

SAUGHALL AND SHOTWICK PARK PARISH COUNCIL

COUNCIL SUMMONS

To All Members of the Parish Council

Dear Member,

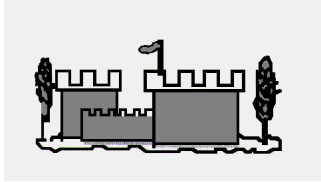
You are summoned to attend the **Annual Meeting** of the Saughall and Shotwick Park Parish Council to be held on **Monday, 12 May 2014** at **7:00pm** in the **Vernon Institute, Church Road, Saughall** to transact the business set out on the agenda overleaf.

Yours sincerely,

Clerk to the Council

10 Merton Close,
Little Neston
Cheshire

5 May 2014



SAUGHALL AND SHOTWICK PARK
PARISH COUNCIL
www.saughall.gov.uk

Mrs S Hudspeth ACIS
Clerk to the Council
Tel: 0151-336 3367
clerk@saughall.gov.uk

ANNUAL COUNCIL MEETING
MONDAY, 12 MAY 2014
7:00 PM
THE VERNON INSTITUTE, CHURCH ROAD, SAUGHALL

PUBLIC SPEAKING TIME

Before the meeting begins Ten Minutes will be allocated to enable any petition presenters to speak in support of their petition(s) and for questions from the public, providing five clear working days written notice has been given, or on matters of urgency, providing a request is made to the Chairman prior to the commencement of the meeting and the Council's consent is given.

Ms Nia Brammer has indicated that she would like to address the Council.

AGENDA

PART 1 – MATTERS TO BE CONSIDERED IN THE PRESENCE OF THE PRESS AND PUBLIC

1. ELECTION OF CHAIRMAN
To elect a Chairman for the ensuing Municipal Year.
2. CHAIRMAN'S DECLARATION OF OFFICE
The Chairman will sign the declaration of office witnessed by the Clerk.
3. ELECTION OF VICE-CHAIRMAN
To elect a Vice-Chairman for the ensuing Municipal Year.
4. APOLOGIES FOR AUTHORISED ABSENCE
5. MEMBERS' CODE OF CONDUCT
 - (a) To provide an opportunity for Members to declare any disclosable pecuniary and non-pecuniary interests in any item on the agenda.
 - (b) To consider any written applications for dispensations.
6. MINUTES
To confirm the Minutes of the meeting of the Council held on 7 April 2014 as a correct record. **(Copy attached)**

7. ANNUAL PARISH ASSEMBLY
To consider the draft Minutes of the Annual Parish Assembly held on Monday, 28 April 2014. **(Copy attached)**
8. MEETING SCHEDULE – 2014/15
To consider the first draft. **(Copy attached)**
9. COMMITTEE REPRESENTATION
To agree the Membership of the Field Committee.
Members during the 2013/14 Municipal Year were Councillors H Jennings, RA Storrar, A Warrington and Mrs JM Young and Mr B Huxley.
10. PARISH COUNCIL REPRESENTATION
To agree the Council's representation on the following Outside Bodies. The representation agreed for 2013/14 is set out below for information:
 - (a) Chester Area Meetings of the Cheshire Association of Local Councils (ChALC)
Councillors B Kerr, Mrs JE Storrar, RA Storrar and Mrs JM Young.
 - (b) ChALC's Quality Parish Council Forum
Councillors B Kerr and Mrs JM Young
 - (c) Vernon Institute Management Committee
Councillor PP Young
 - (d) Chester Police Forum
Councillors A Warrington, H Jennings, Mrs J Knox and Mrs JE Storrar
 - (e) Saughall Youth Club Management Committee
Councillor Mrs J Edwards
 - (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 Wardens
Mr T Leach and Councillor DF Holman

11 PLANNING MATTERS

(a) Planning Applications

To consider any planning applications received with a view to passing observations to Cheshire West and Chester Council – the Planning Authority.

(b) Planning Decisions

To note the following planning decisions made by Cheshire West and Chester Council – the Planning Authority.

(i) 14/00508/FUL

Proposal: Single storey extensions to rear and side.

Location: Cherrydene, Seahill Road, Saughall, Chester, Cheshire. CH1 6BJ

“Permission”

(ii) 14/00836/FUL

Proposal: Single storey extension to rear and side.

Location: New Ways Farm, Shotwick-Frodsham Road, Shotwick Park, Chester, Cheshire. CH1 6JZ

“Permission”

(iii) 14/00521/FUL

Proposal: Single storey rear extension, roof dormers, a porch and a bay window (amendment to 13/04778/FUL).

Location: Darland, 98 Hermitage Road, Saughall, Chester, CH1 6AQ.

“Refusal”

(c) To consider any urgent Planning matters

12. POLICE/HOMEWATCH

(a) PCSO Report

PCSO Wendy Leason to report.

(b) Homewatch Report

To receive a report from Councillor H Jennings.

(c) Saughall Neighbourhood Management Team

Councillor Mrs JM Young to report.

13. PARISH COUNCIL INSURANCE

Insurance renewal is due on 1 June 2014. The Council’s Insurance Company, Came & Company has informed that the renewal premium is £1,163.88. The Council’s long term agreement is due to expire on 31 May 2015. The renewal premium can be reduced by 5% to £1,105.69 if the Council is agreeable to signing a new long term agreement until 31 May 2017. (An email from Came & Company is

attached.)

The Council is **recommended** to agree to the long term agreement until 31 May 2014.

14. DRILLING FOR GAS, OIL, FRACKING ETC

To discuss.

15. NEW HOMES BONUS – LOAN

Cheshire West and Chester Council's Head of Finance, Mark Winn has contacted the Clerk regarding the possibility of his Council arranging a loan for the Parish Council in advance of the New Homes Bonus being received for its area. He requests the following details:

- Amount of the loan
- What the loan would be used for
- Planned payment terms

To discuss.

16. PARISH COUNCIL BUSINESS PLAN – ACTION GROUPS

(a) To review and revise the Memberships of the Working Groups as appropriate (**List attached**).

(b) To receive a report from each Group.

(c) To review and revise the Plan as considered appropriate.

Action Group Members are requested to give this their prior consideration so they are ready to make recommendations to the Council.

17. CHESHIRE FIRE AND RESCUE SERVICE – PROPOSED NEW FIRE STATION ON LAND OFF POWEY LANE

On 30 April 2014 the Council received a presentation from Assistant Chief Fire Officer, Richard Ost on the Fire and Rescue Service's proposal to build a new Fire Station on land off Powey Lane/A5117. This was followed by a question and answer session.

(a) As a consultee (neighbouring parish council) at the pre-planning stage, the Council is invited to discuss the issues raised and formulate its response.

(b) To note that an exhibition will be held at Mollington, Backford and District Village Hall, Station Road, Backford, CH1 6NT on Friday 16 May 2014 between 12:00 noon and 6:00pm.

18. COMMUNITY GOVERNANCE REVIEW – SAUGHALL AND SHOTWICK PARK

Cheshire West and Chester Council (CWaC) is carrying out a community governance review of the whole of the Borough. As part of this the Parish Council has requested that the residents of Shotwick Park be consulted over a proposal for them not to elect their own Shotwick Park Councillor but instead, take part in electing the 14 Councillors for Saughall; and subject to appropriate consultation, Melvory Drive be moved into Blacon. (Minute No. 226 refers.)

On 30 April 2014 the Council received a presentation from CWaC's Senior Manager – Partnerships and Development, Alison Armstrong on her Council's review of the community governance arrangements currently in place for Saughall and Shotwick Park. This was followed by a question and answer session.

The Council is now invited to discuss the issues raised. **Attached** to the agenda is an analysis of the results of the consultation CWaC held with residents of Saughall and Shotwick Park, for Members' information.

19. VILLAGE EVENTS

To receive a report from Councillor Mrs JM Young on the events being held on Saturday, 24 and Sunday, 25 May 2014 to commemorate World War 1.

20. MEMBERS' TRAINING REQUIREMENTS

The Cheshire Training Partnership's 2014 Training Programme is **attached** for Members' information. To consider any training requests.

21. GOLDEN JUBILEE PARK

(a) Field Committee Monthly Report

(Councillors H Jennings, RA Storrar, A Warrington and Mrs JM Young and Mr Brian Huxley are requested to report on the proceedings of their site visit).

(b) The Proposal to build a Sports and Community Use Building

To receive a progress report.

(c) Multi Use Games Unit (MUGA).

To receive a progress report.

22. YOUTH ACTIVITIES

To receive a report from Councillor Mrs J Edwards.

23. VERNON INSTITUTE MANAGEMENT COMMITTEE (VIMC)
(a) Councillor PP Young to report on any matters of interest to the Parish Council.

(b) New Roll of Honour.
Councillor A Warrington to report on progress.
24. CHAIRMAN'S MONTHLY REPORT
To receive an oral report from Councillor Mrs JM Young.
25. PARISH COUNCIL SURGERIES
(a) To receive reports from Councillor Mrs J Johnson on the proceedings of the Parish Council Surgery held between 10 and 11am on Saturday, 10 May 2014 at Oak Tree Nurseries, Fiddlers Lane, Saughall.

(b) To confirm where and when the Surgery will be held during June 2014 and who will preside over it.
26. CHESHIRE WEST AND CHESTER COUNCIL - WARD COUNCILLOR'S REPORT (INCLUDING ANY HIGHWAYS AND ENVIRONMENTAL ISSUES)
To receive the Ward Councillor's report on issues affecting Saughall and Shotwick Park and to request that Councillor Brian Crowe follows up matters on behalf of this Council which are properly the responsibility of the Principal Authority.
27. ACCOUNTS
(a) Audit of Accounts 2013/14
To receive a written report from the Internal Auditor, Mr B Salisbury. (To be supplied)

(b) Payments to be made since the meeting of the Council held on 7 April 2014. **(Copy attached)**
 - Public Works Loan Board direct debit payment on 14 May 2013 - £ 943:14.
(c) To note receipts **(Copy attached)**
The following have recently been received:
 - Parish Precept £65,033
 - Wayleave Payment £4:60
(d) To receive the **attached** cash to bank reconciliation. **(HSBC Bank Statement from 25 February to 24 March 2014 is attached for information only)**

28. ATTENDANCE AT MEETINGS OF OUTSIDE BODIES

(a) To note any outside body meeting coming up and the agree representation.

(b) To receive a report from Members on proceedings of any outside event attended since the last meeting of the Council on Monday, 7 April 2014.

29. COMMUNICATIONS RECEIVED

To note any communications that may have been received.

28. CIRCULARS

To note the following circulars received which will be available at the meeting for Members' information:

- Came and Company's Parish Matters
- Campaign to Protect Rural England's Countryside Voice
- Campaign to Protect Rural England's Statement of Financial Activities
- Campaign to Protect Rural England's Cheshire View Point
- Verve – Spring 2014

PART 2 – MATTERS TO BE CONSIDERED IN THE ABSENCE PUBLIC

Nil