

**MINUTES OF A REMOTE MEETING VIA ZOOM OF SAUGHALL AND SHOTWICK PARK PARISH COUNCIL held at 7pm on Monday, 1 March 2021**

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

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

**274. APOLOGIES FOR ABSENCE**

Apologies for absence were received from PC Hannah Forrest and PCSO Wendy Leason.

**275. MEMBERS' CODE OF CONDUCT – DECLARATIONS OF INTEREST**

No declarations of interest were received.

**276. MINUTES**

RESOLVED:

That the Minutes of the meeting of the Council held on 1 February 2021 be confirmed as a correct record.

**277. 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 1 March 2021 on 19 February 2021.

The Clerk informed that she needed more details before she could write to thank the family engaged in litter picking in the woods.

RESOLVED: That

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

(2) details be provided for the Clerk so that she can send the thank you letter requested by the Council.

278. Cheshire West and Chester Council's Waste Consultation

Councillor A Bailey had provided a draft response to the consultation which had been circulated with the agenda. Members confirmed that they were happy with the draft.

RESOLVED:

That the response provided by Councillor Bailey be sent by the Clerk to the Principal Authority as this Council's official response to the consultation.

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

Councillor Simon Eardley reported on the following matters:

**(a) Issues of Litter left after Refuse Collection – Follow up from February Meeting**

Following the last meeting, Councillor Eardley had taken up the issues around household refuse being left behind in the street after Cheshire West and Chester Council's Recycling collections. The initial response had been as follows on 2 February 2021:

*“Although Covid does continue to create some challenges, we have managed to navigate our way through the recent spike of absenteeism of our employees and even with this in mind we expect to maintain the high standards that you usually receive. We have recently updated all the vehicles to have 360-degree CCTV, so Steve may be able to obtain footage to support the investigation. As you know we take all incidents like this very seriously and will rectify as soon as possible.”*

Councillor Eardley reported that this was followed up on 8 February 2021:

*“Just to keep you updated I had the supervisors monitor the operative's performance on the vehicle cameras whilst collections were being made around “Seahill/Church Road/Crofters way” which is completed by three separate crews, and to be honest they could not find any evidence of spillage. I have a supervisor out in the field today who will be looking in to pre and post collections of that area including Hermitage road and will feed back to me later.”*

Councillor Eardley asked Parish Councillors to continue to keep him updated if they heard of similar complaints and he would be pleased to let the team know.

**(b) Fiddlers Lane Flooding**

There had been comment about flooding issues on Fiddlers Lane, specifically near the junction with Kingston Court, over the last few weeks.

In short, there was a blocked drainage gully on the Golden Jubilee Park side of the road causing excess water over the carriageway and this had resulted in severe ice on the pavement when the weather had been particularly cold in mid-February. Councillor Eardley had viewed the site on 13 February 2021 and had logged it with Cheshire West and Chester Council for wider investigation. He was not aware that this has been actioned (it transpired a job had already been raised, confirmed 16 February 2021). It seemed to him that it was likely that there was a collapse somewhere in the drainage network which was causing the blockage. Councillor Eardley agreed to update Members on progress as and when investigations were undertaken.

**(c) Grit Bin, Hermitage Road**

This bin appeared to have been empty for some time but following a report on 13 February 2021 it was filled the following week. This sort of routine 'infrastructure' neglect was unacceptable, a point Councillor Eardley had raised with officers. At the time of the grit bin being emptied, it appeared the litter that was in it had been dumped on the road. Again, this was clearly unacceptable, and officers had been informed that this must not happen again.

**(d) Request for Litter Bins on a Public Right of Way (PROW)**

Councillor Eardley had received a request for the possible installation of a litter bin (or more) on PROW route 'Saughall FP3' which ran from Fiddlers Lane to Parkgate Road. Officers were looking into the matter, but the initial response was that this was unlikely, particularly at the Parkgate Road end, where there was nowhere safe for a vehicle to stop to empty any such bin. However, the StreetCare team would look at the whole location. In the meantime, the PROW Officer had agreed to install some modest signage on any PROW infrastructure to remind people about not dropping litter. This was likely to be take place week commencing 1 March 2021.

**(e) Shotwick Park Estate**

As detailed at the February Parish Council meeting, a report had been presented to the meeting of the Cheshire West and Chester Council's Cabinet meeting on 10 February 2021 which sought the Cabinet's approval for the approach to be taken around the 'disposal of the Shotwick Park Estate', relating to just over 500 acres of land. Councillor Eardley had been pleased to have the opportunity to address the meeting and had endorsed the report, which was given unanimous approval. This now meant that the acquisition by Lex Greensill should now proceed at pace. It was Councillor Eardley's understanding that the substantive agreements were in place, but he was not aware of how quickly they could be implemented/realised. After many months of planning and negotiation, this had been incredibly positive news around this project.

The full report, minus some commercially sensitive information, could be read via the link below (item 14, pages 437 to 462). Link here: <http://cmttpublic.cheshirewestandchester.gov.uk/documents/g6224/Public%20reports%20pack%2010th-Feb-2021%2010.00%20Cabinet.pdf?T=10>

Members were made aware that Lex Greensill was optimistic that he would be signing a contract for the land in the summer.

**(f) Other Matters**

Willow Hey – Councillor Eardley was still awaiting the requested Cheshire West and Chester Council’s response to the issues he had raised at a Parish Council meeting some months ago and as previously detailed in reports to the Parish Council. He had chased this with officers.

Kingswood Lane Gullies – Councillor Eardley had received confirmation on 16 February 2021 that United Utilities had attended the site of three blocked gullies at the entrance to Kingswood Lane and renewed sensors within the drain. He was not aware that the jetting works requested had been undertaken. Councillor Eardley had sent a ‘chase’ via senior officers.

A Cheshire West and Chester Council meeting had been held on 25 February 2021 to set the 2021/22 Budget and the Council Tax. An increase of 4.99% had been agreed on the latter (supported by all Labour, Liberal Democrat, Green and Independent Councillors) which was made up of 3% to help fund adult social care and 1.9% on general matters. Councillor Eardley had voted against both the overall Budget and the Council Tax increase.

Land Adjacent to the Golden Jubilee Park - Councillor Eardley informed that Cheshire West and Chester Council Planning Officers had not been out to investigate but it was on their radar.

Councillor Eardley agreed to find out the position in respect of 122 Hermitage Road.

RESOLVED:

That Councillor Simon Eardley be thanked for his comprehensive report.

280. POLICE REPORT

PCSO Wendy Leason had submitted a written report covering the period from 6 to 26 February 2021. The report included brief details of one drive off from the Red Ensign Garage, various suspicious activity, covid breaches, two thefts, a concern for welfare and a crash on Parkgate Road.

RESOLVED:

That the content of the Police Report be noted.

281. GOLDEN JUBILEE PARK – GROUNDS MAINTENANCE TENDER PROCESS

It was reported that eight tenders had been received by the Clerk. The Business Working Group had met earlier in the day to consider them. The Council would make its decision on who to award the contract to later in the meeting during the absence of the press and public. (Minute No. 288 refers.)

RESOLVED:

That the report be noted.

282. WORKING GROUP REPORTS

(a) Business

It was reported that the Business Working Group had met earlier in the day to discuss the tenders received to carry out the maintenance work in the Golden Jubilee Park.

RESOLVED:

That the report be received

(b) Golden Jubilee Park

Councillor Mrs JM Young reported that the Golden Jubilee Park Working Group had numerous sites in mind for the location of additional dog bins. She queried who would be emptying them. It was noted that there were rules and regulations in respect of the equipment needed and the disposal of rubbish etc. Councillor Simon Eardley agreed to find out how dog waste should be disposed of.

The Colts had requested that they play football in the Golden Jubilee Park again from 29 March 2021, if the ground was suitable. The goal posts would be removed after each game.

RESOLVED:

That the report be received.

(c) Communications and Marketing

Councillor DF Holman informed that the Communications and Marketing Working Group had met on 17 February 2021 and a copy of its report and recommendations had been circulated to Members.

Matters discussed had been:

(i) The Parish Council Newsletter

The next Newsletter would be included in the March edition of the Mollington and Saughall Handbook.

(ii) Noticeboards

The National Association of Local Councils Framework for Local Councils strongly recommended that local noticeboards should permanently display:

- (a) names and contact details of local Councillors;
- (b) a calendar of forthcoming Council meetings;
- (c) names and contact details of local Police Officers; and
- (d) any other local information which residents may require in an emergency (such as locations of Defibrillators).

**Recommended:**

**That the Council adopts this recommendation but as regards point (a), the Working Group seeks clarification from Members as to which of email address/telephone number/ home address they wish to see displayed in this way.**

(iii) Social Media/Facebook

Currently Councillor Mrs L Rutter hosted the Parish Council's Facebook pages alongside her personal pages though it had previously been recommended that they should become a separate entity. However, following a survey of "Saughall" Facebook pages (of which there were many) the Working Group considered that to reach the largest possible audience the Council should utilise the "Saughall Village" Facebook pages for news and events as this seems to be looked at daily by many villagers.

**Recommended: That**

- (1) Councillor Mrs L Rutter be requested to remove the existing Parish Council pages and continue with new posts on "Saughall Village";**
- (2) the Communications and Marketing Working Group continue to monitor the NextDoor social media platform to ascertain whether the Council could make effective use of it.**

(iv) Council Email Address

It was emphasised that Members should use the @saughall.gov.uk email address for all Council related email to keep distinct their personal email address which needed to be advertised to support their roles as Councillors. This was for their own protection.

(v) Remote Meetings

Recent national recommendations had supported the continuation of remote meetings or hybrid meetings to support local government work, even when the coronavirus pandemic was over. Consequently, the Working Group recommended that the Council adopted a formal protocol (which had been circulated to Members) for such meetings, in the event it could continue to hold remote meetings in the future.

**Recommended:**

**That the Council adopts the protocol for remote meetings.**

RESOLVED: That

- (1) the report be received;
- (2) the recommendations made by the Communications and Marketing Working Group be agreed;
- (3) Members contact details - names, telephone numbers and Council email addresses be displayed on the Council noticeboards; and
- (4) the protocol for remote meetings be reviewed in twelve months' time.

(d) Highways

At the last meeting of the Council held on 1 February 2021 Councillor B Kerr had informed that Kay Parry, Cheshire West and Chester Council's Principal Engineer – Environment and Communities had written to inform him that she had followed up the request with the Street Lighting Team regarding arranging the order of the initial three Vehicle Activated Signs (VASs). She had been advised that a concern, had been raised by the manufacturer, regarding the suitability of the existing lamp columns, to have the equipment mounted on them. This was being followed up by a site inspection, as soon as possible, and the Council would then be informed of the outcome. Once that was resolved, Mrs Parry would move forward with confirming the location of the fourth VAS as that one would not be going on a lamp column as there was not any in that location.

The Council had noted that if the lighting columns could not be used then the Principal Authority would need to erect appropriate columns that could

be used and support the weight of the signs. The Working Group's preferred option, in the first place, had been solar powered lights!

Councillor Kerr now reported that none of the lighting columns were suitable to take the weight so Cheshire West and Chester Council Officers had ordered new lighting columns at no cost to the Parish Council. Consequently, this meant further delay as the work would not now be completed in the current financial year.

Members discussed the situation and considered procuring signs that were incompatible with lighting columns was a disgraceful waste of public money. The signs had been the Principal Authority's choice and it should have checked that they were compatible with the equipment it had already in situ.

It was noted that the Parish Council's preferred option would have been cheaper.

Concerns were raised that Principal Authority's Street Lighting Officers and Highways Officers did not communicate with each other and if the Parish Council's proposal had been agreed the signs could have been installed eight months ago. It was considered that the work had not been joined up and, therefore, it was proposed that a letter of complaint be sent to the Principal Authority because the same problem was likely to occur in other parts of the Borough.

Members also discussed the siting of a VAS on Seahill Road.

RESOLVED: That

- (1) the report be received;
- (2) Councillor B Kerr be requested to provide the Clerk with a form of words so that she can send a letter of complaint to Andrew Lewis, Chief Executive of Cheshire West and Chester Council so that he can investigate how a device which is not compatible with much of the street lighting within the Borough can have been chosen as his Council's approved device; and
- (3) Councillor B Kerr be requested to confirm to Kay Parry, Cheshire West and Chester Council's - Principal Engineer – Environment and Communities the location for the VAS on Seahill Road.

## 283. PLANNING MATTERS

### (a) Planning Applications

The observations on the following planning application(s) were agreed and the Clerk was requested to notify Cheshire West and Chester Council - the Planning Authority, of them:

- (i) 21/00073/FUL  
Proposal: Creation of first floor.  
Location: Kimberley, 58 Church Road, Saughall.

'No objections.'

- (ii) 21/00152/FUL  
Proposal: Variation of condition 7 (amenity space) and 8 (lighting) on planning permission 18/00756/FUL.  
Location: Pear Tree Farm, 185 Hermitage Road, Saughall.

'No objections.'

- (iii) 21/00343/FUL  
Proposal: Porch extension to front.  
Location: 32 Timberfields Road, Saughall.

'No objections.'

- (iv) 21/00298/FUL  
Proposal: Creation of first floor with dormers and velux window to front elevation of roof.  
Location: Brookfield, Long Lane, Saughall.

'No objections.'

(b) Planning Decisions

RESOLVED:

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

- (i) 20/04057/FUL  
Proposal: Erection of single storey front extension and rear conservatory.  
Location: 14 Timberfields Road, Saughall.

"Approval."

(c) Peartree Grange Development

Councillor A Bailey reported that the issues with drainage remained current and a further report would be brought to the next meeting. He also informed that both bungalows had been sold and the new owners were anxious to move in.

Councillor Mrs JM Young informed that the site entrance was very narrow. She had concerns as it was close to a busy double bend and there was speeding traffic.

RESOLVED:

That the reports be received.

(d) Housing Extensions and Domestic Outbuildings Supplementary Planning Document

Cheshire West and Chester Council's Senior Planning Officer, Beth Fletcher had written to the Clerk to update the Parish Council on the status of the House Extensions and Domestic Outbuildings Supplementary Planning Document (SPD).

The consultation responses and proposed revisions to the SPD had been reviewed by the Principal Authority's Places Overview and Scrutiny Committee on 2 December 2020 and Members had recommended to the Cabinet that it be adopted. The Cabinet had then adopted it at its meeting on 13 January 2021. This was now a material consideration for decision-making.

Members were informed that further information and a copy of the adopted SPD and consultation report could be found at [https://cheshirewestandchester.objective.co.uk/portal/cwc\\_ldf/spd/residential\\_extensions\\_spd](https://cheshirewestandchester.objective.co.uk/portal/cwc_ldf/spd/residential_extensions_spd)

RESOLVED:

That the position be noted.

284. FINANCE REPORTS

(a) Payments made since the meeting of the Council held on 4 January 2021

RESOLVED:

That the following payments be approved:

<u>Financial Year 2020/2021</u>	<u>£</u>	<u>Cheque No</u>
Mr JE Davies (Litter Picking in February 2021)	139.52	200337
Mrs S Hudspeth (Salary – March 2021)	734.38	200338
Mrs S Hudspeth (Expenses)	180.83	200339
HMRC	703.53	200340
Chester Handbooks Ltd (March Parish Council Newsletter)	100.00	200341

(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) The Resignation of the Internal Auditor

Councillor A Bailey informed that he had been making enquiries with other Parish Councils on who they had appointed as their Internal Auditors. This would be the subject of discussion at a future Business Working Group.

RESOLVED:

That the report be noted.

285. SAUGHALL MATTERS

(a) Flooding Issues in Saughall and Shotwick Park

RESOLVED:

That the Clerk be requested to remove this item of business from future Council meeting agendas as it was now being considered as part of Councillor Simon Eardley's report. (Minute No. 279 (b) refers.)

(b) Easter 2021

Councillor Mrs JM Young reported that information would be provided later in the week about what was being planned to celebrate Easter.

RESOLVED:

That the report be noted.

(c) Good Citizen Awards

Councillor M Johnson asked Members to consider the possibility of providing Good Citizen Awards to recognise and thank people who were carrying out voluntary work in the village e.g., running groups, helping neighbours etc. He suggested that nominations could be sought via Facebook and the awards could take the form of certificates, gift vouchers or both.

The Council discussed the proposal and how to reward unsung heroes for what they had done during the coronavirus pandemic but formed the view that perhaps holding a village party in the Golden Jubilee Park, later in the year, may be the best way forward.

RESOLVED:

That the Clerk be requested to include an item of business - A Village Party in the Park after the Coronavirus Pandemic on the agenda for discussion at the next meeting of the Council scheduled for Monday, 12 April 2021.

286. COMMUNICATIONS RECEIVED

The following communications were noted:

- An email dated 2 February 2021 from Cheshire West and Chester Council's Green Infrastructure Officer re Trees for Climate Funding. The Principal Authority was trying to identify potential projects for two years that could be delivered in autumn/winter 2021.

The Council could plant trees in the Golden Jubilee Park but needed to carry out necessary drainage work first. The Working Group could consider how to help deliver this project.

Councillor Simon Eardley agreed to inform the Green Infrastructure Officer about Lex Greensill's Shotwick Park Project – the rewilding of Saughall.

- A note from Mrs Rosie Crowe in response to the Clerk's letter of condolence.

RESOLVED:

That the communications received be noted.

287. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED:

That, under section 100 (A) (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business on the grounds that it involved the likely disclosure of exempt information as defined by Paragraph 3 of Part 1 of Schedule 12A (as amended) to that Act (Financial or Business Affairs of any particular person). The Public Interest Test had been applied and favours exclusion.

PART 2 – MATTERS CONSIDERED IN THE ABSENCE OF THE PRESS AND PUBLIC

288. GOLDEN JUBILEE PARK – GROUND'S MAINTENANCE TENDER PROCESS

The Council considered the detail of the eight tenders received for the ground's maintenance of the Golden Jubilee Park and after substantial deliberation it was

RESOLVED: (unanimously)

- . That, subject to Mr Brian Huxley providing satisfactory answers to questions to be asked of him and providing the necessary documentation, the Council's Ground's Maintenance Contract for the Golden Jubilee Park be awarded to him in the sum of £4,700 per annum, for a three-year period from 1 April 2021.