

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 at **7pm on Monday, 8 May 2017 at the Vernon Institute, Church Road, Saughall** to transact the business set out on the agenda overleaf.

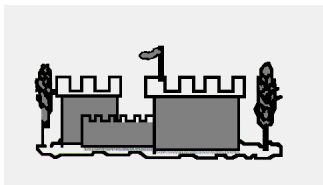
Yours sincerely

Shirley Hudspeth

Clerk to the Council

10 Merton Close,
Little Neston
Cheshire

29 April 2017



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

Mrs S Hudspeth ACIS
Clerk to the Council
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ANNUAL COUNCIL MEETING
MONDAY, 8 MAY 2017
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.	Election of Chairman In accordance with Standing Order No. 12 (a) to elect a Chairman for a maximum period of two years. A vote will be taken at each Annual meeting.	For decision	(3 minutes)
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 Absence	For noting.	(1 minute)

5.	<p>Members' Code of Conduct – Declarations of Interest 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.</p>	For noting.	(1 minute)
6.	<p>Minutes To confirm the Minutes of the meeting of the Council held on 3 April 2017 (copy attached) as a correct record.</p>	For decision.	(3 minutes)
7.	<p>Casual Vacancy on the Council To note that there is still one casual vacancy on the Council.</p>	For noting.	(1 minute)
8.	<p>Annual Parish Assembly To consider the draft Minutes of the Annual Parish Assembly held on Monday, 24 April 2017. (Copy attached)</p>	To make any observations.	(3 minutes)
9.	<p>Meeting Schedule – 2017/18 The draft Council Meeting's Schedule is attached. To review the Council's workload and consider, in the light of it, whether any further meetings are required. If more meetings are needed to consider how they will be resourced.</p>	For decision.	(5 minutes)
10.	<p>Committee and Working Group Representation</p> <p>(a) Field Inspection Group. (The Members were previously Councillors H Jennings, A Warrington and Mrs JM Young, Mrs S Harris and Mr B Huxley.)</p> <p>(b) Standing Orders Working Group (The Members were previously Councillors A Bailey, Mrs J Knox, Mrs J O'Malley and A Warrington.)</p> <p>(c) Golden Jubilee Park Joint Use Agreement Working Group (The Members were previously (Councillors A Bailey, Mrs K Ford, Mrs J Knox and A Warrington.)</p> <p>(d) Communications Working Group (The Members were previously Councillors A Bailey, Mrs J O'Malley and A Warrington.)</p>	For decision.	(7 minute)

	<p>(e) Budget Setting Action Group (The Members were previously the Chairman, Vice Chairman and Councillor A Bailey, the Clerk and Responsible Financial Officer.)</p> <p>(f) Business Plan Action Group (The Members were previously Councillors A Bailey, Ms M Collins and PP Young.)</p> <p>(g) Local Council Award Scheme Working Group (The Members were previously Councillors A Bailey, Mrs K Ford, Ms M Collins, H Jennings and A Warrington.)</p> <p>(h) Planning Working Group (The Members were previously Councillors H Jennings, Mrs JE Storrar, Mrs JM Young and PP Young.)</p>		
<p>11.</p>	<p>Parish Council Representation To agree the Council's representation on the following Outside Bodies. The representation agreed for 2015/16 is set out below for information:</p> <p>(a) Chester Area Meetings of the Cheshire Association of Local Councils (ChALC) Only three representatives are required. (The representatives were previously Councillors A Bailey and A Warrington.)</p> <p>(b) Vernon Institute Management Committee (The representative was previously Councillor Mrs J Knox.)</p> <p>(c) Saughall Youth Club Management Committee (The representative was previously Councillor Mrs JM Young.)</p> <p>(d) Home Watch Co-ordinators (The representatives were previously Councillor A Bailey.)</p> <p>(e) Saughall Neighbourhood Management Team (The representative was previously Councillor Mrs JM Young.)</p> <p>(f) Tree and Environmental Warden Mrs H Cakebread.</p> <p>(g) Parish Paths and Allotments Wardens (The representatives were previously Councillors A Bailey and A Warrington.)</p> <p>(h) Responsible Financial Officer Mr G Hudspeth.</p>	<p>For decision.</p>	<p>(7 minutes)</p>

	<p>(i) Internal Auditor Mr Dave Glavin.</p>		
12.	<p>Planning Matters</p> <p>(a) Planning Applications</p> <p>To consider the following planning application(s) that have been received with a view to passing observations to Cheshire West and Chester Council – the Planning Authority:</p> <p>(i) 17/01294/FUL Proposal: Change of use of redundant agricultural buildings to B8 storage use. Location: Pear Tree Farm, 185 Hermitage Road, Saughall.</p> <p>(ii) 17/00964/FUL Proposal: Proposed Two Storey Side Extension. Location: Oakfield Grange, Parkgate Road, Saughall.</p> <p>(b) Planning Decisions</p> <p>To note the following planning decision(s) made by Cheshire West and Chester Council – the Planning Authority since the Council meeting held on 3 April 2017:</p> <p>(i) 16/04653/FUL Proposal: Erection of agricultural building. Location: Wynstead, Parkgate Road, Saughall. “Approval.”</p> <p>(ii) 17/00394/FUL Proposal: Erection of two, two storey apartment blocks, one with four, one bedroom apartments and one with two, one bedroom apartments (all affordable units). Location: Land at Church Road, Saughall. “Approval.”</p> <p>(iii) 17/00885/FUL Proposal: Storage container and link to existing shop and timber fencing (Retrospective). Location: Red Ensign Service Station, Parkgate Road, Saughall. “Refusal.”</p>	To make any observations	(10 minutes)

	<p>(iv) 17/00657/FUL Proposal: Erection of a single storey extension to side of the existing shop and alterations to shop front (Retrospective). Location: Petrol Filling Station, Parkgate Road, Saughall. "Refusal."</p> <p>(c) 122 Hermitage Road, Saughall To note any progress.</p> <p>(d) Other Planning Matters To consider any other planning matters.</p>		
13.	<p>Police/Home Watch</p> <p>(a) PCSO's Report PCSO Wendy Leason to report.</p> <p>(b) Operation Shield Councillor A Bailey to report on progress.</p> <p>(c) Home Watch Councillors A Bailey to report.</p> <p>(d) Saughall Neighbourhood Management Team Councillor Mrs JM Young to report on arrangements for: (i) The Chester Half Marathon – Sunday, 21 May 2017. (ii) The Summer Play Scheme – Monday, 7 to Friday, 11 August 2017</p>	For noting and decision if necessary.	<p>(5 minutes)</p> <p>(3 minutes)</p> <p>(3 minutes)</p> <p>(3 minutes)</p>
14.	<p>Cheshire West and Chester Council (CWaC) – Ward Councillor's Report (including any Highway and Environmental Issues) Councillor Brian Crowe to report on any issues that concern Saughall. Please refer to the Minutes of the Annual Parish meeting re road signage and drainage issues.</p>	For discussion and action as necessary.	(5 minutes)
15.	<p>Accounts</p> <p>(a) Annual Audit of Accounts 2016/17</p> <p>(i) To approve the Council's attached Annual Governance Statement.</p> <p>(ii) To agree the content of the Council's attached Accounting statements.</p> <p>(iii) To note that the 2016/17 Accounts will now be audited by the Internal Auditor.</p> <p>(b) Chairman's Annual Allowance In previous years the Chairman has received a 'parish basic allowance' of £1000. To reaffirm this practice or otherwise.</p> <p>(c) Parish Council's Insurance and Annual Risk Assessment</p>	<p>For approval.</p> <p>For approval.</p> <p>For noting.</p> <p>For decision</p> <p>For review</p>	(5 minutes)

	<p>At the Council meeting held on May 2014 it was agreed to enter into a long term insurance agreement with Came & Co until 31 May 2017. (Minute No. 120 refers.) By doing this the renewal premium was reduced by 5%.</p> <p>This year's Insurance proposal is not available at the time of going to print but may be available at the meeting. Before any decision is made the Annual Risk Assessment must be carried out.</p> <p>(d) Payments to be made since the meeting of the Council held on 3 April 2017. (Copy attached.) 15 May 2017 Public Works Loan Board - £943:14.</p> <p>(e) To note receipts. (Copy attached.) Cheshire West and Chester Council – Parish precept - £65,459 Scottish Power – Wayleave - £4:76</p> <p>(f) To receive the cash to bank reconciliation. (Copy attached.)</p> <p>(g) Cheshire Association of Local Councils (i) The Affiliation Fee this year is £870:80. Do you consider this to be value for money and do you want to remain a member? An information sheet is attached for consideration. (ii) Local Council Review costs £51 for 3 copies. Do you want them and if so who is to receive them?</p> <p>(h)Cheshire County Playing Fields Association The Affiliation Fee is £20. Do you want to remain a member?</p> <p>(i) Cheshire Community Action The Affiliation Fee is £50. Do you want to remain a member?</p>	<p>For urgent action.</p> <p>For approval.</p> <p>For noting.</p> <p>For noting.</p> <p>For decision.</p> <p>For decision</p> <p>For decision</p>	
16.	<p>Electoral Review of Cheshire West and Chester: Warding Arrangements Letters dated 28 March 2017 are attached from the Local Government Boundary Commission. The consultation closes on 5 June 2017.</p>	For noting.	(1 minute)
17.	<p>Communications Strategy To receive a progress report from the Communications Working Group. Councillors A Bailey, Mrs J O'Malley and A Warrington to report.</p>	For discussion.	(1 minute)

<p>18.</p>	<p>Village Amenities and Aesthetics</p> <p>(a) Amenities</p> <ul style="list-style-type: none"> • Seats/Benches for the Village The Council has the offer of a memorial bench to be located in the Golden Jubilee Park. Councillor Mrs JE Storrar agreed to meet Mr C McIlwrick to agree the location etc. • Parish Council Notice Boards Refurbishment/Replacement To discuss in the light of the Communications Strategy being worked on. <p>(b) Aesthetics</p> <ul style="list-style-type: none"> • Footpath Map refurbishment Councillors A Bailey and A Warrington to report on progress. • Proposal for Tubs of Flowers To receive a report from Councillors Ms A Manning and A Bailey. • Problem Reported - Trees on Green Area at Greenway • Christmas Lights Funding sources. 	<p>For decision</p>	<p>(5 minutes)</p>
<p>19.</p>	<p>Golden Jubilee Park</p> <p>(a) Project to Develop the Park and Provide a New Children’s Play Area To receive a report on the proceedings of a meeting between the Field Inspection Group and Alan Dymond.</p> <p>(b)Funding Sources</p> <ul style="list-style-type: none"> (i) A payment of £8,250 was promised by Morris Homes re Willow Hey in lieu of the Local Areas for Play (LAP). This funding is still awaited but confirmed. (ii) To identify and consider any funding sources e.g. Public Works Loan Board <p>(c) Management Plan for the Park Councillor Mrs JM Young to report.</p> <p>(d) Requests to Use the Park</p> <ul style="list-style-type: none"> (i) Community Memory Walk in aid of the Alzheimer’s Society Charity Request from Becky Martin to hold this event in the Park. (Emails attached) (ii) Keep Fit Classes Request from Joanna Brookes (Emails attached) 	<p>For noting and decision if necessary.</p>	<p>(30 minutes)</p>

	<p>(e) Maintenance</p> <p>(i) Multi-Use Games Area – Weekly Inspections To monitor.</p> <p>(ii) Dog Fouling Problem To monitor</p> <p>(iii) Report of the Field Inspection Group Councillor Mrs JM Young to report.</p> <p>(iv) Quotations To receive a report and any quotations received for work required.</p> <p>(vii) ‘Safe Places for Local Wildlife’ Project Councillor Mrs JM Young to report.</p> <p>(viii) Moles To monitor activity.</p> <p>(ix) Grass Cutting contract This requires a detailed specification. To receive a progress report following a conversation between Councillor A Warrington and Mr Brian Huxley.</p> <p>(x) Any Other Maintenance Issues?</p>		
20.	<p>Highway Issues</p> <p>(a) Speeding Traffic To monitor.</p> <p>(b) 20mph Zones To monitor.</p>	For noting and decision if necessary.	(3 minutes)
21.	<p>Public Footpaths, Rights of Way and Allotments</p> <p>(a) Footpath Warden’s Report To receive a report from Councillors A Bailey and A Warrington. (Emails attached)</p> <p>(b) Safety of Horses and Cyclists on the Old Railway Bridge over the Cycle Track Councillor H Jennings to report.</p> <p>(c) Allotments To receive a report from Councillors A Bailey and A Warrington.</p>	For decision.	(5 minutes)
22.	<p>Village Events</p> <p>Music in the Park – Saturday, 3 June 2017</p> <p>(a) Supporting Local Businesses The Council is determined to support the businesses in the village and has asked the Clerk to send the attached email to Councillor Mrs JM Young. The Secretary to the Music in the Park Group has responded. (Correspondence attached) To discuss.</p>	For noting.	(1 minute)

	(b) To receive a report from Councillor Mrs JM Young on the arrangements being made.		
23.	<p>Communications Received</p> <p>To note the following communication that has been received;</p> <ul style="list-style-type: none"> • Email dated 4 April 2017 from Sarah Tilling, Partnership Officer at Cheshire West and Chester Council re Active Cheshire (Attached). • Email dated 26 April from Candice Harding regarding her booking of the Uniformed Groups Headquarters on 15 July 2017 (Attached). 	For noting and decision.	(1 minutes)
	<p>Part 2 – Matters to be Considered in the Absence of the Press and Public.</p> <p>Nil</p>		

Date of next meeting: Monday, 5 June 2017
Time: 7:00pm
Venue: Vernon Institute, Church Road, Saughall