

*Parish Council Office, Vicars Cross Community Centre, Thackeray Drive, Vicars Cross, Chester CH3 5LP*

## MINUTES OF THE GREAT BOUGHTON PARISH COUNCIL MEETING HELD ON 21<sup>ST</sup> MARCH 2022 AT CALDY VALLEY NEIGHBOURHOOD CENTRE, CALDY VALLEY ROAD, GREAT BOUGHTON.

### PART ONE – PUBLIC MEETING

21.03.01	<p><b>Present:</b> Cllrs Peter Bulmer, Steve Collings, Sara Evans, Ian Huffer, Amanda Miller, Krissie Myler, Sam Otter and Martin Whiteley (Chair)</p> <p><b>Apologies:</b> Cllrs Jo Evans, Mark Pearson, Steve Thomas, John Salt, Keith Scargill</p> <p>Apologies also noted from CWaC Cllr Keith Board and PCSO Jamie Carpenter</p> <p><b>In attendance:</b> Kath Lloyd, Clerk</p>
21.03.02	<p><b>Declarations of Interest:</b> There were no disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.</p>
21.03.03	<p><b>Community Police Report:</b> The council received a report from PCSO Carpenter and a sample of his social media activity from the Clerk.</p>
21.03.04	<p><b>Open Forum:</b> There were no members of the public present.</p>
21.03.05	<p><b>Resident complaint:</b> the council considered a complaint from a resident about the Stamford Road/Broadmead area and there was a discussion about the issues raised. Several councillors live in that area and felt that the resident had made some valid points although most seemed to be the responsibility of the Borough Council, rather than the parish council. It was noted that no councillor could remember any Member of the Council referring to the housing in the area as "Housing Association". A discussion took place and a number of actions were identified:</p> <ol style="list-style-type: none"> <li>1. The Clerk will respond to the resident and give direction as to which issues are the responsibility of the parish council and which are the responsibility of the Borough Council.</li> <li>2. The Clerk will contact Mark Brazil, Head of Environmental Services at CWaC and copy Andrew Redfern, Localities Officer into the message and ask for a map of the green spaces that CWaC are responsible for.</li> </ol>
21.03.06	<p><b>Minutes and matters arising:</b> The council approved the minutes of the last parish council meeting (proposed by Cllr Bulmer and seconded by Cllr Otter) on Monday 21<sup>st</sup> February 2022.</p> <p>Cllr Huffer requested an update on Sustainable Traffic issues and Cllr Bulmer gave the following verbal response that he had received from an email exchange with Stephen Perry (who had been leading on sections of the work with the Active Emergency Transport Lanes)</p> <p>a) Mini Holland – still waiting for the DfT to respond</p>

	<p>b)Travel Lanes – confirmation that Sustrans are in discussion with CW&amp;C on these but no further update</p> <p>c) Section 106 – no update but it is understood that CWaC is totally reviewing the spending of the Saughton Camp 106 Money.</p>															
21.03.07	<p><b>Council Sub-Groups:</b> The minutes of the following sub group/working party meetings, which had been circulated prior to the meeting were agreed as accurate :</p> <p><b>Community Centres Sub Group</b> - Monday 28<sup>th</sup> February: Cllr Bulmer gave a summary of the discussions at the meeting and there were no questions.</p> <p><b>Open Spaces Sub Group</b> - Wed 9<sup>th</sup> March : Cllr Otter gave an overview of the meeting. The corner of the junction of Whitesmeadow and Caldly Valley Road still needs planting but as it is CWaC land, the parish council are reluctant to start a precedent. Three quotes have now been received for the work to carry out a full tree survey across the parish. <b>Resolved:</b> that the contract be awarded to Murray Tree Consultancy – proposed by Cllr Otter and seconded by Cllr Collings. Carried unanimously. The Maintenance Manager needs to renew his Level II Routine Inspection of Play Equipment qualification (needs renewing every 3 years). <b>Resolved:</b> that the council fund the renewal up to a cost of £450 proposed by Cllr Bulmer, seconded by Cllr Huffer. Cllr Otter is seeking further quotes for improvements to the pedestrian entrance at Thackeray Drive and is focusing on smaller local crafts and tradesmen. The play equipment installation at Queens Rd field has been delayed and is now expected the first week of April. An Easter egg hunt and community picnic has been planned for Friday 15<sup>th</sup> April. <b>Resolved:</b> Council agreed that the event should go ahead and if there are any further delays, it should be moved to Thackeray Drive at the last minute.</p>															
21.03.08	<p><b>Reports from CWaC Ward Cllrs:</b> Cllr Collings gave a verbal update on recent work he has been involved in.</p> <ul style="list-style-type: none"><li>• The noisy grid at the junction of Green Lane and Vicars Cross Rd has been replaced but still seems to be making a noise – Cllr Collings is following it up.</li><li>• Cllr Collings has been liaising with Bishops High School about parents’ parking with engines running outside the school, following complaints from a resident.</li><li>• The footpath outside Oldfield Primary School on Green Lane is in need of repair and the Headteacher has reported it to CWaC and Cllr Collings is following it up with CWaC Highways.</li><li>• There have been a number of queries about the non collection of the recycling boxes following the introduction of new bins by CWaC. There are no plans for the boxes to be collected and residents are encouraged to re-use them as planters or storage.</li></ul>															
21.03.09	<p><b>Planning Applications:</b> The council considered planning applications since 21<sup>st</sup> February 2022 and made the following comments:</p> <table><tr><th>Ref No</th><th>Site Address</th><th>Comment</th></tr><tr><td>22/00579/FUL</td><td>Caldy Valley Retail Park CH3 5QZ - Single storey front and rear extensions to units 3 and 4, rearrangement of car parking and servicing area, erection of freestanding trolley park, plant compound and delivery ramp, and associated works</td><td>Small grp of Cllrs to meet at 6pm on Wed 30<sup>th</sup> March on site to discuss further.</td></tr><tr><td>22/00546/FUL</td><td>3 Stamford Court - Single storey front extension</td><td>No objection</td></tr><tr><td>22/00598/TPO</td><td>15 Border Way - 1x oak tree - crown lift to 4m and 30% reduction</td><td>No objection</td></tr><tr><td>21/03198/FUL</td><td>5 Delves Walk - Demolition of existing conservatory and erection of a single storey rear</td><td>No objection</td></tr></table>	Ref No	Site Address	Comment	22/00579/FUL	Caldy Valley Retail Park CH3 5QZ - Single storey front and rear extensions to units 3 and 4, rearrangement of car parking and servicing area, erection of freestanding trolley park, plant compound and delivery ramp, and associated works	Small grp of Cllrs to meet at 6pm on Wed 30 <sup>th</sup> March on site to discuss further.	22/00546/FUL	3 Stamford Court - Single storey front extension	No objection	22/00598/TPO	15 Border Way - 1x oak tree - crown lift to 4m and 30% reduction	No objection	21/03198/FUL	5 Delves Walk - Demolition of existing conservatory and erection of a single storey rear	No objection
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		extension and the addition of a new fence boundary to side and front boundary along highway		
	22/00299/FUL	23 Manor Drive - Single storey side and rear extension	No objection	
	22/00652/FUL	25 Shaftsbury Ave - First floor side extension	No objection	
21.03.10	<p><b>Clerk's Report:</b></p> <p>The council noted an operational report from the Clerk which had been circulated prior to the meeting without comment – see Appendix A</p> <p>The council noted the financial reports and the financial position of the council at the end of Feb 2022 within Appendix A</p> <p><b>Resolved:</b> the council approved the appointment of UHY Hacker Young, Chartered Accountants as internal auditors following notification from Dotty about Accounts that they are not offering this service any more. Proposed by Cllr Collings and seconded by Cllr Miller and carried unanimously.</p>			
21.03.11	<p><b>Councillor's reports and items for future agenda:</b></p> <ol style="list-style-type: none"> <li>1. It was noted that the car park surrounding the shops at Green Lane in Vicars Cross is up for sale. The auction guide price is £50k and there is a maintenance agreement in place with the shops. Councillors discussed the options and agreed that it was not financially viable for the parish council to be involved but that when the sale was agreed, contact with the new owner would be helpful to ensure that the car park remains a valued asset to the community.</li> <li>2. The 2023 Parliamentary Boundary Review is at a second consultation stage and councillors were encouraged to inspect the latest proposals. Great Boughton will now only have one MP but will be within Chester North and Neston constituency whilst neighbours Huntington will be within South Chester and Winsford. The Clerk will draft a response to the consultation arguing that the City of Chester needs a single MP to represent it.</li> <li>3. Cllr Otter reported that a local craftsman has offered some surplus wooden furniture – Cllrs Bulmer and Otter will take this forward.</li> </ol>			
21.03.12	<p><b>Date of next meeting:</b> Monday 25<sup>th</sup> April 2022 at Caldby Valley Neighbourhood Centre</p>			

- Please note that the Council reserves the right to limit the time available to Councillors during a debate to three minutes in order to ensure fairness for all and to avoid excessively lengthy meetings running the risk of affecting the quality of decision making.

## PART TWO CONFIDENTIAL MEETING

*Members of the public are asked to leave the meeting at this point.*

*Part Two items are confidential and are defined by the Information Commissioner's Office as containing personal information, information obtained in confidence and/or sensitive commercial interests). More information is contained in the Good Clerk's Handbook NALC 2017.*

<http://www.nalc.gov.uk/library/publications/801-good-councillors-guide/file>

21.03.13	<p><b>Present:</b> Cllrs Peter Bulmer, Steve Collings, Sara Evans, Ian Huffer, Amanda Miller, Krissie Myler and Sam Otter</p> <p><b>Apologies:</b> Cllrs Jo Evans, Mark Pearson, Steve Thomas, John Salt, Keith Scargill</p> <p>Apologies also noted from CWaC Cllr Keith Board and PCSO Jamie Carpenter</p>			
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	<b>In attendance:</b> Kath Lloyd, Clerk
21.03.14	<b>Declarations of Interest:</b> There were no disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.
21.03.15	<b>Reports from Sub Groups or Working Parties:</b> There were no confidential issues raised at sub groups or working parties.
21.03.16	<p><b>Staffing or contractor issues:</b> the council received a Briefing Paper from the Clerk outlining the pay award from NALC for the year 2021 – 22 and the Clerk gave a verbal summary of the key points and invited questions. The council also considered pay levels for hourly paid and casual staff which have not changed since 2019.</p> <p><b>Resolved:</b> that the council follow the guidance given by the National Association of Local Clerks (NALC) and increase the salary levels of employed staff accordingly backdated to 1<sup>st</sup> April 2021.</p> <p><b>Resolved:</b> that the council raise the hourly rate of pay for casual staff to comply with National Living Wage increases and maintain the differential between roles.</p> <p><i>*Briefing paper available from Clerk.</i></p>
21.03.17	<b>Date of next meeting:</b> Monday 25 <sup>th</sup> April 2022 at Caldby Valley Neighbourhood Centre at 7pm.

## APPENDIX A

### Clerk's Report

18<sup>th</sup> March 2022

### Summary of Actions from Parish Council meeting 18<sup>th</sup> February 2022

Item no.	Action	Progress made
21.02.07	That the council wish to designate the community orchard at Thackeray Drive as Thackeray Drive Jubilee Orchard A5 flexible magnet be purchased at a cost of 3000 at 0.40p each from Viro Branding	Queen's Green Canopy plaque ordered and received from RBL.  Design agreed and order placed

### 1. Finance Report

Item	Information				
	<p>The parish council has used Wellfield Accountants, which changed to Dotty about Accounts for a number of years. The firm has now changed management and has stopped offering an internal audit service for parish councils. The Clerk has found an alternative, UHY Hacker Young, Chartered Accountants of Love St, Chester (recommended by the Clerk at Tarporley PC) who are willing to provide an audit service at a cost of £200 + VAT. The previous cost of the audit was £285.</p> <p><b>Request for approval.</b></p> <p>Bank Balances</p> <table> <tr> <td><b>Parish Council 18/03/2022)</b></td><td><b>Vicars Cross Community Centre 01/03/2022</b></td></tr> <tr> <td>Nat West Bank £51,588.93</td><td>Income from lettings £1528.81</td></tr> </table>	<b>Parish Council 18/03/2022)</b>	<b>Vicars Cross Community Centre 01/03/2022</b>	Nat West Bank £51,588.93	Income from lettings £1528.81
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Josh's Project £9179.81  
National Savings Account £36,466.36

Expenditure during period £339.94  
Bank balance £18,551.49

The following payments and receipts of over £100 have been made since 15<sup>th</sup> February (Bank statements are available on request from the Clerk)

18 March 2022	VXCC (Salary txfr)	£583.56	-
18 March 2022	VXCC (Salary txfr)	£729.45	-
18 March 2022	VXCC (Salary txfr)	£583.56	-
18 March 2022	VXCC (Salary txfr)	£777.34	-
18 March 2022	VXCC (Salary txfr)	£583.56	-
7 March 2022	SHIRES ACCOUNTANCY	-	£2,569.96
7 March 2022	M LANDSCAPE CONTRA (Mini roundabout at Sainsburys)	-	£274.57
1 March 2022	SP * RBLI (Queens Canopy plaque)	-	£117.00
22 February 2022	SARAH TYSON (Gatelocking at Queens Rd field)	-	£152.00
21 February 2022	PETER BULMER ( reimbursement for trees)	-	£200.00

## 2. Communications

Chalc weekly bulletins

Email complaint from resident about uncut hedges etc at Broadmead/Stamford Court

Email liaison between Clerk and Playforce re installation of new play equipment at Queens Rd field – delays in supply of equipment has meant that installation is now scheduled for the first week of April.

Email from Mr F Auty re car park at Green Lane shops being offered for sale via auction.

Clerk has received an email from a Fireworks Company offering their services – offer declined at this time

[www.theukfireworkcompany.co.uk](http://www.theukfireworkcompany.co.uk)

Cllr Bulmer has exchanged emails with potential tree carver with a view to install a carved seat in the Community Orchard – costs at this time are prohibitive.

Clerk copied into emails between a resident and Bishops High School regarding parking issues.

Clerk has received complaints about the overgrown hedge along pathway by the A41 between Green lane and the traffic lights by Tarvin Road – reported to CWaC no SS377833781

Clerk received a telephone complaint from a resident that there is bamboo growing along the footpath between Daniell Way and Bishops High School. The resident had other complaints and Cllr Collings has been asked to contact her directly. Issue reported to CWaC no. SS405334142

The Clerk has received an email plus social media message that there is a noisy grid in the middle of the traffic lights by the Shell garage on Vicars Cross Road. The resident has been given information on how to report it.

The Clerk received a phone call from a concerned resident re potential neighbour dispute – advice given on how to communicate with neighbour and referred to PCSO. Second phone call received thanking Clerk for help following PCSO visit.

## 3. Operational Information

Additional trees have been planted at Queens Rd field by Cllr Bulmer and Mr Auty.

The parish council have a 2<sup>nd</sup> year student placement for 5 weeks (max 150 hours) to work on the Heritage Project with Cllr Bulmer

The VXCC manager is due back w/k starting 9<sup>th</sup> May, following her maternity leave plus some accrued annual leave. She is currently working 4 hours a week (Keeping In Touch hours) from home and has completed online Safeguarding training.

The Maintenance Officer will be completing his refresher training as an operational inspector of playground equipment (due every 3 years) in April.