

## MINUTES OF CHRISTLETON PARISH COUNCIL ORDINARY MEETING

### INCORPORATING KING GEORGE'S TRUST

Held on THURSDAY 3<sup>rd</sup> SEPTEMBER 2020

Via ZOOM Virtual Meeting

#### UNSIGNED

**Present;** Cllrs Luke Henley (Chairman), Susan Robson, Kate Sinclair, Elizabeth Inall, Janet Brown, John Eccles, John Beckitt & Damian Murphy

**In Attendance:** Four candidates for PC vacancies & Sue Thwaite (Clerk)

**Apologies:** CWAC Cllr Stuart Parker (IT problems)

#### Declaration of Disclosable Pecuniary Interests

Cllr Murphy declared a pecuniary interest in agenda item 9 (a) Update on Plan 10E proposals

#### Minutes of the last Meeting

1. The Minutes of the Ordinary Parish Council Meeting held on Tuesday 11<sup>th</sup> August 2020 were approved as a true and correct record subject to an amendment to wording in para 45 – change 'requires to relevant' and will be formally signed by the Chairman following lockdown restrictions being lifted.

#### Public Forum

2. There were no issues raised at this meeting.

#### Meeting Format

##### Protocol for Remote Meetings

3. The Protocol for Remote Meetings document was accepted but it was felt that the role of the Chairman was not sufficiently explained and required more clarity.  
**Resolved:** the protocol be approved on an interim basis, until the next ordinary meeting when the protocol will be brought forward for its modification to address concern raised. This was unanimously agreed  
**Action:** Clerk to action this item.

##### CPC Publication Scheme

4. The CPC Publication Scheme commits the Authority to make information available to the public as part of its normal business activities and to proactively publish or otherwise make available as a matter of routine information on a number of topics.
5. Cllr Henley proposed and was seconded by Cllr Sinclair to adopt the publication scheme without modification and to always publish as much information as possible to the village community.  
The Proposal was agreed unanimously.

#### IT Improvements

##### To discuss IT improvement proposals

6. The document presented to the meeting explained the rationale including the amount of paper used by the Parish Council, risks of some of our processes in particular use of personal email accounts for PC business which may be unwise in GDPR terms.
7. The documents set out objectives to improve PC IT system make GDPR compliance more robust, consider all members to have a pc.gov.uk email account, become as near paperless as possible and better able to publish meeting documents and share these with the public.

8. Various Cloud bases systems were discussed with some members voicing concerns that their current IT devices could not support this technology. The option of the PC purchasing devices for members use solely for Parish Council business could be a solution but there are cost implications with this option, initial purchase, maintenance, insurance, and eventual replacement to consider.
9. Following the discussion, it was agreed in principle to look into taking it to the next level of planning and what it would take to make it work.
  - Resolved:** To look into pc.gov.uk email addresses for all members
  - Action:** Cllr Sinclair to liaise with Webmaster to investigate this and report back to next meeting
  - Resolved:** To look into various Cloud bases providers for Parish Council business.
  - Action:** Cllr Henley to action this matter.

## Planning

### Planning Applications

10. A list of planning application previously circulated to all Councillors was considered, comments were noted by the Clerk for submission to CWAC Planning Authority. All comments can be viewed on CWAC website.

### Update regarding University of Law planning proposal

11. Cllr Eccles reported he was still waiting a reply from the Developer to the Council's recent letter for confirmation of where the temporary access point would be for construction traffic during the development of the site. This is seen as necessary information as the Council seeks to reflect the strong representations to divert the construction traffic from the village centre.
  - Action:** Cllr Eccles will continue to follow this up.
12. There is also a need to pursue the subject of potential Developer contributions to environmental improvements if justified. As of now we are not yet in a position to provide the hard detail until Planit proposals are considered. Cllr Eccles emphasised this was an opportunity that was time limited and possible funding streams would be mentioned later in the agenda.
13. Further discussion featured on when to engage with the village on the development plans, previous plans for developing the site for housing was strongly opposed to and the Council need to canvass the village, by way of a public consultation on the proposals to obtain a mandate from the residents to represent their views when commenting on the planning application when submitted.

### Response to Beechmoor Nurseries Development following phase 2 presentation

14. Following the recent presentation by Retirement Villages on their development plans for the former Beechmoor Nurseries the following concerns were raised: - the overall block appearance of the buildings was aesthetically unattractive, and the façade needed breaking up with different finishes. The overall scale of buildings was too high (some five storeys' whilst previous design was a maximum of 3 storeys' high). Number of units has increased greatly over existing planning permission. Exiting the site on to A41 great potential of blocking carriageway at the Hamburger roundabout, not fully considered.
15. These comments will be fed back to the developer for their attention.

## Consultation & Engagement

### To consider items for the PC Newsletter

16. The next Parish Council newsletter will be issued in late September/early October with suggested updates on traffic, University of Law development, Beechmoor Nurseries development, King George's Fields, Air Quality etc.

17. Cllr Murphy moved that this matter be discussed later in the meeting when all other items have been considered, this was agreed by all members.

### **Traffic & Road Safety**

#### Update on Planit-IE proposals

#### **Cllr Murphy exited the meeting at this point**

18. Cllr Beckitt presented his report to the meeting, Planit are now 90% of the way through the design process and the current draft designs were forwarded to all Parish Councillors for their comments which have been received by Cllr Beckitt.
19. Planit have now presented their draft designs to CWAC Highways, landscaping, and conservation with a number of technical checks being identified that they are now carrying out. Cllr Beckitt thanked CWAC Cllr Parker for his intervention in encouraging CWAC to provide their technical inputs to these designs when required.
20. This CWAC feedback may generate further design work on Village Green (Triangle), the Plough Lane junction and Rowton Bridge Road shared user path as well as possible Heritage Assessment.
21. Cllr Henley raised concerns regarding the Village Green (Triangle) parking proposals and whether this would alter the status as a Village Green.
22. It was agreed that Cllr Henley and the Clerk will check with CWAC to confirm if it is officially registered as a Village Green and report back to the Council.
23. Cllr Beckitt confirmed he would enquire if the proposed Heritage Assessment could assist with this matter.
24. Cllr Beckitt commented on suggestions that the Village Green (Triangle) previously approved Planit design brief should have included a reduction in the number of car parking spaces available at this location could have resulted in a funding requirement of car park behind St James Church and could have a detrimental effect on local businesses and residents of the village.
25. Update on parking options were discussed and since the last PC meeting Cllr Beckitt has met with residents of Quarry Lane opposite the Primary School and reviewed the parking options being considered. The residents present reiterated their concerns which include cars reversing in traffic flow increase in car speeds through removal or parked cars in roadway, in danger to pedestrians, school children on bikes and other road users. Increase air pollution levels outside the primary school for children and parents walking to school, they are very strongly opposed to the proposal for parking outside the Primary School.  
**Action:** Cllr Beckitt will respond to any correspondents to answer their concerns.
26. Cllr Beckitt reported that a number of the residents had volunteered to monitor the pollution levels outside the Primary School.
27. Cllr Beckitt will be meeting with the Headteacher of the High School regarding Planit matters and will raise the possibility of some community parking being made available at the school also parking proposal in St. James car park is still being considered.
28. The members thanked Cllr Beckitt for all his work on all the Planit design proposals.

#### **Cllr Murphy returned to the meeting**

#### Update on Park & Stride Project

29. The signs for the park & stride initiative have been ordered and should be installed at the designated locations this week.
30. Approval to spend £50-£75 was requested to pay for the installation of the signs., this was approved.
31. The Headteacher from the High School agreed to write to all parents informing them of the Park & Stride initiative and the locations of drop of and pick up points for students.

### Highways Backlog

32. A number of proposals are still outstanding with delays in Highways responding to these matters, CWAC Cllr Parker has been asked for assistance to resolve this matter.
33. The build out was originally installed on Pepper Street at its location to reduce traffic flow and speed down this road. The installation of signage in an area with otherwise insufficient width has now been reconsidered and could now be moved to the other side of the road therefore more effectively opposing the traffic flow from the A41. The Parish Council would be required to fund the work and a quotation has been requested.

### Update from Cycling Working Group

34. The five parishes cycling working group are meeting in early September with CWAC who are keen to see the plans as cycling is a central pillar in their forward planning for road usage.
35. The Planit proposals and the major items in the Christleton cycling plans will be brought back to the Parish Council with more information of cost/benefit for discussion following the formal Planit review.

### **KING GEORGE'S TRUST ITEMS**

#### To approve retrospectively Expenditure for August 2020

36. The following expenditure was approved:

Payments	£	Act
Rob Pierce – Groundwork Maintenance – AUGUST 2020	835.00	Open Spaces Act 1906
INCOME –		
BANK BALANCE @: 20/07/2020	4517.57	

#### Report on meeting with Christleton Sports Club to discuss first field plans/additional carparking at LHPA

37. This matter is still outstanding, and Cllr Murphy will arrange a meeting and report back at the October meeting.

#### To consider replacing gates at LHPA

38. The entrance gates at the play area are in a poor condition, problems with them closing together and the metal latch being very loose, following discussion it was:

**Resolved:** to obtain quotations from suppliers for replacement gates.

**Action:** Clerk to action this item.

#### Monthly Inspection Report

39. There were no issues to report at this meeting.
40. The Members thanked the volunteers for their assistance in installing the play bark and play sand in the play area, it was greatly appreciated.

### **Future Projects & Groups**

#### Update from Air Quality Working Group

41. Continuous monitoring is ongoing, and a report will be issued at a later meeting

#### Update from Asset Working Group

42. The date of the Footpaths & Cycle paths review is still awaited.

### **Allotments**

#### Report the Allotment Working Group

43. The allotments are at full capacity at present with two people on the waiting list.

44. Storm damage from a falling tree branch on land bordering a plot was reported, unable to confirm ownership of the tree at this stage and permission to meet the cost of cutting up the branch and removal at a cost of £120 was sought.

**Resolved:** This cost was approved unanimously.

**Action:** Clerk to convey this decision to the plot holder

**Finance:**

To approve retrospectively expenditure for August 2020

45. The following expenditure was approved.

<b>ORGANISATION</b>		
Dandy's Topsoil – Play Bark & Sand for LHPA (paid 19/08/20)	1132.89	Open Spaces Act 1906
Sue Thwaite – Clerk Expenses August 2020	85.10	LGA 1972 – Sec 112
UPrint – Printer Toner Cartridges	65.98	LGA 1972 – Sec 111
McAfee – (Sue Thwaite) 1-year PC Security Protection subscription	89.99	LGA 1972 – Sec 112
Mr Peter Brown – Gate keys for Boughton Heath Allotments	37.00	Small Holding & Allotments Act 1908
Open Spaces Society – Annual Subscription	41.00	LGA 1972 Sec 143
Planit-IE Ltd – Village Design – Part payment	5400.00	
Viking – (Sue Thwaite) – Fellowes Powershred Shredder	63.59	LGA 1972 Sec 143
Cllr John Beckitt -ZOOM subscription	7.20	LGA 1972 – Sec 112
GeoXphere Ltd – Parish Online Annual Subscription	54.00	LGA 1972 Sec 143
JBC Builders – Repair, treat and paint 3 benches by the Pit	485.00	Open Spaces Act 1906
Rob Pierce – Groundworks for August 2020	350.40	Open Spaces Act 1906
<b>No Prior Approval Payments</b>		
Sue Thwaite Clerk – Salary for August and add hrs for July 2020	834.32	LGA 1972 – Sec 111
Derek Garner – Village Asst Pay & expenses August 2020	104.68	LGA 1972 – Sec 112
HMRC – PAYE AUGUST 2020	232.40	LGA 1972 – Sec 2
<b>INCOME:</b>		
Bank Balances – @ 20/08/2020		
H/ Account	111,996.10	
Current A/C	100.78	
Dredging A/C	12053.08	

To approve National Pay Award for Clerk & Village Assistant

46. The new National Joint Council for Local Government Services agreed new pay scales for 2020/2021 implemented and backdated from 1<sup>st</sup> April 2020 for the Clerk & Village Assistant was approved unanimously.

## Christleton Schools

### Update from Christleton High School/Primary Schools

47. Both schools have been working hard to make the schools COVID-19 secure for their pupils return to school for the Autumn term.

## Monthly Inspection Report

### Capesthorpe Road Community Orchard

48. Cllr Brown reported there was a broken plank on the seat in the orchard – Clerk will contact contractor to mend the seat.

## Community Safety Matters

### Report on meeting with PCSO Linda Bailey & Crime Prevention Officer

49. Cllr Sinclair met with PCSO & Crime Prevention Officer at the play area to discuss reducing crime on the site. The CPO recommended installing lighting in the car park area, closing the site in the evenings, and setting up a 'Friends of' group of residents to keep an eye on the area. Closing the site was not practical, as someone would need to be available to open and close the site daily.
50. Cllr Sinclair also had discussion looking into CCTV options, this is not recommended for this site as the initial cost would be over £30K and further expenditure needed on an annual basis.  
**Action:** Cllr Sinclair will meet with two closest residents to canvass their views on lighting the car park and will investigate procedure and set up costs of lighting and report back.

## Action Items

### Update on Little Mere Management Company proposals

51. Discussions have taken place by LMMC with solicitors to make amendments to the Road Maintenance Agreement which would allow the Management Company to share the cost of road maintenance with the Parish Council.
52. The Management Company briefed the Parish Council on the proposed course of action to amend the little Heath Road Maintenance Deed and it was:  
**Resolved:** The Councilors agreed that the Management Company should instruct solicitors to carry out the necessary inquiries with Cheshire West & Chester council.  
**Action:** Clerk to convey this decision to the Management Company.

### To discuss Website Accessibility Statement

53. The Council's Webmaster submitted the draft Website Accessibility Statement for consideration, this was approved subject to a number of amendments which will be conveyed to the Webmaster for his attention.

### To discuss complaint regarding access to footpaths

54. A complaint had been received that the farmer who owns the field adjoining the Cricket Club was planning to deny access to the public over footpaths on his land which have been walked for over 25 years.
55. This matter was referred to Cllr Robson on the Footpath & Open Spaces Groups who confirmed she had dealt with this matter.

### Report on updating Village Directory & Guide

56. This matter is ongoing.

## Consultation & Engagement item continued:

57. Following all the agenda items being considered it was agreed for the next Parish Council Newsletter to be distributed in October and in the meantime to submit an article for the next edition of St. James Church Magazine updating the residents on progress with Planit-IE design

proposals, University of Law and Beechmoor Nurseries planning proposals and any other relevant information of interest.

**Action:** Cllr Sinclair to action this item.

58. Further discussions for a village consultation on these matters will be organised in the near future, which, because of present restrictions will have to be via virtual means.

#### **Information Correspondence**

59. Information correspondence: a list of items received has been circulated to member prior to the meeting

#### **Information Only Items**

60. Information regarding the Borough Play Strategy was circulated to all members prior to the meeting.

### **Part Two**

#### Parish Council Vacancies

61. The four candidates applying for the two vacancies on the Parish Council were invited one by one to give a brief outline of their reasons for applying for the vacancies.
62. The candidates were asked to withdraw from the meeting in order for the Councillors to consider their applications and to vote on which two they considered the most suitable to appoint.
63. Following the vote, it was confirmed that Lauren Buckley & Graham Ranger be co-opted onto the Council to fill the two vacancies.
64. All candidates were invited back into the meeting and the unsuccessful ones were thanked for their interest and time in applying.
65. The Clerk confirmed that she would deliver the necessary paperwork to both new members accepting their nomination and Notification of Member's Interests for lodging with CWAC.

Dates of the next meetings: 06/10/20 & 03/11/20

Meeting closed at 10.25 p.m.

CPC – 03/09/20

Unapproved/Unsigned Draft Minutes