

# MINUTES OF HUNTINGTON PARISH COUNCIL MEETING 19<sup>th</sup> October 2015 7.30 p.m. at Huntington Village Hall.

## PRESENT

Chairman – Cllr. Roy Shelton

Cllr Mark Williams

Cllr. John Creswick

Cllr. Jacky Creswick

Cllr. Carolyn Walker

Cllr. Anthony Wilcox

Cllr Nick Dodd

Cllr Mike Dutton (7:40pm)

None Councillors

Public – 2

## APOLOGIES

Cllr. Mike Dutton would be 10 minutes late due to work commitments

The resignations of Councillor Martin Kemp and Councillor Erika Crichton-Baker were noted.

## DECLARATION OF INTERESTS

Cllr. Roy Shelton declared a pecuniary interest in the proposal for new IT structure for Parish Councillors and the Clerk, to be discussed under the Work Programme item on the agenda.

## MINUTES

The Chair opened the meeting by welcoming Louise Gibson to the Parish Council as new Clerk.

**15/418 RESOLVED** – That the Council agreed the minutes of the meeting held on the 21<sup>st</sup> September 2015 as a true and proper record.

## PUBLIC PARTICIPATION

A resident enquired as to when road sweeping had been last carried out as public footpaths and areas near the bungalows had been become increasingly untidy for the past 12 months. Overgrown weeds and such like were now encroaching on the grass and causing narrowing of the verge which may also affect drainage. There is also a danger that double yellow lines could become hidden.

A resident enquired as to why traffic lights were proposed for the junction at the end of Gorse Way leading onto Chester Road. The resident asked that the council object to this proposal as he believes this would lead to standing traffic, which would then lead to frustration and increase in traffic speeds as cars raced to get beyond the lights in time. At present, the resident predicted that the longest wait time for any car at that junction is approximately 20 seconds.

Another resident raised a concern regarding a street light that is not working along Meadow Lane which could have an impact on security at Jubilee Field. It was questioned as to whether it was United Utilities responsibility as it is on their land. The Clerk to report it to CWaC.

A Councillor also reported that a number of street lights on Caldly Valley, along the Cycle track, were becoming surrounded by overgrown trees. This could impact on safety as good street lighting can create safer streets. The Clerk agreed to contact Streetscene to ask that the trees be trimmed.

A Councillor reported a faulty street light at the junction of the footpath from Butterbur Close through to Caldly Valley, close to the picnic tables. This has not been working since October 2014. This is not a standard issue light (It was installed in the 1990's) so is therefore unable to be reported using the CWaC online reporting service. There is also faulty lights leading to the wooden bridge from Celadine Road. Clerk agreed to report this to CWaC.

Another Councillor also reported a campervan who had previously been parked, for 5 days, on an open space of land near the Saughton Camp Development. This was reported to the police but there is little that could be done. Clerk to write to Andrew Willerton and Alison Lawson of Bovis Homes/Redrow, current owners of the land, to enquire as to whether a bollard or signs could be erected to deter any further similar incidents.

A Councillor enquired about a letter sent to the Parish Council regarding 'Cheshire Community Action's Energy Policy', as listed on the Correspondence list distributed to Councillors prior to the meeting. The Clerk agreed to forward this on to the Councillor.

The Chairman read this month's report by PC Malone, dated 21<sup>st</sup> September – 15<sup>th</sup> October. 27 occurrences were recorded with recorded crime having gone down this month. Two crimes were recorded. There was one report of an attempted burglary to a shed in the Wrexham Road area. A local male was arrested for a public order offence in the Huntington area and after investigating the matter no further action was taken. PC Malone attended the local secondary school in company with the fire brigade and delivered a presentation to all years on the consequences of setting fires and playing with fireworks. As Halloween and bonfire night are approaching, PC Malone also visited local shops and left 'trick or treaters welcome' or 'no trick or treaters please' posters for our vulnerable residents to put in their windows over Halloween. Local shops were also reminded not to sell eggs or flour to youths. This is an attempt to reduce any anti-social behaviour that may occur during this time. If there are any police issues please contact PC Malone on telephone number 101 or by emailing sally.malone@cheshire.pnn.police.uk. In an emergency please telephone 999 or for non-emergency telephone 101

Following PC Malone's report, a councillor enquired as to why vandalism to trees on Caldley Valley Road had not been reported as a crime. The Clerk agreed to contact PC Malone to ask.

### **RESIGNATION OF COUNCILLORS**

It was reported that, following the resignation of Martin Kemp and Erika Crichton-Baker, an advertisement for 2 Vacancies was placed. Electors were given 14 days to call an election but none were received and therefore, the Parish Council had been informed that we could now move to Co-option.

**15/419 RESOLVED** - That the clerk write an advertisement for candidates for Parish Councillor to contact the Clerk in writing, expressing their interest in standing as Councillor. This would be advertised on Facebook and the Parish website.

### **SAUGHTON CAMP**

The Clerk read out an email from Paul Parry of CWaC Highways Department, following a letter sent from the Parish Council expressing resident concerns over the layout of the new roundabout near the Rake and Pikel pub. The email concluded that several surveys and audits had been carried out on the roundabout since construction and the Highways department had no concerns. It will continue to be monitored carefully. A Councillor expressed concerns regarding the placing of signs indicating the new layout, suggesting that these may be too close to the roundabout, hence not giving drivers enough warning, and that this may be causing the confusion experienced by drivers.

The Clerk also reported that Sandra Carlisle, CWaC's Flood Risk Assessment Officer, had been contacted following the report by Councillor Creswick after a meeting held with Welsh Water. Ms Carlisle was asked whether a Flood Risk Assessment had been carried out regarding extra surface water produced from the new development. The email had been acknowledged by CWaC but we have received no response so far. This has been followed up by the Clerk on two separate occasions and an acknowledgement of the emails have been received but there has been no response to our enquiry.

Councillor Dutton reported that 2 play areas had been installed on the new development and hoped to be finished by Friday 30<sup>th</sup> October. Queries were raised by another Councillor asking how these play areas would be maintained after the developers had finished. Would there be money available for the Parish Council to maintain in the future?

**15/420 RESOLVED** - That the Clerk to write to both Bovis and Redrow to request a meeting, updating the Council on 'open spaces' and footpaths. The Clerk will request that this meeting takes place every 6 months with all Councillors to ensure regular updates are received.

### **SCHOOL CONSULATATION**

It was noted that there were no further updates at present but that all Councillors had been invited to attend a meeting on 20<sup>th</sup> October to discuss proposed plans. Councillor Creswick to attend with the Clerk.

### **JUBILEE FIELD**

The chairman informed the Council that a meeting had taken place with himself and the Lengthsman of Jubilee Field. The Lengthsman had previously received allocated hours to each specific task to be undertaken on Jubilee Field but he was finding this difficult to uphold as some tasks required longer. The Lengthsman has now written to the Clerk to formally request a change in hours. This will be received by the Chairman, who will then discuss this at the next Parish Meeting.

Issues with gate opening and closing were also reported by the Chairman, with the Lengthsman feeling uncomfortable with closing the gates on some evenings due to behaviour of local youths. The Council were reminded that it was originally planned that the gate closures would only take place for a period of 2 months to try and deter youths although this seems to have been unsuccessful due to emails received from PC Malone reporting that youths still needed to be deterred. Alternative methods of gate security should be sought.

**15/421 RESOLVED** – That the Clerk write to CWaC to enquire about their gate/security procedures for Sandy Lane Park and also to Great Broughton Parish Clerk to enquire as to their methods of gate closures each evening.

A councillor raised the issue of on-going repairs needed to the Jubilee Field following reports made by the public. This was highlighted in a report, issued in August by a local Inspection team.

**15/422 RESOLVED** – That the Clerk would obtain quotes for the repairs needed, as outlined in the report, ensuring that all repairs would comply with safety requirements as confirmed by ROSPA.

It was suggested that a working group is formed to oversee Jubilee Field. Three Councillors are currently working on a draft policy for use of Jubilee Field.

### **TRAFFIC CALMING MEASURES**

It has been reported that there have been incidents of vehicles going too fast down Meadow Lane, opposite the entrance to Jubilee Field. Damage has been caused also. It was noted that United Utilities own this road as part of private land,

**15/423 RESOLVED** – That the Clerk write to United Utilities asking whether they would consider supporting Traffic calming measures such as speed humps or signs to remind drivers of restricting speed.

### **REMEMBRANCE SERVICE**

The clerk reported that the following people had agreed to attend the Remembrance Service which is being held on Sunday 8th November and also lay a wreath: Huntington Seniors, Huntington Primary School, Huntington Brownies and Guides, PC Malone on behalf of the police, Bovis Homes, Councillor Mark Williams to represent CWaC and the Parish Council and Councillor Nick Dodd to represent the Parish Council. The Church would also be laying a wreath.

We are still waiting confirmation from Bishops High School and Huntington

Helms Coaches had very kindly agreed to provide a complimentary coach for attendees who were unable to take part in the parade. David Groom was providing the Sound System and Paul Riley of Cheshire Police

had agreed to provide a rolling road block for the parade. Traffic cones had been booked and Councillor Dodd kindly offered to pick these up on Saturday 7<sup>th</sup> November. A Parade Marshall still hadn't been sought. Bovis Homes had already started work to ensure the memorial looked presentable.

- 15/424 RESOLVED** - That the Clerk would enquire with Bovis regarding the dead trees at the Memorial, asking why this occurred and what had been put in place to ensure new trees did not die also. The working group of Councillor Dodd, PC Malone and the Clerk were now in the process of organising a meeting to ensure that a clear understanding of parade route and where cones were to be placed.

### **CHRISTMAS LIGHT EVENT**

It was reported that Redrow had kindly donated £250 towards the Christmas Tree and Walker Nurseries would be supplying and providing this. The Reindeer, Sleigh and Father Christmas had been booked as well as Chester Brass Band. The School PTA were extremely keen for us to link their school fair with our parade and Christmas Light Switch-on and had been working closely with us. The Lord Mayor had been booked to switch the lights on. Spicy.Com would be approached to enquire as to whether they would like to hand out snacks. Mince Pies could also be handed out for the people on the Green.

The Clerk would now write to shops on The Green to inform them of the service road being closed and also residents of Butterbache Road to inform them of a rolling road block during the parade.

- 15/425 RESOLVED** - That the Clerk would apply to CWaC for a road closure of the service road and Butterbache Road and the Council hire Amberon to provide traffic management at the event.

### **ACCOUNTS AND PAYMENTS**

- 15/426 RESOLVED** - That the Council agree the accounts as on page 99 of the Cash Book.

- 15/427 RESOLVED** - That the council reimburses the Clerk (Louise) £5.36 for postage

- 15/428 RESOLVED** - That the council agrees to pay £50 to Chalc for a Training Course provided for Louise on 19<sup>th</sup> November 2015.

- 15/429 RESOLVED** – That the Council pay resigning Clerk (Ann) £60.25 for the final 5 hours paid in September.

- 15/429 RESOLVED** – That the council agrees to pay the Clerk (Louise) £715.20 for Salary dated 28<sup>th</sup> Sept – 23<sup>rd</sup> October (4 week period)

It was suggested that the Finance Working Group could be approving the accounts each month and any small payments to be made such as reimbursements. This could be circulated as an email prior to a full Parish Council meeting, with a Finance Meeting called if needed. This would then be reported at the Parish Council Meeting.

- 15/430 RESOLVED** – That the council agrees that the Finance Working Group (Councillors Shelton, Dodd and Jacky Creswick) approve the accounts and payments prior to each Parish Council Meeting

### **CHESHIRE ASSOCIATION OF LOCAL COUNCIL COUNCILS (Chalc)**

Due to the introduction of the new Clerk and considering her training needs in terms of legislation, the Council discussed the need for membership of Chalc and whether this would provide good value for money. Membership is approximately £350 for the next 6 months (until end of March).

- 15/431 RESOLVED** – That the council agrees that membership should be obtained for the next 6 months in order the Clerk can gather as much training and information as possible.

### **PLANNING**

The Council noted the planning register as circulated.

### **WORK PROGRAMME**

The council noted the work programme. The clerk apologised for the changes in the Work Programme this Month. This was due to a misunderstanding, having just taken up post. The Works Programme will be improved and adjusted for the next meeting.

The Chairman reported on the need to improve our existing IT structure, following on-going issues with Councillors email addresses as well as the Clerk's. This was causing delays in response to emails. After investigation, an engineer has found that usage and memory capacity is not adequate for a Parish Council as it is designed for personal use only. By moving to Microsoft Hosting Exchange, the system could become more integrated such as through sharing calendars, setting up working group message exchanges, more reliable email and web hosting. This would have an initial set up fee and migration to the new system would be approximately £750 - £1000. On-going support for the system would then cost approximately £100 - £150 per month.

**15/432 RESOLVED** – That the Council agree that the Chairman will provide the Clerk with the details of 3 or 4 IT providers. The Clerk will then obtain quotes and distribute to all Councillors to consider.

The meeting closed at 8.51pm.

**The NEXT meeting of the Parish Council is on Monday 16<sup>th</sup> November 2015.**

Signed .....

Dated .....

Louise Gibson  
22<sup>nd</sup> October 2015