

SAUGHALL AND SHOTWICK PARK PARISH COUNCIL

COUNCIL SUMMONS

To All Members of the Parish Council

Dear Member,

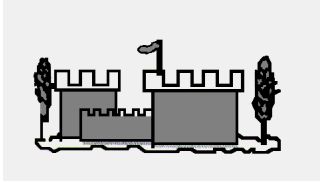
You are summoned to attend the meeting of the Saughall and Shotwick Park Parish Council to be held on **Monday, 3 November 2014** at **7:00pm** in the **Vernon Institute, Church Road, Saughall** to transact the business set out on the agenda overleaf.

Yours sincerely,

Clerk to the Council

10 Merton Close,
Little Neston
Cheshire

23 October 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

COUNCIL MEETING
MONDAY, 3 NOVEMBER 2014
7:00 PM
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.

AGENDA

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

1. APOLOGIES FOR AUTHORISED ABSENCE
2. 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.
 - (c) Member's Commitment to Abide by the Members' Code of Conduct Etc.
A copy of the statement which Members are requested to sign is **attached**. A loose copy has also been provided to be signed, dated and returned to the Clerk.
3. MINUTES
To confirm the Minutes of the meeting of the Council held on 6 October 2014 as a correct record. (**Copy attached**)

4. PLANNING MATTERS

- (a) Planning Applications – Application for an extension of time in which to submit comments due to the consideration time that was needed.

Further to Minute No. 235(b), to note that the Planning Authority was unable to grant an extension in respect of the following planning applications which means the Council has lost its opportunity to comment:

(i) 14/03827/FUL

Proposal: Two storey side extension and single storey rear extension with a detached garage (demolition of existing garages).

Location: Saughall Nurseries, Parkgate Road, Saughall, Chester.

(ii) 14/03798/FUL

Proposal: Single floor extension with a pitched roof to rear of the terrace property.

Location: 10 Rake Way, Saughall, Chester.

(b) Planning Applications

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

(c) Planning Decisions

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

(i) 14/03594/FUL

Proposal: Storage barn.

Location: New Ways Farm, Shotwick-Frodsham Road, Shotwick Park, Chester.

‘Approval.’

(ii) 14/03112/FUL

Proposal: Demolition of existing single storey side extension and erection of a two bedroom dwelling.

Location: Land At 86 Church Road, Church Road, Saughall, Chester.

‘Approval.’

(iii) 14/02881/OUT

Proposal: Erection of one dwelling.

Location: Land At Fallowfields, Long Lane, Saughall, Chester.

‘Approval.’

(iv) 14/03297/FUL

Proposal: Two storey rear extension, demolition of existing garage and erection of replacement garage building, revised access and landscaping works.

Location: The Vicarage, Church Road, Saughall, Chester.

'Approval.'

(d) Lodge Lane Development – 11/03300/FUL – Discharge of Surface Water

To note the content of the **attached** email dated 15 October 2014 from Cheshire West and Chester Council's Senior Planning Officer, Steven Holmes.

(e) To consider any urgent Planning matters

5. DECLARATION OF A CASUAL VACANCY

(a) Mrs J Johnson's letter of resignation dated 8 October 2014 is **attached**.

(b) To note that the Clerk declared a casual vacancy on the Council on 10 October 2014 and the appropriate Notices were posted the same day.

6. 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

To receive a report from Councillor Mrs JM Young on the Team's activities.

7. ANNUAL REVIEW OF THE COUNCIL'S BUSINESS PLAN

(a) Further to Minute No. 237, to consider the **attached** revised and draft Business Plan provided by the Business Plan Action Group (Councillors B Kerr, Mrs K Ford, Mrs D Whitton and PP Young.) with a view to approving it.

(b) Further to Minute No. 241(f), to review the Council's proposed projects and agree an order of priority.

8. PROPOSAL TO PROVIDE A LIVE TWITTER FEED AT THE COUNCIL MEETING ON TUESDAY, 2 DECEMBER 2014
Councillor Mrs K Ford to report.

9. APPLICATIONS UNDER COMMUNITY RIGHT TO BID PROVISIONS
- (a) Application to List Field #8377, Long Lane, Saughall, as an Asset of Community Value
- Emails between the Clerk and Cheshire West and Chester Council's Asset Manager are **attached** for the Council's consideration.
- (b) Application to List Conkers Play Centre, Church Road, Saughall, as an Asset of Community Value
- Emails between the Clerk and the Director of Chestnut House Day Nursery Limited are **attached** for the Council's consideration.
10. VILLAGE EVENTS
- (a) Remembrance Sunday and World War 1 Centenary Commemoration – Sunday, 9 November 2014
- To receive an update on the arrangements from Councillor Mrs JM Young.
- (b) Christmas Lights Switch On – Monday, 1 December 2014
- To receive an update on the arrangements from Councillor Mrs JM Young.
11. GOLDEN JUBILEE PARK
- (a) Field Committee Monthly Report
(Councillors H Jennings, RA Storrar, A Warrington and Mrs JM Young and Mrs Sue Harris 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).
- (i) To receive a progress report on the construction of the MUGA from Councillors Mrs K Ford, DF Holman and A Warrington.
- (ii) Councillor Conduct During the MUGA Works
Councillor Mrs K Ford to report.
- (d) Future Development of the Park and the Proposal to fund the refurbishment of the Swing Park etc.
To receive a report from Councillor Mrs JM Young.
12. PROPOSED PLAY AREA – MORRIS HOMES
To receive a report from Councillor Mrs D Whitton.

13. HIGHWAY ISSUES
 - (a) Twenty's Plenty for Us Campaign
Further to Minute No. 242 the Clerk wrote to Cheshire West and Chester Council's Area Highways Manager to register the Parish Council's interest in Saughall being included in the local campaign. **(Copy attached.)**
 - (b) Junction of Church Road and Saughall Hey
To receive a report on the proceedings of the site visit with Cheshire West and Chester Council's Principal Engineer.
14. OTHER OUTSTANDING ISSUES
Further to Minute No. 242 has there been any progress with any of the outstanding issues?
15. HOUSING PROJECT ON THE FORMER SAUGHALL THE RIDINGS INFANTS SCHOOL SITE
To continue to monitor the housing development on the site.
16. YOUTH ACTIVITIES
To receive a report from Councillor Mrs J Edwards.
17. VERNON INSTITUTE MANAGEMENT COMMITTEE (VIMC)
Councillor PP Young to report on any matters of interest to the Parish Council.
18. CHAIRMAN'S MONTHLY REPORT
To receive a report from Councillor Mrs JM Young.
19. PARISH COUNCIL SURGERIES
 - (a) To receive a report from Councillor Mrs JM Young on the proceedings of her Parish Council Surgery between 10 and 10:45am on Saturday, 3 November 2014 outside the Co-op Store.
 - (b) To confirm where and when the next Surgery will be held and who will preside over it.
20. 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.

21. ACCOUNTS

(a) All Saints Church – Rewiring and Lighting Contract

A financial contribution towards the cost of the work was requested.

At the meeting of the Council held on 3 February 2014 it was Resolved:

‘That in principle, £2,000 be set aside to help fund the rewiring work in All Saints Church, to be paid on completion of the work and on production of the invoice.’ (Minute No. 48(d) refers.)

At the meeting of the Council held on 6 October 2014 it was Resolved:

‘That All Saints Church be requested to ask its architect to send his invoices directly to the Council for payment.’ (Minute No. 248(c) refers.

To receive a report from the Chairman.

(b) The Friday Club’s Christmas Lunch

To consider providing a financial contribution towards the cost of the lunch.

(c) Campaign to Protect Rural England (CPRE)

The Council is asked to decide whether it wants to renew its CPRE Membership. Last year its Membership gift was £36.

(d) Payments to be made since the meeting of the Council held on 6 October 2014. **(Copy attached)**

To note that a payment of £943.14 to Public Works Loan Board is due on 4 November 2014

(e) To note receipts **(Copy attached)**

(f) To receive the **attached** cash to bank reconciliation. **(HSBC Bank Statement from 25 August to 24 September 2014 is attached for information only.)**

22. ANNUAL REVIEW OF THE COUNCIL’S FINANCIAL REGULATIONS

A copy of the Regulations last revised in October 2012 is **attached** for Members’ information.

23. ANNUAL AUDIT – RISK MANAGEMENT

To consider whether the Council's Risk Management Action Plan requires any revisions.

Councillor PP Young to report.

24. MEMBERS' TRAINING REQUIREMENTS

(a) The Cheshire Training Partnership's 2014 Training Programme is **attached** for Members' information.

To consider any training requests.

(b) Chairman - 2 Training – 23 October 2014

To receive a report on the training provided in Congleton by the Cheshire Association of Local Councils from Councillor H Jennings.

25. ATTENDANCE AT MEETINGS OF OUTSIDE BODIES ETC.

(a) To note the following outside body meeting coming up and the agreed representation:

- The Lord Mayor of Chester's Charity Concert at Eaton Park at 7pm on Wednesday, 19 November 2014 at Eaton Park. Ticket price is £20 (to include a hot buffet and a drink on arrival).
- A Workshop 'Digital Mapping for Local Councils' at 7pm on Monday, 24 November 2014 at Brereton Primary School, School Lane, Brereton CW11 1RN

Councillors DF Holman and A Warrington have agreed to attend.

- Cheshire Campaign to Protect Rural England's Christmas Event at St Mary's Chapel, High Legh at 2pm on Thursday, 11 December 2014. Tickets cost £7 each.
- Cheshire West and Chester Council's Partnerships Network Event, Tuesday, 16 December 2014 (am) at Chester Town Hall. This is a great opportunity for partners to come together, share ideas and hear about the latest partnership developments impacting on us. To book a place, email: lyn.brown@cheshirewestandchester.gov.uk

(b) To receive a report from Members on proceedings of the following outside events attended since the last meeting of the Council on Monday, 6 October 2014:

- Cheshire Association of Local Council's Annual Meeting at 6pm on Wednesday, 22 October 2014 at the Canal Side Conference Centre, Middlewich Community Church. CW10 0JG

Councillor Mrs K Ford agreed to represent the Council at this event.

- Cheshire Playing Fields Association's Annual General Meeting at 10:30am on Thursday, 23 October 2014 at The Pavilion, Queens Park, Victoria Avenue, Crewe.

Councillors DF Holman, A Warrington and Mrs JM Young agreed to attend.

- Cheshire Association of Local Council's 'Understanding the Fracking Debate' at 7:30pm on Tuesday, 28 October 2014 at the University of Chester.

Councillors DF Holman and A Warrington agreed to attend.

- National Association of Local Councils AGM on Wednesday, 29 October 2014.

Councillors Mrs K Ford and B Kerr accepted invitations to attend and speak at the Workshop. Councillor Mrs Ford's presentation was on the relationships between local councils, traditional media, hyper local media, social and digital media.

26. COMMUNICATIONS RECEIVED

To note the contents of the following communications that have been received;

- Email dated 22 October 2014 from Laura Ivison regarding anti social behaviour on the grassed amenity area behind The Ridings.

27. CIRCULARS

To note any circulars that have been received which will be available at the meeting for Members' information.

PART 2 – MATTERS TO BE CONSIDERED IN THE ABSENCE PUBLIC

Nil