



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

## MINUTES

**Monday 15<sup>th</sup> July 2024**

15.07.01	<b>Open Forum:</b> There was one member of the public present who raised an issue regarding overflowing litter bins, particularly in Caldry Valley Nature Park but also in surrounding streets including Heath Lane. The resident has emailed and phoned CWaC but with mixed responses. Although most bins have now been emptied, the resident was unhappy with the responses she received. CWaC Cllr MacGlashan offered to follow up.
15.07.02	<b>Present:</b> Cllr David Barter, Cllr Steve Collings (arrived 19.13 at the end of Item 15.07.01) , Cllr Julie Felgate, Cllr Rob Herd, Cllr Jeanette McCartan, Cllr Amanda Miller, Cllr Krissie Myler, Cllr Sam Otter, Cllr John Salt, Cllr Keith Scargill (Chair), Cllr Martin Whitelely <b>Apologies:</b> Cllr Peter Bulmer, Cllr Mark Pearson <b>In attendance:</b> Kath Lloyd, Clerk CWA Ward Cllr Elizabeth MacGlashan
15.07.03	<b>Declarations of Interest:</b> There were no new disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.
15.07.04	<b>PCSO Report:</b> The Clerk had not received a PCSO report at the time of the meeting and it was agreed that it should be circulated as soon as it was received.
15.07.05	<b>Minutes and matters arising:</b> Councillors approved the minutes of the last parish council meeting on Monday 17 <sup>th</sup> June 2024 and the Chair signed them on behalf of the Council.
15.07.06	Reports from CWaC Ward Cllrs: CWaC Ward Cllr MacGlashan and Cllr Collings had circulated written reports prior to the meeting and both highlighted key issues: Cllr Collings: <ul style="list-style-type: none"><li>• Attended Active Travel de-brief session and thanks were recorded during the session to Cllrs Bulmer and MacCartan for their support.</li><li>• Chester art beat, enjoyed a weekend of art in the city, working with local artists in 20 venues, ell attended and one of the nicer parts of being a Cllr.</li><li>• Complaints about grass cutting, poor quality, noted and reported, second visit to the reported areas for a follow up. Resolved</li><li>• Gas main fire(not in parish) but residents affected, Sandy lane, reported at 8:30 Friday night, 30-40m flames from fractured gas main ignition. Attended site 9:30 Sat morning. Flames /gas was contained at 12:30 am. Electricity was reinstated just after, gas however was off for over 3000 residents . Cadent capped all properties and restored in stages over the next 8 days. Fortunately no one was injured.</li><li>• Green lane parking near junction of ring road. PCSO aware - not a legal issue.</li></ul> Cllr MacGlashan: <ul style="list-style-type: none"><li>• Resident raised concerns about signage on Vicars Cross Rd, approaching lights junction to A41, being partially obscured by trees. Reported, Highways undertook necessary works as priority.</li></ul>

	<ul style="list-style-type: none"> <li>• Ward walk with Boughton Hall Retirement Living residents representative. Issues reported inc. uneven pavements, lack of dropped curb/ramps, lack of seating, overhanging trees on footway, double yellow lines assessment and unsafe bollard on traffic island</li> <li>• Query about potholes in Green Lane shops carpark – resident advised to contact businesses to alert them to concerns, not council carpark.</li> <li>• Neville Rd update on possibility of community garden. Advise via the Councillor Portal directed resident to Community Asset Transfer. I am querying this and requesting a license / permission to use instead.</li> </ul>
15.07.07	<b>Committee Reports:</b> There had been no Committee meetings since the last Council meeting.
15.07.07	<b>Working Party Recommendations:</b> Deferred to Part Two
15.07.08	<p><b>Plans for space at Vicars Cross Community Centre:</b> Cllr Otter gave a verbal update on the work undertaken so far; he has been seeking quotes from architects for plans to turn the disused shower and toilets at the community centre into a usable multi-purpose space. However, he has recently had discussions with a local builder who has advised that an architect is not needed and that he should be collecting quotes from building firms instead. Cllr Otter is now doing this and has an approximate costing so far of £15,000 which would include new exterior door, windows, removal of all old pipework etc.</p> <p>If Councillors wish to recommend any local builders, Cllr Otter will contact them for quotes, obviously with relevant Declarations of Interest lodged at an appropriate stage. Advice will also be taken on planning permissions and building regs etc.</p>
15.07.09	<p><b>Projects:</b></p> <ol style="list-style-type: none"> <li>1. Whites Meadow Community Picnic on Sunday 14<sup>th</sup> July had been successful but limited in its impact on local residents. There seemed to be divided views on the future use of the land, with some residents wanting the space to remain as it is and others asking for benches and bins. The wild flower meadow areas were universally unpopular and seen as “untidy”. It was suggested that a future event could focus on sharing information on the need for wild flower areas and the positive impact on the environment. It was also suggested that bird and bat boxes could be commissioned. Deferred to the Service Delivery Committee for future plans.</li> <li>2. Richmond Cres/Norley Ave Clean up on Saturday 17<sup>th</sup> August from 10am – 12 noon – Councillors were asked to make a note of the date and to support if possible. It is understood that Cllr Bulmer may have a suitable tree to replace one that had been removed.</li> <li>3. Notice board refurbishment update – Cllr Otter reported that Cestrian Signs will be taking each noticeboard for refurbishment over the next few weeks, with the exception of the one at Boughton Heath Primary School on Becketts Lane and the one in the car park at Caldor Valley Neighbourhood Centre. These will be re-located to (1) the grass verge near the planter at the top of Pearl Lane and (2) Cawdor Drive as soon as possible. <b>RESOLVED:</b> Clerk to apply for appropriate Street Furniture Licences from CWaC.</li> </ol> <p>There was also a debate about a notice board being sited on the canal towpath but a discussion with the Canals and River Trust will be needed.</p>
15.07.10	<b>Finance: Councillors noted</b> the Finance Report, including the bank reconciliation at the end of June 2024 and approved all payments that fell outside the Clerk’s delegated authority. See Appendix A.

	Councillors noted the Internal Auditor’s Report received from UHY Accountants and that the Clerk had submitted the AGAR to the external auditors.								
15.07.11	<p><b>Planning Applications:</b></p> <p>The council considered the planning applications since 17<sup>th</sup> June 2024 and agreed the following:</p> <table><tr><th>Ref No</th><th>Site Address</th><th>Proposal</th><th>Response</th></tr><tr><td>24/00624/FUL</td><td>57 Pearl Lane</td><td>Appeal</td><td>The council agreed that it noted the changes made to the plans and understood the rationale behind the scheme. No further comments.</td></tr></table>	Ref No	Site Address	Proposal	Response	24/00624/FUL	57 Pearl Lane	Appeal	The council agreed that it noted the changes made to the plans and understood the rationale behind the scheme. No further comments.
Ref No	Site Address	Proposal	Response						
24/00624/FUL	57 Pearl Lane	Appeal	The council agreed that it noted the changes made to the plans and understood the rationale behind the scheme. No further comments.						
15.07.12	<p><b>Casual Councillor Vacancy:</b> The Clerk was reminded that it had been agreed that each applicant would be asked to complete a draft Declaration of Interest before consideration. Decision deferred to Sept meeting.</p>								
15.07.13	<p><b>Councillor’s reports and items for future agenda:</b></p> <ul style="list-style-type: none"><li>a) Cllr Herd noted that Boughton Heath Primary School is being inspected by Ofsted in the last week of the summer term and he will report back at the next meeting.</li><li>b) Cllr Salt asked if consideration could be given to the council installing a beacon in the area – potentially at Whites Meadow green space? To be on Sept agenda.</li><li>c) Cllr McCartan asked for as many Councillors as possible to support the Family Fun Day at Thackeray Drive on 27<sup>th</sup> July.</li></ul>								
15.07.14	<p><b>Date of next meeting:</b></p> <p>Monday 16<sup>th</sup> Sept</p> <p><b>GREAT BOUGHTON AWARDS EVENING – THURSDAY 26<sup>TH</sup> SEPT 6PM</b></p> <p>*All meetings start at 7pm at Caldý Valley Neighbourhood Centre, Caldý Valley Road, Great Boughton.</p>								

## MINUTES PART TWO – CONFIDENTIAL

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

15.07.15	<p><b>Present:</b> Cllr David Barter, Cllr Steve Collings (arrived 19.13 at the end of Item 15.07.01), Cllr Julie Felgate, Cllr Rob Herd, Cllr Jeanette McCartan, Cllr Amanda Miller, Cllr Krissie Myler, Cllr Sam Otter, Cllr John Salt, Cllr Keith Scargill (Chair), Cllr Martin Whiteley</p> <p><b>Apologies:</b> Cllr Peter Bulmer, Cllr Mark Pearson</p> <p><b>In attendance:</b> Kath Lloyd, Clerk</p>
15.07.16	<b>Declarations of Interest:</b> There were no disclosures of personal and prejudicial interests from Councillors on matters to be considered.
15.07.17	<b>Staffing Update :</b> Councillors received a report from Cllr Whiteley on behalf of the Working Party and were asked to consider a number of items contained within a Briefing paper which was circulated and then collected back in by the Clerk.:

	<ol style="list-style-type: none"> <li>1. The current Assistant Clerk to be made Deputy Clerk from 1<sup>st</sup> August in order to provide cover if Clerk is not available to make payments or decisions etc.</li> <li>2. The Vicars Cross Community Centre Manager job description and salary scale to be aligned with the Deputy Clerk.</li> <li>3. Appointment of Clerk from within existing staffing team and advertise externally to backfill.</li> <li>4. Budget for up to 100 hours of support from current Clerk after the end of September.</li> </ol> <p>After a lengthy discussion, Cllr Whiteley proposed all four items, seconded by Cllr Miller, motion carried by a majority vote.</p>
15.07.18	<b>Date of next meeting:</b> Monday 16 <sup>th</sup> September at 6.30pm

## APPENDIX A – 13<sup>th</sup> JULY 2024

### Finance Report

Finance Report

Bank Balances			
Council 13/07/2024	Vicars Cross Community Centre 13/07/2024		
Nat West Bank £101,981.56	Bank balance £27,190.63		
Jumps Reserve £9378.34			
National Savings Account £36,786.38			
The following payments and receipts of over £100 have been made under delegated authority since 14 <sup>th</sup> June 2024 (Bank statements are available on request from the Clerk)			
Date	Description	Paid in	Paid out
Sort by Date			
10 Jul 2024	Beesleys & Fildes (sand for Thackeray Drive playground)		-£738.00
10 Jul 2024	VXCC (salary transfer)	+£1,266.74	
09 Jul 2024	PAYROLL PQR SHIRES	-£3,635.26 (salaries x 3)	
05 Jul 2024	CAME INSURANCE		-£410.43
05 Jul 2024	UHY HACKER YOUNG (internal audit)		-£264.00
05 Jul 2024	VXCC (salary txfr May)	+£1,266.74	
05 Jul 2024	VXCC (Salary txfr June)	+£1,138.01	
01 Jul 2024	CAME INSURANCE		-£3,003.60
01 Jul 2024	M LANDSCAPE -£334.00 CONTRA		
01 Jul 2024	CHESTER HANDBOOKS		-£117.60
01 Jul 2024	SARAH TYSON (Gatelocker)		-£205.00
20 Jun 2024	VXCC (Office hire)		-£200.00
19 Jun 2024	NICK BROOKES (Skip	-£317.80 for allotments)	
17 Jun 2024	WALKERS NURSERIES (planters)		-£609.60

## CASHBOOK RECONCILIATIONS AT 31<sup>st</sup> JUNE 2024

### GREAT BOUGHTON COUNCIL

Bank Reconciliation at 30th June 2024			
Cash Book	Balance b/fwd		£88,340.75
Plus	Receipts		£107,114.94
Less	Payments		£41,984.39
			<b>£153,471.30</b>
Bank	Current a/c		£107,306.58
	Josh's Jumps		£9,378.34
	National Savings		£36,786.38
Less unrepresented cheques			
			<b>£153,471.30</b>

\* Budget includes extra 5,000 VXCC electric works 23/24 pre-allocated funds carried forward

\*\* Budget includes extra 15,000 shelter & adult gym 23/24 pre-allocated funds carried forward

### GBPC Summary Spend 24/25

	Budget 24/25	1st Quarter	Percentage to Budget
People	37,512	7,602.64	20%
Council costs	9,378	2,496.23	27%
Facilities & Buildings *	15,000 5,000	192.28	1%
Open Spaces	29,176	10,977.40	38%
Comms & Events	5,210	202.48	4%
Allotments	1,042	335.77	32%
Projects ** - Caldy Valley carpark Queens Rd Field play equip Thackeray Dr gates/planters	10,000 15,000	11,801.00	47%
Budget Total 24/25 23/24 Pre Allocated Funds	107,318 20,000		
<b>Quarterly Total:</b>	<b>£127,318</b>	<b>£33,607.80</b>	<b>26%</b>

### VXCC

#### Bank Reconciliation at 31st June 2024

Cash Book	Balance b/fwd		26,565.80
Plus	Receipts		£15,477.60
Less	Payments		£11,791.92
			<b>£30,251.48</b>
Bank	Current a/c		£30,251.48
Less unrepresented cheques			£0.00
			<b>£30,251.48</b>

## OPERATIONAL UPDATE

- Councillors are asked to send a short (3 or 4 lines) biography to the Clerk for the website
- Community clean ups –Richmond Crescent/Norley Drive is planned for Saturday 17<sup>th</sup> August from 10 – 12 noon
- Complaint received from resident about the height of the bushes on Queens Road field, overshadowing her back garden. Clerk has responded that the council has no plans to trim until the autumn.
- Complaint received from resident about broken fence bordering her property on Oldfield Drive – fence is on Dulverton Ave field and belongs to council. Maintenance Officer is to replace asap.
- Complaint received from resident about the need for work on the steep bank at the side of Heath Lane – weeds have taken over some of the steps leaving the structures unsafe in some parts. Cllr Macglashan following up. UPDATE: Grass has now been cut, steps awaiting attention.
- The digitalised book is now on the website – please take a look [https://www.greatboughtonparishcouncil.org.uk/?page\\_id=1587](https://www.greatboughtonparishcouncil.org.uk/?page_id=1587)
- New website is almost ready to launch and new gov.uk emails will be rolled out over the summer with support/tuition for councillors if needed.