



Minutes of the Annual Meeting of Little Stanney & District Parish Council

held on Tuesday, 14 May 2019 at 7.30pm in Little Stanney Village Hall

Present: Councillors Chris Dilworth (in the Chair), David Astbury, John Glazzard, John Jones, Clive Lipscombe and Pete Mountford

In attendance: Pauline English (Parish Clerk), Graham Heatley (Cheshire West and Chester (CWaC) Ward Member). There were three members of the public present

19.45 DECLARATION OF ACCEPTANCE OF OFFICE OF COUNCILLOR

All Councillors present at the meeting signed a Declaration of Acceptance of Office. Those who were absent from the meeting would sign before the next meeting.

19.46 ELECTION OF CHAIRMAN

Councillor Dilworth was proposed by Councillor Jones and seconded by Councillor Lipscombe. There being no further nominations, Councillor Dilworth was elected Chairman of the Parish Council for 2019-20.

19.47 APPOINTMENT OF VICE-CHAIRMAN

It was RESOLVED that the appointment of a Vice-Chairman be deferred to the next meeting.

19.48 APOLOGIES FOR ABSENCE

Councillors Linda Carter, Paul Carter, Roy Greenwood and Michael Todd

19.49 DECLARATIONS OF INTEREST

None

19.50 PUBLIC SPEAKING TIME

The newly elected CWaC Ward Councillor, Graham Heatley, introduced himself to the Parish Council and was welcomed to the meeting.

A member of the public thanked the Parish Council, in particular Councillor Astbury, for their hard work over the past few years in getting a reduced speed limit on Rake Lane. Despite everyone's best efforts the speed had been set at 40mph and not 30mph which was the speed the Parish Council and residents thought it should be. It was reported that vehicles were still speeding on the Lane and it was RESOLVED that the Clerk should ask CWaC to do a follow-up speed check (but not close to either The Rake public house or the Caravan site where speeds were generally lower than on the rest of the Lane).

19.51 MINUTES

The minutes of the meeting held on 23 April 2019 were confirmed as a correct record

19.52 CO-OPTION TO FILL VACANCY IN CROUGHTON PARISH

Councillor Pete Mountford had been unable to get his nomination paper back to CWaC by the closing date and was not, therefore, re-elected. He asked to be co-opted to fill the vacancy on the Parish Council representing Croughton. This was AGREED unanimously.

19.53 CODE OF CONDUCT

The Parish Council had adopted the Code of Conduct approved by CWaC in 2015 and it was RESOLVED that the Code be reaffirmed.

19.54 ANNUAL GOVERNANCE STATEMENT

It was RESOLVED that the Annual Governance Statement be approved for submission to the external auditors.

19.55 ANNUAL ACCOUNTING STATEMENTS

The annual accounting statements were approved for submission to the external auditors

19.56 REPRESENTATIVES ON OUTSIDE BODIES

Councillor Roy Greenwood was currently the Parish Council's representative on the Protos Community Forum. As Councillor Greenwood was not present at the meeting it was RESOLVED that representation on the Protos Community Forum be deferred to the next meeting.

19.57 DELEGATION TO COMMITTEES OR EMPLOYEES

It was RESOLVED that the Parish Clerk be authorised to submit the views of the Parish Council to CWaC on Planning matters that had to be decided before the next Parish Council meeting, following consultation with the Chairman and Vice-Chairman and the representatives of the parish concerned.

19.58 INSURANCE

A renewal quotation had been received from the Parish Council's current insurers, Zurich. The premium this year would be £353.88 which was £13.60 less than last year for the same cover. Quotations from other insurers were traditionally considerably more and it was RESOLVED to accept this quotation.

19.59 POLICIES AND PROCEDURES

It was RESOLVED that consideration of the following policies and procedures be deferred to the next 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

19.60 HIGHWAYS, RIGHTS OF WAY AND AMENITY CLEANING

- (1) The Parish Council took the opportunity of Councillor Graham Heatley's presence to raise a number of outstanding issues relating to Highways with which he or Councillor Margaret Parker, the other recently elected CWaC Ward Member, might be able to assist. It was RESOLVED that the Clerk should update the list of issues that had been reported in the past and email it to Councillor Heatley (copy to Councillor Margaret Parker).
- (2) The Amenity Cleaner's hours and routes were raised again, and it was RESOLVED that the current list and costings should be sent to Kenny Murray at McArthur Glen with a request that the Cheshire Oaks Partnership consider contributing towards maintaining this post.
- (3) It was RESOLVED that "No Dogs except Guide Dogs" signs should be purchased and be affixed to the gate to the Playing Field and the Nature Park to prevent dog walkers from using these two sites.
- (4) The Clerk had sent a reminder to Mr Andrew Lewis, Chief Executive of CWaC, on 10 March 2019 with regard to a request for information about the current status of Councillor Glazzard's proposals for traffic lights at the junction of Little Stanney Lane and the A5117. To date no reply had been received and it was RESOLVED that the Clerk should send another reminder to Mr Lewis.
- (5) The bus shelter opposite the Village Hall was no longer needed as there was no bus service in the area. It was currently being used by staff from the Day Nursery to eat their lunch and to smoke and the Amenity Cleaner reported that there was nearly always fly tipping and cigarette ends by the litter bin. The bus shelter in Stoak Village was in poor condition and would benefit from being replaced by the one at Little Stanney, if this could be arranged with CWaC.
- (6) Councillor Astbury reported that, following agreement at the March meeting to the erection of village signs at appropriate sites in Little Stanney, a meeting had been held with Stuart Bateman, Principal Engineer, CWaC Highways on 30 April with the Parish Council being represented by himself and Councillor Thomas and the Parish Clerk.

Councillors Dilworth and Todd had been invited but had been unable to attend due to work commitments. The proposal was for three larger signs to be sited adjacent to the Gowy bridge on the south side verge, on Strawberry Way West north side on the Parish boundary by the flats and entering Kinsey Way, north end on the existing border. Three smaller signs carrying the words “Little Stanney” were also proposed for lampposts on Whitby Lane, adjacent to “Caradoc”, on Chester Road adjacent to “Crossley” and on Bridges Road on the Parish boundary adjacent to the small industrial estate to the east of the Air Products site. Councillor Astbury had taken Mr Bateman to see the proposed sites and to agree the exact location.

Mr Bateman had also approved the sites proposed for the two benches in Little Stanney and he would publish public notices after 9 May (when Purdah ended). A quotation was to be requested from CWaC for the installation of the benches.

Planting locations had now been agreed with CWaC with four plants to go in 25 locations along the A5117. The Parish Council would provide the plants and planting would take place in the Autumn.

The Parish Council had thought to have the boundary stone, which CWaC had placed on the parish boundary on Stanney Lane, moved to the new parish boundary. However, Mr Bateman had advised that these boundary stones were installed at the discretion of the Lord Mayor of Chester at suitable locations on the former Chester City Council boundary not the current parish boundary.

19.61 PLANNING

No applications had been received and no decisions made on applications in the Parish Council's area since the last Parish Council meeting.

19.62 PLAYING FIELD AND NATURE PARK

A request was made for some additional trees for the Nature Park. Councillor Jones was asked to put forward a costed proposal for consideration at the next Parish Council meeting.

19.63 PROTOS COMMUNITY FORUM

No report was available as Councillor Greenwood, the Parish Council's representative on the Forum, was not at the meeting.

19.64 FINANCE

(1) Payments since the last Parish Council meeting:

23.04.19	BACS	PlandMS- Quarterly inspection of Play Area	48.00
29.04.19	SO	Parish Clerk-salary April 2019	185.95
29.04.19	SO	Amenity Cleaner-wages April 2019	312.00
13.05.19	BACS	Stoak & Stanney Community Association – Room Hire	250.00
13.05.19	BACS	PKF Littlejohn-External Audit 2017-18	336.00

(2) Receipts since the last Parish Council meeting:

HMRC – Repayment of VAT	117.43
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(3) Balance in bank at 14 May 2019: £23,453.61

19.65 ITEMS RAISED BY COUNCILLORS FOR INFORMATION

Councillor Heatley reminded the Parish Council that funding would be available from the Members' budgets of two additional CWaC Councillors as the Gowy Rural Ward boundary now took in part of Whitby Groves and Wolverham wards.

19.66 MEETINGS IN 2019-20

The following dates for meetings in 2019-20 were confirmed as follows:

<u>2019</u>	<u>2020</u>
25 June 2019	28 January 2020
23 July 2019	25 February 2020
27 August 2019 (if needed)	24 March 2020
24 September 2019	28 April 2020 (Parish Meeting)
22 October 2019	26 May 2020 (Annual Meeting)
26 November 2019	

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