

MINUTES OF THE MEETING OF SAUGHALL AND SHOTWICK PARK PARISH COUNCIL held on Monday, 3 June 2019 at the Vernon Institute, Church Road, Saughall

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

Dave Glavin, Internal Auditor

26. CHAIRMAN'S DECLARATION OF OFFICE

The Chairman signed his Declaration of Office, witnessed by the Clerk.

27. APOLOGIES FOR ABSENCE

Apologies for absence were received from:

PC Rob Brown
Cheshire West and Chester Councillor Simon Eardley
PCSO Wendy Leason

28. MEMBERS' CODE OF CONDUCT – DECLARATIONS OF INTEREST

No declarations of interest were received.

29. MINUTES

RESOLVED:

That the Minutes of the Annual Meeting of the Council held on 15 May 2019 be confirmed as a correct record.

30. 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 15 May 2019.

RESOLVED:

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

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

Councillor Simon Eardley had sent a written report which was circulated to Members. The following was noted:

Grass Cutting - Saughall Hey and Other Areas

A number of residents had raised the condition of grass cutting across various areas of the village including Saughall Hey. The situation, an ongoing and regular problem, had been raised with the CWaC officers concerned on several occasions and extensive cutting had taken place on 29 May 2019 in those areas of pressing need. Whilst this had been good news, it was disappointing that reporting like this needed to take place from several angles before the work was actioned.

Councillor A Bailey reported that Arthur Howdon, a local resident had drawn attention to the state of the grassed areas in the village in an email to the Clerk on 30 May 2019. Mr Howdon had informed that he had lived on Saughall Hey for 50 years and had never seen the grassed area as neglected as it had been for the last two years. The grass at Saughall Hey had been finally cut on 29 May 2019 having been allowed to grow to 12 inches high with some weeds growing to 24 inches. The result of the cutting could be seen in a photograph Mr Howdon had sent with long strips of grass still about 6 inches high. This was in sharp contrast to the grassed areas in Blacon which were like bowling greens in comparison.

Mr Howdon had been informed that CWaC aimed for a three-week cycle on mowing, however in May there had been public holidays and a few heavy rain days, so it was about a week behind and that it should be on schedule within the next two weeks (catch up) and normal schedules should continue.

Mr Howdon did not agree with CWaC's response because the frequency of cutting in Saughall was nearer six weeks than three weeks. He also queried why Blacon was not affected by the same issues. He informed that the grassed areas were immaculate there.

Grass cutting was the responsibility of the Principal Authority but the Parish Council was putting as much pressure as possible on it to get a much better outcome. However, Members were aware it may mean getting more support from a separate contractor to increase the number of cuts that Saughall had each year. This would need to be investigated, as soon as possible, although there would be significant cost implications to the Parish Council if it agreed to pay for any additional cuts.

Long Lane Road Surface (Potholes and Ongoing Deterioration)

This was an issue raised before with the CWaC Highways Team both in relation to potholes and the condition of the road surface generally which was deteriorating. The matter was with a senior member of the Team. The Parish Council would be kept informed of any progress.

Brookside Farm Cottage, Parkgate Road

Following the last meeting of the Parish Council a query had been raised with the Planning Department (enforcement) regarding the withdrawal of the planning application at the above address for two mobile chalets and two security lighting columns. Councillor Eardley had received comments from the Planning Team on 17 May 2019 and they were copied below for information. Some removal work had taken place at the site but if there were still concerns the Local Member would take them up further with the relevant officers at CWaC:

'Following application 19/00448/FUL being withdrawn we commenced with enforcement action. An enforcement notice was served this past Wednesday (15th) which requires the lighting columns and chalets to be removed. The notice takes 28 days to take effect but in this time they could apply to the Planning Inspectorate to appeal the notice.

If no appeal is submitted they have 12 weeks to remove the lighting columns and 6 months to remove the chalets from the site. Unfortunately we have to give slightly longer than we would like for removal of these items as they can appeal based on being given too short a timescale to comply. Also where people are living in caravans and chalets and could claim they are being made homeless we have to factor this in and allow for a longer period for removal.

If the notice is appealed then it would be put on hold while the appeal was determined.'

Fairholme Close / (Willow Hey)

Following further representations, Andrew Lewis, Chief Executive at CWaC had written to Councillor Eardley as follows:

'Just to reassure you, we are in contact with Welsh Water and Morris Homes, and together we are seeking a holistic solution which solves everyone's problems if at all possible. Kieran Collins and his colleagues will continue to liaise with local residents as we address the issues that you and other residents have raised.'

This had been followed up with Kieran Collins (the lead officer on the matter) to enquire whether a clearer timeline might be available as, whilst a 'holistic' solution was clearly desirable, the residents concerned were looking for something more definitive. His response was as follows:

- I'm sure you are aware that a number of houses have been built on Greenway as part of the Morris Homes development and one of them has been built across what is referred to locally as the "dry ditch".
- To try and help with flooding, the Council re-established this existing ditch" to a greater depth in order to create additional storage and protection primarily to the properties on Willow Hey.
- Council officers have recently met with Morris Homes senior company representatives and representatives of Welsh Water to discuss the options for a longer term solution. The Morris Homes Director who was previously leading on this issue has left the company. This meeting was productive and Morris Homes are now working closely with Welsh Water and ourselves in order to design and agree the principles of a permanent solution.
- We are chasing Morris Homes for a response and an update to the current situation. They fully understand the seriousness of this matter as I understand it now sits with their MD.'

Lodge Lane Street Sign (and potentially others too)

A resident had raised the condition of this sign (the one near the bus stop area) as being illegible and in need of replacement. The Highways Department had confirmed on 29 May 2019 that it had raised a job for this to be replaced. There were other signs in a similar condition (such as Darlington Crescent) and they would be taken up with Highways too, as a simple piece of improvement work.

BT Phone Box, Lodge Lane

A resident had made an approach, some months ago, regarding the condition of the BT phone box on Lodge Lane which former Councillor, Brian Crowe, had been made aware of as had Members of the previous Parish Council. The original request had been for this phone box to be removed as being defunct (although it was still functional) but following discussions it was felt this wasn't appropriate at the time for several practical reasons. The resident had been in touch with BT direct and had asked for a basic refurbishment of the box which had now been carried out and had improved the visual appearance of the box considerably.

RESOLVED: That

- (1) Councillor Simon Eardley be thanked for all of his help and his informative report; and
- (2) the Business Working Group be requested to give its consideration to the issues raised in respect of grass cutting in the village and any cost implications.

32. POLICE REPORT

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 13 May and 3 June 2019. These included five incidents of suspicious activity and incidents of violence, domestic violence, a drive off from the Red Ensign Garage and shoplifting.

PC Brown had also made reference to a number of caravan thefts in the Cheshire area and advised vigilance and that necessary security measures be put in place.

The Clerk had received an email on 25 May 2019 from Liz Sowden regarding damage (broken tiles) to the roof of her mother's house at 1 Viret View. Ms Sowden informed that the damage had been caused by someone throwing stones from the car park in the Golden Jubilee Park. She asked what could be done about it as it was causing the family great concern. Attached to the email was a photograph of the damaged tiles.

The Clerk had informed PCSO Wendy Leason who had visited the address and spoken to the occupiers. She had advised them to call the Police if the issues continued and when they were occurring. It had been pointed out that the stones that had been thrown were from the base of the car park. The PCSO asked that the Parish Council give consideration to improving the surface by putting down a more suitable material e.g. tarmac.

RESOLVED: That

- (1) PC Rob Brown and PCSO Wendy Leason be thanked for their reports; and
- (2) the Clerk be requested to inform Liz Sowden that the Council is now aware of the problem and will do what it can to improve the surface of the car park within budget.

33. WORKING GROUPS – MEMBERSHIP

Councillors Mrs K Evans, Mrs R Lowe and Mrs L Rutter were asked if they wanted to sit on any of the Working Groups.

RESOLVED:

That the Membership of the Communications and Marketing Working Group be increased to include Councillors Mrs R Lowe and Mrs L Rutter.

34. WORKING GROUP REPORTS

(a) Business

Councillor A Bailey informed that there was no report, as the Business Working Group had not met since the last meeting of the Council. He intended to convene a meeting soon and issues to be considered would include the following:

- A Grass Cutting Contract;
- The Proposed Telephone Mast; and
- A Review of the Financial Regulations.

RESOLVED:

That the report be received.

(b) Golden Jubilee Park

A meeting of the Working Group had taken place on 30 May 2019 and a written report of its proceedings was circulated to Members. The following matters had been discussed:

- Changes to the proposed sign for the new BMX Track
 - Replace 'right-hand' with clockwise
 - Move bike wheel so it does not conflict with wording
 - Add postcode for the site in case anyone needs to call the Emergency Services
- Plan to move the Playnet
- Hedges to be Cut
- The sowing of Meadow Grass
- New Benches to be positioned on paving slabs
- Ideas e.g. Gym Equipment, Car Park Marking, Resurfacing Car Park, Green Toilet, Perimeter Path, Replacement Fencing, Outdoor Equipment and Sculpture.
- Wish List
 1. Car Park Resurfacing and Fencing
 2. Gym Equipment
 3. Perimeter Path
- Grounds Maintenance Contract
- Cubs making a donation of Bird Boxes
- Moles – humane trap and Relocation
- Wildlife Area at end of BMX Track

RESOLVED: That

- (1) the amendments to the sign for the new BMX Track be agreed;
- (2) agreement be given to the moving of the Playnet;

- (3) more quotes be obtained for hedge cutting;
- (4) the Clerk be requested to order 2 No. Multi Coloured Backless Benches (£225 each) with fixings (£98.40 for 2) from NBB Recycled Furniture;
- (5) the Clerk be requested to order 2 No. Metal Guppy Litter Bins in Black and Gold at a total cost of £721.30 from Glasdon;
- (6) further quotes be obtained in respect of the Wish List;
- (7) discussions on the proposed Grounds Maintenance Contract be deferred to a future Council Meeting; and
- (8) Councillor Simon Eardley and Councillor L Rutter be requested to supply details of any Mole Catchers they know of.

35. SUSPENSION OF STANDING ORDERS

The Clerk reported that the Council's Financial Regulations stated that:

'12 Payment under Contracts for Building or other Construction Works

12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract.'

The Council had not received a Certificate of Completion from Alan Dymond but he had indicated in an email dated 3 June 2019 to Councillor Mrs JM Young that:

'Everything is fine and in line with the specification we provided.'

Mr Dymond had also provided Councillor Mrs JM Young with a copy of the Post Installation Inspection Report.

The Clerk informed that the Responsible Financial Officer had told her that what had been provided was insufficient to release the cheque for the construction work carried out to provide the BMX Track.

Parsons and Co Ltd, a representative of which had arranged to attend the Vernon Institute later in the evening in order to pick up the cheque.

Councillor B Kerr informed that the Council's Financial Regulations were part of its Standing Orders and could be suspended so that the Contractor could be paid and it was

RESOLVED:

That the Council's Standing Orders be suspended and agreement be given for WE Parsons and Co Ltd to receive payment, this evening, for the construction work carried out resulting in the BMX Track, without the Council having received a certificate of completion from Alan Dymond.

STANDING ORDERS BACK IN FORCE

36. CONTINUATION OF WORKING GROUP REPORTS

(c) Communications and Marketing

A meeting of the Working Group had taken place on 24 May 2019 and a written report of its proceedings was circulated to Members. The following matters had been discussed:

- Councillor DF Holman taking over as Chairman from Councillor A Bailey
- The Official Opening of the Footpath Network which had been very well received
- Council Website Updates
- New Resident's Leaflet
- Marketing the Parish Council – Chairman's Business Cards
- Newsletter Editor email address and the content of the next Newsletter
- Tabards – Safety Aspects and Promotional Opportunities
- Updating Notice Boards – Members' support was requested
- Parish Council Facebook/Twitter – The Way Forward

RESOLVED: That

- (1) it be noted that Councillor DF Holman is now the Chair of the Communications and Marketing Working Group, with the unanimous agreement of its Members;
- (2) the October 2019 Newsletter be moved to November 2019 because of the Editor's holidays;
- (3) agreement be given for Councillor DF Holman to take photographs of all Councillors for inclusion on the Parish Council's website, with its banner as the backdrop;
- (4) the email address newsletter.editor@saughall.gov.uk be reinstated to allow Ms Anna Manning to keep all relevant documents in one folder and not unnecessarily fill her private mail boxes;
- (5) the Clerk be requested to obtain a quote from Darts for 20 No. tabards to be marked with Saughall & Shotwick Park on the front and Parish Council on the back, if the quote is £150 or less the Clerk be authorised to go ahead and purchase them;

- (6) the Clerk be issued with a key for each of the notice boards;
- (7) agreement be given to a Parish Council Facebook page being set up with the Clerk and Councillors Mrs K Evans, Mrs R Lowe and Mrs L Rutter as administrators, subject to their agreement; and
- (8) the Chairman be authorised to get some business cards printed, the cost to be borne from his annual allowance.

(d) Highways

Councillor B Kerr informed that there was no report, as the Highways Working Group had not met since the last meeting of the Council. The Working Group had been due to meet with Jim Gibbins, Place Area Commissioner, Place Operations at Cheshire West and Chester Council but the meeting had been postponed. A meeting of the Working Group would be arranged and a report would be provided for consideration at the next meeting of the Council. Items to be discussed would include:

- Speed Limits on Long Lane; and
- Speed Detection Equipment.

RESOLVED:

That the report be received.

37. 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) 19/01612/FUL

Proposal: Use of agricultural building reference for domestic storage since 2003 and use of land for parking and storage of the landowner's private motor vehicles and agricultural use, since 2003

Location: Prices Barn, Parkgate Road, Saughall.

'The Parish Council is objecting to this planning application on environmental grounds and because it is in the green belt.'

(ii) 19/01298/FUL

Proposal: Erection of dwelling (Retrospective).

Location: Pinetrees Lodge, Kingswood Lane, Saughall.

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

(b) Update on Planning Application – Pear Tree Farm, Hermitage Road

Councillor A Bailey provided the Council with an oral update in respect of plans for the Pear Tree Farm site.

RESOLVED:

That the position be noted.

38. PAYMENTS TO BE MADE

RESOLVED: That

the following payments be approved:

<u>Financial Year 2019/2020</u>	<u>£</u>	<u>Cheque No</u>
WE Parsons & Co Ltd (Construction of BMX Track)	24,905.58	200158
Chester Handbooks Ltd (Newsletter Distribution)	464.40	200159
The Christmas Decorators (installation of 12 Commando sockets & timers to columns on Hermitage Road)	3,888.00	200160
Cheshire Association of Local Councils (Members' Training)	70.00	200161
Cancelled		200162
Mrs S Hudspeth (June Salary)	708.66	200163
Mrs S Hudspeth (May Expenses)	49.30	200164
Mr JE Davies (Litter Picking)	106.60	200165
Saughall Uniform Groups Headquarters (Meeting Room rental February – May 2019)	95.00	200135
	80.00	200166
Mrs JM Young (BMX Track opening and Meadow Seed)	134.96	200167

39. SAUGHALL HOUSING SURVEY

It was reported that, unfortunately, the Survey Questionnaires had not been printed in time to be distributed with the Mollington and Saughall Handbook and the six week consultation period could not be met as the deadline for responses was 12 July 2019. Cheshire Community Action had advised that it could post out the Questionnaires at a cost of £1,142 but the Clerk did not have the authority to approve this. Consequently, the Council agreed that the deadline for responses must be revised and a reprint of the Questionnaires was the only way forward, with a view to them being delivered with the September 2019 Handbook.

RESOLVED:

That the Clerk be requested to ascertain the cost of reprinting the Questionnaires, once the return date has been amended to provide the sixth week consultation period from John Heselwood, Policy and Development Manager at Cheshire Community Action and make arrangements with

Chester Handbooks for their distribution with the Mollington and Saughall Handbook in September 2019.

40. REMEMBRANCE SUNDAY ARRANGEMENTS

RESOLVED:

That consideration of this item of business be deferred until the meeting of the Council Scheduled for 5 August 2019.

41. COMMUNICATIONS RECEIVED

RESOLVED:

That the following communications be noted:

- (a) An email dated 16 May 2019 from Andrew Errington, on behalf of the Saughall Rotary, asking if it was possible to create a new sign above the existing Saughall signs stating 'Saughall Rotary welcomes you to Saughall'.

Councillor Mrs JE Storrar declared a personal interest in this item of business as she was an honorary member of Saughall Rotary.

RESOLVED:

That the Clerk be requested to reply to Mr Errington as follows:

'Thank you for your email and suggestion regarding the Saughall signs. However, it is the Parish Council's intention to ask Cheshire West and Chester Council to replace the signs in due course.'

- (b) An email dated 2 June 2019 from Sue Harris, on behalf of the Saughall Uniform Groups, thanking the Council for its £300 donation was noted.

- (c) Councillor M Johnson informed that local people were parking up to the junctions at Fox Lea and Vernon Close and other local people were complaining about this because it was dangerous.

RESOLVED:

That the Clerk be requested to contact Kay Parry, Principal Engineer – Place Operations to seek guidance in respect of the parking problems in Fox Lea and Vernon Close and ascertain if anything can be done to alleviate these problems.

42. PARISH COUNCIL SURGERY

RESOLVED:

That there be no Parish Council Surgery held before the next meeting of the Council scheduled for Monday, 1 July 2019.