



# CRANTON PARISH COUNCIL (KNOWSLEY)

7 Hampton Drive, Cranton, Knowsley, Merseyside WA8 5BZ  
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## ANNUAL MEETING

8 May 2018

**NOTICE IS HEREBY GIVEN THAT the ANNUAL MEETING OF THE PARISH COUNCIL** will be held at the Parish Council Office, 7 Hampton Drive, Cranton on **MONDAY 14 MAY 2018** commencing at the rising of the Annual Parish Council which will begin at 7.00 pm for the purpose of transacting the following business

*Vitti Osborne*

*Vitti Osborne*  
**Clerk to the Council**

### AGENDA

1. **To elect a Chairman of the Council for 2018/19**
2. **To receive the Chairman's declaration of acceptance of office**
3. **To appoint a Vice-Chairman of the Council for 2018/19**
4. **To receive apologies for absence from members**
5. **To receive declarations of interest from members**
6. **Minutes**  
To receive as a true and correct record the minutes of the meeting held on 26/3/18
7. **Public Participation**  
The public is invited to ask questions and make representations
8. **Committee minutes**  
To receive **for information** minutes of the undermentioned Committee meetings
  - (a) General Purposes and Environment Committee meeting held on 16 April 2018
  - (b) Finance and Policy Committee meeting held on 16 April 2018
9. **Standing Orders and Financial Regulations**  
To review and adopt Standing Orders and Finance Regulations
10. **Power of Delegation**  
To review and adopt Power of Delegation to Committees
11. **Terms of Reference of Committees**  
To review and adopt Terms of Reference of Committees
12. **Committees and Members**  
To appoint Committees and members for 2018/19
  - (a) Finance and Policy Committee
  - (b) General Purposes and Environment Committee

13. **Representatives to outside bodies**  
To appoint representatives to outside bodies for 2018/19
14. **Complaints Procedure**  
To review and adopt the Council's Complaints Procedure
15. **Freedom of Information**  
To review and adopt the Council's procedures for handling requests made under the Freedom of Information Act 2000
16. **End-of-year Reports**  
To receive end-of-year reports
- (a) Chairman's Annual Report
  - (b) General Purposes and Environment Report
  - (c) Finance and Policy Report
  - (d) Police Liaison Report
17. **Annual Governance and Accountability Return 2017/18 Part 2 – Internal Audit**
- (a) To consider the Internal Audit Report of the audit took place on 8/5/18
  - (b) To consider the signed Annual Internal Audit Report (page 4 of 6)
  - (c) To approve payment of internal audit fee £90
18. **Annual Return 2017/18**
- (a) To consider and approve Section 1 - Annual Governance Statement 2017/18
  - (b) To consider and approve Section 2 – Accounting Statements 2017/18
19. **Certification of Exemption from Limited Assurance Review 2017/18**  
To certify the Council as exempt from a limited assurance review by satisfying the following criteria:
- the higher of total gross income or total gross expenditure below £25,000
  - no public interest report/statutory recommendation/advisory notice/judicial review/application to court re unlawful item of account issued by its external auditor in the prior year
  - been in existence since before 1/4/14
20. **Fixed Asset Register**  
To review inventory of assets as at 31 March 2018
21. **Internal Auditor**  
To appoint an Internal Auditor for 2018/19 and approve the remuneration
22. **Planning Application**  
(a) To consider the following planning applications
- Ref. No: 18/00246/FUL (validated: Mon 16 Apr 2018)**  
Location: Castle View Cronton Road Cronton WA8 5PX  
Proposal: RETENTION OF USE OF DWELLING AS HOLIDAY HOME FOR RENT
- Ref No. 18/00244/FUL (validated – 13/4/18)**  
Location: 345 Cronton Road Cronton WA8 5QD  
Proposal: ERECTION OF DETACHED BUNGALOW WITH ACCOMMODATION WITHIN LOFT SPACE, TOGETHER WITH ASSOCIATED ACCESS

(b) To note the following planning decision

**APP. NO: 18/00234/PDE**

LOCATION: 68 Hall Lane Cronton Knowsley

PROPOSAL: ERECTION OF SINGLE STOREY REAR EXTENSION MAXIMUM

DEPTH FROM REAR WALL: 3.8 METRES MAXIMUM DEPTH FROM ORIGINAL

REAR WALL: 5.8 METRES MAXIMUM HEIGHT: 3.45 METRES HEIGHT OF EAVES:

2.75 METRES

**DECISION House prior approval is not required**

**23. Budgetary Control Report**

To consider and approve the Budgetary Control Report as at 814/5/18 as shown in **Appendix A**

**24. Receipts and Payments**

To note receipts and to authorise payments as listed in **Appendix B**

**25. The Dependent Remuneration Panel on Town/Parish Council Allowances**

To consider the Report of the Dependent Remuneration Panel on Town/Parish Council Allowances 2018

**26. Data Protection Regulation - 25 May 2018**

To consider the requirements of the new Data Protection Regulation 2018 and compliance

- Data Protection Officer appointment
- Data Protection Policy
- Data Breach Policy
- Protection Privacy Notice for the Public
- Data Protection Privacy Notice for Staff, Councillors and Former Councillors
- Data Protection Consent Form

**27. Village and Community Issues**

To consider village and community issues

**28. Cronton News**

To receive feedback on the Spring Newsletter and to consider the publication of the next Newsletter

***THE PRESS AND PUBLIC ARE INVITED TO BE PRESENT***

*Public Bodies (Admission to Meetings) Act 1960 s.1*

*But may be excluded from the meeting or part of it by a resolution on the grounds that it would be prejudicial to the public interest due to the confidential nature of the business to be transacted.*

*For disabled access requests, please contact the Clerk on 0151 420 0235 or by e-mail  
Before the meeting*