

MINUTES OF A MEETING OF SAUGHALL AND SHOTWICK PARK PARISH  
COUNCIL held on 2 September 2013 at the Vernon Institute, Saughall

In attendance: Councillor Mrs J Edwards  
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 Mrs D Whitton  
Councillor Mrs JM Young (in the Chair)  
Councillor PP Young

Mr Bob Salisbury, Internal Auditor  
PCSO Wendy Leason (Part)  
PC Paul Taylor, Beat Manager (Part)  
Sergeant Iain Wedge (Part)

### **Public Speaking Time**

Prior to the commencement of the meeting the Council was addressed by **Mr Bob Salisbury** who set out the detail of a private postal scheme that he intended to run, with the help of volunteers, for Christmas card deliveries to the residents of Saughall. He likened his scheme to a similar one run over the last twenty years by the Uniformed Groups in Wirral.

The aim was to raise money towards refurbishment at the Vernon Institute and the new Community Facility/Sports Pavilion to be built in the Golden Jubilee Park. Although the money raised would be nowhere near enough to cover the costs of either project it would indicate a willing intent to any matched funding that the village could raise.

Collections would be on a regular basis and deliveries the same so although it would not be a guaranteed next day delivery, it would not be far off that. The scheme would begin in late November and run as late as possible up to Christmas (depending on volume and uptake). Only cards to be delivered in Saughall could be posted and no valuables of any description should be sent.

The cost would definitely be much less than the Royal Mail. The final cost of stamps had not been agreed yet but would be well below the cost of a Royal Mail second class stamp – probably half the cost. Stamps would be for sale in local outlets/shops.

As well as the main part of the village, the areas to be covered would be along Saughall Road to the Blacon boundary, all of Fiddlers Lane and Kingswood Lane, the A540 from Fiddlers Lane to the end of Long Lane, all of Long Lane, all of Lodge Lane up to the motorway and down Seahill Road up to Sealand Road, including any housing estates which bordered Seahill Road.

Further details would be published nearer the time in late November 2013.

#### 195. APOLOGIES FOR AUTHORISED ABSENCE

Apologies for authorised absences were received from:

Councillor H Jennings (Homewatch Co-ordinator)  
Councillor RK Shukla  
Councillor A Warrington  
Cheshire West and Chester Councillor Brian Crowe

#### 196. MEMBERS' CODE OF CONDUCT – DECLARATIONS OF INTEREST

No declarations of interest were received.

#### 197. MINUTES

RESOLVED:

That the Minutes of the meeting of the Council held on 5 August 2013 be confirmed as a correct record.

#### 198. PLANNING MATTERS

##### (a) Planning Applications

The Council considered the following planning applications which had been lodged with the Planning Authority, Cheshire West and Chester Council, since its last meeting with a view to setting out its observations on them:

(i) 13/03144/FUL

Proposal: Two storey side extension and single storey front porch extension.

Location: 8 Eastfields, Saughall, Chester, Cheshire.

“No objections.”

(ii) 13/02945/FUL

Proposal: Removal of condition 4 (provision of affordable housing) on 13/00077/FUL (Erection of three detached dwellings) – provision of affordable unit off site.

Location: Land at 76 Hermitage Road, Saughall, Chester, Cheshire.

“This is a significant variation to the original planning application and if it had been put before the Planning Board may have resulted in a different decision. The Parish Council would like to see an increase in affordable housing stock and would prefer to see new build.”

(iii) 13/03162/LBC

Proposal: Lighting along church path.

Location: All Saints Church, Church Road, Saughall, Chester.

“No objections.”

(iv) 13/03465/LBC

Proposal: Erection of new dwelling.

Location: The Croft, Seahill Road, Saughall, Chester.

“No objections.”

(b) Planning Decisions

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

(i) 13/00950/OUT

Proposal: Agricultural workers dwelling.

Location: Pitts Farm, Parkgate Road, Saughall, Chester.

“Notice of Outline Planning Permission.”

(ii) 13/02846/REM

Proposal: Submission of reserved matters in relation to outline planning permission 13/00950/OUT (agricultural workers dwelling).

Location: Pitts Farm, Parkgate Road, Saughall, Chester.

“Notice of Approval Details.”

(iii) 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.

“Notice of Planning Permission.”

(iv) 13/02610/FUL

Proposal: Construction of timber framed car port.

Location: Parkgate House, Lodge Lane, Saughall, Chester.

“Notice of Planning Permission.”

(v) 13/02897/FUL

Proposal: First floor front extension.

Location: Kingswood, Parkgate Road, Mollington, Chester.

“Notice of Planning Permission.”

## 199. POLICE/HOMEWATCH

### (a) Police

PC Paul Taylor introduced himself to the Council as he was attending his first meeting.

PC Taylor informed of the reported crimes committed in Saughall over the last month and detailed some positive outcomes. He also provided the details of six anti-social behaviour related incidents involving children and young people.

PC Taylor set out his policing priorities for the forthcoming month. He would be targeting outbuildings and carrying out some high visibility policing. He hoped to get the local communities in the rural areas to work with the police and for the police. PC Taylor's second priority was to target anti-social behaviour.

Members then asked a number of questions which were answered accordingly.

RESOLVED:

That PC Paul Taylor be thanked for his report.

### (b) Homewatch

PC Paul Taylor informed that work was ongoing to resurrect Saughall Homewatch.

RESOLVED:

That a progress report be provided at the next meeting when, hopefully, Councillor H Jennings will be in attendance.

### (c) Saughall Neighbourhood Management Team

Councillor Mrs JM Young reported that the fourth Summer Play Scheme had been a resounding success and a lot of fun. Consequently, the Neighbourhood Management Team had received a lot of compliments.

The Scheme had run for a week from 9:30am to 4:00pm and the children's attendance had averaged 24 each day.

Councillor Mrs JM Young also reported that the Team had the money in its bank account to buy a bench, which would be located in the Golden Jubilee Park in memory of the late Councillor Ian Humphrey, as soon as it was known where exactly it was intended to build the new Community Facility/Sports Pavilion.

RESOLVED:

That Councillor Mrs JM Young's report be noted.

## 200. ASSETS OF COMMUNITY VALUE SCHEME

The Council was reminded that Part 5 Chapter 3 of the Localism Act 2011 provided for a scheme called 'assets of community value' which was part of the Government's community empowerment agenda. It required a local council to maintain a list of 'community assets'. The Government was encouraging local communities to make use of this legislation.

Further to Minute No. 192(a) the Clerk had written to Noel O'Neill Head of Property and Regeneration at Cheshire West and Chester Council asking how the Co-op Store and the Greyhound Inn could be nominated as community assets so that they could be protected.

Mr O'Neill had replied informing that he was happy to move this request forward and that his understanding of the process was that communities could nominate assets and that Parish Councils did constitute the community. There was an application and evaluation process to go through. On Mr O'Neill's instruction, his colleague, Richard Green, had contacted the Clerk with the form and details of the assessment. The Council was informed that there needed to be a 'minuted' decision to support its application.

The Council noted that once an asset was nominated it would stay on the Community Assets Register for five years. The Parish Council would have six months to raise funds to purchase an asset so that it would not be lost to the local community, if it went up for sale. The offer would need to be competitive but the seller did not have to accept it.

The Council voted on the principle of taking advantage of this legislation. It then considered which of the following Community Assets it would like to put forward to Cheshire West and Chester Council for consideration of inclusion on the Community Asset Register:

- The Greyhound Inn;
- The Co-op Store;
- Conkers;
- 2 Fiddlers Lane;
- The Vernon Institute; and
- The field behind the Golden Jubilee Park.

Councillor RA Storrar declared a personal interest as he was a member of the Vernon Institute Management Committee.

RESOLVED:

That this Council is,

- (1) in principle, in favour of taking advantage of Part 5 Chapter 3 of the Localism Act 2011; and

(2) gives its approval to the following three Community Assets being put forward to Cheshire West and Chester Council for inclusion on its Community Asset Register:

- The Greyhound Inn;
- Conkers; and
- The field behind the Golden Jubilee Park.

#### 201. PARISH PLAN REFRESH REPORT AND ACTION PLAN – ANNUAL REVIEW

The Council reviewed its Parish Plan Report and Action Plan. During this process Members raised concerns about the potholes in the car park by the All Saints C of E Primary School which would be drawn to the attention of the Chester and District Housing Trust during the next 'Walkabout'. Reference was made to the blocked ditch behind Long Lane and it was reported that Councillor Brian Crowe was arranging for the necessary clearance work to be carried out.

Members had regard to section 8 of the report on Community Facilities and Recreation and commented on the facilities available at the School. It was understood that they would become available for community use at some stage and those Members who were also School Governors agreed to enquire about the associated costs.

RESOLVED:

That the content of the Parish Plan Refresh Report and Action Plan be noted.

#### 202. ANNUAL REVIEW OF THE COUNCIL'S BUSINESS PLAN

Councillor DF Holman led the review of the Council's Business Plan. He reminded Members that there were some sections to be completed and those organisations (The Methodist Church, Saughall Health Centre, the Co-op Store, The three village pubs) that had yet to contribute to the Plan would be asked for their input so that it could be included in the revised the Plan.

Councillor Holman also proposed that sections be included on:

- Resilience Planning
- Community Assets/Right to Bid
- Social Networking
- The Power of General Competence

This was agreed and Members gave consideration to the Quality Parish Council Scheme noting that there appeared to be few tangible benefits from obtaining the accreditation.

RESOLVED:

That the Business Plan be revised and republished in the light of the Council's discussion.

## 203. RESILIENCE PLANNING

Following the attendance of some Members at Cheshire West and Chester Council's (CWaC) Local Community Resilience event which had been held recently, it had been agreed that a Group of Members would meet earlier this evening to draw up a resilience planning document (in case of a catastrophic emergency) for Saughall.

It was reported that, unfortunately, this meeting had not been able to take place and it had not been possible to progress resilience planning. A further meeting was being organised by CWaC in the autumn and it was thought that this would be a forum to report any progress.

Councillor Mrs JM Young agreed to try to convene a meeting of the Group (Councillors H Jennings, RK Shukla, RA Storrar and Mrs JM Young) to discuss resilience issues.

## 204. SOCIAL NETWORKING

Councillor Mrs K Ford reported that the Council meeting was having a live Twitter feed again. This was being provided by a local resident, Mel Ashley, under the twitter name 'Saughall tweet'. She thanked Mel, again, for her help in getting the proceedings of the Parish Council's meeting out into the local community.

Councillor Mrs Ford also informed that there would be a Twitter training session arranged in the Vernon Institute, once wi-fi had been installed.

## 205. MEMBERS' TRAINING REQUIREMENTS

The Council was reminded that the Chief Executive Officer of Cheshire Association of Local Councils, Jackie Weaver would be delivering a three hour training session on Ethical Standards and the Power of General Competence at 6pm on Wednesday, 9 October 2013 in the Uniformed Groups' Headquarters. The total cost was £337:50. All Members were expected to attend and to hold the date and time in their diaries for this purpose. Training was imperative as the Council had agreed to take up this power.

It was noted that Councillor Mrs J Edwards would attend some Councillor Training Sessions once she was able to drive again.

## 206. GOLDEN JUBILEE PARK

### (a) Annual Inspection of Play Areas 2013

Councillor Mrs JM Young informed that the Field Committee had considered the Annual Inspection Report and agreed that the following issues should be addressed:

(i) Aerial Runway

A new seat was required and it need adjusting to alter the stopping place.

(ii) Space Net

All four mats required attention and binding work was needed on a frayed line.

(iii) Goal End

A bolt required attention and the support nearest the Uniformed Groups Headquarters was loose.

(vi) Painting Work

The painting work was completed except for the sputnik roundabout.

(v) Spring Rocker

The diameter of the footrests on the Spring Rocker must be queried with the Inspector.

(vi) Goal Posts

The big goal posts required wedges to hold them steady. The Football Association in Chester could assist with this.

(vii) Litter Bin

A new litter bin was required. Councillor Brian Crowe may be able to help with this.

(viii) Jubilee Tree

The area around the base of the Jubilee Tree required clearing to prevent damage to its trunk.

(ix) New Bench

The Council had a new bench which it intended to put in the Golden Jubilee Park.

(x) Path in Swing Park

The path required edging.

(xi) Access Gate

The gate at the roadside required a self closing spring fitted.

(xii) Car Park

Some of the green mesh that had been put down over the grass required replacing and some additional mesh was required near the entrance. The Council had some spare mesh stored in the Uniformed Groups' Headquarters.

RESOLVED:

That arrangements be put in hand to address the issues identified as requiring attention.

(b) Field Committee Report

Councillor Mrs JM Young reported that the Committee had met and made the following observations:

- There is a big branch in the vehicular entrance to the Park which required moving.
- The compound gates had been vandalised again.
- Soil had been dumped behind a house in Long Lane.
- Some weeding was required.
- Some diseased trees needed to be felled.
- There was a lot of rubbish behind the pond.
- The old table needed to be removed and taken away and a green bench situated where it had been.
- An attempt needed to be made to find out who owned the field next to the Park.
- A decision on where the MUGA would be sited needed to be made.
- There were some saplings in the small pond that needed to be removed.

RESOLVED:

That arrangements be put in hand to address the issues identified as requiring attention.

(c) Proposal to build a Community Facility/Sports Pavilion

Councillor JM Young informed that little progress had been made since the last meeting. The Group that was taking this initiative forward had started to complete application forms in an attempt to attract external funding.

(d) Multi Use Games Unit (MUGA)

Councillor Mrs K Ford set out options for locating the MUGA in the Golden Jubilee Park. She informed that a further period of consultation was planned and those parishioners who lived close to the Park would be given the opportunity to raise and discuss their concerns.

It was reported that a letter raising concerns about the proposed MUGA had been received from Ms J Whittingham of 7 Eastfields Grove.

Councillor Mrs JM Young read out this letter and the Council noted its contents.

A letter objecting to the MUGA proposal and to it being lit up at night had also been received from Mr PJ James of 4 Kingston Court and Councillor Mrs JM Young read it out and the Council noted its contents.

The Council noted that some of the concerns raised could be addressed. It had already agreed that the MUGA would not be flood lit.

Councillor Mrs K Ford informed that the proposed MUGA was for all ages and abilities. It would encourage the community to be healthy and exercise. It had health and well being benefits. The MUGA was to be used as a distraction from anti social behaviour and would not encourage it.

RESOLVED: That

(1) the proposed MUGA be situated in the middle of the space available at the back of Long Lane;

(2) Councillor Mrs K Ford would attempt to establish if there was a MUGA, similar to what was proposed for Saughall, in the rural area so Members could go and have a look at it; and

(3) Councillor Mrs K Ford would arrange a meeting with residents to discuss their concerns.

(e) Proposal to Re-instate the Perimeter Path

RESOLVED:

That no further action be taken to reinstate the Perimeter Path.

## 207. YOUTH ACTIVITIES

Councillor Mrs J Edwards reported that the Youth Club opened again on 10 September 2013.

RESOLVED:

That the report be received.

## 208. VERNON INSTITUTE MANAGEMENT COMMITTEE (VIMC)

(a) Vernon Institute Building

Councillor PP Young reported that the changes to the governance documents were moving on at a pace. A change in Trustee arrangements had been proposed. The VIMC's Annual General Meeting would be delayed, until possibly October, to allow plenty of time to discuss the proposals. A move to Limited Company status was proposed. The

difficulty was that the Vernon Institute owned both land and property. Two charities could be set up.

A smaller Group of Trustees had been proposed by the Committee's solicitor (a Charitable Incorporated Organisation).

RESOLVED:

That Councillor PP Young be thanked for his report.

(b) Clock Automation

Councillor DF Holman informed that all the light fittings were up in the clock tower and everything was ready to be put in place.

RESOLVED:

That Councillor DF Holman's report be noted.

(c) New Roll of Honour

It was noted that Councillor A Warrington was not in a position to move this initiative forward at the current time. He was happy to relinquish it if another Member wanted to take it on.

Councillor Warrington had been trying to attract external funding but grant providers were asking for numerous quotes when it seemed that only one company manufactured the plaque required.

RESOLVED:

That a quote be obtained for the work required and if it is reasonable the Council will award the contract and pay for it itself.

209. LODGE LANE AFFORDABLE HOUSING PROJECT

Councillor Mrs JM Young reported that the development works were progressing well and the Clerk was awaiting an update which she would include in the September 2013 Newsletter.

RESOLVED:

That Councillor Mrs JM Young be thanked for her report.

210. CHAIRMAN'S MONTHLY REPORT

Councillor Mrs JM Young inform of various issues she had been involved in during the month. These included:

- Concerns about a neighbourhood alert not reaching the community
- The Methodist Church had requested the Council to provide a grant so it could purchase an IT System for displaying hymns on the walls.

- The meeting held to discuss the problems with lorries delivering to the Co-op Store and the subsequent actions agreed and underway.
- Requests for public speaking next month – Mr Bird and Mrs Renshaw.
- Police and Crime Commissioner's funding available for repeater signs.
- A request for a grant to kick start the Christmas Postal Service, which Mr Bob Salisbury had outlined prior to the commencement of the meeting, as the proceeds would be split between the Vernon Institute and the Sports Pavilion/Community Use Building fund.

RESOLVED: That

- (1) the Chairman be thanked for her report;
- (2) a grant of £150 be given to Saughall Methodist Church as a contribution towards the IT System referred to above; and
- (3) the proposal to assist the start up of the Village Christmas Post Service be agreed, in principle, and be further discussed at the next meeting of the Council.

#### 211. PARISH COUNCIL SURGERIES

##### (a) Surgery held on Sunday, 27 July 2013

Councillor Mrs J Knox had presided over the Parish Council Surgery which had been held outside the Co-op Store on 31 August 2013. Issues raised and discussed had included the following:

- Cars parking on verges
- The state of the pavements
- Few people knew about the MUGA proposal
- The need for more up to date play equipment for older children and making a comparison to what was available at Huntington and Westminster Park.

RESOLVED:

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

##### (b) Surgery on Saturday, 5 October 2013.

RESOLVED:

Councillor Mrs J Johnson be requested to preside over the next Parish Council Surgery to be held from 10 to 10:45am at Oaktree Nurseries.

212. CHESHIRE WEST AND CHESTER COUNCIL – WARD COUNCILLOR'S REPORT (INCLUDING ANY HIGHWAYS OR ENVIRONMENTAL MATTERS)

RESOLVED:

That Councillor Brian Crowe's report be deferred to the next meeting of the Council as he was not in attendance.

213. ACCOUNTS

(a) Annual External Audit 2013/13

The Council considered a letter dated 15 August 2013 from the External Auditor, along with the External Audit Certificate and Opinion 2012/13.

The Council noted that the External Auditor's opinion was that the information supplied and the Annual Return was in accordance with proper practices and no matters were giving cause for concern that relevant legislation and regulatory requirements had not been met.

(b) Payments made since the meeting of the Council held on 5 August 2013:

RESOLVED:

That the following payments be approved:

<u>Financial Year 2012/2013</u>	<u>£</u>	<u>Cheque No</u>
BDO LLP (External Auditor)	360:00	102708
Mrs S Hudspeth (Expenses)	57:60	102709
Mrs S Hudspeth (Salary)	515:83	102710
Mr JE Davies (Litter Picking)	63.00	102711
Saughall Methodist Church (IT System to display hymns)	150.00	102712

(c) Receipts

No receipts had been received since the last meeting of the Council.

(d) Cash to Bank Reconciliation

RESOLVED:

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

(e) Funding Opportunities/Attracting Grant Aid

Councillor Mrs K Ford informed that there was no progress to report.

(f) NALC Employment Briefing, July 2013 – 2013/13 National Salary Awards

The Council noted the new pay scales for Clerks from 1 April 2013.

214. ANNUAL REVIEW OF THE COUNCIL'S FINANCIAL REGULATIONS

The Council considered its Financial Regulations and it was

RESOLVED:

That no changes be made at this time.

215. ANNUAL AUDIT – RISK MANAGEMENT

Councillor Holman reported that an amendment would need to be made following the work on the Vernon Institute Clock and, as a result of the Council's Social Media initiatives, the risk of adverse comments being reported would also need to be incorporated into the risk management strategy.

RESOLVED:

That next year a different Member be requested to review the Council's arrangements in order to obtain a different perspective on risk management.

216. ATTENDANCE AT MEETINGS OF OUTSIDE BODIES

(a) Meetings Coming Up

- Cheshire Association of Local Councils' (ChALC) Annual Meeting 2013 on Thursday, 24 October 2013 at Fire and Rescue Headquarters, Winsford. Refreshments will be available from 6pm.

Councillors Mrs K Ford, B Kerr, DF Holman, RA Storrar Mrs JM Young agreed to attend, in the knowledge that the Chief Executive of the National Association of Local Councils, John Findlay would be speaking at the meeting.

- Community Governance Review Meeting on Wednesday, 18 September 2013 at 6:30-8:30pm at Winsford Lifestyle Centre (upstairs function room) or Thursday, 26 September 2013 at 6:30pm-8:30pm at CWaC HQ Building, Chester (G1 & G2 meeting rooms).

Councillors B Kerr, RA Storrar and Mrs JE Storrar agreed to attend.

217. COMMUNICATIONS RECEIVED

There were no other communications put before the Council.

218. CIRCULARS

The following circular had been received:

- Cheshire Rural Touring Arts – Autumn Season 2013.