

MINUTES OF THE GREAT BOUGHTON ANNUAL PARISH COUNCIL MEETING HELD ON MONDAY 17th JUNE 2019 AT CALDY VALLEY NEIGHBOURHOOD CENTRE, CALDY VALLEY ROAD CH3 5PR

PART ONE

446	<p>Present: Cllrs Peter Bulmer, Pauline Cox, Steve Collings, Jo Evans, John Griffiths, Amanda Miller, Krissie Myler, Rick Nieto, Mark Pearson, Sue Rigby, John Salt, Keith Scargill, Martin Whiteley</p> <p>Apologies: Cllr Ian Huffer</p> <p>In Attendance: CWaC Cllr Keith Board, Kath Lloyd, Clerk</p>
447	<p>Declarations of Interest: There were no declarations of interest</p>
448	<p>PCSO George Report: The council noted the report from local PCSO Beth George which had been circulated prior to the meeting.</p>
449	<p>Minutes and matters arising: the minutes of the last parish council meeting on 20th May 2019 were approved as accurate with no matters arising.</p>
450	<p>Council Sub-Groups: the minutes of the following sub group meetings were noted:</p> <p>Traffic & Transport – Wed 29th May: The minutes were approved as accurate subject to Cllr Whiteley’s apologies being noted. There were no recommendations for approval.</p> <p>Planning – Tuesday 4th June: The minutes were approved as accurate and there were no recommendations for approval. Recently received Planning Applications were available for scrutiny by the public.</p> <p>Communications & Events – Wed 5th June: The minutes were approved as accurate and there were no recommendations for approval.</p> <p>Open Spaces – Monday 10th June: The minutes were approved as accurate and there were no recommendations for approval.</p> <p>Finance – Thursday 13th June: The minutes were approved as accurate. Cllr Whiteley highlighted that the local audit report had identified no actions needed and that the council’s financial structures were robust. However, it also reinforced the need for the council to continue to build its reserves.</p>
451	<p>Report from Cheshire West and Chester Councillors: Cllr Board highlighted that Bishops Bluecoat Church of England High School is conducting a public consultation on increasing their student numbers. https://www.bishopschester.co.uk/</p> <p>Kids Planet Day Nursery, based at Chester Rugby Club in Hare Lane, Guilden Sutton is due to move to its new premises following building work based on Planning Application 18/04140/FUL</p> <p>Cllr Collings reported that he continues to receive complaints about dog fouling around Cherry Road and Cherry Grove School – he has met with PCSO Harris who covers that area and the head teacher at Cherry Grove Primary School to discuss the issue.</p>

452	Clerk's report: the Clerk's Report which includes recent bank transactions and was circulated prior to the meeting, was received and noted.
453	Vacancy for Parish Councillor: The Policy and Process for co-option of a parish councillor to fill vacancy was approved subject to amendments suggested. See attached. RESOLVED: The Clerk will advertise the vacancy through the normal methods (notice boards, social media etc) as soon as possible with a closing date of Friday 5 th July for ratification of appointment at the full council meeting on 22 nd July
454	Open Forum: One local resident attended and raised the following issues: 1. The roundabout on the A41 (known as the Sainsburys roundabout) is overgrown and badly needs attention. RESOLVED: the Clerk and the CWaC Cllrs will raise it as an issue with CWaC 2. Is there a time frame for the installation of the new Pelican Crossing on the A41 at the top of Pearl Lane? RESOLVED: Clerk to clarify with Cheshire West Highways and feedback to resident.
455	Annual Governance Return: The Annual Governance Return, which is a statutory requirement of all local authorities, was approved and signed by the Chair.
456	Standing Orders: The revised Standing Orders were accepted and signed by the Chair. The council thanked Cllr Salt for creating the Guidance Document and agreed to adopt that as good working practice.
457	Planning Applications: recent planning applications were available for scrutiny and were noted by council.
458	Information exchange: 1. Cllr Salt gave an overview of s106 monies and urged the council to consider proposing projects to CWaC. RESOLVED: Clerk to circulate a factsheet on s106 funding to inform councillors. RESOLVED: Clerk to ensure agenda item at every sub group for consideration and feedback to council meeting on 22 nd July. 2. Cllr Whiteley noted that he recently rang the CWaC Helpline (0300 23 7035) to report traffic lights being out of order and found the response very helpful and practical. He would encourage others to use it if needed.

There were no Part Two items to record.

Process and Voting Policy for Co-Option of Councillors

Applicants for co-option will be asked to:

- a) Submit information about themselves, by way of completing a written statement of no more than 100 words outlining why they wish to be a Councillor
- b) Confirm their eligibility for the position of Councillor within the statutory rules.
 - Copies of the applicant's statement will be circulated to all Councillors by the Clerk at least three clear days prior to the meeting of the Council, when the Co-option will be considered. **All such documents will be treated by the Clerk and all Councillors as Strictly Private and Confidential.**

- Applicants will be invited to speak to the Finance Sub Group IF THEY WISH at either a scheduled or specially convened meeting (They can choose to just submit a letter and do not have to present). After due consideration the voting takes place and this will be open to the public and press to witness. The Finance Sub Group will then make its recommendations to the next Parish Council meeting.
- The full council will consider the recommendations of the Finance Sub Group and agree by a vote whether to approve the appointment. If the full council do not approve the recommendation, the Finance Sub Group will re-convene to consider the objections raised.
- After the vote has been concluded, this business is concluded when the Chairman declares that the successful candidate is duly elected. The successful candidate is then declared co-opted to the Council.
- The Clerk will advise the Monitoring Officer of Cheshire West and Chester Council of the names of anyone co-opted to the Council.
- The Parish Clerk is responsible for ensuring that all new councillors have read and understood the Code of Conduct and the Constitution (Standing Orders) adopted by the Council.
- Before the successful candidate can participate in Council business s/he must sign the Declaration of Acceptance of Office and deliver it to the Clerk.

June 2019

Clerk's Report 17th June 2019

1. Summary of Actions from Parish Council 20th May meeting 2019

Item no.	Action	Progress made
442	Q: Do parish councillors have to register with the Information Commissioner's Office as data controllers?	A: ICO has confirmed that individual councillors using council email addresses are covered by council registration. NO communication with the public should take place using personal emails.
443	Clerk to write to Dee Banks resident to share council's views.	Completed

2. Finance Report

Item	Information						
	Bank Balances 12/06/2019						
	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Parish Council</td> <td style="width: 50%; text-align: right;">Vicars Cross Community Centre</td> </tr> <tr> <td>Nat West Bank £59,133.79</td> <td style="text-align: right;">Income from lettings £3,432.25</td> </tr> <tr> <td>Josh's Project £9,555.11</td> <td style="text-align: right;">Additional inc: £392 Cinema Ticket Sales</td> </tr> </table>	Parish Council	Vicars Cross Community Centre	Nat West Bank £59,133.79	Income from lettings £3,432.25	Josh's Project £9,555.11	Additional inc: £392 Cinema Ticket Sales
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National Savings Account £ 35659.74

Total Income £3,824.25

Expenditure during period £4,850.92

Bank balance £12,296.09

The following payments and receipts of over £100 have been made since 20th May 2019 (Bank statements are available on request from the Clerk)

11 June 2019	VXCC – <i>contribution to Annual Insurance</i>	£1,110.96	-
7 June 2019	CAME & CO – <i>Annual Insurance</i>	-	£2,256.39
7 June 2019	SHIRES ACCOUNTANCY – <i>Payroll for 2 x staff</i>	-	£2,798.21
6 June 2019	COUNTRYWIDE – <i>grounds maintenance April</i>	-	£1,207.72
6 June 2019	COUNTRYWIDE – <i>grounds maintenance May</i>	-	£1,207.72
3 June 2019	MALCOLM BATE – <i>Maintenance Work</i>	-	£120.33
30 May 2019	SARAH TYSON – <i>Gatekeeper for Queens Road Field</i>	-	£176.00

3. Planning Applications

19/01718/FUL 6 Norley Drive Rear extension

19/01558/FUL 9 Water Reams, Side Extension

19/01609/FUL 28 Barley Croft, Single Storey Side Extension

19/01297/FUL 102 Vicars Cross Road, Removal of Hedge & Dropping of Kerb

4. Planning Decisions

19/01089/FUL 1 Adder Hill, Single Storey Extension APPROVED

18/03859/FUL Heather Court, Great Boughton Extraction and replacement of original insulation detail with the application of External wall Insulation, part flat rendered to habitable walls only APPROVED

19/01045/FUL 4 Maytree Ave, Demolition of conservatory & extension with erection of single storey rear and side extension – **APPROVED**

19/00727/FUL 8 Deva Heights, Single story side extension – **APPROVED**

5. Communications

A complaint has been received about the overflowing litter bins on Vicars Cross Road, it has been reported to CWaC.

A complaint has been received about damaged hedges on Foxes Walk, Cllr Scargill attended and took some photos which were sent to CWaC who have now confirmed that remedial action has taken place.

A complaint has been received from a local resident about a hedge on Reeves Road which is encroaching onto the pavement and making it difficult for mobility scooters/wheelchairs to pass. The complaint and the accompanying photograph has been sent to CWaC Highways.

The clerk has received a complaint from a resident about inconsiderate parking around Cherry Grove, it has been forwarded to our CWaC Cllrs and the Boughton PCSO.

An ongoing request for grass verge protectors has been passed to our CWaC Cllrs who are following it up.

Mid Cheshire Footpath Association has sent its Summer/Autumn timetable - copies available from the Clerk.

The Clerk has written to Karl Siteine, CWaC Place Operations, asking for one of the dog bins at Dulverton Ave field to be moved to the pedestrian access onto Vicars Cross Road. This request has been unsuccessful as the CWaC team say that there are bins in both directions (Vicars Cross Rd and A41) and another is unnecessary.

The Clerk has liaised with the Huntington Parish Council Clerk over a lost bike which was collected by CWaC in error in Huntington and returned to Great Boughton Parish Council office.

The Clerk has liaised with the Clerk to Guilden Sutton Parish Council on costs of ground maintenance contracts.

6. Operational Information

The free CPR Training by the British Heart Foundation at Vicars Cross Community Centre on Tuesday 28th May was successful with 17 local residents receiving instruction and advice. Feedback from the participants was very positive and a further session is planned for later in the year.

The Summer Picnic will take place on Saturday 22nd June alongside the James Richards Circus – Vicars Cross Community Centre 12.30 – 2pm

The Vice Chair, Cllr Scargill, attended the Sanctuary Housing Walkabout in Vicars Cross on 30th May meeting local residents and walking the sites of Sanctuary Housing property.

The Clerk attended the monthly Society of Local Clerks Network Meeting on 24th May, where the statutory requirements on agendas and minutes, Operation London Bridge and councillor induction was discussed.

The planned Big Lunch at Dulverton Ave Field took place on Sat 1st June and was well supported by CWaC Cllrs Keith Board and Steve Collings and parish councillors Mark Pearson and Amanda Miller, the Community Safety Wardens, the Police and the local Spar shop with free refreshments. A local resident had met with the Clerk and agreed the date and had delivered invitations door to door and there had been notices on social media and notice boards. No residents attended.

The Clerk attended a full day's Data Protection training, provided by CWaC on 4th June.

The council's insurance has been moved from Zurich Insurance to Came & Company Local Council Insurance which is slightly cheaper on a three year contract and covers additional items eg. cover for loss of earnings at Vicars Cross Community Centre, supply cover costs if key staff are off for a long

time, enhanced cover for playground equipment.

Three bike racks have been installed at Caldby Valley Neighbourhood Centre.

The playground inspections are now being done by the Maintenance Officer and Morrell Play will complete the statutory annual inspections.