

MINUTES OF THE ANNUAL MEETING OF SAUGHALL AND SHOTWICK PARK PARISH COUNCIL held on Wednesday, 15 May 2019 at the Vernon Institute, Church Road, Saughall.

In attendance: Councillor Mrs K Evans
Councillor DF Holman
Councillor B Kerr
Councillor H Jennings
Councillor Mrs R Lowe
Councillor Mrs L Rutter
Councillor Mrs JE Storrar
Councillor A Warrington
Councillor Mrs JM Young
Councillor PP Young (in the Chair)

Cheshire West and Chester Councillor Simon Eardley

1. ELECTION OF CHAIRMAN

It was proposed and seconded and following a vote it was

RESOLVED:

That Councillor A Bailey be elected Chairman of the Council for the ensuing Municipal Year.

2. CHAIRMAN'S DECLARATION OF OFFICE

RESOLVED:

That as the Chairman is not in attendance at the meeting, his signing of his Declaration of Office, witnessed by the Clerk, be deferred to the next meeting of the Council.

3. ELECTION OF VICE-CHAIRMAN

It was proposed and seconded and following a vote it was

RESOLVED:

That Councillor PP Young be elected Vice-Chairman of the Council for the ensuing Municipal Year.

4. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A Bailey and M Johnson, PC Rob Brown, PCSO Wendy Leason and Dave Glavin, the Internal Auditor.

5. MEMBERS' CODE OF CONDUCT – DECLARATIONS OF INTEREST

Councillor Mrs JE Storrar declared a personal interest in a planning application to be considered in respect of a proposed Barn Conversion on land at Hey House, Fiddlers Lane, Saughall. (Minute No.19 (a) (ii)/2019 refers.)

6. MINUTES

RESOLVED:

That the Minutes of the meeting of the Council held on 15 April 2019 be confirmed as a correct record.

7. CLERK'S REPORT

The Clerk reported on the work she had carried out and the actions she had taken since her last report was circulated on 6 April 2019.

RESOLVED:

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

8. ANNUAL PARISH ASSEMBLY

RESOLVED:

That the Minutes of the Annual Parish Assembly held on 8 April 2019 be noted.

9. GENERAL POWER OF COMPETENCE

The Clerk reported that the Council again met the eligibility criteria to exercise the General Power of Competence as set out in the Parish Councils (Prescribed Conditions) Order 2012.

RESOLVED:

That this Council agrees to reaffirm its wish to exercise the General Power of Competence.

10. MEETING SCHEDULE – 2019/20

RESOLVED:

That the Meeting Schedule for the 2019/20 Municipal Year, prepared by the Clerk, be approved.

11. COMMITTEE AND WORKING GROUP REPRESENTATION

Members gave consideration to the Council's Committee and Working Group Membership and it was

RESOLVED: That

(1) the Membership of the Council's Working Groups be as follows:

(a) Business Working Group

Councillors A Bailey, H Jennings, B Kerr, A Warrington and PP Young.

(b) Golden Jubilee Park Working Group

Councillors A Warrington, Mrs JM Young and PP Young plus three co-opted Members (Ms A Dutton, Mrs S Harris and Mr B Huxley).

(c) Communications and Marketing Working Group

Councillors A Bailey, DF Holman and A Warrington plus one co-opted Member (Ms A Manning).

(d) Highways Working Group

Councillors H Jennings, M Johnson, B Kerr and Mrs JE Storrar plus one co-opted Member (Mr R Nicholas).

(2) Councillors Mrs K Evans, Mrs R Lowe and Mrs L Rutter be requested to inform which Working Groups they would like to sit on, at the next meeting of the Council.

12. PARISH COUNCIL REPRESENTATION

RESOLVED:

That the Council be represented as follows:

(a) Chester Area Meetings of the Cheshire Association of Local Councils (ChALC)

Councillors A Bailey, M Johnson, A Warrington and PP Young. (Only three Members can vote.)

(b) Vernon Institute Management Committee

Councillor Mrs JE Storrar.

(c) Saughall Neighbourhood Management Team

Councillor Mrs JM Young.

(d) Tree and Environmental Warden

Mrs H Cakebread. (The Clerk was requested to email Mrs Cakebread to thank her for her hard work and for agreeing to continue in this role.)

(e) Parish Paths Wardens

Councillors DF Holman, M Johnson and A Warrington.

(f) Responsible Financial Officer

Mr G Hudspeth.

(g) Internal Auditor

Mr Dave Glavin.

(h) Superfast Broadband – Digital Champion

Councillor DF Holman

13. CHESHIRE ASSOCIATION OF LOCAL COUNCIL'S (ChALC) TRAINING CALENDAR 2019

Members had regard to the Training Calendar provided by ChALC and were informed that Councillor A Bailey had requested to attend Chairmanship 1 training in Middlewich on Wednesday, 5 June 2019.

RESOLVED: That

- (1) the Clerk be requested to arrange for Councillor A Bailey to attend the training event he had requested; and
- (2) Councillors K Evans, R Lowe and L Rutter be requested to inform the Clerk of any training they wished to receive so that she can arrange it for them.

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

Councillor Simon Eardley reported that he would be attending his Annual Council meeting on 21 May 2019. Cheshire West and Chester was now a Council that had no overall control and it was anticipated that the Labour Group would form the Administration.

Councillor Eardley informed that he was happy to take up issues and matters on behalf of the Parish Council and he had already been in correspondence with the Clerk regarding Japanese Knotweed which was growing on either side of Kingswood Lane, south of the Kingswood Lodge/Ex Kennels area.

Councillor Eardley had attended some recent community events in Saughall and thanked Members for inviting him.

Councillor PP Young informed that both Councillor Eardley and himself had received a copy of a letter (and attached photographs) addressed to Mr M Lewis, Chief Executive of Cheshire West and Chester Council from Messrs John Hallas and Alan Wilks regarding the serious flooding issues in Fairholme Close.

Councillor B Kerr reported on the state of the road surface on Long Lane. The field side was beginning to break up. The Clerk informed that she had reported this to Kay Parry, Principal Engineer - Place Operations at Cheshire West and Chester Council on 19 March 2019 and had received a reply that she was aware of the situation and was taking action. Councillor Eardley informed that he had seen the state of the road this evening and it was deteriorating. He had taken photographs and would follow this matter up with the Highways Officers.

RESOLVED: That

- (1) Councillor S Eardley be thanked for his attendance at this meeting and Members look forward to working with him; and
- (2) the Clerk be requested to acknowledge receipt of the copy of Messrs John Hallas and Alan Wilks' letter and they be informed that this Council has this disgraceful situation well and truly on its radar and will continue to push for an appropriate resolution at every opportunity, with the assistance of our local ward Member, Councillor Simon Eardley.

15. POLICE

PC Rob Brown had provided the Clerk with a copy of the Cheshire Constabulary's Saughall Newsletter – May 2019 which listed incidents and crimes committed between 16 April and 4 May 2019. These included a theft (shoplifting at the Red Ensign Garage) and a burglary and criminal damage in the local area.

PCSO Wendy Leason had also provided details of other incidents between 14 April 2019 and 13 May 2019 as follows:

- 3 Suspicious Activity incidents
- 1 Domestic incident
- 1 Violent incident
- 1 Drugs incident
- 1 Anti-Social Behaviour incident

It was reported that the Police considered Saughall to be a low crime area.

RESOLVED:

That the reports be received.

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

Councillor Mrs JM Young informed that, in conjunction with the All Saints C of E Primary School, there had been a litter pick on 23 April 2019 which had been a very interesting exercise and some strange things had been found along the way. The children had de-littered both sides of Church Road from the School to the Golden Jubilee Park and a lady they had met on the route had been so impressed that she had given the Headteacher £20 to spend on the children.

Councillor Mrs JM Young also informed that she was trying to arrange a litter pick in conjunction with the Co-op of the Store's car park.

RESOLVED: That

(1) the report be received; and

(2) the Clerk be requested to write to the Headteacher, Donna Prenton at the All Saints C of E Primary School to thank her and her pupils for their involvement in the Great British Spring Clean campaign.

17. WORKING GROUP REPORTS

(a) Business

There was no report as the Business Working Group had not met since the last meeting of the Council.

(b) Golden Jubilee Park

Councillor Mrs JM Young reported that she had met with Alan Dymond earlier in the day to try to resolve the problem of youngsters using the BMX Track before it was finished. The reseeded would take place the following day and should not be disturbed until the grass had grown. Therefore, the fencing was being left in place, at additional cost, to prevent any further damage and a liability disclaimer sign was on order. Also, a price for directional signs had been sought.

Councillor Mrs JM Young also reported on the proceedings of the last Working Group meeting. Matters discussed had included the following:

- The Meadow Grass had arrived and would be sown near the orchard.
- The Grounds Maintenance Contract had not yet been finalised.
- Weed killer would be used where needed.
- The Cricket Club had asked if it could have the redundant goal posts.
- Dogs were often seen in the Park and the PCSO had been asked to speak to anyone she saw with a dog in the Park to ensure they were aware that no dogs were allowed in there.
- The brash had been removed from the pond area.
- A notice had been put up on the fencing around the BMX Track telling people to stay off the Track.
- Proposals for the use of the land beyond the BMX Track e.g. an Outdoor Gym (Adult Exercise Equipment).
- The access to the BMX Track was being monitored and a bench and litter bin had been suggested.
- WE Parsons had provided a quote to repair the car park surface in the sum of £500 plus vat.

RESOLVED: That

(1) the report be received;

(2) the Cricket Club be gifted the redundant goal posts; and

(3) the quote of £500 plus vat to repair the surface of the car park be accepted and the work needed be commissioned and carried out as soon as possible.

(c) Communications and Marketing

There was no report as the Communications and Marketing Working Group had not met since the last meeting of the Council.

(d) Highways

There was no report as the Highways Working Group had not met since the last meeting of the Council.

18. THE OPENING OF THE BMX TRACK

Councillor Mrs JM Young reported that the BMX Track would be opened by the cutting of a ribbon, on Saturday, 18 May 2019, in the presence of the Lord Mayor of Chester, Councillor Alex Black and Councillor Simon Eardley, the ward Member for Saughall.

Help with the car parking and in the kitchen was needed and Members agreed to help.

RESOLVED:

That the report be received

19. 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) 19/01299/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.

'The Parish Council has no objections to this planning.'

(ii) 19/001463/FUL

Proposal: Barn conversion into one dwelling and erection of garage.

Location: Land at Hey House, Fiddlers Lane, Saughall.

'The Parish Council has no objections to this planning.'

(b) Planning Decisions

RESOLVED:

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

(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.'

20. ACCOUNTS

(a) Annual Audit of Accounts 2018/19

The Clerk reported that the 2018/19 Accounts had been audited by the Internal Auditor, Dave Glavin and were now ready to be sent to the External Auditor.

RESOLVED:

That the report be received.

(b) Chairman's Annual Allowance

RESOLVED:

That Councillor A Bailey be awarded a Chairman's Allowance of £1,000 for the Municipal Year 2019/20.

(c) Payments made since the meeting of the Council held on 15 April 2018

RESOLVED:

That the following payments be approved:

<u>Financial Year 2019/2020</u>	<u>£</u>	<u>Cheque No</u>
Zurich Municipal (Insurance cover)	962.02	200149
Cheque cancelled		200150
Mr JE Davies (Litter Picking in April)	114.80	200151
Mrs S Hudspeth (Salary)	708.66	200152
Mrs S Hudspeth (Expenses)	49.30	200153
Morral Play Solutions (BMX Track development – Project Management)	2,994.00	200154
The Vernon Institute (Hire of Small Hall 14 January to 18 April 2019)	105.10	200155
Mr A Bailey (Chairman's Allowance)	1,000.00	200156
ChALC (Affiliation fee + Local Council Reviews 15 May 2018 Public Works Loan Board - £943.14 (Direct Debit).	946.68	200157

(d) Receipts

RESOLVED

That the following receipt be noted:

- Scottish Power - Wayleave - £4:76

(e) Cash to Bank Reconciliation

RESOLVED:

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

(f) Cheshire Association of Local Councils (ChALC)

The Council noted that ChALC's Annual Affiliation Fee was £895:68 and that the annual subscription for Local Council Review publications was £51 for 3 copies.

RESOLVED: That

- (1) the Council will remain affiliated to ChALC and will order 3 copies of the Local Council Review, for Councillors A Bailey and PP Young and the Clerk;
- (2) those receiving the Local Council Review at (1) above be requested to pass on their copies to other Members so that all Members have the opportunity to read this periodical; and
- (3) the costs associated with (1) above (£946:68) be approved.

21. SAUGHALL HOUSING SURVEY

The Clerk reported that arrangements were in hand with Cheshire Community Action to print the Survey questionnaires and with Chester Handbooks for their distribution with the June 2019 edition.

It was reported that arrangements had been made for completed questionnaires to be returned to three business premises in the village Lynda's Cakes and Tea Room, the Saughall Pharmacy and the Co-op Store

RESOLVED:

That the reports be received.

22. A PROPOSAL TO PROCURE CHRISTMAS LIGHTS FOR HERMITAGE ROAD

The Clerk had received a quotation from The Christmas Decorators to supply and install 12 x Commando sockets and timers to each of the lampposts that were identified on Hermitage Road using a van mounted cherry picker in the sum of £3,240 plus vat.

The Christmas Decorators also informed that they would supply and install 12 x pre lit garlands to the lampposts in Hermitage Road at a one year rental cost of £1,800 plus vat.

It was noted that the contract to supply and install all the pre lit garlands in the village would terminate after Christmas and Members would need to decide, when they set the Council's budget for 2020/21, whether they wanted to enter into a new contract for future years.

RESOLVED:

That the quotations relating to Christmas lights as detailed above be accepted and the work required be awarded to The Christmas Decorators.

23. SAUGHALL NEIGHBOURHOOD MANAGEMENT COMMITTEE REPORT

Councillor Mrs JM Young informed that the Committee was marshalling the Chester Half Marathon on Sunday, 19 May 2019 and the money it received for doing this would assist the Summer Play Scheme.

RESOLVED:

That the report be received.

24. PARISH COUNCIL SURGERY

RESOLVED:

That there be no Parish Surgery held before the next meeting of the Council scheduled for 3 June 2019.

25. COMMUNICATIONS RECEIVED

That the following communications be noted:

- An email from Mrs JE Storrar on behalf of the Saughall Indoor Bowling Club thanking the Council for its grant of £250 to pay for a second-hand indoor Bowling Mat.
- Cheshire West and Chester Council's Museums, Exhibitions & Events June – September 2019.
- An email dated 9 May 2019 from Neil Worth informing of the services provided by his business N Worth Contracting.

Members informed that they may, in the future, propose a Motion for consideration by the Cheshire Association of Local Councils on the disaggregation of services the Principal Authority currently provided to Parish and Town Councils along with the funding necessary to undertake the work e.g. verge mowing and hedge cutting.