

## **MINUTES OF CHRISTLETON PARISH COUNCIL ORDINARY MEETING**

### **INCORPORATING KING GEORGE'S TRUST**

**Held on Tuesday 1<sup>st</sup> June 2021 at 7.30 pm**

**At Christleton Sports Club**

#### **SIGNED**

**Present** Cllr Luke Henley (Chairman) Susan Robson, John Beckitt, Elizabeth Inall, Kate Sinclair, Damian Murphy Peter Tonge, Graham Ranger, Lauren Buckley & Janet Brown

**In Attendance:** CWAC Councillor Stuart Parker & one member of the public

**Apologies:** There were no apologies

#### **Declaration of Disclosable Pecuniary Interests**

There were no declarations of interest

#### **Minutes of the last Meeting**

1. The Minutes of the Annual Parish Council and Ordinary Parish Council Meeting held on Tuesday 4<sup>th</sup> May 2020 were approved as a true and correct record.

#### **Public Forum**

2. A member of the public attended to voice his concerns about potential loss of parking for the residents in front of the four cottages overlooking the Village Green, which they have used for many years, if the proposed design for the village green area goes ahead. A letter from 3 of the residents of the cottages objecting to the proposal was handed to the meeting.
3. The Chairman acknowledged the residents' concerns and explained that the company we got into do the design assumed that was available land, and if this is not the case then before we progress, we will have to investigate further and if the land is not available then the plans would have to be revised.
4. One of the cottage residents had been approached to see if there was any extant information of ownership of the land which would make a difference and whether the cottage residents have rights that are legally recognised if they do not own the land.
5. Whilst the Council are taking it forward in applying for funding, we cannot at this stage confirm just what the details are going to be until the issue is finalised.
6. It was also confirmed that this part of the Village Design would not be the first element to be carried out and once funding is in place then the design would be looked at further and the Council would fully consult with the residents of the cottages again at this stage.
7. The resident was asked if they had any evidence of ownership of this piece of land could they pass it onto the Clerk of the Council.
8. Cllr Parker confirmed that an interim Head of Highways has been appointed until a full-time Director is appointed later in the year. He also confirmed that his member's budget is available if the council has any projects that could benefit from an award. The Cabinet would be meeting next week to approve the new Waste Strategy for Cheshire West and Chester area.

#### **IT Improvements**

9. A meeting will be arranged to finalise this matter before the July meeting.

## Planning

### Planning Applications

10. A list of planning applications previously circulated to all councillors was considered, comments noted by the Clerk for submission to CWAC Planning Authority, all comments can be viewed on CWAC website
11. Cllr Ranger expressed concern about not having been consulted as neighbour over planning application 21/01722/CAT which referred to trees on his property. As a neighbour, is there not a statutory obligation to be notified in order to comment?  
**Action:** Cllr Parker will make enquiries.

### Update from University of Law Working Group

12. A meeting between the Group and the Developer is scheduled for later this week and they will report back to the Council following the meeting.

## Traffic & Road Safety

### CWAC Highways Backlog

13. The build-out designs are very close to completion for Plough Lane & Birch Heath Lane, we were hoping that a draft drawing would be available for this meeting but they have not been received

### Update on Sustainability Transport Taskforce Plans/South East Chester Pilot

14. There have been no major changes since the last meeting other than the emergency active travel lane group focusing on a two-way cycle route from the Hamburger Roundabout into Chester being the chosen option, further report will be available at the next meeting.

### Update on A41 Proposals

15. Highways are looking into the redesign of the cycle path along the A41 at Christleton and we are awaiting sight of the proposal.

### Update from Air Quality Working Group

16. Results from the monitoring on the A51 at Littleton are expected in the near future to see if the PM2.5 levels are still within the WHO limits as they were previously

## KING GEORGE'S TRUST ITEMS

### To approve expenditure for June 2021

17. The following expenditure was approved:

| Payments  | £       | Act                  |
|---|---------|----------------------|
| Rob Pierce – Groundworks for April -£635.00<br>Groundworks for May -£635.00 | 1270.00 | Open Spaces Act 1906 |
| <b>INCOME –</b><br>VAT Refund   | 441.41  |                      |
| BANK BALANCE @: 25/05/21  | 3008.07 |                      |

### Update from LHPA Working Group on progress with repairs/improvements to Play Area

18. Cllr Inall submitted a report following a meeting between the group and CWAC Total Environment Landscape Team who confirmed that the plans to turn one of the swings by 90 degrees will not work due to lack of space in front and behind the swings.
19. Alternative suggestion is to replace the current swing frame with like for like in terms of size and orientation and move the next swing frame back away from the centre of the play area to a wider area to be able to install a 4-bay swing frame to hold two flat swings

and the nest swing. The total cost of replacing both swing frames would be in the region of £15,000 and the Group is seeking approval from the Council to obtain estimates to replace the swings.

20. Following lengthy discussion and in view of the urgency to provide swings again at the Play Area, Cllr Murphy proposed we approve in principle to replace the swings and obtain estimates, this was seconded by Cllr Tonge and unanimously agreed.
21. The second item on the report was to employ the services of the Total Environment Landscape Team to provide a masterplan for the park which would include the play area and the extra use of the first field taking into account the Parish Council's aspirations, this would provide a basis for funding bids. Following receipt of the masterplan should the Council agree to implementing the proposals they would be able to deliver the work on site and assist in providing support for any future external funding bids, community consultation and administrative services. To provide a layout plan for the play area and supporting cost estimate, there would be an initial cost in the region of £600.  
Cllr Ranger proposed that we spend the £600 for this service, seconded by Cllr Beckitt and agreed unanimously.
22. Cllr Inall reported she had been approached by Christleton Pre-School enquiring about building a pre-school on King Georges Fields, a previous request was turned down some years ago following information from Fields in Trust and the Charity Commission. The representatives of the school believe the original decision was inaccurate, Cllr Inall will consult further with the school to view any evidence they have to support their claim and report back to the Council.

## Allotments

### To receive report from the Allotment Group

23. The Clerk has written to a number of plot holders who have not paid their rent for the current year.
24. A request received from a member of the public, who is part of the Chester Home Education Community, and the son of an elderly plot holder, to assist his father by bringing children to help with his plot, which would give them a chance for some hands on gardening and outside activities.
25. To enable this request to be considered further the Council would require confirmation that the organisation had the necessary credentials, e.g., safeguarding, risk assessment, appropriate insurance etc., in place and the Allotment Association has no objections to this request

## Finance

### To approve expenditure for June 2021

26. Finance The following expenditure was approved:

| <b>ORGANISATION</b>                               | <b>£</b> | <b>ACT</b>           |
|---|----------|----------------------|
| Sue Thwaite – Clerk Expenses MAY 21               | 99.35    | LGA 1972 – Sec 112   |
| ChALC – Annual Subscription renewal               | 698.12   | LGA 1972 – Sec 112   |
| Krystal Hosting Ltd – upgrade of space on Website | 29.82    |                      |
| Cllr John Beckitt -ZOOM subscription              | 7.20     | LGA 1972 – Sec 112   |
| BHIB Ltd – Local Council Insurance Policy premium | 818.43   |                      |
| JBC Builders – repair to bench by The Pit         | 40.00    | Open Spaces Act 1906 |

| <b>ORGANISATION</b>   | <b>£</b>   | <b>ACT</b>                         |
|---|------------|------------------------------------|
| SLCC – Annual membership renewal fee for Clerk                                    | 144.00     | LGA 1972 – Sec 112                 |
| Christleton Sports Club – support towards emergency electric cabling installation | 2500.00    | Open Spaces Act 1906               |
| Bewcraft Signs – new signs for Legion Meadow                                      | 126.00     | Open Spaces Act 1906               |
| JDH Business Services Ltd – Annual Internal Audi                                  | 297.36     | LGA 1972 – Sec 142                 |
| Sophie Shaw – overpayment of allotment rent                                       | 6.00       | Small Holding & Allotment Act 1908 |
| Rob Pierce – Groundworks for April £350.40<br>Groundworks for May £350.40         | 700.80     | Open Spaces Act 1906               |
| <b>No Prior Approval Payments</b>   |            |                                    |
| Sue Thwaite Clerk – Salary and add hours for May                                  | 760.19     | LGA 1972 – Sec 111                 |
| Derek Garner – Village Asst Pay & expenses May                                    | 123.13     | LGA 1972 – Sec 112                 |
| HMRC – PAYE & NICS for May 2021   | 249.62     | LGA 1972 – Sec 2                   |
| Bank Balances – @ 22/05/21  |            |                                    |
| H/I Account   | 140,130.07 |                                    |
| Current A/C   | 100.88     |                                    |
| Dredging A/C  | 12,053.98  |                                    |

To approve the Annual Governance Statement 2020/2021

27. All questions on the Annual Governance Statement were read out to the meeting and correctly answered it was:

**Resolved:** To approve the Annual Governance Statement 2020/2021 by all members present, this was then signed by the Chairman and the Clerk.

To approve the Accounting Statement 2020/2021

28. The Accounting Statement was circulated to all members by the Clerk for consideration it was:

**Resolved:** To approve the Accounting Statement 2020/2021 by all members present, this was then signed by the Chairman and the Clerk.

To approve Annual Return and discuss any Internal Audit findings.

29. The Annual Return had been inspected by the Internal Auditor and approved. There were a number of issues highlighted on the Internal Audit Report and these matters will be addressed by the Clerk and the Finance Group and implemented.

30. The Annual Return and all required documents will now be forwarded to the External Auditor by the deadline of 2<sup>nd</sup> July 2021 by the Clerk.

**Action Item 12 b/c bt fwd**

To consider dates for future meetings due to COVID issue and delegating authority to working groups

31. Following discussion, it was:

**Resolved:** To put back the July meeting until Tuesday, 20<sup>th</sup> July, the Council do not meet in August, and to confirm the date of the September meeting in July and any

major decisions required during the period could be subject to an extraordinary parish council meeting.

#### To pre-approve expenditure for July & August

32. The expenditure for July & August was pre-approved due to delay in holding July meeting in late July and as there is no meeting in August to enable all payments for those months to be met.

#### To approve annual transfer to Dredging Fund

33. The transfer of £1000 to the Dredging Fund was approved.

#### To approve transfer of financial support to King George's Fields

34. The sum of £6000 of financial support to King George's Fields Trust was approved.

### **Monthly Inspection Report**

#### Capesthorpe Road Community Orchard

35. There were no issues to report this month.

### **Action Items**

#### Update on footpaths PROW registration

36. There is no progress from Cheshire West & Chester on the PROW footpath registrations to report to them meeting
37. Information has been received that CWAC has been reported to the police that a criminal act has taken place with hedge removals.
38. A Land Specialist Lawyer is arranging a meeting with a view to challenging CWAC on their negligence in their failing to take action on various matters relating to hedges and trees. Cllr Tonge will attend this meeting and report back to the Council.

#### Update on Risk Assessment for Village Assistant

39. Cllr Tonge reported this matter in progress and some points are in need of clarification and will report back to the next meeting.

#### To discuss signage at the Pit

40. Following investigations, it was considered that the existing signage was adequate and no additional signage was necessary.

### **Planit Update**

41. The results of the consultation are now published on the website <https://christleton-pc.gov.uk/>
42. Two new CWAC officers are now in place overseeing this project and Cllr Beckitt and Ranger will be working with them taking the project forward.
43. An application for Section 106 funding has now been submitted to CWAC for Rowton Bridge Road/Plough Lane design and a contribution towards the Village Green re-design.
44. The proposed open day date would be considered and agreed at a future date once the overall COVID data and infection rate information was clearer, it was agreed to delay fixing a date until later in the year.
45. A number of enquiries about additional traffic calming have been received, and it was confirmed that no additional traffic calming has been developed for the centre of the village for a number of reasons, including noise, vibrations, potential increase of PM2.5 emissions and potential cost implications for the Parish Council having to fund these.
46. The current strategy with new buildouts on Plough Lane, Birch Heath Lane, moving existing buildout on Pepper Street to the other side of the road, narrowing on Little

Heath Road on the approach to The Pit and other proposals contained in the overall Village Design proposal were all designed to reduce traffic flows, speeds and PM2.5 levels.

47. The proposal to carry out further series of measurements of traffic flow, speeds and vehicle length over a week in the Autumn was discussed and thought to be unnecessary, it was agreed that the speed assessment will be reconsidered after the buildouts have been installed.

### **Christleton Schools**

#### Update from Christleton High School

48. The Traffic Survey carried out by the school has now been completed with very interesting results and contained a great deal of data, a report will be available at the next meeting.
49. The proposal to share the cost of a car park at the back of Brio with the High School, Brio, The Bridge Club and the Parish Council, a quote for this proposal has been received. A meeting to discuss the proposal will be held within the next two to three weeks at which time the Council can decide whether they want to contribute towards this proposal.

**Action:** Cllr Beckitt will report the results of the meeting in July.

#### Update from Christleton Primary School

50. There is nothing to report at this meeting.

### **Information Correspondence**

51. A full list of correspondence received as per attachment with the agenda was distributed to the Councillors prior to this meeting.

### **Information Only Items**

52. A request to establish ownership of land off Brown Heath Road has been received, but the council could not assist and it was suggested that they contact the Land Registry to establish ownership, this will be conveyed to the enquirer.

Dates of the next meetings: Tuesday 20<sup>th</sup> July 2021

Meeting closed at: 9.15 pm

CPC 01/06/2021