

MINUTES OF A MEETING OF SAUGHALL AND SHOTWICK PARK PARISH  
COUNCIL held on 10 May 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 (Part)  
Councillor RA Storrar  
Councillor Mrs HL Thorniley-Jones  
Councillor A Warrington  
Councillor Mrs D Whitton  
Councillor Mrs JM Young

Sergeant Darren Griffiths  
Bob Salisbury, Internal Auditor  
Cheshire West and Chester Councillor Brian Crowe

71. ELECTION OF CHAIRMAN

RESOLVED:

That Councillor Mrs JM Young be elected Chairman of the Council for the ensuing Municipal Year.

72. CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

The Chairman signed her declaration of office, witnessed by the Clerk.

73. ELECTION OF VICE-CHAIRMAN

RESOLVED:

That Councillor DF Holman be elected Vice-Chairman of the Council for the ensuing Municipal Year.

74. APOLOGIES FOR AUTHORISED ABSENCE

Apologies for authorised absence were received from:

Councillor JG Johnson  
Councillor Mrs J Johnson  
PCSO Mike Butler

75. MEMBERS' CODE OF CONDUCT – DECLARATIONS OF INTEREST

No declarations of interest were received.

76 MINUTES

RESOLVED:

That the Minutes of the meeting of the Council held on 12 April 2010 be confirmed as a correct record.

77. MINUTES OF COMMITTEES

RESOLVED:

That the Minutes of the following Committees be received:

(a) Planning held on 12 April 2010

(b) Finance and General Purposes held on 22 April 2010

78. ANNUAL PARISH ASSEMBLY

The Annual Parish Assembly had been held on 28 April 2009. Despite the meeting being advertised on village notice boards and in the Parish Newsletter, few parishioners had been in attendance and this was very disappointing.

Members considered the Minutes of the meeting, which were appended to the agenda.

RESOLVED:

That the Minutes of the Annual Parish Assembly held on 26 April 2010 be received.

79. POLICE/HOMEWATCH

(a) Police

Sergeant Griffiths requested that the Council sign the PCSO Service Level Agreement for the three year period 1 April 2010 to 31 March 2013.

Sergeant Griffiths informed that he was open to suggestions/ideas on the approach to policing in Saughall and on how to engage with the public. He told the meeting that the police were revamping the way they did this in Blacon. PCSO Butler had carried out some survey work. He had distributed a questionnaire but had not received a very good response to it. Also, there was a lot of interesting information on the Cheshire Police's website but unfortunately, it did not receive many hits.

Councillor Mrs D Whitton informed that she received a newsletter from the Police each week that also made interesting reading. It contained details of PCSO initiatives. She suggested that PCSO Butler leave a hard copy of it at the Vernon Institute and take copies to the Golden Link and Friday Clubs.

PCSO Mike Butler was ill and had sent apologies for absence. Sergeant Darren Griffiths presented the PCSO's 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. Five local children had broken into the former Ridings School building and caused significant damage. They had been caught and were now in the hands of the Youth Offending Team. There had been a number of drive offs from the local petrol station and Sergeant Griffiths outlined steps taken as a result. These steps appeared to be working. PCSO Butler had issued tickets to motorists obstructing the pavements.

RESOLVED: That

- (1) Sergeant Griffiths be thanked for his informative report;
- (2) the PCSO Service Level Agreement be signed; and
- (3) Councillor RA Storrar be requested to make arrangements at Cheshire West and Chester Council to move what the children had been climbing on at the side to the back of the School.

(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:

- Fires being lit and trees damaged in the woods
- Bins being stolen
- Parking problems on Long Lane
- The Ridings School incident

Councillor Mrs D Whitton reported on incidents of cold calling by computer providers.

RESOLVED:

That Councillor WI Humphrey be thanked for his informative report.

(c) Saughall Neighbourhood Management Team

Councillor Mrs JM Young reported that the Saughall Neighbourhood Management Team was running a Play Scheme during the first week of the schools' summer holidays. She had obtained some information on external funding opportunities which would be scrutinised and any appropriate grant aid would be exploited.

RESOLVED:

That the report be received

80. COMMITTEE REPRESENTATION

(a) Committee Structure

RESOLVED:

That the Council's Committee Structure be as follows, and the Membership be as set out below:

**Finance and General Purposes Committee**

Councillors DF Holman, Mrs J Johnson, RK Shukla, RA Storrar, Mrs HL Thorniley-Jones, A Warrington and Mrs JM Young

**Planning Committee**

Councillors DF Holman, WI Humphrey, , Mrs J Johnson, JG Johnson, Mrs J Knox, Mrs JE Storrar, Mrs D Whitton and Mrs JM Young

**"Field Site Panel" (formerly the Field Committee)**

Councillors WI Humphrey, A Warrington and Mrs JM Young

**Staffing Committee**

Councillors Mrs HL Thorniley-Jones, Mrs JE Storrar and Mrs D Whitton

(b) Christmas Lights Celebration Steering Committee

RESOLVED:

That the decision on the Christmas Lights celebrations be deferred and this be the subject of further discussion at the next meeting of the Council scheduled for Monday, 7 June 2010.

(c) Working Group to take forward Quality Parish Council Status and Power of Well Being Initiative

RESOLVED:

That the Membership of the Working Group be as follows:

Councillors B Kerr, Mrs JM Young and A Warrington (substitute: Councillor WI Humphrey)

81. CALENDAR OF MEETINGS 2010/11

The Council considered the 2nd draft of the Calendar of Meetings.

RESOLVED:

That subject to the meeting of the Finance and General Purposes Committee meeting on 20 May 2010 being deleted, the Clerk be requested to publish the Council's Calendar of Meetings for 2010/11. (Appendix A)

82. PARISH COUNCIL REPRESENTATION

RESOLVED:

That the Council be represented as follows:

- (a) Chester Area Meetings of the Cheshire Association of Local Councils (ChALC)

Councillors B Kerr, RA Storrar and Mrs JM Young

- (b) ChALC's Quality Parish Council Forum

Councillors B Kerr and WI Humphrey /Mrs JM Young

- (c) Vernon Institute Management Committee

Councillor Mrs JM Young

- (d) Chester Police Forum

Councillor A Warrington

- (e) Saughall Youth Club Management Committee

Councillors WI Humphrey, Mrs K Ford and Mrs HL Thorniley-Jones

- (f) Responsible Financial Officer

Subject to his agreement, Mr G Hudspeth

- (g) Internal Auditor

Mr B Salisbury

- (h) Tree Warden and Environmental Warden

Mrs H Cakebread

- (i) Parish Paths Warden

Mr T Leach

### 83. PARISH COUNCIL SURGERIES

Councillor Mrs H Thorniley-Jones reported that the Farmers' Market on 1 May 2010 had been very busy and lots of people she had spoken to were happy with everything in the village. Issues and concerns raised at the Surgery had included:

- Whether the painting of the VI building had been properly investigated (It was noted that this work would be done during the first week in June 2010, weather permitting.)
- Damage to cars in the VI car park caused by young people playing football
- Concerns over the future of the former Ridings School building
- Dog dirt problem in Maplewood Grove
- Lack of dog waste bins in the village
- Fast traffic through the village
- The need for a water supply at the allotments

RESOLVED: That

(1) the report from Councillor Mrs H Thorniley-Jones on the proceedings of the Parish Surgeries held on 1 May 2010 be received; and

(2) Councillor Mrs J Knox be requested to preside over the next Parish Council Surgery scheduled between 10:00am and 10:45am on Saturday, 5 June 2010 at the Vernon Institute, Church Road, Saughall when the Farmers' Market is being held.

### 84. PARISH COUNCIL INSURANCE

The Finance and General Purposes Committee at its meeting on 22 April 2010 had considered a quotation from Zurich Insurance plc for the same insurance cover currently provided by Allianz Insurance plc. The quotation was in the sum of £1,820.69. It was noted that Allianz Insurance had quoted £2,208.85 for the year commencing on 1 June 2010. The Committee had recommended the Council to take up Zurich Insurance plc's insurance cover.

RESOLVED:

That the recommendation of the Finance and General Purposes Committee (Minute No 18/2010 refers) be agreed and the Clerk be requested to take the necessary action to arrange insurance cover for the year commencing 1 June 2010.

### 85. GOLDEN JUBILEE PARK DEVELOPMENT

(a) Rabbit Infestation

The Finance and General Purposes Committee at its meeting on 22 April 2010 had considered the rabbit infestation problem in the Golden Jubilee Park and had recommended that a local man using ferrets be employed at no cost to the Council to tackle the problem from time to time. (Minute No 22(e)/2010 refers)

(b) CCTV

Councillor Mrs JM Young informed that the electric bill for electric used at the Uniform Groups' Headquarters seemed very excessive. There were concerns that the CCTV equipment was the cause. Councillor Mrs HL Thorniley-Jones would pursue a gadget to assist this. The PCSO was trying to get Chester Security Systems to look at the CCTV camera for some time but they had been unable to do this.

RESOLVED:

- (1) the recommendation of the Finance and General Purposes Committee to combat the rabbit problem be agreed;
- (2) the CCTV equipment be monitored; and
- (3) Councillor Mrs JM Young be requested to speak to PCSO Mike Butler about progressing the issues with the CCTV camera, etc.

86. POWER OF WELLBEING INITIATIVE

Councillor B Kerr reported that the Working Group had recently met to consider what a candidate had to do to obtain the Certificate in Local Council Administration (CiLCA). The qualification had been revised and re-launched. It was a core skills qualification which was awarded to those who submitted a portfolio of evidence, within 24 months of registering, demonstrating the skills they had in local council administration.

The Council was informed that there were three types of evidence required for the portfolio to demonstrate skills, knowledge and understanding:

- Copies of existing/draft documentation
- Lists of information
- Short written explanations

It was expected that it would take 20 to 30 hours to put a portfolio together.

Councillor B Kerr proposed that the Council pay the registration fee for CiLCA and any training required and that there be no meetings in August 2010 so that the Clerk could concentrate on her portfolio. Also, any urgent business would be undertaken by him.

RESOLVED:

That the course of action proposed by Councillor B Kerr be agreed.

87. YOUTH ACTIVITIES

Councillor WI Humphrey reported on recent youth activities. He informed that the contractors redeveloping Wain House (Seddons) had agreed to replace the old kitchen in the Youth Club during September/October 2010 and the Youth Club had thanked Seddons for this generous offer.

RESOLVED:

That the report be received.

88. THE NEW SCHOOL AND THE FUTURE OF THE FORMER INFANT AND JUNIOR SCHOOLS

(a) All Saints Primary School

Councillor Mrs K Ford informed that the Co-Op Store was still experiencing the problem of parents using its car park when picking up and dropping off their children at the new School.

RESOLVED:

That the report be received.

(b) The Former Ridings Community Infant School Building

It was noted that there was currently not much litter on the reserve land so Cheshire West and Chester Council must have sent someone to clear it up as requested by the Clerk.

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".

89. 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. Sergeant Darren Griffiths agreed to provide clarity on what constituted an obstruction for the next meeting of the Council.

(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 had informed PCSO Butler of their availability to assist with the SID. Unfortunately no progress had been made.

RESOLVED: That

(1) the report be noted; and

(2) Councillor WI Humphrey be requested to discuss the situation with PCSO Mike Butler.

(c) Potholes

It was reported that temporary repairs had been carried out on Fiddlers Lane.

(d) Kingswood Lane – Proposed Traffic Prevention Order

Councillor RA Storrar reported that Cheshire West and Chester Council's next Area Forum Meeting was on 30 June 2010 in Saughall (to be confirmed). There would be a site visit to Kingswood Lane first before the meeting in the Vernon Institute.

(e) Traffic Speed on A540 – The Parkgate Road

It was reported that Puddington and District Parish Council had amended the letter as the Council had requested and it had been sent jointly by both Parish Councils to Cheshire West and Chester Councillor Neill Ritchie (Minute No 59(e)/2010 refers). A meeting had been requested to consider all aspects of the A540, particularly safety aspects and a response was awaited.

(f) Bus Stop Opposite Aspen Grove on Hermitage Road

Councillor Mrs JM Young had asked the tenant farmer, Mr Robin Williers, to enquire of the landowner if paving stones could be put down on land where the bus stops. The tenant farmer had agreed to do this and let her know the outcome.

(g) All Saints Primary School

(i) Road Surface and New Puffin Crossing

Councillor Mrs K Ford informed that she had drafted a letter for those residents who wished to complain to send to Cheshire West and Chester Council's Solutions Team.

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

Councillor Mrs K Ford reported that this had been included in the letter at (g) (i) above as a complaint.

(h) Hedge on Hermitage Road/Aspen Grove

No progress had been made and the Clerk agreed to chase it up.

(i) Bus Shelter on Parkgate Road

Councillor RA Storrar reported that the bus shelter was not in a dangerous condition but it did need a new roof. It was thought that Cheshire West and Chester Council might repair it. The Clerk would make a request.

(j) Proposal for Traffic Lights at the Junction of the Parkgate Road and Long Lane

Members were of the view that if traffic lights were installed at the junction of the A540 Parkgate Road and Long Lane it bring about improvement. The Clerk would enquire into the feasibility of this.

90. THE REDEVELOPMENT OF WAIN HOUSE

Councillor WI Humphrey reported that the site had now been totally cleared. Foundations for the new building would be laid during the following week. The site was being kept as dust free as possible, by hosing, and mud was cleared when it was wet.

CCTV would be installed before building work commenced.

Councillor Mrs JM Young informed that the contractors, Seddons, may assist the painting of the Vernon Institute by providing the scaffolding.

RESOLVED:

That the report be received.

91. VERNON INSTITUTE MANAGEMENT COMMITTEE (VIMC)

Councillor Mrs JM Young informed that she had requested a meeting to discuss repairs needed to improve the structure and fabric of the Vernon Institute building.

Councillor Mrs JM Young also informed that the weekly Farmers' Market continued and a fee was paid to use the Vernon Institute for this purpose.

RESOLVED:

That the report be noted.

92. ALL SAINTS CHURCH – HEATING SYSTEM

Further to Minute No 23 (a)/2010 of the meeting of the Finance and General Purposes Committee held on 22 April 2010 the Council considered a recommendation that it was unable to assist with the repairs to the heating system as it had already provided a grant for £2,000 to help build a Memorial Garden.

RESOLVED:

That the recommendation of the Finance and General Purposes Committee be agreed.

93. ACCOUNTS

(a) Audit of Accounts 2009/10

Mr Salisbury, in his capacity of Internal Auditor, presented an oral report following his audit of the Council's Accounts for the year 2009/10 declaring them to be in order and ready to be signed off by the Chairman and Clerk and sent to the External Auditor. He informed that it was his intention to write up his report and submit it at a later date for the Council's consideration.

RESOLVED: That

- (1) the Internal Auditor be thanked for carrying out the internal audit of accounts and for his report on his subsequent findings;
- (2) the Chairman and the Clerk be requested to sign the 2009/10 Accounts off; and
- (3) the Clerk be requested to send the 2009/10 Accounts to the External Auditor.

(b) Cheshire County Playing Fields Association Affiliation Fee

The Council was asked to decide if it wished to remain a member of the Cheshire County Playing Field Association. The annual affiliation fee was £20.

RESOLVED:

That the Council remain a member of the Cheshire County Playing Field Association and the annual affiliation fee be paid.

(c) 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>
RES Ltd		
(Removal and disposal of the Multiplay Unit/Slide Shute)	258.50	102376
Vernon Institute Management Committee (Gas pipe and boiler works)	915.00	102377
Cheshire County Playing Fields Association (Affiliation fee)	20.00	102378
Wirral Borough Council (Postage and Printing)	332.72	102379
Cheshire Association of Local Councils (Affiliation fee)	769.79	102380
Mrs JM Young (Paint Brushes)	7.68	102381
Cheshire Association of Local Councils (Members Training Courses)	95.00	102382
Mr R Hipkiss (Litter Picking)	1,007.67	102383
Mrs S Hudspeth (Salary)	646.73	102384
Mrs S Hudspeth (Expenses)	30.00	102385
Community Consultation Limited (Insurance Cover)	1,820.69	102386
Vernon Institute Management Committee (Boiler Works)	225.00	102387

(d) Receipts

RESOLVED:

That the following receipts be noted:

	<u>£</u>
Interest on 14 Day Interest Account to 21 March 2010	0.26
Manweb WL Region Agreements (DB 1201)	4.80
Playing Fields, Fiddlers Lane, Saughall Precept	52,011.00

(e) Cash to Bank Reconciliation

RESOLVED:

That the contents be noted.

(f) Bank Charges

The Council had referred Bank Charges to the Finance and General Purposes Committee for consideration at its last meeting (Minute No 64(e)/2010 refers).

Minute No 23(b)/2010 of the meeting of the Finance and General Purposes Committee held on 22 April 2010 recommended the Council move all of its

funds into the Community Account and close the 14 Day Interest Account if there was a cost involved in keeping it open.

RESOLVED:

That the Finance and General Purposes Committee's recommendations be agreed and the Clerk be requested to take the necessary action.

94. RECOMMENDATIONS OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

At the meeting of the Finance and General Purposes Committee held on 22 April 2010 the following recommendations were made to the Council:

(a) Proactive approach to Grant Aid and Funding Opportunities (Minute No 19/2010 refers)

The following be pursued if funding was to become available.

- Affordable Housing Scheme(s)
- Sporting pavilion/multi-purpose community centre – separately or in one building
- Refurbishing the war memorial
- Electrification of the VI Clock
- Cenotaph
- Bowling Green
- Tennis Courts
- Second goal-end
- Boules Court
- Flag pole and flags
- Appropriate and tasteful street art

RESOLVED:

That the Council be **RECOMMENDED** to approve the above list of proposed initiatives/projects to be taken forward if external funding can be secured to provide them.

(b) Newsletter Adverts – Charging Policy (Minute No 20/2010 refers)

RESOLVED:

That the Council be **RECOMMENDED** to adopt the following charging policy:

- |                     |       |
|---------------------|-------|
|                     | £     |
| • 1 Full side of A4 | 40.00 |
| • ½ side of A4      | 25.00 |
| • ¼ side of A4      | 15.00 |

RESOLVED:

That the recommendations of the Finance and General Purposes Committee set out above be agreed.

95. SAUGHALL SPORTS DAY – SATURDAY, 17 JULY 2010

Councillor Mrs HL Thorniley-Jones read out a statement on behalf of the Rotary Club on arrangements being made to resurrect Saughall Sports Day and on a meeting called at the Chairman's request.

RESOLVED: That

(1) the report be received; and

(2) the Council's support for the Saughall Sports Day be reaffirmed.

96. ODD JOBS

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

RESOLVED:

That Councillor WI Humphrey be requested to ask Mr H Wilkinson to provide a quote to replace the roof on the bus shelter on Parkgate Road.

97. 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!", Thursday, 9 September 2010, The Royal York Hotel, York

**Councillor DF Holman agreed to attend. 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**

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

- 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 attended and provided a report on proceedings.

98. COMMUNICATION RECEIVED

Councillor Mrs JM Young reported that she had received a request from the Headteacher at All Saints Primary School to use the Golden Jubilee Park for its Sports Day as the School's field would not be ready until next year.

RESOLVED:

That All Saints Primary School be granted permission to hold its Sports Day in the Golden Jubilee Park on the afternoon of Monday, 14 June 2010.

99. 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

100. EXEMPT INFORMATION - EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED:

That, under section 100 (A) (4) of the Local Government Act 1972, the press and public be excluded from the meeting during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A of the Act. The public interest test has been applied and favours exclusion.

101. POWER OF WELLBEING INITIATIVE

The Clerk set out her position in respect of the Power of Wellbeing and Quality Parish Council accreditation. It was consistent with the position she had held previously.

RESOLVED: That

(1) the Clerk's position be noted; and

(2) the Chairman be requested to seek appropriate advice.

# SAUGHALL AND SHOTWICK PARK PARISH COUNCIL MEETING SCHEDULE MAY 2010 - MAY 2011

All meetings, both Council and Committees, are open to the public. Agendas for all meetings are displayed at the Co-op Store, Church Road, Saughall and on the Council's website ([www.saughall.gov.uk](http://www.saughall.gov.uk)). Parish Council meetings begin at 7:30pm and include ten minutes of Public Speaking Time where residents can bring matters to the attention of Members of the Council.

Meetings of the Council and the Planning Committee usually take place at the Vernon Institute, Church Road, Saughall and other Committee meetings are held in the Uniform Groups' Headquarters on Fiddlers Lane, Saughall, unless otherwise stated on the agenda.

Date	Parish Council 7:30pm	*Planning Committee 7:00pm	Finance & GP Committee 7:30pm	Annual Meeting 7:30pm	Budget Meeting 7:30pm	Parish Meeting
10-May		X		X		
07-Jun	X	X				
05-Jul	X	X				
29-Jul			X			
06-Sep	X	X				
30-Sep			X			
04-Oct	X	X				
01-Nov	X	X				
18-Nov			X			
06-Dec	X	X				
10-Jan	X	X				
17-Jan					X	
20-Jan			X			
07-Feb	X	X				
07-Mar	X	X				
24-Mar			X			
04-Apr	X	X				
11-Apr						X
09-May		X		X		

\* Planning Committee meetings will take place if planning applications have been received from Cheshire West and Chester 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.