

MINUTES OF THE ANNUAL MEETING OF SAUGHALL AND SHOTWICK PARK
PARISH COUNCIL held on 9 May 2011 at the Vernon Institute, Saughall

In attendance: Councillor Mrs K Ford
Councillor DF Holman
Councillor WI Humphrey (Homewatch Chairman)
Councillor Mrs J Johnson
Councillor B Kerr
Councillor Mrs J Knox
Councillor RK Shukla
Councillor A Warrington
Councillor Mrs JM Young (in the Chair)
Councillor PP Young

Graham Hudspeth, Responsible Financial Officer
Bob Salisbury, Internal Auditor
Cheshire West and Chester Councillor Brian Crowe

104. ELECTION OF CHAIRMAN

RESOLVED:

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

105. CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE

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

106. ELECTION OF VICE-CHAIRMAN

RESOLVED:

That the election of Vice-Chairman be deferred until the next meeting of the Council on 4 July 2011.

107. APOLOGIES FOR AUTHORISED ABSENCE

Apologies for authorised absence were received from:

Councillor Mrs JE Storrar
Councillor RA Storrar
Councillor Mrs D Whitton

108. MEMBERS' CODE OF CONDUCT – DECLARATIONS OF INTEREST

No declarations of interest were received.

109. MINUTES

RESOLVED:

That the Minutes of the meeting of the Council held on 21 April 2011 be confirmed as a correct record; subject to the proposed locations for dog fouling bins at Minute No. 89 being revised as follows:

- Lamp post by the vicarage on Church Road
- Junction of Meadows Lane and Hermitage Road
- Junction of The Ridings and Hermitage Road
- Junction with the public footpath and Church Road
- On the lamp post by the entrance to Shotwick House.

110. MINUTES OF COMMITTEES

RESOLVED:

That the Minutes of the Planning Committee meeting held on 21 April 2011 be received.

111. ANNUAL PARISH ASSEMBLY

RESOLVED:

That the Minutes of the Annual Parish Assembly held on 11 April 2011 be received.

112. CO-OPTION

The Council's elections had been uncontested. Only thirteen nominations had been received by the Returning Officer (Saughall ward 12, Shotwick Park ward 1) and there were fourteen seats on the Council. The Council was requested to consider whether it wished to co-opt someone to fill the vacant seat in the Saughall ward.

Members considered it appropriate to defer the decision on co-option while it ascertained how the new Committee System was working.

RESOLVED:

That the decision on co-option be deferred to a future meeting when the Council will be able to see how its new Committee System is working.

113. CHESHIRE WEST AND CHESTER COUNCILLOR BRIAN CROWE

RESOLVED:

That Councillor B Crowe be congratulated on being elected to Cheshire West and Chester Council, for the Saughall and Mollington ward and be invited to join the Council at the table.

114. COMMITTEE REPRESENTATION

(a) Committee Structure

RESOLVED:

That the Council's Committee Structure be as follows, and the Membership be as set out below:

(a) Planning Committee

Councillors WI Humphrey, Mrs J Johnson, Mrs J Knox, Mrs JE Storrar (subject to her agreement), Mrs D Whitton (subject to her agreement) and Mrs JM Young.

(b) Finance and Business Development

Councillors Mrs K Ford, D Holman, B Kerr, RK Shukla, A Warrington, Mrs JM Young and PP Young.

(c) General Purposes Committee

Councillors WI Humphrey, Mrs J Johnson, A Warrington, Mrs JM Young.

(d) "Field Site Panel" (formerly the Field Committee)

Councillors WI Humphrey, A Warrington and Mrs JM Young.

(e) Affordable Housing (Lodge Lane) Working Group

Councillors WI Humphrey, B Kerr, Mrs JE Storrar (subject to her agreement), A Warrington and Mrs JM Young.

115. CALENDAR OF MEETINGS 2011/12

The Council considered the 1st draft of the Calendar of Meetings and suggested various amendments.

RESOLVED: That

- (1) the Clerk be requested to revise the Council's Calendar of Meetings for 2011/12; and
- (2) Cheshire Community Action be informed that its representative need not attend the General Purposes Committee to offer advice on the process to be gone through to draw up a new Parish Plan until such time as more information has been made available by the Government, in the light of the Localism Bill, on Neighbourhood Plans.

116. PARISH COUNCIL REPRESENTATION

RESOLVED:

That the Council be represented as follows:

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

Councillors B Kerr, RA Storrar and Mrs JM Young.

- (b) ChALC's Quality Parish Council Forum

Councillors B Kerr and WI Humphrey /Mrs JM Young

- (c) Vernon Institute Management Committee

Councillor PP Young

- (d) Chester Police Forum

Councillor A Warrington

- (e) Saughall Youth Club Management Committee

Councillors WI Humphrey and Mrs K Ford.

- (f) Responsible Financial Officer

Mr G Hudspeth

- (g) Internal Auditor

Mr B Salisbury

- (h) Tree Warden and Environmental Warden

Mrs H Cakebread

- (i) Parish Paths Warden

Mr T Leach

117. MEMBERS' TRAINING REQUIREMENTS

The Council gave consideration to the Cheshire Training Partnership's 2011 - 12 Revised Training Programme.

RESOLVED: That

- (1) Councillor PP Young be requested to attend the Workshop on Roles and Responsibilities scheduled for the evening of Wednesday, 18 May 2011;
- (2) training on what Localism may mean to parish councils be provided once the Localism Bill is enacted; and
- (3) a further training event on the legislation and other matters that govern Town and Country Planning in England be commissioned from an independent solicitor specialising in Planning Law later in the year, when the implications of the Localism Bill are known and neighbouring Parish Councils be invited to attend.

118. CHAIRMAN'S MONTHLY REPORT

Councillor Mrs JM Young informed that the trees behind the Wain House re-development, in the ownership of Cheshire West and Chester Council, needed thinning out and Councillor Brian Crowe had agreed to see this was done.

The Community Pay Back Scheme workers had been due to carry out some further work in the village but had cancelled as there had not been enough of them to form a working party.

A Walnut tree in the village looked very sick and sad. Councillor Mrs Young intended to ask the Parish Tree Warden, Helen Cake-bread to take a look at it.

RESOLVED:

That the report be received.

119. PARISH COUNCIL SURGERIES

(a) Surgery held on Saturday, 7 May 2011

Councillor Mrs JM Young reported, in the absence of Councillor RA Storrar who had presided over the last Parish Council Surgery that issues raised had included:

- Parking on pavements
- Speeding traffic
- Buses to the station
- Buses to the Parade

RESOLVED:

That the report be received.

(b) Surgery to be held on Saturday, 4 June 2011

Councillor Brian Crowe asked the Council if it had any objection to him attending Parish Council Surgeries.

RESOLVED:

That Councillor Mrs K Ford be requested to preside over the next Parish Council Surgery scheduled for Saturday, 4 June 2011 to be held at the Farmers' Market between 10:00am and 10:45am with Brian Crowe in attendance.

120. CHESHIRE WEST AND CHESTER COUNCIL
- LOCAL MEMBERS' REPORT

Councillor Brian Crowe informed that he was delighted to have been elected to represent the people of Saughall and Mollington on Cheshire West and Chester Council.

Councillor Crowe told the Council that Cheshire West and Chester Council's Community Forums had not worked satisfactorily over the last two years and he was looking for ideas to replace them with something more meaningful. He was happy to hold meetings with the representatives of the five Parish Councils within his administrative area.

Further to Minute No. 112, Councillor B Kerr proposed to invite the Returning Officer to review the election arrangements in respect of Shotwick Park.

RESOLVED: That

- (1) Councillor Crowe be requested to hold two meetings a year with the five Parish Councils and all Members be invited to attend; and
- (2) as Shotwick Park has now less than 30 electors on the register, Cheshire West and Chester Council be invited to review election arrangements for Saughall and Shotwick Park and consider bringing Shotwick Park within the Saughall register.

121. PARISH COUNCIL INSURANCE

The Council's insurance required renewal from 1 June 2011. Members reviewed the Council's insurance cover noting that if the necessary cover was provided by its present insurers it would cost £1,901.48. Councillor D Holman informed that the Clerk had obtained a further insurance quotation from Came and Company (underwritten by Aviva) in the sum of £1,487.50. This involved the Council agreeing that it would take out insurance with Came and Company for a three-year period, during which time there may be a no claims award and the renewal date each year would move to 1 October. Hence there would be

four months cover provided for free. References had been provided from other Parish Councils insured through this Company and Councillor Holman considered that Came and Company would significantly improve the cover arrangements for the Council.

RESOLVED:

That the Clerk be requested to arrange insurance for the Council with Came and Company as detailed above.

122. ACCOUNTS

(a) Audit of Accounts 2010/11

Mr Salisbury, in his capacity of Internal Auditor, presented a report following his audit of the Council's Accounts for the year 2010/11. He had signed off the accounts and they would now be sent to the External Auditor.

The Internal Auditor congratulated the Clerk and the Responsible Financial Officer for keeping the Council's finances in a regulated and orderly fashion. The accounts were well set out and easy to follow. He made some recommendations including the following:

- 3 un-presented cheques to be paid back into the accounts
- Putting grass cutting in the Golden Jubilee Park out to tender
- An annual review of risks be undertaken
- Establishing a designated contingency fund

RESOLVED: That

(1) the Internal Auditor be thanked for carrying out the internal audit of accounts and for his report on his subsequent findings;

(2) the Internal Auditors recommendations be accepted; and

(2) the Clerk be requested to send the 2010/11 Accounts to the External Auditor.

(b) Cheshire County Playing Fields Association Affiliation Fee

The Council was asked to decide if it wished to remain a member of the Cheshire County Playing Field Association. The annual affiliation fee was £20.

RESOLVED:

That the Council remain a member of the Cheshire County Playing Field Association and the annual affiliation fee of £20 be paid.

(c) Payments made since the meeting of the Council held on 21 April 2011:

RESOLVED:

That the following payments be approved:

<u>Financial Year 2010/2011</u>	<u>£</u>	<u>Cheque No</u>
Mrs S Hudspeth (Salary)	486.00	102487
Mrs S Hudspeth (Expenses)	36.00	102488
Mr R Hipkiss (Litter Picking)	541.67	102489
Game and Company (Insurance Cover)	1,487.50	102490
Cheshire Association of Local Councils (3 Local Council Reviews)	40.50	102491
Public Works Loan Board 16 May 2011 (Golden Jubilee Park land payment by Direct Debit)	2771.22	

(d) Receipts

RESOLVED:

That the following receipts be noted:

	<u>£</u>
Precept	51,432.00
Councillor RK Shukla (Parish Path Booklets sold in Saughall Pharmacy)	35.00

(e) Cash to Bank Reconciliation

RESOLVED:

That the contents be noted.

123. THE QUEEN'S DIAMOND JUBILEE

The Clerk reported that Her Majesty, the Queen would celebrate her Diamond Jubilee in 2012. The Government had announced its plans for a special four-day Jubilee weekend which would allow communities the time to come together to celebrate and commemorate the events of the last 60 years. This had involved putting back the late May bank holiday to Monday, 4 June and adding an additional Jubilee bank holiday on Tuesday, 5 June.

The Council was asked whether it wished to mark this milestone in some way.

RESOLVED:

That the General Purposes Committee be requested to consider this matter and make recommendations to the Council in due course.

124. ATTENDANCE AT MEETINGS OF OUTSIDE BODIES

(a) To note outside body meetings coming up and agree representation where required as follows:

- NALC's Communities in Action – Conference and Exhibition
Councillors B Kerr and D Holman will attend the event in Sheffield on Tuesday, 19 July 2011.

125. COMMUNICATIONS RECEIVED

To note the following communication that had been received:

- Invitation to all Councillors to attend Saughall All Saints Church of England Primary School's Opening Ceremony at 10:00am on Thursday, 26 May 2011. Please note that you must confirm your attendance.

Each Member would personally let the School know whether or not they would be attending this event.