Minutes of the Annual General Meeting of Littleton Parish Council held at Chester Rugby Football Club on Monday 15 May 2023

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

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

Andy Marsden and Hilary Davies

23/24 ELECTION OF COUNCILLORS

It was reported that the recent Election had been uncontested with six Parish Councillors being returned. Members accordingly completed and signed their Declaration of Office and Delaration of Interests forms.

Hilary Davies had been out of the country during the election period but confirmed she would still like to be a Member of the Parish Council.

RESOLVED: that Hilary Davies be co-opted on to the Parish Council

Councillor Hilary Davies accordingly completed and signed her Declaration of Office and Delaration of Interests forms.

23/25 ELECTION OF CHAIRMAN

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

ensuing year

23/26 ELECTION OF VICE-CHAIRMAN

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

ensuing year

23/27 CODE OF CONDUCT

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

year

23/28 STANDING ORDERS

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

year

23/29 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 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 £5.28 per hour

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

The Clerk was also asked to explore the insuring of Hare Lane Copse. DT

23/30 MINUTES OF THE PREVIOUS MEETING

RESOLVED: that the Minutes of the Meeting held on 13 March 2023 be

confirmed as a correct record

23/31 MATTERS ARISING FROM THE MINUTES

1) Lines for Cycleway and Roundabout - The Clerk was asked to press the CW&C Highways Service to resolve the issue of repainting the lines for the cycleway on Tarvin Road as well as the guiding lines around the roundabout **DT**

2) 22/01587/FUL – Windleheath, 1 Littleton Lane – Single Storey Side Extension – the Clerk was asked to relay the concerns of the Parish Council to the Planning Authority yet again that what was recorded on the Planning website did not reflect the reality of the situation.

3) The Parish Council on Social Media – deferred

4) Vicars Cross Golf Club – New Development – Mud on Road – Councillor Stockdale reported that she had contacted CW&C Highways several times to complain about the dangerous amount of mud left on the road by contractors. Councillor Morgan had seen sweeping vehicles in operation but it was important to keep the contractors under pressure. Councillor Stockdale had also reported that the public footpath was in a bad state. The pedestrian island at that location also required some attention.

It was agreed that the Clerk write to the Golf Club to complain about the situation and raise the issue of the pedestrian island with CW&C Highways. **DT**

**23/32 ROAD MATTERS**

1) Road Matters – Parking Penalties – it had been hoped that Councillor Stuart Parker would be present to give an update on the situation. The Clerk was asked to contact him for a report. In the meantime Councillor Morgan would be writing to CW&C as someone who had been affected by the recent wave of penalties being issued after years of inactivity on this by the local authority. **DT/HM**

2) Tarvin Road Footpath – Councillor Stockdale reported she had raised the problem of mud on the footpath from Littleton Lane to the roundabout with CW&C Highways. She felt it presented a Health and Safety hazard that needed assessing by the authority. The Clerk was asked to raise this with Highways. **DT**

**23/33** **PLANNING APPLICATIONS**

1) 23/00826/S73 – Vicars Cross Golf Club – Application to vary condition 5 (opening hours) of previous planning permission

RESOLVED: that the the Parish Council has no objection to the application

**23/34 PARISH COUNCIL FINANCES**

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

RESOLVED: that the report of the Clerk be received

**23/35 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 36.92

4) Dougherty & Allen – Room Hire 48.00

5) Litter Warden – 5wks @ £15 75.00

6) Ches Assn of Local Councils – Annual Sub 175.36

6) AJG Insurance – Insurance Renewal 406.82

**23/36 INCOME**

RESOLVED: that the following be received:-

1) CW&C Precept 2022/23 3,500.00

2) CW&C Precept 2023/24 3,500.00

**23/37 CLERK’S EXPENSES**

RESOLVED: that the Clerk’s expenses be reimbursed in the sum of £42.00

**23/38** **CORRESPONDENCE RECEIVED**

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

PKF Littlejohn – External Audit arrangements

JDH Business Services – Internal Audit arrangements

Cheshire West and Chester Council -

Planning notifications

Various Election correspondence

Cheshire Constabulary – PCSO Linda Bailey – Newsletters

Cheshire Association of Local Councils - E Bulletins

Andrew Baxter, Tarvin Court Care Home/SP Manweb plc – request to site electricity pole on Parish Field – Wayleave Consent granted by Parish Council

Robin Carr Associates – Investigation of joint application by Christleton and Littleton PCs – Members were gratified to note that after more than a two and a half year wait the matter was being investigated and hopefully a decision would be made to add the footpaths closed by the landowner to the Definitive Map. This would mean that they could be re-opened and would be protected.

It was important to check that the investigators had all the necessary information to hand – an enormous amount of evidence had been gathered to prove the paths had been used for many years by many people. Clerk to contact Christleton Parish Council/Peter Tonge in relation to this and write to the Investigating Officer reiterating the reasons for making the application. **DT**

**23/39 CALENDAR OF MEETINGS**

RESOLVED: That the next Meetings of the Parish Council be held on:-

Monday 10 July 2023

Monday 4 September 2023

Monday 9 October 2023

Monday 4 December 2023

Monday 8 January 2024

Monday 11 March 2024

Monday 6 May 2024 (AGM)

**23/40 ANY OTHER BUSINESS**

1) Littleton Road Sign – it was noted that the “Littleton” road sign near to the roundabout was in a desperate state. The clerk was asked to contact CW&C Highways to ask for a new sign with the same wording. **DT**

2) Vanishing Footways – Members discussed areas in the parish where the footpath was becoming encroached upon by vegetation. In some cases this had been happening over quite a few years. The Clerk was asked to raise this with CW&C Highways **DT**