

MINUTES OF THE MEETING OF SAUGHALL AND SHOTWICK PARK PARISH COUNCIL held on Monday, 15 April 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)
PC Rob Brown (Part)
PCSO Wendy Leason (Part)

147. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Mrs J Knox and Mr D Glavin.

148. MEMBERS' CODE OF CONDUCT – DECLARATIONS OF INTEREST

No declarations of interest were received.

149. MINUTES

RESOLVED:

That the Minutes of the meeting of the Council held on 11 March 2019 be confirmed as a correct record.

150. 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 11 March 2019.

RESOLVED:

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

151. POLICE REPORT

PC Rob Brown circulated copies of the Cheshire Constabulary's Saughall Newsletter – April 2019 which listed incidents and crimes committed between 11 March and 15 April 2019. These included various thefts, burglaries, assaults and a public order offence 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 had been informed of this at their meeting on 11 March 2019. PC Brown informed that he was unable to discuss the details with the Council as the case was still ongoing. The CID was making enquiries and PC Brown was unaware of any outcomes.

Councillor Mrs JE Storrar had, at the request of the Council, visited the elderly resident who had been burgled and presented her with flowers and a card. She reported that the lady had been thrilled and taken aback by the Council's gesture.

There had been two reports to the Police on 10 April 2019 regarding nuisance youth activity. There had been considerable damage caused to fencing and the Cricket Club's container. Glass had been smashed on the Multi-Use Games Area and in surrounding areas. The Police had attended and were aware of the damage caused. Councillor Mrs JM Young enquired whether the Police were now making nightly visits to the Golden Jubilee Park. PC Brown informed that he had assumed that the night and late staff had this area of the village under surveillance.

RESOLVED:

That PC Rob Brown and PCSO Wendy Leason be thanked for their attendance at the meeting and for their report.

152. 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 regarding the drainage in Willow Hey and Fairholme Close. Mr Lewis had attended the site meeting with Members, local residents and Kieran Collins Highways Commissioner - Place Operations on 2 April 2019. There was no further progress to report on these drainage issues. Residents had been informed that the rainfall was being monitored.
- The overgrown hedges on Hermitage Road had been reported to Cheshire West and Chester Council last November. Officers had promised that they would be cut back. That had not happened and now the birds were nesting so trimming hedges was out of the question for the time being.

- Mr H Dobson had written to the Council about the rubbish that had been allowed to accumulate in Fiddlers Lane. Although Fiddlers Lane was a popular dog walking route there were no bins on it or in Kingswood Lane. However, there were three bins at the top near the bus terminus and the Golden Jubilee Park and dog walkers had to carry their bags all the way back to where these bins were. A discussion then ensued regarding lack of bins, rubbish in general and what could be done about it.
- The Pear Tree Farm scheme had not come to fruition yet. There was a problem with the S106 agreement.
- The Chief Planning Officer had reported that three retrospective planning applications (Stables, Ménage and Outbuildings) had been received in respect of Pinetrees. Appropriate notifications would be sent out to the Parish Council in due course, once they had been validated.

Councillor Crowe, who was attending his last Parish Council meeting as the Ward Member as he was not standing for re-election, thanked all Members for their patience over his hearing. He informed that the Parish Council was exemplary in the way it went about its business and looked after its local community.

Councillor PP Young thanked Councillor Crowe, on behalf of the Council, for his help and support over the years and for following up on various Saughall issues. He then presented Councillor Crowe with a bottle of champagne.

RESOLVED: That

(1) Councillor Brian Crowe be thanked for his report; and

(2) the Clerk be requested to write to Cheshire West and Chester Council to:

- ask if bins could be located on Fiddlers Lane and Kingswood Lane;
- ask if bins could be located on the Shotwick House Footpath adjacent to the kissing gate and on Long Lane above the junction of Fiddlers Lane;
- ask why the bins between the car park and the Multi-Use Games Area on Fiddlers Lane were not being emptied anymore; and
- inform that, as the bins in the village were not being emptied every week anymore, by the second week, some were full and overflowing which was not acceptable and ask what could be done about it.

153. KEEP BRITAIN TIDY – GREAT BRITISH SPRING CLEAN – 22 MARCH – 23 APRIL 2019

The Council considered a leaflet from Keep Britain Tidy. It informed that The Great British Spring Clean was set to be the country's biggest-ever mass-action environmental campaign. The leaflet encouraged Parish Councils to join the pick.

Councillor Mrs JM Young reported that she had contacted the All Saints C of E Primary School and it had been agreed that a clean-up event would be held

on Tuesday, 23 April 2019. Litter would be picked from behind the School and up to the Golden Jubilee Park. All Parish Councillors were invited to assist with this clean-up operation.

RESOLVED:

That the report be received.

154. REPORT OF THE BUSINESS WORKING GROUP

The Council received a report on the proceedings of the meeting of the Business Working Group that had been held on Tuesday, 9 April 2019 with Councillors H Jennings, B Kerr, A Warrington and PP Young in attendance.

The Working Group had discussed the Saughall Housing Needs Survey 2019 Questionnaire that had been prepared by Cheshire Community Action and made some minor amendments. It was proposed that the questionnaires be delivered with the Mollington and Saughall Handbook as soon as practically possible in the next Municipal Year. Arrangements would be made for the completed questionnaires to be dropped off at specific locations in the village. There was also an option to complete the questionnaire online.

Members were aware that green belt land could be built on in exceptional circumstances to provide affordable housing in the village if the survey results showed it was necessary.

The Working Group had also discussed the Chairman's term of office and it had been noted that the current Chairman had no wish to serve beyond his current term of office but some Councillors had proposed that the two year maximum term of office was too short. It was noted that an item on this matter had been included on the agenda by the Clerk for discussion. (Minute No. 155 refers.)

The Working Group had also discussed the Chairman's Awards and proposed that, as this additional part to the Annual Parish Meeting had been a great success, it be repeated as an annual event.

RESOLVED: That

- (1) the report of the proceedings of the meeting of the Business Working Group held on Tuesday, 9 April 2019 be noted;
- (2) the Saughall Housing Needs Survey 2019 questionnaire, subject to the Working Group's amendments being made, be approved and the Clerk be requested to make the arrangements for it to be printed and distributed via the Mollington and Saughall Handbook as soon as possible; and
- (3) the proposal that the Chairman's Awards ceremony that was held during the Annual Parish Meeting be repeated in future years be agreed.

155. PROPOSED REVISION OF STANDING ORDER NO. 12. ORDER OF BUSINESS

The Council's attention was drawn to its Standing Order No.12

Order of Business

At each Annual Meeting the first business shall be: -

- a) To elect a Chairman of the Council for a maximum period of two years. A vote will be taken at each Annual meeting.

{In the light of this revision to the Standing Orders and for clarification purposes, this means that from the Municipal Year 2016/17, any Chairman elected will remain in office for no longer than two years in succession. This is to allow for change and development within the Council.}

Councillors Mrs JE Storrar and Mrs JM Young had proposed that the election of a Chairman of the Council for a maximum period of two years be reviewed and Members gave this their consideration.

RESOLVED:

That Standing Order No. 12. Order of Business be revised as follows:

At each Annual Meeting the first business shall be: -

- a) To elect a Chairman of the Council.

156. WORKING GROUP REPORTS

(a) Golden Jubilee Park

The Council considered two draft Grounds Maintenance Contracts and it was noted that the Clerk had discussed their merits and demerits with the Chairman.

The Working Group had met, walked around the Park and discussed the following:

- The official opening of the BMX Track involving races, possibly at 11am on Saturday, 18 May 2019 with the Lord Mayor of Chester and the local MP invited and refreshments etc. provided.
- Concerns about balls from the Multi-Use Games Area going into the works in progress.
- That a resident of Long Lane was throwing rubbish over the hedge into the Golden Jubilee Park.
- That about 40% of the new trees had taken.
- That dog mess was in evidence.

- That the orchard area looked particularly good.
- That the Council's permission be sought for banners to be displayed on the railings for the Scarecrow Competition and for the Music in the Park event.
- That the Co-op Store would like to place poppies on a net on the railings near the tree in November 2019.
- That there needed to be improvements made to the Golden Jubilee Park's car park.

RESOLVED: That

- (1) Councillors H Jennings and PP Young and Mr B Huxley be requested to meet to consider the draft Grounds Maintenance Contract provided by Councillor H Jennings and review and revise it ready for adoption at the next Council meeting;
- (2) Councillor Mrs JM Young be thanked for her report;
- (3) the Clerk be requested to write a cease and desist letter to the resident of Long Lane who is throwing rubbish into the Golden Jubilee Park on receipt of further details;
- (4) agreement be given to banners being displayed on the railings of the Golden Jubilee Park to advertise the Scarecrow Competition and the Music in the Park event;
- (5) agreement be given to the Co-op Store to place poppies on a net on the railings of the Golden Jubilee Park, near to the tree, in November 2019; and
- (6) when the Council sets its 2020/21 Budget consideration be given to providing funding so that improvements can be carried out to the Golden Jubilee Park's car park.

(b) Communications and Marketing

Councillor A Bailey reported that work on the re-designating of all the paths around the village as 'Public Rights of Way' instead of permissive paths, where the owner of the land could stop access, had been completed and the Council had also re-engineered the Parish Paths Map which had been delivered to every house in the parish.

There was to be an official re-opening of the Parish Paths network on Wednesday, 24 April 2019, by Cheshire West and Chester Councillor Brian Crowe. All guests were invited to assembly at Lynda's Tea Rooms at the Vernon Institute, Saughall at 10.30am when tea and cakes would be served. The party would then walk to the newly renovated footpath alongside the Shotwick House driveway where a tape would be cut by Councillor Crowe. There would then be a short walk of 1 – 2 miles along

Woodlands Way. The party would then return to the Tea Rooms for further refreshments.

The Working Group had given consideration to providing Members with Business Cards and this would be the basis of a report to the next meeting of the Council.

RESOLVED: That

(1) the report be received; and

(2) Lynda's Tea Rooms be thanked for providing the refreshments for the official re-opening of the Parish Paths network.

(c) Highways

The Working Group had not met since the last meeting of the Council held on 11 March 2019. It had requested a meeting with a Senior Highways Officer and his response was awaited.

RESOLVED:

That the report be received.

157. 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) 19/01018/FUL

Proposal: Removal of Oak Tree (T1) in rear garden.

Location: 2 Hermitage Court, Saughall.

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

(ii) 19/01074/FUL

Proposal: Orangery to rear elevation.

Location: 4 The Close, Saughall.

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

(iii) 19/00992/FUL

Proposal: Demolition of existing outbuildings and erection of single storey side and two storey rear extension.

Location: 206 Hermitage Road, 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 assured by the applicant's solicitor that they were meeting shortly and he could expect a response soon after that meeting had taken place.

RESOLVED:

That the position be noted.

(ii) 153 Hermitage Road

It was reported that a Planning Enforcement Case was being pursued.

RESOLVED:

That the position be noted.

(c) Planning Decisions

RESOLVED:

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

(i) 19/00272/FUL

Proposal: Single storey rear extension (retrospective).
Location: 2 Ceres View, Long Lane, Saughall.

'Approval.'

(ii) 19/00618/FUL

Proposal: Single storey rear extension.
Location: 1 Meadows Lane, Saughall.

'Approval.'

158. FINANCE REPORTS

(a) Audit of Accounts 2018/19

The Council was asked to approve the Council's Annual Governance Statement and agree the content of the Council's Accounting Statements. The 2018/19 Accounts would then be audited by the Internal Auditor, Dave Glavin.

RESOLVED: That

- (1) the Council's Annual Governance Statement 2018/19 be approved;
- (2) the Council's Accounting Statements 2018/19 be agreed; and
- (3) the Internal Auditor be now requested to undertake his audit of the Council's 2018/19 Accounts.

(b) Cheshire Community Action - Annual Subscription

RESOLVED:

That it be noted that the annual subscription in respect of Cheshire Community Action is in the sum of £50.

(c) Payments made since the meeting of the Council held on 11 March 2019

RESOLVED: That

- (1) the following payments be approved:

<u>Financial Year 2018/2019</u>	<u>£</u>	<u>Cheque No</u>
Mr A Bailey	23.39	200129
(5 Perspex display stands for Parish Paths Maps)		
HM Revenue and Customs	1,209.75	200130
<u>Financial Year 2019/2020</u>	<u>£</u>	<u>Cheque No</u>
Cheshire West an Chester Council	1,550.40	200131
(Footpath Booklets)		
Mrs S Hudspeth (April Salary)	708.66	200132
Mrs S Hudspeth (April Expenses)	76.85	200133
Saughall Art (Grant – Exhibition Stands)	159.00	200134
Saughall Woman's Institute	95.00	200135
(Grant – DVD and Materials)		
Saughall History Society	400.00	200136
(Grant – Repair and Reframe Photographs)		
Saughall Golden Link Club	45.00	200137
(Grant – Automatic Bingo Caller)		
Saughall Gardening Club	175.00	200138
(Grant – Website Development)		

Chester and Ellesmere Port Table Tennis League (Grant – Score Board)	50.00	200139
Saughall Uniformed Groups (Grant – Replace Lighting)	300.00	200140
Saughall Neighbourhood Management Team (Grant – Bowling Mats)	250.00	200141
Saughall All Saints C of E Primary School (Grant – Contribution to Running Track)	1,000.00	200142
Saughall Cricket Club (Grant – Drying Machine)	500.00	200143
Saughall Neighbourhood Management Team (Grant – Towards Defibrillator)	750.00	200144
Saughall Snooker Club (Grant towards Running Costs)	150.00	200145
Mrs JE Storrar (Card and Flowers for burglary victim)	11.50	200146
Mr PP Young (Retirement gift for Councillor Brian Crowe)	21.50	200147
Cheshire Community Action (Annual Subscription)	50.00	200148

(d) Receipts

No receipts had been received.

(e) Cash to Bank Reconciliation

RESOLVED:

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

159. SAUGHALL MEDICAL CENTRE

Councillor M Johnson provided a report on the proceedings of a meeting of the City Walls Patient Group held on 21 March 2019. He informed of problems that had been identified and how they were being rectified. In particular it was noted that:

- A reception supervisor had been appointed at the Saughall Medical Centre. She had commenced on 1 April 2019.
- Residents who needed Doppler ultrasound tests had to go to the City Walls Surgery as it was deemed more efficient to carry them out there. Alternatively, an appointment could be made for this test at the Countess of Chester Hospital.
- There were concerns raised about appointments being cancelled at the Saughall Medical Centre because of staffing issues. This was a problem for less mobile patients as this meant that they had to go to the City Walls Surgery for appointments as it always had cover.
- There had been a telephone problem at the Saughall Medical Centre but the fault had been found and repaired.

Councillor M Johnson reminded Members that Saughall Surgery was a Branch Surgery which the village was lucky to have, as some villages e.g. Guilden Sutton didn't have a village Surgery and always had to travel to Chester for medical appointments.

The Council was informed that books, magazines and children's toys had been removed from the Surgery as a health and safety precaution.

RESOLVED:

That the report be received.

160. A PROPOSAL TO PROCURE CHRISTMAS LIGHTS FOR HERMITAGE ROAD

Further to Minute No. 143 the Council again considered a proposal that the Christmas Lights be extended into Hermitage Road and noted the number of lamp posts that would be involved in the additional lighting scheme.

RESOLVED:

That the Clerk be requested to obtain a quote for twelve additional sets of Christmas lights to go up on Hermitage Road from the junction of Church Road to Meadows Lane.

161. SAUGHALL NEIGHBOURHOOD MANAGEMENT COMMITTEE

Councillor Mrs J M Young reported that the Committee would be hosting the Chester Half Marathon on Sunday, 19 May 2019. It was also holding the Summer Play Scheme from 5 to 9 August 2019.

Councillor Mrs JM Young thanked the Council for the grant aid it had provided. The Neighbourhood Management Team had used it to purchase a Bowling Mat to use by the children during the summer when the Play Scheme was running.

RESOLVED:

That Councillor Mrs JM Young be thanked for her report on Saughall Neighbourhood Management Team's activities.

162. PARISH SURGERIES

(a) Parish Council Surgery on Saturday, 6 April 2019 at the Co-op Store

Councillor A Warrington reported that his Surgery had been quite busy. Issues raised had included the following:

- Speeding on Church Road in the 20 MPH Zone.

- Litter on the roads after the bins were emptied on a Monday. Residents needed to contact Cheshire West and Chester Council's Street Scene Team who would send an Officer out to check on the situation.
- A comment had been made about a cul de sac sign by Shotwick House because motorists had to reverse out. It was noted that those who had to reverse were people who had made deliveries to Shotwick House.
- Motorists parking on the grass verge on Long Lane and churning up the grass. It was noted that Kay Parry, Cheshire West and Chester Council's Principal Engineer - Place Operations had once informed that the Principal Authority had the power to make no parking on grass verges a requirement if the Parish Council requested it.

RESOLVED: That

(1) the report be received; and

(2) the Highways Working Group be requested to give consideration to the situation on Long Lane where residents were damaging the grass verges by parking on them.

(b) Next Parish Council Surgery

RESOLVED:

That there be no Council Surgeries held until after the Local Government Elections on 2 May 2019.

163. THE ANNUAL COUNCIL MEETING

The Clerk reported that as the Parish Council was involved in a contested Election and as the count would not be held until 3 May 2019, the Annual Council Meeting scheduled for Tuesday, 7 May 2019 would have to be postponed because she would not be able to give Members the statutory three clear days' notice of the meeting.

RESOLVED:

That the Annual Council Meeting be postponed until 7pm Wednesday, 15 May 2019 and it be held in the Uniformed Group's Headquarters on Fiddlers Lane, Saughall.

164. COMMUNICATIONS RECEIVED

RESOLVED:

That the following communications be noted:

- If your power is out call 105.

- An email dated 29 March 2019 from Charlotte Jones regarding her mobile bar business. The Clerk would ask her to contact Councillor Mrs JM Young regarding her queries as she had failed to attend this meeting as arranged.
- An email dated 3 April 2019 informing of funding available for community projects from the Calor Rural Community Fund.
- An email from Brian Huxley thanking the Council for the grant of £500 it had given the Cricket Club at the Annual Parish Meeting.

166. VOTE OF THANKS

Councillor A Bailey proposed a vote of thanks, which was agreed, for the Chairman for Chairing the Council's meetings over the last two years.