

**MINUTES OF THE MEETING OF SAUGHALL AND SHOTWICK PARK PARISH COUNCIL held on Monday, 9 April 2018 at the Vernon Institute, Church Road, Saughall.**

In attendance: Councillor A Bailey  
Councillor DF Holman  
Councillor H Jennings  
Councillor M Johnson  
Councillor Mrs J Knox  
Councillor B Kerr  
Councillor Ms A Manning  
Councillor Mrs JE Storrar  
Councillor D Taylor-Pogue  
Councillor A Warrington  
Councillor PP Young (in the Chair)  
Councillor Mrs JM Young

Mr Dave Glavin, the Internal Auditor (Part)

**163. APOLOGIES FOR ABSENCE**

Apologies for absence were received from:

PC Rob Brown  
Cheshire West and Chester Councillor Brian Crowe  
PCSO Wendy Leason

**164. MEMBERS' CODE OF CONDUCT – DECLARATIONS OF INTEREST**

Councillor PP Young declared a personal interest by virtue of being a Trustee of the Vernon Institute (Minute No. 175 refers), as the Council was providing a financial contribution towards the rendering of the Vernon Institute Clock Tower.

**165. MINUTES**

**RESOLVED:**

That the Minutes of the meeting of the Council held on 5 February 2018 be confirmed as a correct record.

## 166. PLANNING MATTERS

The Council's observations on the following planning applications were agreed and the Clerk was requested to notify Cheshire West and Chester Council - the Planning Authority, of them:

### (a) Planning Applications

#### (i) 18/00756/FUL

Proposal: Residential development of 30 dwellings, public open space and associated infrastructure – amendment to application 16/01489/FUL.

Location: Pear Tree Farm, 185 Hermitage Road, Saughall.

'If this site is now deemed to be a brown field site then the Parish Council has no objection to the proposed re-development. However, it wants to draw to your attention that it previously has tried to encourage that a lower number of dwellings be built on the site.'

#### (ii) 18/00624/FUL

Proposal: Single storey extension to side/rear and demolition and relocation of garage and outbuildings.

Location: Astbury Cottage North, Parkgate Road, Saughall.

'No objections.'

#### (iii) 18/00268/FUL

Proposal: Replacement dwelling.

Location: Land at 122 Hermitage Road, Saughall.

The Clerk reported that she had received an email on 8 April 2018 from Ms M Warburton setting out her objections to this planning application. She would forward it to Mr N Smith, the Planning Officer dealing with the planning application.

'The Parish Council objects to this planning application as it is on a green field site.'

#### (iv) 18/00526/FUL

Proposal: Erection of a single storey detached timber out-building to be used as additional classroom space.

Location: Saughall All Saints Primary School, Church Road, Saughall.

'No objections.'

#### (v) 18/00976/FUL

Proposal: Single storey side extension.

Location: All Saints Church, Church Road, Saughall.

'No objections.'

(b) Planning Decisions

There were no planning decisions to report

(c) Planning Inspection – Appeal Decision

RESOLVED:

That the following decision be noted:

17/00498/FUL

Proposal: Change of use to a pharmacy and alterations to elevations.

Location: Plainsfield, Church Road, Saughall.

‘Allowed’.

167. DEVELOPMENT AT CHURCH ROAD, SAUGHALL – COMMUNITY BENEFIT PROJECT

The Clerk reported that she had received an email dated 9 March 2018 from Ms J Johnson, Project Manager at Sanctuary Homes. Ms Johnson informed that works had now commenced on the scheme.

As part of the project there was a small allowance for Community Benefit Projects. On previous schemes Sanctuary Homes had asked parish councils and the local community to suggest where this could be best utilised. Previous projects had been diverse and had included works to community gardens, repairs to war memorials, works to community centres and work with schools. Ms Johnson requested that the Council send her its suggestions.

Councillor PP Young reported that he had contacted Ms Johnson and as a consequence proposed that Councillor Ms A Manning be requested to obtain a quote for approximately £2,000 for flower displays in the village. Councillor D Taylor-Pogue suggested that Councillor A Manning approach Walkers of Huntington with a view to purchasing the planters that would be required.

RESOLVED:

That Councillor Ms A Manning be requested to obtain a quote as detailed above and report on the Community Benefit Project at the Annual Meeting of the Council scheduled for Tuesday, 8 May 2018.

168. POLICE/HOME WATCH

(a) Police Report

PCSO Wendy Leason had been unable to attend the meeting but copies of the Police Newsletter that detailed incidents/crimes committed in the village between 1 March and 8 April 2018 had been circulated. They included details of local issues and events and Members noted, in

particular, the number of thefts from unsecure vehicles in the village and deliberate drive offs from the Red Ensign Garage .

RESOLVED:

That the content of the Saughall Police Newsletter – April 2018 be noted.

(b) Home Watch

There was nothing to report on this item of business.

(c) Saughall Neighbourhood Management Team

The Council received a brief report on the Team's activities from Councillor Mrs JM Young. It was noted that the Team would be engaged on marshalling duties during the Chester Half Marathon scheduled for Sunday, 29 April 2018 and the Summer Play Scheme would be running from 6 to 10 August 2018.

RESOLVED:

That the report be received.

170. CHESHIRE WEST AND CHESTER COUNCIL (CWaC) – WARD COUNCILLOR'S REPORT

(a) Willow Hey Drainage Issues

It was noted that the drainage work could still not be carried out as the ground was too wet due to the continuous inclement weather.

RESOLVED:

That the Clerk be requested to write to Chris Matheson MP to remind him that the drainage problem was not yet resolved.

(b) Report of the Highways Working Group

The Council received copies of the notes taken at a meeting of the Highways Working Group on 15 February 2018 and as an addendum to these notes a copy of proposed amendments from Cheshire West and Chester Council's Principal Engineer - Place Operations, Mrs Kay Parry.

Members raised their concerns about speeding traffic through the village. A discussion ensued about the merits and demerits of hiring a consultant to carry out a speed analysis.

Members noted that there was occasional speeding traffic in Saughall but there was not the traffic congestion that the notes seemed to convey as most of the time the traffic flowed. An independent report would cost in

the region of £5,000 and most probably tell Members what they wanted to hear, so would not be entirely independent. That approach would not provide value for money. Cheshire West and Chester Council did not have funding available for any traffic calming schemes so flower planters were considered to be the best solution.

Members were aware that speeding traffic increased in the evening as the cars parked on the road during the day had gone.

The Highways Working Group was requesting training on the 'truCAM' and that Highway Engineers be requested to carry out a road safety assessment.

RESOLVED:

That the Clerk be requested to ask Cheshire West and Chester Council's Principal Engineer - Place Operations, Mrs Kay Parry in the interests of child safety, if it is possible to extend the 20 mph zone up past the Golden Jubilee Park's Cheshire Railings on Long Lane.

171. PREPARING FOR THE GENERAL DATA PROTECTION REGULATION (GDPR)

The Clerk reported that Data Protection Law was changing on 25 May 2018 and the Council needed to appoint a Data Protection Officer. She provided Members with 'The Information Commissioner's Office publication – Preparing for the General Data Protection Regulation' and a copy of an article from the Local Council Review Spring 2018 where the Information Commissioner, Elizabeth Denham had answered a number of questions on GDPR, for information. It was noted that the GDPR brought the law right up to date. It was the biggest change to data protection in a generation and gave everyone control of their own information.

The Clerk reported that she could not be appointed as the Council's Data Protection Officer because she could not regulate herself. Councillor B Kerr informed that the National Association of Local Councils was attempting to get someone in place who could provide this service for a group of parish councils.

RESOLVED:

That the Clerk be requested to contact Mrs J Weaver, Chief Executive of the Cheshire Association of Local Councils for advice on who could be appointed as the Council's Data Protection Officer and the GDPR training available.

172. ACCOUNTS

(a) Payments made since the meeting of the Council held on 5 February 2018

RESOLVED:

That the following payments be approved:

| <u>Financial Year 2017/2018</u>   | <u>£</u>  | <u>Cheque No</u> |
|---|-----------|------------------|
| NBB Recycled Furniture (2 Planters)   | 1,344.00  | 200026           |
| Morral Play Services (Play Equipment Inspection)  | 54.00     | 200027           |
| Vernon Institute (Hire of Small Hall)   | 70.00     | 200028           |
| Mrs H Cakebread (Trees)   | 73.50     | 200029           |
| HM Revenue & Customs  | 1,191.72  | 200030           |
| Horticon Ltd<br>(Work on younger children's play area)                                  | 45,732.00 | 200031           |
| Morral Play Services<br>(Contract Management re Younger<br>Children's Play Area)        | 2,994.00  | 200032           |
| <u>Financial Year 2018/2019</u>   | <u>£</u>  | <u>Cheque No</u> |
| Mr JE Davies (Litter Picking)   | 90.58     | 200033           |
| Mrs S Hudspeth (Salary)   | 502.60    | 200034           |
| Mrs S Hudspeth (Expenses)   | 115.55    | 200035           |
| Saughall Uniform Groups<br>(Use of HQ for Younger Children's<br>Play Area – Re-opening) | 40.00     | 200036           |
| FCC Recycling (UK) Ltd<br>(3 <sup>rd</sup> party contribution re Clock Tower)           | 6,095.26  | 200037           |
| Mrs JM Young<br>(Younger Children's<br>Play Area – Re-opening – Catering)               | 70.42     | 200038           |
| Mrs D Bloomfield<br>(Younger Children's<br>Play Area – Re-opening – Catering)           | 187.81    | 200039           |
| Alan's Skips<br>(Skip Hire for grass cuttings)  | 132.00    | 200040           |
| Cancelled   |           | 200041           |

(b) Receipts

RESOLVED

That it be noted that the 2018/19 Parish Precept of £64,238 has been received from Cheshire West and Chester Council.

(c) Cash to Bank Reconciliation

RESOLVED:

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

(d) Audit Training

The Cheshire Association of Local Council's had held a 'Year End and Internal Audit' Training Session on Tuesday, 6 February 2018 at a cost of £75 for the full day and Councillor A Bailey and Mr D Glavin, the Internal Auditor had attended.

Subsequently, Mr Glavin had written a mid-year report that set out the recommendations of the course presenters and Members had received a copy with their agenda.

Within the Mid-year report the following recommendations were listed:

- The Council should purchase a laptop for sole use of Parish Council business to comply with the GDPR. The information held on the laptop to be backed up regularly to an external hard drive, ideally held by a third party to ensure no data loss.
- In the interests of probity, the Council's payroll should be processed by an independent body.
- Councillors paid/reimbursed by cheque should not be one of the signatories on that particular cheque.
- All payments must be supported by an invoice for payment and signed off by Members at the time the cheque is signed.
- Unpaid cheques/returned funding should not be classed as income but processed as negative expenditure. The 2017/18 Accounts should include a credit in respect of an unpaid cheque.
- The Parish Council should apply for Expenditure Dispensation – now called Exemption in respect of reimbursed expenditure.
- Check whether companies the Parish Council do business with are registered for VAT.

It was reported that the Business Plan Action Group had considered Mr Glavin's report and was of the view that the Clerk had appropriate back up computer systems in place and the current arrangements were satisfactory. It was reported that the Responsible Financial Officer looked after the payroll and not the Clerk.

Members turned their attention to the GDPR again, in the knowledge that the Clerk did not have a personal computer that was used solely for Parish Council business. However, until the position became clearer in respect of the implications of GDPR and appropriate training was made available, no decision would be made regarding this matter.

Following queries raised by Councillor A Bailey regarding the Clerk's pay, the Internal Auditor undertook to analyse the Payroll at the end of the 2017/18 Financial Year.

RESOLVED: That

- (1) the position be noted and a review be carried out on the Clerk's computer requirements once more information is available on the GDPR;
- (2) the Clerk be requested to provide the Internal Auditor with details of her tax and pension arrangements;
- (3) the Internal Auditor be requested to report any concerns following the action at (2) above to the Annual Meeting of the Council scheduled for Tuesday, 8 May 2018;
- (4) the Clerk and Responsible Financial Officer be requested to implement the Internal Auditor's recommendations as appropriate;
- (5) Councillor A Bailey and the Internal Auditor be thanked for attending the Training Session; and
- (6) the Internal Auditor and the Responsible Financial Officer be thanked for their assistance and ongoing commitment to the Council.

(e) Review of the Parish Council's Insurance

Further to Minute No. 126(e) when the review of the Council's insurance Cover was put on hold. The Clerk reported that the total cost of the insurance during 2017/18 was £1,417.76. She had revised the Council's Assets List to include the new play equipment etc. recently procured for the Golden Jubilee Park and deleted equipment the Council no longer had in its possession. The Clerk now proposed to seek quotes for the annual insurance cover from 1 June 2018.

RESOLVED:

That any insurance quotes received be considered by the Council at its Annual Meeting on Tuesday, 8 May 2018.

173. REVIEW OF THE COUNCIL'S CURRENT WORKING PRACTICES

The Business Plan Action Group had been asked to look at ways to increase the efficiency and effectiveness of the way the Council conducts its business. Following a number of meetings, Members considered a report on the Group's recommendations for improvement including a standardised agenda and a new six weekly meeting cycle.

RESOLVED: That

- (1) a Special Council meeting be held in order to consider the Group's proposals in more detail and agree any changes to bring about improvement;
- (2) the Clerk be requested to draft up a schedule of meetings for the 2018/19 Municipal Year for consideration at the Annual Meeting of the Council scheduled for Tuesday, 9 May 2018; and
- (3) the Clerk be requested to revise the Council's Standing Orders to accommodate any changes to working practices that are agreed at the Special Council meeting.

#### 174. COMMUNICATIONS STRATEGY

The Council received the notes of the Communications Working Group held on 28 February 2018. It had made the following recommendations:

- The notice board at the Egerton Arms Public House be disposed of as there is little passing viewing. It could be offered to the Licensee on condition that the Council's name is covered up.
- If or when the Pear Tree Farm site development receives approval from the planning authority, a new notice board be provided at the inward bound to Chester bus stop which will be connected by pavements to the new development.
- The Cheshire Association of Local Councils be contacted regarding GDPR to find out when training will be available and what the impact may be on the Council's media policy.
- This Group be re-named 'Communications and Marketing Working Group'.

Councillor DF Holman asked whether the Group was monitoring residents' successful receipt of their Parish Newsletter. Councillor A Bailey reported that the publishers of the Chester Handbooks had assured him that residents were receiving the Newsletter but not necessarily in the same week.

RESOLVED:

That the recommendations of the Communications Working Group as detailed above be agreed.

#### 175. VILLAGE AMENITIES AND AESTHETICS

(a) Amenities

- Defibrillator at the Co-op Store

The defibrillator was now in position outside of the Co-op Store and training for staff and interested parties would be held at the Uniformed Groups' Headquarters at 7pm on Tuesday, 24 April 2018.

RESOLVED:

That the report be received.

- Vernon Institute Building and Clock Tower

Councillor PP Young reported that the Vernon Institute had made a success funding application to WREN and would receive a grant of £56,700 to carry out the re-rendering work required to the building and the clock tower. The Council was contributing £6,095.26 towards this project as the third party guarantor. It was noted that the total cost of re-rendering the tower was £10,265.

The Council noted that work was due to commence on the Vernon Institute building on Monday, 23 July 2018. The road would need to be closed for four weeks and there would be a diversion in place.

RESOLVED: That

(1) the report be noted;

(2) the Council's financial contribution to assist the re-rendering of the Vernon Institute Clock Tower be now increased to a total of £10,265 with the outstanding difference (£4,169.74) to be paid to the Vernon Institute; and

(3) the owner of the 'Swinging Gate' be asked if he wants to carry out any work to his property whilst the road is closed.

(b) Aesthetics

- Proposal for Tubs of Flowers

Councillor Ms A Manning informed that there had been suggestions from residents that tubs of flowers be put at the end of The Ridings on Hermitage Road and at the Lodge Lane Bus Terminus.

Also, the Council was reminded that Councillor Mrs JM Young had reported that Mrs Bland, who had helped to plant the spring bulbs, had informed that if the Council provided a planter to go by the Saughall sign on Long Lane, she would look after it.

RESOLVED:

That Councillor Ms A Manning be requested to obtain quotes for the planters and their contents and report on them to the Annual Meeting of the Council scheduled for Tuesday, 8 May 2018.

- Virgin Broadband

Councillor DF Holman reported that there was no commitment or date to deliver broadband to Saughall.

RESOLVED:

That the report be noted.

#### 176. GOLDEN JUBILEE PARK

##### (a) The Re-develop the Park and Provide a New Children's Play Area

Councillor Mrs JM Young reported that the new Younger Children's Play Area had been opened on Saturday, 24 March 2018 by the Lord Mayor of Chester, Councillor Razia Daniels and Chris Matheson MP. The event had been very well attended. Saughall, All Saints C of E Primary School (the School Council) had provided the refreshments (Afternoon Tea), ably assisted by the ladies of Knit and Natter.

The games and teas had raised £377.30 which would be put towards the cost of the flagpole that the School wanted to purchase for its own use.

RESOLVED: That

(1) Councillor Mrs JM Young be thanked for her report; and

(2) the Clerk be requested to send out thank you letters to:

- Mr Tony Summers and the Saughall Neighbourhood Management Team for helping with the setting up and organisation of the opening;
- the ladies of Knit and Natter for the excellent refreshments that they provided; and
- Ms Diane Bloomfield and the School Council for organising the cake competition, the games on the day and the prizes as well as booking the photographer, writing the article for the newspaper and encouraging the children at school to come along.

##### (b) New Children's Play Area - Snagging List

It was reported that there seemed to be a flat spot in the corner of the New Children's Play Area and the water was not draining off the tarmac. Also, the roundabout ride had a small gap which potentially could cause an injury to a child's finger.

RESOLVED:

That the Clerk be requested to contact Mr Alan Dymond with details (including photographs) of the snagging list and to hold back payment of

the invoices in respect of him and Horticon Ltd until the Council is content that the issues raised have been satisfactorily resolved.

(c) Project to Re-develop the Park – Phase 2

RESOLVED:

That the Field Inspection Group be requested to liaise with Mr Alan Dymond with a view to considering the proposal to build a Skate Board/BMX Track as Phase 2 of the Golden Jubilee Parks redevelopment and obtain quotations for the work required.

(d) Storage Box for Sports Equipment.

Councillor Mrs JM Young reported that some local ladies wanted to start up a walking netball team and needed a storage facility in the Golden Jubilee Park.

RESOLVED:

That the Field Inspection Team be requested to obtain quotes for appropriate storage of netball equipment.

(e) Management Plan for the Park

There was no report on this item of business.

(f) Maintenance

Councillor Mrs JM Young informed that the car park was very muddy following the recent very wet weather.

Councillor Mrs Young was concerned that the new draft Grass Cutting Contract was still awaited. Councillor H Jennings informed that work on this contract was nearing completion and the result would be worth the wait.

Councillor Mrs Young referred to the quote obtained in the sum of £110 + Vat to hire a mini skip from Alans Skips to collect grass cuttings so that they were not left on the sports pitches.

RESOLVED: That

(1) Councillor Mrs JM Young be requested to obtain quotes for planings to be spread in the car park; and

(2) the quote as detailed above be accepted and the Clerk be requested to make the necessary arrangements for the skip's delivery.

## 177. PUBLIC FOOTPATHS AND RIGHTS OF WAY

### (a) Footpath Warden's Report

Councillor A Bailey reported on the permissive path that ran along the side of Shotwick House and informed that arrangements were being made with Cheshire West and Chester Council to sign an agreement to convert it to a public right of way.

RESOLVED:

That the report be received.

### (b) Safety of Horses and Cyclists on the Old Railway Bridge over the Cycle Track

Councillor H Jennings informed that there was little progress to report on this item of business and that he hoped to provide a progress report for the Annual Council Meeting scheduled for Tuesday, 8 May 2018.

RESOLVED:

That the report be noted.

## 178. VILLAGE EVENTS

### (a) Parish Council Surgery on Saturday, 7 April 2018 at the Co-op Store

Councillor A Warrington reported that no one had attended his Parish Council Surgery as the weather had been very inclement.

RESOLVED:

That the report be received.

### (b) Next Parish Council Surgery

RESOLVED:

That Councillor Mrs J Knox be requested to preside over the next Parish Council Surgery to be held from 10am to 11am on Saturday, 7 May 2018, outside of the Co-op Store and bring a report on the proceedings to the Council's Annual Meeting scheduled for Monday, 9 May 2018.

### (c) Scarecrow Competition – 2018

Councillor Mrs JM Young wanted to make it clear that the Scarecrow Competition was not a Parish Council event but was being arranged by the 'Music in the Park' Group. She also informed that entry forms for the competition were now available.

RESOLVED:

That the report be noted.

(d) Bonfire Night

The Council was reminded about numerous complaints made last November when a Firework Display and Bonfire were held at the Greyhound Inn in conjunction with the Saughall Colts had created a highly dangerous situation for the public in general and for Saughall residents and businesses.

RESOLVED:

That the Clerk be requested to write to both the Licensee of the Greyhound Inn and the Saughall Colts to ask whether it was their intention to hold a similar event this year and if it was to also ask them to ensure that they manage it better and that this be extended to include parking provision, traffic control and public safety.

179. COMMUNICATIONS

RESOLVED:

That the following communications be noted:

- Email dated 5 March 2018 from Ms Gaynor Harris on behalf of the Saughall Friday Club thanking the Council for its financial contribution to its Christmas Lunch.
- Landscape and Amenity Product Update – February 2018.
- Cheshire Rural Touring Arts – Spring 2018.
- Signpost – Newsletter of the Peak and Northern Footpaths Society