



Little Stanney & District Parish Council

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COUNCIL SUMMONS

Dear Member

You are HEREBY SUMMONED to attend the Meeting of the Council to be held in **LITTLE STANNEY VILLAGE HALL** on **TUESDAY 25 JUNE 2019** at **7.30pm** for the purpose of transacting the business set out on the agenda below

Parish Clerk
18 June 2019

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 APOLOGIES FOR ABSENCE

2 DECLARATIONS OF INTEREST

3 APPOINTMENT OF VICE-CHAIRMAN

To appoint a Vice-Chairman of the Parish Council for the year 2019-20

4 PUBLIC SPEAKING TIME

5 MINUTES

To confirm the minutes of the meeting held on 14 May 2019 as a correct record.

6 REPRESENTATIVES ON OUTSIDE BODIES

To appoint a Councillor to serve on the Protos Community Forum for the year 2019-20 (currently Councillor Roy Greenwood)

7 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2018-19

A smaller authority (under £25,000 gross income/expenditure) may certify itself as exempt from submitting an Annual Governance and Accountability Return and instead submit a Certificate of Exemption. In order to do this, the Parish Council must meet the following requirements:

- The authority has been in existence since before 1st April 2015
- In relation to the preceding financial year (2017/18) the external auditor **has not**:
 - Issued a public interest report in respect of the authority or any entity connected with it;
 - Made a statutory recommendation to the authority relating to the authority or any entity connected with it;
 - Issued an advisory notice under paragraph 1(1) of Schedule 8 to the Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice;
 - Commenced judicial review proceedings under section 31(1) of the Act
 - Made an application under section 28(1) of the Act for a declaration that an item of account is unlawful and the application has not been withdrawn nor has the court refused to make the declaration;
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

The exempt Parish Council must publish on its website, before 1 July, the following documents:

- Annual Internal Audit Report
- Annual Governance Statement
- Annual Accounting Statements
- Analysis of variances
- Bank reconciliation
- The Exemption Certificate
- A statement regarding the exercise of public rights

Dotty about Accounts have completed the internal audit and PKF Littlejohn, the Parish Council's external auditors, have confirmed that Little Stanney & District Parish Council meets the criteria for submitting a Certificate of Exemption.

RECOMMENDED: That

- (1) the submission of the Certificate of Exemption to PKF Littlejohn, the Parish Council's external auditors, be approved
- (2) the period for the exercise of public rights should be Friday 28 June to Monday 12 August 2019.

8 POLICIES AND PROCEDURES

At the last meeting it was resolved that consideration of the following policies and procedures be deferred to this meeting.

- (1) Standing Orders
- (2) Financial Regulations
- (3) Complaints Procedure
- (4) Data Protection and Information Security Policy
- (5) Dignity at Work, Bullying and Harassment Policy
- (6) Discipline, Dismissal and Grievance Policy
- (7) Equality and Diversity Policy
- (8) Freedom of Information – Publication Scheme
- (9) Health & Safety Policy
- (10) Policy and procedure for handling requests for information
- (11) Risk Management Strategy
- (12) Scheme of Delegation

9 UPDATE ON ISSUES RAISED AT PREVIOUS MEETINGS

10 HIGHWAYS, RIGHTS OF WAY AND AMENITY CLEANING

11 PLANNING

- (1) **Applications received for comment:**

19/01993/REM	Approval of reserved matters following outline application 17/05212/OUT for 7 dwellings on land adjacent to Lime Tree Farm, Stanney Lane, Little Stanney, Chester
19/01855/FUL	Extension and open sided canopy to existing industrial unit at Benjamin House, Dutton Green, Chester CH2 4SA

- (2) **Decisions** made by CWaC since the last Parish Council meeting: None

12 PLAYING FIELD AND NATURE PARK

13 PROTOS (INCE PARK) COMMUNITY FORUM

14 FINANCE

To approve payments and note receipts since the last meeting

15 ITEMS RAISED BY COUNCILLORS FOR INFORMATION/NEXT MEETING

16 DATE OF NEXT MEETING

Tuesday 23 July 2019 at 7.30pm