

**MINUTES OF THE MEETING OF SAUGHALL AND SHOTWICK PARK PARISH COUNCIL held on Monday, 12 November 2018 at the Vernon Institute, Church Road, Saughall**

**PUBLIC SPEAKING TIME**

Prior to the commencement of the meeting the Council was addressed by the following residents of Saughall:

**Mr Wayne Crouch** had given appropriate notice to the Clerk that he wanted to address the Council. He spoke in support of Planning Application 18/03905/OUT. (Minute No. 84(a) (ii) refers.) He outlined his reasons for wanting to demolish No. 27 Crofters Way and rebuild. He did not consider that there would be unacceptable detriment. The proposed building was well designed and would not have an overbearing impact on the existing properties.

Mr Crouch informed that his previous planning application had been refused because it was for an additional building that did not fall within the definition of infill. This application was for a replacement building in washed over green belt. The design of the building and the materials to be used would be included in a detailed planning application to be submitted at a later date. He also informed that the Highways Authority had no objections to the outline application.

**Mr Mike Maxwell**, a resident of Crofters Way, requested permission to address the Council, as a matter of urgency, on Planning Application 18/03905/OUT as it was on the Council's agenda for consideration this evening. The Council's consent was given.

Mr Maxwell spoke against Mr Crouch's outline planning application. He was of the view that there were no significant changes to the application Mr Crouch had made in 2013 which had been refused planning consent. The existing building was a flat above a barn. The plan was for a double storey, double garaged building to be erected in the green belt, in a different part of the garden to the existing building.

Mr Maxwell informed that the proposed development was a direct contravention of the district wide Local Plan. He reported that the Local Plan stated that back building should not have the effect of harming the existing local residents and should be safe and maintain the amenity and privacy of the existing resident's properties.

Mr Maxwell considered that the proposed dwelling would overlook seven other properties so there would be a lack of privacy. Also, the driveway was landlocked and at an acute angle and was long and narrow with no space for passing vehicles. He referred to the planning application as massing and cramming.

In attendance: Councillor A Bailey  
Councillor DF Holman  
Councillor H Jennings  
Councillor M Johnson  
Councillor B Kerr  
Councillor Ms A Manning  
Councillor Mrs JE Storrar  
Councillor A Warrington  
Councillor Mrs JM Young  
Councillor PP Young in the Chair

Cheshire West and Chester Councillor Brian Crowe (Part)  
PCSO Gina Eccleston (Part)

### **One Minute's Silence**

The Council stood in silence for one minute in memory of Mr Peter Bond who had sadly passed away on 11 November 2018. Mr Bond had been a Member of this Council for over 30 years, serving as Chairman for much of this time. He was also a past Chairman of the Cheshire Association of Town and Parish Councils. Mr Bond would be sadly missed by all that knew him.

#### **76. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Mrs J Knox, Mr Dave Glavin, the Internal Auditor and PCSO Wendy Leason.

RESOLVED:

That the apologies for absence listed above be accepted.

#### **77. MEMBERS' CODE OF CONDUCT – DECLARATIONS OF INTEREST**

No declarations of interest were received.

#### **78. MINUTES**

RESOLVED:

That subject to the following amendment and additions the Minutes of the meeting of the Council held on 1 October 2018 be confirmed as a correct record:

Minute No. 53 - The Vernon Institute Clock – Resolution (2) replace £800 with £950.

Minute No. 59 (a) – Casual Vacancy add Resolution (2) that the Clerk be requested to write to Mr Dean Taylor-Pogue to thank him for his contributions to the Council and to wish him well for the future.

Minute No. 66 (d) - Add to the resolutions that the Clerk be requested to ask the Police & Crime Commissioner how many times speeding enforcement has been carried out in Saughall over the last 6 months.

**{The Council noted that the number of speeding enforcements in Saughall over the six month period was already the subject of a Freedom of Information Request submitted by the Clerk.}**

79. CLERK'S REPORT

The Clerk reported on the work she had carried out and the actions she had taken since the last meeting of the Council held on 1 October 2018.

RESOLVED:

That the contents of the Clerk's report be noted.

80. CASUAL VACANCY ON THE COUNCIL

The Clerk reported that the following two local residents had expressed an interest in being co-opted to fill the casual vacancy that has arisen on the Council:

- Marc Hallows
- Peter Halford

Consequently, a vote was taken and on a majority vote it was

RESOLVED: That

- (1) Peter Halford be co-opted onto the Council to fill the casual vacancy; and
- (2) Marc Hallows be invited to join one of the Council's four Working Groups.

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

Councillor Brian Crowe reported on issues of concern to Saughall as follows:

- He had provided advice on how to get drop kerbs at the front of the Saughall Pharmacy.
- He had reported on the state of the footway in East Fields and New Croft and asked the Highways Authority to spray the weeds.
- He had nothing more to report on Brookside Cottage.
- He had nothing further to report on the drainage situation in Willow Hey.
- He had not seen anything in writing in respect of a Section 106 Agreement in relation to Peartree Farm.
- A resident had expressed concerns about speeding on Hermitage Road.

PCSO Gina Eccleston reported that she had caught six people speeding in the previous week. They would each receive a fixed penalty notice. They may be able to go on the speed course depending on the speed they had been travelling at.

RESOLVED:

That Councillor Brian Crowe be thanked for his report.

## 82. POLICE

### (a) PCSO's Report

PCSO Gina Eccleston provided Members with copies of the Cheshire Constabulary's Saughall Newsletter – November 2018 which listed incidents and crimes committed between 2 October and 12 November 2018. These included various thefts in the local area, mainly of fuel, "Gold Buyers" targeting the elderly and vulnerable in Saughall and reports of people receiving calls from persons claiming to be Detectives from the Metropolitan Police. She asked everyone to be aware and vigilant.

Members asked a number of questions which the PCSO answered as appropriate, including in particular, what advice if any the Police had given to the Red Ensign Garage regarding the frequent drive offs.

Councillor Mrs JM Young asked the PCSO to be in attendance outside the All Saints C of E Primary School in the mornings and afternoons following recent road rage incidents.

RESOLVED:

That PCSO Gina Eccleston be thanked for her attendance at the meeting and for her informative report.

### (b) Rural Meeting with your Police & Crime Commissioner and Local Police Team

No one had represented the Council at this meeting.

### (c) Police & Crime Commissioner's Meeting with Parish and Town Council Representatives - Tuesday, 13 November 2018 at 6.30pm at Ellesmere Port Police Station.

RESOLVED:

That Councillor M Johnson be requested to represent the Council at this meeting and bring a report on its proceedings to the next meeting scheduled for Monday, 17 December 2018.

## 83. WORKING GROUPS' REPORTS

### (a) Business

Councillor A Bailey informed that the Business Working Group had reviewed the Council's Business Plan and associated Action Plan and made some very slight amendments e.g. removing the dates from the titles and adding the Housing Survey to the Executive Summary.

Councillor A Bailey also proposed that future annual reviews be carried out during February after the Council has set its Budget in January.

Councillor A Bailey reported that the Business Working Group had also reviewed the Council's priorities and recommended the following:

Priority One:	Unchanged
Priority Two:	Cycle track removed - unaffordable. Word MUGA replaced with 'Outdoor facilities'
Priority Three:	Housing Survey
Priority Four:	Flooding carried over into 2019/20 - not yet resolved
Priority Five:	Unchanged
Priority Six:	Investigate offering a site on Golden Jubilee Park for a mobile phone mast - income generator!
Priority Seven:	Install new boundary fence on footpath from Shotwick House to 1st kissing gate
Priority Eight:	Unchanged

RESOLVED: That

- (1) the Council's revised Business and Action List be approved;
- (2) future annual reviews of the documents at (1) be undertaken in February; and
- (3) the recommendations of the Business Working Group in respect of the Council's priorities be endorsed.

### (b) Golden Jubilee Park

The Council had regard to the report of the Working Group following its last meeting on 8 November 2018. The following matters had been discussed:

- Work around the Pond

A litter bin had been procured and would be secured on a concrete base. The large tree had been removed from the pond by a contractor who had also cleared most of the wood and debris off the field at a cost of £350.

- BMX Track

Alan Dymond would attend the next Council meeting scheduled for 17 December 2018 to present tender documents for approval. It was hoped that these documents would be able to give a 'local definition' for contractors. The aim was to stipulate a restricted area from which contractors could submit a tender. Advice would be sought on this matter. It was considered sensible for construction work to commence in the late spring.

- Multi-Use Games Area (MUGA)

A complaint had been received from a resident about the fencing around the MUGA rattling and reverberating when hit by footballs. There were a couple of possible reasons why this had been happening. Contact would be made with the original suppliers and Alan Dymond would be consulted.

- Commemorative Tree

The Co-op Store had asked for permission and help to plant a tree as a memorial to those who were killed in WW1. The Tree Warden would assist in the choosing of the tree. It was proposed that the tree would be planted in the grassed area of the Children's Play Area and that the Parish Council would be asked to fund a stone commemorative plaque. Further discussions would be held with the Co-op Store.

- Grounds Maintenance Contract

It had been agreed that Brian Huxley would circulate his copy of the draft contract to all Members of the Highways Working Group. It was hoped that at the next meeting the Working Group it would be in a position to recommend approval of the Grounds Maintenance Contract to the Council.

- Other Matters

- A play equipment inspection was due soon.
- Moles had returned to the Golden Jubilee Park.
- The grass skip needed emptying. It had proved useful during the season.
- The next meeting of the Group would be on 29 November or 6 December 2018.

RESOLVED:

That the report be received.

(c) Communications and Marketing

Councillor A Bailey reported that a meeting of the Working Group would be convened shortly to firm up the new Footpath Booklet.

RESOLVED:

That the report be received.

(d) Highways

No meeting of the Highways Working Group had been held because Members had been waiting for a meeting to be arranged with Senior Officers of Cheshire West and Chester Council's Highways Department. (Minute No. 66 (d) refers.) The Clerk had circulated a response in respect of this from the Principal Authority's Highway Commissioner, Kieran Collins, to all Members of the Working Group.

RESOLVED: That

(1) the report be received; and

(2) it be noted that Councillor Mrs JE Storrar is joining the Highways Working Group, replacing former Councillor Dean Taylor-Pogue.

84. PLANNING MATTERS

(a) Planning Applications

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

(i) 18/03697/FUL

Proposal: Removal of existing fence and hedge line and replace with brick boundary wall and iron railings to include two pairs of access gates – amendment to application 18/03045/FUL.

Location: Brookside Farm Cottage, Saughall.

'The Parish Council objects to this retrospective planning application.

The Council objects because the damage has already been done as the applicant has taken out the hedge without permission and damaged the wildlife habitat.

The Council objects because a wall has been put up without the applicant going through the correct process. Cheshire West and Chester Council should now take enforcement action.

The Council objects as the wall is too high. It should be no more than 1m when it is at the edge of the highway. It is not as aesthetically pleasing as the established hedge was. It is inappropriate and incongruous. It is environmental vandalism.'

(ii) 18/03905/OUT

Proposal: Erection of one dwelling (outline).

Location: Land at The Croft and No.27 Crofters Way, Seahill Road, Saughall.

'The Parish Council is not objecting to this outline application but it is awaiting the detailed planning application.'

(iii) 18/03705/FUL

Proposal: Proposed boundary fence and conversion & extension of existing garage and outbuildings to holiday let accommodation.

Location: Astbury Cottage, North Parkgate Road, Saughall.

'The Parish Council seeks clarification on this planning application. Is the height of the boundary fence within the rules? It should be no more than 1m high when it is at the edge of the highway. Is it replacing a hedge and if so why?

The Parish Council wishes to discourage the removal of well-established mixed hedges as such action destroys the wildlife habitat. Therefore, it objects to this planning application if this is the case. Putting up a fence would not be as aesthetically pleasing as keeping the existing hedge. It would be inappropriate and incongruous. It would be environmental vandalism.'

(iv) 18/03995/FUL

Proposal: Replacement of existing annexe to main house with new annexe building.

Location: The Grange, Coalpit Lane, Saughall.

'The Parish Council has no objection to this planning application.'

(b) Planning Decisions

RESOLVED:

That it be noted that no planning decisions have been received from the Planning Authority.

## 85. FINANCE REPORTS

### (a) Audit of Accounts 2017/18

The Clerk reported that in advance of the completion of the review, a number of documents had been received from the External Auditor and posted on Parish Council Notice Boards.

Resolved:

That the interim report of the External Auditor be considered by the Business Working Group and his final report be awaited.

### (b) Saughall Friday Club

The Clerk reported that she had received an email dated 6 November 2018 from Gaynor Harris on behalf of the Saughall Friday Club informing that the Club had enjoyed another successful year and had a consistent membership. Ms Harris also informed that the Club appreciated the support the Parish Council gave it and the financial contribution it made towards its festivities.

Ms Harris went on to say that the Club would be celebrating its 25<sup>th</sup> anniversary on 25 January 2019. Consequently, it was planning a special celebration on that day.

RESOLVED:

That a financial contribution of £50 be provided to assist the Saughall Friday Club with its day of celebrations on 25 January 2019.

### (c) Payments made since the meeting of the Council held on 1 October 2018

RESOLVED: That

#### (1) the following payments be approved:

<u>Financial Year 2018/2019</u>	<u>£</u>	<u>Cheque No</u>
D & J Gardening Services (Cut large shrubs and trees back and apply Stump rot. Remove all waste from site)	300.00	200087
All Saints PCC (Contribution to kitchen extension)	4,000.00	200088
Cancelled		200089
The Christmas Decorators (Providing and putting up the Christmas Lights)	3,744.00	200090
Glasdon UK Ltd (Metal Guppy Litter Bin)	360.64	200091
Barry Mulronee	400.00	200092
RBL Poppy Appeal (2 Wreaths)	34.00	200093

Mr JE Davies (October Litter Picking)	93.96	200094
Mr JE Davies (1 April – 31 October 2018 Pay Arrears)	480.00	200095
Morral Play Services Ltd (Annual Inspection of Play Area)	54.00	200096
Dutton's Agricultural Contractors Ltd (Hedge Cutting – Golden Jubilee Park)	330.00	200097
Mrs S Hudspeth (November Salary)	510.69	200098
Mrs S Hudspeth (October/November Expenses)	85.04	200099
Saughall Friday Club (Contribution to Christmas Lunch)	50.00	200100
Mrs JM Young (Remembrance Sunday Refreshments)	42.00	200101
Saughall Uniformed Groups (Room Rental)	25.00	200102
Bell Stone Masonry Ltd (Work on Clock)	498.00	200103

- (2) a column be added to the payments Excel spreadsheet to briefing explain what each payment was for.

**{Following the meeting the Responsible Financial Officer informed that he was not able to add any more columns to the Payments spreadsheet so it would need to be considered in conjunction with the Council's Minutes, where the information required was already recorded.}**

- (d) Receipts

RESOLVED

That it be noted that a receipt of £400 for the sale of the field gates to the Golden Jubilee Park had been received since the last meeting of the Council.

- (e) Cash to Bank Reconciliation

RESOLVED:

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

86. VILLAGE EVENTS

(a) Remembrance Sunday – 11 November 2018

Councillor M Johnson informed that the 11am Remembrance Day Service had been well attended. Councillor A Bailey reported that he was determined to try to get the Clergy to attend the morning Service next year.

It was noted that 123 people had attended the afternoon Remembrance Day Service and it had been an excellent event. Revd Steve Mansfield had officiated.

Councillor B Kerr made the point that if the Clergy would agree to attend and officiate at a Service held at 11am in future years there would be no need to hold a further Service in the afternoon.

The Clerk reported that the orders she had placed for a WW1 Bench Seat and the 110 Plastic Poppies to attach to lamp posts in the village had not been filled due to the overwhelming and unprecedented amount of orders that had been placed. She enquired whether the Council still wanted her to pursue the procurement of the WW1 Bench Seat and the Poppies which could be put away ready for next year.

RESOLVED: That

- (1) the reports be received;
- (2) Revd Steve Mansfield be thanked for officiating at the Remembrance Service held during the afternoon of Sunday, 11 November 2018;
- (3) Councillors A Bailey and Mrs JM Young be thanked for their efforts and input that ensured the Remembrance Day Services went well; and
- (4) the Clerk be requested to re-order the WW1 Bench Seat and the 110 Plastic Poppies.

(b) Saughall Neighbourhood Management Committee

Councillor Mrs J M Young informed that the Management Team was holding a Quiz Night on 7 December 2018 and the tickets were selling well. Whatever profit was made would assist the 2019 Summer Play Scheme.

RESOLVED:

That the report be received.

## 87. ACCESS TO SAUGHALL MEDICAL CENTRE

Further to Minute No. 71, the Clerk had written to the West Cheshire Clinical Commissioning Group (CCG) on 4 October 2018 summarising the current situation and problems being experienced in respect of residents who wanted to make and attend appointments at the Saughall Medical Centre. She had asked the CCG to look into the practices in operation at the Centre and let her know what they could do to bring about the much needed improvement that was required, as soon as possible.

The Clerk reported that the West Cheshire Clinical Commissioning Group had not replied to her letter.

RESOLVED: That

- (1) the Clerk be requested to write to the West Cheshire Clinical Commissioning Group (CCG) again asking it to respond to her letters so that it can be considered at the next meeting of the Council scheduled for Monday, 17 December 2018; and
- (2) if no response is forthcoming to the letters at (1) the Clerk be requested to raise the matter with Christian Matheson MP.

## 88. PARISH SURGERIES

(a) Parish Council Surgery on Saturday, 29 September 2018

Councillor A Bailey reported that:

- A gentleman had asked why the bus from Chester could not come back via Hermitage Road.
- Concerns were raised that the Little Saughall paths had been neglected. They were in a state of disrepair and there were overhanging trees.
- As you entered Saughall on Hermitage Road the Saughall sign on the left hand side had been damaged.
- The England sign on Seahill Road had disappeared.

Councillor Mrs JM Young reported that she had received a message from officers at Cheshire West and Chester Council that the hedges on Hermitage Road would be dealt with between November 2018 and January 2019.

RESOLVED: That

- (1) the reports be received: and
- (2) the Clerk be requested to ask Councillor Brian Crowe to request the Principal Authority's contractors to take the necessary action as soon as possible.

(b) Next Parish Council Surgery

RESOLVED:

That no Parish Council Surgery be held during December 2018.

89. PLANTERS – MEADOWS LANE/HERMITAGE ROAD

Councillor Ms A Manning reported that the six planters in the ownership of the Council had all been refilled at a total cost of £276.

Councillor Ms A Manning also reported that, following requests in the Parish Council Newsletter for resident's suggestions on where to locate planters around the village, she had received one from Glenys Murphy who considered that two planters would look nice on the green spaces of Meadows Lane where it met the junction on Hermitage Road. Ms Murphy had also offering to look after them. Consequently, Councillor Manning had obtained a further quotation from Walker's Plant Centre for two additional planters including plants and installation at a total cost of £996.57. Before these planters could be placed in situ, a licence would need to be obtained from the Principal Authority.

Councillor Mrs JM Young informed that a lady on Long Lane had already offered to look after a planter if the Council put one in that location.

The Clerk reminded the Council that she would need plans that showed where it was proposed to place the new planters so that she could apply for the licence required.

It was reported that the planter on Hermitage Road was on an angle and required attention.

RESOLVED: That

- (1) Councillor Ms A Manning be requested to procure the two new planters with plants from Walker's Plant Centre and ask them to correct the planter on Hermitage Road, so that it stands up straight, when they come to Saughall to install the new planters; and
- (2) on receipt of the necessary plans, the Clerk be requested to apply for a licence for the new planters.

90. GRASS IN THE VILLAGE

(a) Saughall Hey

Councillor M Johnson reported that he had received a letter from a resident concerning the public grassed areas in the village. As a consequence of this he proposed that the Council make representations to Cheshire West and Chester Council for the removal of a strip of the

grassed area in Saughall Hey and the creation of a large layby for vehicles to park in.

Councillor B Kerr informed that this proposal had been put forward many times before but it had been refused by the Highways Authority on cost grounds.

However, the Council's priority was to alleviate speeding traffic in the village and if this proposal was to go ahead, it would encourage speeding in Saughall Hey. Consequently, he proposed and it was

RESOLVED:

That no further action be taken on the proposal to remove a strip of the grassed area in Saughall Hey and create a large layby for vehicles to park in.

(b) Anvil Close – Seating Area

Councillor M Johnson reported that the resident at (a) above had also identified the need for a seating area to be provided in Anvil Close on the grassed area close to the trees. It had been pointed out by the resident that there were seats by the Vernon Institute and in the Golden Jubilee Park but there was nowhere more central in the residential areas of the village "to sit and have a natter".

It was noted that if seats were put in this area of the village it was possible that they would attract youths who engaged in anti-social behaviour, as this was the case in other areas of the village where there were seats. However, the point was made that this should not be a deterrent to the Council providing seats and Members should not be dictated to by a minority who caused a nuisance. It was agreed that the best way forward was to consult residents on the proposal by means of the Parish Council Newsletter.

RESOLVED:

That the views of residents of Saughall on the proposal to provide a seating area in Anvil Close on the grassed area close to the trees be sought by the inclusion of an article about it in the next Parish Council Newsletter.

91. CHESHIRE ASSOCIATION OF LOCAL COUNCIL'S ANNUAL MEETING – THURSDAY, 25 OCTOBER 2018

The Council received a report on the proceedings of the Cheshire Association of Local Council's Annual Meeting held on 25 October 2018 from those Members who had been in attendance. This included:

- Upton by Chester Town Council's Motion that the Annual Parish Assembly should no longer be a legal requirement. This Motion had been lost.
- Tattenhall Parish Council's Motion that the 20 MPH speed limits be no longer introduced blanketly without consulting Town and Parish Councils. This Motion had been carried.

RESOLVED:

That the reports be received.

## 92. COMMUNICATIONS RECEIVED

RESOLVED:

That the following communications be noted:

- A letter from the Treasurer to All Saints PCC thanking the Council for its financial contribution to the kitchen extension and other improvement works.
- Cheshire Rural Touring Arts – Autumn 2018.
- Cheshire West and Chester Council's Museums, Exhibitions & Events – October 2018 - January 2019.
- Consultation letter (Emailed to all Members on 10 October 2018) on the Statutory Review of Cheshire West and Chester's Polling Districts and Polling Place – Section 18C of the Representation of the People Act 1983.
- Email dated 23 October 2018 informing that Cheshire Community Action's AGM was being held at 10am on Wednesday, 7 November 2018 at Comberbach Memorial Hall.

## 93. NEW NOTICE BOARD – HERMITAGE ROAD

The Council had procured a new notice board that it wanted to locate by the bus stop on Hermitage Road, near to the Egerton Arms Public House. A licence from Cheshire West and Chester Council was needed before this could be done.

Councillor A Bailey volunteered to provide a plan of where it was proposed that the notice board should be erected.

RESOLVED:

That on receipt of Councillor A Bailey's plan, the Clerk be requested to apply for a licence to locate the new notice board by the bus stop on Hermitage Road, near to the Egerton Arms Public House.