

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

**GREAT BOUGHTON COUNCIL EXTRAORDINARY MEETING MINUTES**

**Monday, 30th June 2025**

# **PART ONE - PUBLIC**

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| 30.06.01 | **Present:**  Cllr Amanda Miller (Chair), Cllr Peter Bulmer, Cllr Steve Collings, Cllr Julie Felgate, Cllr Krissie Myler, Cllr Sam Otter, Cllr Sian Wilkes and Cllr Amy Wainscott**Apologies:** Cllr Rob Herd, Cllr Martin Whiteley, Cllr James Reeves, Cllr David Flood, Cllr Jeanette McCarten, Cllr John Salt, Cllr Keith Scargill (Vice Chair) – All apologies noted and accepted**In Attendance:** Locum Clerk David Taylor |
| 30.06.02 | **Planning Applications:** The following planning applications, received since 16th June 2025, were considered including any that are received after this agenda has been issued:

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| *Ref No* | *Site Address* | *Proposal* | *Response* |
| *25/01365/FUL* | *100 Vicars Cross Road Great Boughton Chester CH3 5NW* | *Extension of dropped kerb* | *No comment* |
| *25/01196/FUL* | *15 Braemar Close Great Boughton Chester CH3 5HT* | *Side dormer to an existing loft room. (Re-submission of 24/02362/FUL).* | *No comment* |
| *25/01908/TPO* | *17 Gleggs Close Great Boughton Chester CH3 5RE* | *T1 Oak to side of property - Crown reduce by 2m, side prune for 1.5-2m property clearance and ring ivy at base. T2 Ash - Remove x2 lower branches and reduce by 1m. T3 Ash - Prune back to clear boundary. 2/3x Small saplings on fence line - Remove to ground level. Hawthorn - Side prune.* | *No comment* |
| *25/01392/FUL* | *9 Elstree Avenue Great Boughton Chester CH3 5HJ* | *External render to all elevations* | *No comment* |
| *25/01702/TPO* | *Land Adjacent To 17 Greggs Close Great Boughton Chester CH3 5RE* | *T1 Oak - Crown reduce by 2m and shape canopy as required and side prune for 1.5 -2m property clearance and ring ivy at base. T2 Ash - Remove 2 x low branches and side prune remaining to reduce overhangs. Saplings and young small self-set trees along fence line fell and side back hawthorn as maybe required for maintenance.* | *No comment* |
| *25/01725/FUL* | *59 Dee Banks**Great Boughton**Chester* | *Proposed WC and Store.**Demolition of existing building* | *Reiterate concerns re potential for holiday let with undesirable amount of further ground being built over* |
| *25/01596/FUL* | *85 Green Lane**Great Boughton**Chester* | *Rear Single Storey extension* | *No comment* |

**Action:** Clerk to write on behalf of Council regarding objections to proposed development at 59 Dee Banks |
| 30.06.03 | **Establishment of Staffing Committee**It was agreed that a Staffing Committee should be established.**Proposed:** Cllr Felgate**Seconded:** Cllr Myler**Vote**: All in favourThe Terms of Reference produced by the Working Party were considered.The rationale for size of the committee was discussed i.e. max of 4 Councillors + Ch & VC. Also, frequency of meetings – these would be dependent on demands of the responsibilities of the committee with once annually the bare minimum required.**Proposed**: Cllr Wainscott**Seconded**: Cllr Bulmer**Vote**: All in favourThe membership of the Staffing Committee was discussed and it was agreed that it should comprise of Cllrs Bulmer, Wilkes, Myler, and Wainscott with Cllr Felgate as a substitute.**Proposed**: Cllr Collins**Seconded**: Cllr Otter**Vote**: All in favour**Date of First Staffing Committee meeting:** Monday 14th July 2025 at Caldy Valley Neighbourhood Centre at 7pm |
| 30.06.04 | **Date of next meeting:** Monday 21st July 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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| 30.06.01 | **Present:**  Cllr Amanda Miller (Chair), Cllr Peter Bulmer (Vice Chair), Cllr Steve Collings, Cllr Julie Felgate, Cllr Krissie Myler, Cllr Sam Otter, Cllr Sian Wilkes and Cllr Amy Wainscott**Apologies:** Cllr Rob Herd, Cllr Martin Whiteley, Cllr James Reeves, Cllr David Flood, Cllr Jeanette McCarten, Cllr John Salt, Cllr Keith Scargill – All apologies noted and accepted**In Attendance:** Locum Clerk David Taylor |
| 30.06.05 | **Recruitment Pack**The Recruitment Pack was considered and amendments suggested: P1 para 2 – Precept to be updatedP1 para 4 – Sentence to include “Church”P3 - Para 3 to read “A hybrid role to be based at the Council Office, Vicars Cross Community Centre, Thackeray Drive, Chester CH3 5LP” - Further information to be obtained from the Interim ClerkP7 – Clarification about CV which cannot be accepted as part of the application but can be included as additional information in support of the applicationIt was also felt that the documentation needed to be in electronic form and not a pdf – for ease of filling out the application form. However, paper copies should be available for those candidates that needed it.It was agreed that the document be approved subject to these amendments.**Proposed**: Cllr Bulmer**Seconded**: Cllr Wainscott**Voted:** All in favour**Vacancy**The Vacancy document was considered and amendments suggested: Para 3 to read “A hybrid role to be based at the Council Office, Vicars Cross Community Centre, Thackeray Drive, Chester CH3 5LP”Further information to be obtained from the Interim ClerkCllr Wainscott queried the phraseology of “the payment for this is reflected in the salary offered” but was reassured that this wording was now quite normal.Councillors then discussed what knowledge of Great Boughton a candidate would be expected to demonstrate at interview.**Proposed**: Cllr Felton**Seconded**: Cllr Myler**Voted**: All in favour**Letter of Agreement – Interim Clerk**Members discussed time frame for new letter to Interim Clerk in the light of the expiry of the first letter on 19 June as well as the need to get the advertisement onto the ChALC website as soon as possible. |
| 30.06.05 | **Date of Staffing Committee meeting:** Monday 14th July 2025 \*All meetings start at 7pm at Caldy Valley Neighbourhood Centre, Caldy Valley Road, Great Boughton. |