

MINUTES OF A MEETING OF SAUGHALL AND SHOTWICK PARK PARISH
COUNCIL held on 10 June 2013 at the Vernon Institute, 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 RA Storrar
Councillor Mrs JM Young (in the Chair)
Councillor PP Young

Cheshire West and Chester Councillor Brian Crowe
Mr B Salisbury, Internal Auditor

Public Speaking Time

Prior to the commencement of the meeting the Council was addressed by **Mr Peter Townsend** who set out his business needs and proposals for the development of Oakwood Farm (in his ownership) which was the subject of a planning application on the agenda for the Council's consideration and comments, as a statutory consultee (Minute No. 126(a) (i) refers).

Members of the Council were then invited to ask Mr Townsend questions on his intended use of the site which he answered accordingly.

121. APOLOGIES FOR AUTHORISED ABSENCE

Apologies for authorised absence were received from:

Councillor RK Shukla
Councillor Mrs JE Storrar
Councillor A Warrington
Councillor Mrs D Whitton

122. MEMBERS' CODE OF CONDUCT – DECLARATIONS OF INTEREST

Councillor Mrs K Ford declared a disclosable pecuniary interest in a planning application relating to the Vernon Institute Building if it was to be discussed at the meeting. It was noted, however, that this matter was not listed on the agenda for this evening's meeting.

123. MINUTES

RESOLVED:

That the Minutes of the Annual meeting of the Council held on 14 May 2013 be confirmed as a correct record.

124. ANNUAL PARISH ASSEMBLY

At the Annual Parish Assembly parishioners had been invited to list their observations, issues and concerns so that the Council could take action to seek to remedy them, if it was considered appropriate. The following had been recorded:

- some parishioners wanted a walking bus to All Saints Primary School arranging;
- some parishioners wanted no parking signs to be located on the grass verges on Long Lane and Church Road;
- attention had been drawn to issues occurring on the derelict K's Nursery site and to the dilapidated state it was in;
- concern over speeding traffic through the village, parking issues and the need for the police to take appropriate action;
- the need for CCTV cameras in some areas of the village; and
- the play facilities in the swing park needed to be improved for younger children and the play surface required attention.

RESOLVED:

That the observations, issues and concerns listed by parishioners at the Annual Parish Assembly be noted and any actions required be the subject of debate at the next meeting of the Council scheduled for 1 July 2013.

125. COUNCIL AND COMMITTEE REPRESENTATION

Councillor H Jennings indicated that he was happy to (a) represent the Council at Chester Police Forum meetings and (b) to sit on the Field Committee.

126. 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) 13/01747/FUL

Proposal: Change of use of former farm buildings to guesthouse accommodation, B1/B8 (office/industrial) units and vehicle sales area.

Location: Oakwood Farm, Parkgate Road, Saughall, Chester, Cheshire. CH1 6EY.

“No objections as long as there is screening work carried out and adequate landscaping provision made.”

(ii) 13/01803/FUL

Proposal: Two storey side extension

Location: 46 Timberfields Road, Saughall, Chester, Cheshire. CH1 6AP.

“No objections.”

(iii) 13/02145/FUL

Proposal: Single storey extensions to front and side/rear

Location: 18 Timberfields Road, Saughall, Chester, Cheshire. CH1 6AP.

“No objections.”

127. POLICE/HOMEWATCH

(a) Police

PCSO Wendy Leason was not in attendance at the meeting (because she was on a rest day) but had sent a written report on crimes carried out and anti social behaviour in Saughall over the last month or so. This included:

- two sudden deaths;
- a vehicle had been damaged in Parkway (repeat crime);
- two bikes and a lawn mower stolen from a shed in Parkway;
- a suspicious person in a white van in Aspen Grove;
- one incident involving vehicles off roading on Kingswood Lane;
- one incident involving a dog roaming and causing a nuisance on The Close;
- claims that persons were knocking on a door in the early hours of the morning; and
- youths causing a nuisance whilst a cricket match was taking place.

PCSO Leason also reported that there had been no real issues reported during the School holidays. The first session of the Panna Football had been well attended but attendance at the second session had been poor, due to the persistent rain.

The Chairman informed that she had spoken to the Sergeant about the PCSO being on rest days when the Council held its meetings. She had given him a copy of the meeting schedule for future reference.

RESOLVED:

That PCSO Wendy Leason be thanked for her informative report.

(b) Homewatch

Councillor H Jennings reported that he was arranging a meeting with the Inspector and the PCSO to discuss the Homewatch scheme. He was seeking to reinvigorate the Saughall Homewatch.

(c)Saughall Neighbourhood Management Team

Councillor Mrs JM Young reported that the Team would be running the Summer Play Scheme for a week in August and had engaged three Play Group Leaders to run it.

RESOLVED:

That Councillor Mrs JM Young be thanked for her report.

128. EQUALITY AND DIVERSITY POLICY

The Council was informed that having an Equality and Diversity Policy could prove useful, especially when making funding applications as grant awarding organisations often asked for a copy of such a policy.

RESOLVED:

That a draft Equality and Diversity Policy be presented to the next meeting of the Council for consideration.

129. PARISH COUNCIL BUSINESS PLAN – ACTION GROUPS

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

RESOLVED:

That the membership of the Business Plan – Action Groups and the Business Plan Action Plan be considered at the next meeting of the Council on 1 July 2013.

130. SOCIAL NETWORKING

Councillor Mrs K Ford reported that twitter was going well and followers continued to make helpful suggestions about information that could be made available through this media.

Councillor Mrs K Ford enquired whether the Council would agree to Mr Mel Ashley doing a twitter feed of a Council meeting.

RESOLVED:

That Councillor Mrs K Ford be thanked for her report and Mr Mel Ashley be invited to twitter feed the proceedings of a Council meeting.

131. MEMBERS' TRAINING REQUIREMENTS

Members did not currently have any training requirements.

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

Councillor Brian Crowe reported as follows:

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

To obtain a progress report on this initiative the Clerk should write to Cheshire West and Chester Council's Executive Member for Community and Environment, Councillor Lynn Riley to register the Council's interest in the Scheme and to request a progress report. The Clerk agreed to do this.

- (b) Bus Shelter

There was no visible progress to report on the bus shelter by the former Ridings Infant School.

- (c) Kingswood Lane – Proposed Traffic Prevention Order (TPO)

It had been reported previously that 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. However, Minute No. 21 of Cheshire West and Chester Council's Public Rights of Way Committee held on 14 October 2009 informed that it had considered full details and all options available for the management of Kingswood Lane and agreed that an Order be made.

Councillor Brian Crowe was asked to pursue this Order. He agreed to do so.

- (d) Fiddlers Lane

Patching work was due to commence and overall surfacing would hopefully be included within this year's programmed works.

- (e) 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 to the local Doctor and she would be approached regarding this problem.

- (f) 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.

(g) Student Village

The planning application for a Student Village on land between Parkgate Road and Shelly Road, Chester had been re-submitted and was expected to be considered by Cheshire West and Chester Council's Planning Board in September 2013.

(h) Music in the Park – Sunday, 26 May 2013

Councillor Brian Crowe congratulated the Council on its successful Music in the Park event

RESOLVED:

That Councillor Brian Crowe be thanked for his informative report.

133. LITTER PICKING, WASTE BINS AND DOG BINS

(a) Refuse Collection - Monitoring

It was noted that there was currently a lot of litter about the village.

(b) Fly Tipping - Monitoring

There had not been any fly tipping in the village recently.

(c) Bins

The bins outside the former Ridings Infant School were being relocated by Cheshire West and Chester Council's Streetscene Team and the Council had been asked for its views on where they should be re-positioned.

It was agreed that the bins should be relocated as follows:

- at the cut through from Church Road to Darlington Crescent;
- opposite All Saints Church; and
- on the corner of Larchfields and Timberfields.

134. 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 which had been expected to be carried out in March 2013. The report would be considered by the Council at a future meeting. The Clerk had chased the report up and had been told that it was Morral Play Services' intention to commence inspections of Parish Council Play Areas from 6 June 2013.

(b) Field Committee Meeting – 8 June 2013

Members present at the above meeting had been Councillors RA Storrar and Mrs JM Young along with Mr Brian Huxley, Ms Sue Harris and Mr John Baker.

There had been a long discussion about the ditches and drains. It had been decided to dig out the ditch by the bungalow and put in some field drains.

There had been a walkabout which had revealed that the water in the small pond was very low. The big pond had a lot of weed on its water surface.

The trees would need some pruning in the autumn.

Mr Davies, the litter picker was on holiday for a week so volunteers were requested to keep the litter down whilst he was away.

Two quotations had been obtained to paint the igloo. One was from a local man. The Council agreed that the quote from the local man in the sum of £248 be accepted. The Council agreed that the igloo would be painted red and yellow.

The Cricket Club had proposed that the contract with Just a Mow be reviewed because it may be able to carry out the work cheaper. The Council agreed to invite the Cricket Club to provide a quote for the Council to consider.

RESOLVED:

That the report be received.

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

A decision on the planning application was awaited.

(d) Play Surfaces – Moss Removal

It was reported that the surface under the igloo required treatment and a suitable solution with which to treat it with would be purchased.

(e) Goal End

The goal end did not require any attention at the present time.

(f) Picnic Table and Benches

The other picnic table would be repaired and located in the Park.

(g) Proposal to Reinstate the Perimeter Path

Two quotations had already been received and others were now being sought.

(h) Multi Use Games Area (MUGA)

Councillor Mrs K Ford reported that one funding application for the MUGA had been submitted to Cheshire West and Chester Council by the closing date. The other match funding bid would be submitted to WREN in July 2013.

RESOLVED:

That the report be noted.

135. YOUTH ACTIVITIES

Councillor Mrs J Edwards reported that the Youth Club was open one night a week. Between 20 and 30 children turned up. The Club had permission for the youngsters to play on the field in the ownership of the Greyhound Inn and had plans to take its members bowling.

RESOLVED:

That the report be received.

136. PARISH COUNCIL NEWSLETTER OPTIONS

Members discussed options for the Newsletter's delivery.

RESOLVED:

That the July Newsletter be delivered by the Standard but other options and possibilities continue to be explored.

137. VERNON INSTITUTE MANAGEMENT COMMITTEE (VIMC)

Councillor PP Young reported that the small hall had been decorated, the toilet drainage work had been completed and the planning application for improvement works had been submitted to the planning authority.

Councillor PP Young also reported that solicitors had been instructed to rewrite the Trustees' governance document.

Some concerns were raised that it appeared that Councillor PP Young may have a conflict of interests as he was the Parish Council's representative and had also been appointed as the Vernon Institute Management Committee's secretary. It was noted that this was an unpaid position. Other Members considered that there was no conflict and that there was no personal gain to be had from acting in the capacity as secretary. The Clerk agreed to seek legal advice on the matter.

RESOLVED:

That the report be received.

138. COMMUNITY EVENTS

Music in the Park – Sunday, 26 May 2013

Councillor RA Storrar thanked the Chairman on behalf of the entire village for all the hard work she and her Group had put into providing an excellent and well supported event.

The Chairman read out an email which had been received from a resident of Kingston Court on 26 May 2013 complaining about attendees at the Music in the Park event parking inconsiderately so as to inconvenience those living in Kingston Court. Concerns were raised about the subsequent dangerous entry and exit from the cul de sac as motorists had to pull right out into the road.

The resident's view was that if the Council wished to continue to support such popular events, it needed to provide better parking strategies. The resident informed that if people chose not to attend the event they should be allowed to escape the loud music safely.

Councillor Mrs JM Young told the Council that her Group had not discussed whether or not to provide similar village events in the future. She had asked the police to put out cones on either side of the road by the Golden Jubilee Park but they had asked for a payment of £35 because the event had not been run for charity. Cones were provided free for charitable events.

The Group's Treasurer was working on the accounts and the Council would receive a copy when they had been completed.

RESOLVED:

That the reports be received.

139. LODGE LANE AFFORDABLE HOUSING PROJECT

Councillor Mrs JM Young reported that the contractors, Rowlinsons were due to commence on site this week.

RESOLVED:

That the reports be received.

140. CHAIRMAN'S MONTHLY REPORT

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

- a resident of Long Lane had reported an incident with her side fence and the matter was being resolved;

- there was no longer a mole infestation in the Golden Jubilee Park; and
- there was a three month period before work would commence on the former the Ridings Infant School site in case of legal challenges, it would be a different gang carrying out the work to the one that was developing the Parade in Blacon.

RESOLVED:

That the Chairman be thanked for her report.

141. PARISH COUNCIL SURGERIES

(a) Surgery held on Sunday, 26 May 2013

Councillor RA Storrar had presided over the Parish Council Surgery which had been held during the Music in the Park event. People had enjoyed the event very much and a lot of them had brought their own alcoholic drinks.

RESOLVED:

That Councillor RA Storrar be thanked for his report.

(b) Surgery on Saturday, 29 June 2013.

RESOLVED:

Councillors Mrs J Edwards be requested to preside over the next Parish Council Surgery to be held from 10 to 10:45am outside the Co-op Store.

142. ACCOUNTS

(a) Audit of Accounts 2012/13

The Internal Auditor presented his report. He had attended most of the Council's meetings and had a clear understanding of the direction it was moving in. Mr Bob Salisbury highlighted the following points:

- The precept had increased from £51,432 for 2012/13 to £63,278 for 2013/14, an increase of £11,846.
- Street cleaning expenditure had reduced from £8,000 to just under £600.
- The receipts and payments balance had moved from £20,117.74 on 30 March 2012 to £40,273.11 on 30 March 2013 (an under spend of £20,117.74 which was 30% of the total spend).

The Audit Commission had recommended that this should be no more than 15% of the budget figure. This was acceptable so long as the Council knew what it would spend the surplus on. There were a number of major projects in the village which the Council was hoping to support.

- There was a very small error of 10p in the accounts, which was insignificant in itself but did highlight one of the imperfections of the receipts and payments method of keeping the accounts. The income and expenditure method would need a balancing of the accounts and theoretically should lead to zero errors. However, most councils the size of Saughall and even larger ones used the receipts and payments method of accounting as there were very few capital assets except items like street signs and the significant asset, the Golden Jubilee Park.
- There was a small argument to adopt an imprest system of keeping petty cash to make the accounts look more professional but the level of petty cash spending was so small and was well kept by the Clerk that it was hardly worth the bother.
- A cheque made payable to Dutton's for £240 on 27 March 2012, in respect of hedge cutting, had been entered into the 2011/12 Accounts and again in the 2012/13 Accounts by mistake . Therefore, the Council was better off than it had thought.
- The insurance cover was adequate and up to date. The switch to Came and Co was a good move.
- The Responsible Financial Officer and the Clerk had made a good job of keeping the Accounts up to date, ordered and easy to follow. The Responsible Financial Officer had been reminded to keep a copy of the Accounts on a portable device e.g. a memory stick, so that they could be easily transferred, in the case of an emergency.

RESOLVED:

That the Internal Auditor be thanked for his hard work and very thorough report.

(b) Payments made since the meeting of the Council held on 10 June 2013:

RESOLVED:

That the following payments be approved:

<u>Financial Year 2012/2013</u>	<u>£</u>	<u>Cheque No</u>
GJ and AW Dutton (Hedge cutting)	90.00	102683
Smith of Derby (VI Clock repairs)	180.00	102684
Mrs JM Young (Chairman's allowance)	1,000.00	102685
University of Chester (Website hosting)	36.00	102686
Cumbria Clock Co Ltd	2,710.80	102687
Mrs S Hudspeth (Salary)	491.28	102688
Mrs S Hudspeth (Expenses)	36.00	102689
Mr JE Davies (Litter Picking)	63.00	102690
Hobbs Wildlife Services (Mole extermination)	75.00	102691

(c) Receipts

The Clerk reported that the Council had received its VAT refund for 2011/12 of £497.64.

RESOLVED:

That the VAT refund of £497.64 in respect of the 2011/12 Financial Year be noted.

(d) Cash to Bank Reconciliation

RESOLVED:

That the contents of the cash to bank reconciliation sheet be noted.

143. COMMUNICATIONS RECEIVED

The Council had not received any other communications than those already reported on.

144. 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.

145. 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 3 of Part 1 of Schedule 12A (as amended) to that Act. The Public Interest test has been applied and favours exclusion.

146. POSSIBLE LAND ACQUISITION

The Council had been given the opportunity to purchase land adjacent to that already in its ownership. Members discussed the pros and cons of acquiring the land, along with associated issues.

RESOLVED:

That the landowner be informed that the Council will not be making an offer for the land as it has no use for it.