

# Chapel and Hill Chorlton Parish Council

Clerk – Mrs. J Simpson  
10, Freebridge Close, Longton, Stoke-on-Trent. ST3 5XQ  
Tel: 07563660298

e-mail [chapelandhillchorltonpc@gmail.com](mailto:chapelandhillchorltonpc@gmail.com)  
web site [chapelandhillchorltonpc.uk](http://chapelandhillchorltonpc.uk)

31<sup>st</sup> December 2018

The next Regular Meeting of Chapel and Hill Chorlton Parish Council will be held on **Tuesday 8<sup>th</sup> January 2019 commencing at 7:30pm**, at **Copeland Cottage, Haddon Lane, Chapel Chorlton**, for the purpose of transacting the following business.



## AGENDA

1. To receive apologies for Absence (through the Clerk in accordance with standing orders)
2. To receive Councillors' Declarations of Pecuniary Interest in items on the Agenda.
3. Public Participation. (Open Forum); Members of the public are invited to address the Council on any issue over which it has power for up to 5 minutes each, with the item lasting up to a maximum of 15 minutes.
4. To consider approving and signing the Minutes of the last Regular Meeting held on 11<sup>th</sup> December 2018.
5. To consider matters arising from the Minutes in item 5 not included elsewhere on the agenda.
  - a) Overgrown hedges impeding footway from Rose Cottage to Chapel bend.4129513
  - b) Damage to Coomsdale.
6. To consider and approve any applications for the role of co-opted Parish Councillor (one vacancy) and accept the Declaration of Acceptance of Office from that co-opted Councillor.
7. To receive Reports from Borough and County Councillors.
8. To consider the following planning applications received (and any that are received between date of agenda and meeting).

a. 18/00945/FUL-Woodside Bungalow, Woodside Hill-proposed first floor extension over existing garage to form two bedrooms.

<http://publicaccess.newcastle-staffs.gov.uk/online-applications/PLAN/18/00945/FUL>

b. 18/00991/FUL-, Woodside Villas, Woodside Hill-proposed car barn and Tool shed.

<http://publicaccess.newcastle-staffs.gov.uk/PLAN/180091/FUL>

9. Neighbourhood Development Plan.
  - a) To note the receipt of the final draft of the Neighbourhood Development Plan circulated 21<sup>st</sup> December 2018.
  - b) To approve the final draft of the Neighbourhood Development Plan.
  - c) To approve that the final draft be submitted to Newcastle Borough Council in accordance with Regulation 15 of the Neighbourhood Planning (General) Regulations 2012.
10. To note the progress re installation of defibrillator in BT phone box.
11. To note the progress re installation of SIDs in Hill Chorlton.
12. To confirm that the following policies have been previously agreed by Chapel and Hill Chorlton Parish Council:

- a. Risk Management Scheme. Resolved February 2018. Due for review February 2019
  - b. Register of Assets. Received March 2018.
  - c. Up to date insurance policy. Due for renewal 1<sup>st</sup> June 2019
  - d. Disciplinary and Grievance Procedures. Resolved November 2018.
  - e. Contract of employment between the Parish Council and the Clerk/RFO. Revised June 2018.
  - f. Training Policy for new staff and Councillors. Resolved December 2018.
- Procedures in place:
- g. Holds a record of all training undertaken by staff and councillors in the last year.
  - h. Clerk has achieved 12 Continuing Professional Development points in the last year.
13. To approve the formal application to NALC for the Local Council Award Scheme.
  14. To note any matters of concern relating to Parish appearances or Highways
  15. To consider **Financial Matters** including:
    - a) To approve the draft budget as previously circulated and confirm option one, two or three.
    - b) To approve the request to Newcastle Borough Council for the precept 2019-20
    - c) To approve the payments, orders, receipts and transfers as attached in appendix A.
    - d) To approve the bank reconciliation statement as at 31<sup>st</sup> December 2018.
    - e) To approve the appointment of an internal auditor for the accounts 2018-2019.
  16. To receive the Clerk's Report, and to consider correspondence received since the last Meeting; (Appendix B circulated)
  17. To consider the Race, Equality and Crime & Disorder Statement for the Meeting;
  18. To note Councillors' planned absence.
  19. To confirm the date and venue for the **next regular Meeting of Chapel and Hill Chorlton Parish Council** as Tuesday 12<sup>th</sup> February 2019 7:30pm Copeland Cottage, Haddon Lane, Chapel Chorlton.

*The Public and Press are welcome to attend but please note that they may be excluded for any item the Council decide should be treated as confidential.*