

MINUTES OF THE ANNUAL MEETING OF SAUGHALL AND SHOTWICK PARK PARISH COUNCIL held on Tuesday, 8 May 2018 at the Vernon Institute, Church Road, Saughall.

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

Cheshire West and Chester Councillor Brian Crowe (Part)

1. ELECTION OF CHAIRMAN

It was proposed and seconded and it was

RESOLVED:

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

2. CHAIRMAN'S DECLARATION OF OFFICE

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

3. ELECTION OF VICE-CHAIRMAN

It was proposed and seconded and following a vote it was

RESOLVED:

That Councillor A Bailey be elected Vice-Chairman of the Council for the ensuing Municipal Year.

4. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor H Jennings and PCSO Wendy Leason.

5. MEMBERS' CODE OF CONDUCT – DECLARATIONS OF INTEREST

No declarations of interest were received.

6. MINUTES

RESOLVED:

That subject to the following amendments, the Minutes of the meeting of the Council held on 9 April 2018 be confirmed as a correct record:

Minute No. 177 (a) Footpath Warden's Report

Delete 'with' and replace with

'between the land owner and'

7. ANNUAL PARISH ASSEMBLY

Members considered the draft Minutes of the Meeting of the Annual Parish Assembly that had been held on Monday, 23 April 2018. Only one member of the public, Mr Richard Nicholas, had attended and he had expressed interest in being co-opted onto the Highways Working Group. Councillor A Bailey informed that he had already contacted Mr Nicholas in this regard.

Members considered how the Annual Parish Meeting could be made more attractive for members of the public and the possibility of arranging for a speaker to attend and give a talk on a subject that was of interest to parishioners was proposed.

RESOLVED: That

- (1) the content of the Minutes of the Annual Parish Assembly held on Monday, 23 April 2018 be noted;
- (2) consideration be given to inviting a speaker to attend the next Annual Parish Assembly and give a talk on a subject that may be of interest to parishioners; and
- (3) the date and time of next Annual Parish Assembly be included in the Parish Council's Newsletter.

8. GENERAL POWER OF COMPETENCE

The Clerk reported that one of the three conditions to be able to use the general power of competence was that at least two thirds of the membership of the Council must have been elected (i.e. not co-opted). This condition was no longer satisfied so the resolution that the Council meets the conditions required in order for it to be granted the General Power of Competence and be eligible to exercise this power could not be moved.

It was also reported that the Council had never exercised this power anyway and was now unable to spend money on any initiative outside the parish e.g. the cycle track over the border in Wales.

RESOLVED:

That the position be noted.

9. MEETING SCHEDULE – 2018/19

RESOLVED:

That the Meeting Schedule for the 2018/19 Municipal Year prepared by the Clerk be approved.

10. COMMITTEE AND WORKING GROUP REPRESENTATION

Members considered a discussion paper presented by Councillor PP Young relating to the Working Groups the Council required for it to progress its business. He proposed the establishment of the following four Working Groups who would make recommendations to the Council with the Terms of Reference as detailed below:

- Business
To keep the Council's Business Plan under review and make recommendations on it and the Council's Budget and Standing Orders.
- Golden Jubilee Park
To manage the Golden Jubilee Park, an important village facility, and make recommendations as appropriate on it and its Joint Use Agreement.
- Communications and Marketing
To review the Council's Media Policy and make recommendations on it and on notice boards, the Parish Council Newsletter, Footpath Maps and social media development.
- Highways
To draft a Road Safety Strategy for the village and work with the Highways Authority to implement changes. It will also provide an overview on footpaths and allotments in Saughall.

Councillor PP Young also proposed who should Chair each Working Group.

RESOLVED: That

(1) the proposal to establish four Working Groups as detailed above be agreed and their Membership be as follows:

(a) Business Working Group

Councillors A Bailey, Howard Jennings, B Kerr and PP Young.

(b) Golden Jubilee Park Working Group

Councillors Mrs J Knox, A Warrington, Mrs JM Young and PP Young plus three co-opted Members (Ms A Dutton, Mrs S Harris and Mr B Huxley).

(c) Communications and Marketing Working Group

Councillors **A Bailey**, DF Holman, Ms A Manning and A Warrington.

(d) Highways Working Group

Councillors H Jennings, M Johnson, **B Kerr**, J Knox, D Taylor- Pogue plus one co-opted Member (Mr R Nicholas).

(2) each Working Group will elect its own Chairman; and

(3) those Members whose names are in bold print will convene the first meeting of their respective Working Group and provide an agenda.

11. PARISH COUNCIL REPRESENTATION

RESOLVED:

That the Council be represented as follows:

(a) Chester Area Meetings of the Cheshire Association of Local Councils (ChALC)

Councillors A Bailey, M Johnson, A Warrington and PP Young.

(b) Vernon Institute Management Committee

Councillor Mrs J Knox.

(c) Saughall Neighbourhood Management Team

Councillor Mrs JM Young.

(d) Tree and Environmental Warden

Mrs H Cakebread, subject to her agreement.

(e) Parish Paths and Allotments Wardens

Councillors A Bailey, M Johnson and A Warrington.

(f) Responsible Financial Officer

Mr G Hudspeth.

(g) Internal Auditor

Mr Dave Glavin.

(h) Superfast Broadband – Digital Champion

Councillor DF Holman

12. PLANNING MATTERS

(a) Planning Applications

The 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:

(i) 18/01352/FUL

Proposal: Demolition of existing garage, two storey extension to side, extension to dormers front and rear, erection of a replacement garage and creation of new vehicular access.

Location: 11 Larchfields, Saughall.

‘The Parish Council has no objections to this planning.’

(b) Planning Decisions

RESOLVED:

That the following planning decisions, made by the planning authority, be noted:

(i) 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.

‘Approval.’

(ii) 18/00526/FUL

Proposal: Single storey side extension.

Location: All Saints Church, Church Road, Saughall.

‘Approval.’

(iii) 18/00976/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.

‘Approval.’

(c) Other Planning Matters - 122 Hermitage Road, Saughall

RESOLVED:

That the Clerk be requested to send the Planning Authority Council Minute No. 166 (iii) of the Council meeting held on 9 April 2018 again as follows:

'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.'

13. DEVELOPMENT SITE – THOMAS WEDGE CLOSE, SAUGHALL

Members had attended a site visit with Rachel Rens, Housing Policy Officer at Cheshire West and Chester Council on Wednesday, 16 August 2017. The reason for the visit had been to discuss the possibility of developing a plot of land at Thomas Wedge Close. Cheshire West and Chester Council had been working on a housing delivery programme for the Borough and was keen to work with communities to provide affordable housing which met local need.

A village wide survey was to be conducted and details were awaited from Ms Rens. Evidence would need to be provided that there was a need for low cost housing in Saughall. Members noted that the site was appropriate for affordable housing.

Councillor PP Young informed that he had been unable to contact Ms Rens. Councillor Brian Crowe suggested that he contact Mrs Alison Amesbury, the Strategic Housing and Commissioning Manager at Cheshire West and Chester Council instead.

RESOLVED:

That Councillor PP Young be requested to contact Mrs Amesbury to obtain a progress report on this proposed development.

14. POLICE/HOME WATCH

(a) Police Report

Councillor Brian Crowe referred to a broken down van in Aldersey Close which he had reported to the PCSO she had informed that it was not causing a blockage as people were able to get passed.

Councillor Mrs JE Storrar reported that she had been paid a visit by a man selling Dreams double mattresses for £100 each.

Councillor M Johnson raised concerns that there were no Police Officers in attendance at the Council's meeting again, particularly as the Police and Crime Commissioner for Cheshire was very clear that both PCSOs and Police Constables must attend parish council meetings and provide a report. As there was no report available it was

RESOLVED:

That the Clerk be requested to write to Chief Inspector Mike Evans to draw attention to the situation and to ask that police reports are provided for future meetings.

{Following the meeting the Clerk informed Members that PC Rob Brown had emailed his Police report to her email address clerk@saughall.gov.uk late on Sunday afternoon (6 May 2018) and it had gone into her trash box. Having said that it had been sent too late anyway because it had been a Bank Holiday weekend and the Clerk had come to the Council meeting straight from her other job with Wirral Council on Tuesday, (8 May 2018) so she would not have been able to circulate it at the meeting.}

(b) Home Watch

Councillor A Bailey informed that there was nothing to report.

RESOLVED:

That this item of business will not appear on future Council agendas.

(c) Saughall Neighbourhood Management Team

Councillor Mrs JM Young informed that the Team had turned a bus around during the Chester Half Marathon on Sunday, 29 May 2018. It had received £500 for its marshalling work and the water station. It would be donating £250 to the Summer Play Scheme to be held on Monday, 6 to Friday, 10 August 2018 and £250 to the Cubs and Beavers.

Councillor Brian Crowe informed that Mollington Parish Council had approached the organisers of the Half Marathon and asked them to change the route for a few years as it was not easy to marshal the through roads. Members did not support this view.

Councillor Mrs JM Young reported on the arrangements for the Summer Play Scheme that would be running from 6 to 10 August 2018 and asked Members to let her know when they were free to help/support this important initiative.

RESOLVED:

That the report be received.

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

Councillor Brian Crowe reported that:

- the ground in Willow Hey needed to be dry before the much needed drainage work could commence;
- he had attended a bus liaison meeting in Blacon but nothing of interest to Saughall had been discussed other than the rest rooms were being closed early and there had been issues of drug abuse at the bus station.

Councillor Mrs J Knox reminded Councillor Crowe that the grass verges in Blacon had been trimmed four times this year already and those in Saughall had received no attention at all. Councillor B Kerr asked him to chase up Cheshire West and Chester Council Officers to get the green open spaces in Saughall cut as they were an absolute mess as well.

Councillor A Warrington informed that the litter bin outside of the Golden Jubilee Park had disappeared.

Councillor Mrs JE Storrar reported that there was a tree, partly cut down, and logs in the ditch in the field belonging to the Johnson's so flooding to Willows Hey could be made worse.

RESOLVED: That

- (1) Councillor Brian Crowe be thanked for his attendance and for his report; and
- (2) Councillor Brian Crowe be requested to take up the issues raised with the Principal Authority.

16. ACCOUNTS

(a) Annual Audit of Accounts 2017/18

The Council was asked to approve the Council's Annual Governance Statement and agree the content of the Council's Accounting Statements which had been circulated. The 2017/18 Accounts would then be audited by the Internal Auditor, Dave Glavin.

RESOLVED: That

- (1) the Council's Annual Governance Statement be approved;
- (2) the Council's Accounting Statements be agreed; and

(3) the Internal Auditor be now requested to undertake his audit of the Council's 2017/18 Accounts.

(b) Chairman's Annual Allowance

RESOLVED:

That Councillor PP Young be awarded a Chairman's Allowance of £1,000 for the Municipal Year 2018/19.

(c) Parish Council's Insurance

The Clerk had received the following quotations for insurance Cover:

	£	£
• Came and Co	1,524.47	
• BHIB – Affinities	1,110.74	
• Zurich Municipal	1,017.91 (1 Year)	934.31 (3 Years)

The Clerk was of the view that the Clock Tower at the Vernon Institute was covered by the Vernon Institute's insurance but Councillor PP Young informed that he would check this out and report back to the next meeting of the Council scheduled for Monday, 18 June 2018.

RESOLVED: That

- (1) this Council will enter into a three year agreement with Zurich Municipal to provide its insurance cover at a cost of £934.31 per annum; and
- (2) if the Clock Tower is not covered by the Vernon Institute's insurance the Council will rectify the situation at its next meeting.

(d) Cheshire Association of Local Councils (ChALC)

The Council noted that ChALC's Annual Affiliation Fee was £895:68 and that the annual subscription for Local Council Review publications was £51 for 3 copies.

RESOLVED: That

- (1) the Council will remain affiliated to ChALC and will order 3 copies of the Local Council Review, the same as in previous years; and
- (2) the costs associated with (1) above (£946:68) be approved.

(e) Cheshire County Playing Fields Association

The Council noted that the Annual Affiliation Fee was £20.

RESOLVED:

That this Council will remain affiliated to the Cheshire County Playing Fields Association and the cost of this (£20) be approved.

(f) Cheshire Community Action

The Council noted that the Annual Affiliation Fee was £50.

RESOLVED:

That this Council will remain affiliated to Cheshire Community Action and the cost of this (£50) be approved.

(g) Payroll Analysis

The Internal Auditor would carry out a payroll analysis when he audited the Council's 2017/18 Accounts.

RESOLVED:

That the Clerk be requested to provide the Internal Auditor with the necessary documentation for him to undertake the payroll analysis.

(h) Payments made since the meeting of the Council held on 9 April 2018

RESOLVED:

That the following payments be approved:

<u>Financial Year 2018/2019</u>	<u>£</u>	<u>Cheque No</u>
Mr P Whitton (Work on notice boards)	150.00	200042
Cancelled		200043
Cancelled		200044
Saughall Cricket Club (Chemical treatment to prevent grass and weed incursion)	447.00	200045
Cumbrian Clock Company Ltd (Servicing Clock)	186.00	200046
Mrs S Hudspeth (Salary)	502.60	200047
Mrs S Hudspeth (Expenses)	66.44	200048
Ms A Manning (Plants)	49.20	200049
Mr JE Davies (Litter Picking)	90.58	200050
Cheshire Association of Local Councils (Affiliation fees and Local Council Reviews)	946.68	200051
Cheshire Community Action (Membership Fee)	50.00	200052

<u>Financial Year 2018/2019</u>	<u>£</u>	<u>Cheque No</u>
Cheshire Playing Fields Association (Affiliation Fee)	20.00	200053
Zurich Municipal (Insurance Renewal)	934.31	200054
The Vernon Institute (Contribution to re-rendering work)	4,169.74	200055
Mr PP Young (Chairman's Allowance)	1,000.00	200056

15 May 2018 Public Works Loan Board - £943.14 (Direct Debit).

(i) Receipts

RESOLVED

That the following receipts be noted:

- Scottish Power - Wayleave - £4:76

(j) Cash to Bank Reconciliation

RESOLVED:

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

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

The Clerk reported that Data Protection Law would change on 25 May 2018. The Council needed to appoint a Data Protection Officer.

A statement by the Information Commissioner along with an update from the Cheshire Association for Local Councils was attached to the agenda for Members' information.

It was noted that the position regarding these new regulations were still unclear and there may be changes in respect of local councils.

RESOLVED:

That the situation be monitored and the Clerk be requested to comply with the GDPR.

18. VILLAGE AMENITIES AND AESTHETICS

(a) Amenities

- Vernon Institute – Clock Tower

It was reported that work was in progress.

RESOLVED:

That the report be received.

- Parish Council Notice Boards Refurbishment/Replacement

The new notice Boards were now in situ.

RESOLVED:

That the report be received.

(b) Aesthetics

- Footpath Map refurbishment

Councillor A Bailey informed that he would approach Cheshire West and Chester Council for a quote to re-publish the Saughall and Shotwick Park Footpath Map.

RESOLVED:

That the report be received.

- Community Benefit Project - Tubs of Flowers

Councillor Ms A Manning informed that Walkers of Huntington had quoted £450 for a four metre square tub with two plaques ("Saughall") on it and it would cost £40 to plant (bulbs in winter and bee/butterfly friendly plants in spring/summer). Planting would be carried out twice a year and they could do the tubs the Council already had at the same time.

RESOLVED: That

(1) Councillor Ms A Manning be requested to arrange the delivery of four tubs from Walkers as detailed above and they and the existing tubs in the Council's ownership be planted twice a year; and

(2) this Council will apply for licences in respect of this project in retrospect.

19. PARISH COUNCIL SURGERY – SATURDAY, 5 MAY 2018

Councillor Mrs J Knox informed that at the recent Parish Council Surgery that she had presided over residents had raised the following issues:

- The state of the grass verges
- Car parking in the village
- Lack of grass cutting in the village

- Willow Hey - drainage situation

RESOLVED:

That Councillor Mrs J Knox be thanked for her report.

20. GOLDEN JUBILEE PARK

(a) Project to Develop the Park - Phase 2

Councillor Mrs JM Young informed that she had discussed the provision of a BMX track with Alan Dymond, who was willing to act as the Project Manager. A Plan would be available next week and she intended convening the Golden Jubilee Working Group to look at it and make recommendations to the Council.

Members agreed that thought would need to be given to how to involve and consult local people. It was proposed that provision be made of adult gym equipment but it was agreed that the costs of a BMX track needed to be considered first.

RESOLVED:

That the report be received

(b) Grass Cutting Contract

RESOLVED:

That as Councillor H Jennings was not in attendance at the meeting his report on the Council's revised grass cutting contract be deferred until the next meeting of the Council scheduled for Monday, 18 June 2018.

21. PUBLIC FOOTPATHS AND RIGHTS OF WAY

(a) Footpath Warden's Report

Councillor A Bailey reported on the footpath in the ownership of the Shotwick House Management Committee that he hoped would become a public right of way. He informed that he was in discussion with Cheshire West and Chester Council's Public Rights of Way Section on how it could be tidied up.

RESOLVED:

That the report be received.

(b) Issues being experienced in Kingswood Lane – Blacon to Saughall

Councillor A Bailey reported on the proceedings of a meeting held on 24 April 2018 because of complaints received from Mr Paul Jones, a resident of Kingswood Lane, about vehicles using this Lane and getting stuck in the heavily rutted part, past the old kennel site. Motorists had been routed this way when using their Sat-Nav Systems.

Councillors A Bailey, M Johnson and A Warrington had met with PC Rob Brown, Paul Jones and Cheshire West and Chester Council Officers (Public Rights of Way and Highways). Public Rights of Way Officer Richard Ankers had explained that up until 1996 Kingswood Lane had been designated as a Road used as a Public Path (RUPP) and Cheshire County Council had applied to have it re-designated as a By-Way Open to All Traffic (BOAT). He was unclear as to why this had been done but the Highways Authority was under a legal duty to bring the entire length of Kingswood Lane up to a standard where it could be used by people on foot, cycle, horse and in a vehicle but not up to normal highway condition, probably a gravel surface.

This had been discussed at length and even if the Highways Authority had the resources available to fulfil this task it would not address the complaint, it would in fact cause a great deal more problems than it would solve.

Mr Jones just wanted 'No Entry' type signs to stop drivers coming down Kingswood Lane but this was not possible because of its designation as a 'BOAT'.

It was agreed that Cheshire West and Chester Council would erect signs in Fiddlers Lane, at the entrance of Kingswood Lane and in Hermitage Road at the entrance to Green Lane, to advise against using Sat-Nav Systems in these locations.

Councillor Bailey reported that, as a temporary measure, the Parish Council could ask the Principal Authority not to put signs on the end of the BOAT. The Parish Council could relieve the Borough Council of its duty to sign the route under a little used section of legislation. Sub-section 3 of Section 27 of the Countryside Act 1968 states that

“A highway authority need not erect a signpost in accordance with sub-section (2) above at a particular site if the highway authority, after consulting the council of the parish in which the site is situated, or as the case may be the chairman of the parish meeting for the parish, not having a parish council, in which the site is situated, are satisfied that it is not necessary, and if the parish council, or as the case may be the chairman of the parish meeting, agree.”

RESOLVED:

That the Clerk be requested to inform Mr Ankers that this Council does not want the signs put up on the end of the BOAT.

- (c) Safety of Horses and Cyclists on the Old Railway Bridge over the Cycle Track

RESOLVED:

That as Councillor H Jennings was not in attendance at the meeting his report on the Council's revised grass cutting contract be deferred until the next meeting of the Council scheduled for Monday, 18 June 2018.

22. VILLAGE EVENTS – 'MUSIC IN THE PARK' – SATURDAY, 3 JUNE 2017

- (a) Next Parish Council Surgery

RESOLVED:

That Councillor PP Young be requested to preside over the next Parish Council Surgery to be held from 10am to 11am on Saturday, 16 June 2018, outside of the Co-op Store and bring a report on the proceedings to the next meeting of the Council scheduled for Monday, 18 June 2018.

- (b) Scarecrow Competition – 2018

Councillor Mrs JM Young informed that the closing date for entries had passed but there was flexibility to take more. Up to now there were 15 entries.

RESOLVED:

That the report be received.

- (c) Bonfire Night

There had been no response from the Clerk's letters of 16 April 2018 to the Saughall Colts (C/o Mr Paul Parry) and the Licensee at the Greyhound Inn about whether they intended to hold a Bonfire Night event at the pub in November 2018.

RESOLVED:

That the report be received.

23. COMMUNICATIONS RECEIVED

The Council had not received any communications other than what was referred to on the agenda.