

MINUTES OF THE MEETING OF SAUGHALL AND SHOTWICK PARK PARISH COUNCIL held on Monday, 7 August 2017 at the Vernon Institute, Church Road, Saughall.

In attendance: Councillor A Bailey
Councillor H Jennings
Councillor M Johnson
Councillor B Kerr
Councillor Mrs J Knox
Councillor Ms A Manning
Councillor Mrs JE Storrar
Councillor D Taylor-Pogue
Councillor A Warrington
Councillor Mrs JM Young
Councillor PP Young (in the Chair)

PC Rob Brown (Part)

56. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor DF Holman.

57. MEMBERS' CODE OF CONDUCT – DECLARATIONS OF INTEREST

No declarations of interest were received.

58. MINUTES

RESOLVED:

That subject to the following amendment the Minutes of the meeting of the Council held on 3 July 2017 be confirmed as a correct record:

Minute No. 54 Village Events

(a) Parish Council Surgery at 10am on Saturday, 1 July 2017 at the Co-op Store

Second paragraph – delete The High Schools and replace with All Saints C of E Primary School.

59. PLANNING MATTERS

(a) Planning Applications

The Council's observations on the following planning application were agreed and the Clerk was requested to notify Cheshire West and Chester Council - the Planning Authority, of it:

(i) 17/02885/FUL

Proposal: Construction of replacement building.

Location: Kingswood Lodge, Kingswood Lane, Saughall.

'No objections.'

(ii) 17/03020/FUL

Proposal: First floor extension and alterations to the rear.

Location: Rosedale Cottage, 1 Green Lane, Saughall.

'No objections.'

(b) Planning Decisions

RESOLVED:

That the following planning decisions, made by the planning authority, be noted:

(i) 17/01759/FUL

Proposal: Change of use to incorporate domestic curtilage to construction of a 40 x 20 ménage with block built stables and tack room.

Location: Kingswood Lodge, Kingswood Lane, Saughall.

'Approval.'

(ii) 16/01721/FUL

Proposal: Single storey rear extension with mono-pitch roof.

Location: 227 Hermitage Road, Saughall.

'Approval.'

(iii) 17/02573/FUL

Proposal: Single storey extension to rear with deck area.

Location: 18 Meadows Lane, Saughall.

'Approval.'

- (c) Cheshire Association of Local Council's Parish Forum at 6:30pm on Tuesday, 3 October 2017 at HQ, Chester

RESOLVED:

That Councillors M Johnson, Mrs JE Storrar, Mrs JM Young and PP Young be requested to attend this meeting, book their own places via email and report back to the Council on its proceedings in due course.

60. POLICE/HOME WATCH

(a) Police Report

PC Rob Brown provided the Council with copies of the Cheshire Constabulary Saughall Newsletter August 2017 informing that it highlighted the main issues currently being experienced in the village e.g. thefts, burglaries and anti-social behaviour.

PC Brown referred to the Clerk's letter to Chief Inspector Mike Evans and his subsequent reply concerning anti-social behaviour/nuisance youth activities, including the lighting of fires in the woods around Saughall which were attached to the agenda for the meeting. He reported that he and the PCSO had been to the woods a number of times, had not found anyone there and had received no reports of anti-social behaviour.

Chief Inspector Evans had made it clear in his letter that if people did not report incidents as they occurred there was little the Police could do. He had urged Members to communicate to residents of Saughall the need to contact the Police as it was a challenge to retrospectively identify those responsible. If incidents were reported, even anonymously, the Police would deal with them.

It was acknowledged that the Police presence in the woods may be acting as a deterrent. PC Brown informed that he and the PCSO intended to continue to patrol the woods.

Members raised concerns over speeding traffic through the village, vehicles parking on kerbs and footpaths, visibility problems caused by vehicles being parked at the bottom of Seahill Road and about the obstruction to a road junction caused because a business was being run from a private address in the village.

PC Brown reported that the Police had used speed traps and the TrueCam in the last few days and only three motorists had been caught speeding. Members believed that this was because motorists could see the Police and had time to reduce their speed.

PC Brown informed that parking measures was an issue for Cheshire West and Chester Council. He had spoken to those who were running a

business and obstructing the junction and they had informed that they would shortly be moving into premises in Chester.

RESOLVED:

That PC Rob Brown be thanked for his report and attendance at the meeting.

(b) Operation Shield

Councillor A Bailey informed that he intended to liaise with PC Brown regarding the 74 kits that remained out of the 100 that the Council had purchase and what it could do with them. He would then report back to the Council with recommendations.

RESOLVED:

That Councillor A Bailey be thanked for his report.

(c) Home Watch

Councillor A Bailey informed that he had nothing to report on this item of business.

(d) Saughall Neighbourhood Management Team

Councillor Mrs JM Young reported that the Summer Play Scheme was now running (Monday, 7 to Friday, 11 August 2017). Children in attendance ranged from 7 to 11 years old and were mostly girls. Most days there were 19 or 20 children in attendance and the maximum attendance at the Play Scheme was 22.

There was a lot of litter in the Golden Jubilee Park and the children were undertaking a litter pick every morning. The Chairman would visit on Friday and thank the children for their help in keeping the playing fields tidy.

RESOLVED:

That Councillor Mrs JM Young be thanked for her report.

(e) Meeting with Town and Parish Council Representatives

The Police and Crime Commissioner (PCC), David Keane had held a meeting at 6:30pm on Tuesday, 25 July 2017 in the Weaverham Community Centre, Russet Road, Weaverham. Councillors M Johnson, A Warrington and Mrs JM Young had attended the meeting and reported on its proceedings.

The PCC had talked about having premises in every parish for PCSOs to use as a base. In Saughall that could be either the Uniformed Groups' Headquarters or the Vernon Institute. PCSO Wendy Leason would put a Cheshire Police sign in both buildings. It seemed that the PCC had changed his mind about road safety and was more proactive about it now.

RESOLVED:

That the report be noted.

- (f) Meeting with the Chief Constable about Long Lane, Seahill Road and Hermitage Road

Councillors M Johnson and H Jennings had met the Chief Constable who had come to Saughall in a new speed van with a driver. They had witnesses some speeding incidents and agreed they needed sites in the village for the TrueCam. They had taken the speed van up Long Lane. The meeting had proved very beneficial as the Chief Constable was taking action to alleviate the problems reported to him.

RESOLVED:

That the report be noted.

61. CHESHIRE WEST AND CHESTER COUNCIL (CWaC) – WARD COUNCILLOR'S REPORT

Councillor Brian Crowe was not in attendance at the meeting.

- (a) Issues with the No. 15 Bus Service

Members gave consideration to an email exchange between the Clerk and Mr John Ellis Jones, Assistant Team Leader, Planning and Strategic Transport, Cheshire West and Chester Council about the punctuality of the No. 15 Bus Service. Councillor Mrs JM Young informed that she had experienced a similar problem with the buses, that she had spoken to Mr Jones on the phone and that he had agreed that there was a problem.

Members believed that the problem arose when the Saughall bus called at the Countess of Chester Hospital. As Blacon had a bus service every ten minutes to Chester and back and Saughall only had two an hour Members considered that it might be possible for the bus provider to consider putting one of the Blacon buses onto the hospital route in place of the Saughall bus. There would not be as much inconvenience to people if one Blacon bus was delayed as there would be another bus along in ten minutes anyway. Saughall people, going to the hospital, would have to get two buses but that had been the situation in the past.

RESOLVED:

That the Clerk be requested to ask Mr John Ellis Jones if he could write to the bus service provider to ask if they could implement the proposal detailed above.

(b) Trimming of the Trees on the Green Area of Greenway

It was noted that the trees had still not been trimmed.

RESOLVED:

That the Clerk be requested to remind Councillor Brian Crowe that the trees were growing on land in the ownership of Cheshire West and Chester Council and required trimming as they were interfering with the overhead telephone lines.

(c) Willow Hey Drainage Issues

The Council received a written report provided by Councillor Brian Crowe on the ongoing drainage problems in Willow Hey which were not seen to be progressing at a satisfactory pace, despite numerous representations to the Chief Executive(s) of Cheshire West and Chester Council over the years. Local residents were suffering because the Principal Authority had ignored the Council's advice on the site's drainage from the planning stage of this housing development.

RESOLVED:

That the Clerk be requested to write to Christian Matheson MP setting out the background and historic details of the situation and requesting his assistance in an attempt to get Mr Gerald Meehan, Chief Executive of Cheshire West and Chester Council to take urgent steps to alleviate the drainage issues in Willow Hey.

(d) Saughall Highway Issues

Councillor PP Young reported that Mrs Kay Parry, Cheshire West and Chester Council's Principal Engineer – Place Operations was unable to attend this meeting but she had indicated that she would be able to attend the October 2017 Council meeting if Members requested it. Mrs Parry had provided Councillor Young with the following information.

- **Fiddlers Lane** had been put forward for assessment for prioritisation for resurfacing next year. The results of the assessment had not yet been fully analysed but it was thought that it had not scored high enough to attract funding. However, repairs had been carried out on the urgent defects.

- **Hermitage Road** – contractors had begun work on the potholes but it was not classed as urgent.
- A notice had been served on the residents regarding the overhanging hedge on **Hermitage Road**. This would be followed up if action was not taken.
- The notices for the **Parish Council’s planters** would go up next week. Residents would have 28 days to comment on the proposal.
- **Speed Cameras at the Edgerton Arms Public House** – The advice was that a reduction in speed limit on Sealand Road would not impact on the speed/volume of traffic through the village but if the Parish Council wanted more speed data it would be best to wait until the speed limit on Sealand Road had been in a while so any impact could be seen.
- The Principal Authority was currently working with the Police to provide a **bay for a camera van** at the bus stop before the bend approaching The Ridings heading into the village. The Parish Council was asked to confirm whether or not it wanted data collecting when the Principal Authority had the capacity to do it.

RESOLVED: That

(1) Mrs Kay Parry be thanked for her informative report; and

(2) the Clerk be requested to inform Mrs Parry that this Council does still want speed data collecting when it is possible for her to do so.

62. ACCOUNTS

(a) Payments made since the meeting of the Council held on 3 July 2017

RESOLVED:

That the following payments be approved:

<u>Financial Year 2017/2018</u>	<u>£</u>	<u>Cheque No</u>
Saughall Cricket Club (Grass cutting, strimming and turf maintenance - 2017)	3,600.00	103124
Devalec (Changing light fittings etc. - VI Clock)	25.00	103125
HM Revenues and Customs	1,192.77	103126
Mrs S Hudspeth (Salary)	499.96	103127
Mrs S Hudspeth (Expenses)	93.51	103128
Mr JE Davies (Litter Picking)	72.00	103129

(b) Receipts

RESOLVED:

That the following receipt be noted:

£1,380.83 - Duty/Vat repayment from HM Revenue and Customs.

(c) Cash to Bank Reconciliation

RESOLVED:

That the contents of the cash to bank reconciliation sheet be noted.

(d) Withdrawal of Safe Keeping Service

The Council noted the content of a letter dated 4 July 2017 from HSBC informing that its Safe Keeping Service was closing and the Council's items (deeds) would need to be collected within 60 days.

RESOLVED:

That the Clerk be requested to collect the deeds and ask Councillor Brian Crowe if the Principal Authority could make provision to store the deeds and keep them safe.

63. SAUGHALL AND SHOTWICK PARK PARISH COUNCIL'S BUSINESS PLAN PRIORITIES FOR THE 2017/18 MUNICIPAL YEAR

Proposal to Reinstate the Perimeter Path around the Golden Jubilee Park.

Further to Minute Nos. 32 and 49, the Clerk had invited Ms Sarah Tilling Cheshire West and Chester Council's Partnership Officer to a future meeting of the Council to explore the possibility of obtaining grant aid to help finance the perimeter path project that would commence in a future Financial Year, once all the refurbishment work in the younger children's play area had been completed.

Ms Tilling had informed that she was going on maternity leave and her colleague Mr Duncan Settington would attend the Council meeting on 4 September 2017.

RESOLVED:

That Councillors A Warrington, Mrs JM Young and PP Young be requested to meet with Mr Settington at 6:15pm on 4 September 2017 at the Golden Jubilee Park to discuss the proposal and any funding options available before attending the Council meeting at 7pm.

64. COMMUNICATIONS STRATEGY

(a) Newsletter Production

Councillor Ms A Manning informed that the Communications Working Group had been unable to meet so there was no progress to report in respect of the new formatted Newsletter production.

It was reported that the Council may need a Social Media Policy and that Councillor A Warrington was being advised on this by the Cheshire Association of Local Councils. He had a draft which he intended to discuss with the Communications Working Group.

Councillor H Jennings informed that a meeting would be held with the person who produced the Mollington and Saughall Handbook to discuss the inclusion of a Parish Newsletter on a quarterly basis along with the associated cost etc.

RESOLVED:

That the reports be received.

(b) Notice Boards

It was reported that the Co-op has agreed to refurbish the Parish Council's notice board outside of its Store on Church Road at no cost to the Council.

Councillor H Jennings informed that the Co-op was looking favourably on a proposal to have a notice board inside of its store. However, the Council would have to pay for it.

Councillor A Warrington drew attention to the fact that there was no longer a notice board in the Golden Jubilee Park. It was proposed that information could be posted in the window of the Uniformed Groups' Headquarters in the short term. In the longer term, the Council could consider procuring a notice board that incorporated a Golden Jubilee Park sign.

RESOLVED:

That the reports be received.

(c) Social Media

Councillor A Warrington informed that Councillor M Johnson had social media skills. He would discuss with him what it may be possible to achieve and report back any proposals to the next meeting of the Council scheduled for 7pm on Monday, 4 September 2017.

RESOLVED:

That the report be received.

65. VILLAGE AMENITIES AND AESTHETICS

(a) Amenities

- Seats/Benches for the Village

The Council was awaiting the plans in respect of the refurbished children's play area and once it was in possession of them Mr Charles McIlwrick would be invited to propose where to locate his bench in memory of his wife.

- Defibrillator at the Co-op Store

Councillor Mrs JM Young reported that the Co-op Store was currently fund raising to purchase a defibrillator to locate outside of the Store. The Council was asked if it would like to contribute to the cost of it.

RESOLVED:

That the Council will donate £1,000 towards the cost of a defibrillator on production of the invoice for the total cost of it.

(b) Aesthetics

- Footpath Map Refurbishment

The Council received a signed copy of the Public Footpath Dedication Agreement in respect of the Parish of Saughall and Shotwick Park and noted that the footpaths would be added to the Definitive Map of Public Rights of Way.

Councillor A Bailey informed that he now intended to speak to Mr Peter Bond about reconfiguring the Parish Footpath Map and provide a further report for the next meeting of the Council scheduled for Monday, 4 September 2017. He also informed that he and Councillor A Warrington would be meeting with the residents of Shotwick House.

Members were reminded that the Council had agreed to contribute £500 a year towards footpath maintenance. Councillor A Bailey informed that he had not yet had the official agreement in respect of this.

RESOLVED:

That the reports be received.

- Proposal for Tubs of Flowers

Members had been made aware that progress was being made. (Minute No. 61(d) refers.)

- Christmas Lights

Councillor PP Young informed that he had spoken to Mr Geoff Hodgson at the Christmas Decorators and had obtained the following proposal:

- The cost to supply and install 12 x commando socket with timer clock and hard wired to the column will be £3,840 plus vat, this includes cherry picker hire.
- The cost to supply, install, take down and store 1 x 9 ft. pre lit garland to the column will be £1,320 plus vat per year based on a three year rental agreement.

The total cost in the first year would be £6,192 and the total cost for each of the next two years would be £1,584.

It was noted that the Council had been unable to attract any sponsorship in respect of the Christmas Lights.

The proposal was put to the vote and it was

RESOLVED:

That the Christmas Decorators' three year proposal as detailed above be accepted.

66. GOLDEN JUBILEE PARK

(a) Project to Re-develop the Park and Provide a New Children's Play Area

Councillor Mrs JM Young reported that due to a computer malfunction the Project Manager, Mr Alan Dymond had only been able to provide a draft of the new Playground. A plan would be circulated before the tendering exercise commenced.

Councillor Mrs Young also reported that the Field Inspection Group would like to display the final plans for the Children's Playground in the window of the Uniformed Groups' Headquarters for all to see.

RESOLVED:

That the reports be noted.

(b) Funding Sources

Members of the Field Inspection Group had recently looked at the new bicycle track in Blacon. It was known that a similar facility would cost the Council approximately £37,000 and this would prove to be a popular investment with the youth of the village.

The Police had been consulted over the possibility of providing a bicycle track in Saughall and they saw no significant problems with the proposal.

It was noted that before such a project was able to go ahead, there must be appropriate consultation with residents.

RESOLVED:

That this proposal to be kept pending whilst further investigations are carried out in respect of how it could be taken forward, including exploring possible funding sources e.g. WREN.

(c) Management Plan for the Park

Councillor Mrs JM Young informed that a seasonal plan had been drawn up detailing what needed to be done in the autumn. Some progress was expected to have been made by the next meeting of the Council scheduled to be held on Monday, 4 September 2017. The Field Inspection Group intended to meet again at 5:30pm on Wednesday, 23 August 2017.

RESOLVED:

That the report be noted.

(d) Maintenance

(i) Multi-Use Games Area (MUGA)

Councillor Mrs JM Young reported that there was a problem with litter and broken glass on the MUGA at present. Some users were de-littering the MUGA themselves.

RESOLVED:

That the report be noted.

(ii) Report of the Field Inspection Group

Councillor Mrs JM Young reported that no walkabout had taken place because of the inclement weather. The Group had been advised that two ponies were now in the neighbouring field and they had some water. The PCSO had been notified.

Since then, a further two ponies had been found in the field along with a water bowser in the lane.

Councillor A Warrington had inspected the fencing and reported no problems with it.

RESOLVED:

That the reports be noted.

(iii) Dog Fouling

Dog fouling remained a problem in the Golden Jubilee Park.

(iv) The Mound

Councillor Mrs JM Young reported that Dandy's Topsoil Suppliers did not want the soil as all of the goodness had gone from it. Quotes for the mound removal had been obtained and the cheapest one accepted. Consequently, work to remove it would commence this week. Once it had gone she proposed that more plainings would be spread on the grassed part of the car park.

RESOLVED:

That the report be noted and the proposal to spread some plainings in the car park be agreed.

(v) 'Safe Places for Local Wildlife' Project

Councillor Mrs JM Young reported that a Sausage Sizzle would be held on Saturday, 16 September 2017 between 2pm and 5pm. All were welcome to attend. The idea behind this event was to recruit more volunteers to help develop the area.

RESOLVED:

That the report be noted.

(vi) Grass Cutting Contract

Councillor H Jennings reported that he had spoken to Mr Brian Huxley about the Grass Cutting Contract and now knew exactly what was involved and what Saughall Cricket Club did for the Council. It was a Groundsman's contract. He intended to draw up a contract based on this approach.

RESOLVED:

That the report be noted.

67. PUBLIC FOOTPATHS, RIGHTS OF WAY AND ALLOTMENTS

(a) Footpath Warden's Report

Minute No. 65(b) refers.

(b) Safety of Horses and Cyclists on the Old Railway Bridge over the Cycle Track

Councillor H Jennings reported that he had submitted a preliminary planning application to Flintshire Council in respect of this initiative and the Clerk had been given a copy of an email which informed that the pre application had been logged onto Flintshire Council's system and the reference number was 057196. It had also been assigned to Mr Mark Harris.

If the decision was made by the Council, at a later stage, it was possible to seek external funding to assist the project.

Councillor Jennings also reported that a Freedom of Information request had been received from a local resident and responded to within the statutory timescales. Most of the information requested had already been in the public domain.

RESOLVED:

That the reports be noted.

68. VILLAGE EVENTS

(a) Parish Council Surgery at 10am on Saturday, 5 August 2017 at the Co-op Store

Councillor A Warrington reported that PCSO Wendy Leason and PC Rob Brown had called in for lunch. Subjects raised at his Parish Council Surgery had included:

- The height of the trees in Greenway, behind the bus stop.
- Parking on pavements.
- The No. 15 Bus Service. (Minute No. 61 (a) refers.)
- Speeding traffic.
- Number of learner drivers passing through the village. (Saughall is on the official test route.)

RESOLVED:

That Councillor A Warrington be thanked for his report.

(b) Next Parish Council Surgery

RESOLVED:

That Councillor M Johnson be requested to preside over the next Parish Council Surgery to be held between 10am and 11am on a date to be decided outside of the Co-op Store and bring a report on its proceedings to the next meeting of the Council scheduled for Monday, 4 September 2017.

(c) Remembrance Sunday, 12 November 2017

Councillor Mrs JM Young informed that she had met with representatives of the Churches. The arrangements in respect of the 2pm Service followed by refreshments had been made. More Service sheets would be provided this year and a trumpeter would be in attendance.

RESOLVED:

That the progress made with the arrangements for Remembrance Sunday be noted.

(d) Christmas Lights Switch-on Event

There was no report available on this event.

(e) Music in the Park

Councillor Mrs JM Young informed that the Music in the Park Group had decided not to hold the Music in the Park event next year. Instead there were plans to hold a Scarecrow Competition. Further details would be available in September 2017.

RESOLVED:

That Councillor Mrs JM Young be thanked for her report.

(f) New Vicar – All Saints Church

Councillor A Bailey reported that interviews for the new Vicar were scheduled for Saturday, 16 September 2017. If an appointment was made the new Vicar would be in post for Christmas.

RESOLVED:

That the report be noted.

69. COMMUNICATIONS RECEIVED

RESOLVED:

That the content of the following communications be noted:

- An email dated 11 July 2017 from Louise Chambers, Project Manager, Sanctuary Group regarding the housing development in Church Road, Saughall. Louise informed that she was leaving the Sanctuary Housing Group and that Danielle Wrigley would be the Council's contact regarding the Church Road housing development.
- An email dated 19 July 2017 from Rachel Rens, Housing Policy Officer, Cheshire West and Chester Council requesting a meeting to discuss the possibility of developing a plot of land at Thomas Wedge Close in Saughall.

It was agreed that Councillors A Bailey, JE Storrar, A Warrington and PP Young would meet on site with Rachel Rens and the Clerk would canvass for a suitable date and time for this meeting.

- Emails between the Clerk and Stephen Thackray, a Trustee and Committee Member of Mollington, Backford and District Village Hall in respect of the Multi-Use Games Area (MUGA) in the Golden Jubilee Park.

Councillor A Warrington informed that he would meet with Mr Thackray to discuss the Council's successful MUGA project.