

MINUTES OF THE MEETING OF SAUGHALL AND SHOTWICK PARK PARISH COUNCIL held on Monday, 11 March 2019 at the Vernon Institute, Church Road, Saughall

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)

130. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Mrs J Knox, Mr D Glavin and PC Rob Brown.

131. MEMBERS' CODE OF CONDUCT – DECLARATIONS OF INTEREST

No declarations of interest were received.

132. MINUTES

RESOLVED: That

(1) the Minutes of the meeting of the Council held on 14 January 2019 be confirmed as a correct record; and

(2) subject to the closing date for receipt of applications for a Chairman's Award (Minute No. 123 (e) refers) being amended to 23 March 2019, the Minutes of the meeting of the Council held on 21 January 2019 be confirmed as a correct record.

133. 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 21 January 2019.

RESOLVED:

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

133. CASUAL VACANCY ON THE COUNCIL

It was reported that Mr P Halford, who had been co-opted onto the Council, had failed to sign his Declaration of Acceptance of Office within the statutory timescale laid down. This meant that the vacancy could not now be filled until after the Local Government Elections on 2 May 2019.

The Chairman had informed Mr Halford accordingly.

RESOLVED:

That the report be noted.

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

Councillor Brian Crowe and Parish Council Members reported on issues of concern to Saughall as follows:

- The Clerk had written to the new Chief Executive of Cheshire West and Chester Council, Andrew Lewis to brief him about the situation. He had replied and a site meeting was being arranged with Members, residents and Kieran Collins Highways Commissioner - Place Operations. There was no further progress to report on the drainage issues in Willows Hey. Members were aware that the back gardens in Fairholme Close had been flooded recently. The drainage had been interfered with when Willow Hey had been built. Residents had been informed that the rainfall was being monitored.
- Because of concerns about planning enforcement at Brookside Farm Cottage, he intended to call-in the planning application. As Councillor Crowe would no longer be on Cheshire West and Chester Council he would brief his successor on this before he retired.
- Stagecoach had decided to cancel the bus services from Saughall to Upton-by-Chester and The Bishops' Blue Coat High Schools (S1 and 605 Services) from Easter. Members expressed their concerns about the confusion this would cause and about the safety of the children. The children would have to leave Saughall at 7:20am and would have to change buses in Chester City Centre. Members were, particularly, uneasy about this having to be done during the long winter months when it would be dark. It was also noted that these new commuting arrangements would add at least an extra half an hour to the children's morning journeys. Parents could pay £6.50 a week for a ticket that allowed their children to make as many bus journeys as they liked.
- Residents were unhappy over the lack of planning enforcement at Pinetrees Lodge on Kingswood Lane. There was no planning permission for the bungalow.
- The road surface on Long Lane (field side) was beginning to break up.

RESOLVED: That

- (1) Councillor Brian Crowe be thanked for his report;
- (2) the Clerk be requested to write to Stagecoach to ask it to revisit its decision in respect of S1 and 605 Services and review its rules in respect of its £6:50 tickets;
- (3) the Clerk be requested to write to Rob Charnley, Planning Project Manager at Cheshire West and Chester Council to inform him that the new dwelling at Pinetrees requires enforcement action as there is no planning consent and it is not a replacement dwelling as there was never a dwelling there previously;
- (4) Councillor B Crowe be requested to put pressure on Cheshire West and Chester Council's Highways Officers regarding the overhanging hedges on Hermitage Road as they are saying they are waiting for permission from the landowners before taking the necessary action; and
- (5) the Clerk be requested to inform Kay Parry, Principal Engineer - Place Operations at Cheshire West and Chester Council that if the road surface on Long Lane is not dealt with soon it will become a major problem.

135. WEST CHESHIRE TOWN AND PARISH COUNCIL CONFERENCE – 5.30PM TO 9PM ON WEDNESDAY, 27 FEBRUARY 2019 AT THE DOUBLE TREE HILTON, CHESTER

Councillors A Bailey, B Kerr and PP Young had attended this event. They reported that they had not been impressed by it. Members of Northwich Town Council had spoken in detail about what they were achieving. They had received national recognition as Northwich was the Town Council of the Year. Northwich Town Council was a lot bigger than Saughall and Shotwick Park Parish Council and Members believed that they were doing as much but it was scaled down because of the size of their Council.

RESOLVED:

That the report on the proceedings of the West Cheshire Town and Parish Council be received.

136. POLICE

(a) PCSO's Report

PC Rob Brown had provided the Clerk with a copy of the Cheshire Constabulary's Saughall Newsletter – March 2019 which listed incidents and crimes committed between 22 January and 10 March 2019. These included various thefts, burglaries and criminal damage in the local area.

Of particular concern to Members was that four males had broken into the home of an elderly resident in Fiddlers Lane whilst she was there and stolen cash. Members tried to establish whether this had been an aggravated burglary.

RESOLVED:

- (1) the contents of the Cheshire Constabulary's Saughall Newsletter – March 2019 be noted;
- (2) the Clerk be requested to contact PC Rob Brown and seek clarity on the nature of the burglary on Fiddlers Lane; and
- (3) Councillor Mrs JE Storrar be requested to visit the elderly resident in Fiddlers Lane who had been burgled to pass on the Council's best wishes and some flowers for which she will be reimbursed.

137. PROPOSED BMX TRACK – TENDERING PROCESS AND AWARD OF THE CONTRACT

It was reported that the Clerk had opened the three tenders that had been received from contractors on 5 February 2019 to build a BMX Track. The details were as follows:

- Horticon in the sum of £27,450 + vat;
- WE Parson and Co Ltd in the sum of "19,899 + vat; and
- Groundworks and Leisure Services Ltd in the sum of £29,500 + vat.

It was further reported that WE Parson and Co Ltd had miscalculated how much the work would actually cost and the Project Manager, Alan Dymond had re-negotiated this tender. It was now in the sum of £21,799 + vat. Mr Dymond had been requested to clarify a point but as a result there was an increase in the cost of the work.

Councillor PP Young informed that on Saturday, 9 March 2019 some Members of the Tendering Panel had met with WE Parson and Co Ltd and that, on behalf of the Council, he had signed the contract on the understanding it was a fixed price and that the work would begin in early April and would take four weeks. He apologised for not inviting Councillor H Jennings, (a Member of the Tendering Panel) and the Clerk.

It was noted that Councillor PP Young's action had been ultra vires as he had no authority to sign the contract. The Clerk, as Proper Officer, should have been sent the contract to scrutinise and to sign if/when she was happy with it. However, there was case law on such matters which meant that the contract would stand.

It was also noted that the tendering process had been handled in an unsatisfactory and inept way. A situation had been allowed to develop where Members had involved themselves in things that should have been left to the

Clerk. The Clerk had to be allowed to take the actions she was employed to take.

It was proposed that the Business Working Group should give consideration to drawing up a process to follow in future when the Council went out to tender.

RESOLVED: That

(1) the report be received; and

(2) the Business Working Group be requested to give consideration to a tendering process to be adhered to in future.

138. WORKING GROUPS' REPORTS

(a) Business

The Working Group had met on 13 February 2019 and had discussed and reviewed the new Council Procedures. It was considered that the changes had resulted in the Council meetings being more efficiently and effectively run and that these arrangements should remain in place. The following points were also made:

- The Working Party system that had been put in place was working well. It was noted that Working Groups would need to be re-appointed each year with the possibility of new ones being established and old ones being disbanded in accordance with the changing needs of the Council.
- The Council agenda was now shorter and more manageable without business automatically being carried forward from one meeting to the next, Members needed to be more aware of submission dates for agenda items.
- The traffic light system with regard to the Planning Applications seemed to work though it was noted that the Chairman could only send out the colour coding once he had received the agenda with the Planning applications listed. It was noted that some would arrive after the agenda had been printed.
- The frequency of meetings had previously been discussed by the Council and a decision had been taken to return to a monthly meeting. The Working Group, after some discussion had recommended that the Council meet monthly (second week) -Wednesday evening meetings. This was partly to avoid Public Holidays that were on Mondays.
- Some of the suggestions with regard to financial management (particularly with regard to cheque book use) had not been able to be implemented, but should still be considered at a future date.

The Working Group had also discussed the BMX Tendering process. Due to the irregularity of the process by which the lowest tenderer had re-submitted a higher tender because he had missed a cost item from his original documentation, it had been agreed that this contractor should be

disqualified from the process and that the next lowest tender be invited to do the work. This had been agreed when the tenders had been open, if there should be a problem with the lowest tender.

{Following the Working Group's meeting there had been a considerable email discussion and desire to clarify the legal position over this matter.}

The Working Group had noted in respect of the Clerk's salary that the National Joint Council for Local Government Services (NJC) had agreed the new pay scales for 2019 - 2020 to be implemented from 1 April 2019. This had already been catered for in the 2019/20 Parish Council Budget.

The Working Group had noted that it was in the Council's Business Plan to find ways of improving the Mobile Phone Coverage in the village. A registration had been made with a company called Phone Mast Company to offer a site on the Golden Jubilee Park. This site would then be advertised commercially and it may generate some interest. If this was the case it would be discussed at a Council meeting where any decision would be made.

The Working Group had also noted that, following the failure of the newly co-opted Member to submit the necessary Declaration of Acceptance of Office on time, he would be unable to serve on the Council.

RESOLVED: That

(1) the report be received; and

(2) it be agreed that the Council will return to monthly meetings from the beginning of the next Municipal Year and they will usually be on the first Monday of the month but alternative dates and days will be identified on which to meet to accommodate Public Holidays.

(b) Golden Jubilee Park

The Working Group had met on 26 February 2019 and issues discussed had included the following:

- Residents of the village walking their dogs in the Golden Jubilee Park. It would be a waste of money to buy more signs as the ones already up were being ignored. However, the ones that were up did confirm that dogs were prohibited.
- Cricket fixtures started on 20 April 2019 and if there was any slippage in respect of the BMX Track works it could impact on the car park where there would be limited space.
- Progress with the Maintenance Contract for the Golden Jubilee Park. Two different draft Maintenance Contracts had now been drawn up. The one prepared by Amy Dutton had been circulated with the agenda.
- A skip was required again this year for grass cuttings etc.

- The new bin was in situ in the Golden Jubilee Park. The Litter Picker had a key and was happy to empty the bin. He had proposed that he worked an additional hour a week during which he would empty the new bin and litter pick on Long Lane.
- The big hole in the car park had been filled in.
- Clearance work on the pond would be done as soon as possible.

RESOLVED: That

- (1) Councillor Mrs JM Young be thanked for her report;
- (2) approval be given to the proposal that the Litter Picker works an additional one hour each week from 1 April 2019, when he will empty the new bin and litter pick along Long Lane;
- (3) Councillor Mrs JM Young be provided with a cheque for £130 so that she has the necessary cash to pay for the skip rental and collection;
- (4) Councillor H Jennings be requested to supply the Clerk with his revised draft Grounds Maintenance Contract; and
- (5) the Clerk be requested to include the Grounds Maintenance Contract on the agenda for the next meeting of the Council scheduled for 15 April 2019 and offer advice on both draft contracts.

(c) Communications and Marketing

The Working Group had met on 3 December 2018 and issues discussed had included the following:

- The first draft of the new Footpath Map. Members were very impressed by the design and outlined the exact details of all the required walks to be included in the final draft. The objective was to produce a clear user friendly map and to strip out any unnecessary text.
- The distribution of the maps to the residents of the Parish and it was decided that they would be hand delivered.
- Whether, after delivering free copies to all resident, the Council should then provide further copies free of charge or put some sort of charging system in place. It was considered that charging would be an unnecessary complication and that copies should be provided to a few selected outlets in the village, with a suggestion that £1 should be placed in their own charity boxes.
- In the 20 years that the old map had been available approximately 900 copies had been sold and that perhaps the Council should increase the print run for the new map from 2,000 up to 2,500 as this would be more cost effective than asking for a new print run in the future.
- The approved quote for printing 2,000 copies had been £373.20 and for 2,500 would be £410.40 an increase of only £37.20 for an additional

500 copies. (To set up a new print run would cost in the region of £400.)

- Laminating two copies for use in noticeboards. The cost of this additional work was £24.

It was reported that four quotations had been received to replace fencing on the field side of the new public footpath near to Shotwick House as it was in a dangerous state of disrepair as follows:

- Ringwood Fencing in the sum of £4,554 + vat.
- Dee Fencing in the sum of £2,441.92 + vat.
- Municipal Mowing in the sum of £2,450 + vat.
- John Baker in the sum of £2,500 + vat (partial quote).

RESOLVED: That

- (1) the revised quote for printed 2,500 copies of the new Footpath Map at £410.40 and lamination at £24 be approved;
- (2) Members who are willing to assist in delivering the new Footpath Maps make themselves known to Members of the Working Group so that a plan can be drawn up re distribution; (It had been the intention that the Footpath Maps would be delivered along with the Parish Housing Survey, but it was not known when this would be ready and it was considered that the Footpath Maps needed to be delivered before the spring season.)
- (3) Lynda's Tea Rooms, Saughall Pharmacy and The Co-op Store be requested to display the new footpath maps and that suitable A5 size Perspex stands be purchased for this purpose;
- (4) approval be given to an official launch/opening of the footpath network alongside Shotwick House, inviting the retiring Ward Councillor, Brian Crowe to do the honours, followed by sandwiches/ cakes and refreshments at Lynda's Tea Rooms;
- (5) the quote for fencing from Municipal Mowing for 205 metres of new fencing along the new Public right of way next to Shotwick House in the sum of £2,450 + vat be accepted.

(d) Highways

There was no report to consider as the Working Group had not met since the last meeting of the Council held on 21 January 2019.

139. 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) 18/04852/FUL

Proposal: Use of summer house as annex.

Location: Wilbur Cottage, Long Lane, Saughall.

'The Parish Council wishes to object to this planning application and if it is granted planning consent would like a condition included that the summer house can never be a separate dwelling.'

(ii) 19/00272/FUL

Proposal: Single storey rear extension.

Location: 2 Ceres View, Long Lane, Saughall.

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

(iii) 19/00448/FUL

Proposal: Retrospective application for 2 no. mobile chalet's (one temporary and one permanent) and erection of 2 no. security lighting columns.

Location: Brookside Farm Cottage, Parkgate Road, Saughall.

'The Parish Council wishes objection to this planning application. The lighting columns are too tall and are inappropriate for a residential area. The Chalets should not be allowed in washed over green belt and their erection is over intensive use of the site.'

(iv) 19/00513/FUL

Proposal: Single storey extension to rear.

Location: Woodville, Parkgate Road, Saughall.

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

(v) 19/00618/FUL

Proposal: Single storey rear extension and garage conversion.

Location: 1 Meadows Lane, Saughall.

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

(b) Updates on Planning Applications

(i) 122 Hermitage Road

The Clerk had written to Nick Smith, the Planning Team Manager at Cheshire West and Chester Council asking for a progress report on the long standing planning enforcement situation at the above property. Mr Smith had replied informing that he had been trying to make progress with this case but it had been significantly prolonged due to the personal circumstances of the applicant. Mr Smith was currently awaiting legal submissions before deciding on the next steps and had set a deadline of 15 March 2019. He hoped to progress the planning application to a final decision soon after that (depending on whether he needed further legal advice) and if it was refused then enforcement action was likely to follow.

RESOLVED:

That the position be noted.

(ii) Astbury Cottage North

The Clerk had written to Karl Spilsbury, the Senior Planning Officer at Cheshire West and Chester Council asking for a progress report on the planning application for the above property. Mr Spilsbury had confirmed that he had requested that the fence be amended to one of the following options:

- Remove the fence and gates and add new hedge to fill gaps in the current hedgerow; or
- Remove the fence and gates, introduce picket style fence to match that of Astbury Cottage South, next door; or
- Move the fence to the rear of the hedgerow and reduce the height so that it is no taller than the height of the existing hedgerow.

Mr Spilsbury had also informed that permitted development allowed people to erect a fence up to 1m in height adjacent to the highway without the need for planning consent.

RESOLVED:

That the position be noted.

(c) Planning Decisions

RESOLVED:

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

- (i) 18/03705/FUL
Proposal: Proposed boundary fence and conversion and extension of existing garage and outbuildings to holiday let accommodation.

Location: Astbury Cottage North, Parkgate Road, Saughall.

‘Approval.’

- (ii) 18/03066/FUL
Proposal: First floor extension.
Location: The Welwyns, Kingswood Lane, Saughall.

‘Refusal.’

- (iii) 18/03995/FUL
Proposal: Replacement of existing annexe to main house with new annexe building.

Location: The Grange, Coalpit Lane, Saughall.

‘Approval.’

- (iv) 18/04786/FUL
Proposal: Single storey side and rear extension; Single storey front extension to form new Garage. Front bay window.

Location: The Grange, Coatpit Lane, Saughall.

‘Approval.’

- (v) 18/03905/FUL
Proposal: Replacement dwelling.
Location: Land at The Croft and No. 27 Crofters Way, Seahill Road, Saughall.

‘Approval.’

(d) Planning Appeal – Brechin, Church Road, Saughall

RESOLVED:

That it be noted that the Appeal against the decision of the Planning Authority had been dismissed.

(e) Development of Land

- (i) Church Road – Sanctuary Housings’ Lettings Policy

Councillor Mrs JM Young reported that she had been unable to get a copy of Sanctuary Housing’s Lettings Policy for Saughall.

RESOLVED:

That the Clerk be requested to write to Sanctuary Housing to request a copy of their Lettings Policy in respect of their housing in Saughall.

(ii) Beyond Thomas Wedge Close

It was reported that this matter would be covered under the agenda item on the Saughall Housing Survey. (Minute No. 142 refers.)

140. FINANCE REPORTS

(a) Payments made since the meeting of the Council held on 21 January 2019

RESOLVED: That

(1) the following payments be approved:

<u>Financial Year 2018/2019</u>	<u>£</u>	<u>Cheque No</u>
Mr JE Davies (February Litter Picking)	94.54	200122
Mr JE Davies (March Litter Picking)	94.54	200123
Paul Whitton (Installing seat and notice board)	140.00	200124
Mrs S Hudspeth (March Salary)	510.69	200125
Mrs S Hudspeth (February/March Expenses)	93.00	200126
Mr JC Baker (Removing trees from pond, set waste bin & fill in pothole)	576.00	200127
Mrs J Young (Hire of skip)	130.00	200128

(b) Receipts

A receipt of £17 had been received from the Woman's Institute in payment of the wreath supplied for Remembrance Sunday.

RESOLVED

That the receipt of £17 from the Woman's Institute be noted.

(c) Cash to Bank Reconciliation

RESOLVED:

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

141. SAUGHALL MEDICAL CENTRE

It was reported that Councillor M Johnson had been invited to attend a meeting of the City Walls Patient Group on 21 March 2019. He informed that he had not received any further complaints. It was agreed that if Members did receive any more complaints before the date of the meeting they would inform Councillor Johnson of the details.

RESOLVED:

That Councillor M Johnson be requested to attend the meeting of the City Walls Patient Group on 21 March 2019 and bring a report on its proceedings to the next meeting of the Council scheduled for Monday, 15 April 2019.

142. SAUGHALL HOUSING SURVEY

Councillor PP Young circulated the draft Housing Needs Survey 2019 Questionnaire prepared by John Heselwood at Cheshire Community Action. He informed that the quotation for the work was in the sum of £4,615 and that Rachel Rens, Housing Standards Manager at Cheshire West and Chester Council had agreed to pay half of the cost. It would be part of the application she would make on behalf of her Council to access funding for affordable housing on an appropriate site.

It was noted that the draft Housing Needs Survey Questionnaire required further work and alignment before it would be ready to distribute to residents in the village.

Reference was made to Thomas Wedge Close and the need for a path into the village.

RESOLVED:

That the draft Survey document be referred to the Business Working Group so that it can add questions, work through the process with John Heselwood and agree how to distribute the finalised Survey Questionnaire.

143. A PROPOSAL TO PROCURE CHRISTMAS LIGHTS FOR HERMITAGE ROAD

Glynis Murphy, a resident of Saughall had written to a Member with a proposal that the Christmas Lights be extended onto Hermitage Road this year. The Council agreed that this was a good idea, in principle, but it would need to obtain a quote for this from The Christmas Decorators.

RESOLVED:

That Councillor A Bailey be requested to count the number of lampposts on Hermitage Road and report back to the next meeting of the Council scheduled for Monday, 15 April 2019.

144. SAUGHALL NEIGHBOURHOOD MANAGEMENT COMMITTEE

Councillor Mrs J M Young reported that the Committee would be holding the Summer Play Scheme from 5 to 9 August 2019.

RESOLVED:

That the Saughall Neighbourhood Management Committee be invited to make an application for funding to the Parish Council to assist the Summer Play Scheme it was arranging in August 2019.

145. PARISH SURGERIES

(a) Parish Council Surgery on Saturday, 9 March 2019 at the Co-op Store

Councillor H Jennings and Ms A Manning reported that during their Surgery they had spoken to Helen Cakebread who thought the number of motorists speeding on Hermitage Road had reduced. They had been asked about Christmas Lights for Hermitage Road this year. There had been a request for a new perimeter path around the Golden Jubilee Park and it was considered that the new BMX Track may attract electric scooters and small motorbikes.

RESOLVED:

That the report be received.

(b) Next Parish Council Surgery

RESOLVED:

That Councillor A Warrington be requested to preside over the next Parish Council Surgery to be held from 10.30am to 11.30am on Saturday, 13 April 2019, at the Farmer's Market in the Vernon Institute and bring a report on its proceedings to the next meeting of the Council scheduled for Monday, 15 April 2019.

146. COMMUNICATIONS RECEIVED

RESOLVED:

That the following communications be noted:

- Cheshire West and Chester Council's Museums, Exhibitions & Events February – May 2019.
- Cheshire Rural Touring Arts – Spring 2019.
- Email dated 28 January 2019 from Claire Griffiths requesting the Council to ask for a Tree Protection Order on trees on Lodge Lane. **Advice would be sought from the Tree Warden.**