

MINUTES OF A MEETING OF SAUGHALL AND SHOTWICK PARK PARISH  
COUNCIL held on 10 May 2004 at the Vernon Institute, Saughall

In attendance: Councillor A Bailey (in the Chair)  
Councillor Mrs P Humphrey  
Councillor Mrs J Johnson  
Councillor R Shukla  
Councillor Mrs JE Storrar  
Councillor RA Storrar  
Councillor A Warrington  
Councillor Mrs D Whitton  
Councillor C Wynne-Eyton (Tree Warden)  
Councillor Mrs M Wynne-Eyton  
Councillor Mrs J Young

81 APPOINTMENT OF CHAIRMAN

RESOLVED:

That Councillor A Bailey be appointed Chairman of the Council for the ensuing Municipal Year.

82 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

RESOLVED:

That the Chairman's Declaration of Acceptance of Office be received.

83 APOLOGIES FOR ABSENCE

Apologies were received from:

Councillor B Kerr  
Councillor A Marsden  
Councillor C Moss  
PC R Fisher

84 CODE OF CONDUCT – DECLARATIONS OF INTEREST

No Declarations of Interest were received.

85 APPOINTMENT OF VICE-CHAIRMAN

RESOLVED:

That Councillor Mrs J Young be appointed Vice-Chairman of the Council for the ensuing Municipal Year.

86 MINUTES

RESOLVED:

That the Minutes of the meeting of the Council held on 5 April 2004 be confirmed as a correct record.

87 MATTERS ARISING FROM THE MINUTES

There were no matters arising from the Minutes not already listed on the agenda.

88 COMMITTEE STRUCTURE

The Finance and General Purposes Committee at its meeting on 12 February 2004 had made the following recommendations on a revised structure to be implemented in the next Municipal Year (Minute No 9/2004 refers):

“That

- (1) Focus Groups be no longer used as they have only been established to aid the drawing up the Parish Plan which will be completed early in the next Municipal Year;
- (2) the Parish Plan Steering Panel meet once every three months once the Plan is published to monitor and review;
- (3) there be no Community and Safety Committee within the Council’s Committee structure as issues of crime and disorder, etc. are dealt with adequately at Council meetings;
- (4) Council meetings continue to be held monthly and scheduled for the first Monday of the month where possible;
- (5) the Environment and Highways and Finance and General Purposes Committees be retained and be held every 6 weeks or so on either Mondays or Thursdays;
- (6) the Planning Committee be retained and be held monthly or more regularly if the need arises;
- (7) a Golden Jubilee Park Committee be established with co-optees (initially those members of the Golden Jubilee Park Focus Group who are not Council Members) but additional co-optees may be invited on to it as the Council determines.”

RESOLVED: That

- (1) the recommendations 1-7 of the Finance and General Purposes Committee be agreed;

(2) the Council's Committee structure be as follows:

Finance and General Purposes Committee  
Environment and Highways Committee  
Golden Jubilee Park Committee  
Planning Committee  
Parish Plan Steering Panel

(3) membership of the Committees and Panel at (2) be the same as last year with the exception of the Planning Committee where an additional Member, Councillor Mrs M Wynne-Eyton, be appointed;

(4) the quorum for Committee and Panel be one third of the membership;

(5) the next meeting of the Environment and Highways Committee scheduled for 27 May 2004 be cancelled; and

(6) the following Focus Groups be reconvened and meetings held in June 2004 before the Parish Plan is finalised and launched on 3 July 2004:

Youth Issues  
Over 50s  
Business and Commerce  
Community Halls  
Golden Jubilee Park (now by another name)

## 89 CALENDAR OF MEETINGS

RESOLVED: That

(1) the Calendar of Meetings be revised in the light of Members' comments and agreed (Appendix A); and

(2) there be no Council meeting in August but the Finance and General Purposes Committee be given delegated authority to make any urgent financial decisions at its meeting scheduled for 19 August 2004.

## 90 COUNCIL REPRESENTATION

RESOLVED: That

(1) Councillors A Bailey, Mrs JE Storrar and A Warrington be requested to represent the Council at the Chester Area Meetings of the Cheshire Association of Town and Parish Councils;

(2) Councillor RA Storrar be appointed to represent the Council at meetings of the Vernon Institute Management Committee;

(3) Councillors Mrs M Wynne-Eyton and Mrs P Humphrey be nominated to represent the Council at the Chester Police Forum meetings;

- (4) Councillor RA Storrar be nominated to represent the Council on the Saughall Youth Club Management Committee;
- (5) the Clerk be appointed as the Council's Responsible Financial Officer;
- (6) Mr H Dobson be appointed as the Council's Internal Auditor;
- (7) Councillor C Wynne-Eyton be appointed Tree Warden; and
- (8) Mr T Leach be appointed Parish Paths Warden.

91 ACCOUNTS

- (a) Payments made since the meeting of the Council held on 5 April 2004:

Financial Year 2003/2004	£	Cheque No
Warrington Borough Council (Printing Special Newsletter)	74.03	101697
Cheshire County Council (Bus Shelter Maintenance)	587.50	101698
United Utilities	28.33	101699
Ellesmere Port and Neston Borough Council (Street Cleaning)	789.21	101700
Mrs S Hudspeth (Exp)	82.21	101701
Mrs S Hudspeth (Sal)	542.67	101702
Allianz Cornhill Insurance plc	1,070.31	101703

- (b) Receipts

Interest to 21 April 2004 (14 Day Account)	38.02
Interest to 23 April 2004 (Treasurer Account)	0.36
Parish Precept 2004/2005	35,019.00
Overpayment - Ellesmere Port and Neston Borough Council	1,980.72

- (c) Accounts 2003/2004

The Accounts for the financial year 2003/2004 be agreed and signed by the Chairman and Clerk.

- (d) Insurance

The Council reviewed its insurance cover arranged through Allianz Cornhill Insurance plc.

**RESOLVED:**

That the cover detailed in the renewal invitation supplied by the insurance company be agreed in the total sum of £1,070.31.

(e) Friday Club

RESOLVED:

That £25 be donated to the Friday Club to assist its 2004 Christmas festivities at the appropriate time.

92 POLICE/HOMEWATCH

(a) Police

PC Robin Fisher was not in attendance at the meeting but had sent the following report:

- ? Over the past month there had been the usual number of non-serious Road Traffic Accidents within the village boundary, most of which were on the A5117/A540.
- ? There had been 3 reports of nuisance youth activity, on Fiddlers Lane, Saughall Hey and the Church grounds on Church Road. Police attended on all 3 occasions and there was no trace of the youths on arrival.
- ? 1 male had been arrested in the village and there had been 2 deaths, 1 suicide and 1 natural.
- ? 3 vehicles were damaged on Hermitage Road by a group of males. Identity not known.
- ? A set of number plates were stolen and more importantly a car was taken via hook and cane. It was important that people should not leave their vehicle keys near to the front door as it may give an opportunity for them to be taken by this method.

RESOLVED:

That the report be received.

(b) The Future of the Homewatch

Mr Stinson, the Homewatch's Treasurer, had written to the Clerk requesting that the Council provide financial support to the Homewatch. He requested a back payment of £150 for 2003/2004 and £200 for 2004/2005.

In future the Council would receive an accounts summary and a copy of the latest statement of accounts was provided for information.

The funding requested would be used to purchase stationary, correspondence hire of the hall and occasionally to provide refreshments and equipment. Mr Stinson believed CCTV would be worth investigation. Also, he was trying to generate interest by concentrating on the social aspects, holding meetings in different locations and with varying speakers.

Mr Stinson informed that the two main objectives for the future should be to foster better relations with the police and especially receive feedback. He had arranged a meeting with Mr David Owens and Councillor Mrs JE Storrar to discuss Mr Owen's roll as the Community Safety Network Officer.

(c) Anti-Social Behaviour/Nuisance Youth Activity/Under-Age Drinking – Monitoring

It was reported that there had been a lot of anti-social behaviour in Meadows Lane over the weekend.

Councillor Mrs JE Storrar reported on the possibility of obtaining some CCTV cameras via the Gowy North Area Committee. Saughall had been put forward and a viable location had been agreed. If the CCTV camera was installed it may be necessary to improve the lighting in the area of the village chosen. The situation would be monitored and if it was considered that enhanced lighting was needed the Council would consider it at the appropriate time.

RESOLVED:

That the report be received.

(d) Bus Shelter Monitoring

There was continued youth activity in the bus shelter on Church Road.

The bus shelters had been sprayed by Ellesmere Port and Neston Borough Council and looked tidy.

Cheshire County Council's Transport Co-ordination Section had informed that the next phase of the bus shelter improvement scheme on Hermitage Road would go ahead soon. The landowners concerned had given their permission.

The stated policy of the Council was to have a bus shelter at every stop in the village.

(e) "No Ball Games"

Residents in the vicinity of Wain House had complained about older children playing ball games on the open ground behind the sheltered housing. Similar problems were also being experienced in Rakeway.

Consequently, the Clerk had been asked to write to the Chester and District Housing Association to request it give consideration to erecting "No Ball Games" signs on its land in the hope that youngsters would take notice of them and play on the Fiddlers Lane Playing Field instead. However, the Chester and District Housing Association had informed that the land concerned was not in its ownership but in that of Chester City Council.

RESOLVED:

That Councillor RA Storrar be requested to pursue the proposal to erect "No Ball Games" signs with Chester City Council officers.

93 MINUTES OF COMMITTEES

(a) Planning Committee

Concerns were raised that planning applications that had implications for Saughall residents were being agreed by the Flintshire Planning Authority without any consultation with the Parish Council. Although there was a statutory duty to consult neighbouring Principal Authorities the Principal Welsh Authority had no obligation to consult a neighbouring English Parish Council. Chester City Council was being consulted but there was no legal requirement for it to consult Parish Councils within its boundaries.

It was noted that recently Flintshire had granted permission to a number of radical planning applications. One in particular for a Quad-Bike Park in Sealand, however it had been granted subject to a number of stringent conditions.

Chester City Council had recognised that there was a loophole in the law and had informed that it would give consideration to drawing up a protocol that could be agreed on the way planning applications in Wales, that had an impact on parishes within Chester City Council boundaries, were consulted upon and would be handled by its officers in the future.

RESOLVED: That

- (1) the Minutes of the meetings of the Planning Committee held on 5 and 21 April 2004 be received; and
- (2) the Clerk be requested to contact Chester City Council's Planning Department and ask for a progress report on the proposal to draw up a protocol.

(b) Environment and Highways Committee

It was reported that, again, the Committee meeting had not been quorate. This had been particularly embarrassing because two guests had been invited. An informal meeting had therefore taken place and arrangements for Saughall Walking Day had been discussed.

RESOLVED: That

- (1) the report be received; and
- (2) the next meeting of the Committee be held on 23 September 2004 in accordance with the new meeting schedule.

94 PROPOSED EVENING AND SUNDAY BUS CUTS BY CHESHIRE COUNTY COUNCIL

Although a formal decision was still awaited, Councillor RA Storrar informed that the proposed cuts had been the subject of a discussion at the last meeting of the Chester District Public Transport Liaison Committee where it had been reported that there would definitely be some cuts.

RESOLVED:

That Councillor RA Storrar be requested to seek clarification on the bus service cuts.

95 POST OF ASSISTANT CLERK TO THE COUNCIL

It had been proposed that an appointment be made in conjunction with a neighbouring Parish Council. However, the Chairman reported that this was no longer possible as an appointment had been made and the appointee did not have the capacity to work for this Council as well as she was now Clerk to three Parish Councils.

It was noted that the Council had now cut the number of meetings it proposed to hold in the next Municipal Year so the Clerk's work would be reduced.

It was suggested that a review of the Council's working practises be carried out over the next few moths to establish what improvements could be made to ensure that the Council was run as effectively and efficiently as possible.

RESOLVED: That

(1) in the light of the reduction in the number of meetings and until the need for an Assistant Clerk can be demonstrated no appointment be made; and

(2) a review of the Council's working practices be carried out in the Autumn.

96 GOLDEN JUBILEE PARK DEVELOPMENT

(a) Planning Application

It was thought that if the Planning Authority received a response on its consultation on the pans from the County Highways Engineer and the Cheshire Constabulary, the City Council Planning Board would determine the planning application at its meeting scheduled for 10:30am on Wednesday, 26 May 2004.

(b) Golden Jubilee Park Funding

Until the planning consent was received no further progress could be made in attracting funding to assist the development of the Golden Jubilee Park.

(c) Proposal to Establish a Charitable Trust

The council had received legal advice from the National Association of Local Councils and it was noted.

RESOLVED:

That Members of the Golden Jubilee Park Committee be requested to consider the proposal in the light of information received at its next meeting to which Councillor B Kerr will be invited to attend and make recommendations to Council.

(d) Golden Jubilee Park Committee or Partnership?

RESOLVED:

That for the time being the forum for dealing with the Golden Jubilee Park's proposed development be a Committee with co-opted Members as well as Council Members.

(e) Wayleave

The Clerk had received a letter that proposed to establish a new Wayleave Agreement between the Council and MANWEB/Scottish Power. A map had been supplied on information sort.

Members were concerned that progress was not being made in respect of the Council's request to have the overhead electrical cables in the Golden Jubilee Park removed.

RESOLVED: That

(1) the correspondence received be passed to the Project Co-ordinator, Mr Derek Bird, for completion; and

(2) the Clerk be requested to contact MANWEB/Scottish Power to ensure that arrangements are in hand to remove the cables.

97 GLEESON HOMES LTD – MISREPRESENTATION

Mr Paul McGreary, the County Trading Standards Officer, had responded to the Clerk's request for advice informing that Trading Standards Services had adopted a national protocol called the Home Authority Principle. This meant that the local Trading Standards Service, in whose area major businesses were located, provided advice to those businesses on legislative compliance. The only situation where this would be different would be where evidence of a criminal offence occurred in the jurisdiction of another authority in which case the normal investigations and legal processes were undertaken. In this case the matter had to be referred to St Helens Trading Standards as the Head Office for Gleesons was located there. They provided specific advice to ensure the advertising was amended to remove reference to 'Cheshire' and replace it with the more accurate description 'Flintshire'. He therefore had to abide by the advice they had given provided it was legally correct and appropriate advice to give.

When Mr McGreary's officers had looked into this when the Clerk had first written on 2 April 2004 they formed the view that a more accurate description for the properties might have been Willow Nook, Sealand, Nr Saughall, Flintshire or something similar. However, Mr McGreary was not in a position to insist that St Helens change their advice to the company he could merely point out that a more accurate description would avoid any confusion. There was no other sanction he could take because the company had not contravened the legislation that his Service had a responsibility to enforce. He had asked his Head of Regulatory Services to talk to colleagues in St Helens to explain more clearly the Parish Council's concerns, but he could not promise that this would change their position.

Mr McCreary appreciated that this might not be the response that the Parish Council would have hoped for, but he was unable to pursue this matter any further, other than to talk to St Helens again.

RESOLVED:

That the situation be noted.

98 PARISH PLAN

(a) Minutes

RESOLVED:

That the Minutes of the meeting of the Parish Plan Panel held on 1 April 2004 be received.

(b) Progress

The Chairman reported that approximately 340 completed questionnaires had been inputted into the database. He thanked all of the volunteers who had given up their time to help with this task.

Officers of the Cheshire Community Council were well on the way to producing a Snapshot Report and a meeting of the Panel would be called once it was available. Members would put forward ideas and an Action Plan would be drawn up.

(c) All Saints Church Summer Fayre – 3 July 2004

The Chairman would speak to Mr John Hallas later in the week to request that the Parish Plan be launched at the Summer Fayre.

(d) Focus Groups

The Focus Groups would need to meet again once the Snapshot Report was received. It was also intended to invite appropriate officers from the Principal Authorities, Cheshire Constabulary, etc. to attend these meetings.

99 DOUBLE TAXATION – CHESTER CITY COUNCIL REVIEW

The Council notes the progress Chester City Council had made with this initiative.

There were concerns that residents in Parished areas paid Council Tax and a contribution to the parish precept and the City Council was reviewing financial arrangements to identify possible solutions for “double taxation”. A summary of the key results following completion by each Parish Council of a questionnaire had been made available.

Meetings were being held between officers of the City Council and Members of the Cheshire Association of Town and Parish Councils in order to focus attention on a possible solution for the key issues of likely concern for most parishes. Councillor B Kerr was to be invited to these meetings in the future. It had been agreed to look at

three selected areas of concurrent expenditure i.e. grounds maintenance, children's play areas and street/amenity cleaning.

RESOLVED:

That progress made with the review be noted and Councillor Kerr be requested to provide progress reports for the Council as appropriate.

100 LOCAL INVESTIGATION AND DETERMINATION OF MISCONDUCT ALLEGATIONS

The Office of the Deputy Prime Minister was consulting on draft regulations and the consultation period ended on 18 May 2004.

RESOLVED:

That because of the tight timescales for the consultation the response be left to Chester City Council.

101 ATTENDANCE AT MEETINGS OF OUTSIDE BODIES

(a) Council Representation

- (i) National Association of Local Council Conference – Scarborough Spa Complex, 1-3 October 2004

RESOLVED:

That the Chairman be nominated to attend.

- (ii) Licensing Ceremony of the new Vicar – All Saints Church, 7:30pm on Wednesday, 12 May 2004

RESOLVED:

That the Chairman be nominated to represent the Parish Council at this event.

- (iii) Gowy North Area Committee – Thursday, 13 May 2004, 7:00pm-9:00pm, Waverton Village Hall

RESOLVED:

That Councillors A Bailey and RA and Mrs JE Storrar be requested to attend.

(b) Reports from meetings the Council has been represented at:

- (i) Cheshire County Council's Launch Event for County Structure Plan Alterations: Cheshire 2016 – at 9:30am on 7 April 2004 at St Mary's Centre, Castle Street, Chester

Councillors RA and Mrs JE Storrar had attended this event and informed that it had been very interesting. There would be restrictions on the number of

houses to be built in the County. They advised that the Parish Council should think ahead and ensure its future aspirations were included in the Parish Plan.

- (ii) Cheshire County Council's Website Hosting Scheme Event, 7:30pm-9:30pm on Thursday, 22 April 2004 at Woodford Lodge Professional centre, Winsford

Councillors A Bailey and Mrs M Wynne-Eyton had attended this event. They reported that it had been disappointing as it had not been thought through. It had been run to cater for mixed abilities across a wide spectrum and this had not work. No conclusions had been reached and the Parish Councillors did not get much out of it.

- (iii) Cheshire Association of Town and Parish Councils' Chester Area Meeting at 7:30pm on 7 April 2004 at County Hall, Chester

Councillor Mrs JE Storrar had attended but informed that there was nothing of any great significance to report in respect of the proceedings.

#### 101 VERNON INSTITUTE MANAGEMENT COMMITTEE

It was noted that the next meeting of the Vernon Institute Management Committee would be on the following evening.

RESOLVED:

That Councillor RA Storrar be requested to bring a report of the Committee's proceedings to the next meeting of the Council.

#### 102 SAUGHALL'S MILLENNIUM COMMITTEE

Councillor Mrs D Whitton reported that herself, Mr R Leslie and Mrs B Summers were now the official signatories in respect of the bank account.

There was still some memorabilia left and it was intended to sell it at village functions, including the Parish Plan launch.

RESOLVED:

That the report be received.

#### 103 BOUNDARY STONE

Concerns were raised that the Boundary Stone by the Fish Farm had been damaged. It was also reported that it was now missing.

RESOLVED:

That Councillor Mrs D Whitton be requested to investigate the situation with regard to the Boundary Stone and bring a report to the next meeting of the Council.

104 "SAUGHALL WALKING DAY"

RESOLVED:

That this item be deferred until the next meeting of the Council when more information would be available on the costs of the event.

105 PARISH COUNCIL SURGERIES

It had been agreed that from the beginning of this Municipal Year, Parish Council Surgeries would be held monthly.

RESOLVED: That

- (1) the next Parish Council Surgery be held between 10:00am and 10:45am on Saturday, 5 June 2004 and Councillors RA and Mrs JE Storrar be requested to be on duty;
- (2) the July 2004 Parish Council Surgery be held at the All Saints Church Summer Fayre on Saturday, 3 July 2004, where most of the Councillors will be on duty;
- (3) the various interest groups in the village be invited to contribute to a display in the Parish Council Tent at the Summer Fayre;
- (4) the relevant contact names and addresses in respect of (3) above be supplied to the Clerk so that she can send out the necessary invitations; and
- (5) the Clerk be requested to post a notice on the door of the Parish Room advising of arrangements for future Parish Council Surgeries.

106 COMMUNICATIONS RECEIVED

The following communications had been received, anyone requiring a copy would contact the Clerk.

- letter dated 20 April 2004 from Chester City Council's Strategic Director – Development informing that the Secretary of State is exercising his powers in Section 77 of the Town and Country Planning Act 1990 and will determine the outline planning application for development comprising warehouse club, for sale of goods, incorporating tyre fitting, retail and wholesale sales. Provision of access and parking by COSTCO at Chester Gates, Mollington.
- letter dated 27 April 2004 from Cheshire County Council's Team Leader, Forward Planning, re. Cheshire 2016, Structure Plan Alteration: Draft Deposit Document – further amendments.

107 CIRCULARS

The following circulars had been received. Any one wishing to see a copy would contact the Clerk.

Chester City Council's Towards a Chester at Night Strategy  
Highways and Transportation Local Joint Committee for Chester Agenda – 6:30pm,  
Thursday, 6 May 2004 in the Palatine Room, Town Hall, Chester  
CPRE – Cheshire News Spring 2004  
VIRSA – Village Retail Services Association Educational Trust – re. Threat of losing  
the only shop and post office in a community  
Chester City Council's Ethics and Standards Committee Agenda – 4:30pm on Friday,  
23 April 2004, Palatine Room, Town Hall, Chester  
Chester City Council's Chester District Ward Atlas – Key statistics from the 2001  
Census  
Chester City Council's Agenda for meeting on 21 April 2004  
Home Office – forthcoming changes to the law preventing illegal working  
Chester Police Forum – Monday, 19 April 2004 at 7:00pm, Town Hall, Chester  
Cheshire County Council's Chester Matters – April 2004  
Chester City Council's The Key Spring 2004

## APPENDIX A

Parish Council meetings are held in the Vernon Institute, Saughall

Committee and Parish Plan Steering Panel (not shown here) meetings are held  
in the Parish Room, 2 Fiddlers Lane, Saughall

Date	Parish Council 7.30pm	* Planning Committee 7.00pm	Finance & GP Committee 7.30pm	Golden Jubilee Park Committee 7:30pm	Environment & Highways Committee 8.30pm	Annual Meeting 7:30pm	Budget Meeting 7:30pm	Parish Assembly 7.30pm
07-Jun	X	X						
17-Jun			X					
24-Jun				X				
05-Jul	X	X						
19-Jul				X (No Clerk)				
16-Aug			X					
06-Sep	X	X						
16-Sep			X					
23-Sep				X	X			
04-Oct	X	X						
14-Oct				X				
01-Nov	X	X						
11-Nov				X	X			
18-Nov			X					
06-Dec	X	X						

03-Jan	X	X						
10-Jan							X	
13-Jan				X	X			
20-Jan			X					
07-Feb	X	X						
10-Feb				X				
07-Mar	X	X						
14-Mar				X	X			
24-Mar			X					
04-Apr	X	X						
14-Apr				X				
02-May		X				X		
12-May				X	X			
19-May			X					
23-May								X
06-Jun	X	X						

**\* Planning Committee meetings will take place if planning applications have been received from Chester City Council. Therefore it may be necessary to cancel scheduled meetings if no plans have been received and call other meetings at a later date if plans are received, with the agreement of the Chairman and to fit in with the Planning Authority's tight consultation timescales.**