



Little Stanney & District Parish Council
Parishes of Croughton, Little Stanney,
Stoak and Wervin

MINUTES OF 28th MAY MEETING 1

Present: Councillors, Astbury, L Carter, Hartshorn, Parry, Pemberton, Thomas and Mrs A Kunaj (Clerk)

1. ELECTION OF CHAIRMAN

- a. Resolved to elect Cllr Astbury as Chairman of the Parish Council for the ensuing year 2024-25.
- b. The Chairman signed his Declaration of Acceptance of office, witnessed by the Clerk.

2. APOLOGIES FOR ABSENCE

- a. Resolved to approve apologies for absence from Cllrs P Carter (business) and Mountford (personal).

3. APPOINTMENT OF VICE CHAIRMAN

Resolved to elect Cllr Parry as Vice Chairman for the ensuing year.

4. PUBLIC SPEAKING TIME: None present.

5. DECLARATIONS OF INTEREST: None.

6. MINUTES OF THE MEETING

- a. Resolved to approve the Minutes of the meeting held on 26th March 2024 as a true and correct record.
- b. Members noted that due to time restrictions quotes for replacement notice boards had not been found. Further information regarding specifications were required, ideally photographs.

7. POLICE REPORT –

- a. Members noted that PCSO Flannigan had sent his apologies for the meeting.
- b. Members noted that Police Surgeries within the Village Hall were possible.

8. RECEIPTS AND PAYMENTS/END OF YEAR BANK RECONCILIATION

- a. Resolved to approve the receipts and payments accounts to 31.03.24.
- b. Resolved to approve the bank reconciliation to 31.03.2024, £9,452.
- c. Members considered the draft budget for 2024-25, £15,500 (rounded)

9. ASSETS

To approve the list of Fixed Assets 2023-24 as at 31.03.2024. *This item was deferred, pending confirmation of parish owned bus shelters.*

10. INSURANCE

- a. To approve that the Council's insurance meets with the Council's requirements. *This item was deferred, pending confirmation of assets.*
- b. Councillors were requested to take photographs of the Council's assets.

11. INTERNAL AUDIT

- a. A brief oral report was provided.
- b. Members noted that an overpayment to the previous Clerk £217.21 had been made and an underpayment to the Amenity Cleaner of £54.19. Resolved for the Clerk to make the payment immediately. Resolved that the Chair would contact the previous Clerk to request reimbursement.
- c. Members noted that VAT returns for the last two years had not been made.

12. DELEGATED ARRANGEMENTS

- a. Members noted that banking arrangements as approved at the last meeting have been implemented, save for Cllr Mountfield.
- b. Members noted that all / any decisions taken under delegated powers, once taken, would be reported at the next available meeting.

13. REPRESENTATIVES

Agreed for Cllr Parry to continue as the Council's representatives for Protos Community Forum. No other outside organisations were identified.

14 MEMBERSHIP SUBSCRIPTIONS, STANDING ORDERS AND DIRECT DEBITS

Resolved to approve the Council's following memberships and subscriptions;

1. Cheshire of Association of Local Councils
2. Barnes-Cooper (Payroll, monthly SO)
3. Information Commissioner Office, ICO (Direct Debit)

15. SCHEDULE OF MEETINGS

Resolved to approve the following meeting dates; Monday 10th June (to sign off accounts AGAR), the rest to take place on Tuesdays, 23rd July, August (Council Recess), 24th September, 26th November, (2025) Budget - 22nd January, 25th March.

16. PLANNING

1.Applications received and comments:

Application No	Details	Comment by
24/00620/FUL	3&4 The Oaks, Stanney Mill Lane CH2 4HY Alteration to the building to include replacement of windows, removal of shutters, external bin & plant enclosures; EV charging points and new accessible parking bays.	20/04/24 No comments
24/00813/FUL	96 Cheshire Oaks Outlet Vill. CH65 9LA Alterations to shop front window & replacement external signage, associated with shop fit-out of existing vacant shop unit	24/04/24 No comments
24/01069/S73	The Paddock, Wervin Rd CH2 4BP Extension & alteration to existing dwelling to provide a large family home- variation of condition 2, approved plans, application 23/03725/S73	30/05/24 No comment (minor change)

(2) Decisions made by CWaC – To note

Application no	Detail	Decision
24/00027/FUL	The Paddock Wervin Rd, CH2 4BP Construction of front boundary walls with timber access gates - retrospective	Refused, an appeal had been made. Members not concerned.
24/01134/DSM	Bridge Farm, Croughton Rd, CH2 4DA Upgrade existing telecommunications apparatus	Notification closed

(3) Applications awaiting decisions (more than 12 months old) were noted;

- a. 23/03986/DIS Top Farm, Croughton Rd CH2 4DA (item 8,3 min 26.03.24).
- b. 21/01523/HED and 21/01530/FUL Lime Tree Farm CH2 4HT are both being investigated.

17 FINANCE

- a. Income: Members noted that the £10,000 precept from CWaC had been received
- b. Resolved to approve that the Clerk's monthly salary, additional hours and expenses, in liaison with the Chair of the Council could be approved prior to the meeting. These will be itemised at the following meeting of the Council.
- c. Resolved to retrospectively approve and approve payments due: -

Date	Item type	Description	Amount
25/3 & 25/4	SO (EoY accs 31.03.24) SO	Barnes-Cooper Payroll £10 Barnes-Cooper Payroll £10	10.00
31/03/24	DD (EoY accs 31.03.24)	Service Charge – Unity Bank £18.00	0.00
02/04/24	Bill Payment	HMRC M12	128.02
02/04/24	Bill Payment	Expense–reimbursement Clerk	56.29
02/04/24	Bill Payment	Clerk Salary March	512.81
12/04/24	Bill Payment	All Seasons – Tree works	660.00

16/04/24	Bill Payment	All Seasons – Stoak N.Board	100.00
19/04/24	Bill Payment	Reimbursement Clerk- Printer	178.79
22/04/24	Bill Payment	Reimbursement Clerk- Ink	35.80
23/04/24	Bill Payment	Clerk- Salary April	361.74
23/04/24	Bill Payment	Reimbursement Clerk-expense	64.50
23/04/24	Bill Payment	ChALC – Affiliation Fee	156.18
Total			£2,264.13
Resolved to approve payments due: -			
PAYE for April (invoice received after 25/04/24)			90.40
PAYE £105.80, Clerk's salary £423.61 and £57.25 expenses for May 2024. *			
Village Hall hire cost Feb & March £25 x 2 (invoice received after 25/04/24). *			50.00
Payment to Murray Tree Consultancy (Jan 2024). *			250.00
Mr G Povey. *			54.19
Barnes Cooper for completion of Internal Audit. *			720.00
			<i>*Payments made 29.05.2024</i>

- d. Resolved to approve the Bank reconciliation to 25/04/24 as shown on bank statement £17,187.37 *

Balance at 31/03/24	9451.50
Income	10,000.00
Expenditure	2,264.13
Balance	£17,187.37

18. PROTOS REPORT

There were no major updates. Cllr Parry asked for another representative to attend at the next meeting as he would be unavailable (11.06.24).

19. HIGHWAYS UPDATE

- Members noted that the armcote barrier as reported for Wervin Rd has been placed on the CWaC highways schedule for repair.
- Members identified specific areas in order for CWaC to provide a quote for Council to consider as an additional cleaning service. A5117, WHAT 3 WORDS 'alone.paints.flush'; Whitby Lane A5032 (bus stop); Wervin Rd (at the bottom by roundabout) and Stanney Lane, south end nr motorway. Cllr Astbury will provide a map of the identified areas to give to CWaC.

20. NATURE PARK AND PLAYING FIELD

- Members noted that the SLA with Northwich Town Council covers operational inspections, however an annual ROSPA inspection is also required.
- Resolved to approve to provide delegated authority to the Clerk in liaison with the Chair to seek and approve a contractor and costs for an annual inspection to take place.
- The Display Board had repaired at a cost of £100, was noted.

21. ITEMS FOR INFORMATION/AGENDA ITEMS FOR NEXT MEETING

Cllr Clayton will ask the PCSO to investigate parking at Longleat Rd, at the Blue Planet Aquarium roundabout.

To consider at a future date, the removal of Wervin bus shelters and installation of a notice board (Cllr Pemberton)

- 22. DATE AND TIME OF NEXT MEETING:** Members noted that the next meeting (an additional meeting to sign off the accounts) was being scheduled for Monday 10th June at 7pm, in Little Stanney Village Hall.

Meeting closed at 20:30.

Signed _____ Dated _____