

## 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 **Wednesday, 15 May 2019** at the **Uniformed Groups' Headquarters, Fiddlers Lane, Saughall** to transact the business set out on the agenda overleaf.

Yours sincerely

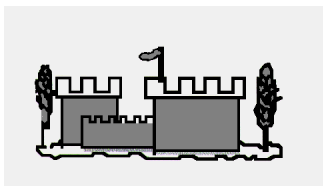
*Shirley Hudspeth*

Clerk to the Council

10 Merton Close,  
Little Neston  
Cheshire

2 May 2019





SAUGHALL AND SHOTWICK PARK  
PARISH COUNCIL  
[www.saughall.gov.uk](http://www.saughall.gov.uk)

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**ANNUAL COUNCIL MEETING**

**WEDNESDAY, 15 MAY 2019**

**7:00 PM**

**THE UNIFORMED GROUPS' HEADQUARTERS, FIDDLERS LANE,  
SAUGHALL**

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**PUBLIC SPEAKING TIME**

Before the meeting begins Ten Minutes will be allocated to enable any petition presenters to speak in support of their petition(s) and for questions from the public, providing five clear working days written notice has been given, or on matters of urgency, providing a request is made to the Chairman prior to the commencement of the meeting and the Council's consent is given.

**AGENDA**

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

No.	Item	Purpose	Time Allowed for Discussion
1.	<b>Election of Chairman</b> 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.	<b>Chairman's Declaration of Office</b> The Chairman will sign the declaration of office witnessed by the Clerk.		
3.	<b>Election of Vice-Chairman</b> To elect a Vice-Chairman for the ensuing Municipal Year.		
4.	<b>Apologies for Absence</b>	For noting.	(1 minute)

5.	<p><b>Members' Code of Conduct – Declarations of Interest</b> Members are asked to consider whether they have any disclosable pecuniary or non-pecuniary interests in connection with any item(s) on this agenda and, if so, to declare them and state the nature of the interest.</p>	For noting.	(1 minute)
6.	<p><b>Minutes</b> To confirm the Minutes of the meeting of the Council held on Monday, 15 April 2019 as a correct record. <b>(Available on the Council's website)</b></p>	For decision.	(3 minutes)
7.	<p><b>Clerk's Report (Attached)</b></p>	For noting.	(1 minute)
8.	<p><b>Annual Parish Assembly</b> To consider the draft Minutes of the Annual Parish Assembly held on Monday, 8 April 2019. <b>(Available on the Council's website)</b></p>	To make any observations.	(3 minutes)
9.	<p><b>General Power of Competence</b> The General Power of Competence, Localism Act 2011 Sec 1 (1) gives local authorities, including eligible local councils, "the power to do anything that individuals generally may do" as long as they do not break other laws. It is intended to be a power of first, not last, resort.</p> <p>The Council meets the criteria for eligibility relating to the electoral mandate (at least two thirds of the Members hold office as a result of being declared elected) and because of the relevant training of the Clerk (who holds the certificate in local Council Administration (CiLCA).</p> <p>To move a resolution that the Council meets the conditions required in order for it to be granted the General Power of Competence and is eligible to exercise this power.</p>	For decision.	(1 minute)
10.	<p><b>Meeting Schedule – 2019/20</b> The draft Council Meeting's Schedule is <b>attached</b>. To approve or otherwise.</p>	For decision.	(5 minutes)
11.	<p><b>Committee and Working Group Representation</b> <b>(a) Working Groups</b> <b>(i) Business</b> (Previously Councillors A Bailey, B Kerr, H Jennings and PP Young.) <b>(ii) Golden Jubilee Park</b></p>	For decision.	(7 minute)

	<p>(Previously Councillors Mrs J Knox, A Warrington, Mrs JM Young and PP Young plus three co-opted Members (Ms A Dutton, Mrs S Harris and Mr B Huxley).</p> <p><b>(iii) Communications and Marketing</b>  (Previously Councillors A Bailey, DF Holman, Ms A Manning and A Warrington.)</p> <p><b>(iv) Highways</b>  (Previously Councillors H Jennings, M Johnson, B Kerr and Mrs JE Storrar plus one co-opted Member (Mr R Nicholas).</p>		
<b>12.</b>	<p><b>Parish Council Representation</b>  To agree the Council's representation on the following Outside Bodies. The representation agreed for 2019/20 is set out below for information:</p> <p><b>(a) Chester Area Meetings of the Cheshire Association of Local Councils (ChALC)</b>  <b>Only three representatives are required.</b>  (The representatives were previously Councillors A Bailey, M Johnson, A Warrington and PP Young.)</p> <p><b>(b) Vernon Institute Management Committee</b>  (The representative was previously Councillor Mrs J Knox.)</p> <p><b>(c) Saughall Neighbourhood Management Team</b>  (The representative was previously Councillor Mrs JM Young.)</p> <p><b>(d) Tree and Environmental Warden</b>  Mrs H Cakebread.</p> <p><b>(e) Parish Paths and Allotments Wardens</b>  (The representatives were previously Councillors A Bailey, M Johnson and A Warrington.)</p> <p><b>(f) Responsible Financial Officer</b>  Mr G Hudspeth.</p> <p><b>(g) Internal Auditor</b>  Mr Dave Glavin.</p> <p><b>(h) Superfast Broadband – Digital Champion</b>  Previously Councillor DF Holman.</p>	For decision.	(7 minutes)
<b>13.</b>	<p><b>Cheshire Association of Local Council's Training Calendar (Attached)</b>  To agree Member's training requests.</p>	For noting and decision.	(3 minutes)
<b>14.</b>	<p><b>Cheshire West and Chester Council (CWaC) – Ward Councillor's Report (including any Highway and Environmental Issues)</b></p>		

15.	<b>Police</b> To receive a report.	For noting and decision if necessary.	(5 minutes)
16.	<b>Keep Britain Tidy – Great British Spring Clean – 22 March – 23 April 2019.</b> Councillor Mrs JM Young to report.	For noting and decision if necessary.	(5 minutes)
17.	<b>Working Group Reports</b> <b>(a) Business</b> <b>(b) Golden Jubilee Park</b> To include progress in respect of the Grounds Maintenance Contract being prepared for adoption. <b>(c) Communications and Marketing</b> <b>(d) Highways</b>	For noting and decision if necessary.	(5 minutes) (5 minutes)  (5 minutes) (5 minutes)
18.	<b>The Opening of the BMX Track</b> To receive a report.	For noting and decision if necessary.	(5 minutes)
19.	<b>Planning Matters</b> <b>(a) Planning Applications</b> 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: (i) 19/01299/FUL Proposal: Demolition of existing conservatory and erection of single storey rear and front extension and new boundary wall/fence. Location: 18 Hermitage Road, Saughall. <b>(b) Planning Decisions</b> To note the following planning decision(s) made by Cheshire West and Chester Council – the Planning Authority since the Council meeting held on 9 April 2018: (i) 19/00448/FUL Proposal: Retrospective application for 2 No. mobile chalets (one temporary and one permanent) and erection of 2 No. security lighting columns Location: Brookside Farm Cottage, Parkgate Road, Saughall. “Withdrawn.” <b>(c) Other Planning Matters</b> To consider any other planning matters.	To make any observations	(10 minutes)

20.	<p><b>Accounts</b></p> <p><b>(a) Annual Audit of Accounts 2018/19</b> To receive the Internal Auditor's Report.</p> <p><b>(b) Chairman's Annual Allowance</b> In previous years the Chairman has received a 'parish basic allowance' of £1,000. To reaffirm this practice or otherwise.</p> <p><b>(c) Payments to be made since the meeting of the Council held on 15 April 2019. (Copy attached.)</b> <b>14 May 2019 Public Works Loan Board - £943:14.</b></p> <p><b>(d) To note receipts. (Copy attached.)</b></p> <p><b>(e) To receive the cash to bank reconciliation. (Copy attached.)</b></p> <p><b>(f) Cheshire Association of Local Councils</b></p> <p>(i) The Affiliation Fee this year is £895:68. Do you consider this to be value for money and do you want to remain a member?</p> <p>(ii) Local Council Review costs £51 for 3 copies. Do you want them and if so who is to receive them?</p>	<p>For noting.</p> <p>For approval.</p> <p>For noting.</p> <p>For noting.</p> <p>For approval.</p>	(10 minutes)
21.	<p><b>Saughall Housing Survey</b> To receive a progress report.</p>	For noting and decision if necessary.	(3 minutes)
22.	<p><b>A Proposal to Procure Christmas Lights for Hermitage Road</b> To consider a quotation from the Christmas Decorators for twelve additional sets of lights on Hermitage Road from the junction of Church Road to Meadows Lane.</p>	For decision.	(3 minutes)
23.	<p><b>Saughall Neighbourhood Management Committee Report</b> To receive a report on the Groups' activities.</p>	For decision.	(2 minutes)
24.	<p><b>Parish Surgeries</b> <b>Next Parish Council Surgery</b> To agree the date and time and who will preside over the next Parish Council Surgery.</p>	For noting.	(3 minute)
25.	<p><b>Communications Received</b> To note the following communications that have been received:</p> <ul style="list-style-type: none"> <li>An email is <b>attached</b> from Mrs JE Storrar on behalf of the Saughall Indoor Bowling Club.</li> </ul>	For noting and decision.	(1 minute)

	Part 2 – Matters to be Considered in the Absence of the Press and Public. Nil		

**Date of next ordinary meeting:** Monday, 3 June 2018  
**Time:** 7:00pm  
**Venue:** To be confirmed