*Parish Council Office, Vicars Cross Community Centre,* 

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

**GREAT BOUGHTON PARISH COUNCIL MEETING MINUTES**

**Monday, 15th September 2025**

# PART ONE - PUBLIC

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| 15.09.01 | **Present:**  Cllr Amanda Miller (Chair), Cllr Keith Scargill (Vice Chair), Cllr Peter Bulmer, Cllr Steve Collings (arrived 7.06pm), Cllr Julie Felgate, Cllr David Flood, Cllr Rob Herd, Cllr Krissie Myler, Cllr James Reeves, Cllr Martin Whiteley, Cllr John Salt and Cllr Sian Wilkes**Apologies approved:** Cllr David Flood, Cllr John Salt, Cllr Amy Wainscott, Cllr Martin Whiteley **Apologies:** Cllr Jeanette McCarten, Cllr James Reeves**In Attendance:** Interim Clerk Sophia Samuel |
| 15.09.02 | **Declarations of Interest:** There were no new declarations on any item on the agenda. |
| 15.09.03 | **Open Forum:** One member of the public was present. They raised the Great Boughton response to the Cheshire West and Chester (CWaC) Local Plan, expressing full agreement and commending it as wonderfully researched. It was noted that the consultant who authored that response is currently preparing the Great Boughton response to the proposed Bloor Homes development as agreed by vote in July Parish Council meeting. Cllr Miller and Cllr Wilkes attended Bloor Homes consultation. |
| 15.09.04 | **Minutes and matters arising:** The minutes of the Parish Council meeting on Monday 21st July were approved as accurate by a show of hands and were signed by the Chair on behalf of the council. |
| 15.09.05 | **PCSO Report:** Report was noted by Council. Limited information on report was noted due to GDPR restrictions. Councillors discussed multiple shoplifting reports on Caldy Lane, lack of speed check information, and information requested by Speed watch. Graffiti discussed as feedback from Police was that only one incident by Aldi had been reported even though prevalent in Great Boughton. This will be last PCSO report for Council as PCSO leaving end of September and currently no replacement.**Action:** All encouraged to report graffiti incidents to police.Interim Clerk to ask PCSO of lack of speed check information on the report. Also, to contact Speed watch for update on checks.  |
| 15.09.06 | **Reports from CWaC Ward Cllrs:**  No report from Ward Councillor MacGlashan - Ward Cllr Steve Collings submitted report via email and it was noted and had been distributed prior to the meeting. Cllrs discussed;* Stated CWaC is in pre-election period for Ellesmere Port, so no political work continuing.
* Planning – Vicars Cross service station change of use/tile shop; Highways haven’t done count on roads to see if it will affect roads causing delay.
* Stocks Lane Bowling – Cllr Collings created new website and offering free taster sessions to encourage take up. Constitution will be up and running next month.
* CWaC do not use pesticides as standard, special use only.
* Complaints about speeding at Caldy Valley and they would like to join Speed watch.
* Ward Cllr will fight for replacement PCSO as none scheduled at present.
* New Contractor at Red House
* Gorse Way Traffic Light Installation Consultation went out and did not include Great Boughton representation as technically not in ward. Stakeholders invited were Christleton and Hungtington. Responses due by 19th but Cllr Collings had been emailed to say that they had already indicated that they had agreed to accept that the new planning stated no new crossing needed. This was due to traffic management and residents opposed. Huntington Parish Council meeting coming up but Cllr Collings unable to attend.
* Cameras on Green Lane
* Boughton Hall Drive, change of house from residential to potential care home for children
* Foxes Walk – found the owner
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| 15.09.07 | **Working Party Recommendations:** Cllrs noted the Terms of Reference for the new Vicars Cross Community Centre (VXCC) Working Party supplied by VXCC manager and clarified wording of Chair? And asked for it to be crossed out – amended and:**Vote Taken: To approve Terms of Reference for VXCC Working Party with amend** Proposed by Cllr Myler, Seconded by Cllr Felgate, motion passed unanimously.  |
| 15.09.08 | **Applications for Grants:** 1. Application received from VXCC for grant contribution to costs of replacing existing floor tiles at VXCC.

**Vote Taken: To approve VXCC Grant for replacement floor tiles** Proposed by Cllr Scargill, Seconded by Cllr Bulmer, motion passed unanimously**Action:** Clerk to notify VXCC mgr and transfer funds1. Three Flooring Quotes were supplied in the grant application, discussed and needed Council approval as over £1,000. All quotes were like for like.

Cllr Wainscott proposed the lowest costing Supplier C as like for like**Vote Taken: To approve Contractor C for replacement floor tiles** Proposed by Cllr Wainscott, Seconded by Cllr Wilkes, motion passed.  |
| 15.09.09 | **Policy Adoption:****Lone Policy 2025**: Councillors discussed amendments, inclusion of security lighting as provided precaution and asked staff to report and record any incidents of suspicious behaviour. **Vote Taken: To adopt updated Lone Policy 2025** Proposed by Cllr Herd, Seconded by Cllr Myler, motion passed. Chair signed and dated policy for Council adoption  |
| 15.09.10 | **Grounds Maintenance Contract Extensions:**Cllr Bulmer to supplied Councillors with a paper on the Current Contractors and proposed extending their contracts on 2025/26 terms and costs for three years with inflation costs applied annually. **Vote Taken: To extend maintenance contracts for 3-year period to 2028/29** Proposed by Cllr Bulmer, Seconded by Cllr Scargill, motion passed. **Vote Taken: To accept existing costs plus annual inflation, 5% for 2026/27 and negotiated for each further year**Proposed by Cllr Bulmer, Seconded by Cllr Herd, motion passed. **Action:** Interim Clerk to notify Contractors of acceptance of 3-year contracts at same costs plus 5% inflation |
| 15.09.11 | **Queens Road Gate Locking and Unlocking:** Chair noted that this was included on the agenda for Part 2 discussion and moved all discussion, without notice, to Part 2. |
| 15.09.12 | **Annual Playground Inspections;** 1. Council **noted** the 4 annual Playground Inspections by Winsford Town Council, all are published on the website
2. Councillors **received** and **noted** progress report provided by Maintenance Officer on actions based on recommendations. All risks identified are being actioned and quotes gathered for next Parish Council meeting.
3. Council asked that Josh Jump resurfacing, that is now medium risk, is costed and put into budget for possible replacement in 2026/2027.

**Action:** Clerk to gain quotes from items in the Maintenance report for next parish Council MeetingClerk to gain quotes for resurfacing repairs on Josh’s Jumps and present for inclusion in budget discussions for 2026/2027 |
| 15.09.13 | **External Auditor Report:**1. Councillors **noted** External Auditor Reportsupplied by PKF Littlejohn LLP on 28th July 2025
2. **Agreed** no action is required as second year with no recommendations or findings from external auditor.

Councillors noted tremendous job by Interim Clerk |
| 15.09.14 | **Clerks Report** – Clerk’s report had been circulated. 1. Councillors **noted** and discussed:
* TV filming request declined as no benefit to Parish
* No QR codes on wooden bins In Thackeray Drive Playground
* Point 18. Sign Damaged by tree falling – Cllr requested that this was discussed further in next Resources Committee and placed upon agenda.
* Interim Clerk reported that Tree Survey had begun
* Point 24. Queens Road Grass Cutting Contribution – currently receiving an annual contribution of £250 from Beresford Adams as it is not Parish Council land but it is cut at a cost of £700 per annum.
* Planters in Boughton Village, Point 5 correspondence, Cllr Collings stated that an offer to remove the empty planters was being discussed as they were being used as bins and were unsightly.

**Actions:** Clerk to investigate QR codes on binsClerk to ask Maintenance Officer to see if he can bend sign back at CaldyDamaged signs to be placed on agenda for next Resources CommitteeClerk to look for an agreement for Queens Road Field regarding previous contribution terms to see if they can be increased. 1. Great Boughton Awards – Cllrs available to help are Cllr Collings, Cllr Myler, Cllr Scargill, Cllr Miller, Cllr Felgate, Cllr Herd and Cllr Wilkes. Apologies from Cllr Bulmer and Cllr Wainscott.
2. Council **noted** the Great Boughton Response to CWaC Early Local Planprovided by Specialist
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| 15.09.15 | **Finance:** 1. Council **noted** the Finance Report, including the bank reconciliations for the end of July and August 2025, comparison of spend to budget.
2. Council **approved** all receipts and payments over £100 made during July and August 2025.
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| 15.09.16 | **Government Pay Scales from NALC:**New pay scales from NALC had been agreed for 2025. Proposal to accept and backdate to 1st April 2025 for all employees on NJC pay scales. **Vote Taken: To approve NALC Pay Scales** Proposed by Cllr Collings, Seconded by Cllr Herd, motion passed unanimously**Action:** Clerk to notify Staff of increase and arrange with Shires for new pay scales to be adopted from October 2025.  |
| 15.09.17 | **Planning Applications:** Council **considered** planning applications received since 30th June 2025

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| *Ref No* | *Site Address* | *Proposal* | *Response* |
| *25/02195/TPO* | *8 Moorcroft Court Chester CH3 5JZ* | *Reduce crown of the mature Copper Beech located at the rear of the property by selectively pruning back to previous reduction points, maintaining the tree's natural shape and health.* | *12 August 2025* |
| *25/01995/S73* | *31 Maytree Avenue Great Boughton Chester Cheshire CH3 5HG* | *Single storey side and rear extension - variation of condition 2 (approved plans) of planning application 25/00670/FUL -roof design to be changed to rear gable.* | *21 August 2025* |
| *25/02100/FUL* | *13 George Close Great Boughton Chester CH3 5HZ* | *First-floor extension above existing garage and loft conversion* | *26 August 2025* |
| *25/02113/FUL* | *Premier Inn Caldy Valley Road Great Boughton Chester CH3 5PR* | *Installation of External Plant* | *27 August 2025* |
| *25/02227/FUL* | *17 Kirkwood Close Chester CH3 5JX* | *Single storey rear extension* | *5 September 2025* |
| *25/02317/FUL* | *49 Bridgewater Drive Great Boughton Chester CH3 5LS* | *Single storey rear extension following the demolition of an existing garage and conservatory* | *10 September 2025* |
| *25/02318/FUL* | *51 Bridgewater Drive Great Boughton Chester CH3 5LS* | *Single storey rear extension following the demolition of an existing garage and conservatory* | *10 September 2025* |
| *25/02555/TPO* | *Area Adjacent 9 and 11 Ballater Crescent Great Boughton Chester CH3 5JD* | *1x Cherry and x1 very large Silver Birch - Crown lift the Silver Birch to 5m over the road. Crown lift the Cherry to 4m over the road and footpath* | *23 September 2025* |
| *25/02571/FUL* | *57 Rosslyn Road Great Boughton Chester CH3 5HR* | *Two storey side extension and single storey rear extension. All elevations to be externally insulated with render finish.* | *29 September 2025* |
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Council considered the planning applications, and no comments will be made.  |
| 15.09.18 | **Councillor’s reports and items for future agenda:** Cllr Collings: 4th October, Free Bowling Taster Day with tea and coffee at Stocks Lane Bowling GreenCllr Felgate; Allotment Update. Man living in the shed on the allotment site. He has been served notice by Cllr Felgate and Cllr Myler from greenhouse and is now in shed. Allotment holder’s son and discussed her other plot. Cllr queried that a neighbour has formally taken over some of the plot but he does not live in parish so that would be invalid. **Action:** Clerk to research and serve a formal, official eviction notice so that Council can receive police help in future.Clerk to investigate the renting of allotment to out of parish holder. Cllr Bulmer – Apple Pressing at Caldy on 28th SeptemberAlso, Apple pressing on 18th October at both VXCC, morning and Caldy Valley, afternoon |
| 15.09.19 | **Date of next meeting:** Monday 20th September at Caldy Valley Centre, Caldy Valley Road, Great Boughton at 7pm |

**AGENDA PART TWO – CONFIDENTIAL**

*Members of the public were 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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| 15.09.20 | **Present:**  Cllr Amanda Miller (Chair), Cllr Keith Scargill (Vice Chair), Cllr Peter Bulmer, Cllr Steve Collings (arrived 7.06pm), Cllr Julie Felgate, Cllr David Flood, Cllr Rob Herd, Cllr Krissie Myler, Cllr James Reeves, Cllr Martin Whiteley, Cllr John Salt and Cllr Sian Wilkes**Apologies approved:** Cllr David Flood, Cllr John Salt, Cllr Amy Wainscott, Cllr Martin Whiteley **Apologies:** Cllr Jeanette McCarten, Cllr James Reeves**In Attendance:** Interim Clerk Sophia Samuel |
| 15.09.21 | **Declarations of Interest:** There were no new declarations of interest |
| 15.09.22 | **Queens Road Gate Locking and Unlocking:** **Councillors noted** report from Clerk regarding implications to Council, recommendations and discussed meeting with Chair and Staffing Chair to discuss operational changes with contractors: 1. **Vote Taken: To provide a 3 month notice period to contractors for cessation**

Proposed by Cllr Herd, Seconded by Cllr Felgate, motion passed. 1. **Vote Taken: To accept wording for termination letter for Queens Road Locking**

Proposed by Cllr Wainscott, Seconded by Cllr Scargill, motion passed. **Action:** Chair and Staffing Committee Chair to meet with Contractors and discuss operational changes and implications. This to be followed by agreed letter stating completion of operation.  |
| 15.09.23 | **Staffing Committee Update:** Minutes received,decisions **noted.**Cllr Bulmer stated Staffing Committee had approved, on behalf of the Council:1. Amended NALC model contract of employment
2. Return to work Policy
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| 15.09.24 | **Consideration** and **vote** on recruitment of Clerk proposed **Vote Taken:** Proposed: Cllr Wainscott, Seconded: Cllr Felgate – All in favour – **Motion carried.**  |
| 15.09.25 | **Date of next meeting:** Monday 20th September at Caldy Valley Centre, Caldy Valley Road, Great Boughton at 7pm |

**SIGNED…………………………………………….**  **CHAIR OF GREAT BOUGHTON PARISH COUNCI**

**DATE………………**