

MINUTES OF A MEETING OF SAUGHALL AND SHOTWICK PARK PARISH
COUNCIL held on 12 April 2010 at the Vernon Institute, Saughall

In attendance: Councillor Mrs K Ford
Councillor DF Holman (in the Chair)
Councillor WI Humphrey (Homewatch Chairman)
Councillor B Kerr
Councillor Mrs J Knox
Councillor RK Shukla
Councillor Mrs JE Storrar
Councillor RA Storrar
Councillor Mrs HL Thorniley-Jones
Councillor A Warrington

PCSO Mike Butler
Bob Salisbury, Internal Auditor

46 APOLOGIES FOR AUTHORISED ABSENCE

Apologies for authorised absence were received from:

Councillor JG Johnson
Councillor Mrs J Johnson
Councillor Mrs D Whitton
Councillor Mrs JM Young

47 MEMBERS' CODE OF CONDUCT – DECLARATIONS OF INTEREST

Councillor Mrs K Ford declared a personal interest in respect of any matter related to the new All Saints Primary School as she was now a Parent Governor of the School.

48 MINUTES

RESOLVED:

That subject to the following amendment the Minutes of the meeting of the Council held on 8 March 2010 be confirmed as a correct record.

Minute No 26 – Minutes
Delete “Sloppy Stripper” and replace with “Sloppy Slipper”.

49 MINUTES OF COMMITTEES

RESOLVED:

That the Minutes of the Planning Committee held on 8 March 2010 be received.

50 PARISH COUNCIL SURGERIES

Councillor Mrs K Ford reported on issues brought up at the last Parish Council Surgery held on 3 April 2010 which included:

- The need for a bus service to run from Saughall to Marks and Spencer in Chester
- Speeding cars in the village
- Cars parking on pavements
- Reasons why dogs are not allowed in the Golden Jubilee Park

RESOLVED: That

- (1) the report from Councillor Mrs K Ford on the proceedings of the Parish Surgeries held on 3 April 2010 be received; and
- (2) Councillor Mrs HL Thorniley-Jones be requested to preside over the next Parish Council Surgery scheduled between 10:00am and 10:45am on Saturday, 1 May 2010 at the Vernon Institute, Church Road, Saughall when the Farmers' Market is being held.

51 'REPORT A PROBLEM' FORM

The Clerk had drawn up a 'Report a Problem' Form, which she had attached to the latest Parish Council Newsletter and requested parishioners to complete and return it if they wanted to alert the Council to any problems in the village in the hope that the Council could seek to remedy them. Some completed forms had been returned and had identified the following:

- Potholes – a number had been identified and would be reported to the Principal Authority's Highways Department
- Both gates to the Golden Jubilee Park were not always open which discourages motorists from using the car park. PCSO Mike Butler also raised concerns over this. Consequently, it was agreed that arrangements would be made to open both gates from now on and the Finance and General Purposes Committee would consider replacing the gates and posts and make recommendations to the Council

Members also took the opportunity to report problems they had identified themselves, including:

- The hedge on Hermitage Road near Aspen Grove was encroaching on the pavement as clippings had been left under the hedge and needed to be dug out – this would be brought to the attention of the Principal Authority's Highways Department;
- Trees on the Greenway grassed amenity area in Saughall required tree surgery as they were getting too big – this would be brought to the attention of the Principal Authority.

It was noted that the 'Report a Problem' form was available on the Council's website and that parishioners should be encouraged to download it, fill it in and submit it, if they wanted to bring problems to the Council's attention.

RESOLVED:

That the content of the 'Report a Problem' Forms submitted be noted and the appropriate action taken to address problems identified.

52 POLICE/HOMEWATCH

(a) Police

PCSO Mike Butler presented a report on crimes committed and anti-social behaviour that had occurred in the village since the last Council meeting held on 12 April 2010. There had been a number of burglaries and thefts and some criminal damage.

PCSO Butler also reported that children had been playing football in the streets and annoying bus drivers.

The Speed Indicator Device (SID) had been used and 47 motorists had been caught speeding through the village as a result.

Further to Minute No. 51 PCSO Butler reported on the congestion that occurred on Fiddlers Lane when parents dropped off and picked up their children from the Uniform Groups' Headquarters, when people use the recreational facilities in the Golden Jubilee Park or visited the Chinese Takeaway. He had been advising motorists to use the car park and reported that a lot of people did not know that the car park was available to the public. Others did not like to try to access the car park as it was a squeeze to get in when only one gate was open.

PCSO Butler informed that he had been able to secure £400 to help finance the Summer Play Scheme. The Police Survey form had been sent out with the recent Newsletter and the closing date for completed forms was 19 April 2010. He also informed that he was considering establishing a cold calling zone in the village.

Councillor B Kerr informed that a resident had reported to him that foul language was being used during football matches on the Golden Jubilee Park.

RESOLVED: That

- (1) PCSO Butler be thanked for his informative report;
- (2) PCSO Butler be requested to speak to the Football Team's Manager and the referees about the bad language being used during matches and request that it stops forthwith; and
- (3) Public Car Park signs be put up to encourage people to park in the car park in the Golden Jubilee Park and the next Parish Newsletter include an item encouraging people to park in the car park instead of Fiddlers Lane.

(b) Homewatch

Councillor WI Humphrey in his capacity as Homewatch Coordinator, detailed low level crime and anti-social activity that had taken place over the last few weeks in the village and any actions taken as a result. This included:

- Gypsy and traveller issues
- Issues relating to the Wain House redevelopment site
- Suspicious activities on Fiddlers Lane
- A dog was knocked down on Church Road, the owner was found using Homewatch contacts and the dog was alright

RESOLVED:

That Councillor WI Humphrey be thanked for his informative report.

(c) Saughall Neighbourhood Management Team

It was reported that if the Saughall Neighbourhood Management Team wished to attract external funding to assist its activities it would need to give consideration to the direction it wished to take. External funding bodies would expect any grant application to include detailed proposals and initiatives to be taken forward.

RESOLVED: That

(1) the Saughall Neighbourhood Management Team's report be deferred until the next meeting of the Council; and

(2) in the meantime, the Team be requested to give consideration to plans for its future operations so that they can be included in any funding applications.

53 CHURCH ROAD – SEWAGE

Sewage had been escaping onto the highway for months. It had been identified that the cause of this was a private drainage system at Shotwick Park that required repair. Representations had been made to both the Shotwick Park Residents' Association and to Cheshire West and Chester Council and the repairs had now been carried out resulting in a satisfactory outcome.

RESOLVED:

That the report be received.

54 LITTER PICKING CONTRACT

Further to Minute Nos 4 and 20/2010 the Clerk had written to Mr R Hipkiss, the Council's current Litter Picking Contractor, asking if he was willing to continue to carry out litter picking in Saughall until 31 March 2011. Mr Hipkiss had responded in the affirmative. There was no change to the contracted annual rate.

RESOLVED:

That the report be noted.

55 GOLDEN JUBILEE PARK DEVELOPMENT

It was reported that in order to avoid duplication, the Finance and General Purposes Committee would be discussing a number of issues in detail relating to the Park's development at its meeting on Thursday, 22 April 2010 and would be making any recommendations it considered appropriate to the Annual Council meeting scheduled for Monday, 10 May 2010. Therefore, there was no need for the Council to discuss issues associated with the development at this meeting.

PCSO Mike Butler reported on difficulties he had encountered regarding advice, etc on the CCTV camera and set out his intention to pursue this matter further.

RESOLVED:

That the report be received.

56 QUALITY PARISH COUNCIL INITIATIVE

Councillor DF Holman reported that Councillor Mrs JM Young had been informed that of the 231 Parish Councils in Cheshire only around 10% had achieved Quality Parish Council status and a few more were in progress.

Councillor B Kerr reminded the Council that at its Annual Meeting in May 2009 it had established a Working Group to take forward Quality Parish Council Status and the Power of Well Being Initiative. He informed that achieving Quality Parish Council status would not confer on the Council any powers it did not have already. However, the Power of Wellbeing was a statutory power and would confer certain powers. Therefore, the Council's priority now should be to achieve the Power of Wellbeing. Once achieved the power of wellbeing would provide the Council with a general power to spend on any activity which added to the wellbeing of its community. There was a criteria which the Council would have to meet if it wished to exercise the power. He proposed that the Council put everything in place to receive the Power after the Parish Council Elections in May 2011.

Councillor Kerr also informed that to meet the criteria to be granted the Power of Wellbeing by Cheshire West and Chester Council the Parish Council must have:

- a qualified clerk
- a minimum of two-thirds of vacancies on the council filled at the last ordinary elections
- eighty per cent of councillors trained in the use of the well-being power; and
- published a statement of intent as to community engagement

If the Council can meet the criteria and has passed a resolution to this effect, it will be eligible to use the well-being power from the day it passes the resolution until the day before the next relevant Annual Meeting of the Council.

The relevant Annual Meeting is usually that Annual Meeting that is held by the Council in a year of ordinary elections, so that the eligibility period will usually last for a maximum of four years. To continue to be eligible – the Council must ensure that it still meets all the criteria and pass another resolution.

Members considered that perhaps in two years time, they may wish to pursue Quality Parish Council status as well.

RESOLVED: That

- (1) this Council make obtaining the Power of wellbeing its priority and put appropriate arrangements in place so it can apply to Cheshire West and Chester Council for it to confer this Power as soon as possible after the 2011 Parish Council Elections; and
- (2) the Quality Parish Council Working Panel hold a meeting with the purpose of discussing the practicalities associated with the Clerk completing the portfolio necessary for her to be regarded as a “qualified” Clerk.

57 YOUTH ACTIVITIES

Councillor Mrs HL Thorniley-Jones reported on recent youth activities. There had been a meeting last week and the alterations carried out to the yard had been inspected. There were no steps in place and this was dangerous.

Councillor WI Humphrey reported that consideration was being given to putting the kitchen taken from No 71 into the Youth Club and the Site Manager hoped to secure some new units for the Club.

RESOLVED: That

- (1) the report be received; and
- (2) this item be called Youth Activities on all future Agenda and Minutes.

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

(a) All Saints Primary School

The Council continued to monitor issues associated with the dropping off and picking up of children from the new School. It was reported that there had been considerable improvements since the last meeting.

Mr Hallas had written to Steve Robinson, Chief Executive of Cheshire West and Chester Council, regarding the need to clear out the ditch running along the North Eastern boundary of the School and requesting that an officer carried out an inspection. It was not known if there had been a satisfactory outcome.

RESOLVED:

That the report be received.

(b) The Former Ridings Community Infant School Building

Councillor RA Storrar informed that there were no plans for the former School building currently, Cheshire West and Chester Council had agreed that Seddon's, who were redeveloping Wain House, could use the car park.

RESOLVED:

That the report be received.

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

The Council was not aware of any progress in respect of the future of the "Church Hall".

59 HIGHWAY ISSUES

(a) Parked Cars on Pavements

The parking of cars on pavements was still a problem. PCSO Mike Butler would take action where he could.

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

Arrangements were being made with PCSO Mike Butler to borrow the Speed Indicator Device (SID). Members would let PCSO Butler know, by 15 April 2010, whether they were available to help with the SID.

RESOLVED:

That the report be noted.

(c) Potholes

It was reported that some temporary patching work had been carried out. Councillor RA Storrar had obtained the name of a reliable contact in Cheshire West and Chester Council's Highway Department who could take action when potholes were reported. There were still a number of potholes on Fiddlers Lane which Councillor Mrs JE Storrar intended to report.

Councillor B Kerr informed of a large pothole at the bottom of Seahill Road by the Fisheries and the Clerk agreed to report it.

It was also noted that gas works commenced that day on Hermitage Road and it was expected that they would go on for eight weeks.

(d) Kingswood Lane – Proposed Traffic Prevention Order

Councillor RA Storrar informed that Cheshire West and Chester Council was unable to take this proposal forward as it did not have the necessary funding to do so.

(e) Traffic Speed on A540 – The Parkgate Road

Mr Eddie Jenkins of Puddington and District Parish Council had drafted a letter which he wanted to send to Cheshire West and Chester Council in the name of both Parish Councils. The draft letter was read out to members.

Members considered that the letter was too lengthy and contained too much detail. They didn't support Mr Jenkins' proposal for some stretches of the A540 to have a speed limit of 30 miles per hour.

RESOLVED:

That the Clerk be requested to contact Mr Jenkins and inform him that this Council will support a modified letter requesting a meeting about all aspects of the A540 and particularly the safety aspects.

(f) Bus Stop Opposite Aspen Grove on Hermitage Road

It was reported that some vegetation had been cut back.

RESOLVED:

That the Parish Council open discussions with the landowner concerned to discuss the possibility of acquiring a parcel of land so that the bus stop can be improved.

(g) All Saints Primary School

(i) Temporary Service Road

It was disappointing to note that the temporary service road had now been removed.

(ii) Road Surface and New Puffin Crossing

It was noted that a rough road surface was a safety requirement. Local residents were complaining about the resulting noise which was affecting their quality of life. They had obtained a noise calibrator and they hoped the results would back their complaint. The Clerk advised that if residents wanted to pursue their complaint they should obtain the necessary complaints form from Cheshire West and Chester Council and go through its complaints procedure.

(iii) The damage caused to a neighbour's fence when the crossing was installed

Councillor Mrs K Ford did not know whether the resident wished to pursue her complaint.

(h) DB6 Evening Bus Service Saughall – Chester

No further problems had been reported.

60 THE REDEVELOPMENT OF WAIN HOUSE

It was noted that the redevelopment works were expected to take 13 months from beginning to end.

A resident had complained about the trees being felled. It was reported that the trees that had been cut down would be replaced.

RESOLVED: That

(1) the progress made so far with the redevelopment be noted; and

(2) the Clerk be requested to inform the resident who had complained about the trees being cut down to contact the site manager who would be happy to inform him of the tree planting plans for the site, including replacing those that had been felled.

61 FURTHER CLARIFICATION: ELECTORAL DIVISION BOUNDARIES IN CHESHIRE WEST AND CHESTER

A further consultation was underway and views were sought on two options by 21 April 2010. Option One was the Boundary Committee's draft recommendations, and Option Two, which was an alternative proposal. Option Two was based on the submission received during the second stage of consultation. Under this pattern of Wards Lea-by-Backford, Backford,

Churton-by-Backford and Caughall would be included in the Saughall and Mollington Ward. Puddington, Woodbank and Shotwick would be included in the Little Neston and Burton Ward.

It was important that consultees informed the Boundary Committee not only which option it preferred, but also why this was the case and provide evidence in support of their views.

RESOLVED:

That the Clerk be requested to inform the Boundary Committee by the 21 April 2010 that this Council prefers Option Two.

62 VERNON INSTITUTE MANAGEMENT COMMITTEE (VIMC)

(a) The Chairman of the Vernon Institute Management Committee

It was reported that the Chairman of the Vernon Institute Management Committee had resigned and the position was now vacant.

(b) Local Farmers' Market

The Clerk had received a request from Mr Owen Newton to provide details of the Farmers' Market on the Council's website. It was intended to design a website for the Farmers' Market and when it was up and running it was hoped it could link to the Parish Council's website.

RESOLVED:

That details of the Farmers' Market be included on the Council's website and when the Farmers' Market website is up and running it be linked to the Councils.

(c) Vernon Institute Repairs

Emergency gas installation repairs had been undertaken at the Vernon Institute at a revised cost of £1,830.00. It was customary for the Parish Council to contribute half the cost of the building's improvement and refurbishment works.

RESOLVED: That

- (1) the Council provide the Vernon Institute Management Committee with £915.00 toward the cost of the gas installation repairs; and
- (2) a meeting be arranged between Members of the Council and members of the Vernon Institute Management committee to agree a schedule of works with realistic timescales.

63 ALL SAINTS CHURCH – HEATING SYSTEM

The Chairman had received a letter from Mr John Halls, Churchwarden, dated 3 March 2010 requesting financial assistance with the repairs to the heating system that had amounted to £7,000. The Church had submitted an insurance claim for £2,000 and had obtained £4,000 from funds and donations.

RESOLVED:

That the Finance and General Purposes Committee be requested to consider the request from Mr John Hallas on behalf of All Saint Church and make a recommendation for consideration at the next Council meeting on 10 May 2010.

64 ACCOUNTS

(a) Annual Subscriptions

(i) Cheshire Association of Local Councils – Subscription Fee £721.79

The Council reviewed its membership of the Cheshire Association of Local Councils noting the benefits it brought. It also noted that during 2009/10 the Council had obtained four copies of the Local Government Review (copies for the Chairman, Vice-Chairman, Clerk and one spare).

RESOLVED: That

(1) the Council continue with its membership of the Cheshire Association of Local Councils at a cost of £721.79 per annum; and

(2) the Council continue to receive four copies of the Local Government Review at a cost of £48 per annum ensuring that those Members who wish to read this publication are provided with a copy.

(ii) Cheshire Community Action – Subscription Fee £50

RESOLVED:

That the Council continue with its membership of Cheshire Community Action at a cost of £50 per annum.

(b) Payments made since the meeting of the Council held on 8 March 2010:

RESOLVED:

That the following payments be approved:

| <u>Financial Year 2010/2011</u> | <u>£</u> | <u>Cheque No</u> |
|---|----------|------------------|
| NWN Media Ltd (Distribution of Newsletters) | 28.14 | 102343 |
| Saughall Rangers (Distribution of Newsletters) | 20.00 | 102344 |
| University of Chester (Printing of Newsletters) | 252.50 | 102345 |
| Cheshire Association of Local Councils (Chairmanship Training) | 30.00 | 102346 |
| Mr R Hipkiss (Litter Picking) | 1,007.67 | 102347 |
| Mrs S Hudspeth (Salary) | 646.93 | 102348 |
| HM Customs and Revenue | 792.08 | 102349 |
| Mrs S Hudspeth (Expenses) | 30.00 | 102350 |

(c) Receipts

RESOLVED:

That the following receipts be noted:

| | <u>£</u> |
|--|----------|
| Interest on 14 Day Interest Account to 21 March 2010 | 0.18 |
| Cheshire West and Chester Council's contribution To PCSO Scheme | 800.00 |
| VAT Refund | 7,450.67 |

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

RESOLVED:

That the contents be noted.

(e) Bank Charges

Concerns were raised at the amount of bank charges incurred by the Council.

RESOLVED:

That the Finance and General Purposes Committee be requested to consider the amount of bank changes being incurred and make a recommendation to the next meeting of the Council scheduled for Monday, 10 May 2010.

65 MEETING SCHEDULE 2010-11

The first draft of the Meeting Schedule for the next Municipal Year was circulated for Members' information. This Schedule would be presented to the Annual Council meeting for adoption with or without amendments.

RESOLVED:

That Members consider the Meeting Schedule and inform the Clerk of any amendments they would like made before it is included with the agenda for the next meeting.

66 SAUGHALL SPORTS DAY – SATURDAY, 17 JULY 2010

Councillor Mrs HL Thorniley-Jones informed that good progress was being made with the arrangements for Saughall Sports Day. Arrangements for the use of the Uniform Groups' Headquarters, insurance cover and a Police presence were all in hand.

RESOLVED:

That the report be received.

67 ODD JOBS

It was reported that the roof of the bus shelter on Parkgate Road may require some attention.

RESOLVED:

That Councillor RA Storrar be requested to inspect the roof of the bus shelter on Parkgate Road and report his findings to the next meeting of the Council scheduled for Monday, 10 May 2010.

68 ATTENDANCE AT MEETINGS OF OUTSIDE BODIES

(a) Member attendance was agreed for the following outside body meetings:

- NALC Conference and Exhibition – “Come and learn about good practice and innovation!”, Friday, 2 July 2010 Marriot Bristol Central Hotel, Bristol and Thursday, 9 September 2010, The Royal York Hotel, York

Councillor DF Holman agreed to attend one of these two events. He would make his own arrangements and report back.

- Cheshire West and Chester Council's First Seminar to Support the Overview and Scrutiny Committee's review of relationships between itself and Town and Parish Councils at 7:00pm on Wednesday, 19 May 2010 at the Lifestyle Centre, Winsford

Councillors WI Humphrey and B Kerr to attend

- Chester and District Housing Trust's Walkabout in Your Area – Saughall on Thursday, 15 April 2010, meeting at Wain House at 10:30am

Councillors B Kerr and Mrs JE Storrar to attend

(b) Reports from Members on proceedings at outside body meetings:

- Cheshire West and Chester Open Assessment and Audit Drop In Session between 10:00am-4pm on Friday, 12 March 2010 at County Hall, Chester

Councillor Mrs JE Storrar had attended and informed that there had been an interesting discussion on open spaces.

- Free meeting at Winsford Lifestyle Centre on Wednesday, 24 March 2010 from 10am to 12:30pm to explain how to tap into funding from the Landfill Communities Fund. Waste Recycling Environmental, or WREN, was one of the UK's leading environmental bodies and distributed grants which had been collected by Landfill Tax

Councillors Mrs JM Young and WI Humphrey had attended along with Mr H Dobson, Treasurer of the Vernon Institute Management Committee and reported that it had been quite informative.

- Cheshire West and Chester Council's Mickle Trafford Community Forum held on Thursday, 8 April 2010 at Barrow Village Hall

Councillors B Kerr, WI Humphrey and Mrs JE Storrar had attended and had received a presentation from the Planning Officer about criteria.

69 COMMUNICATION RECEIVED

No further communications had been received:

70 CIRCULARS

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

- Cheshire Community Action's Newsletter – March 2010
- Cheshire West and Chester Council's Partnership West Bulletin