

MINUTES OF A MEETING OF SAUGHALL AND SHOTWICK PARK PARISH COUNCIL held on 11 January 2010 at the Vernon Institute, Saughall

In attendance: Councillor Mrs K Ford
Councillor DF Holman
Councillor WI Humphrey (Homewatch Co-ordinator)
Councillor Mrs J Knox
Councillor RK Shukla
Councillor Mrs JE Storrar
Councillor RA Storrar
Councillor Mrs HL Thorniley-Jones
Councillor A Warrington
Councillor Mrs D Whitton
Councillor Mrs JM Young (in the Chair)

PCSO Mike Butler (Part)
Mr B Salisbury (Internal Auditor)

4 APOLOGIES FOR AUTHORISED ABSENCE

Apologies for authorised absence were received from:

Councillor JG Johnson
Councillor Mrs J Johnson
Councillor B Kerr

5 MEMBERS' CODE OF CONDUCT – DECLARATIONS OF INTEREST

No declarations of interest were received.

6 MINUTES

(a) Minutes of the Council Meeting held on 7 December 2009

RESOLVED:

That the Minutes of the meeting of the Council held on 7 December 2009 be confirmed as a correct record.

(b) Minutes of the Budget Council Meeting held on 4 January 2010

The Council received the Minutes of the Budget Council meeting held on 4 January 2010 along with additional and revised information that had been requested at the Budget Council meeting. The Council then had regard to its draft budget attached as Appendix A to the Minutes and noted that if it increased the Contingencies budget head from £1,000 to £3,002 it would mean that the Council's budget would total £61,732 for the year 2010/11 and would mean Saughall and Shotwick Park Parish Council taxpayers would contribute exactly the same amount to finance the Parish precept as it had in the current 2009/10 Financial Year.

RESOLVED: That

- (1) the Minutes of the Budget Council meeting held on 4 January 2010 be confirmed as a correct record;
- (2) the Parish Council's budget for the financial Year 2010/11 be increased to £61,732 as set out in Appendix A to these Minutes; and
- (3) the Clerk be requested to inform Cheshire West and Chester Council that this Council requires a parish precept of £52,011 (precept calculation set out in Appendix B).

7 MINUTES OF COMMITTEES

RESOLVED:

That the Minutes of the Planning Committee held on 7 December 2009 be received.

8 PARISH COUNCIL SURGERIES

(a) Parish Council Surgery held on 9 January 2010

Councillor Mrs D Whitton had presided over the Surgery held on Saturday, 9 January 2010 between 10:00am and 10:45am outside the Co-op Store and reported that the following issues had been raised:

- Parking problems in Saughall Hey created by parents dropping off and picking up their children from the new Primary School.
- Thanks for the gritting of pavements by Mr Hipkiss during the recent cold snap.
- Why is it always the same Councillors holding the Parish Council Surgery?

RESOLVED:

That the report be received.

(b) Next Parish Council Surgery on 30 January 2010

RESOLVED:

That Councillor A Warrington be requested to preside over the next Parish Council Surgery scheduled for Saturday, 30 January 2010 between 10:00 and 10:45am outside the Co-Op Stores on Church Road, Saughall.

9 POLICE/HOMEWATCH

(a) Police

(i) PCSO Butler's Report

PCSO Mike Butler reported on crimes and anti-social behaviour that had taken place in the village since the Council's last ordinary meeting on 7 December 2009. Matters reported included the following:

- Details of two burglaries
- Details of thefts from motor vehicles
- Criminal damage to a vehicle
- Graffiti on the Uniform Groups' Headquarters
- Two fuel thefts from the Red Ensign garage
- Six reports of anti-social behaviour involving youths throwing snowballs
- Youths throwing things at the buses on the Saughall to Blacon route

PCSO Butler also reported that he had been in contact with Derek Bowker who had informed that the use of the covert Speed Indicator Device (SID) was for areas where it was too dangerous for volunteers to act. A new version of the SID would be, hopefully, more reliable but would still require two people to operate it.

PCSO Butler informed the Council that because of the increased parking problems caused by parents dropping off and picking up children from the new School he had written a letter to all parents advising them where they could and could not park in the vicinity of the new Primary School. He had also written to local residents asking if they would share their driveways with a nominated parent to help ease the congestion. The manager of the Co-op Stores had informed that the parking had improved since the introduction of the cones.

The next Bike Marking Day was scheduled for Saturday, 16 January 2010 between 3:00pm and 6:00pm.

RESOLVED: That

- (1) PCSO Butler's report be received; and
- (2) PCSO Butler be thanked for painting over the abusive graffiti on the Uniform Groups' Headquarters before the Rainbows arrived for their meeting.

(ii) Draft PCSO Partner Service Level Agreement

The Council noted the content of the draft PCSO Partner Service Level Agreement and the Council's financial contribution of £11,800.

RESOLVED:

That the detail of the draft PCSO Partner Service Level Agreement be noted.

(iii) Have Your Say – Public Meeting

It was noted that there would be a Have Your Say meeting on Tuesday, 26 January 2010 at 7:00pm at St Mary's Centre, off Castle Street, Chester, CH1 2DW.

RESOLVED:

That Councillor A Warrington be requested to attend.

(b) Homewatch

(i) Coordinator's Report

Councillor WI Humphrey in his capacity as Homewatch Co-ordinator detailed low level crime and anti-social activity that had taken place over the last month in the village and any subsequent actions taken as a result. Matters included:

- On the morning of 9 December 2009 a lady walking on Church Road pavement was knocked by the wing mirror of a car.
- On one of the coldest days of the year representatives of the Dogs Trust were in Saughall knocking on doors
- Resident encroaching onto the pavements with rubbish put out for collection.

It was noted that Mr R Hipkiss and Mr H Wilkinson had been very proactive in spreading grit so people didn't slip on icy pavements.

RESOLVED: That

- (1) Councillor WI Humphrey be thanked for his informative report; and
- (2) Messrs Hipkiss and Wilkinson be thanked for taking the initiative to spread grit on the pavements of the village during the recent cold snap.

(ii) Correspondence from the West Cheshire Homewatch Coordinator

The Council noted the correspondence Liz Biddle had sent the Clerk for Members' information. It included a list of village contacts that were willing to disseminate information around the village.

RESOLVED: That

(1) the content of the correspondence received be noted; and

(2) Councillors WI Humphrey and Mrs JM Young be requested to review the list of contacts, identify any gaps and report their findings to the next meeting of the Council.

(c) Saughall Neighbourhood Management Team

Councillor RA Storrar, in his capacity as a Cheshire West and Chester Council Member, informed that he had received the Clerk's letter requesting funding to help finance the Council's contribution to the Saughall PCSO initiative and would provide a grant of £800 from his allocation to help the local area. He also informed that if a request was received to make a financial contribution to the Neighbourhood Management Team he was willing to consider it.

RESOLVED:

That the Clerk be requested to write to Councillor RA Storrar to ask that he consider making a financial contribution from the same pot of money to assist the continuing operation of the Saughall Neighbourhood Management Team.

10 GOLDEN JUBILEE PARK DEVELOPMENT

(a) Annual Play Equipment Inspection

The Clerk reported that Cheshire West and Chester Council was offering to pay up to a maximum of £60 towards the cost of Annual Inspections. A number of Parish Councils in the local area had got together and agreed to request Morral Play Solutions to carry out their Annual Play Equipment Inspections. If enough Parish Councils did this there may be some discount so the Clerk had put Saughall forward for an Inspection provided by Morral Play Solutions.

RESOLVED:

That the report be noted.

(b) Fiddlers Lane Car Park Drainage

The situation would be monitored once the snow had melted.

(c) The Condition of the Outer Field

The Chairman of the Cricket Club, Mr B Huxley, was meeting with Jill Connolly of Cheshire West and Chester Council to be advised on how to maintain the outer field so cricket could be played on it when the season began.

(d) Multi-Play Unit – Slide Shute

RESOLVED:

That two quotations be obtained to replace this piece of play equipment and they be used to make funding applications as opportunities arise.

(e) An Invitation from Cheshire West and Chester Council to apply for Funding for Play Areas

It was noted that this application had to be submitted by 25 January 2010 and Members agreed to do what they could in the absence of the Clerk.

11 YOUTH CLUB

Councillor WI Humphrey reported that the Youth Club had not opened recently due to the inclement weather. It needed to acquire heaters to keep the rooms warm.

The Club no longer had a charitable status certificate. It had been withdrawn six years ago. This prevented the Club from applying for grants.

RESOLVED:

That the report be noted.

12 THE NEW SCHOOL AND THE FUTURE OF THE FORMER INFANT AND JUNIOR SCHOOLS

(a) All Saints Primary School

It was noted that signs had been attached to Church Road lamp posts informing that double yellow lines were going to be put down outside the School. This meant that vehicles would be able to park during weddings and funerals. If zigzags had been put down vehicles would not have been able to park, whatever the circumstances for doing so were.

RESOLVED:

That the report be received.

(b) The Former Ridings Community Infant School Building

Councillor DF Holman informed that the University of Chester had been interested in the school building but had decided that it was unsuitable for use as a Business Incubator Unit. It had also considered it for use as a Community Learning Centre but as Saughall was in, what was classed as, an affluent area such an initiative would be unable to attract grant aid. Therefore, the University was no longer interested in the building.

RESOLVED:

That the report be received.

Councillor RK Shukla declared a prejudicial interest in the following item of business as he had made an offer to purchase the building. He left the meeting whilst this matter was under discussion.

(c) The Proposal to Use the “Church Hall” for Community Use

All Saints Church would like Cheshire West and Chester Council to buy the Church Hall. It was up for sale, on the market, subject to offers.

RESOLVED:

That the report be noted.

Councillor RK Shukla returned to the meeting.

13 CHESHIRE WEST AND CHESTER (CWAC) COUNCIL INITIATIVES

- Local Service Delivery under CWAC Council

A letter dated 18 December 2009 from CWAC Council’s Chief Executive, Steve Robinson, provided an update on the review of funding and contractual arrangements for local councils.

Mr Robinson informed that his Council was keen to work with local councils to ensure equality of access to funding and to make sure service levels across the borough were consistent but it had taken longer than expected to agree a way forward.

There had been a requirement to define CWAC Council’s service standards across the borough so that it could enter into negotiations with each local council as to the services currently provided and/or which to provide in the future. It was noted that the standards set may vary depending upon the area (i.e. specific standards for Town and Cities, Rural Areas, Villages, etc.) but would be based on statutory requirements, consistently applied across the borough.

The funding required to achieve these standards would be provided by CWAC Council but if a higher level of service was desired within an area, this would need to be funded by local council precepts. CWAC Council would enter into negotiations with local councils about the possibility of devolving the delivery of our standard level of service where there was an interest from the local council to do so.

This process would be undertaken in full consultation and participation with local councils. To enable this to occur, it had been agreed that CWAC Council would continue current grant funding arrangements into 2010/11 as an interim measure. This meant the following grants would continue until 31 March 2011:

- Open Churchyard Grant
- Street and Amenity Grant
- Taxi Travel Grant

CWAC Council aimed to complete negotiations with local councils by September 2010 to give plenty of time to advise of future funding from 1 April 2011.

RESOLVED:

That the content of Mr Robinson's letter be noted.

14 GYPSY AND TRAVELLER SITE STUDY

A letter dated 18 December 2009 from Dawn Taylor, the Cheshire Partnership Gypsy Traveller Co-ordinator, informed of progress to date in respect of the study to identify potential Gypsy and Traveller Show person sites in CWAC. The first stage of consultation ended on 24 December 2009.

Comments were invited from all members of the public on the proposed criteria to be used to help appraise and identify suitable sites.

Members agreed that there were no suitable sites within Saughall for official Gypsy or Traveller encampments.

RESOLVED:

That the detail contained in Miss Taylor's letter be noted.

15 ELECTORAL REVIEW OF THE NEW CHESHIRE WEST AND CHESTER UNITARY AUTHORITY

The Council received a report considered by CWAC Council at its meeting on 17 December 2009 which contained the Boundary Committee's draft recommendations. Any comments received by the Boundary Committee on or before 1 February 2010 would be taken into consideration as it moved to finalise its recommendations.

The results of the review would not take effect until the Council elections day in May 2011.

RESOLVED:

That CWAC Council's report detailing the Boundary Committee's draft recommendations following its electoral review be noted.

16 HIGHWAY ISSUES

(a) Parked Cars on Pavements

It was reported that a young child had recently been hit by a vehicle and that it had been reported to the Cheshire Police. PCSO Butler informed that if vehicles parked opposite a junction action could be taken. He would follow this up.

RESOLVED:

That the report be noted.

(b) Speeding Traffic and the Proposal for Saughall to be designated a Community Speed Watch Area

The Council continued to make use of the Speed Gun and Speed Indicator Device (SID). PCSO Butler informed that he was undergoing training on the use of an enforceable speed gun. Once he was qualified to use it, he would do so in the village.

RESOLVED:

That the report be noted.

(c) Potholes and a Meeting with Cheshire West and Chester Council Officers to Discuss Highway Issues

The Clerk had continually reminded CWAC Council Highway Officers about the state of the roads in the village. They were getting worse and more potholes were appearing following the recent inclement weather.

Councillor Mrs D Whitton reported on the state of the road outside her house and Councillor A Warrington informed that sewage continued to escape from a pothole outside the Vernon Institute.

RESOLVED: That

(1) the Clerk be requested to remind CWAC Council's Highways Officers about the numerous potholes in Saughall and request that they carry out emergency repairs; and

(2) Councillor RA Storrar, in his capacity as a CWAC Council Member, be requested to also make representations as Local Ward Member.

(d) Kingswood Lane – Proposed Traffic Prevention Order (TPO)

There had been no movement on this initiative and it was suggested that this was because CWAC Council had limited funds for such initiatives,

RESOLVED:

That the lack of progress on the proposed TPO for Kingswood Lane be noted.

(e) Bus Stop at the Peg

No problems were reported in respect of the bus stop at the Peg currently.

(f) Traffic Speed on the A540 – The Parkgate Road

The Council noted the content of a letter sent jointly expressing its concern and that of Puddington and District Parish Council at the way the Speed Limit Review of the A540 had been taken and the subsequent response from CWAC Councillor Neil Ritchie, the relevant Portfolio Holder.

The position was that, having taken into account all of the issues that had been presented, no alteration to the speed limit was proposed in the current round of the review, following recommendations made by the Highways and Transportation Committee

RESOLVED:

That the position be noted.

(g) A5117 – Access by Shotwick Bridge previously used by Carillion

The Council remained concerned about the access being open and the possibility that illegal encampments may be set up. The Clerk had informed CWAC Council's Highway Officers on numerous occasions and again on 8 December 2009 but had not received any responses.

RESOLVED:

That the position be noted and this item be no longer included on future Council agenda.

(h) Bus Stop Opposite Aspen Grove on Hermitage Road

It was noted that despite the Clerk requesting CWAC Council Highway Officers to take action no progress had been made. The vegetation had not been cut back nor had the standing area been made safe.

RESOLVED:

That the position be noted and the Clerk be requested to contact CWAC Council's Highway Officers again regarding this problem.

(i) Temporary Service Road to All Saints School

The Council wanted the access road used by the new School's construction team left in-situ to provide an access for emergency vehicles. Consequently, the Clerk had written to David Caldwell of CWAC Council with this request.

Mr Caldwell had responded informing that the plans had been sent to the Fire and Rescue Service as part of the consultation process and regulations stipulated that 15% of the building needed direct access by a fire appliance and this was possible utilising the service yard. So there was no long term requirement to keep the temporary access road for emergency access purposes.

The field had been leased from the County Farms Estate who had received compensation for a reduction in acreage and it required the reinstated land to be returned to the tenant farmer. It was also a condition of the planning permission that this road be removed.

Without a current planning permission for some development on this site it was hard to argue a case with the planners to retain the road for a future development. However, Mr Caldwell advised that the Council could argue for the retention of the well constructed access section off Lodge Lane (approximately 10m long) which would reduce any development costs should a housing plan with the road in its previous position go ahead but as this was not a CWAC Council project he was unable to pursue this.

RESOLVED:

That the Clerk be requested to write back to David Caldwell at CWAC Council asking him to make every endeavour to keep both the access section of Lodge Lane and the construction road.

(j) Measures to Encourage Speed Reduction

Paul Parry of CWAC Council's Highway Department had advised that to be eligible for "smiley face" speed monitors in Saughall, by the new School, the Council would need to contact Trevor Clibery who ran the Speed Indicator Devices (SID) with a request for a location. The location would then be accessed by Mr Parry's Officers and the Police. If approved it could then be used when the Council used the SID.

Mr Parry saw no problem with finding a suitable spot by the School and recalled advising of a site further up Church Road, back towards the playground in front of the set back house.

Mr Parry was unsure of what could be gained by having a speed tracker by the School, as the vehicle speeds would be lower there than further back along Church Road, particularly at school times. There was little merit in it as drivers were pretty much complying with the limit along that stretch. He was of the opinion that it would be better for the Council to use the old site to get the point across to motorists before they reached the School.

RESOLVED:

That Mr Parry's comments on speed indicator devices be noted.

(k) Installation of Puffin Crossing – Damage to Fence

Councillor Mrs K Ford reported on the damage caused to a neighbour's fence when the Puffin Crossing was installed outside the new School. The concrete plinth under the fence had been damaged. Also, a rough patch of ground had been left following the installation and this was a trip hazard.

RESOLVED:

That the damage and trip hazard identified above be conveyed to Paul Parry of CWAC Council's Highways Department and the situation be monitored at the next meeting of the Council scheduled for 8 March 2010.

17 THE REDEVELOPMENT OF WAIN HOUSE

It was reported that one resident still remained in Wain House and alternative accommodation was being sought for this person.

RESOLVED:

That the report be received.

18 ACCOUNTS

(a) Friday Club Christmas Lunch

The Vicar, Rev Brian Harris, had requested the Council make a financial donation in retrospect to help fund the Friday Club's Christmas Lunch.

RESOLVED:

That the Council make a donation of £25 to help fund the Friday Club's 2009 Christmas Lunch.

(b) Payments made since the meeting of the Council held on 7 December 2009:

RESOLVED:

That the following payments be approved:

<u>Financial Year 2009/2010</u>	<u>£</u>	<u>Cheque No</u>
GJ and AW Dutton (Hedge Cutting)	230.00	102321
Massey and Harris Eng Ltd (Repairs to Playnet)	262.78	102322
Mr R Hipkiss (Litter Picking)	1,007.67	102323
HM Revenue and Customs	801.20	102324
Mrs S Hudspeth (Salary)	678.92	102325
Mrs S Hudspeth (Expenses)	30.00	102326
Mr R Hipkiss (Spreader)	125.00	102327
The Friday Club (Christmas Lunch Donation)	25.00	102328

(c) Receipts

RESOLVED:

That the following receipts be noted:

	<u>£</u>
Interest on 14 Day Interest Account to 21 December 2009	0.29

(d) Cash to Bank Reconciliation and Golden Jubilee Park Development Fund Reconciliation

RESOLVED:

That the contents be noted.

18 ODD JOBS

Work was required on the notice board at the Co-op Stores.

RESOLVED:

That two quotations be obtained to carry out the necessary work to the notice board at the Co-op Stores.

19 VERNON INSTITUTE MANAGEMENT COMMITTEE (VMIC)

It was reported that the VMIC had received an excellent presentation recently on the caretaker's contract.

It was also reported that, despite a decision of the VMIC not to hold any more Farmers' Markets until after the VMIC meeting, one had been held the previous Friday.

RESOLVED:

That the report be received.

20 ATTENDANCE AT MEETINGS OF OUTSIDE BODIES

(a) Outside Meetings Coming Up

(i) Cheshire West and Chester Council's Overview and Scrutiny Committee on Thursday, 14 January 2010, 5:30pm at The Verdin High School, Grange Lane, Winsford

(ii) Mickle Trafford Community Form Meeting

It was reported that the next meeting was scheduled for 6:30pm-7:30pm on Thursday, 4 February 2010 at St Oswald's Primary School, Grove Road, Mollington, Chester, Cheshire, CH1 6LG.

RESOLVED:

That the outside meetings scheduled above be noted.

21 COUNCIL MEETINGS

(a) Next Meeting of the Council and Planning Committee

The Council was reminded that there would be no Council and Planning Committee meetings in February 2010 at all and that the Council and Planning Committee meetings in March 2010 had been moved from 1 March to 8 March 2010. They would still be held at their usual times in the Vernon Institute.

(b) Finance and General Purposes Committee

The next meeting of the Finance and General Purposes Committee was scheduled for 18 February 2010. Both the Chairman and Vice-Chairman informed that they would not be able to attend if this meeting went ahead on the evening scheduled.

RESOLVED:

That the Finance and General Purposes Committee meeting scheduled for 18 February be postponed to a date to be agreed.

[It was later agreed by the chairman and Vice-Chairman that the next meeting of the Finance and General Purposes Committee would be held at 7:30pm on Thursday, 25 February 2010 in the Uniform Groups' Headquarters and Members were informed of this decision by the Clerk]

22 COMMUNICATION RECEIVED

The following communications were received:

- It was reported that the Library in the Vernon Institute would no longer open on Thursday evenings. The Library would now only open on Tuesday afternoons.

RESOLVED:

That the report be noted.

23 CIRCULARS

The following circular had been received. Anyone requiring a copy would contact the Clerk.

- Cheshire Police Authority's Mission, Vision and Aims

Saughall and Shotwick Park Parish Council
Budget 2010/11

Budget Head	Budget 2010/2011
Environment Matters	
Miscellaneous Minor Repairs	1,000
Street Cleaning	12,500
Litter Bins	550
Grass Cutting (Golden Jubilee Park Recreational Area)	3,500
Play Equipment (rolling replacement programme)	1,000
Play Equipment Inspections (4No)	250
Map Boards and Footpath Leaflets	250
Sub Total	19,050
Finance and General Purposes	
(a) Administration	
Principal Officer to the Parish Council	11,550
Chairman's Allowance	1,000
Stationary/Postage/Computer Consumables	1,500
Parish Councillor's Expenses	100
Computer (including rental)	360
Newsletter publication costs	1,200
Training/Seminars	500
Sub Total	16,210
(b) Annual Payments	
Audit Fees	450
Golden Jubilee Park Loan Repayment	5,545
Donations/Honorarium	250
Insurance	2,000
Subscriptions	925
VI Clock Service	250
Village Events including Remembrance Sunday	250
Sub Total	9,670
(c) Community Facilities Fund	1,000
Police Community Support Officers	11,800
Neighbourhood Management Team	1,000
Uniform Groups' HQ Rental	
Contingencies	3,002
Grand Total	61,732

Saughall and Shotwick Park Parish Council
Parish Precept Calculation 2010/11

2009/2010

Budget £62,590.00
Precept £52,327.00
Council
Tax £44.53
(Band D)

		£	
	Estimated Income	78,342	
		-	
	Estimated Expenditure	<u>59,086</u>	
	Surplus	19,256	19,256
Less money in Designated Funds			
	Community Facilities	3,513	
	Footpaths	780	
	Play Equipment	8,749	
	Golden Jubilee Park	0	
	Community Safety/PCSO	0	
	ICT	1,000	
	Village Events	743	-14,785
	Balance Carried Forward		<u>4,471</u>

2010/2011

	Draft Budget	61,732
Less		
Income		
	Street Cleaning Grant	-5,250
Less Balance C/Fwd		<u>-4,471</u>
	Required Precept	52,011
	Tax Base (Band D)	1,168.0
	Tax	£44.53
	Increase/Decrease	0%