

MINUTES OF THE ANNUAL MEETING OF SAUGHALL AND SHOTWICK PARK
PARISH COUNCIL held on 14 May 2013 at the Vernon Institute, Saughall

In attendance: Councillor Mrs K Ford
Councillor DF Holman
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)

Cheshire West and Chester Councillor Brian Crowe
PCSO Wendy Leason (Part)

89. ELECTION OF CHAIRMAN

RESOLVED:

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

90. CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

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

91. ELECTION OF VICE-CHAIRMAN

RESOLVED:

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

92. APOLOGIES FOR AUTHORISED ABSENCE

Apologies for authorised absence were received from:

Councillor Mrs J Edwards
Councillor H Jennings (Homewatch Co-ordinator)
Councillor RK Shukla
Councillor PP Young
Councillor Mrs D Whitton

93. MEMBERS' CODE OF CONDUCT – DECLARATIONS OF INTEREST

Councillor Mrs K Ford declared a disclosable pecuniary interest in the planning applications for the Vernon Institute Building and the Stable Block, Kings Acre, Kingswood Lane that were before the Council for its observations, because of her local connections.

Councillors Mrs J Johnson, RA Storrar and Mrs JM Young declared personal interests in the planning application for the Vernon Institute Building because they were also Members of the Vernon Institute Management Committee, the applicant.

Councillors A Warrington and Mrs JM Young also declared a personal interest in the planning application for a new community pavilion in the Golden Jubilee Park because they were Members of the Saughall Community and Sports Pavilion Group that had made the application.

94. MINUTES

RESOLVED:

That the Minutes of the meetings of the Council held on 4 March and 25 April 2013 be confirmed as a correct record.

95. ANNUAL PARISH ASSEMBLY

RESOLVED:

That the Minutes of the Annual Parish Assembly held on 29 April 2013 be received.

96. MEETING SCHEDULE – 2012/13

RESOLVED:

That the meeting schedule as set out in Appendix A to these Minutes be agreed.

97. COMMITTEE REPRESENTATION

RESOLVED:

That the Members of the Field Committee be Councillors H Jennings (subject to his agreement), RA Storrar, A Warrington, Mrs JM Young and Mr B Huxley.

98. 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, Mrs JE Storrar, RA Storrar and Mrs JM Young.

(b) ChALC's Quality Parish Council Forum

Councillors B Kerr and Mrs JM Young.

(c) Vernon Institute Management Committee

Councillor PP Young.

(d) Chester Police Forum

Councillors A Warrington, H Jennings (subject to his agreement), Mrs J Knox and Mrs JE Storrar.

(e) Saughall Youth Club Management Committee

Councillor Mrs J Edwards.

(f) Responsible Financial Officer

Mr G Hudspeth.

(g) Internal Auditor

Mr B Salisbury.

(h) Tree Warden and Environmental Warden

Mrs H Cakebread.

(i) Parish Paths Wardens

Mr T Leach and Councillor DF Holman.

99. PLANNING MATTERS

(a) Planning Applications

The Council, as a statutory consultee, considered planning applications which had been lodged with the Planning Authority, Cheshire West and Chester Council, since its last meeting and set out its observations as follows:

(i) 13/01646/FUL

Proposal: Community pavilion with junior football pitches and car park (demolition of existing community hall).

Location: Saughall Community Hall, Fiddlers Lane, Saughall.

“This Council supports the planning application.”

Councillor Mrs K Ford left the meeting.

(ii) 13/01352/FUL

Proposal: Change of use of stable block to holiday let (amendment to 12/00234/FUL)

Location: Stable Block, Kings Acre, Kingswood Lane, Saughall.

“No objections. However, the Clerk is requested to ask the Planning Officers what their interpretation of a holiday let are and what restrictions are implied.”

(iii) 13/01583/FUL

Proposal: Extension of The Vernon Institute, renovation (demolition of existing store, youth club building and garages) – amendment to application 12/02067/FUL

Location: The Vernon Institute, Church Road, Saughall.

“No objections. As a Council, Members actively support this planning application.”

Councillor Mrs K Ford returned to the meeting.

(b) Planning Decisions

The Council noted the following planning decision that had been made by Cheshire West and Chester Council – the Planning Authority:

(i) 13/01583/FUL

Proposal: Single storey extension to side/front, drive and ramp.

Location: 3 Park Avenue, Saughall

“Notice of Planning Permission.”

(ii) 13/01583/FUL

Proposal: Variation of condition 4 of permission 10/11161/COU to increase maximum number of caravans allowed on site from 10 to 14.

Location: Woodside Farm, Parkgate Road, Saughall

“Notice of Planning Permission (Section 73).”

(iii) 13/00785/FUL

Proposal: Rear ground floor extension and first floor side extension.

Location: Sunny View, Kingswood Avenue, Saughall.

“Notice of Planning Permission.”

(iv) 13/01031/FUL

Proposal: Side single storey extension.

Location: 88 Hermitage Road, Saughall

“Notice of Planning Permission.”

100. POLICE/HOMEWATCH

(a) Police

PCSO Wendy Leason reported on crimes carried out and anti social behaviour in Saughall over the last month or so. This included:

- An unknown teenager asking members of the public to purchase cigarettes from him at the Co-op Store;
- A burglary in Maplewood Grove;
- Doors tried on the Ridings estate;
- Four incidents involving road/traffic collisions;
- Youths breaking into the vicarage;
- Red Ensign Garage drive off;
- Pipes stolen from Kingswood Lane;
- Speeding on Hermitage Road;
- Motor cyclists causing a nuisance.

PCSO Leason also reported that Police Patrols would pay more attention to Saughall in the summer months. The Police had put on two successful Panna Football events which had been well attended. Another one was planned for Tuesday, 28 May 2013 between 1:30 and 4:30pm.

RESOLVED:

That PCSO Wendy Leason be thanked for her informative report.

(b) Saughall Neighbourhood Management Team

Councillor Mrs JM Young reported on the Team's contribution to the Chester Half Marathon. The event had been lots of fun, had gone well and had been very well organised.

The Team intended to run the Summer Play Scheme for a week in August and had received three responses to its advert for a Play Group Leader.

RESOLVED:

That Councillor Mrs JM Young be thanked for her informative report.

101. PARISH COUNCIL BUSINESS PLAN – ACTION GROUPS

The Council considered the membership of each of its Action Groups and made some amendments.

RESOLVED:

That the membership of the Business Plan – Action Groups be further considered at the next meeting of the Council.

102. QUALITY PARISH COUNCIL STATUS

An update on the Quality Parish Council scheme was still not available. This item would not appear on the Council's agenda again until there was some progress to report. This was expected to be in the autumn.

103. PROPOSED STOPPING UP OF HIGHWAY LAND CHESTER GATES BUSINESS PARK UNIT 2

Councillor Brian Crowe reported that there was no problem with this proposed stopping up of the highway and it was not a right of way.

RESOLVED:

That the Council make no comment on this proposal.

104. SOCIAL NETWORKING

Councillor Mrs K Ford reported that twitter was going well and followers were making helpful suggestions about information that could be made available through this media. Updates from the Saughall Community and Sports Pavilion Group and the Vernon Institute Management Committee had been requested.

Councillor Mrs JE Storrar volunteered to assist with this new initiative.

RESOLVED:

That Councillor Mrs K Ford be thanked for her report.

105. MEMBERS' TRAINING REQUIREMENTS

Concerns were raised that Councillors Mrs K Ford and B Kerr had not been contacted by NALC regarding their attendance at the Conference in Sheffield on 11 July 2013. The Clerk had received and paid an invoice from NALC for the conference fees. However, the Conference was still some way off.

106. CHESHIRE WEST AND CHESTER COUNCIL
- WARD COUNCILLOR'S REPORT

Councillor Brian Crowe reported as follows:

(a) Potholes

There were a lot of potholes to be repaired with in the Borough of Cheshire West and Chester and he would ensure that those requiring attention in Saughall would not be missed.

It was noted that manhole covers on the roads were dropping e.g. Parkgate Road near the junction with Coal Pitt Lane and by Aspen Grove. Councillor Crowe would bring these to the Cheshire West and Chester

Council's Area Engineer for Ellesmere Port and Rural West (North), Ian McNeill's attention.

(b) Refuse Collection

There had been minor problems with missed calls and litter but Cheshire West and Chester Council was meeting the targets it had set itself.

(c) Speeding Traffic, the Proposal for Saughall to be designated a Community Speed Watch Area and the Twenty's Plenty for Us Initiative

Cheshire West and Chester Council was making progress on this initiative. The Police did not intend to carry out enforcement so volunteers would be needed to monitor the speed of traffic in the village.

(d) Parkgate Road Bridge

The bridge by the Wheatsheaf Public House had collapsed into the brook which was now blocked.

(e) Chester Half Marathon

People were speaking well of the village following the Chester Half Marathon.

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

Cheshire West and Chester Council's Parks and Open Spaces Manager, Hazel Barber had no history on the proposed TPO as the records had not been transferred from Cheshire County Council. Councillor Crowe was not proposing to follow this up.

This remained a worrying problem, drivers of 4X4 jeeps did use the lane and the Chairman informed that she would ask PCSO Wendy Leason to visit Kingswood Lane.

(g) Bus Shelters

A report had been received at the last meeting and there was nothing further to report.

(h) Lamp 27 outside of the Vernon Institute.

This lamp had been re-sited and was now opposite the Vicarage and was obscured by trees. An assessment of the junction as a whole was being carried out by Cheshire West and Chester Council's Area Engineer for Ellesmere Port and Rural West (North), Ian McNeill. The Vicarage was in the process of being sold. Councillor Crowe would pursue getting the tree trimmed as it was also blocking the lane.

(i) Flooding on Long Lane and Hermitage Road

The problem with the drain was in hand and there was no outcome to report yet. A solution was needed and Councillor Crowe would follow this up.

(j) Saughall Hey – Proposal to put in a Lay-by

Councillor B Kerr reported that Cheshire West and Chester Council would not agree to widen the junction even though vehicles, on occasion, had to mount the verges to pass. It had been agreed with Cheshire West and Chester Council's Area Engineer for Ellesmere Port and Rural West (North), Ian McNeill that the grass would be replaced with a synthetic surface. This would be very effective because it was very difficult to tell it was not grass.

Cheshire West and Chester Council was sympathetic to the problems associated with the narrowness of the road in Saughall Hey but had no funding to provide a lay by. The land belonged to its Streetscene Department.

RESOLVED:

That the Clerk be requested to contact Mr McNeill and inform him that the Council was happy for him to go ahead with his proposal to remove the grass and replace it with a synthetic surface.

(k) Street Signage Issues

It was agreed that parishioners would be encouraged to report any street signage issues.

107. LITTER PICKING, WASTE BINS AND DOG BINS

(a) Tipping

Councillor DF Holman reported that there had been some tipping in Lodge Lane and Cheshire West and Chester Council's Streetscene Team had come out and cleared it all away. It was proposed to install some 'No Tipping' signage.

(b) Litter

Councillor RA Storrar reported that Fiddlers Lane had been a lot cleaner recently.

(c) Bins

It was reported that there were now two more bins in the Golden Jubilee Park.

(d) Refuse Collection

Saughall and Shotwick Park was now getting a better refuse collection service than it had received previously but it was still not perfect.

108. GOLDEN JUBILEE PARK

(a) Annual Inspection of Play Areas 2013

The report had not yet been received from Morral Play Services following its annual inspection in March. The report would be considered by the Council at a future meeting. The Clerk would chase the report up as the invoice for the work had been paid.

(b) Field Committee Meeting

Councillor Mrs JM Young informed that the last meeting of the Field Committee had been held on Saturday, 11 May 2013. The picnic bench made been repaired and the materials required to do this had cost £25. Quotes were being sought to paint the igloo. The Cricket Club wanted to purchase some weed killer and the moles were back around the memorial stone.

RESOLVED:

That the report be received.

(c) Ponds

The Cricket Club had cleaned up the ponds.

(d) Park Development and the Proposal to build a Sports and Community Use Building

Councillor DF Holman informed that the Saughall Community and Sports Pavilion Group had submitted its planning application to the Planning Authority, Cheshire West and Chester Council and was now looking for sources of external funding.

Councillor Mrs JM Young informed that quotations were also being sought to renew the perimeter path and a funding application would be made to Cheshire West and Chester Council's Rural Communities Fund in due course.

(e) Access to the Car Park

The access was working well and it was agreed that it no longer needed to be monitored on a monthly basis.

(f) Play Surfaces – Moss Removal

It was reported that the surface under the igloo required treatment and the Field Committee intended to carry this out during its next meeting.

(g) Goal End

It was reported that the Goal End was well used and the hoop had been repaired.

(h) Multi Use Games Area (MUGA)

Councillor Mrs K Ford reported on the progress being made with the funding application and the planning application that was required. She also set out a pre application process that was available at a cost of £80. This would involve a meeting with the relevant Departments to consider various issues e.g. access, drainage, ecology etc. Advice would then be received within 20 working days. This process was confidential and would strengthen the application. Once the MUGA was in place the Council's annual insurance was expected to increase by approximately £213.60.

The Council discussed the surface that could be put down noting that polymeric surfaces were prone to vandalism.

RESOLVED:

That Councillor Mrs K Ford be authorised to pursue the pre application process and that the Council's preferred surface is tarmac, subject to the supplier ensuring it is fit for purpose.

109. YOUTH ACTIVITIES

It was reported that the Youth Club was open one night a week and that it had money in an account as a result of grants and fund raising events.

110. PARISH COUNCIL NEWSLETTER OPTIONS

Members discussed options for Newsletter delivery.

RESOLVED:

That the Clerk be requested to ascertain how much the Post Office would charge to deliver the Newsletter to every house in Saughall.

111. VERNON INSTITUTE MANAGEMENT COMMITTEE (VIMC)

It was reported that the small hall would be decorated during the week beginning 27 May 2013 and then the curtains would be replaced with blinds

RESOLVED:

That the funding request be referred to the Special Council meeting.

112. COMMUNITY EVENTS

Music in the Park – Sunday, 26 May 2013

Councillor Mrs JM Young reported that five bands had agreed to play at the event.

113. LODGE LANE AFFORDABLE HOUSING PROJECT

There was no progress to report.

114. CHAIRMAN'S MONTHLY REPORT

The Chairman inform of various issues she had been involved in during the month. This included:

- Helping Mr George Southey to find a gardener.
- A telephone conversation with Sergeant Rhys Matthews who was moving to a new post and had rang to say goodbye.
- A site meeting with Councillors B Kerr, Brian Crowe and Cheshire West and Chester Council's Area Highways Engineer for Ellesmere Port and Rural West (North), Ian McNeill in Saughall Hey to discuss the problems of a narrow road and the state of the grass verges. It was agreed that the edges would be concreted and artificial grass would be laid.
- Attendance at A Safer Future Community event where she learnt that the Police and Crime Commissioner, John Dwyer was introducing a Commissioner's Crime Prevention Fund in July 2013 and that the Parish Council could apply for up to £5000, with match funding, to assist crime prevention measures e.g. the cost of the PCSO.

RESOLVED:

That the Chairman be thanked for her report.

115. PARISH COUNCIL SURGERIES

(a) Surgery held on Saturday, 4 May 2013

Councillor Mrs J Edwards had presided over the Surgery held at the Co-op Store on Saturday, 4 May 2013. She had left a report that the Chairman read out. Comments, issues and questions raised at the Surgery included the following:

- Litter in the village, some escaping during the weekly refuse collection.
- Customers can not find a space in the Co-op's car park when children are going to or coming home from school, when there are events in school and when church services are on.
- Youths hanging about in the Co-op Store's car park, kicking a ball around the cars.
- Dog dirt on pavements and particularly in the lane next to the Greyhound Inn.
- Speeding traffic on Church Road and Hermitage Road.

- Too many cars parked on Church Road by the garage and the Doctor's Surgery.
- The grass verges in Saughall Hey are destroyed by vehicles mounting them because the road is too narrow.
- Buses are mounting the grass verges on the Ridings estate.
- The Ridings and Edgerton Arms bus shelters have no light bulbs.
- The wooden bus shelter opposite the Doctor's Surgery is filthy and overgrown.
- Pot holes.
- The pavements on the Ridings estate are crumbling away and dangerous, especially for the elderly and those in wheel chairs.
- Cars parked on grass verges in Long Lane, Church Road and the Ridings estate.

RESOLVED:

That Councillor Mrs J Edwards be thanked for her very informative report.

(b) Surgery on Sunday, 26 May 2013.

RESOLVED:

Councillors Mrs JM Young/RA Storrar be requested to preside over the next Council Surgery to be held during the "Music in the Park" event in the Golden Jubilee Park.

116. ACCOUNTS

(a) Audit of Accounts 2012/13

The Internal Auditor's Report was deferred to the next meeting of the Council for consideration.

(b) Payments made since the meeting of the Council held on 4 March 2013:

RESOLVED:

That the following payments be approved:

<u>Financial Year 2012/2013</u>	<u>£</u>	<u>Cheque No</u>
NALC Conference – 11 July 2013 (Councillors Mrs K Ford and B Kerr to attend)	264.00	102672
Saughall Jubilee Fund ("Music in the Park" event)	600.00	102673
Came and Company (Annual Insurance cover)	1,189.45	102674
Smith of Derby (VI Clock repairs)	180.00	102675
Vernon Institute Management Committee (Contribution to improvements carried out)	3,350.00	102676
Cheshire Police (Youth Activities)	500.00	102677
Designmix Ltd (Community Pavilion design)	10,500.00	102678
Mrs S Hudspeth (Salary)	497.62	102679
Mrs S Hudspeth (Expenses)	82.35	102680
Mr JE Davies (Litter Picking)	63.00	102681

Mrs JM Young (Materials)

25.00 102682

(c) Receipts

The following receipts were noted:

- Parish Precept £64,421
- Wayleave Payment £4.60
- Saughall Neighbourhood Management Team £11,270

(d) Cash to Bank Reconciliation

RESOLVED:

That the contents be noted.

117. COMMUNICATIONS RECEIVED

The following communications had been received:

- A press release from Healthwatch Cheshire West
- A letter from Saughall Methodist Church requesting a donation towards equipment and new furnishings

118. CIRCULARS

The following circular had been received since the last meeting of the Council:

- CPRE- Be inspired: Improve Travel Choices Where you Live

Councillor Mrs J Johnson left the meeting.

119. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED:

That, under section 100 (A) (4) of the Local Government Act 1972, the 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 by paragraph 1 of Part 1 of Schedule 12A (as amended) to that Act. The Public Interest test has been applied and favours exclusion.

120. POSSIBLE LAND ACQUISITION

Members discussed the possibility of acquiring a parcel of land and associated issues.

RESOLVED:

That this matter be deferred for decision to the next meeting of the Council and the Clerk be requested to enquire whether it was the intention for the land to be returned to grass before it was sold.

Appendix A

**SAUGHALL AND SHOTWICK
PARK PARISH COUNCIL**

2013

2014

MEETINGS SCHEDULE 2012/13

	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Council (meets at the Vernon Institute)	14	10	1	5	2	7	4	2	6/ **13	3	3	7	*13
Parish Meeting (at the Vernon Institute)												28	

- * Annual Meeting.
- ** Budget Meeting.

All meetings Council Meeting begin at 7pm.
The Parish Meeting begins at 7:30pm.