

MINUTES OF THE MEETING OF SAUGHALL AND SHOTWICK PARK PARISH COUNCIL held on Monday, 18 June 2018 at the Vernon Institute, Church Road, Saughall.

In attendance: Councillor A Bailey
Councillor H Jennings
Councillor M Johnson
Councillor B Kerr
Councillor Ms A Manning
Councillor Mrs JE Storrar
Councillor D Taylor-Pogue
Councillor A Warrington
Councillor Mrs JM Young
Councillor PP Young

24. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors DF Holman and Mrs J Knox, Cheshire West and Chester Councillor Brian Crowe and from PC Rob Brown, PCSO Wendy Leason and Mr Dave Glavin, the Internal Auditor.

25. MEMBERS' CODE OF CONDUCT – DECLARATIONS OF INTEREST

Councillor Mrs JE Storrar declared a personal interest in Planning Application 18/01966/FUL (Minute No. 27 (a) (iv) refers) as the applicant was a member of her family.

26. MINUTES

RESOLVED:

That the Minutes of the meeting of the Council held on 8 May 2018 be confirmed as a correct record.

27. 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) 18/01545/FUL
Proposal: Conversion of existing garage and adaption to property.
Location: Old Orchard, 12 Aspen Grove, Saughall.

It was noted that the Planning Authority had refused to grant an extension for comments.

(ii) 18/01788/FUL

Proposal: To construct a new dwelling adjacent to existing house.
Location: The Hawthorns, Parkgate Road, Saughall.

'The Parish Council objects to this planning application for a new dwelling in the green belt.'

(iii) 18/01981/FUL

Proposal: Single storey side extension.
Location: Ivy Cottage, Church Road, Saughall.

'The Parish Council has no objections to this planning application.'

(iv) 18/01966/FUL

Proposal: Barn conversion into one dwelling adjacent to existing house.
Location: Hey House, Fiddlers Lane, Saughall.

'The Parish Council has no objections to this planning application.'

(v) 18/02014/FUL

Proposal: Alteration and extension of existing boarding kennels and cattery to form 4 No. storage/workshop units.
Location: Levens Farm, Parkgate Road, Saughall.

'The Parish Council has no objections to this planning application.'

(b) Planning Decisions

RESOLVED:

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

(i) 18/01545/FUL

Proposal: Conversion of existing garage and adaptations.
Location: Old Orchard, 12 Aspen Grove, Saughall.

'Approval.'

(ii) 17/05142/FUL

Proposal: To convert and extend part of outbuildings as a single storey holiday let accommodation.
Location: Astbury Cottage South, Parkgate Road, Saughall.

'Approval.'

28. DEVELOPMENT SITE – THOMAS WEDGE CLOSE, SAUGHALL

(a) Thomas Wedge Close, Saughall

Councillor PP Young reported that he had been in contact with Rachel Rens, Housing Policy Officer at Cheshire West and Chester Council. She had informed that the Principal Authority was still keen to help progress an affordable housing scheme on the Thomas Wedge site. There were the following options open to deliver a scheme on the site:

- (1) Sell to a developer/Registered Provider (RP).
- (2) Build new Council owned homes.
- (3) Enter into a land lease partnership with a developer to build new homes on behalf of the Council and lease them back.
- (4) The Parish Council could set up a Community Land Trust (CLT).

The Principal Authority's preferred option was for the community to take the lead in developing the site either through a CLT or by working closely with a RP to provide new affordable homes and the Parish Council's view was sought on this.

As the site was classed as a rural exception site, a housing needs survey was required to determine the size, type and tenure of properties that could be built. This involved sending out a questionnaire to residents of the parish to identify households who needed to move in the next five years and to ascertain their personal circumstances and whether they were able to rent or buy a market home in the village. The survey could be carried out by Cheshire Community Action or a RP, depending on how the Parish Council wished to proceed.

Councillor PP Young also reported that he had spoken to Cheshire Community Action who had informed that they charged in the region of £300 per day for data analysis.

RESOLVED: That

- (1) this Council's preferred options are Options 1 and 2;
- (2) this Council considers Options 3 and 4 to be too ambitious; and
- (3) the go ahead be given for a Housing Needs Survey; subject to the receipt of a reasonable quotation for the work involved.

(b) Church Road

The Council considered an email dated 16 May 2018 that Jane Johnson, Project Manager at Sanctuary Homes had sent to the Clerk. Ms Johnson asked if the Parish Council had any further ideas about potential Community Benefit Projects. When she had spoken to Councillor PP Young he had mentioned a couple of potential ideas and she thought that

they were due to be discussed at a Parish Council meeting. Ms Johnson informed that she was to meet with the Headmistress of the local school next week and would pull all the ideas together so that they could evaluate what could be progressed. Ms Johnson had asked that the Council let her have the detail of any proposals that it would like to put forward for consideration in the next couple of weeks.

On a related note Ms Johnston informed that Sanctuary Homes had been asked by the Street Naming and Numbering Team at the Principal Authority to put forward some ideas for the names of the blocks. She was hoping to involve the school children in thinking of ideas but would also welcome input from Members or members of the public with suggestions of names perhaps relating to the history or geography of the village. Suggestions had been requested by 8 June 2018.

Council PP Young reported that a list of proposed names had been submitted. He also referred to the Community Benefit Projects and informed that he had suggested that Sanctuary Homes could fund the planters the Council wanted to locate around the village. However, now discussions were being held with the School about the Community Benefit Projects. Therefore, the Council may have to find the money to pay for the planters that were on order.

RESOLVED:

That the Council will fund the four planters to be located on Lodge Lane and The Ridings.

29. POLICE/HOME WATCH

(a) Police Report

PC Rob Brown and PCSO Wendy Leason had been unable to attend the meeting but had provided a Newsletter which Councillor A Bailey read out. It informed the Council of incidents/crimes committed between 7 June and 15 June 2018. They included two thefts of fuel from the Red Ensign Garage, damage caused to a window that was hit by a ball, a disturbance involving several parties in Meadows Lane and a mountain bike stolen from Church Road.

It was reported that the Police were hoping to arrange at least one youth event in the summer holidays involving the Panna Football Cage etc.

There had been problems reported to the Police regarding the manner and nature of vehicles being parked near to the All Saints C of E Primary School when parents were dropping off and picking up their children. It was reported that PC Rob Brown was asking the Community Wardens to pay attention to this situation.

In recent weeks there had been an increase in the number of thefts from vehicles, in particular thefts from Land Rover vehicles such as the Land Rover Discovery. In many cases thieves had been stealing either the removable towing hitches or spare wheels from the underside of the vehicles. Many of these thefts had taken place in large open car parks where cars could be left for several hours.

Councillor Mrs JE Storrar reported that the Chester Crime Prevention Panel had disbanded and there was some funding available to provide e.g. more traffic cones to prevent speeding and parking in drive ways, a contribution towards the purchase of a TruCAM.

RESOLVED: That

- (1) the reports be received;
- (2) PC Rob Brown be requested to direct the problems parents cause when parking without consideration and blocking driveways and pavements etc. directly to the School; and
- (3) Members be requested to email Councillor Mrs JE Storrar with any ideas on how the funding the Chester Crime Prevention Panel held, can be used to keep the local community safe.

(b) Volunteering Opportunities to Help Keep Communities Safe

It was reported that David Keane, the Police & Crime Commissioner for Cheshire had written to all Parish & Town Council Chairpersons in Cheshire about volunteering opportunities that were now available. They included the following roles:

- Independent custody visitors;
- Police dog welfare visitors;
- Call management auditors;
- Front desk auditors; and
- Independent observers of protests and demonstrations.

RESOLVED: That

- (1) the Clerk be requested to provide all Members with a copy of Mr Keane's letter; and
- (2) copies of the letter at (1) be posted on Parish Council notice boards.

(c) Saughall Neighbourhood Management Team

Councillor Mrs JM Young reported on the arrangements being made for the Summer Play Scheme to be held on Monday, 6 to Friday, 10 August 2018.

RESOLVED:

That the report be received.

(d) Cheshire Police and Crime Commissioner's Meeting with Parish & Town Council Representatives

Councillor H Jennings reported on the proceedings of the meeting with the Police & Crime Commissioner held on 8 May 2018. The Commissioner had put forward the idea of using average speed cameras in villages. He had been questioned on the effectiveness of the truCAM in the dark and had been asked to consider other technology that was available.

RESOLVED

That the report be received.

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

(a) Willow Hey Drainage Issues

Councillor Brian Crowe had sent the Clerk an email on 15 June 2018 informing that the errant drain had been found and confirming that Morris Homes had removed the School's pond that had taken the surplus rain water.

RESOLVED:

That the Clerk be requested to contact Chris Matheson MP and Councillor Brian Crowe to request progress reports for consideration at the next meeting of the Council scheduled for Monday, 13 August 2018.

(b) Grass Cutting Complaints

Members had received a number of complaints over the length of time it had taken the Principal Authority to get around to cutting the grassed amenity areas and the verges in the village. The grass had grown to twelve inches high before it was cut. It had looked like a disaster zone!

RESOLVED: That

(1) the Clerk be requested to put grass cutting on the agenda for the next meeting of the Council scheduled for Monday, 13 August 2018;

(2) at the next meeting this Council will decide whether or not it wants to take over the village grass cutting from Cheshire West and Chester Council; and

(3) enquiries be made to ascertain the situation in Blacon.

(c) Traffic Calming Consultation

The Highways Working Group had sought comments from residents on village traffic through the Parish Council's Newsletter. Three responses had been received about speeding traffic, the need for traffic calming measures and parking issues. Members had regard to these comments and agreed they formed part of a pleasing response from concerned residents.

RESOLVED:

That the Clerk be requested to thank the residents concerned for their contributions, thoughts and ideas which will now be passed on to the Highways Working Group who will make recommendations to the Council on traffic calming in due course.

(d) Report of the Highways Working Group

The Council received a report of the Highways Working Group prepared by Councillor B Kerr after its meeting on 29 May 2018. The Group had discussed the Highways Authority's response to the Parish Council's request for the 30mph limit to be extended onto Long Lane and considered the reason for not agreeing to the proposal unacceptable.

In considering options the Group had noted that Cheshire West and Chester Council Officers had suggested that the 50mph limit on Parkgate Road could be extended into Long Lane. Subject to a positive consultation with the residents of Long Lane it was proposed that the Parish Council suggest to the Principal Authority that the 50mph limit be extended into Long Lane to a point no further than the Saughall village sign and that a 30mph limit be applied to the rest of Long Lane.

Councillor B Kerr also reported that a constructive discussion had taken place on traffic calming and a number of options had been considered. The Group had concluded however, that before any firm proposal was made, current data must be obtained. A suitable device for monitoring traffic flow and speeds had been identified and further information was being sought.

RESOLVED: That

- (1) Councillor B Kerr be thanked for his report;
- (2) subject to a positive consultation exercise with residents of Long Lane, approval be given to propose to the Principal Authority that the 50mph limit be extended into Long Lane to a point no further than the Saughall village sign and that a 30mph limit be applied to the rest of Long Lane;
- (3) a consultation exercise with residents be commenced in relation to traffic calming etc.; and

(4) it be agreed in principle, subject to detailed specification and costs being obtained, that the Council will invest in procuring data collection equipment.

31. ACCOUNTS

(a) Annual Audit of Accounts 2017/18

Mr Dave Glavin, the External Auditor was not in attendance at the meeting but had sent his apologies for his absence.

RESOLVED:

That the Clerk be requested to send the 2017/18 Accounts to the External Auditor as soon as they are ready.

(b) Parish Council's Insurance

Councillor PP Young reported that the Clock Tower was covered by the Vernon Institute's building insurance.

Concerns were raised about the working of the Clock and the possible need to enter into a maintenance contract.

RESOLVED: That

(1) the report be received; and

(2) the Clerk be requested to liaise with Councillor DF Holman and explore options for the maintenance of the Vernon Institute Clock.

(c) 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 JE Davies (Litter Picking) | 90.58 | 200057 |
| Mrs S Hudspeth (Salary) | 527.29 | 200058 |
| Mrs S Hudspeth (Expenses) | 58.40 | 200059 |
| Mr JE Davies (Litter Picking) | 90.58 | 200060 |
| Mrs S Hudspeth (Salary) | 510.69 | 200061 |
| HM Revenue and Customs | 1,209.34 | 200062 |

(d) Receipts

RESOLVED

That it be noted that no receipts had been received since the last meeting of the Council.

(e) Cash to Bank Reconciliation

RESOLVED:

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

32. GENERAL DATA PROTECTION REGULATION (GDPR)

The Clerk reported that following amendments by the House of Commons to the Regulations, the Council no longer needed to appoint a Data Protection Officer.

RESOLVED:

That the Clerk be requested to ensure the Council's compliance with the GDPR.

33. REVIEW OF THE COUNCIL'S CURRENT WORKING PRACTICES

The Council considered a report of the Business Plan Action Group that it had considered previously at its meeting on Monday, 9 April 2018. (Minute No. 173 refers.) As a consequence of the decisions made at that time the Council now had a new six weekly cycle of meetings.

At its Annual Meeting on Tuesday, 8 May 2018 the Council had agreed to set up four Working Groups to meet between Council meetings to discuss issues and prepare reports with recommendations for the Council's consideration. (Minute No. 10 refers.)

Councillor PP Young informed that in future it was recommended that the Clerk should prepare a brief written report of her actions to tie in with agendas and Minutes that she produced. The agenda would be shorter and a list of standard items was set out in order for Members' consideration as follows:

- Public Speaking Time
- Apologies for Absence
- Members' Code of Conduct
- Minutes
- Clerk's Report
- Ward Councillor's Report
- Police Report
- Working Groups' Reports
- Planning Matters

- Finance Report
- Village Events
- Parish Surgeries
- Any Other Items Reported to the Clerk

It was recommended that the Council should consider more written reports. Members would still be able to request that items be put on Council agendas. Councillor Young informed that the ultimate aim was now to go electronic, as far as possible, and hold paperless meetings.

Some Members had concerns over the length of time between Council meetings. There was little lee-way if urgent matters arose and monthly payments that the Council needed to make were a concern. It was reported that if, in six months' time, Members were still unhappy with the new arrangements there could be a vote to change them again.

To make the new arrangements work efficiently and effectively Members were recommended to be more active, read reports and contact the Clerk to ask for matters to be included on forthcoming agendas.

Councillor PP Young reported that it was also recommended a meeting be arranged with the Clerk in relation to the implications of the Council's new ways of working and her contract of employment.

RESOLVED: That

- (1) the recommendations of the Business Plan Working Group be agreed and implemented; and
- (2) Councillors A Bailey, A Warrington and PP Young be requested to meet with the Clerk.

34. REPORT OF THE COMMUNICATIONS AND MARKETING WORKING GROUP

It was reported that the Communications and Marketing Working Group had not met since the last meeting of the Council on 8 May 2018 so there was no report to make.

RESOLVED:

That the report be received.

35. VILLAGE AMENITIES AND AESTHETICS

(a) Amenities

- Vernon Institute – Clock Tower

It was reported that rendering work was due to commence on the Vernon Institute building and the Clock Tower on 23 July 2018

RESOLVED:

That the report be received.

(b) Aesthetics

- Footpath Map refurbishment

Councillor M Johnson reported that he had met with Richard Ankers of Cheshire West and Chester Council's Public Rights of Way Section and they had spent two and a half hours in the woods and fields around Saughall and Shotwick Park.

Councillor Johnson informed that the foot bridge had been refurbished as it had been dangerous for children to cross.

Councillor Johnson had pointed out all of the problems he had encountered on the footpath network but there were resource issues associated with rectifying them. He had also noted that a footpath had been diverted without permission.

Councillor A Bailey reported that, following consultation with the Shotwick House Management Committee, the footpath on the land in its ownership was shortly to be re-designated as a public right of way.

RESOLVED:

That Councillors A Bailey and M Johnson be thanked for their informative reports.

- Community Benefit Project - Tubs of Flowers

Councillor Ms A Manning informed that the four additional tubs of flowers were on order arriving later in the week.

The Clerk reminded the Council that a licence must be obtained before the tubs could be put in the various positions chosen for them around the village.

It had been hoped that a grant would be made to the Parish Council that could be used to fund these tubs. However, no funding had been

forthcoming for this project. The Council had agreed earlier in the meeting that it would meet the cost of the four tubs of flowers. (Minute No. 28(b) refers.)

RESOLVED: That

- (1) Councillor Ms A Manning be thanked for her report and work on securing the tubs of flowers; and
- (2) the tubs be put into position when they arrive and the required licence be applied for retrospectively.

36. 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 (for a percentage of the total cost of the scheme) and progress to tender etc. A Project Plan etc. 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 on the future development of the Park. It was proposed that adult gym equipment be procured but it was agreed that the costs of a BMX track needed to be considered first.

RESOLVED:

That the report be received.

(b) Younger Children's Play Area

Councillor Mrs JM Young reported that the play area had recently been de-littered. There were problems associated with removing the mound of earth and Dandy's had provided a quote of between £950 and £1000 + vat to finish the car park.

Members were informed of an email the Clerk had received dated 18 May 2018 from Stephen Parry. Mr Parry had complemented the work of the Parish Council in creating the wonderful new play area which he used regularly with his grandchildren.

However, Mr Parry informed that he was disappointed to note that some of the installations were already showing very premature signs of deterioration and he felt the Council should be made aware of them. He asked for the Council to take action to address this play equipment with the supply company.

Specifically, Mr Parry referred to the legs of two of the green benches which were showing signs of damage to the green plastic coating and rust at the base on these support legs. Secondly, the lime green ladder on one of the installations was showing significant signs of rust along the ladder edge.

Mr Parry hoped that the Council would take his comments as constructive feedback so that the matters raised could be addressed as soon as possible.

The Clerk had contacted Alan Dymond, the Project Manager who had carried out a site visit and reported that the equipment referred to in Mr Parry's email was the old equipment that the Council had retained, not the new equipment recently purchased.

The items that had rust problems have been put on a maintenance schedule and would be closely monitored.

RESOLVED: That

(1) the reports be received; and

(2) the Clerk be requested to reply to Mr Parry's email to inform him that the equipment he had referred to was the old equipment that the Council had retained, not the new equipment recently purchased. This equipment would be monitored and maintained as necessary.

(c) Grass Cutting Contract

Councillor H Jennings reported that Brian Huxley now had a copy of the draft maintenance contract. It would be presented to the Golden Jubilee Park Working Group and recommendations would then be made to the Council.

RESOLVED:

That the report be received.

(d) Cheshire Railings

The Clerk reported that she had put this item on the agenda as the railings needed to be rubbed down and re-painted as they were looking rusty in places.

It was reported that notices were being put up on the Cheshire Railings without the Council's permission.

RESOLVED: That

(1) the reports be received;

(2) Councillor Mrs JM Young be requested to inspect the Cheshire Railings; and

(3) it be noted that Councillor A Warrington has agreed to remove any notices put up without permission.

37. PUBLIC FOOTPATHS AND RIGHTS OF WAY

(a) Footpath Warden's Report

Councillor M Johnson reported on the lack of dog bin provision on route to Shotwick House. Councillor A Bailey undertook to ask the Shotwick Park residents whether they would agree to a dog bin on site.

RESOLVED:

That the report be received.

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

Councillor H Jennings reported that he had spoken to Mr Harris the Planning Officer at Flintshire County Council and they intended to meet soon. He requested the Clerk to put this item of business on the agenda for the next meeting of the Council scheduled for 13 August 2018 when he would be able to provide a progress report.

RESOLVED:

That the report be received.

38. VILLAGE EVENTS

(a) Parish Council Surgery on Saturday, 16 June 2018 at the Co-op Store

Councillor PP Young reported on the proceedings of his Parish Surgery and Members noted the following issues that had been discussed:

- The lack of grass cutting by the Principal Authority
- Speeding traffic in The Ridings
- Parking on Church Road
- Pear Tree Farm and the comments the Council had made on the recent planning application, based on it being on a brown field site.

Councillor Young informed that he had tried to give assurances that the Council was dealing with these issues.

RESOLVED:

That the report be noted.

(b) Next Parish Council Surgery

RESOLVED:

That Councillor A Warrington be requested to preside over the next Parish Council Surgery to be held from 10am to 11am on Saturday, 11 August 2018, outside of the Co-op Store and bring a report on its proceedings to the next meeting of the Council scheduled for Monday, 13 August 2018.

(c) Scarecrow Competition – 2018

Councillor Mrs JM Young informed that the Scarecrow Competition had been very well received and there would be another one arranged next year.

RESOLVED:

That the report be received and the Council puts on record its appreciation of the work put in by those who organised the Scarecrow Competition.

(d) Bonfire Night

The Saughall Colts had responded to the Clerk's letter asking whether they intend to hold a Bonfire Night event at the Greyhound Inn in November 2018. Paul Hitchcox had informed that the Colts had not yet made a decision in respect of this year. To help with their decision they wanted to know how the Parish Council and other community groups could help the Colts with the event in terms of road management, parking etc.

RESOLVED: That

(1) the Saughall Colts' response be noted; and

(2) judgement on this event be reserved until an application is submitted.

(e) Remembrance Sunday – 11 November 2018

Councillor Mrs JM Young reported on the bidding process for Tommy Silhouettes from the Armed Forces Covenant Fund Trust to support the village's Remembrance Day activities.

Councillor Mrs JM Young also reported that there had been a meeting held with the Vicar and the Methodist Minister and it had been suggested that the school children could provide a visual presentation at this year's event.

Members agreed that it was important to involve soldiers from the Dale Army Camp in Chester in the event which was to be held in the afternoon commencing at 2pm and one of them could read out the names of the fallen.

It was noted that a further meeting would be held in September 2018 to agree organisational arrangements for Remembrance Sunday.

Some Members took the view that there should be an 11am Service to commemorate that it was 100 years since the end of WW1.

RESOLVED: That

- (1) the Clerk be requested to apply for ten Tommy Silhouettes;
- (2) the Clerk be requested to write to the Commanding Officer at the Dale Army Camp to request an army presence etc.at the Remembrance Sunday Service; and
- (3) the Clerk be requested to include an item on the agenda for the Council meeting scheduled for Monday, 13 August 2018 to consider a proposal to hold a service at 11am as well as the service arranged for 2pm.

39. COMMUNICATIONS RECEIVED

RESOLVED:

That the following communications be noted:

- Cheshire West & Chester Council's Museums, Exhibitions & Events May – September 2018.
- A letter of thanks dated 21 May 2018 from Revd Heather Pang and John Hallas, Church Warden for the Council's funding contribution provided to assist the refurbishment of the Church's new kitchen and extension.