



# Little Stanney & District Parish Council

www.littlestanney-pc.gov.uk

## COUNCIL SUMMONS

Dear Member

You are HEREBY SUMMONED to attend the Meeting of the Council to be held on **Tuesday 28 July 2020 at 7.00pm** by Zoom Video Conferencing for the purpose of transacting the business set out below

Parish Clerk  
21 July 2020

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**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](mailto:engy02@ntlworld.com))

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### AGENDA

**1 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

**2 SECTION 85, LOCAL GOVERNMENT ACT 1972**

It is recommended that, in accordance with Section 85 of the Local Government Act 1972 and the Government's advice relating to Covid-19, the Parish Council approves the non-attendance at meetings of all Councillors until the end of the Municipal Year.

**3 PUBLIC SPEAKING TIME**

**4 MINUTES**

To approve the Minutes of the meeting held on 25 February 2020

**5 FINANCIAL YEAR END**

**(1) Year End Statement**

A copy of the Receipts and Payments Account for the year ended 31 March 2020 is attached.

**(2) Internal Audit**

John Edwards has completed the internal audit by email and has not found any issues. He has completed the AGAR form (attached).

**(3) External Audit**

Councillors are required to approve the response to the Annual Governance Statement and agree that Little Stanney & District Parish Council should register with PKF Littlejohn as an Exempt Authority. The Chairman and Clerk will sign off the AGAR forms which will be put on the website.

**6 PLANNING**

**Applications:** The following applications have been received and passed to Councillors for comment since the last meeting in February 2020.

Application No.	Application Site	Current Status
20/01140/LDC	Single storey side extension at Stoakbank Cottage, Croughton Road, Stoak, Chester CH2 4HQ	Approved 12 May 2020
20/02145/FUL And 20/02146/LBC	Erection of ground floor extensions, internal and external alterations including change of use to provide offices at first floor, installation of external cold room, bin store and log store, reconfiguration and extension of customer car park, reconfiguration of deliveries and staff parking area, installation of new external escape stair, replacement plant and new landscaping works at The Rake, Rake Hall, Rake Lane, Little Stanney, Chester CH2 4HS	Awaiting Decision Public consultation ends 5 August

## 7 NEW MODEL MEMBER CODE OF CONDUCT – CONSULTATION

The role of councillor in all tiers of local government is a vital part of the UK system of democracy. It is important that councillors can be held accountable and all adopt the behaviours and responsibilities associated with the role. The conduct of an individual councillor affects the reputation of all councillors.

All councils are required to have a local Member Code of Conduct. This Model Member Code of Conduct has been developed in consultation with the sector and provides a template for councils to adopt in whole and/or with local amendments. The LGA will undertake an annual review of the Code to ensure it continues to be fit-for-purpose, particularly with respect to advances in technology, social media and any relevant changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code, whilst the National Association of Local Councils (NALC) and the county associations can offer advice and support to local councils. The consultation is open until 17 August 2020. The consultation document is available at:

<https://www.local.gov.uk/sites/default/files/documents/LGA%20Model%20Member%20Code%20of%20Conduct.pdf>

## 8 FINANCE

(1) To note income and expenditure since the last meeting

### Expenditure

Date	Method	Description	Amount
27.02.20	BACS	Amenity Cleaner - expenses February	39.60
28.02.20	SO	Parish Clerk - salary February	185.95
28.02.20	SO	Amenity Cleaner - wages February	312.00
23.03.20	BACS	Morrall Play Services - Annual Inspection	54.00
26.03.20	BACS	Amenity Cleaner - expenses March	35.55
26.03.20	BACS	Parish Clerk - expenses March	28.46
30.03.20	SO	Amenity Cleaner - wages March	312.00
30.03.20	SO	Parish Clerk - salary March	185.95
30.03.20	BACS	HMRC - Income Tax	539.97
31.03.20	Bank	Service Charge (3 months)	18.00
Included in 2019-20 Accounts			1,711.48
Date	Method	Description	Amount
28.04.20	SO	Parish Clerk - salary April	189.70
28.04.20	SO	Amenity Cleaner - wages April	322.40
28.05.20	SO	Parish Clerk - salary May	189.70
28.05.20	SO	Amenity Cleaner - wages May	322.40
28.05.20	BACS	ChALC - Affiliation Fee	147.96
28.05.20	BACS	Zurich Insurance	357.29
03.06.20	BACS	Amenity Cleaner - expenses May	37.80
16.06.20	BACS	Experior Systems - Internal Audit	240.00
22.06.20	BACS	Parish Clerk - expenses	147.56
29.06.20	SO	Parish Clerk - salary June	189.70
29.06.20	SO	Amenity Cleaner - wages June	322.40
30.06.20	Bank	Service Charge (3 months)	18.00
03.07.20	BACS	Amenity Cleaner - expenses June	47.45
06.07.20	BACS	Experior Systems - Internal Audit	90.00
			2,622.36
Income			
Date	Description		Amount
14.04.20	Precept		11,000.00
21.04.20	HMRC - Repayment of VAT		326.79

(2) To note the balance in the bank as at 28 July 2020

**9 ITEMS FOR INFORMATION/NEXT MEETING**

**10 DATE OF NEXT MEETING**

Tuesday 22 September 2020 – time and venue to be confirmed