Minutes of the Annual General Meeting of Littleton Parish Council held at Chester Rugby Football Club on Monday 13 May 2024

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

Councillors Anne Stockdale, Bettie Gilliatt, Rob Evans, Huw Morgan

and Christine Bower

IN ATTENDANCE:

24/25 APOLOGIES

Apologies for absence were received from CW&C Councillor Stuart Parker MBE

24/26 ELECTION OF CHAIRMAN

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

ensuing year

(Councillor Marrison Gill took the Chair)

24/27 ELECTION OF VICE-CHAIRMAN

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

ensuing year

24/28 CODE OF CONDUCT

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

year

24/29 STANDING ORDERS

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

Year

24/30 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 with

Councillor Christine Bower agreeing to join Councillor Anne Stockdale as an

authoriser of bank transactions

5. Insurance arrangements be via AJG Insurance

6. the Risk Assessment be confirmed for the ensuing year

7. the rate of pay for the Litter Warden be confirmed at £6.40 per hour

8. the salary for the Clerk be confirmed at £2,088 pa

24/31 MINUTES OF THE PREVIOUS MEETING

RESOLVED: that the Minutes of the Meeting held on 11 March 2024 be

confirmed as a correct record

24/32 MATTERS ARISING FROM THE MINUTES

1) Planning Enforcement – Fir Tree Cottage – the Clerk reported that the Parish Council should receive details of a planning application in respect of this property in the near future.

2) Pollution Measuring Device – Councillor Rob Evans reported that he was exploring options for the acquisition of a new device but that they were proving to be more expensive than was first anticipated.

3) Potholes – it was noted that several of the potholes on the A51 Tarvin Road had been filled in by the local authority.

4) Parish Field Lease – the Clerk reported on the work being done in respect of the renewal of the lease with CRUFC. This included a proposed updated rent and period of review.

5) Police Support – with PCSO Linda Bailey having moved on the Parish Council affirmed it was keen to develop a similar relationship with PC Owain Hughes.

**24/33 ROAD MATTERS**

Two recent crashes on Tarvin Road highlighted the dangers of the road. It was suggested that one way forward was to deploy a speed awareness sign (frowning face). Councillor Evans undertook to explore acquiring this. **RE**

**24/34  NEIGHBOURHOOD PLAN**

Councillor Rob Evans reported on the work currently being undertaken, describing how the work was being split into four main areas ie Green Spaces, Infrastructure, Design and Separation. Whilst an initial grant had been received from the local authority it would still be necessary to allocate funds as a buffer whilst this year’s grant was being applied for.

RESOLVED: that the funding of payments for Littleton’s contribution of £1,274

and £779 be approved and a further £974 be earmarked.

**24/35 PARISH COUNCIL FINANCES**

# The Clerk presented his customary report on the finances of the Parish Council including reference to the forthcoming Audit.

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

ii) the Chairman be authorised to sign the Annual Governance

Statement, Certificate of Exemption and Accounting

Statements 23/24.

**24/36 ACCOUNTS FOR PAYMENT**

RESOLVED: that the following payments be authorised:- £

1) Clerk’s salary – April & May 314.00

2) HMRC – PAYE – Clerk 69.00

3) Typing and office services 34.92

4) Litter Warden wages and expenses 125.83

5) Dougherty & Allen – Room Hire 48.00

6) AJG Insurance – Annual Insurance Renewal 481.86

7) Cheshire Assn of Local Councils – Annual Sub 169.86

8) Mid-Cheshire Footpaths Society – Annual Sub 8.00

**24/37 CLERK’S EXPENSES**

RESOLVED: that the Clerk’s expenses be reimbursed in the sum of £2.00

**24/38** **CORRESPONDENCE RECEIVED**

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

Cheshire West and Chester Council -

Planning notifications

Cheshire Association of Local Councils - E Bulletins

Mr R White - Land adjacent to Tarvin Road - Mr White raised concerns about a piece of land (9.9 acres) with access from Park Lane which had not been maintained for the last 18 - 20 months which could, in his opinion, expose it to invasion by travellers and attract planning applications (saying the land is not kept) to what is Greenbelt land.

The Parish Council took the view that it was highly unlikely the land in question would be spotted from the road by travellers etc as it was tucked away out of sight. However, more could be done to ensure the access to the land via Park Lane was properly secure and Councillor Huw Morgan undertook to contact the landowner in this regard. **HM**

**24/39 CALENDAR OF MEETINGS**

RESOLVED: That the year’s Meetings of the Parish Council be held on:-

Monday 8 July 2024

Monday 2 September 2024

Monday 14 October 2024

Monday 2 December 2024

Monday 6 January 2025

Monday 3 March 2025

Monday 12 May (AGM)

**24/40 ANY OTHER BUSINESS**

1) Traffic Lights at Roundabout – it was noted that the traffic lights had been damaged when the guiding lines were being painted. A light was orientated incorrectly and required fixing as a matter of urgency. Councillor Anne Stockdale had reported this to the local authority. There were also doubts about whether what was marked on the road matched the signage. It was agreed to check this out and, if necessary, report the anomaly. It was also noted that there was still no “Littleton – use both lanes” sign.

2) Tree Preservation Orders – Members discussed the impasse which appeared to exist in relation to getting any action on the Tree Preservation Orders which had been requested quite some time ago. The problem was apparently lack of CW&C staffing resources. It was agreed Councillor Chris Bower share recent correspondence relating to this with the Clerk who would attempt to progress the matter. **CB DT**

3) Dog Fouling – Councillor Chris Bower raised the problem of dog fouling in the Parish. It was agreed that there needed to be a campaign to encourage dog owners to take responsibility for their animals.