

MINUTES OF A MEETING OF SAUGHALL AND SHOTWICK PARK PARISH  
COUNCIL held on 15 May 2006 at the Vernon Institute, Saughall

In attendance: Councillor DF Holman (from Minute No 83 onwards)  
Councillor Mrs P Humphrey  
Councillor WI Humphrey  
Councillor Mrs J Johnson  
Councillor JG Johnson  
Councillor B Kerr  
Councillor C Moss  
Councillor RK Shukla  
Councillor Mrs JE Storrar  
Councillor RA Storrar  
Councillor HL Thorniley-Jones  
Councillor A Warrington  
Councillor Mrs D Whitton (Part)  
Councillor Mrs JM Young  
  
County Councillor D Rowlands

78 ELECTION OF CHAIRMAN

RESOLVED:

That Councillor B Kerr be elected Chairman of the Council for the ensuing Municipal Year.

79 CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

RESOLVED:

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

80 ELECTION OF VICE-CHAIRMAN

RESOLVED:

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

81 CODE OF CONDUCT – DECLARATIONS OF INTEREST

- (a) Members completed and signed their Declarations of Acceptance of Office and undertakings to observe the Code of Conduct, witnessed by the Clerk.
- (b) The Chairman declared a personal interest in respect of item 15(a) on the agenda – to authorise payment of the Chairman's Allowance. He indicated his intention to vacate the Chair and take no part in the debate whilst this item was under discussion.

82 APOLOGIES FOR ABSENCE

Apologies were received from:

Councillor Mrs D Whitton (Part)

83 SHOTWICK PARK WARD – CO-OPTION OF MEMBER

It was noted that at the Election held on 4 May 2006 19 candidates had stood for election in the Saughall Ward. Consequently, 13 were elected. Unfortunately, no-one had stood for election in the Shotwick Park Ward. It was now appropriate for the Council to co-opt someone to represent the interests of the people of Shotwick Park.

RESOLVED:

That the candidate with the most votes not elected to represent the Saughall Ward, Mr DF Holman, be co-opted onto the Council to represent the Shotwick Park Ward.

84 MINUTES

RESOLVED:

That the Minutes of the meeting of the Council held on 3 April 2006 be confirmed as a correct record.

85 MATTERS ARISING FROM THE MINUTES

Minute No 66(d) – Police Community Support Officers

The Chairman informed that he had been given contact details of an employee of the Cheshire Constabulary who was dealing with the Police Community Support Officer Scheme.

RESOLVED:

That the Chairman be authorised to meet with the appropriate Officer of Cheshire Constabulary to pursue and explore the Police Community Support Officer Scheme, arrange a meeting and invite those Members who were available to attend a meeting in the daytime.

86 ANNUAL PARISH ASSEMBLY

The Council received a copy of the Chairman's Annual Report that he had written and presented at the Annual Parish Assembly.

The Annual Parish Assembly had been held on Wednesday, 19 April 2006 at the Methodist Hall, Saughall. This Parish Meeting was required to assemble between 1 March and 1 June each year and seven days notice had been given specifying the time and place of the meeting and the business to be transacted.

Discussion and deliberation at the Assembly had centred for the most part on the following three issues:

- Youth Issues – A number of mothers had attended the meeting to draw attention to the lack of youth provision in the village along with the need to find activities and interests that would occupy their children and keep them out of trouble. The Drop-In Centre at the Vernon Institute was only open one evening a week and it was suggested that it could probably open more often if responsible adults came forward with offers of help.

Consequently, a number of parishioners present at the Annual Parish Assembly had volunteered to help provide facilities and activities for the youngsters of the village and the Council, who had put money aside in its budget for this purpose, agreed to act as the facilitator. A meeting was being arranged between the Youth Club Management Committee and representatives of the Vernon Institute in the hope that the number of evenings the Youth Club opened could be increased.

- Golden Jubilee Park – The Council would do all that it could to ensure that Saughall residents could make maximum use of the facilities being provided. It had borrowed £30,000 from the Public Works Loan Board to pay for the development now underway on Fiddlers Lane.
- Saughall Fest – Richard Small had agreed to organise an event that would be held at the beginning of July 2007 and would involve a lot of hard work. It would be a weekend community fund raising event incorporating a number of village activities. There would be sporting events and a musical extravaganza entitled “Rock the Vicarage”.

All Saints Church had established a Committee to oversee and steer this initiative and residents, various organisations and groups, including the Council, had agreed to throw their weight behind it to ensure that the weekend would be both enjoyable and successful.

RESOLVED: That

- (1) the oral report on the proceedings of the Annual Parish Assembly be received;
- (2) the contents of the Chairman’s Annual Report be noted and the report be posted on the Council’s website;
- (3) Councillor C Moss be requested to represent the Council on the Committee established to oversee and steer the weekend event; and
- (4) Quality Parish Council status be included on the agenda for the next meeting so that the Council can review the tests it must meet to obtain this accreditation.

## 87 COMMITTEE STRUCTURE

The Council had reviewed its Committee structure twice in the last Municipal Year and reduced its Committees to two (Planning and Finance and General Purposes).

RESOLVED:

That the Council's Committee structure remain as follows with the Membership as listed:

Finance and General Purposes Committee  
Councillors B Kerr, RK Shukla, RA Storrar, Mrs HL Thorniley-Jones, A Warrington, Mrs J Young, DF Holman and Mrs J Johnson

Planning Committee  
Councillors WI Humphrey, C Moss, Mrs D Whitton, Mrs J Young, JG Johnson and Mrs HL Thorniley-Jones

88 CALENDAR OF MEETINGS

The Council considered the first draft of its Calendar of Meetings and suggested revisions as appropriate.

RESOLVED:

That the first draft of the Council's Calendar of Meetings be noted and amended and the second draft be appended to the Minutes.

89 COUNCIL REPRESENTATION

RESOLVED: That

- (1) Councillors A Warrington, Mrs HL Thorniley-Jones and RA Storrar be requested to represent the Council at the Chester Area Meetings of the Cheshire Association of Local Councils;
- (2) Councillor Mrs J Young be appointed to represent the Council at meetings of the Vernon Institute Management Committee;
- (3) Councillor C Moss be nominated to represent the Council at the Chester Police Forum meetings;
- (4) Councillor Mrs HL Thorniley-Jones 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) Mrs H Cakebread be appointed Tree Warden and Environmental Warden; and
- (8) Mr T Leach be appointed Parish Paths Warden.

90 REVIEW OF SUBSCRIPTION FEES, ETC.

The Council reviewed its subscription fees for 2006/07 in respect of:

Cheshire Association of Local Councils  
Cheshire Community Council Parish Network  
Cheshire Playing Fields Association

RESOLVED:

That the Council remain a member of the organisations detailed above and payment be made in accordance with Minute No 91(b) below

COUNCILLOR MRS J YOUNG IN THE CHAIR

91 ACCOUNTS

(a) Chairman's Allowance

RESOLVED:

That the Chairman be paid an allowance of £1,000.00 in respect of the Municipal Year 2006/07

COUNCILLOR B KERR IN THE CHAIR

(b) Payments made since the meeting of the Council held on 3 April 2006:

RESOLVED:

That the following payments be approved and the Rangers payment for distributing the Parish Newsletter be increase immediately from £10 to £20 :

<u>Financial Year 2006/2007</u>	<u>£</u>	<u>Cheque No</u>
Oldfield Environmental (Mole extermination)	150.00	101870
Chester and District Standard (Advertisement for Street Cleaner)	171.08	101871
Ellesmere Port and Neston Borough Council (Litter Picking and Grass Cutting)	1,049.67	101872
Allianz Cornhill Insurance (Insurance premium)	1,227.60	101873
Returned cheque to secure loan from Public Works Loan Board	---	101874
Rural Services (Weed killer and Grass Cutting)	85.00	101875
United Utilities (Water Rates)	97.42	101876
Cheshire Association of Local Councils (Subscription Fee)	527.52	101877
Ellesmere Port and Neston Borough Council (Litter Picking and Grass Cutting)	1,049.67	101878
Saughall Rangers (Newsletter delivery)	10.00	101879
United Utilities (Water Rates – following meter reading)	8.55	101880
Mrs S Hudspeth (Sal)	589.04	101881
Mrs S Hudspeth (Exp)	73.56	101882

<u>Financial Year 2006/2007</u>	<u>£</u>	<u>Cheque No</u>
Mr H Wilkinson (Odd Jobs including painting the play equipment and expenses)	242.67	101883
Mr B Kerr (Chairman's Allowance)	1,000.00	101884
Saughall Rangers (agreement to double payment from £10 to £20)	10.00	101885
Cheshire Association of Local Councils (Local Council Reviews)	120.00	101886
Cheshire Community Council (Subscription Fee)	60.00	101887

(c) Cash to Bank Reconciliation

RESOLVED:

That the content of the cash to Bank Reconciliation be noted.

(d) Fixed Rate Loan Payment – PWLB – Purchase of Land

The Clerk reported that £1,828.09 would be taken from the Council's 14 Day Interest Account on 15 May 2006.

RESOLVED:

That the report be noted.

(e) Fixed Rate Loan Payment – PWLB - Golden Jubilee Park Development

The Clerk reported that borrowing approval had been received (letter dated 18 April 2006 from the Office of the Deputy Prime Minister). The loan would be in the Council's 14 Day Interest Account on 15 May 2006.

RESOLVED:

That the report be noted.

(f) Receipts

RESOLVED:

That the following receipts be noted:

Interest to 21 March 2006 (14 Day Account)	38.36
Interest to 21 April 2006 (14 Day Account)	44.04
Interest to 23 April 2006 (Treasurer Account)	0.33
Parish Precept 2006/2007	38,637.00
Double Taxation Grant	2,348.00
Returned cheque £25.00 (Deposit for hire of Methodist Hall for Annual Assembly)	
4 Days rental of the Parish Room to Saughall	80.00
Co-operative Stores (for training events)	

(g) Accounts 2005/2006

RESOLVED: That

(1) the Council receive the Accounts for the financial year 2005/2006 and in accordance with accounting practise the Chairman and Clerk be requested to sign them; and

(2) they be then passed to the Internal Auditor for review.

92 GOLDEN JUBILEE PARK DEVELOPMENT

(a) Development Work

It was noted that the funding was in place so the development work could commence.

RESOLVED:

That the Clerk be requested to write to Mr Des Francis, the Council's Contractor, asking him to contact the Chairman to arrange a site meeting with Mr B Huxley of the Saughall Cricket Club before commencing any development work.

(b) Awards for All

Awards for All had rejected the Council's Independent Referee because his occupation did not meet their requirements. Consequently, County Councillor D Rowlands had been approached and agreed to act as Independent Referee. Local Councillor was an occupation approved for Independent Referees by Awards for All.

RESOLVED:

That the report be noted.

(c) Gowry North Area Committee

It was reported that the closing date for receipt of completed applications was 5:00pm on Friday, 21 April 2006. Mr B Huxley had put the bid together and submitted it in time. A decision was awaited.

RESOLVED:

That the report be noted.

(d) Chester City Council's Contributions to Play Areas in Parished Areas 2006/07

It was noted that funding applications must be submitted by 12 June 2006.

RESOLVED:

That no funding application be made to Chester City Council in the current Municipal Year for play equipment, etc.

(e) Funding Available

RESOLVED:

That the content of a letter dated 30 March 2006 from Chester City Council's External Funding Officer regarding funding opportunities available be noted.

(f) Overhead Electrical Cables

The Council noted the content of four letters between the Clerk and Mr E Davies of Powersystems regarding the removal of overhead electrical cables by Powersystems and the progress that was being made.

RESOLVED:

That the Clerk be requested to write again to Mr E Davies of Powersystems requesting a further progress report and the date by which their work will be completed because the existing power supply has not yet been disconnected and is stopping the contractor from developing the site.

(g) Fiddlers Lane Playing Field Area

The Council monitored the condition of the area and the play equipment noting that it was in reasonably good condition. The equipment had recently been painted and was looking very smart.

(h) Hedge Trimming

The Clerk reported that All Cheshire Garden Services had submitted a tender of £120.00 per cut for hedge cutting on the roadside of the Golden Jubilee Park.

RESOLVED:

That All Cheshire Garden Services' tender in the sum of £120.00 per cut be accepted and the Clerk be requested to write to the company setting out terms and conditions.

(i) Project Coordinator

It was reported that the Project Coordinator would be back in the country shortly and would be able to oversee the development.

RESOLVED:

That the position regarding Project Coordinator be kept under review.

93 POLICE/HOMEWATCH

(a) Police

It was noted that there had been a graffiti attack in the village the previous Sunday evening. CCTV had provided a suspect and the Police were dealing with it.

Members also received a report on various crimes and anti social behaviour that had been carried out in the village over the last few weeks.

RESOLVED:

That the report be received.

(b) Homewatch

Councillor WI Humphrey indicated that he would be willing to take on the role of Homewatch Coordinator and provide the Council with monthly reports on its activities.

RESOLVED:

That Councillor WI Humphrey be requested to contact Mr Keith Stinson and volunteer to take on the Homewatch Coordinator's role.

94 STREET CLEANING/DE-LITTERING CONTRACT

The Clerk had received two tenders in respect of 20 hours of Street Cleaning per week in time and a further one had been received late and discounted.

The Chairman had received an oral tender by telephone, before the closing date. Unsure of whether he could accept it and on the advice of the Clerk he had discussed the situation with the Internal Auditor, Mr Harry Dobson, who had agreed that it was in order to accept it.

The tenders were as follows:

	£
Key Cleaning Services Ltd of Rhyl	47,000.00
James Quinton of Sealand Road	10.00 per hour
Mr R Hipkiss of Long Lane, Saughall	10.57 per hour
	(10,992.80 per annum)

The Chairman along with Councillors C Moss and Mrs P Humphrey who had interviewed Messers Quinton and Hipkiss provided an oral report on each interview. They recommended that the tender be awarded to Mr Hipkiss because it was thought that he was best able to ensure the Council received 20 hours of litter picking every week because he employed some staff whilst Mr Quinton did not. Mr Hipkiss had also informed that he would de-litter the "hot spots" every day.

RESOLVED:

That the Street Cleaning Contract be awarded to Mr Hipkiss of Long Lane, Saughall in the sum of £10,992.80 per annum and the Clerk be requested to write to him setting out the terms and conditions as appropriate.

95 HIGHWAY ISSUES

(a) Parked Cars on Pavements

RESOLVED:

That the Council continue to monitor the situation in respect of cars being parked on pavements.

(b) Saughall Hey – Condition of Footpath

RESOLVED:

That the District Engineer, Mr Graham Anderton, be invited by the Chairman to walk around the village in order to be briefed on highway issues that require attention.

(c) Bus Stop/Shelter on Lodge Lane, Saughall

Cheshire County Council had informed that under its Parish Bus Shelter Scheme it might be possible for a lit shelter with CCTV to be provided at the Terminus in 2007/08.

After serious consideration it was

RESOLVED:

That the proposal be supported in principle but a consultation exercise be carried out to obtain parishioners' views before Cheshire County Council was given a definitive answer.

(d) Junction of Saughall Hey and Church Road

It was reported that a reinstatement had sunk.

RESOLVED:

That this be brought to the attention of the District Engineer, Mr Graham Anderton, when he walks around the village with the Chairman.

(e) Fiddlers Lane

It was reported that the edges of the road were dangerous.

RESOLVED:

That this be brought to the attention of the District Engineer, Mr Graham Anderton, when he walks around the village with the Chairman.

(f) Church Road – Speeding Traffic

It was reported that speeding traffic was a hazard on Church Road.

RESOLVED:

That the Clerk be requested to put this on the agenda for discussion at the next Council meeting.

96 PARISH COUNCIL SURGERIES

(a) Review of Parish Surgery Arrangements

The Council reviewed its arrangements for holding Parish Surgeries. It was considered a good idea to hold Surgeries where people congregated. County Councillor D Rowlands informed that in Mickle Trafford they were held outside of the local shop and it worked well. However, after substantial deliberation it was

RESOLVED:

That monthly Surgeries will continue to be held in the Parish Room whilst some Councillors undertake to get out and about the village to talk to parishioners about any issues whenever and wherever they can.

(b) Surgery on 29 April 2006

No parishioners attended.

RESOLVED:

That Councillor Mrs P Humphrey be requested to preside over the next Parish Council Surgery scheduled for Saturday, 1 July 2006 between 10:00am and 10:45am in the Parish Room on Fiddlers Lane.

97 AFFORDABLE HOUSING SCHEME

The Clerk had received a letter dated 6 April 2006 from Mr Mike Upton, Project Manager, Asset, at Arena. He apologised for not keeping the Council informed regarding the proposal to construct 12 No 3 bed/5 person semi-detached 2 storey houses with associated works and new access road on land at Lodge Lane, Saughall.

Mr Upton informed that the Housing Corporation's advice, the previous week, was that the development continued to have its funding approval, although at present in reserve. He had written to the Planning Department and proposed that a new application be submitted because he believed that the earlier submission did not progress as a result of various technical obstacles.

RESOLVED:

That the present situation in respect of the proposed Affordable Housing Scheme in the village be noted.

98 PLANNING COMMITTEE

RESOLVED: That

(1) the Minutes of the Planning Committee held on 3 April 2006 be received; and

(2) it be noted that the Planning Committee will meet on the rise of this meeting and that copies of the agenda have been circulated to Members on the Committee during the previous Municipal Year for information.

99 VERNON INSTITUTE MANAGEMENT COMMITTEE

At its last meeting the Vernon Institute Management Committee had discussed briefly the proceedings of the Council's Annual Assembly.

Councillor A Warrington informed that the Vernon Institute's roof appeared to be unstable and may need pointing and some slates replacing. It was suggested that the Committee discuss this at its next meeting.

RESOLVED:

That the reports be received.

100 ODD JOBS

Mr Wilkinson had re-painted all of the children's play equipment in the Fiddlers Lane Playing Field and would now tackle the Cheshire Railings.

RESOLVED:

That the report be received and the Chairman be requested to remind the District Engineer, when he meets him, that the Cheshire Railings on the A5117/A540 roundabout have been promised to the Council.

101 ATTENDANCE AT MEETINGS OF OUTSIDE BODIES

(a) RESOLVED:

That Representation be agreed as follows:

(i) Driving Expertise: Empowering Local Councils  
22-24 September 2006 at the Adelphi Britannia Hotel, Liverpool

Clerk to book a place at the Conference and a room at the Hotel. The Council to decide who will attend later.

- (ii) Chester City Council's Information Session on Chester's Way with Waste  
18 May 2006 at the Town Hall starting at 7:30pm

No representatives to attend.

- (iii) Gowy North Area Committee  
23 May 2006 at Barrow Village Hall - 6:30pm-9:30pm

No representatives to attend.

(b) Reports of those who attended Outside Bodies meetings:

- (i) Cheshire Association of Local Councils – Regional Spatial Strategy  
Information Session  
21 April 2006 at the Civic Hall, Winsford – 1:45-4:00pm

The Chairman and Councillor WI Humphrey had attended this event and had found it very interesting. It had been noted that this Strategy would replace the County Structure Plan and would take account of the whole region.

County Councillor David Rowlands informed that this whole planning process was giving cause for concern as it strengthened regional control and was economy driven rather than planning driven.

- (ii) Gowy North Area Committee  
Thursday, 6 April 2006 at Huxley Village Hall, Huxley Lane, Huxley – 6:30-9:00pm

The Chairman had attended this meeting.

There had been a presentation on Chester City Council's Grounds Maintenance Contract – One Year On and on Ashton Haynes – Achieving a Carbon Neutral Village.

Details on the Area Committee Payments 2006/07 had been provided and it was noted that the closing date for submissions was 21 April 2006. There would be a payments assessment meeting in May and its recommendations would go forward for decision at the Area Committee's meeting on 8 June 2006.

- (iii) Chester Area Meeting  
Wednesday, 5 April 2006

Councillor RA Storrar reported that Chester City Council's Director of Planning, Mr Andy Farrell, had made a presentation that had included information on development to take place in Chester over the next 10 years.

(iv) Chester Police Forum

Monday, 10 April 2006 at the Town Hall, Chester – starting at 7:00pm

Councillor RA Storrar informed that the Chief Constable, Mr Peter Fahy, had been in attendance and had been questioned on the proposed amalgamation of Cheshire and Merseyside Police. The meeting had monitored the results of the new licensing laws and there had been discussions on the availability of taxis.

RESOLVED:

That the reports on proceedings of Outside Body Meetings be received.

102 COMMUNICATIONS RECEIVED

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

- letter dated 4 April 2006 re: Adopted Structure Plan – Cheshire 2016: Structure Plan Alteration, from Cheshire County Council's Team Leader, Spatial Planning and the document itself.

Noted.

- covering letter dated 12 April 2006 from Paul Russell, Head of Democracy & Local Governance Division, Office of the Deputy Prime Minister and Local Authority Byelaws in England: A Discussion Paper. Comments and views are requested before June 2006.

Noted.

- letter dated 3 May 2006 from Cheshire County Council's Team Manager, Spatial Planning Team re the Consultation on the Draft Spatial Strategy. Comments requested by 12 June 2006.

Noted

103 CIRCULARS

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

Cheshire County Council's Chester Matters – April 2006

Cheshire Rural View

Cheshire County Council's Rights of Way Improvement Plan has been published on the Internet at [http://www.cheshire.gov.uk/countryside/prow/ROWIP Final.htm](http://www.cheshire.gov.uk/countryside/prow/ROWIP%20Final.htm)

Cheshire Training Partnership – Training 2006 (Copy attached)

Contact Cheshire

Chester City Council's Ethics and Standards Committee agenda for meeting on 20 April 2006

**Saughall and Shotwick Park Parish Council**  
**DRAFT MEETING SCHEDULE**  
**May 2006 – May 2007**

Parish Council meetings are held in the Vernon Institute, Saughall  
other meetings are held in the Parish Room, 2 Fiddlers Lane, Saughall

Date	Parish Council 7.30pm	Parish Council Training Events 7.00pm	* Planning Committee 7.00pm	Finance & GP Committee 7.30pm	Annual Meeting 7:30pm	Budget Meeting 7:30pm	Parish Assembly  To be confirmed later
15-May			X		X		
05-Jun		X					
22-Jun				X (only if necessary)			
03-Jul	X		X				
07-Aug		X					
14-Aug			X	X (only if necessary)			
04-Sep	X		X				
02-Oct	X		X				
23-Oct				X			
06-Nov	X		X				
04-Dec	X		X				
21-Dec				X			

08-Jan	X		X				
29-Jan						X	
05-Feb	X		X				
22-Feb				X			
05-Mar	X		X				
22-Mar				X			
02-Apr	X		X				
14-May			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.