

MINUTES OF THE MEETING OF SAUGHALL AND SHOTWICK PARK PARISH COUNCIL held on Monday, 2 September 2019 at the Vernon Institute, Church Road, Saughall

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

Cheshire West and Chester Councillor Simon Eardley
PC Rob Brown and Sergeant Roberts

75. APOLOGIES FOR ABSENCE

Apologies for absence were received from:

Councillor H Jennings
Councillor Mrs L Rutter
Councillor PP Young
Dave Glavin, Internal Auditor
PCSO Wendy Leason

76. MEMBERS' CODE OF CONDUCT – DECLARATIONS OF INTEREST

(a) No declarations of interest were received.

(b) Dispensations under the Localism Act 2011.

Members were reminded of the rules on how disclosable pecuniary interests (DPIs) must be dealt with at meetings as follows:

- if the DPI is not entered in the Register of Interests kept by the Monitoring Officer at Cheshire West and Chester Council the Member must disclose the interest to the meeting;
- the Member must not participate in any discussion of, or vote on, the matter;
- in accordance with the Parish Council's Standing Orders the Member must leave the room during consideration of the matter; and
- If the DPI is not entered in the Register of Interests the Member must notify the Monitoring Officer of the interest within 28 days of the meeting.

RESOLVED:

That, subject to the completion of an appropriate request form, all Members be granted a dispensation (**which will expire on 4 May 2023**) to approve the budget and the annual precept for the parish on the grounds that without the dispensation the number of persons prohibited from participating in the consideration of this item of business would be so great a proportion of the body transacting the business as to impede the transaction of the business, and the dispensation is in the interests of persons living in the Council's area.

77. MINUTES

RESOLVED:

That the Minutes of the Meeting of the Council held on 5 August 2019 be confirmed as a correct record subject to the following amendment:

Minute No.68 (d) Highways – Speed Indicator Devices
Second paragraph - replace proposed with suggested.

78. CLERK'S REPORT

The Clerk reported on the work she had carried out and the actions she had taken since she had published the agenda for the meeting of the Council held on 1 July 2019.

RESOLVED:

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

79. 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:

Fox Lea Hedge

Councillor Eardley's understanding was that the owners of the hedge had, or would in the near future lodge a planning application for the installation of a fence for the majority of the lower half of this hedge. This should then deal with the challenge of the overhang into the footway. Kay Parry the Principal Authority's Principal Engineer – Place Operations had said that she would check the status of the application and keep Councillor Eardley informed.

Pot-hole on Hermitage Road, opposite the entrance to Hermitage Court

This had been logged for action by Highway Officers.

Darlington Crescent

A replacement street sign had been logged for action by Highways Officers together with a repair to the pavement on the right hand side (near the current sign) of the entrance to the road.

Eastfields Grove

Regrettably the pavements did not meet the Highway Authority's intervention levels in general terms for specific repair at this stage other than the planned 'slurry surfacing' (see below). However, the extensive damage to the area on the right hand side of the entrance to the road had been deemed to have been as a direct result of the Virgin Media works and was being taken up with them to be made good owing to it being a clear trip hazard. The Close was of the same status as Eastfields and would not be actioned until the slurry surfacing works had been carried out.

'Slurry Surfacing Works'

These works were scheduled for Saughall for 2019 but owing to the extensive Virgin Media works had been postponed until 2020. Councillor Eardley had asked why they could not be carried out on an ad hoc basis but had been informed that they were always programmed in that way (i.e. a year in advance) with the contractor. He had impressed on Highways Officers the imperative that Saughall should be prioritised appropriately in 2020 and this had been taken on board. Councillor Eardley believed that when these works were carried out there would be a marked improvement in a number of areas but it was clearly frustrating that there would be a further delay. He would keep this on his radar for updating and actual timeframes in due course.

Long Lane (heading out of the village on the left hand side)

The deterioration/'collapse' in the road surface was known to the Highways Team. This required a 'major structural repair' and was with the Asset Team for review/scheduling. The weakness in the carriageway under the road had been raised with the contractor and the Team would keep Councillor Eardley updated on when this work would be carried out.

Lodge Lane Tree Stump

Following the overall removal of a dead tree at this location, the tree stump had been left behind. Councillor Eardley had chased the officer dealing with this for its action as it required specialist grinding work and had been assured that it would be actioned as soon as possible.

Willow Hey

Councillor Eardley had asked for an update regarding the situation here and had received the following response recently (as below). He had then asked

that as much urgent progress as possible be made on this as we approach the autumn/winter months.

'As you may be aware Chris Matheson MP requested that CW&C Council, Welsh Water and Morris Homes work collaboratively to produce a scheme to alleviate the flood risk to the properties in Willow Hey. The first stage of this was the clearing and deepening of the existing ditch to provide extra capacity and resilience to the rear of the Willow Hey development. Since these ditch works have been undertaken CW&C officers have been working on an options appraisal of more permanent measures for a scheme that would be acceptable to Welsh Water for the possible disposal of the water from the land drainage ditch into their sewer system.

It is proposed that CW&C and Welsh Water officers will meet in early September 2019 to discuss these options with the aim to agree on a scheme that is acceptable to all parties to take forward to hopefully resolve this situation permanently.

Morris Homes have been contacted on numerous occasions during this process but unfortunately have not been responsive to our communications. The most recent contact we had been dealing with at Morris Homes left their organisation at the end of July 2019 but we have now been provided with the contact details of their Managing Director, Nick Uttley who has been briefed on this issue. We have contacted Nick Uttley and will be inviting him to the options appraisal meeting in September.

Once this meeting has taken place please be assured I will be in contact to provide you with an update.'

153 Hermitage Road

Councillor Eardley had received the following note below regarding proposed enforcement action by CWaC at this property and indicated his agreement with the proposed course of action as outlined. Councillor Eardley noted that no action had taken place but hopefully this would be dealt with as soon as possible.

'It was now Council policy for Ward Councillors to be consulted prior to formal planning enforcement action being undertaken. I am now therefore emailing you with regards to untidy land at 153 Hermitage Road, Saughall.

In 2014 planning permission for a new dwelling was granted, construction began and it appears that halfway through they decided to stop and down tools. Since then the site has been left to its own devices. I have attached some pictures of the condition of the land for you.'

Councillor A Bailey reminded Members that the smaller issues that they wanted to draw the Principal Authority's attention to should be logged on the

Cheshire West and Chester Council's website. Councillor Eardley should only be asked to help with the more significant matters.

RESOLVED:

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

80. THE RE-WILDING OF SAUGHALL

Further to Minute No. 64 it was reported that the Chief Executive of Cheshire West and Chester Council had not responded to the Clerk's letter of 6 August 2019 regarding Mr Lex Greensill's proposed Saughall Park Project on green belt land including a request that he reconsider his position on only leasing those parcels of land indicated on the map provided, instead of selling them as he had originally intended.

RESOLVED:

That the Clerk be requested to remind Mr Lewis, Chief Executive, Cheshire West and Chester Council that a response to his letter of 6 August 2019 was still awaited.

81. POLICE

(a) Police Report

PC Rob Brown provided Members with copies of the Cheshire Constabulary's Saughall Newsletter – September 2019 which listed incidents and crimes committed between 6 August and 2 September 2019. These included acts of violence, making off without paying and a burglary. PC Brown informed that there had been a drop in reported crimes this month.

The Council noted that the youth event in the Uniformed Group's Headquarters that had been planned had been cancelled because of bad weather.

RESOLVED:

That the Police report be received.

(b) Parking Issues in Fox Lea and Vernon Close

Councillor M Johnson informed that there had been a lot of double parking in Fox Lea recently. However, PC Rob Brown informed that he had not noticed any major issues.

RESOLVED:

That the parking issues in Fox Lea and Vernon Close continue to be monitored.

82. DELEGATED ENFORCEMENT POWERS

The Council considered an email dated 15 August 2019 from Lyn Brown at Cheshire West and Chester Council informing that the Principal Authority was consulting on the possibility of delegating enforcement powers, initially on a pilot basis, in relation to low level environment crime to Town and Parish Councils. The type of local enforcement could include, for example, the issue of fixed penalties for dog fouling, an issue constantly of public concern. The consultation exercise ended on 14 November 2019.

RESOLVED:

That the Clerk be requested to inform Lyn Brown that this Council is in favour of the Principal Authority delegating enforcement powers in relation to low level environment crime to Town and Parish Councils.

83. ANNUAL RISK ASSESSMENT

The Council carried out its annual review of its Risk Assessment and proposed a minor amendment. It also had regard to the content of a note that the Clerk had prepared on what to do if any unauthorised Gypsy and Traveller sites were established in the administrative area of Cheshire West and Chester Council.

RESOLVED: That

- (1) subject to the minor amendment which the Clerk be requested to make, the Risk Assessment be approved and republished on the Council's website; and
- (2) the Clerk be requested to publish her note on what to do if any unauthorised Gypsy and Traveller sites were established in the administrative area of Cheshire West and Chester Council on the Council's website.

84. WORKING GROUP REPORTS

(a) Business

Councillor A Bailey reported that the Working Group would next meet on 17 September 2019. He requested that the Golden Jubilee Park Working Group consider its priorities for the 2020/21 Financial Year and obtain appropriate costings.

RESOLVED:

That the report be received.

(b) Golden Jubilee Park

It was reported that the Working Group had not met since the last meeting of the Council held on 5 August 2019.

Councillor Mrs JM Young informed that the Working Group wanted to finalise the Grounds Maintenance Agreement and proposed that the word Agreement should be used rather than Contract.

RESOLVED: That

(1) the report be noted; and

(2) the document being worked on be referred to as the Grounds Maintenance Agreement in future.

(c) Communications and Marketing

There had not been a meeting of the Working Group since the last meeting of the Council held on 5 August 2019 but it would be meeting soon to review the Council's website and consider the data protection information provided by the Clerk in relation to the use of a surveillance camera that had been put forward as a suggestion to increase security in the Golden Jubilee Park.

RESOLVED:

That the report be noted.

(d) Highways

There had not been a meeting of the Working Group since the last meeting of the Council held on 5 August 2019.

Councillor B Kerr informed that there had been no response to the Clerk's email dated 6 August 2019 requesting Jim Gibbons, Cheshire West and Chester Council's Place, Area Commissioner, Place Operations to provide a detailed specification and price for one solar powered speed indicator device which could initially be installed on Hermitage Road. Nor had Mr Gibbons responded to Councillor Kerr's email dated 5 August 2019 regarding the speed limit on Long Lane and the proposals for the installation of a roundel and a rumble strip and a pedestrian crossing near the Fiddlers Lane junction. Councillor Kerr invited Councillor Simon Eardley to make discreet enquiries to find out if there was a reason why responses were not forthcoming. Councillor Eardley informed that he would take up this invitation.

RESOLVED:

That the report be received and the Clerk be requested to forward the emails referred to above from herself and Councillor B Kerr to Jim Gibbons to Councillor Simon Eardley.

85. 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) 19/02657/FUL

Proposal: Single storey extension.

Location: Lochaber, 20 Aspen Grove, Saughall.

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

(ii) 19/03069/FUL

Proposal: Change of use of land for the siting of caravans and associated infrastructure work.

Location: Ash House, Parkgate Road, Saughall.

'The Parish Council has concerns over the visibility when entering and exiting the site.'

(b) Planning Decisions

RESOLVED:

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

(i) 19/02014/FUL

Proposal: Erection of brick walls (1300mm in height), timber gates and brick gates and brick gate pillars (1400mm in height) – partly retrospective.

Location: Wilbur Cottage, Long Lane, Saughall.

"Refusal."

(c) 122 Hermitage Road, Saughall

The Clerk had asked the Planning Enforcement Officer for an update on the above address and had been informed that a strongly worded letter had been sent informing the land owner that the Planning Authority could not wait much longer and a deadline had been set for the middle of August 2019.

RESOLVED:

That the report be received.

(d) 153 Hermitage Road, Saughall

The Clerk had asked the Planning Enforcement Officer for an update on the above address and had been informed that she had written to the land owners at the address and requested the submission of a plan to clean up the site. They had been given ten days to submit this plan. If she did not hear back from the land owner then she would serve a S215 notice to require the clean-up of the land within a specified time period (usually 6 – 8 weeks). She was hopeful of the owners' cooperation in this matter, but did not have formal powers to ensure a resolution should the need arise.

The owners had not responded to the Planning Enforcement Officer's letter so she was now in the process of drafting a Section 215 notice requiring them to carry out set steps to remedy the condition of the land which would be issued by the end of the month.

RESOLVED:

That the reports be received.

(e) Pear Tree Farm

Councillor A Bailey informed that there was an issue with the S106 Agreement.

RESOLVED:

That the report be received.

86. ACCOUNTS

(a) Payments made since the meeting of the Council held on 5 August 2019

RESOLVED:

That the following payments be approved:

<u>Financial Year 2019/2020</u>	<u>£</u>	<u>Cheque No</u>
Modern Ironage Designs (Repairs to damaged height Restrictor – Golden Jubilee Park)	135.00	200191
Mr JE Davies (Litter Picking in August)	131.20	200192
Mrs S Hudspeth (Salary)	708.66	200193
Mrs S Hudspeth (Expenses)	61.50	200194
Chester Handbooks (Newsletter)	144.00	200195

(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) 2019 Election

The Clerk had received an email dated 23 August 2019 from Lauren Carson, Democracy and Elections Officer informing that the cost of this year's contested Election was £2,119.90 and asking if the Council wanted to pay the amount in one payment, or in two over two years.

RESOLVED:

That the Election be paid for in one payment made this year on receipt of the invoice.

87. SAUGHALL HOUSING SURVEY

Councillor A Bailey reported that the survey questionnaires had been distributed and responses were due back by 4 October 2019. Boxes for their collection had been left at the Co-op Stores, the Pharmacy and Lynda's Tea Rooms.

RESOLVED:

That the report be noted.

88. SAUGHALL MATTERS

(a) Remembrance Sunday – 10 November 2019

Councillor A Bailey proposed that the names of those who had fallen which were on the War Memorial plaques in Saughall be stencilled onto 45 of the 110 poppies procured to be displayed on the lamp posts on the main streets in Saughall during November. Also, an invitation could be extended to any member of the community to add the details of any of their relatives who had perished during any conflict to the remaining poppies. The poppies could be used for the next three years and then be replaced. Residents could be informed of this by public notices, social media and word of mouth.

Councillor Bailey also informed that the Rotary Club had agreed to help put the poppies up on the lamp posts and he was trying to get a bugler to play at the Remembrance Sunday Service at the War Memorial.

RESOLVED: That

(1) the report be received;

(2) the proposals to stencil the names of those who had fallen which are on the War Memorial plaques in Saughall onto 45 of the 110 poppies procured to be displayed on the lamp posts on the main streets in Saughall during November and to invite members of the community to add the details of any of their relatives who had perished during any conflict to the remaining poppies be agreed.

(b) Neighbourhood Management Committee

Councillor Mrs JM Young reported that the Summer Play Scheme had been 'peculiar' this year and hard to manage. Next year rules would be introduced about paying in advance.

Councillor Mrs Young also reported that the Fish and Chip Supper scheduled for 13 December 2019 was being held in support of next year's Summer Play Scheme. She also informed that her Committee now had sufficient funding in place to procure a defibrillator to be located outside of the Egerton Arms Public House.

RESOLVED:

That the reports be received.

(c) Virgin Media Works

The Council received an update on the ongoing works in the village. Work had stopped on Hermitage Road. Work on Rakeway still had to be completed as well as a lot of work on The Ridings. Currently, Virgin Media was working on Saughall Hey.

RESOLVED:

That the report be received.

(d) Vernon Institute Clock

It had been proposed that the Vernon Institute Clock should be cleaned. The Council considered a quote received from The Cumbrian Clock Company to carry out this work.

RESOLVED:

That the Clerk be requested to obtain a further quote from Smiths of Derby to clean the Vernon Institute Clock.

(e) Saughall Signs

The Council considered the village signs and agreed that the one on Long Lane was fine. It was noted that the sign on Hermitage Road had recently been replaced by Cheshire West and Chester Council but Members were unsure of the status of the sign on Seahill Road.

RESOLVED:

That the Clerk be requested to ensure Saughall signs are on the agenda for the next Council meeting scheduled for 7 October 2019 and, in the meantime, Members be requested to assess the Saughall sign on Seahill Road.

89. PARISH COUNCIL SURGERIES

(a) Surgery Report – 31 August 2019

Councillor M Johnson reported that no one had attended his Parish Council Surgery. He considered that the best way forward was to hold the Surgery on the same day or date each month.

Councillor A Bailey reported that he would discuss when was best to hold a joint Surgery with the Police with PC Rob Brown.

RESOLVED:

That the reports be received.

(b) Next Surgery

RESOLVED:

That no date be identified for the next Parish Council Surgery at this stage.

90. THE CHESHIRE ASSOCIATION OF LOCAL COUNCIL'S ANNUAL MEETING FROM 7PM – 9PM ON THURSDAY, 24 OCTOBER 2019 AT MIDDLEWICH CIVIC HALL

RESOLVED: That

(1) Councillors A Bailey, M Johnson and A Warrington be requested to represent the Council at the Annual Meeting; and

(2) this Council will not submit a Motion for consideration at the Cheshire Association of Local Council's Annual Meeting this year.

91. COMMUNICATIONS RECEIVED

RESOLVED:

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

- (a) notes of a meeting between Cheshire West and Chester Council Officers and representatives of the Cheshire Association of Local Councils held on 2 July 2019 about parking enforcement;
- (b) emails in respect of the Council's support for Cheshire West and Chester Council's Public Space Protection Orders – Dog Control;
- (c) a letter dated 12 August 2019 from Councillor Stuart Hulse, Chairman of the Cheshire Association of Local Councils regarding a vacancy on the Management Board; and
- (d) a letter dated 22 August 2019 from David Keane, the Police and Crime Commissioner inviting Town and Parish Council Members to a meeting with him at 6:30pm on Thursday, 5 September 2019 at Cheshire Constabulary Headquarters in Winsford.

Councillor A Warrington informed that he intended to attend this meeting.