

**RECORD OF THE LITTLETON & HARESTOCK
ANNUAL PARISH COUNCIL MEETING
held on Monday 13th May 2019
at the Millennium Memorial Hall, Littleton**

Present: Cllr P Cunningham (Chairman), Mr J Biddlecombe, Mr R Warren, Mrs J Burgess, Mrs H Saunders, Cllr K Learney and Mrs L Fielding (Clerk)

Also: one member of the public.

19-017 Election of Chairman

It was proposed by Mrs J Burgess and seconded by Mr J Biddlecombe that Cllr P Cunningham become Chairman. **RESOLVED: That Cllr P Cunningham be elected Chairman to the Parish Council for 2019-20**

19-018 Election of Vice Chairman

It was proposed by Mrs J Burgess and seconded by Cllr K Learney that Mr J Biddlecombe become Vice-Chairman. **RESOLVED: That Mr J Biddlecombe be elected Vice-Chairman to the Parish Council for 2019-20**

19-019 Standing Orders / Declarations of Acceptance of Office

The proposed standing orders had been distributed to members prior to the meeting. It was proposed by Mrs H Saunders and seconded by Cllr P Cunningham that the standing orders be adopted. **RESOLVED: That standing orders dated May 2019 be adopted.**

Declarations of Acceptance of Office were then passed out for all to sign and be countersigned by the Clerk.

19-020 Apologies for Absence

Jan Scott (RSM ATR John Moore Barracks)

19-021 Declarations of Interest

Mrs J Burgess declared an interest in a planning application for 7 North Drive.

19-022 Minutes of the meeting held 8th April 2019

The minutes of the meeting of 8th April 2019 were presented and it was proposed by Mr J Biddlecombe and seconded by Mr R Warren that the minutes be accepted. **RESOLVED: That the minutes of the meeting held 8th April 2019 be approved.**

Note: These minutes (13th May 2019) are draft until approved and signed at the Parish Council meeting on the 12th June 2019.

19-023 Matters Arising

It was noted that there were no issues raised on communication in the Parish Assembly and that the website is now more accessible and being expanded with additional material to support the Parishioners.

19-024 Election of committees and allocation of duties

A schedule of the current duties had been circulated in advance of the meeting to all Parish Councillors. As a result, there were a few changes agreed and a new list reflecting those changes will be produced and sent out. It is hoped that when more members are co-opted it will be possible to fill some of the vacancies.

LF

19-025 Planning

The planning schedule for April was circulated and discussed. It was noted that there had been no updates on planning application 19/00337/FUL (7 North Drive, Littleton) and therefore Mrs J Burgess was able to remain in the meeting.

There were no objections raised for application 19/00759/TPO (Gainsford House, 99 Harestock Rd). It was noted that an arboriculture report had been provided for 19/00921/TPO (Lime Tree House, North Drive) however this was not on the planning portal yet and therefore the application would be reviewed at a later meeting. Applications 19/00285/FUL, 19/00402/HOU and 19/00461/HOU previously reviewed in the last council meeting have now been approved by

WCC. The Parish Clerk reported that the owner of Barclays, Main Rd Littleton had appealed (ref:3214144) against the enforcement notice and that any enforcement action is on hold whilst the appeal is decided. Mrs J Burgess noted that there is a potential enforcement issue at 10 Halls Farm Close where it looks like the garage is being used for residential use, Mr R Warren agreed to investigate. The councillors asked the Parish Clerk to advertise the open Tree Warden volunteer positions on the website and Parish notice boards.

RW
LF

19-026 **Finance**

a) Latest Payments

The latest payments list for April was presented for consideration and, after some discussion, was accepted. **It was therefore proposed by Cllr K Learney, seconded by Mrs H Saunders and RESOLVED – That payments totalling £5,223.25 on the April payments schedule should be paid.**

Additionally the clerk presented an invoice of £1,360.20 from Vitaplay for works at the playgrounds which had been approved by Mrs A Neilson and Mrs H Saunders. It was therefore proposed by Cllr K Learney and seconded by Cllr P Cunningham and **RESOLVED that the invoice of £1,360.20 from Vitaplay could now be paid.**

LF

b) Annual Governance and Accountability Return

The Clerk reported that she had had the annual inspection of the Parish Council's records carried out on 15 April by our internal auditor who signed off on the Annual Governance and Accounts return and subsequently sent his report. It was formally agreed that the contents of the letter received from the Internal Auditor following his visit on 15 April has been duly noted, and it was agreed that the clerk would improve the risk register and investigate a PISO panic alarm as a result of the audit report.

LF

The Parish Clerk then mentioned that the governance statement and the accounting statements from the annual local council accounting and governance return for the latest financial year (2018/19) needed to be approved by the whole parish council, which was unanimously supported. **It was therefore proposed by Mrs H Saunders and seconded by Mr J Biddlecombe and RESOLVED – That the annual governance statement for 2018/19 be approved. Additionally it was proposed by Mr R Warren and seconded by Cllr P Cunningham and RESOLVED – That the annual accounting statements for 2018/19 be approved**

The documents were then signed by the chairman in the appropriate places and it was agreed that the clerk would send them to the external auditor.

LF

19-027 **Items for noting, AOB or for inclusion on next month's agenda**

Mr R Warren reported that the Littleton and Harestock Show Society had provided a plan for the 2019 use of the recreation ground. **It was therefore proposed by Mrs R Warren and seconded by Mr J Biddlecombe and RESOLVED – That the Parish Council approved the detailed plan from the Littleton and Harestock Show Society.**

The clerk was asked to provide for some larger name badges which could be used on show day, and also it was agreed that the Parish Council banners could be put up near the office if the councillors decide not to have a stall this year.

LF

The clerk asked the Parish Councillors if they wished to continue the Lengthsman arrangement for 2019/20 which was unanimously agreed.

19-028 **Date of Next Meeting:**

12th June 2019 in the Sports Pavilion, Littleton Recreation Ground at 10am.