

MINUTES OF A SPECIAL MEETING OF SAUGHALL AND SHOTWICK PARK PARISH COUNCIL held on 25 April 2013 in the Vernon Institute, Church Road, Saughall

In attendance: Councillor Mrs J Edwards
Councillor Mrs K Ford
Councillor DF Holman
Councillor H Jennings (Homewatch Co-ordinator)
Councillor Mrs J Johnson
Councillor B Kerr
Councillor Mrs J Knox
Councillor Mrs JE Storrar
Councillor RA Storrar
Councillor A Warrington
Councillor Mrs JM Young (in the Chair)

Mr B Saisbury, Internal Auditor

82. APOLOGIES FOR AUTHORISED ABSENCE

Councillor Mrs D Whitton
Councillor PP Young

83. MEMBERS' CODE OF CONDUCT – DECLARATIONS OF INTEREST

Councillor H Jennings declared a disclosable pecuniary interest in respect of the Vernon Institute as he had provided a quotation to install automatic winding and regulation equipment and renew the Vernon Institute clock face lighting. Councillor Jennings left the meeting when the clock was under consideration and returned once the Council had made its determination on it.

84. THE COUNCIL'S FINANCIAL POSITION

The Council considered its financial position by having regard to the following documentation, its designated funds and its surplus, brought forward from 2012/13 Financial Year:

- Saughall and Shotwick Park Parish Council Budget 2013/2014;
- Saughall and Shotwick Park Parish Council Precept Calculation 2013/2014;
- Payments since the meeting of the Council held on 8 April 2013;
- Receipts – balance brought forward from 2012/13; and
- Cash to Bank Reconciliation.

The Clerk informed that the cheque for approximately £12,100 which was expected from the Saughall Community and Sports Pavilion Committee, which was a funding contribution from Cheshire West and Chester Councillor Brian Crowe, had still not arrived (Minute No. 71 (g) refers).

85. INITIATIVES AND PROJECTS

The Council considered its initiatives and projects and prioritised them for funding purposes.

RESOLVED:

That the Council's initiatives and projects be prioritised as follows:

Priority 1	Maintenance of the structure and fabric of the Vernon Institute.
Priority 2	Provision of Youth Activities during school holidays in conjunction with Cheshire Police.
Priority 3	Community and Sports Pavilion.
Priority 4	The installation of automatic winding and regulation equipment and renewal of the Vernon Institute clock face lighting.
Priority 5	A Multi Use Games Area (MUGA) in the Golden Jubilee Park.

86. FUNDING REQUESTS

(a) Vernon Institute

Further to Minute No. 71 (g) the Council received a revised letter dated 16 April 2013 from the Trustees of the Vernon Institute informing it had obtained quotations as follows:

- Alteration work £4,860
- Decoration £1,840
- Tables and Trolleys £1,785

Some Members were happy to support the maintenance work but agreed that they would not contribute towards the cost of tables and trolleys. A Member raised concerns over the way the Vernon Institute Management Committee conducted its business. It was noted that its accounts were audited and a copy was sent to the Charity Commission.

RESOLVED:

That the Vernon Institute Management Committee be provided with a grant of £3,350 to assist the alteration work and decoration at the Vernon Institute.

Whilst this matter was under discussion Councillors H Jennings, RA Storrar and Mrs JM Young declared disclosable interests as they were Members of the Vernon Institute Management Committee and the Council's decision could significantly affect the charity's financial interests. They then left the meeting until the Council made its decision and moved on to the next item

of business on the agenda. Councillor DF Holman took the Chair during Councillor Young's absence from the meeting.

(b) Provision of Youth Activities during school holidays in conjunction with Cheshire Police

PCSO Wendy Leason requested a grant of £500 to fund one of the youth activity sessions to be provided for local children during the school holidays. The Council noted that Cheshire Police had already invested £15,000 in play equipment to be used at such sessions.

RESOLVED:

That PCSO Wendy Leason be provided with a grant of £500 to fund one of the youth activity sessions to be provided for local children in the school holidays.

(c) Community and Sports Pavilion

The secretary to the Saughall Community and Sports Pavilion Committee, Vanessa Barnett had written to the Clerk on 27 February 2013 to inform that the Committee had been working hard on the new design for the pavilion to ensure that the final plans would meet the needs of the whole village. She requested a start up grant to cover the initial design and planning fees for the Pavilion,

Members were in agreement that the Council should pump prime this project and that an initial financial contribution should be made. However, it would be a one off payment and the Committee would have to apply for grants and engage in fund raising activities to raise the amount required to bring this project to fruition.

RESOLVED:

That a Community and Sports Pavilion restricted fund be set up and £6,000 be transferred from the Community Facilities designated fund into it to assist the preparatory work, planning fees etc.

(d) Vernon Institute clock

Councillor DF Holman informed of the detail of the various quotations he had obtained for work on the Vernon Institute Clock to install automatic winding and regulation equipment and renew the clock face lighting. The Council wanted to electrify the clock as a project to commemorate the Queen's Diamond Jubilee.

RESOLVED: That

- (1) the Cumbrian Clock Company be requested to carry out the work in relation to the automatic winding mechanism in the sum of £5,410 and automatic regulation mechanism in the sum of £2,129;

(2) in the light of (1) above the contract for the annual maintenance of the clock be also awarded to the Cumbrian Clock Company in the sum of £155 per annum; and

(3) in respect of the work needed to light up the clock, Councillor DF Holman be requested to produce a detailed specification of what is required and approach other companies for quotations.

(e) Multi Use Games Area (MUGA)

Councillor Mrs K Ford introduced this item of business. She told the Council that a MUGA facility would benefit the local community and create a healthy community getting people active. There were lots of games and sports that could be played in a MUGA. Potentially, a MUGA could generate income for the Council.

Councillor Mrs Ford informed that there were a number of decisions for the Council to make if the project was to move forward. The following needed to be decided upon:

- the exact position of the MUGA in the Golden Jubilee Park
- whether the MUGA would be gated or not
- whether the surface should be polymeric or tarmac
- the lighting solution

Members raised concerns over the management of the proposed MUGA and about anti-social problems that may occur if it was not managed. They also discussed the various lighting solutions available.

Members questioned the need to obtain planning permission for the MUGA on designated recreational land. The Council had not obtained planning permission for any of the other play equipment in the Golden Jubilee Park.

It was hoped to fund the MUGA project by attracting external funding from WREN and match funding from Cheshire West and Chester Council's Rural Support Programme. The Rural Support Programme Funding had been circulated with the agenda. If the funding applications were unsuccessful the project would not go ahead.

There had been some consultation carried out to determine the need for a MUGA and a further exercise was planned during the Cheese and Wine event after the Annual Parish meeting on 29 April 2013.

RESOLVED: That

(1) the MUGA will be positioned adjacent to the goal end already in the Golden Jubilee Park, therefore, further quotations will be invited and Mike Bell's offer of help with this is gratefully accepted;

(2) the MUGA will have gates;

(3) the development of the MUGA will be in two stages with the basic lighting infrastructure being installed at stage one and the lights themselves at stage two; and

(4) the Council earmarks £2,000 to pay the planning fees if a planning application must be submitted to the planning authority.

87. BUSINESS PLAN – ACTION PLAN

Councillor DF Holman presented a number of amendments to the Council's Business Plan – Action Plan to bring it up to date and to reflect progress made.

RESOLVED:

That the Clerk be requested to make the amendments proposed by Councillor Holman and publish the revised Business Plan – Action Plan on the Council's website.

88. PARISH PLAN REFRESH REPORT AND ACTION PLAN – APRIL 2013

The Draft Parish Refresh and Action Plan was presented to the Council for adoption. Copies would then be distributed to parishioners at the Annual Parish Meeting on 29 April 2013 and published on the Council's website.

RESOLVED:

That the Parish Plan Refresh and Action Plan be adopted.