

**MINUTES OF THE MEETING OF SAUGHALL AND SHOTWICK PARK PARISH COUNCIL held on Monday, 1 July 2019 at the Vernon Institute, Church Road, Saughall**

**PUBLIC SPEAKING TIME**

Prior to the commencement of the meeting the Council was addressed by the following resident of Saughall:

**Mr Wayne Crouch** had given appropriate notice to the Clerk that he wanted to address the Council. He spoke in support of his Planning Application No. 19/01978. (Minute No. 50 (a) (ii) refers.)

Mr Crouch was of the view that the plans were acceptable in the context of the site and there would be no detriment to his neighbours if he was given the planning consent which he had sought. He informed that he considered that the design was modest, functional in keeping with the overall character of the area.

Councillor PP Young thanked Mr Crouch for his presentation and for attending the Council meeting.

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

Cheshire West and Chester Councillor Simon Eardley  
Dave Glavin, Internal Auditor

**43. APOLOGIES FOR ABSENCE**

Apologies for absence were received from:

Councillor A Bailey  
Councillor Mrs L Rutter  
PC Rob Brown  
PCSO Wendy Leason

44. MEMBERS' CODE OF CONDUCT – DECLARATIONS OF INTEREST

Councillor Mrs R Lowe declared a personal interest in Planning Application No. 19/01978 (Minute No. 50 (a) (ii) refers) as she was a personal friend of the applicants, Mr and Mrs Crouch.

45. MINUTES

RESOLVED:

That the Minutes of the Meeting of the Council held on 3 June 2019 be confirmed as a correct record.

46. 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 3 June 2019.

RESOLVED: That

(1) the contents of the Clerk's report be noted; and

(2) the Clerk be requested to send Councillor Mrs JE Storrar the email trail between herself, the Chairman of the Council and Mr Andrew Errington regarding the proposal by the Rotary in respect of the Saughall signs.

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

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

**Heavy Rain and Related Flooding Issues**

The unseasonal weather had clearly been of concern to a number of residents earlier in the month. Councillor Eardley had called in to meet residents of Fairholme Close (Mrs Hallas) in order to see for himself the issues they had been experiencing during spells of heavy rain and to take photographs which he had passed on to Cheshire West and Chester Council to back up the case that had long been identified for action in this area, to alleviate and correct the problems. At the same time Councillor Eardley had seen the pumping operation underway at Willow Hey which looked to have been effective and also in evidence on Long Lane. There was no further update regarding the Willow Hey area but Councillor Eardley would press Cheshire West and Chester Council's officers again for news and report back to the Parish Council accordingly. He was assured this remained at a high level with all parties involved but had made the point that a specific and timed action plan was required. The current situation was unsatisfactory.

Councillor A Warrington reported that there was flooding at the bottom of Seahill Road because a brook was choked with weeds so the water was unable to flow into the River Dee. The Environment Agency used to clear it out. Councillor Eardley agreed to follow this up.

### **Parking on Vernon Close**

Councillor Eardley was aware that this matter had been discussed at the last meeting of the Parish Council and that the Clerk had been in touch with Cheshire West and Chester Council's Highways. He believed that the response he had received was similar (if not the same) from Kay Parry, Principal Engineer – Place Operations as follows:

*'The issue is likely to be local residents parking in such locations and is often the same residents when such issues occur. Could I therefore suggest in the first instance you contact the local PCSO to ask that she contacts them to advise not to park too close to the junctions before we look at waiting restrictions as we wouldn't usually look at implementing them for such a local issue in a residential area unless absolutely necessary.'*

Councillor Eardley asked the Parish Council how it wished to proceed further based on this response and indicated that he was happy to assist.

### **Removal of a Dead Tree on Lodge Lane**

A dead tree had been removed from the patch of ground near the BT phone box (at the request of a resident in early June). Concern had been expressed that the stump might present a trip hazard and appropriate action was to be taken to grind the remainder of the stump accordingly. The resident, via Councillor Eardley, had also requested that a replacement tree be planted in due course. The Tree Officer had indicated this would be investigated and added to a schedule for future planting as long as the area was not affected by recent utility works.

### **Virgin Media Works**

Councillor Eardley was pleased to attend the meeting convened for residents in Fox Lea to address a number of concerns and to hear the manner in which Virgin Media conducted the discussions and the opportunity afforded residents to put their views. These works were ongoing, of course, but it seemed that their main representative, Julian Holland, remained keen to assist with any issues that arose. His details were readily available and if Members wished Councillor Eardley to pass on any specific points to him, he would be happy to do so.

It was noted that Virgin Media was hiring a free photo booth for kids to come and get selfies in between 2pm – 5pm, along with an installation stand, community stand and wayleave stand at the Music in the Park event on 6 July 2019.

Councillor DF Holman informed that he had asked Julian Holland for some information notices to put on the village notice boards.

### **Japanese Knotweed on Kingswood Lane (Beyond the Houses**

This had originally been reported in mid-May but Councillor Eardley had not received an update he had done so again with photographs earlier in the month. He had received the following note from the Streetcare team on 28 June 2019 with an update as follows:

*'I inspected the area and took photos of the Japanese knotweed, I have passed the location and pictures on to our public rights of way department who maintain the bridle paths and tracks. They will deal with the weed as appropriate. The usual process is to stem inject the knot weed stems in September this brings about an affective kill throughout the plants system.'*

### **Vegetation along Various Pavements**

This was a regular issue in various areas around the village. Councillor Eardley had reported for action the problem generally but also with some specific examples of areas where the state of the pavements was particularly poor, including:

- Newcroft
- Larchfields
- Timberfields
- Darlington Crescent (such as the junction with Chapel Close)

Councillor B Kerr proposed that Councillor Eardley be requested to find out when the grassed areas and grass verges in Saughall were going to be cut as they were now very long but was informed that this would happen next week.

RESOLVED:

That Councillor Simon Eardley be thanked for all of his help and his informative report.

## **48. POLICE**

### **(a) Police Report**

PC Rob Brown had provided the Clerk with a copy of the Cheshire Constabulary's Saughall Newsletter – July 2019 which listed incidents and crimes committed between 4 June and 30 June 2019. These included the burglary of a dwelling, criminal damage and thefts.

PC Brown had also received details of forthcoming Police Surgeries scheduled as follows in the Uniformed Group's Headquarters:

- Thursday, 4 July 12 - 1pm
- Wednesday, 10 July 5 - 6pm
- Friday, 19 July 5 - 6 pm
- Wednesday, 24 July 12 - 1pm
- Wednesday, 31 July 5 - 6pm

Councillor Mrs JE Storrar reported on an armed response at Brookside Cottage during the previous week.

RESOLVED:

That the Police report be received.

(b) Parking Issues in Fox Lea and Vernon Close

RESOLVED:

That this matter of business be deferred to the next meeting of the Council scheduled for 5 August 2019 when hopefully the Police will be in attendance.

49. WORKING GROUP REPORTS

(a) Business

Members were of the view that if the Council was to take over the village's grass cutting it would need to receive some funding from the Principal Authority. Councillor Eardley informed he would find out if there was a way forward with this. In the meantime, Members would consider whether to ask for quotes for the work required.

Members were informed that Lex Greensill had invited them to an informal meeting at The Old Vicarage on the afternoon of Saturday, 27 July 2019 to discuss his proposal for the Re-wilding of Saughall.

RESOLVED: That

(1) the reports be received; and

(2) the Clerk be requested to let Mr Greensill know how many people to expect at the meeting at 2pm on Saturday, 27 July 2019 at the Old Vicarage.

(b) Golden Jubilee Park

The Council received a report on the proceedings of the recent Working Group meeting. Matters discussed had included the following:

- Due to the recent bad weather the Cricket Club had struggled to keep up with the grass cutting.

- Drawing up a specification for the work needed in the car park and to replace the fencing.
- Obtaining a quote for a vibrating roller for use on the car park.
- Grass growth on the BMX Track and the required signage.
- The installation of the new bins and benches.
- Tidying up the area behind the Uniformed Group's Headquarters and by the two trees in the car park.
- Cheshire West and Chester Council not emptying the bin by the Multi-Use Games Area (MUGA).
- The emptying of the two new bins and replacement bin bags.
- Issues concerning grass cutting and the Grounds Maintenance Contract.

RESOLVED: That

- (1) Alan Dymond be asked how much his fee would be to draw up the specification for the work needed in the car park and to replace the fencing;
- (2) quotes be obtained for the purchase of a vibrating roller;
- (3) the retention money be kept to reseed the BMX Track;
- (4) quotes be obtained for signage;
- (5) Mr J Baker be requested to carry out the work in respect of the installation of the new bins;
- (6) Bells be requested to carry out the work in respect of the installation of the new benches;
- (7) Councillor S Eardley be requested ascertain why his Council is not emptying its bin by the MUGA; and
- (8) Mr Davies the Litter Picker be asked:
  - (a) if he will empty the new bins and if he will he be paid an additional hour in respect of this; and
  - (b) to purchase some bin bags and claim the cost back in the usual way.

(c) Communications and Marketing

There had not been a meeting of the Working Group since the last meeting of the Council. Councillor DF Holman informed that the Working Group intended to look at revisions to the Council's website.

RESOLVED:

That the report be received.

(d) Highways

Councillor B Kerr informed that the Working Group had met with Jim Gibbins, Place Area Commissioner, Place Operations at Cheshire West and Chester Council and Karl Farrow Place Area Engineer – Chester, EP & Malpas on 20 June 2019 and a further meeting was being arranged for the following week.

RESOLVED:

That the report be received.

50. 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) 19/01934/FUL

Proposal: Single storey rear extension

Location: 12 Park Avenue, Saughall.

‘The Parish Council has no objections to this planning.’

(ii) 19/01978/FUL

Proposal: Replacement dwelling and detached garage and erection of detached garage for The Croft.

Location: Croft Mews, 27 Crofters Way, Saughall.

‘The Parish Council makes no observations on this detailed planning application.’

(iii) 19/01785/FUL

Proposal: Conversion of outbuilding to form accessible flat including extension to front

Location: Oakfield Grange, Parkgate Road, Saughall.

‘Members consider that the plans are not clear! An extension to the front of what? They could not see the extension.’

The Parish Council meets again on Monday, 5 August 2019 and will consider this application again with the information requested above, if it is not too late?’

(b) Planning Decisions

RESOLVED:

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

(i) 19/00513/FUL

Proposal: Single storey extension to rear.

Location: Woodville, Parkgate Road, Saughall.

‘Approval.’

51. ACCOUNTS

(a) Payments made since the meeting of the Council held on 1 July 2019

RESOLVED:

That the following payments be approved:

<u>Financial Year 2019/2020</u>	<u>£</u>	<u>Cheque No</u>
NBB Recycled Furniture (2 Anchor Kits, 1 with Tools)	98.40	200168
Cheshire Community Action (Housing Needs Survey Printing and Envelope filling)	915.00	200169
NBB Recycled Furniture (2 Backless Benches)	540.00	200170
Glasdon UK Ltd (2 Bins)	721.30	200171
Municipal Mowing Ltd (Supply and erect new stock fencing and additional path stone)	3,640.00	200172
Mrs S Hudspeth (Salary)	708.66	200173
Mrs S Hudspeth (Expenses)	70.28	200174
HM Revenue and Customs	700.83	200175
Mr JE Davies (Litter Picking in June)	98.40	200176
Chester Handbooks Ltd (Newsletter Distribution)	381.60	200177

1 May 2019 Public Works Loan Board - £943.14 (Direct Debit).

(b) Receipts

RESOLVED

That it be noted that no receipts have been received.

(c) Cash to Bank Reconciliation

RESOLVED:

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



(d) Quotes for Waistcoats

The Clerk reported that two quotes (£247.60 + Vat and £229.60 + Vat) had been received from DARTS for Hi-Vis fluorescent Waistcoats

RESOLVED:

That the Clerk be requested to purchase cost effective Hi-Vis fluorescent Waistcoats for Members use from DARTS.

52. SAUGHALL HOUSING SURVEY

Further to Minute No. 39, it was reported that Cheshire Community Action had informed that the cost of re-printing the Housing Needs Survey Questionnaires and envelope filling was £1,200.

RESOLVED: That

- (1) re-printing of the Housing Needs Survey Questionnaires and the necessary envelope filling at a cost of £1,200 be agreed; and
- (2) the Chairman be requested to present a report on the Housing Needs Survey Questionnaires to the next meeting of the Council scheduled for Monday, 5 August 2019.

53. THE ROLE OF THE DIGITAL CHAMPION

Councillor DF Holman circulated a report that set out his role as 'Digital Champion' as follows:

*'To monitor all aspects of digital communication that may impact upon Saughall, to advise and report to the Parish Council and to liaise with official bodies, providers and villagers appropriately. This includes, inter alia, radio, television, landline and mobile phone and broadband provision.'*

Councillor Holman also provided a Broadband update and answered a number of Members' questions as appropriate.

RESOLVED:

That Councillor DF Holman be thanked for his informative report.

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

Members considered a copy of ChALC's Training Calendar for 2019 and were asked if they wished to attend any of the training events that were coming up.

RESOLVED:

That Councillors Mrs JE Storrar and Mrs JM Young be authorised to attend the Cheshire West and Chester Council's Code of Conduct training event scheduled for 6pm on Wednesday, 17 July 2019 at Christleton and bring a report on its proceedings to the next meeting of the Council on 5 August 2019.

55. SAUGHALL NEIGHBOURHOOD MANAGEMENT COMMITTEE

(a) The Committee's Activities

Councillor Mrs JM Young informed that the Committee was running a Summer Play Scheme for 30 children from 5 to 9 August 2019 between 9.30am and 4pm. A full week of activities was planned and the theme was 'Under the Sea'.

Councillor Mrs JM Young also informed that the Committee was holding a Fish and Chip Supper on 13 December 2019 and the income generated from it would go towards the cost of the 2020 Summer Play Scheme.

RESOLVED:

That the report be noted.

(b) Request to Purchase a Defibrillator

The Saughall Neighbourhood Management Committee had proposed that the Council purchase a defibrillator to be located at the Egerton Arms. The Management Committee would make a donation and the Council would be able to claim back the vat.

RESOLVED:

That the proposal put forward by the Saughall Neighbourhood Management Committee be not approved.

56. 'MUSIC IN THE PARK'

Councillor Mrs JM Young reported that the Music in the Park event would be free this year as it would be funded from a grant of £4,050 received from the National Lottery.

A number of young, up and coming bands had been booked as had Charlotte Mare's mobile bar. Attendees would be required to wear wrist bands.

RESOLVED:

That the report be noted.

57. NEXT PARISH COUNCIL SURGERY

RESOLVED:

That a Parish Council Surgery be held between 5 and 6pm on Wednesday, 31 July 2019 in the Uniformed Group's Headquarters to coincide with the Police Surgery that has already been arranged.

58. COMMUNICATIONS RECEIVED

RESOLVED:

That the following communications be noted and action be taken as necessary:

- (a) An email dated 7 June 2019 from John Price regarding his planning application.

The Council did not consider that there was any need for further clarification on this matter.

- (b) An email dated 9 June 2019 from Julie Cooke regarding an overgrown hedge in Meadows Lane. Residents would be asked to take the appropriate action.

- (c) Signpost – Summer 2019.

- (d) An email dated 20 June 2019 from Cheshire West and Chester Council about a funding opportunity which may be of interest to the Vernon Institute Management Committee.