

*Parish Council Office, Vicars Cross Community Centre,*

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

**GREAT BOUGHTON PARISH COUNCIL MEETING MINUTES**

**Monday, 16th June 2025**

# PART ONE - PUBLIC

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| 16.06.01 | **Present:** Cllr Peter Bulmer, Cllr Steve Collings, Cllr Julie Felgate, Cllr Rob Herd, Cllr Amanda Miller (Chair), Cllr Krissie Myler, Cllr Sam Otter, Cllr Keith Scargill (Vice Chair), Cllr Martin Whiteley, Cllr Amy Wainscott, Cllr Sian Wilkes  **Apologies:** Cllr David Flood, Cllr Jeanette McCartan, Cllr John Salt – All apologies noted and accepted  **Absent:** Cllr James Reeves  **In attendance:** Sophia Samuel, Clerk, CWaC Ward Cllr Elizabeth MacGlashan (7.30-8pm) |
| 16.06.02 | **Declarations of Interest:** There were no new declarations on any item on the agenda. |
| 16.06.03 | **Open Forum:** There were no members of the public present. |
| 16.06.04 | **Minutes and matters arising:** The minutes of the last parish council meeting on Monday  19th May were approved as accurate by a show of hands and were signed by the Chair on behalf of the council. |
| 16.06.05 | **PCSO Report:** PCSO Carpenter was unable to attend but Cllrs noted his report submitted via email and distributed prior to the meeting.  **Actions:** Cllr Herd noted that the incident at Bridgewater was not included on report, even though a police presence had been seen via Facebook and requested an update be provided.  Cllr Bulmer noted Dulverton youths on report and asked if it could be determined whether they were on the Dulverton field or the road itself. |
| 16.06.06 | **VXCC Mgr Report:** A Wellbeing Fortnight Feedback Report was noted by Cllrs. It was a successful event, drawing in new attendees and it was noted that Plays, especially, drew a varied and younger demographic to the Centre. Discussion regarding the figures and volunteer and social media contributors’ costs to be given a monetary value to better reflect true cost of event as grant funding requirements.  **Action:** Clerk to communicate to VXCC manager to add volunteer costs to future reports for Council. |
| 16.06.07 | **Committee Reports:**the council noted the minutes of the **Service Delivery Committee** and considered the following recommendations:  **16.06.07.01: Disbanding Service Delivery Committee and replace with informal working parties when required.**  Discussion ensued with benefits being repetition of work and formality allowing speed and reduced meeting costs in time, venue and paperwork. Alternatively, the Committee provided transparency to public by publishing agenda, budget, notification of events, allowing public feedback and interaction plus consistency of people available to many events from Committee members.  **Vote Taken:** Proposed: Cllr Otter, Seconded Cllr Myler – vote 5 for, 5 against – Chair to have deciding vote abstained – **Motion not carried.**  **16.06.07.02: Forming Permanent Working Party in Support of VXCC**  After the 10th Anniversary working party disbanded, noted the VXCC mgr missed the support and assistance from Cllrs. Discussion queried role of working party as JMC clearly defined and if defined by VXCC mgr, won’t be answerable to Council. Possibility of 2 Cllrs on working party to report to Council & volunteers in group. Recognised that support was necessary plus Council feedback to note impact on Council affairs.  **Vote Taken**: Proposed: Cllr Felgate, Seconded Cllr Bulmer – all in favour –**Motion carried.**  **Action:** Cllrs Bulmer & Felgate to liaise with VXCC mgr on return from recovery to form Terms of Reference.  **To Note:** Saturday, 28th June at United Reform Church, 10.30-4pm. All Cllrs asked to come and help with the Parish Council table and show support for Anniversary Community event. |
| 16.06.08 | **Working Party Recommendations:**  **Development;** CllrWilkes reported need for Cllr skills audit, training feedback and training records. Idea of an Award for active Cllr at Great Boughton Awards evening being worked upon. Identified that all Cllrs are required to complete Code of Conduct training and at present, this is not achieved. Also, the Buddy system for new Councillors is being worked on and Cllr Miller has been allocated the buddy to Cllr Reeves and Cllr Wainscott and produced new Councillor files for both.  It was also suggested that the Buddy scheme could be extended to teaming up with other local Councils such as Christleton or Upton. Cllr Winscott expressed interest in helping with future scheme.  **Action:** Cllr Wainscott to join Development Working Party  **Staffing**: Update provided on current staffing situation. Due to time scales required for recruitment of Deputy before Summer break, and with the new Model NALC contract not complete, the Interim Clerk had accepted the Clerk role and signed previous Clerk contract with inclusion of requirement of CILCA being completed asap. This had allowed the advert for Deputy to be placed with CWaC with 10th July closing date and interviews w/c 14th July to ensure PC office fully staffed again by September, making 6 months with only one member of staff in PC office.  Debate ensued that the contract was not based upon the model NALC format agreed last Council meeting. As such, the contract that the Interim Clerk had signed was not as per Council directive and it was argued that NALC model contract was required to complete the hire. Cllr Whiteley had been rewriting the model contract but felt he required another week to complete it to his satisfaction and also incorporate amends that were requested by the Interim Clerk. Staffing Working Party asked to complete the process but Cllr Whiteley felt he was best placed to finish.  **Action:** Cllr Whiteley to meet with Interim Clerk on Tuesday, 17th June to incorporate amends and contract to be completed by end of the week. |
| 16.06.09 | **Queens Road Gate Locking and Unlocking:** Information sheet circulated was noted and discussion took place regarding costs incurred continuing to lock and unlock Queens Field gates daily. Reasons for ceasing were costs, reduction in youth behaviour and anti-social incidents, people being locked in plus money could be used to improve grounds for all. A recent resident complaint has also been received of overgrowth impacting fences and also, growth has narrowed walkways making it difficult for disabled use and some areas are looking neglected.  **Vote Taken**: **To stop locking the gates overnight whilst leaving Sutherland gate locked open permanently.**  Proposed: Cllr Collings, Seconded Cllr Scargill – 7 for, 1 against, 2 abstentions –**Motion carried.**  Discussion began regarding practicalities of ceasing the gate unlocking with idea of 1st September, Cllr Bulmer put forward that public should be consulted. **Logistics on** p**rocedure of ceasing locking to be resolved.** |
| 16.06.10 | **Clerks Report** – Clerk’s report had been circulated, and questions were received:  Cllr Bulmer enquired about Forest Grant payment to be received of £1,500 and asked Council to agree that the payment was ringfenced for Thackeray Field only.  Cllr Collings enquired about Friends of Cherry Grove Bowls Club and whether Cllr Rob Herd was in touch and has agreed to join the group. He will update Council in 4/5 months.  Cllr Collings stated there was a line in the contract regarding when fires at Allotments can take place. |
| 16.06.11 | **Finance:**   1. Council noted the Finance Report, including the bank reconciliation at the end of May 2025, comparison of spend to budget. 2. Council approved all receipts and payments over £100 made during May 2025. |
| 16.06.12 | **Planning Applications:**   1. To **consider** planning applications since 19th May 2025, including any that are received after this agenda has been issued:  |  |  |  |  | | --- | --- | --- | --- | | *Ref No* | *Site Address* | *Proposal* | *Response* | | *25/01504/TPO* | *Land Rear of 14 The Holkham The Holkham Chester* | *TX/99/10311/ORD - Large Ash - request to fell* | *12 June 2025* | | *25/01222/FUL* | *Shell Chester Service Station Vicars Cross Road Great Boughton Chester CH3 5NJ* | *Erection of a 3m fence to northern boundary.* | *14 June 2025* |   Council noted that all dates had passed and no comments had been requested during the previous month. |
| 16.06.13 | **Reports from CWaC Ward Cllrs:**  Cllr MacGlashan had left the meeting but had submitted a report which had been distributed to the Cllrs and was noted.  Cllr Steve Collings reported a busy month after the election and gave a brief verbal update on his attached report. |
| 16.06.14 | **Councillor’s reports and items for future agenda:**   * Update upon Cllr John Beckitt’s Christleton and Littleton Neighbourhood Plan and Priority Statement briefing. CWaC are updating the city plan and Green Band alongside the Parish could be developed. There are three options being proposed and two of these place the orange area on CWaC city map into Housing Band.   Proposed action is to nominate a Councillor from each Parish and work toward a unified solution. Council agree that development in other Parishes could increase traffic. Aim is for all to respond as a Council, as Councillor and as a Resident to ensure maximum impact.  Council  Agreed Community must be informed as there are only 8 weeks to respond and a Facebook post was agreed.  **Action:** Cllr Herd to write the Facebook post and pass to Clerk to share on Facebook.   * Bus Infrastructure changes will be taking place as £750 million has been provided for buses and rural funding and CWaC have received a part of the funding. This may result in extra buses and later services. * United Reform Church Anniversary Community Celebration on Saturday, 28th Cllr’s Otter, Felgate, Miller will be in attendance but all Councillors are encouraged to attend and support Community event which has received grant funding. Cllr Otter to collect and return the display boards on behalf of Clerk and Council. * Cllr Bulmer raised development at Centurian Place has no give way for pedestrian cross over at Sainsbury’s roundabout. Cllr Collings reported that plans were in place before the highway code changes and as such re acceptable. Cllr Bulmer fears that it will be accident waiting to happen, especially for those with disability scooters. |
| 19.05.15 | **Date of next meeting:** Monday 21st July at Caldy Valley Centre, Caldy Valley Road, Great Boughton at 7pm |

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

**DATE:……………………**