**Clerk’s Report – for Parish Council Meeting, 15th September 2025**

A monthly report to Councillors with updates, information and correspondence relating to matters which do not require a decision and therefore have not been included within the agenda.

**Updates on Previous Operational Information:**

**1. Great Boughton Awards** –Councillors are asked to attend this exciting event at Oldfield School on 24th Sep at 6.30pm with Jackie Weaver attending

**2. Sam Dixon Visit, 8th October** to visit Thackeray Woodland with Mersey Forest to view the tree planting and woodland creation site

**3. RoSPA Routine Inspection Course & Certification –** Maintenance Officer is booked onto a day course in Telford on 7th October with examination for continuation of RoSPA (Royal Society for Prevention of Accidents) Routine Inspection certification. Cost: £350 & VAT Course, £140 & VAT exam. The maintenance officer undertakes monthly inspections of all our playgrounds and park areas with Annual Inspections by Winsford Town Council.

**4. Line Markings at Thackeray Drive** – With the new VXCC working group formed, they have requested following this up as they have a volunteer that is good with contracts, Sam Otter. I have passed over the following information I have gathered to them:

* Quote in Jan (for budget) - £1,095 & VAT (parking spaces & tennis, basketball – no netball markings)
* The price we paid in 2020 to local supplier, Safe Hands, £357 no VAT (all markings)
* The budget breakdown showing £2,000 in the budget for line markings at Thackeray

**5. Wooden Boat at Thackeray Drive –** Maintenance Officer has replaced 3 rotten planks on the boat. Interim Clerk has contacted the Manufacturer but it was difficult as we did not directly purchase with them. They did state that any repair, even under warranty, would only provide the wood and they would bill for other costs. With the Maintenance Office repairing it successfully at a minimal cost, decided not to pursue at this point. Discovered CWaC was responsible for the contract and could be worth contacting them if any other matters arise in future.

**6. Bins on Great Boughton Council Land** – Cllr MacGlashan request that a list of all QR codes on the bins on GBPC land; has not yet been started.

**7. GBPC Tree Survey** – Tree survey was scheduled to begin at end of July but the Tree Surgeon is running behind by 4/5 weeks. An update has been requested. There has also been correspondence from Frank Auty who has requested various work undertaken on Queens Road field, the felling of some trees, to preserve special species that were planted 30 years ago.

**New Operational Information:**

**8. To note the response and objections raised by the consultant for Great Boughton Council to the CWaC Local Plan Proposal.** Employed at a contribution of £3,000 by the Greenbelt Alliance of Local Councils to form a response to the potential housing option on the land between the A41 and the A55/M53, along with comments on the Bloor Homes Proposals. A copy of the Great Boughton Council response is attached to the Clerk’s report.

**9. To note Annual Playground Inspections, attached to Clerk Reports.**  These are under

**10. Annual Playground Report Maintenance Report Update –** These reports were passed to Maintenance Officer and he has been pursuing the issues and doing remedial work that has been identified as high risk. A chart has been made to show progress on all items and areas where higher investment needs to be made. This has been included in the agenda for Sept 2025 meeting.

**11. Vaughan’s Lane** – Maintenance Officer removed broken glass (beer bottle) on 24th July, reported by the ground’s maintenance contractor.

**12. External Lighting at VXCC sensors replaced** – Lighting on the Parish Council Office side of VXCC was no longer working due to sensors in both systems breaking. This left the car park and office door extremely dark in the evening. This has been repaired and will now come on automatically.

**13. Filming Request from ITN** – Request for a park environment was made and for filming took on 29th August for 2 hrs as part of a documentary. The request was turned down by Chair as when requesting further information, a non-disclosure agreement would have had to be signed which is against Government transparency.

**14. Fly Tipping at Caldy Valley Car Park** – There was an amount of rubble and insulation left in the Car park on Sunday, 19th August. It was found on Monday morning and a skip arranged to remove it, at a cost of £225 plus VAT.

**15. Caldy Valley Pocket Park Overgrowth** – There is significant overgrowth in the Pocket Park at Caldy and a quote will be arranged with Red Squirrel to cut back some to ensure the access can be still be gained to lower area.

**16.Caldy Park “Pallet Lady”** – There has been a homeless lady who has been making a home from pallets at Caldy Valley. The police have attended on numerous occasions. She does appear to have left the area but her belongings are still on site and so may return.

**17. Caldy Park Playground Bed Overgrowth** – There has been a confusion by the new contractor over the responsibility for flower bed within the playground at Caldy Valley. There contract states no flower beds and just grass cutting but there is a bed in the Playground that is out of control with brambles and large roses etc which are a danger to children in the space. The volunteers at Caldy are having difficulty maintaining the gardening and our contractor has agreed to tend the bed and cut back/remove the dangerous plants. The hedges have encroached on this area too.

**18. Caldy Valley Sign Damage:** The sign at Caldy in the car park is damaged and needs repairing. Also, the notice board in Great Boughton needs attending as the gold colouring of Great Boughton is peeling off.



**19. Tree Stump at Caldy Sending Suckers** – Last Winter, we sadly lost a huge tree at Caldy which was taken down by Red Squirrel. They were asked to leave the stump and huge trunk on site. There is a problem now, in that the trunk and root system are still alive and it has sent out many, many suckers. Trunks can live up to 7 years before the energy is depleted. These have completely taken over and an area of approx. 2m x 6m is now completely overrun. It will require the hedge cutter to cut down the area as they are a high as a person. **Council are asked whether it would be better to pay to remove & cease the tree stump’s growth and rather than pay annual maintenance for the suckers which are virulent. See photos of area affected.** In the last photo, there is evidence the suckers have reached the other side of the boule’s court.

**20. Dog in Thackeray Drive Playground** – Was asked to speak to residents with a dog in the playground and request they remove the dog. They were obliging and did leave when they could. Cllr Bulmer has created leaflets that can be used to present to anyone with a dog within a Council playground.

A garden with trees and bushes

AI-generated content may be incorrect.A person standing in a garden

AI-generated content may be incorrect.A garden with bushes and trees

AI-generated content may be incorrect.A small green plant in a dirt area

AI-generated content may be incorrect.

**21. Circus Visit** – The Circus visit was successful and a small number of free tickets were granted and shared with Morgan, our contract gardener and also passed to a deserving family via our Chair. There was no financial reimbursement given this year and so I have written in case it was an oversight and am awaiting a response. Luckily, the response came in a direct payment into the bank of £500.

**22. British Gas Lite** – Due to a breakdown in their software, an overpayment of over £500 was made on Old Laundry Corner new electricity supply. The money has been refunded and a £50 goodwill gesture given. This equates to 2 months charges. I have had continued difficulties and further £50 has been now granted - we have spent a lot of office time trying to sort this situation and hopefully, all is now resolved.

**23. TalkTalk Broadband Contract** – The office broadband contract has been renewed for a further 1 year for GBPC as part copper wire and 2 years for VXCC. We are having continual problems with the GBPC signal since Easter and the Clerk is continually chasing them about this.

**24. Queens Road Grass Cutting Contribution;** BA Commercial has been contacted and they have agreed to pay their £250 contribution which will be received in September.

**25. Vicars Cross Community Centre Website** – The VXCC mgr felt that maintaining the [www.vxcc.org.uk](http://www.vxcc.org.uk) website was extremely beneficial for the centre and has been funding the site via VXCC. On the 4th September, Clerk was notified that it would cease on 12th September with complete deletion due to the host company being liquidised. An external company has approached and provided a quote for £999 to rebuild the same site and host for £25 per month. In April 2025, the Assertion 10 (SAPPP 2025) Digital and data compliance detailed that a Parish Council owned website must meet accessibility regulations WCAG2.2AA – within this exercise, it has been found the existing VXCC website does not meet these criteria. The quote to rebuild does not meet this standard. They have stated it will at least double the quote but they are not placed to offer at this time.

The Interim Clerk has now populated the GBPC site with all info from existing VXCC that the mgr requires and has asked the GBPC host to take the domain at a cost of £25 per annum and redirect to the VXCC site to our GBPC site, VXCC page. This will also save an annual cost of over £300, plus operational time of running two sites. We will be closing the VXCC standalone site and amalgamating into one but with higher VXCC visibility, logo on front page.

**26. Dogs in the Playground at Thackeray Drive** – Interim Clerk has notified a dog owner that dogs were not to be within the playground and they kindly removed the muzzled and tied up dog. Cllr Bulmer has worked with CWaC and produced leaflets that can be given to any dog owners within the Playground. These are in the Clerk’s office.

**27. Suspicious Person within VXCC** – Due to a lone worker feeling vulnerable whilst working alone at VXCC, the Lone Worker Policy has been updated to include the emergency lighting external to the building. The incident occurred in July and was reported to the local police and lighting was fixed in response.

**28. Pearl Lane Allotments –** The majority of rents and contracts have been received. Outstanding contracts and payments will be chased in the next few months.

**29. Parish Councillor Vacancy** – Notice has been served of a vacancy and notification by CWaC Civic Team has been received that no election has been called. Council now have a duty to recruit a Parish Councillor to fill the vacancy.

Councillors to note a vacancy poster that was approved by the Governance Committee in February 2025 has now been placed on website and on the noticeboards advertising the vacancy.

A white and black text on a black background

AI-generated content may be incorrect.

**30. Tree Survey Update** – Have tried to contact the agreed tree surveyor as start date of end of July was delayed by 3 or 4 weeks. I am awaiting a new start date to be communicated and will keep chasing for further information.

Details regarding the section of land that had been missed off the quote, trees alongside court at VXCC in locked section, have been sent to Tree Surveyor to include.

**31. Graffiti in Great Boughton** – Councillors have been discussing and local residents have mentioned the incidents on Facebook. Interim Clerk discussed with Police and established that up to September 10th, still only 1 incident reported to them which is a closed case, will reopen if CCTV is presented. They have been no reports to the Police of any further incidents and as such, are not monitoring the situation.

**32. Sound Proofing on Thackeray Meeting Room in VXCC –** Maintenance Officer has applied a draft strip along the bottom of the door in attempt to reduce noise in meeting room. This will be placed upon Parish Council Office door too.

**33. Tennis Court Net at VXCC Court** – Broken wheel has been replaced by Maintenance Officer.

**34. Drop Down Bollards at Thackeray Field** – 2 bollards have been replaced from fold style to drop into ground due to danger to vehicles, by Maintenance Officer. Car damaged last Summer and contractor difficulties when circus had left.

**35. Damaged Basketball Nets on VXCC Court** – Damaged nets have been replaced by Maintenance Officer.

**36. Great Boughton Awards Evening Update –** Nominations received, 30 nominees have had written invitations to attend. Full update paper attached.

**Updates on Previous Correspondence:**

**1. Queens Road Field** – Complaint to CWaC regarding Russin Vine and Bind weed entering gardens on Queens Road. The complaint was sent on 25th April and we have received it from CWaC on 13th June. It has been acknowledged, Cllr Otter attended site and Contractor has inspected area. This has led to identification of much overgrowth in the beds and sides of Queens Road Field which is not currently within contractors’ maintenance contract. Ex Cllr, Sam Otter to meet with Cllr Peter Bulmer and handover on this issue. Awaiting Dan from Red Squirrel to have a look at the situation and provide a quote for removal.

**2. Queens Road Tree**– Resident has called as concerned that one of our trees is growing diagonally and is now over his garden shed and is very concerned it will fall and break the shed or land on his grandchildren. Mal has assessed and can not see any danger but it will be assessed on tree survey. He has chased as expected tree survey in July.

**3. Footpath at Red House Demolition Site** – We have been contacted again by the same resident for a further update. There has now been no footpath for 3 months following the subsidence. Cllr MacGlashan has received feedback from CWaC that a new developer will be taking over the site. This new work will involve traffic lights and a one-way traffic system outside the site for at least 9 weeks.

**New Correspondence:**

**4. Thackeray Drive Playground -** Resident phoned to report shattered green glass under a tree at Caldy Valley Playground on Tuesday, 22nd July. Maintenance Officer attended the same day and removed the small pieces of glass scattered in top right corner. The resident stated that had collected empty packets of sweets from the same area and believed it to be teenagers sitting and hanging out in the playground.

**5. Facebook Post regarding Planters in Great Boughton –** A facebook post on 22nd July, asked why Great Boughton had no flowers in their stands or tubs. Contacted Lisa Mossop at Walkers nurseries who confirmed all 11 Great Boughton planters had been replanted for Summer in June. On investigation, the residents are complaining about the planters at Boughton Village and are confused about the area GBPC cover. Cllr MacGlashan is looking at spending members budget on this and Walkers confirmed that they did fill them until end of 2023 and were paid by Members Budget, not CWAC.

**6. Lidl Tree and Shrub removal** - Contacted by a resident on the telephone concerned about the removal of trees and shrubs at Lidl site. Did understand that the final details were agreed, she was very sad and distressed about the situation.

**7. Email request regarding Council Agendas** – member of the public asked where we published agendas or summons for meetings – directed to the website and noticeboards.

**8. Broken Household Bin Complaint** - A local resident contacted us regarding an elderly resident’s broken bin and rude service she had received from CWAC. I passed the concern to Local Ward Cllrs and Cllr MacGlashan progressed the situation. She managed to ensure a replacement bin for the elderly lady after hers had been broken by the bin lorry. Really favourable outcome for our Community.

**9. Email Request enquiring about cost of our Annual Insurance** – the annual amount was emailed to the enquirer.

**10. Two Suspicious Cars Reported at VXCC** – Two cars were reported to the PCSO and PC on Monday, 18th August after having been parked in the VXCC small car park for over 4 days. One of the cars turned out to be a Care worker who uses the Council Car and the other, a neighbouring PCSO who was using it as parking. The PC has informed them that no cars are to be left overnight at VXCC.

**11. Pavement Blocked by Car on Melrose Avenue** – A resident reported a car that was consistently blocking the pavement and making driving dangerous as it was situated on a tight corner. It was reported to the local Police and PC McCue issued a parking advisory notice.

**12. Elderly Gentleman required help with Neighbour Dispute** – A vulnerable, elderly gentleman has visited on two occasions requesting the Parish Council help with his civil matter. Both Councillor and Clerk have attempted to assist by enlisting help from Ward Councillors and also the local Police, in case there is a case of trespass but also, in case there is a situation where help may be required.

**13. Dog fight reported on Thackeray Field** – a resident contacted the Clerk with request for help finding another dog owner whose loose dogs had attacked his on-lead dog by the Scout Hut. He was advised to report it to the police. The police have informed Clerk that no details should be given regarding other people in this type of situation and are awaiting a report to themselves

**14. Subsidence at Red House** – a Councillor and two residents reported subsidence at Red House site, with metal plates appearing to bend under the weight over the first weekend in September. This was reported to CWaC on Report it system as an urgent item. A response from Cllr MacGlashan saw CWaC address the item with news that a new developer was on site and would be undertaking work required.

**15. Great Boughton Response to CWaC Local Planning Discussion** – Resident wrote and asked whether the response would be visible to residents and noted the cost from July minutes. Resident has been sent a copy and the document is noted within the Sept agenda and mins and will be attached to both on the Website for full transparency.