

MINUTES OF A REMOTE MEETING VIA ZOOM OF SAUGHALL AND SHOTWICK PARK PARISH COUNCIL held on Monday, 5 October 2020

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 JE Storrar
Councillor A Warrington
Councillor Mrs JM Young
Councillor PP Young

Cheshire West and Chester Councillor Simon Eardley (Part)
Dave Glavin, Internal Auditor
Graham Hudspeth, Responsible Financial Officer (Part)

202. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Mrs L Rutter, PC Hannah Forrest and PCSO Wendy Leason.

203. URGENT BUSINESS - SAUGHALL COLTS USE OF THE GOLDEN JUBILEE PARK

Councillor A Bailey informed that he intended to consider an urgent item of business which was the Saughall Colts use of the Golden Jubilee Park as it was a matter that needed urgent resolution and could not await the next meeting of the Council scheduled for 2 November 2020. This would now be considered at Item No. 11 (e) on the agenda. (Minute No. 213 (e) refers.)

204. MEMBERS' CODE OF CONDUCT – DECLARATIONS OF INTEREST

No declarations of interest were received.

205. MINUTES

RESOLVED:

That the Minutes of the meeting of the Council held on 14 September 2020 be confirmed as a correct record.

206. 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 scheduled for 5 October 2020 on 25 September 2020.

RESOLVED:

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

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

Councillor Simon Eardley reported on the following matters:

- School Transport – There had been correspondence with Stagecoach who had agreed to adjust timings to avoid congestion. This was a positive step forward. Negotiations were continuing and a sensible conclusion would be reached soon. Councillors Mrs K Evans and Mrs JM Young were thanked for their work on the school transport arrangements.
- Resurfacing works etc. had been carried out on Long Lane. Councillor B Kerr expressed his appreciation for all the work that had been put in to getting these works done. He also reported that Councillor Eardley had made an offer from his Local Ward Member Budget to the Highways Working Group to part fund a Vehicle Activated Sign for Seahill Road.
- White Paper – Planning for the Future – It involved three zones of land. The aspiration was to streamline planning in general terms. The Local Plan would be especially important and local councils needed to influence it and set the zoning criteria. The Parish Council was urged to make its views known. If Members considered that the proposals were not satisfactory, from a community point of view, they needed to say so. It was noted that this was a long and complicated subject.
- Chester's controversial bus lanes had been reinstated for a six-month period and a one-way system around the inner ring road was to be implemented soon.
- Andy Raynor, Principal Engineer – Environment and Communities at Cheshire West and Chester Council had agreed to chase up Chris Matheson MP regarding the flooding issues being experienced by residents at Willow Hey/Fairholme Close.
- Some telephone kiosks had been removed but hopefully not the one on the junction of Long Lane and Fiddlers Lane as BT had indicated it would be put to alternative use.
- Councillor Eardley would ask for an update from planning officers on the new houses being built on the Peartree Farm site.

RESOLVED:

That Councillor Simon Eardley be thanked for his informative report.

208. POLICE REPORT

A very extensive Police Report had been circulated to Members the previous week. It showed incidents/crimes committed between 1 and 29 September 2020 in the Chester area. Members liked the new format of the report and

were informed that PC Hannah Forrest intended to continue with this format when submitting her Police Reports in future.

RESOLVED:

That the content of the Police Report be noted.

209. WORKING GROUP REPORTS

(a) Business

Councillor A Bailey reported that the Working Group had met and considered the following:

(i) Annual Risk Assessment

A review had been carried out and the only change was that Holding Virtual Council Meetings, because of the risk of catching Covid-19 and the rules on social gatherings in doors, had been added to the Annual Risk Assessment as the first item. This would continue until the end of the 2020/21 Financial Year, but it would be reviewed again in March 2021, depending on the situation with the Pandemic and any vaccination being made available.

RESOLVED: That

(1) the revised Annual Risk Assessment be agreed, and Virtual Council Meetings continue until the end of the 2021 Financial Year when there will be a further review of meeting arrangements; and

(2) the Clerk be requested to post a copy of the revised Annual Risk Assessment on the Council's website.

(ii) Council's Business Plan and Action List

Both documents had been reviewed and some slight amendments made to tidy them up.

RESOLVED:

(1) the revised Council's Business Plan and Action List be agreed; and

(2) the Clerk be requested to post a copy of the revised Council's Business Plan and Action List on the Council's website.

(iii) Internet Banking

The Clerk had investigated how the Council could move forward with internet banking and had completed an online form. All bank signatories had signed some paperwork that had been returned to the

bank. A response was now awaited from the bank and arrangements would still need to be made to ensure that each transaction would involve input from and authorisation of two signatories.

RESOLVED: That

(1) the report be received; and

(2) a progress report be provided at the next meeting of the Council scheduled for 2 November 2020.

(iv) Computer for the Clerk

The Clerk informed the Council that the all-in-one computer she wanted to purchase from John Lewis' for £549.99 was currently out of stock and she would look at other options. It was noted that a Microsoft Office 365 package would be procured as soon as the Clerk took delivery of the computer.

RESOLVED: That

(1) the report be received; and

(2) a progress report be provided at the next meeting of the Council scheduled for 2 November 2020.

(b) Golden Jubilee Park

(i) Report of the Working Group

Councillor Mrs JM Young presented a report that included the following matters:

- A temporary litter picker had been employed during July/August 2020 as Mr JE Davies had been unwell and in hospital. Mr Davies had now returned to work and the temporary litter picker had left.
- One of the green benches had been removed from its fixings and moved onto the Multi-Use Games Area and Mr J Baker had returned it to its original position and had fixed it to the ground.
- The pond had become overgrown around the edges. Mr Baker had cleared away the vegetation and replant some oak saplings retrieved from the pond.
- The Annual Inspection of the Play Equipment had been carried out by Mr A Dymond and his written report had been received. There were no serious problems identified.
- The internal hedges and some trees at the front of the Uniformed Group's Headquarters had been trimmed by Mr Baker along with an area of wild grass.

- Following a site inspection two approximate quotes to replace a gate post and rehang the gate leading from the car park had been received (£200 and £250).

RESOLVED: That

(1) the content of the report be noted; and

(2) the quote in the sum of approximately £200 be accepted to replace the gate post and rehang the gate.

(ii) Saughall Cricket Club and the Joint Use Agreement for the Golden Jubilee Park

Councillor B Kerr proposed that, in the light of the Cricket Club informing it would not be playing its matches in the Golden Jubilee Park next season, a review of the Joint Use Agreement for the Golden Jubilee Park be carried out.

It was noted that some time ago, the Council had purchased additional land on Fiddlers Lane for field sports. Originally, this land had been set out for cricket and football, but the Colts had only used it once.

Councillor Kerr reminded Members that some of them wanted to protect the cricket square and queried why this was so, if cricket was no longer to be played in the Golden Jubilee Park. He considered that a decision needed to be made on whether to maintain the cricket square or not. The Park was a valuable asset and the future management of the site needed to be agreed.

RESOLVED:

That the Business Working Group be requested to review the Joint Use Agreement for the Golden Jubilee Park and present recommendations on its future management to the next meeting of the Council scheduled for 2 November 2020.

(c) Communications and Marketing

Councillor DF Holman reported on the following matters:

(i) Broadband – Including the Top of Long Lane

Councillor DF Holman had attended a meeting with the Project Team. He informed it was not getting the support of Saughall residents, but they would benefit in the long run.

RESOLVED:

That the report be noted.

(ii) Parish Council Newsletter

The Council had not produced a Newsletter since February 2020 because there had been no Mollington and Saughall Handbooks being printed. These handbooks were now back in production and so Anna Manning would be asked if she was willing to edit a December 2020 edition of the Parish Council Newsletter.

RESOLVED:

That the report be noted.

(iii) Website Conformance

The Council was aware that by 23 September 2020, all council websites must meet accessibility requirements to comply with the Web Content Accessibility Guidelines (WCAG). If the Council's website did not meet accessibility requirements it would be in breach of the Equality Act 2010 and the Disability Discrimination Act 1995.

Councillor Holman reported on the work he had completed on the website and the documents he had posted on it including three documents about the history of Local Government in Saughall since the 1880s, the last ten Parish Council Newsletters and a list of Parish Council Chairmen. It was also noted that Councillor A Bailey had included planning applications back to 2014, including comments and decisions.

The Accessibility Guidelines were now also on the website and the Council now met the requirements so this item could be removed from future agendas.

RESOLVED: That

(1) the report be received; and

(2) Councillor DF Holman be thanked for his hard work in ensuring website accessibility requirements are met.

(d) Highways

Councillor B Kerr informed that the Working Group's number one priority had been achieved as the resurfacing work on Long Lane had been carried out and the extension of the 30 MPH limit beyond the boundary of the Golden Jubilee Park had been achieved at the same time as the resurfacing with the 30 MPH roundels now in place.

The Working Group was now turning its attention to the Vehicle Activated Signs, one on Long Lane and one at Little Saughall (Hermitage Road) but no date had been agreed to install these yet. Cheshire West and Chester

Council's Principal Engineer – Place, Mrs Kay Parry had agreed to follow this up and Councillor Kerr informed that he would be in touch with her again to establish when this installation work would take place.

Councillor Kerr also informed that Councillor Simon Eardley had indicated that because of residents' concerns, he may be able to provide some funding to contribute towards a Vehicle Activated Sign on Seahill Road. Councillor Kerr had asked Mrs Parry if it could be installed without a contribution from the Highways Authority if the Parish Council and the Local Ward Member funded it between them. She had agreed to provide costings for this.

RESOLVED:

That Councillor Kerr be thanked for his informative report.

210. PLANNING MATTERS

(a) Planning Applications

It was noted that no planning applications had been received from Cheshire West and Chester Council, the Planning Authority since the last Parish Council meeting on 14 September 2020.

(b) Planning Decisions

There were no planning decisions to note.

(c) White Paper – Planning for the Future

It was reported that the Cheshire Association of Local Councils (ChALC) had been in discussions about responding to the long consultation document and that it had access to a former planning officer. The Government proposed to take away local decision-making, this would mean that the local government planning system would be centralised and there would be a lack of local scrutiny.

RESOLVED:

That the Clerk be requested to inform the Chief Executive Officer at ChALC, Mrs Jackie Weaver that this Council is not in agreement with the removal of scrutiny and local decision-making but is happy to support ChALC's response and will not be responding to the consultation itself.

(d) Peartree Farm Site

Councillor A Bailey reported that he and Councillor PP Young had attended a meeting/site visit on 30 September 2020, and it was proposed to hold further meetings. The next meeting/site visit was in approximately one month's time and Councillor Mrs JM Young and a near neighbour

would be invited to attend. Councillor A Warrington indicated he too would like to attend a future meeting/site visit. It was noted that attendees at these meetings were being restricted because of Covid-19.

It was noted that the Building Regulations Team was also making regular visits to the site, two or three times a week.

The development was being built in three phases and affordable housing was in Phase 1. The Housing Association Step Forward Homes was involved with this. It was expected that Phase 2 would commence in December 2020 and Phase 3 would commence February 2021. It was also expected that the development would be completed by April/May 2021. Members were informed that the whole development was worth approximately £8.2 million.

RESOLVED:

That the report be noted.

211. FINANCE REPORTS

(a) Audit of 2019/20 Accounts

The External Auditor's report was still awaited.

RESOLVED:

That the position be noted.

(b) Payments made since the meeting of the Council held on 14 September 2020

RESOLVED:

That the following payments be approved:

<u>Financial Year 2020/2021</u>	<u>£</u>	<u>Cheque No</u>
Mr JC Baker (Secure seat and remove shrubs and saplings from the Pond)	420.00	200298
Vernon Institute (Clock Tower – LED Light Fittings)	361.80	200299
Mr JE Davies (Litter Picking in September 2020)	139.52	200300
Mr P Derosé (Litter Picking in July & August 2020)	156.96	200301
Mrs S Hudspeth (Salary – October 2020)	734.18	200302
Mrs S Hudspeth (Expenses)	127.62	200303
HM Revenue & Customs	737.82	200304

(c) Receipts

RESOLVED

That it be noted that no receipts have been received.

(d) Cash to Bank Reconciliation

RESOLVED:

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

212. MID-YEAR REVIEW OF THE BUDGET

The Council considered an estimate of expenditure from 1 April to 31 March 2021 prepared by the Responsible Financial Officer and discussed other proposed expenditure that may occur during the remainder of the Financial Year and, in particular, the cost of lighting up the Vernon Institute (Minute No. 213 (a) refers) and the cost of speed indicator devices, still awaited from Cheshire West and Chester Council and any contribution Councillor Simon Eardley may wish to make.

RESOLVED:

That the Responsible Financial Officer be requested to revise the estimate of expenditure in the light of the cost of lighting up the Vernon Institute Clock Tower (£4,333) and 50% of the expected costs of two speed indicator devices (£7,500) and present the revised estimate to the next meeting of the Council scheduled for 2 November 2020.

213. SAUGHALL MATTERS

(a) Remembrance Sunday – 8 November 2020

Councillor A Bailey informed that the Vernon Institute Management Committee had approved the proposal to put up a banner (carrying the message 'Saughall Remembers') at the front of the Vernon Institute. The cost of the banner was £130 + £40 design costs.

Councillor Bailey also reported that the Clerk had ordered an additional 30 poppies to go up on the lampposts at a cost of £90. He had asked the Rotary Club for help in putting all the poppies on the lampposts and sought volunteers across the Council. The poppies would be put up at the beginning of November.

Councillor PP Young reported he had a quote from a local company (LMC Lighting and Electrical Services at Sandycroft) for lighting up the Clock Tower in the sum of £4,333.57. Small flood lights would be well secured on the walkway. The company had indicated that the lighting would be installed before Remembrance Sunday. Members agreed that this was a

particularly important project for this year, as because of Covid-19, a proper Remembrance Service would not be held in the village.

RESOLVED unanimously: That

- (1) the reports be received; and
- (2) the Clerk be requested to inform LMC Lighting and Electrical Services that they have been awarded the contract for the lighting work on the Clock Tower to be carried out at the Vernon Institute before Remembrance Sunday, in the sum of £4,333.57.

(b) Christmas Lights

Councillor A Bailey reported that the order had been placed with The Christmas Decorators to install coloured Christmas lights on 37 lampposts which would be lit from 1 to 31 December in 2020, 2021 and 2022 between 4pm and 11pm. However, it was proposed that the lights continue to be switched on each evening until Twelfth Night – 6 January 2021. The lights would cost £3,700 per year + vat.

Councillor Mrs JM Young asked Members to consider holding a Best Christmas Decorated Front Window Competition during December 2020.

RESOLVED: That

- (1) the reports be received;
- (2) the Clerk be requested to arrange for the Christmas Lights to be switched on each evening from 1 December 2020 until 6 January 2021; and
- (3) further consideration be given to a Best Christmas Decorated Front Window Competition at the next meeting of the Council scheduled for 2 November 2020.

(c) VE DAY – Tree Planting

Marking VE Day Permanently – Planting Five Oak Trees

Councillor M Johnson informed that the Golden Jubilee Park Working Group had discussed and agreed where the English Oak Trees could be planted. They could be planted between the months of November and February and they would be planted in a crescent/semi-circle design, five metres apart. It was queried whether there would be a marker stone inset and the Council was informed that there would be a stone which would be decided upon in the spring.

RESOLVED: That

(1) the report be received;

(2) the Clerk be requested to order the five English Oak Trees from Morrey's Garden Centre.

(d) Saughall Surgery

The Council was aware, from various emails that had been attached to the agenda for the meeting, that the Doppler Service and Influenza Vaccinations were not available at the Saughall Surgery. Patients had to travel to the City Walls Surgery in Chester to access these.

Councillor M Johnson reported that the Saughall Surgery was probably safe, but the Parish Council had no say in which services would be provided there. It was noted that some patients needed to take four buses to get to the City Walls Practice. However, centralised services would become more and more prevalent.

Members agreed that the Council had made a useful intervention and thanked Councillor Johnson for his input on this important issue.

RESOLVED: That

(i) the report be received; and

(ii) Councillor M Johnson be thanked for his research into the services being provided at the Saughall Surgery and at the City Walls Practice.

(e) Saughall Colts Use of the Golden Jubilee Park

Emails had been circulating so Members were aware that Chris Collins, on behalf of the Saughall Colts, had requested that they be allowed to use the Golden Jubilee Park to play their matches (on Saturdays and Sundays) from Saturday, 3 October 2020. The Colts wanted to use the Park on a more long-term basis because flooding issues during the winter and wet periods, at their ground on Seahill Road in Sealand, had meant that some of the children were unable to play.

Mr Collins had informed that it was important to get the children playing football as they had been locked down for extended periods because of the Coronavirus Pandemic which had had a negative impact on some of the children's mental health. It was known that playing sport and exercising was a massive benefit to help combat this.

Permission had not been given to the Colts to use the Park because Members needed to discuss the request and related issues first and come to a decision (e.g. how many of the Colts lived in Saughall, the number of matches to be played each day, parking provision, drop offs, possible

traffic congestion and the related safety aspects along with the impact it would have on Saughall residents.) at this Council meeting.

Councillor M Johnson had asked Mr Collins several questions via email which he read out along with the answers he had received.

Councillor Mrs JM Young informed that she had met with a representative of the Colts the previous day and that they wanted permission to use the Park for a trial period (weekends 10-11 and 17-18 October 2020, kick-offs 9am and 11am) and that Mr and Mrs Johnson had, helpfully, agreed to provide the Colts with parking at Oaktree Nurseries on Fiddlers Lane.

Members were then asked for their views and the consensus was that they wanted to be helpful and did support going ahead with a trial period for the Colts. Members noted that the two proposed pitches were away from the cricket square, agreed that parking at the Johnson's would only be for the parents/carers of the Colts, agreed that the Park gate nearest to Oaktree Nurseries could be opened for the children to gain access and agreed that a Member of the Council would need to monitor the proceedings over the two trial weekends. Also, if things went drastically wrong, it was agreed that the Chairman would call an immediate halt to the trial.

RESOLVED: That

- (1) Saughall Colts be allowed to use the Golden Jubilee Park for their football matches during a trial period on 10-11 and 17-18 October 2020;
- (2) Councillor Mrs JM Young be requested to monitor the proceedings when the Colts played their matches in the Golden Jubilee Park;
- (3) Councillor Mrs JM Young be requested to report back on her findings to the next meeting of the Council scheduled for 2 November 2020 when a review of this trial will be carried out; and
- (4) the Clerk be requested to inform Mr Collins: That
 - (i) it is agreed that the Colts can have a two-week trial period playing football in the Golden Jubilee Park, during which time Members will be observing how things go and generally monitoring the situation;
 - (ii) arrangements have been made for parents/carers of the children playing football to park their vehicles at Oaktree Nurseries and use the closest gate to access the Park; and
 - (iii) the car park in the Park is to be left for other users of the facilities available in the Park.

214. CHESHIRE ASSOCIATION OF LOCAL COUNCILS' (ChALC) ANNUAL MEETING USING ZOOM PLATFORM AT 7PM ON THURSDAY, 19 NOVEMBER 2020

(a) Representation

RESOLVED:

That Councillors A Bailey, Mrs JE Storrar and A Warrington be requested to represent the Council at the remote ChALC Annual Meeting.

(b) Notice of Motion

RESOLVED:

That Councillors M Johnson and A Bailey be requested to put together wording for a Motion to be submitted to ChALC by the deadline of 30 October 2020 and debated at the remote ChALC Annual Meeting regarding putting pressure on the Cheshire Police and Crime Commissioner to address speeding traffic in rural areas.

215. CASUAL VACANCY ON THE COUNCIL

The Clerk reported that she had now received and accepted Mrs R Lowe's resignation from the Council. She had declared a Casual Vacancy and informed the Election Officers at Cheshire West and Chester Council. They had responded informing that the deadline for an election to be called was 16 October 2020 and they would contact the Clerk on 19 October 2020 to confirm the situation.

RESOLVED:

That a report on whether an Election has been called be included on the agenda for the next meeting of the Council scheduled for 2 November 2020.

216. COMMUNICATIONS RECEIVED

No communications had been received that had not already been considered at this meeting.