax) 257.60

2) HMRC – PAYE – April & May 64.40

3) Typing and office services 27.50

4) Clerk – reimbursement for Zoom fees (April & May) 28.78

5) Poppy wreath – reimbursement to Clerk 35.00

6) CRUFC – Room Hire – May 2021 30.00

8) Association of Parish Councils – Annual Sub 170.64

**4021/38 INCOME**

RESOLVED: that the following income be received:-

1) Police & Crime Commissioner – PCSO Grant 300.00

2) CRUFC – Contribution to cost of Parish Field clear up 160.00

3) CW&C – Precept 3,500.00

**21/39 CLERK’S EXPENSES**

RESOLVED: that the Clerk’s expenses be reimbursed in the sum of £8.25

**20/40** **CORRESPONDENCE RECEIVED**

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

Cheshire West and Chester Council – Planning notifications

Cheshire Constabulary – PCSO Linda Bailey – Newsletters

Cheshire Association of Local Councils

– E Bulletins

- Community Resilience Plan – it was felt that this would not be necessary for Littleton

**20/41 CALENDAR OF MEETINGS**

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

would be held on:-

Monday 12 July 2021

Monday 6 September 2021

Monday 11 October 2021

Monday 6 December 2021

Monday 10 January 2022

Monday 7 March 2022

Monday 9 May 2022 (AGM)

**20/42 ANY OTHER BUSINESS**

1) Lease of Parish Field

(Councillor Lovering declared an interest and left the room)

The Parish Council had been approached by CRUFC re the terms of the lease. Whilst the PC were happy to consider extending the term of the lease beyond its expiry in December 2024 they would not want to sell the land.

With regard to use of the Parish Field Members had reservations about it being used for car boot sales due to the potential damage to the surface of the field from vehicles and, more importantly, road safety concerns arising from the inevitable concentrations of cars parking on Hare Lane adjacent to the entrance to the field down to the Vets.  There had been instances of car boot users parking in Littleton Lane and there were concerns this could well increase if the car boot operation moved nearer to the A51.

2) Hare Lane Copse – it was noted that this was becoming overgrown again. The Clerk undertook to carry out some clearing work. **DT**

Members discussed the creation of woods such as Hook’s Wood and the creation of wildflower meadows.