

## SAUGHALL AND SHOTWICK PARK PARISH COUNCIL

### COUNCIL SUMMONS

To All Members of the Parish Council

Dear Member,

You are summoned to attend a meeting of the Saughall and Shotwick Park Parish Council to be held at **7pm on Monday, 4 April 2016 at the Vernon Institute, Church Road, Saughall** to transact the business set out on the agenda overleaf.

Yours sincerely

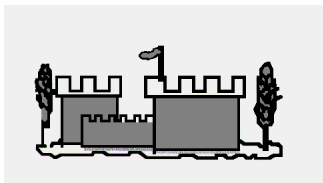
*Shirley Hudspeth*

Clerk to the Council

10 Merton Close,  
Little Neston  
Cheshire

5 March 2016





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, 4 APRIL 2016**  
**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.

## **AGENDA**

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

No.	Item	Purpose	Time Allowed for Discussion
1.	<b>Apologies for Absence</b>	For noting.	(1 minute)
2.	<b>Members' Code of Conduct – Declarations of Interest</b> Members are asked to consider whether they have any disclosable pecuniary or non-pecuniary interests in connection with any item(s) on this agenda and, if so, to declare them and state the nature of the interest.	For noting.	(1 minute)
3.	<b>Minutes</b> To confirm the Minutes of the meetings of the Council held on 1 and 17 February 2016 ( <b>copies attached</b> ) as a correct record.	For decision.	(3 minutes)
4.	<b>Planning Matters</b> <b>(a) Planning Applications</b> To consider the following planning applications that are received with a view to passing observations to Cheshire West and Chester Council – the Planning Authority:	To make any observations	(10 minutes)

(i) 16/00534/FUL

Proposal: Single Storey extensions to rear of property.

Location: 24 Lodge Lane, Saughall.

(The details were circulated to Members on 18 February 2016.)

**(b) Planning Decision**

To note the following planning decisions made by Cheshire West and Chester Council – the Planning Authority since the Council meeting held on 2 November 2015.

(i) 15/03710/FUL

Proposal: Conversion of agricultural building to form 2 dwellings (Use Class C3).

Location: Land at Shotwick Lodge Farm, Lodge Lane, Saughall.

“Approval.”

(ii) 16/00097/FUL

Proposal: Two storey side extension.

Location: 74 The Ridings, Saughall.

“Approval.”

**(c) 122 Hermitage Road, Saughall**

To note that the Enforcement Officer has visited the site, met the owners and viewed the structure which was a log cabin, that had been built there. He now needed to check a few things regarding it in the office and would update the Clerk regarding it more fully as soon as he could.

**(d) Appeal Decision**

Appeal Ref: APP/A0665/C/15/3121615

Little Creek Kennels, Kingswood Lane, Saughall

Decision:

The appeal is dismissed and the enforcement notice upheld with a variation

**(e) Other Planning Matters**

To consider any other planning matters.

<p>5.</p>	<p><b>Police/Home Watch</b></p> <p><b>(a) PCSO's Report</b> PCSO Lauren Davies to report.</p> <p><b>(b) Proposal to Procure a Speed Gun</b> PCSO Lauren Davies to report on progress.</p> <p><b>(c) Operation Shield</b> Councillor A Bailey to report on progress.</p> <p><b>(d) Police and Crime Commissioner's Meeting with Parish and Town Council Representatives</b> Councillors A Bailey, Mrs JE Storrar and A Warrington to report on the proceedings of the Police and Crime Commissioner's Meeting held at 6:30pm on 9 February 2016 in Frodsham.</p> <p><b>(e) Cheshire Constabulary Rural Crime Conference – Monday, 29 February 2016 from 10am to 3:30pm at Willington Hall</b> Councillors H Jennings, Ms A Manning and Mrs JM Young to report on the proceedings of this meeting.</p> <p><b>(f) Home Watch</b> Councillors A Bailey and Mrs JM Young to report.</p> <p><b>(g) Saughall Neighbourhood Management Team</b> Councillor Mrs JM Young to report.</p>	<p>For noting and decision if necessary.</p>	<p>(5 minutes)</p> <p>(2 minutes)</p> <p>(5 minutes)</p> <p>(3 minutes)</p> <p>(3 minutes)</p> <p>(3 minutes)</p> <p>(3 minutes)</p>
<p>6.</p>	<p><b>Accounts</b></p> <p><b>(a) Annual Audit of Accounts</b> To note any progress with the Audit of the 2015/16 Accounts.</p> <p><b>(b) Saughall History Society – Start-Up Grant</b> Prior to the commencement of the Council meeting on 5 October 2016 Councillor H Jennings spoke in Public Question Time about the newly established Saughall History Society and Members indicated that they were amenable to his request that the Council provide a contribution to the refreshments to be served at the inaugural meeting. They informed that they would consider making a donation of £25 once the History Society had opened a bank account.</p> <p><b>(c) Payments to be made since the meeting of the Council held on 1 February 2016. (Copy attached.)</b></p>	<p>For noting.</p> <p>For approval.</p> <p>For approval.</p> <p>For noting.</p>	<p>(3 minutes)</p>

	<p><b>(d) To note receipts. (Copy attached.)</b> A cheque for £96 has been received from the Uniformed Groups which is its peppercorn rent from 2009 to 2016.</p> <p><b>(e) To receive the cash to bank reconciliation. (Copy attached.)</b></p> <p><b>(f) New Homes Bonus</b> To note the content of the <b>attached</b> letter dated 26 February 2016 to the Clerk from Cheshire West and Chester Councillor David Armstrong informing that the Council will no longer receive a No Homes Bonus annual allocation</p>	For noting.  For noting.	
7.	<p><b>Register of Data Controllers</b> The Data Protection Act 1998 requires every data controller (e.g. organisation, sole trader) who is processing personal information to register with the Information Commissioner's Office, unless they are exempt. In general it is enough to simply register the Council, however if individual Councillors are holding information about residents/members of the public which is not publically available then they will also need to be registered. A judgement needs to be made on which Councillors are holding information so that a decision can be made on who needs to register.  To consider drawing up a Data Protection Policy.  To discuss.</p>	For Discussion and action.	(5 minutes)
8.	<p><b>Review of the Council's Standing Orders</b> To receive a report of the Working Group (<b>Councillors A Bailey, Mrs K Ford, Mrs J O'Malley and A Warrington</b>) set up to review the Council's Standing Orders (<b>attached</b>) and make recommendations on any revisions required. (Minute No. 119 refers.)</p>	For Approval.	(5 minutes)
9.	<p><b>Proposal to Provide a Defibrillator in the Village</b> To note progress with the procurement of the defibrillators.</p>	For noting.	(2 minutes)
10.	<p><b>Neighbourhood Planning</b> <b>Councillors A Bailey, Mrs K Ford, H Jennings, Ms A Manning, Mrs JE Storrar and A Warrington</b> went to the Barbour Institute in Tattenhall on Tuesday, 23 February 2016 and met with Tattenhall Members who had been</p>	For decision.	(5 minutes)

	<p>involved in successfully steering their Council through the Neighbourhood Planning process. The aim was to learn more about what it entails and its benefits etc.</p> <p>To receive a report on the proceedings of the meeting and to decide whether to commit to drawing up a Neighbourhood Plan for Saughall. (Minute No. 41(a) refers.)</p>		
11.	<p><b>Local Council Award Scheme</b>  A Working Group (<b>Councillors A Bailey, Mrs K Ford, Ms M Collins, H Jennings and A Warrington</b>) was established to take the Quality Award forward.  The Clerk has registered the Council for the Quality Award with the National Association of Local Councils (NALC). The next steps are <b>attached</b>.  To receive a progress report.</p>	For noting.	(5 minutes)
12.	<p><b>Highway Issues</b></p> <p><b>(a) Speeding Traffic</b>  To monitor.</p> <p><b>(b) Parking on Grass Verges and Footpaths</b>  To monitor.</p> <p><b>(c) Drop Kerbs</b>  To note any progress.</p> <p><b>(d) A Pedestrian Crossing for Hermitage Road</b>  Cheshire West and Chester Council has agreed to carry out an assessment in the spring to measure the level of conflict between vehicles and pedestrians based on a count of both.</p>	For noting and decision if necessary.	(5 minutes)
13.	<p><b>Japanese Knotweed</b>  <b>Councillor Mrs J Knox</b> to provide a report on any progress and her meeting with Chris Matheson MP.</p>	For noting and decision if necessary.	(3 minutes)
14.	<p><b>Bus Service to Chester</b>  To monitor and note any improvement.</p>	For noting.	(5 minutes)
15.	<p><b>Saughall Village Clean-Up Day</b></p> <p><b>(a) Saughall Rotary Club arranged the clean-up for Saturday, 5 March 2016</b>  To receive a report on the proceedings of the day from those Members who helped.</p> <p><b>(b) Waste and Recycling Collections</b>  The Clerk wrote to Steve Robinson, Chief Executive of Cheshire West and Chester Council concerning the mess contractors make and requesting that this doesn't happen again.</p>	For decision.	(3 minutes)

	To note the <b>attached</b> reply from Mr Robinson.		
16.	<p><b>Golden Jubilee Park</b></p> <p><b>(a) Development and Funding Requirements</b></p> <p>(i) The Community and Sports Pavilion Planning Application  Planning Permission for a three year period was granted on 20 June 2013 (13/01646/FUL). It was agreed at the Special Meeting of the Council held on 17 February 2016 that a Planning Application to reapply for planning permission would be submitted to the Planning Authority. The plans are attached. The Planning Officer has informed that the following documentation is required:</p> <ul style="list-style-type: none"> <li>• All the plans submitted previously;</li> <li>• A site layout plan;</li> <li>• An updated design and access statement;</li> <li>• A green belt statement including very special circumstances (submitted previously but which now requires updating);</li> <li>• A Tree survey identifying trees to be retained/removed/replaced with value;</li> <li>• A biodiversity report; and</li> <li>• A landscaping plan – but this might be able to be done by condition as it was previously.</li> </ul> <p>To receive a progress report.</p> <p>(ii) Working Group  A Working Group has been set up to review and revise the Joint Use Agreement and to consider the arrangement in place in respect of the Uniformed Groups' occupation of the Golden Jubilee Park.  <b>(Councillors A Bailey, Mrs K Ford, Mrs J Knox and A Warrington.)</b>  To note any progress.</p> <p>(iii) Funding Opportunities that the Council is able to access  To discuss.</p>	For decision.	(15 minutes)



(iv) Legal Advice

The Council at its Special meeting on Tuesday, 20 October 2015 resolved to seek legal advice via the Cheshire Association of Local Councils. (Minute No. 183(f) refers.) Before the Clerk progresses this she needs to know exactly what the advice to be sought is in respect of.

(v) Project to Develop the Park and Provide New Play Equipment – Consultation Update

Public consultation meetings were held on Monday, 1 February 2016 and Monday, 7 March 2016. Members have also been visiting the various interest groups, clubs and organisations in the village to consult on the proposals.

To receive reports on the consultation carried out.

Members are reminded that the deadlines for Landfill funding which could be an option for the play improvements are:

- WREN 2016 funding dates: 8 June or 28 September.
- Veolia 2016 funding dates: 27 May or 26 August.

The site is within the location boundaries for both funding streams.

(vi) Proposal from Mr Evans (Go Right Cycling) to assist (by attracting external funding from Sports England) the provision of a new perimeter path around the Park for joint use of pedestrians and cyclists.

On hold currently but to be kept on the agenda.

**(b) Maintenance**

(i) Field Committee

To receive a report.

(ii) New Gate and Refurbished Cheshire Fencing

To note that the work on a new gate and the Cheshire Fencing commissioned from Modern Iron Age Design should now have been completed.

	<p>(iii) Grass cutting To note the content of the <b>attached</b> emails between Mr Brian Huxley and the Clerk dated 19 February 2016.</p> <p>(iv) Any Other Maintenance Issues?</p>		
17.	<p><b>Public Footpaths, Rights of Way and Allotments</b></p> <p><b>(a) Footpath Warden's Report</b> To receive a report from <b>Councillors A Bailey and A Warrington.</b></p> <p><b>(b) Safety of Horses and Cyclists on the Old Railway Bridge over the Cycle Track</b> The Clerk wrote to Rosslyn Colderley of Sustrans on 14 January 2016 and again on 2 February 2016 requesting a meeting to discuss safety concerns about the safety of horses and cyclists on the old railway bridge over the cycle track on the Sealand/Saughall border. To note any response. <b>Councillor H Jennings</b> to report.</p> <p><b>(c) Allotments</b> To receive a report from <b>Councillors A Bailey and A Warrington.</b></p>	For decision.	<p>(2 minutes)</p> <p>(2 minutes)</p> <p>(2 minutes)</p>
18.	<p><b>Village Aesthetics</b></p> <p><b>(a) Footpath Map refurbishment</b> To receive a report on progress from <b>Councillor A Warrington.</b></p> <p><b>(b) A Proposal to Provide More Lights in 2016</b> To discuss.</p> <p><b>(c) Wild Flowers, Hanging Baskets and Flower Tubs</b> To agree the way forward for the spring.</p> <p><b>(d) Are there any other proposals?</b></p>	For noting and decision if necessary.	(5 minutes)
19.	<p><b>Honorary Freeman or Freewoman of the Parish</b> In accordance with Section 249 of the Local Government Act 1972 the Council has agreed, in principle, that in future it may honour local people who have given much time and effort to their community. Is there a will to grant anyone this freedom at this time?</p>	For decision.	(5 minutes)
20.	<p><b>Members' Training Requirements</b></p> <p><b>(a)</b> To consider any requests. The 2016 Training Programme for Clerks and Councillors is <b>(attached)</b>.</p>	For decision.  For noting.	(4 minutes)

	<p><b>(b)</b> To note that <b>Councillor H Jennings</b> has a place booked on the Chairmanship – Advanced training session on the afternoon of 28 September 2016 in Congleton.</p> <p><b>(c)</b> To note that <b>Councillors A Bailey, Mrs JE Storrar and Mrs JM Young</b> attended a free Cheshire West and Chester Council Planning Training Session on the afternoon of Tuesday, 23 February 2016 at Cheshire View, Plough Lane, Christleton. To receive a report on its proceedings</p> <p><b>(d)</b> To note that <b>Councillors A Bailey, H Jennings and Ms A Manning</b> attended the Cheshire Association of Local Council’s Planning Training Session from 10-12 Noon on Tuesday, 2 February 2016 at the YMCA in Crewe at a cost of £30 each. To receive a report on the proceedings.</p> <p><b>(e)</b> To receive a report on any other training events Members have attended.</p>	<p>For noting.</p> <p>For noting.</p> <p>For noting.</p>	
<p><b>21.</b></p>	<p><b>Housing Development</b></p> <p><b>(a) Morris Homes Development</b> The Council has accepted Morris Homes offer of £8,250 to upgrade its play equipment. To note any progress.</p> <p><b>(b) Former Pear Tree Farm Site</b> A Public Consultation Meeting was held at 6pm on Monday, 11 January 2016 at the Vernon Institute. To receive a report on its proceedings.</p>	<p>For noting.</p>	<p>(2 minutes)</p>
<p><b>22.</b></p>	<p><b>Village Events</b> <b>Music in the Park – Saturday, 11 June 2016 from 2-10pm.</b> To receive a report on the arrangements being made.</p>	<p>For noting.</p>	<p>(1 minute)</p>
<p><b>23.</b></p>	<p><b>Reports from Community Groups</b></p> <p><b>(a) Youth Club</b> To receive a report.</p> <p><b>(b) Vernon Institute Management Committee</b> To receive a report on any matters of interest to the Parish Council. <b>Councillor Mrs D Whitton</b> to report.</p> <p><b>(c) Cubs and Beavers</b> To note the <b>attached</b> email from Amy Dutton.</p>	<p>For noting and decision if necessary.</p>	<p>(5 minutes)</p>

24.	<p><b>Parish Council Surgeries</b></p> <p><b>(a) Parish Council Surgery held on 27 February 2016.</b>  <b>Councillor Ms A Manning</b> to report on proceedings.</p> <p><b>(b) To agree the arrangements for the next Parish Council Surgery.</b></p>	For noting.	(1 minute)
25.	<p><b>Cheshire West and Chester Council (CWaC) – Ward Councillor’s Report (including any Highway and Environmental Issues)</b></p> <p><b>Councillor Brian Crowe</b> to report on any issues including the long standing problem of flooding on Long Lane.</p> <p>Mrs G Dunlea and Mrs M Bland addressed the Council on the ongoing issues before its meeting on 1 February 2016 and a letter from them dated 9 January 2016 was attached to the agenda and circulated to Members.</p>	For noting.	(3 minutes)
26.	<p><b>Attendance at Meetings of Outside Bodies</b></p> <p><b>(a) To note outside body meetings coming up and agree representation.</b></p> <ul style="list-style-type: none"> <li>• <b>Councillor Mrs K Ford</b> attended the Local Government Association’s Parish and Town Council Leadership Programme on Friday, 19 to Sunday, 21 February 2016 at Warwick Conferences, Coventry – at no cost to the Council.</li> </ul> <p><b>Councillor Mrs K Ford</b> to report on the proceedings.</p> <p><b>(b) To receive a report from Members on proceedings of the following outside event attended since the last ordinary meeting of the Council on Monday, 4 January 2016:</b></p> <ul style="list-style-type: none"> <li>• Cheshire Association of Local Councils – Chester and Vale Royal Joint Area Meeting at 7pm on Wednesday, 27 January 2016 at High Street Church, High Street, Malpas, SY14 8NR</li> </ul> <p><b>Councillors Ms M Collins, Mrs K Ford, Mrs J O’Malley and A Warrington</b> to report.</p>	For noting.	(2 minutes)
27.	<p><b>Communications Received</b></p> <p>To note any communications that may have been received.</p>	For noting and decision.	(2 minutes)

28.	<p><b>Circulars</b></p> <p>To note the following circulars that have been received:</p> <ul style="list-style-type: none"> <li>• Cheshire Rural Touring Arts - Spring 2016.</li> </ul>	For noting.	
	<p>Part 2 – Matters to be Considered in the Absence of the Press and Public</p> <p>Nil</p>		

**Date of next meeting:** Annual Meeting - Monday, 9 May 2016  
**Time:** 7:00pm  
**Venue:** Vernon Institute, Church Road, Saughall