

*Parish Council Office, Vicars Cross Community Centre,*

*Thackeray Drive, Vicars Cross, Chester CH3 5LP*

**GREAT BOUGHTON ANNUAL COUNCIL MEETING MINUTES**

**Monday, 19th May 2025**

# PART ONE - PUBLIC

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| 19.05.01 | **Election of Chair:** Written nominations for Chair were as follows:Cllr Miller was nominated by Cllr Scargill, Cllr Wilkes, Cllr Otter, Cllr Bulmer & Cllr Myler**Vote**: Cllr Miller was elected with all in favour |
| 19.05.02 | **Election of Vice Chair:** Written nominations for Vice Chair were as follows:Cllr Scargill was nominated by Cllr Miller, Cllr Otter & Cllr MylerCllr McCartan was nominated by Cllr Bulmer – declined to stand for personal reason**Vote:** Cllr Scargill was elected with all in favour**Vote of Thanks:** Cllr Whiteley proposed a formal thanks to Cllrs Scargill and Bulmer. The Council recorded their appreciation**Chair’s Remarks:** Expressed gratitude and extended thanks |
| 19.05.03 | **Present:** Cllr Peter Bulmer, Cllr Steve Collings, Cllr Julie Felgate, Cllr Rob Herd, Cllr Amanda Miller (Chair), Cllr Krissie Myler, Cllr Sam Otter, Cllr James Reeves, Cllr John Salt, Cllr Keith Scargill (Vice Chair), Cllr Martin Whiteley, Cllr Sian Wilkes**Apologies**: Cllr David Flood, Cllr Jeanette McCartan – All apologies noted and accepted**In attendance:** Sophia Samuel, Interim Clerk |
| 19.05.04 | **Declarations of Interest:** Cllr Felgate disclosed a declaration of Interest relating to 19.05.15, 3 Oakmere Drive. |
| 19.05.05 | **Minutes and matters arising:** Cllr Salt requested his suggestion of payment dependent on postcode detail being included in discussion over VXCC users’ costings. Minutes amended.The full council approved the minutes of the last parish council meeting on Monday 14th April 2025 and Chair signed on behalf of the council.   |
| 19.05.06 | **Casual Councillor Vacancy:** Councillors received an application for the role of co-opted Councillor for the North Ward vacancy and Cllr Scargill proposed that Amy Wainscott be co-opted to the role, seconded by Cllr Herd.**Vote:** All in favour |
| 19.05.07 | **Public Open Forum:** In attendance was Liz Wilson Lamb from Deewater Grange Care Home in Huntington who gave a verbal update of forthcoming events at the home which included:  * 27/05/25 Dementia Cafe
* 24/06/25 Dementia Cafe

She passed her thanks to Cllr Felgate for recommendation of a speaker for event. |
| 19.05.08 | **PCSO Report:** PCSO Carpenter was unable to attend but had submitted his report. Councillors were asked to scan the QR code on the report and list their community concerns.  |
| 19.05.09 | **Reports from CWaC Ward Cllrs:**  Cllr MacGlashan was not in attendance but her report was noted and discussed. Shed Lane: No scheduled work, but volunteers will assist when available.Cllr Collings gave a verbal update: * Foxes Walk Property – Three-year abandonment noted and Empty Homes referral made.
* Written to Sam Dixon regarding human rights in Iran
* Attending Member Briefing on Devolution in late June and will update Council In July’s meeting.
* CRAG (Chester Residents Association Group) are hosting event at Chester Racecourse and keen for Parish Councillors to attend.
* Dee Banks Meeting – Positive discussions on securing funding and connected to CRAG.
* Given support at consultation on permanent second location for Dee Banks school in Huntington.
* Lack of compliance, 16 breaches, with work plan for ring road/Centurion place development
* Tractor crash - site has now been handed back to the owners, all residents are in temporary accommodation, with full support from council officers to assist relocating
* Boathouse has new amended planning application.
* Caldy valley centre coffee shop launch positive, secured a weekly table for Councillor Surgery.
* Disposable vapes banned in 2 weeks
* Former Bill Smith premises to become Right Way and Halford’s at Caldy closing done in June.

Cllr MacGlashan arrived at 7.12pm.Apologised for missing report and requested to make briefing second in future due to timing issue.Requested update on Shed Lane query, as above. CWaC Council will continue to mow centre strip but the sides will need maintaining. Cllr MacGlashan left the meeting at 7.18pm |
| 19.05.10 | **Committee Reports:**Councillors received reports from Committees, and noted decisions made:**Governance Committee –** Cllr Whiteley asked for amends of minutes; Clerk noted request. Suggested feedback be through the meeting as affected points due to be raised.  |
| 19.05.11 | **Clerks Report** – Clerk’s report had been circulated, and no questions were received. |
| 19.05.12 | **Working Party Recommendations:** **Development;** CllrWilkes reported current Committee structure overlapped and duplicated office work with Committee work and evaluating streamlining process. Recommend adopting current structure due to time constraints with view for development in future. **Staffing**: Chair passed a resolution for the Staffing Working Party Update to be moved without notice to Part 2. |
| 19.05.13 | **Project Updates:** * **Tree Survey -** Cllr Otter provided 4 quotes for a 3-year tree survey and proposed lowest priced, Supplier D. Cllr Whiteley seconded.

**Vote:** All in favour**Action:** Clerk to notify supplier D and ask for work to be undertaken June/July |
| 19.05.14 | **Finance:** 1. Council **noted** the Annual Finance Report, including the receipts and payments summary and bank reconciliation at the end of March 2025.
2. Council **noted** the Internal Auditor’s Report from SJC Chartered Accountants
3. AGAR documentation 2024/25 **agreed**, all in favour, and signed by Chair.
4. Annual Governance Statement (proposed Cllr Scargill, seconded Cllr Herd)
5. Annual Accounting Statements (proposed Cllr Myler, seconded Cllr Felgate)
6. Council **noted** the date of the Exercise of Public Rights as Tuesday, 3rd June to Monday, 14th July 2025.
7. Council **noted** the Finance Report, including the bank reconciliation at the end of April 2025, comparison of spend to budget.
8. Council **approved** all receipts and payments over £100 made during April 2025.
9. Council **approved**, all in favour, purchase of replacement Defib Box at £600 from specialised supplier as payment that fell outside the Clerk’s delegated authority (proposed Cllr Herd, seconded Cllr Wainscott)

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| 19.05.15 | **Planning Applications:** 1. *To* ***consider*** *planning applications since 14th April 2025, including any that are received after this agenda has been issued:*

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| *Ref No* | *Site Address* | *Proposal* | *Response* |
| *25/00738/S73* | *31 Tudor Way Great Boughton Chester CH3 5XQ* | *Single storey side and rear extension and porch extension - variation of condition 2 (plans) of planning application 19/04002/FUL* | *6 May 2025* |
| *25/01010/FUL* | *3 Oakmere Drive Great Boughton Chester CH3 5SD* | *Single storey rear extension with new pitched roof over existing flat roof* | *16 May 2025* |
| *25/01003/FUL* | *39 Oakmere Drive Great Boughton Chester CH3 5SD* | *Single storey rear extension* | *17 May 2025* |
| *24/03574/FUL* | *47 Dee Banks Great Boughton Chester CH3 5UU* | *Retrospective application of erection of summerhouse, erection of retaining walls and associated ground works* | *19 May 2025* |

Council noted that all dates had passed.Council have passed comments previously on 47 Dee Banks previously and did note that this retrospective planning changed pathway, balustrades and protected tree. |
| 19.05.16 | **Annual Policy Review:**Council **considered, approved**, all in favour, and **adopted** the following policies:1. Standing Orders (proposed Cllr Scargill, seconded Cllr Reeves)

Financial Regulations (proposed Cllr Felgate, seconded Cllr Wainscott)1. Financial Risk Assessment (proposed Cllr Wilkes, seconded Cllr Myler)

Asset Risk Register 2025 (proposed Cllr Bulmer, seconded Cllr Herd)Code of Conduct (proposed Cllr Herd, seconded Cllr Otter)Process and Voting Policy for Co-Option (proposed Cllr Otter, seconded Cllr Whiteley)Equality & Diversity Policy (proposed Cllr Herd, seconded Cllr Scargill)General Privacy Notice (proposed Cllr Reeves, seconded Cllr Scargill)Health & Safety Policy (proposed Cllr Myler, seconded Cllr Felgate)Lone Worker Policy (proposed Cllr Wainscott, seconded Cllr Otter)Communications Policy (proposed Cllr Whiteley, seconded Cllr Collings)1. IT Policy (proposed Cllr Whiteley, seconded Cllr Collings)

Document Retention Policy (proposed Cllr Otter, seconded Cllr Wilkes)Child Protection & Safeguarding Policy (proposed Cllr Herd, seconded Cllr Scargill)1. Council reviewedGrant Awarding Policy in line with amendment to Local Government Act 1894 in December 2023. Discussion was held regarding changing existing religious exclusion policy but agreed wording requires more research. Vote taken to **adopt** policy in existing form with no change to exclusions. Proposed by Cllr Miller, seconded by Cllr Collings, all in favour.
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| 19.05.16 | **Committee membership and review:** 1. Council **approved,** all in favour,the continuation of the Governance, Strategic Resources and Service Delivery Committees (proposed Cllr Wilkes, seconded Cllr Herd)
2. Council reviewed current membership of theGovernance, Strategic Resources and Service Delivery Committees
3. Council **considered** and **approved**, all in favour,the amended Terms of Reference:
* Change of name from Strategic Resources to Resources Committee (proposed Cllr Herd, seconded Cllr Wainscott)
* Schedule change as proposed by Governance Committee (proposed Cllr Whiteley, seconded Cllr Collings)
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| 19.05.17 | **Councillor’s reports and items for future agenda:*** Cllr Bulmer noted JMC AGM on Wednesday, 25th May, and all are invited.
* Cllr Bulmer informed that Christleton and Littleton were working on their Neighbourhood Plans and requested Cllrs attend their meeting and provide support. Discussion took place regarding supporting or formally joining the Neighbourhood Plan consultation.

**Action:** Clerk to write and formally express interest in Great Boughton becoming involved in Neighbourhood plan development.* Chair proposed that future meetings will follow new model Standing Orders, 3.i, a person shall raise their hands when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)
* Chair requested all Councillors to review minutes and inform Clerk of amendments in good time prior to next meeting.
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| 19.05.18 | **Date of next meeting:** Monday 16th June at Caldy Valley Centre, Caldy Valley Road, Great Boughton at 7pm |

**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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| 19.05.19 | **Present:** Cllr Peter Bulmer, Cllr Steve Collings, Cllr Julie Felgate, Cllr Rob Herd, Cllr Amanda Miller (Chair), Cllr Krissie Myler, Cllr Sam Otter, Cllr James Reeves, Cllr John Salt, Cllr Keith Scargill (Vice Chair), Cllr Martin Whiteley, Cllr Sian Wilkes**Apologies:** Cllr David Flood, Cllr Jeanette McCartan – All apologies noted and accepted**In attendance:** Sophia Samuel, Interim Clerk |
| 19.05.20 | **Declarations of Interest:** There were no new declarations of interest |
| 19.05.21 | **Staffing Working Party Update:** Cllr Otter gave an update on Clerk Vacancy. Discussion with other Parish Council Clerk’s and feedback from leaving Clerk, had resulted in decision that the current number of hours were insufficient for post, recommended increase to 25 hrs/wk. A second recommendation was to recruit internally as employees were familiar with systems and reduce risk. Cllr Whiteley updated that a new Model NALC contract has been introduced and would be needed to be adopted. **Vote:** Cllr Miller proposed Clerk vacancy could be filled via internal staff promotion, seconded by Cllr Otter, all in favour.**Vote:** Cllr Otter proposed increase in Clerk working hours from 2o to 25 hrs/week, seconded by Cllr Felgate. Motion passed by majority. **Vote:** Cllr Myler proposed to adopt NALC model Contract of Employment for future employment contracts by Council, seconded by Cllr Wilkes. Motion passed by majority. **Vote:** Cllr Whiteley proposed Deputy Clerk role continue on 15 hours at present with view to consider increasing hours to 20 in next financial year if required, seconded by Cllr Wainscott, motion passed by majority. **Action:** Cllr Whiteley to discuss potential promotion to Clerk with internal staff & check Model contractStaffing Working Party to finalise Clerk and Deputy Clerk job descriptions |
| 19.05.22 | **Date of next meeting:** Monday 16th June at Caldy Valley Centre, Caldy Valley Road, Great Boughton at 7pm |

**SIGNED:……………………………………………. CHAIR OF GREAT BOUGHTON PARISH COUNCIL**

**DATE:……………………**