

## MINUTES OF CHRISTLETON PARISH COUNCIL ORDINARY MEETING

### INCORPORATING KING GEORGE'S TRUST

Held on Tuesday 2<sup>nd</sup> November 2021 at 7.30 pm

At Christleton Sports Club

#### UNSIGNED

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

In Attendance: CWAC Cllr Stuart Parker, 1 member of the public, two Police Community Support Officers & Sue Thwaite (Clerk)

**Apologies:** Cllr Damian Murphy (family matters) & Cllr Lauren Buckley (ill)

#### Declaration of Disclosable Pecuniary Interests

1. Cllrs Susan Robson & Kate Sinclair declared an interest in item 5b – To consider response to UOL Planning Applications

#### Minutes of the last Meeting

2. The Minutes of the Ordinary Parish Council Meeting held on Tuesday 5<sup>th</sup> October, 2021 were approved and signed as a true and correct record.

#### Public Forum

3. A procedural matter on allotment of time for members of the public to speak at the public forum on non-agenda item was brought to the notice of the members  
**Action:** It was agreed that this would be put on the December Agenda for further consideration
4. The member of the public was attending in connection with the University of Law planning applications
5. Cllr Stuart Parker had nothing to report at this meeting.
6. PCSO's confirmed there was little to report at present. They confirmed that the Community Speed Monitoring Scheme has currently been suspended, this issue will be brought to the attention of Head of Highways' when meeting. They continue to engage with the community and local schools. The Community Speedwatch initiative has restarted with some new volunteers being enlisted.

#### Planning

##### Planning Applications

7. 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

##### To consider response to UOL Planning Applications

8. Following circulation of a flyer in connection with these applications delivered to all the residents in the village, there have been 32 responses received by the Clerk.
9. The draft submission to CWAC Planning on the University of Law planning applications was circulated to all Councillors prior to the meeting.
10. The submission was very comprehensive reflecting the views of the council and taking into account the various comments made by the residents. A number of amendments and changes were discussed, it was then

**Resolved:** Proposed by Cllr Henley and seconded by Cllr Ranger that subject to the minor amendments as discussed this should be formerly adopted and submitted to CWAC Planning Authority by the deadline of 5<sup>th</sup> November 2021. This was agreed unanimously by all present.

**Action:** The final amended submission will be forwarded by the Clerk.

### **Traffic & Road Safety**

11. There is little to report at this meeting due to the meeting with the new CWAC Head of Highways having been cancelled.

#### CWAC Backlog

12. This matter is ongoing and will be further reported on at the next meeting.

#### Update on STTF/South East Chester Pilot

13. There was nothing to report at this meeting.

#### Update on Flood operations volunteer scheme

14. Waiting for confirmation from CWAC that they were going the roll the scheme out and what plans they have to support the activity.

#### Update from Air Quality Working Group

15. A request to CWAC to provide a further PM2.5 monitor on A41 on Christleton side and Gt. Boughton side and the centre of Christleton is to be made.

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

#### To approve expenditure for November 2021

16. The expenditure set out in Appendix 1 was approved.

#### Update from KGF Development Group/LHPA Improvements

17. A further meeting with CWAC Landscape Office is scheduled for Wednesday 3<sup>rd</sup> November to go through the improvement masterplan for Little Heath Play Area to discuss various options, once the final draft has been completed this will be shared to all Councillors.
18. An update of when the swings will be replaced will be chased up again.
19. A further meeting between the Trustee and Pre-School representatives has taken place and discussion with Fields in Trust is ongoing to confirm whether any KGF land can be released to provide the new Pre-School building.
20. A suggestion that the woodland area opposite the playing field could be incorporated into the fields to compensate for any space taken up on the KGF field was discounted.
21. It was agreed that there were still a great many issues to be considered and ironed out together with further discussions with Fields in Trust before the matter can proceed further.

**Action:** Cllr Inall will go back to Fields in Trust for further clarity and report back to the Council at the December meeting.

#### Monthly Inspection Report

22. A tyre had been attached to the chains on old frame swing frame – this will be removed and the chains will be cut with bolt cutters to avoid this happening again.
23. The overall condition of the play areas is deteriorating and a number of issues have been addressed recently.

## Allotments

### Update from Allotment Group

24. There was little to report at this meeting, two allotment holders have been written to confirm a four week notice to quit following previous correspondence being ignored regarding the non-cultivation of their plots.
25. One plot holder has responded that this was due to serious health problems, but would get someone down to tidy up the plot for winter and they hope to be well enough to resume working on the plot in the New Year. The notice to quit has now been cancelled. The second plot holder has not responded and their tenancy will be cancelled on the expiry of the 4 weeks' notice period and the plot offered to the next person on the waiting list.

## Finance

### To approve expenditure for November 2021

26. The expenditure set out in Appendix 2 was approved.

### To consider tree works at Legion Meadow

27. Works are required to some trees on the Common Land adjacent to Little Mere to reduce height and a quotation for the work of £595.00 was approved by the Council, subject to the necessary CWAC planning approval.

**Action:** The Clerk to confirm decision to contractor.

### To start preliminary discussion on Budget for 2022/2023

28. Preliminary discussion took place to set the next financial year's budget, all councillors were requested to consider any capital projects for inclusion next year and bring them back to the December meeting for consideration.

**Action:** The Finance Group will meet and report back to the Council in December.

### To approve change of authorised signatories on Council bank accounts.

29. The bank signing mandate has been updated to reflect the removal of three councillors who have now left the Council and approved the addition of Cllrs Tonge, Ranger & Buckley to the cheque signing mandate. The mandate was duly signed by new signatories and two existing signatories authorising the changes

**Action:** The Clerk will complete all the other necessary requirements and lodge it with the bank for the changes to be completed.

## Christleton Schools

### Update from Christleton High School

30. The Council has written to the Headteacher of the High School on a number of matters. The Headteacher has expressed his serious concerns at some of the content in the October minutes of the Council and it was agreed that his concerns would be addressed at the forthcoming liaison meeting later in November.

### Update from Christleton Primary School

31. The Headteacher conveyed his thanks to the Council for their support with sorting out the recent drainage problems which are greatly improved.
32. Concern have been expressed on the impact of school numbers should the University of Law development go ahead.

## Monthly Inspection Report

### Capesthorpe Road Community Orchard

33. There were no problems to report with the trees, but some moss by the entrance gate needs removing, the groundworker will be contacted to carry out this work.

## Action Items

### PROW Update

34. There has been no progress since the last meeting and the CWAC Officer assessing the PROW submissions will be contacted to suggest if resources are short then just to look as one path at a time and would suggest path 'C' being the priority for consideration, this would show willingness that some progress is being made.

**Action:** Cllr Tonge will action this item.

### To discuss Queen Elizabeth's Platinum Jubilee

35. Following discussion, it was agreed to investigate the cost of purchasing a Platinum Jubilee Beacon and to consider suitable sites in the village for its installation also to consider alternative ways of celebrating the Queen's Jubilee, and consult with the schools on any plans they might have. This will be put on the December agenda for further consideration.

### To consider new surface for the bench by the Pit/Village Green

36. The Pit Group has brought the Council's attention to the surface in front of the second bench by the Pit which has become increasingly unsafe due to wear and tear by visitors. Following discussion, it was agreed to request the Pit Group investigate alternative hard standing for the bench and come back to the Council with ideas and quotations for the work.

**Action:** The Clerk will convey this decision to the Pit Group.

37. After considering the repair work originally agreed for the bench on the Village Green it has been re-considered due to the deterioration and safety issues the bench would now be dismantling and a quotation for this and installation of a new bench would be sought.

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

### Update on progress with CWAC & Little Mere Management re: amendments to Little Heath Road Maintenance agreement.

38. There was nothing to report at this meeting.

### Update from meeting with Data Protection Officer

39. The Data Protection Officer met with the Chairman and Clerk with update on GDPR which is now known as Data Protection Act 2018 to be more in line with British requirements. He is currently responding to a consultation on the proposed changes to the regulations and wanted the Council's input on the changes.

40. He highlighted a number of areas that the Council needs to address including appointing an IT support person who would assist in all aspects of IT required to bring the Council and Councillors in line with the required regulations.

**Resolved:** It was agreed to approach IT support providers for the cost of IT support.

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

### To confirm representative for laying wreath on Remembrance Sunday

41. The Chairman, Cllr Luke Henley will represent the Council and lay the poppy wreath on Remembrance Sunday.

### Website updating progress

42. This is ongoing.

Update on Broadband issues

43. Currently waiting for BT Openreach to supply further details.

**Planit Update**

44. There was nothing to report to this meeting.

**Information Correspondence**

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

**Information Only Items**

46. Police & Crime Commissioner 2021-2024 Plan – Making Cheshire safer was shared with the Councillors

47. The date of the January 2022 meeting will be Tuesday 11<sup>th</sup> January 2022

48. Tree planting project information to be put on December agenda

49. CWAC information on LEP request for 'Carbon Stores@

Dates of the next meeting: Tuesday 14/12/21

Meeting closed at 10.0 p.m.

Unapproved/Unsigned Draft Minutes

**APPENDIX 1 KING GEORGES FIELD TRUST PAYMENTS**

<b>PAYMENTS</b>	<b>£</b>	<b>Act</b>
Rob Pierce – Groundworks for OCTOBER 2021	625.00	Open Spaces Act 1906
<b>INCOME</b>		
BANK BALANCE @ DATE 20/11/21	3779.51	

**APPENDIX 2 FINANCE**

<b>ORGANISATION</b>	<b>£</b>	<b>Act</b>
Sue Thwaite – Clerk Expenses OCTOBER 2021	83.63	
Webcharm - Computer repair – re-imburement Sue Thwaite	40.00	
Information Commissioner – Data Protection Renewal Fee	40.00	
Cllr John Beckitt – reimbursement for UOL leaflet printing	103.89	
Countrywide Grounds Maintenance Ltd – Legion Meadow – cut woodland, trim perimeter and remove tree suckers	128.40	
Royal British Legion – Sue Thwaite -reimbursement for Remembrance Sunday Poppy Wreath	21.98	
Rob Pierce – Groundworks for OCTOBER 2021	350.40	
<b>No Prior Approval Payments</b>		
Sue Thwaite Clerk – Salary and add hours for OCTOBER 2021	771.76	
Derek Garner – Village Asst Pay & expenses OCTOBER 2021	133.57	
HMRC – PAYE & NICS for OCTOBER 2021	250.20	
<b>INCOM INCOME:</b>		
VAT REFUND	1621.63	
Allotment income	5.00	
Interest	1.11	
BANK BALANCES @ 2220/10/21 H/I Account	119159.35	
Current A/C	100.05	
Dredging A/C	13054.51	

*Unapproved/Unsigned Draft Minutes*