

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

**MINUTES**

**Monday 17th March 2025**

# PART ONE - PUBLIC

|  |  |
| --- | --- |
| 17.03.01 | **Present:** Cllr Keith Scargill (Chair), Cllr Peter Bulmer (Vice Chair), Cllr Steve Collings, Cllr Julie Felgate, Cllr Rob Herd, Cllr Jeanette McCartan, Cllr Amanda Miller, Cllr Krissie Myler, Cllr Sam Otter, Cllr Amanda Thomas, Cllr Martin Whiteley, Cllr Sian Wilkes and Cllr John Salt  **Apologies:** None  **Absent:** Cllr David Flood  **In Attendance:** CWaC Ward Cllr Elizabeth MacGlashan, Deputy Clerk Sophia Samuel |
| 17.03.02 | **Declarations of Interest:** There were no new declarations of interest. |
| 17.03.03 | **Open Forum:**  There was one member of the public present, and the following item was raised:   1. On crossing Thackeray Drive Field, a small terrier bit his leg. Feels dogs are taking over and no longer on leads or kept from the centre of the field which is a football playing field. Also, dog waste has been spotted in the centre. Could the Council redefine the area and install new signs?   A: Council will investigate further, look at the signage, liaise with Dog Warden and take advice. Public asked to report all incidents to Police to help solve the issue as incidents will be logged.  Also, Liz Wilson Lamb from Deewater Grange Care Home in Huntington gave a verbal update of forthcoming events at the home which included:   * 25/03/25 Dementia Cafe * 22/04/25 Dementia Cafe * 15/04/25 Crime Prevention at Home event. All welcome * 08/05/25 VE Day Event |
| 17.03.04 | **Minutes and matters arising:** The full council approved the minutes of the last parish council meeting on Monday 17th March 2025 and the Chair signed them on behalf of the council. |
| 17.03.05 | **PCSO Report:** No report to date |
| 17.03.06 | **Reports from CWAC Ward Councillors:** Cllr Elizabeth Macglashan had sent a written report - see Appendix B and Cllr Steve Collings gave a verbal update. Points raised included:   * Sandy Lane Update: 1st Saturday of each month hosts a working party, they are very proactive and are making a real difference. * 5th April, An Easter Egg Event * Ward Cllrs bench will be in situ at Boughton Shops soon * Congestion at top of Green Lane – have reported to PCSO * Cars parking opposite school – spoken to School * Filkins Lane being discussed re: parking on pavements after vehicle collision but residents opposed to permits and double yellow lines or one way systema as will increase speed of traffic. * Queen Road Park Bins – Have QR code for emptying but still need to be on the app. * Bowling Club – may still be leaving site * Gorstage Traffic Lights – Discussed with Huntington’s Cllr Whitehead and they are reimaging the position due to changes in road use, position of school etc. Are listed as Stakeholders and will be asked for feedback as the project progresses. * Code of Reflection Day – 4 Memorial Gardens in ward and investigating where funding came from due to resident concerns on spending. * Flooding – Ring Road flooding and the grids are blocked, due to be cleared in May. Trying to get it done in March. * Litter on A55 – National Highways England have scheduled clearing for May but will lead to road closures. * Phone Box at Green Lane shops is under review for removal as there are 1/2 call made per year in last 4 years. * Planning for 5G mast is permitted development under National Government Infrastructure and locally, we have no say. It is a permitted build. |
| 17.03.07 | **A.I.: The impact on Council Business:**   * Presentation by Cllr John Salt rescheduled due to technical issues   A discussion of the use of AI in Council Business was undertaken with the favoured AI system being CoPilot – Microsoft AI – but the 2 versions were discussed due to security and confidentiality issues.  Important note that no Part 2 or Confidential Items should be undertaken through free Copilot as it is an open source and goes to external data services.  Council recognised the potential benefits for reducing office time and suggested a Working Pilot to investigate.  **Action:** Clerk to pass Cllr Salt a Project Sheet to complete regarding AI use in Council |
| 17.03.08 | **Upgrade to Queens Road Park Play Area Bin:**  The cost to replace with a matching black bin with lid was presented and includes supply and fitting, at £310.  **Resolved:** Purchase proposed by Cllr Herd, seconded by Cllr Felgate and passed unanimously.  **Action:** Clerk to contact CWAC and authorise replacement bin.  Also, to ask about removal of existing bin and whether it could be used as a Planter. |
| 17.03.09 | **Applications for co-opted Councillor:**  There have been two South Ward applicants for the role, both in attendance at the meeting, applications were distributed and Councillors asked various questions to both. Councillors expressed their gratitude for their interest and regret that there was only one space at present as both could be outstanding contributors to the Council and were very valued by all.  **Decision:** To move further discussion to Part 2. |
| 17.03.10 | **Grant Applications:** the council considered one grant application received:    **United Reform Church - £500 towards 60 Years in VX Celebration**  There was a long debate arising from the wording of exclusions stating, “Activities promoting religious beliefs” can not be funded.  A vote was taken on whether it was conforming to Great Boughton Council requirements of grant application.  Resolved: Vote proposed by Cllr Whiteley, seconded by Cllr Miller. Passed with in 8 in favour and 5 opposed.  A further lengthy debate ensued as it was agreed that the council wished to support the community aspect as much as possible and that the Centre was a vital part of the community of Vicars Cross.  However, the council were uncomfortable in agreeing a grant to fund religious promotion.  Resolved: Cllr Bulmer proposed a vote on £200 grant funding to cover the buffet spend, this was seconded by Cllr Herd. Passed with 11 in favour and 2 against.  **Action:** Clerk to notify URC of the success of their grant application for £200 and make payment |
| 17.03.11 | **Pre-application consultation for telephone mast on Caldy Valley Road:**  Due to Cllr Collings stating that there was no room locally for debate or challenge, this was completed. Noted, Cllr Herd asked Cllr Collings to provide a schedule of work and road closures. |
| 17.03.12 | **Communication Policy:**  All in favour of the Communications Policy being adopted after one spelling error amend and change from Twitter to X. Chair will sign on behalf of Council.  **Recommended:** To be discussed in more detail at May Policy Meeting |
| 17.03.11 | **Committee Reports:** To receive reports from Committees, note decisions made and vote on any recommendations:  **Governance Committee:** Cllr Whiteley gave a verbal update.   * Committee recommended Severn Trent purchase chat bench for Sandy Lane * Feedback on GDPR and Prospective Councillor completing a Declaration of Interest was that they could complete a paper copy if they wanted but officially, have the first three months in post in which to complete. * Emergency Spending: Increasing Clerks authority to £1,000 with a Chair/Vice Chair approving. Noted that to authorise financial regulations would need to be amended to reflect change within May meeting and so on hold until then. * Outcome of Development Meeting – Constructive comments from all Councillors were requested to be passed to Cllr Miller, for discussion at Working Party. So far, still awaiting feedback from 5 Cllrs.   Cllrs began to discuss pledge within the meeting but Cllr Whiteley asked that comments provided and be discussed at later date.  **Actions:** Chair, Cllr Scargill requested Deputy Clerk to contact Monitoring Officer with existing Pledge document and ask for legal feedback.  5 Cllrs to provide feedback to Cllr Miller at earliest date.    **Service Delivery Committee**: Chair, Cllr McCartan passed toCllr Miller for verbal update:   * Easter Egg Hunt has a framework which Cllr McCartan will look at this week. * Agreed no resources to progress Great Boughton Council VE day event. * Great Boughton Awards: Clerk was to contact Jackie Weaver if she would be speaker but had no feedback from Clerk so far. * Dog Show – Has been deferred * Whites Meadow – Nothing planned at present * Pickleball – Cllr Thomas gave feedback that a potential Sport England Grant may be available for line markings for Pickleball, Basketball and tennis at Thackeray Drive. Also looking at updating line markings at Queens Road.   **Strategic Resources Committee:** Cllr Herd advised no meeting since last Parish Council. |
| 17.03.12 | **Planning Applications:**  There have been no planning applications since 17th March, no submissions were necessary. |
| 17.03.13 | **Clerks Report:** Chair approved the Clerks Report on behalf of the Council. Appendix A |
| 17.03.14 | **Councillors reports and items for future agenda:**   * Cllr Thomas had attended Nature Training and would like to provide a short feedback presentation but felt it would be better to hold until next meeting due to time constraints. * Cllr Otter requested sand to be topped up at Thackeray Drive, sand at £570 + VAT, same previous supplier quote and labour at £250. Cllr Herd requested this item be moved to next Strategic Resources Committee on 1st April to discuss further. * Cllr Otter requested a single grass cut of Council owned green areas in March at a cost of £905. Cllrs requested it left until official cutting contracts begin in April 2025. * Cllr Collings asked Cllr Herd to contact CWAC regarding what costs would be incurred if Great Boughton Council acquired Bowling Green. * Cllr Thomas gave update on a situation from Facebook regarding an incident occurring on a slide at Thackeray Drive Playground. The Playground has inspected all slides on same day and found all safe. After speaking to parents, they feel it could have debris on the slide. * Cllr Thomas also raised that Thackeray Drive Playground had lots of sticks and leaves and needed a Tidy Up.   **Actions:** Clerk to ask Malcolm to tidy.  Chair agreed it could be next on the Great Boughton Tidy Up sessions.   * Cllr Felgate noted that the Vicars Cross Managers laptop was not working well. Cllrs agreed that should be purchased from Vicars Cross accounts if under £500 as Manager can approve purchases to that amount. * Cllr Wilkes reported that she had attended Community Café at Caldy Valley Community Centre on 10th March with Kerry who was looking for funding for the new café. It is agreed it will be in small lounge area, adjacent to kitchen with art group providing artwork for walls to sell.   **Action:** Donations of quirky furniture, chairs, cabinets are being requested. |
| 17.03.15 | **Date of next meeting:**  Monday 14th April 2025    \*All meetings start at 7pm at Caldy Valley Neighbourhood Centre, Caldy Valley Road, Great Boughton. |

**AGENDA PART TWO – CONFIDENTIAL**

*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*

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| 17.03.16 | **Present:** Cllr Keith Scargill (Chair), Cllr Peter Bulmer (Vice Chair), Cllr Steve Collings, Cllr Julie Felgate, Cllr Rob Herd, Cllr Jeanette McCartan, Cllr Amanda Miller, Cllr Krissie Myler, Cllr Sam Otter, Cllr Amanda Thomas, Cllr Martin Whiteley, Cllr Sian Wilkes and Cllr John Salt  **Apologies:** None  **Absent:** Cllr David Flood  Deputy Clerk Sophia Samuel was requested to leave due to Staffing Matters being Discussed |
| 17.03.17 | **Declarations of Interest:** There were no disclosures of personal and prejudicial interests from Councillors on matters to be considered. |
| 17.03.18 | **Staffing Matters:** |
| 17.03.19 | **Co-option of Parish Councillor:** |
| 17.03.20 | **Date of next meeting:**  Monday 14th April 2025    \*All meetings start at 7pm at Caldy Valley Neighbourhood Centre, Caldy Valley Road, Great Boughton. |

**APPENDIX A**

**Clerk’s Report 17th March 2025**

**Summary of Actions from Parish Council meeting Monday 17th February 2025**

|  |  |  |
| --- | --- | --- |
| **Item No.** | **Action** | **Progress Made** |
| 17.02.07 | Shed Lane Maintenance | Cllr Collings consulted. Shed Lane currently has two cuts per year in March and September. Residents can report further issues to CWAC. Poor lighting reported via TR671945528 with no response to date. |
| 17.02.07 | State of grass verges in Queens Road | Reported to CWAC HW685254530. Highways have inspected and do not consider it to be an emergency. Area to be monitored. Stagecoach not approached at this time following discussion with Cllr Collings. |
| 17.02.08 | Applications for co-opted councillor | Two applications now received. |
| 17.02.13 | Update on Lidl store opening | Planning deviations requested to parking area which are still pending. |
| 17.02.13 | Update on Twirl of Hay | Amendments to restaurant were denied by planning. No further applications submitted. |

**Finance Report:**

**Balance of Accounts at 10th March 2025**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Great Boughton** |  |  | **VXCC** |  |
| Current Account | £43,308.21 |  | Current Account | £22,968.89 |
| Josh Jumps | £9,444.89 |  |  |  |
| NS&I | £37,155.25 |  |  |  |
| **Total:** | **£89,908.12** |  | **Total:** | **£22,968.89** |

**Great Bought Council Payments & Receipts over £100**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Name** | **Description** | **Income** | **Payments** |
| 04/02/25 | Shires accounts | February Payroll |  | 4090.79 |
| 04/02/25 | Crosby Maintenance | Autumn maintenance |  | 2357.00 |
| 04/02/25 | Chester Handbooks | Advertising |  | 117.60 |
| 04/02/25 | VXCC | Salary Adjust | 742.05 |  |
| 04/02/25 | VXCC | Salary | 1487.64 |  |
| 06/02/25 | Vicars Cross Dynamos | Pitch Hire | 450.00 |  |
| 10/02/25 | Malcolm Bate | Grounds/Maintenance |  | 262.68 |
| 10/02/25 | Malcolm Bate | Litter Picking |  | 111.00 |
| 10/02/25 | V. Brown | Gate Opening |  | 120.00 |
| 24/02/25 | Caldy Valley Centre | Room Hire |  | 186.45 |
| 25/02/25 | Sara Tyson | Gate Opening |  | 200.00 |
| 25/02/25 | Woods Services | Asbestos Removal |  | 1,800.00 |

The following payments and receipts of over £100 have been made under delegated authority since 01/02/25 (Bank statements are available on request from the Clerk)

**Bank Reconciliation for Great Boughton Council:**

|  |  |  |  |
| --- | --- | --- | --- |
| **GREAT BOUGHTON COUNCIL** | | | |
|  |  |  | |
| **Bank Reconciliation at 28th February 2025** | | | |
|  |  |  | |
| Cash Book | Balance b/fwd |  | £104,168.80 |
| Plus | Receipts |  | £6,142.66 |
| Less | Payments |  | £17,211.41 |
|  |  |  | **£93,100.05** |
|  |  |  | |
| Bank | Current a/c |  | £46,488.26 |
|  | Josh's Jumps |  | £9,445.89 |
|  | National Savings |  | £37,155.25 |
| Less unpresented cheques |  |  | |
|  |  |  | **£93,089.04** |

**Total Receipts and Payments for Great Boughton Council to 31st December 2024**

|  |  |  |  |
| --- | --- | --- | --- |
| CHECK | Receipts |  | Payments |
| Q1 | £107,114.94 |  | £41,984.39 |
| Q2 | £8,089.05 |  | £30,936.43 |
| Q3 | £12,475.53 |  | £38,930.65 |
| Q4 | £6,142.66 |  | £17,211.41 |
| AGREED | **£133,822.18** |  | **£129,062.88** |

**Bank Reconciliation for VXCC:11**

|  |  |  |  |
| --- | --- | --- | --- |
| **VXCC** | | | |
|  |  |  |  |
| **Bank Reconciliation at 31st January 2025** | | | |
|  |  |  |  |
| Cash Book | Balance b/fwd |  | £25,069.51 |
| Plus | Receipts |  | £12,579.98 |
| Less | Payments |  | £12,684.97 |
|  |  |  | **£24,964.52** |
|  |  |  |  |
| Bank | Current a/c |  | £24,964.30 |
|  | Deposit a/c |  | £0.00 |
| Less unpresented cheques |  |  |  |
|  |  |  | **£24,964.52** |

**Total Receipts and Payments for VXCC to 31st December 2024**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CHECK | Receipts | | Payments | |
| Q1 | £15,477.60 | | £11,791.92 | |
| Q2 | £13,358.26 | | £17,609.03 | |
| Q3 | £22,201.11 | | £23,132.31 | |
| Q4 | £12,579.98 | | £12,684.97 | |
| AGREED | **£63,616.95** | | **£65,218.23** | |
|  | |  | |  | |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **GBPC Summary Spend 24/25** |  |  |  |  |  |  |  |
|  | **Budget 24/25** | **1st Quarter** | **2nd Quarter** | **3rd Quarter** | **4th Quarter** | **Total** | **% to Budget** |
| **People** | 37,512 | 8,317.64 | 6,916.73 | 15,976.68 | 4,163.08 | **£35,374.13** | **94%** |
|  |  |  |  |  |  |  |  |
| **Council costs** | 9,378 | 3,944.34 | 3,433.38 | 1,764.19 | 604.47 | **£9,746.38** | **104%** |
|  |  |  |  |  |  |  |  |
| **Facilites & Buildings \*** | 15,000 | 192.28 | 699.11 | 5,405.33 | 335.17 | **£6,631.89** | **33%** |
|  | **5,000** |  |  |  |  |  |  |
| **Open Spaces** | 29,176 | 10,262.40 | 11,028.30 | 6,472.26 | 3,357.88 | **£31,120.84** | **107%** |
|  |  |  |  |  |  |  |  |
| **Comms & Events** | 5,210 | 202.48 | 2,111.19 | 2,186.71 | 129.60 | **£4,629.98** | **89%** |
|  |  |  |  |  |  |  |  |
| **Allotments** | 1,042 | 335.77 | 95.99 | 545.97 | 1,807.62 | **£2,785.35** | **267%** |
|  |  |  |  |  |  |  |  |
| **Projects \*\*** - Caldy Valley carpark | 10,000 | 13,179.80 | 162.15 | 0.00 | 0.00 | **£13,341.95** | **53%** |
| Queens Rd Field play equip | **15000** |  |  |  |  |  |  |
| Thackeray Dr gates/planters |  |  |  |  |  |  |  |
| Budget Total 24/25 | 107,318 |  |  |  |  |  |  |
| 23/24 Pre Allocated Funds | **20,000** |  |  |  |  |  |  |
| **Quarterly Total:** | **£127,318** | **£36,434.71** | **£24,446.85** | **£32,351.14** | **£10,397.82** | **£103,630.52** | **81%** |
|  |  |  |  |  |  |  |  |
| \* Budget includes extra 5,000 VXCC elec 23/24 pre-allocated funds carried forward | | | |  |  |  |  |
| \*\* Budget includes extra 15,000 shelter & adult gym 23/24 pre-allocated funds carried forward | | | | |  |  |  |
|  |  |  |  |  |  |  |  |
| **Council Costs - Include new Website £1500, first quarter** | | |  |  |  |  |  |
| **Open Spaces - Has split contract for maintenance and rising costs** | | |  |  |  |  |  |
|  | |  |  |  |  |  |  |

**Operational Information:**

**Appendix B: Elizabeth MacGlashan – Cheshire West & Chester Ward Councillor for Great Boughton**

**Update report summary for Great Boughton Parish Council (GBPC) – February – 17 March 2025**

**1.Councillor surgery**

The first Saturday of the month at 10-11am Great Boughton Library and 11-12pm Caldy Valley Neighbourhood Church and Centre; figures to date

* **2023** - June – 2 July – 1 August – na
* September – 2 (10-12 GB Library) October – 1 November – 3 December – n/a
* **2024** January-1 February- 2 March – 1 April- 1 May – 1 June – 2 July -1 September – 2 October-6 November – 1 (cutback) December n/a
* **2025** January – 0 February – 0 March - 2

**2.Community Events**

* Attended celebration event at Centurion Pub, alongside Lord Mayor
* ***Future***Volunteer Morning andEaster Egg Hunt, Sandy Lane Park, Saturday 5th April, 10-1

**3.Boughton Village Shopping**

* 5 replies in total from residents and businesses re: possibility of placing a bench near the planter, in front of the butchers. All positive. *Members Budget to fund the bench. Approved. Bench scheduled to be erected this month (March 2025)*

**4.Summary of Casework**

* Tushingham grassed verge and Caldy Valley Rd – Met with resident to discuss and plan to discuss issue further with officers*. Update requested and question asked at Full Council December meeting, feedback given to resident. Resident has since privately arranged for verge to be cut. Officers reminded that this verge needs to be cut back well this year, as a priority.*
* Land dispute at the Holkham *– Update - Council has now wrote to properties on 6/12/24. Plan to revisit the site in February 2025. All, bar 2 properties, have complied – further discussions planned*
* Moorcroft House update – *gardens cleared, treatment of rats nest completed, confirmation of liable person not reached.*
* Further SEND issue support
* Parking on Green Lane – concerns about top of road / near ring road junction, as well as parking outside the school *. PCSO to visit area and speak to parents /residents / builders about safe and considerate parking. School contacted.*
* Filkins Lane *–* ongoingparking issues and damage to resident’s vehicle. *PCSO / beat manager contacted, as well as Council highways officer.*

**General**

* Ongoing litter picks and ward walks/jogs continue
* Attended The Parent Agency production at the Storyhouse
* Attended Bringing the Farm to the City event
* Attended the Lord Mayor’s International Womens Day event
* New equipment installed in Sandy Lane Park
* Announcement that Friends of Sandy Lane Park Group have secured £9500 grant from Severn Trent which will support plans to further develop the site.
* Bins in Queens Rd Park and in Chester South status. *All bins now have QR codes. I will pursue updating of the ReportIt App to be pursued further in the New Year. Update requested.*
* Traffic and grit notifications given on Social Media
* Follow on Social Media to keep up to date

Facebook – Elizabeth MacGlashan Labour Councillor Great Boughton

Instagram – macglashan.cwac

Twitter / X – ElizabethMacgl1