

# Little Stanney & District Parish Council

## COUNCIL SUMMONS

Dear Member

You are HEREBY SUMMONED to attend the Annual Meeting of the Council to be held in **LITTLE STANNEY VILLAGE HALL** on **TUESDAY, 28 MAY 2013** at **7.30pm** or following the Annual Parish Assemblies, whichever is later, for the purpose of transacting the business set out on the agenda below



Parish Clerk

---

**Members of the public and the press are welcome to attend for the "Part 1" section of the agenda. Any reports in "Part 2" contain confidential information and only Councillors and the Parish Clerk can be present.**

If you have any general enquiries about the meeting, please contact: Pauline English, Clerk to the Parish Council (Tel: 0151 339 1405, e-mail: engy02@ntlworld.com).

---

### AGENDA

**1 ELECTION OF CHAIRMAN**

To elect a Chairman of the Parish Council for the year 2013-14 and to receive the Chairman's declaration of acceptance of office.

**2 APPOINTMENT OF VICE-CHAIRMAN**

To appoint a Vice-Chairman of the Parish Council for the year 2013-14

**3 APOLOGIES FOR ABSENCE**

To receive apologies for absence

**4 OPEN FORUM**

Members of the public are invited to raise issues not dealt with elsewhere on the agenda. The maximum time allowed is 30 minutes, subject to the Chairman's discretion.

**5 MINUTES**

To confirm the Minutes of the meeting of the Parish Council held on 26 March 2013 as a correct record.

**6 APPOINTMENT OF REPRESENTATIVES**

To note/confirm representatives for the year 2013-14 to the following organisations:

- (1) Ince Park Community Forum (one representative, currently the Chairman)
- (2) Mid-Cheshire Footpath Society (currently Les Torry)

**7 DELEGATION TO COMMITTEES OR EMPLOYEES**

In accordance with Standing Order 31 to confirm the appointment of a Conduct Committee comprising the Chairman and the Vice-Chairman and one further Councillor to be decided by the Parish Council depending on the issue to be heard. The Committee's terms of reference are as set out in Standing Order 31. If the complaint of misconduct is against a member of the Committee, the Parish Council will select another Member in his/her place.

To confirm the delegation of the submission of responses to planning applications to the Parish Clerk, subject to any major or contentious applications being referred to a meeting of the Council called for the purpose if there was no scheduled meeting of the Council within the timescale for a response to Cheshire West and Chester Council.

**8 AUDIT AND FINANCIAL STATEMENT**

- (1) **Internal Audit Report for 2012-13:** Helen Fielding of Wellfield Accounting Services carried out the Internal Audit of the Parish Council's financial systems and transactions on 23 April 2013. A copy of her report is attached.

- (2) **Financial Statement and Annual Return to the Audit Commission:** To approve the Financial Statement for the year to 31 March 2013 and to sign the completed Annual Return and Governance Statement prior to submission to the Audit Commission, the Council's External Auditors.

## 9 INSURANCE

Last year the Parish Council entered into a three-year agreement (to 31 May 2015) with Came & Company/Aviva which resulted in a reduced premium from £478.51 to £454.58. This year the Parish Council has reached the maximum 4-years no claims discount so the premium has risen to £468.22, which is still more than £10 less than it would have been had it been a one-off payment.

## 10 PLANNING

- (1) **Applications Received** for consideration and comment:

13/00887/FUL	Conversion of outbuilding to ancillary granny annexe at Heathcote, Rake Lane, Little Stanney, Chester, Cheshire CH2 4HS – no objection
13/01676/EXT	Extension of time to implement planning permission 10/10636/FUL for two storey side extension with porch to front at Applegold, Strawberry Way East, Chester CH1 6PG – no objection
13/01672/FUL	Erection of a 60m temporary anemometry mast for measuring wind speed and direction for the period of 24 months from construction at Ellesmere Port Waste Water Treatment Works, Shotwick-Frodsham Road, Thornton-le-Moors, Chester, Cheshire CH2 4JA – no objection
13/01739/FUL	Factory extension including dust extraction unit and sound attenuating fence and gates, including outside storage area, ground slab and alteration to car park to facilitate waste trailer at Initial Citylink, Dutton Green, Chester, Cheshire CH2 4SA – no objection
13/02087/FUL	Single storey rear extension at The White House, Little Stanney Lane, Stoak, Chester, Cheshire CH2 4HW

- (2) **Decisions** since the last meeting of the Parish Council:

13/00395/LDC	Use of premises as house and 3 flats at Hill Farm, Shotwick-Frodsham Road, Little Stanney, Chester, Cheshire CH2 4HZ – PERMISSION
13/00887/FUL	Conversion of outbuilding to ancillary granny annexe at Heathcote, Rake Lane, Little Stanney, Chester, Cheshire CH2 4HS - PERMISSION

## 11 HIGHWAY, RIGHTS OF WAY AND AMENITY CLEANING

- (1) **Street Naming:** To receive an update on progress
- (2) **The Cheshire West and Chester Borough Council (Addition of Public Footpath No.50 Ellesmere Port) Modification Order 2012:** The Parish Council has been informed that a public inquiry is to be held into the above Order at 10.00am on Tuesday 15 October 2013 at Little Stanney Village Hall. The Parish Council, as the sponsoring authority, has the right to call witnesses in support of the Order and the Clerk will write to all those who completed evidence forms to ask if they wish to take advantage of the opportunity to support their case further.

## 12 PLAYING FIELD AND NATURE PARK

A quotation of £346.58 + VAT has been received from Ringwood for the erection of a steel gate complete with posts to be installed in the post and rail fencing around the Nature Park adjacent to the Picton Lane/Wervin Road junction to allow access for maintenance purposes. The gate is required primarily to allow access with a hedge trimmer. It will be kept locked with access being available only to the Parish Council and Cheshire West and Chester Council. CWaC have agreed to supply an appropriate padlock. A second quotation for this work was sought, but not received. The Parish Council is recommended to accept the quotation from Ringwood and to authorise the work to proceed..

## 13 CHESHIRE WEST AND CHESTER COUNCIL

- (1) **Local Councils Assembly:** This will take place on the evening of Thursday 27<sup>th</sup> June at Chester Town Hall. The Parish Council is invited to nominate three representatives to attend.

**14 INCE PARK COMMUNITY FORUM**

To receive a report from the Chairman

**15 OTHER CORRESPONDENCE/ISSUES**

**(1) Publications etc:**

- (1) *Clerks and Councils Direct – May 2013*
- (2) *CWaC Bulletin for Local Councils May 2013*
- (3) *Connecting Cheshire Project Update May 2013*
- (4) *Partnerships West Edition 50 April 2013*

**16 FINANCE**

(1) **Handrail on canal towpath:** A quotation of £362.71 + VAT has been received from Ringwood for the supply and erection of 10 replacement posts for the handrail adjacent to the canal bridge. This work has been commissioned by the Parish Council at the request of Cheshire West and Chester Council, who will reimburse the net cost in full. The Parish Council is requested to authorise this expenditure.

(2) **Payments:** To note/approve the payment of salaries/wages and expenses and invoices for goods received and services rendered.

Cheque No		Amount
56	Stoak & Stanney Community Association-grant for planting	100.00
S/O	G Povey (Amenity Cleaner)-wages April 2013	242.67
57	G Povey (Amenity Cleaner)-expenses April 2013	37.80
S/O	Parish Clerk-salary April 2013 (underpaid by £6.72)	112.00
58	ChALC Affiliation Fee	117.90
59	Cheshire Community Action-Annual subscription	20.00
60	Wellfield Accounting Services- Internal Audit	78.75
S/O	G Povey (Amenity Cleaner)-wages May 2013	242.67
S/O	Parish Clerk-salary May 2013	112.00
61	G Povey (Amenity Cleaner)-expenses May 2012	t.b.c.
62	Parish Clerk-expenses March-May 2013	61.77
63	HMRC – Income Tax April-June 2013	271.02
64	Came & Company (Broker Network Ltd)-Insurance Renewal	468.22
65	Stoak & Stanney Community Association-Room Hire 2013-14	120.00

(3) **Receipts:** To note any receipts:

Cheshire West and Chester Council – Annual Precept	7,174.00
HM Revenue & Customs – Repayment of VAT	55.56

**17 URGENT BUSINESS**

In accordance with Standing Order 6(21) the Chairman may rule that an item(s) of business should be considered as a matter of urgency if it cannot await the next scheduled meeting of the Parish Council.

**18 ITEMS RAISED BY COUNCILLORS FOR INFORMATION**

**19 NEXT MEETING**

23 July 2012 at 7.30pm at Little Stanney Village Hall