

# **MINUTES OF HUNTINGTON PARISH COUNCIL MEETING**

**15<sup>th</sup> January 2018. 7.30 p.m. at Huntington Village Hall.**

## **PRESENT**

Chairman – Cllr Roy Shelton

Cllr. Mark Williams

Cllr. Nick Dodd

Cllr. Anthony Wilcox

Cllr. Andy Tassell

Cllr. Dave Whitehead

Cllr Carolyn Walker

Cllr Jacky Creswick

Cllr. John Creswick

Cllr. Mike Dutton

## Non-Councillors

Clerk – Louise Gibson

Public – 25

The Chairman began by thanking United Utilities, accompanied by Savills, for holding an ‘Open Forum’ for residents before the Parish Council meeting. Cllr Shelton indicated that he was now going to ask the Clerk to arrange a meeting with Mr Carroll of United Utilities, in order to discuss any feedback that UU may have received from residents and any actions that may be taken, because of those comments.

## **1. APOLOGIES**

None received as we have a Full Council in attendance

## **2. DECLARATIONS OF INTEREST**

Cllr Roy Shelton and Cllr Dave Whitehead declared an interest in Item 5 (Land Management at the new school site) due to being parents of children attending the school.

Cllr Jacky Creswick and Cllr Mark Williams declared an interest in Item 5 due to being School Governors at Huntington Primary School

## **3. CHAIRMAN’S COMMUNICATION**

No additional communication

## **4. COMMUNITY GOVERNANCE REVIEW**

Andrea Thwaite, CW&C Democracy Manager, introduced herself and explained that a review of all Parish Councils in Cheshire West had been carried out in 2014. Due to the amount of change that Huntington has been experiencing, it had been agreed that Huntington Parish Council, along with one other Parish Council, would be reviewed later but in advance of the Elections in 2019. Ms Thwaite informed the Council that Huntington was now being reviewed and Councillors were asked to comment on the future considerations for Huntington, which had been devised in the 2014 report. Please see Appendix 1.

Ms Thwaite informed the Council that our electorate had increased by 41% in recent years and, as of January 2018, the electorate figure stood at 2634. By the year 2023, the electorate is predicted to rise to 3100.

For a population of 500 to 2500 electorates, Parish Councils should have 6 to 12 Councillors while a population of 2500 to 10,000+ should have between 9 to 16 Councillors.

Councillors felt that all parts of Huntington, including the area between Caldly Nature Park and Chester Rd (locally referred to as the 1980's part of the Huntington), had no affinity to Great Boughton. Residents, including the area of Huntington referred to, had expressed this view to Councillors too. Huntington Parish Council has had very little or no involvement with Great Boughton.

**17/730 RESOLVED** – That the Council wish for the Parish boundaries to remain the same

Some Councillors felt that they had worked very hard as a Council to build a strong team and this would be undermined and divisive if they were then split into different wards (such as a Saughton Camp ward and another for other parts of Huntington). Councillors also feel that they have worked very hard to ensure that Saughton Camp and other parts of Huntington feel like one cohesive community. Other Councillors felt that different wards would ensure that all parts of Huntington were represented equally. Upton Parish Council and Great Boughton were cited as good examples where wards worked well. It was proposed to split the parish into wards but this motion was not carried

**17/731 RESOLVED** – That the Council do not wish to split the Parish into two or more wards

Councillors felt that the Parish Council should see an increase from 10 Councillors to 12. This would ensure that the increasing workload could be distributed fairly amongst the Council members and may also offer opportunity to welcome Councillors with additional skills that may be required for some of the potential projects that the Council could undertake in the future.

**17/732 RESOLVED** – That the Council increase the number of Councillors from 10 to 12.

The Clerk was instructed to inform the Democracy Officer of these resolutions.

## **5. MANAGEMENT OF LAND AT THE NEW SCHOOL**

Mr Gavin Griffith, CW&C Project Delivery Manager, introduced himself to the meeting. He explained that land surrounding the new school had the potential to be managed by the Parish Council, if they choose. This is following a letter received by CW&C in 2015, where it was stated that the Parish Council would be interested in the management of the wider site for the benefit of the wider community. However, planning condition 30 of the planning application for the new school stated that a Landscape and Conservation Management Plan must be prepared for the whole site and agreed/discharged with Cheshire West and Chester's Planning Service prior to occupation of the building. The Plan had previously been circulated to Councillors and he was happy to answer questions on it. He acknowledged that the plan was at draft form and changes could be made, as long as this was in agreement with CW&C.

He also reminded Councillors that there was a legal requirement to provide two community sport pitches. One of these pitches would be provided by CW&C whilst the housing developer provided the other. These would both be full sized, must both be made available for community use and would be on the land managed by the Parish Council. It was questioned how much room would be left for other facilities if the land had two full-sized football pitches.

Mr Griffith confirmed that it was his understanding that this would be under the terms of a 'Community Asset Transfer'. This meant that the Parish Council would manage the land on a 15-year lease but have no ownership rights.

Access to the Car Park was questioned and Mr Griffith confirmed that there would be a barrier installed. This would have to be jointly managed by both the school (during school times) and the

Parish Council. The barrier would not be timed and would need to be managed by people. A timed barrier would have cost substantially more money.

It was confirmed that, if we agreed to manage this land, the maintenance of the land including the two pitches would be Parish Council responsibility. Mr Griffith stated that if the Parish Council chose not to take on this land, CW&C would maintain responsibility for the land and the pitches would be looked after but there would be no further development of the site.

As part of the conditions set out, the pitches would need to be completed and ready to use within 12 months of the school opening (October 2018 is the estimated date of opening).

Mr Griffith explained that revenue could be generated from the pitches, which then offset the Maintenance charges. However, CW&C had not provided estimated costings and it was not included in the Land and Management Plans. Mr Griffith confirmed that CW&C would be able to provide estimated costings, based on other facilities around the County owned by CW&C.

It was questioned why changing facilities were not required with the two pitches, in order to be Sport England and FA accredited. Mr Griffith explained that there was no requirement for changing facilities as Sport England had already approved the one pitch so the second pitch was simply an additional extra. A Councillor questioned the amount of revenue that could be generated without these additional facilities.

Mr Griffith confirmed that a full Business plan and model would need to be produced by the Parish Council in order for CW&C to approve the Council managing the land.

A Councillor stated that he believed Huntington residents would be facing Double Taxation if we were to manage the land, which could potentially see the Precept raised to maintain the land but there would be no decrease in CW&C Council Tax. Mr Griffith confirmed that there would be no change to the CW&C Council tax.

The Ward Councillor for Huntington stated that he believed that CW&C had changed the terms, which had been explained to him at an earlier date, with the original plan being that the land would be gifted to the Parish Council. Mr Williams stated that he was extremely disappointed that he, as Ward Member, had not been told of these developments and that he planned to arrange a meeting to discuss this with CW&C Officers from a number of departments.

**17/733 RESOLVED** – That the Council agreed to form a Working Group to discuss the proposals to manage this land, once it had been confirmed what the actual terms of the transfer would be. Councillors were asked to submit their nominations to the Clerk if they wished to join this working group.

## **6. MINUTES**

A Councillor asked for three amendments to the meeting minutes, held on 20<sup>th</sup> November 2017.

- That the minutes explicitly state that Kier Construction said 'We won't generate mud on the road'.
- The leak at the Rake Pumping Station be referred to as a sewage leak
- Pg550 had a date error, which incorrectly stated October.

**17/734 RESOLVED** – Subject to the amendments, that the Council approve the minutes of the meeting held 20<sup>th</sup> November 2017.

## 7. PUBLIC PARTICIPATION

Huntington's new PCSO introduced himself to the meeting. PCSO Paul Downey explained that he had taken up the role as of Tuesday 9<sup>th</sup> January, along with the responsibility for Eccleston, Pulford, Dodleston and everything in between. He had previously been assigned to Runcorn before moving to Chester City Centre.

PCSO Downey explained that he was aware of local issues such as the school parking as well as local agricultural issues. He also informed residents that they could become aware of local issues using 'Cheshire Alert' which sends an email alert to subscribers. He agreed to send these details to the Clerk so that it could be publically advertised to residents. PCSO Downey also explained that he would like to hold regular Police Surgeries, including in the evening and that the Village Hall could be a good location for the this. The local Church also offered their community café as a base as well as the local Post Office. The Clerk was asked to pass details of Village Hall Trustees onto the PCSO.

There were several reported Incidents from 1<sup>st</sup> December – 9<sup>th</sup> January in Huntington. These included one reported incident of Theft where, overnight on the 15<sup>th</sup> December, a Hydraulic brake was stolen from close to the new school site. There had been three reported incidents of Burglary. Between the 8<sup>th</sup> and 11<sup>th</sup> December, a Porta cabin on the new school site was broken in to and 3 x 25L drums of diesel were stolen. Overnight on the 14<sup>th</sup>/15<sup>th</sup> December, the water treatment works was broken in to and a large amount of plant was stolen, including a pressure washer valued at around £20,000. A councillor enquired about the concern for safety if members of the public had gained access to the Water Plant. PCSO Downey stated that he would visit the Water Treatment works to gain more information. On the evening of the 3<sup>rd</sup> January, a large amount of cash was stolen from the Rake & Pikel Pub. There have been two reported incidents of Anti-Social Behaviour (ASB). One of which was a report of a drunken male at 0248Hrs on the 2<sup>nd</sup> December but he was sent on his way with no action taken. There was also a disagreement between two dog walkers on Christmas Eve, which was resolved, and all parties went on their way.

PCSO Downey finished by stating that he hoped Bike Marking would be happening again in the area but this was dependent on funding.

A School Governor of Huntington Primary (non-Councillor) informed the council that the Governing body had concerns regarding the proposed 'Land and Management Plan' of the school land, especially the proposed joint management, by the Parish Council and School, of the access road. Maintaining the road would be extremely costly, especially in winter when regular gritting and other safety measures would be required. There are also concerns about how the road would be managed if Utility access were required and the road would need to be dug up, which would then be the responsibility of the school and Parish Council. It was believed that the school intended to ask CW&C to take on this responsibility. Councillors were urged to consider these points and have the proposed new Working Group to work closely with the School Governing Body when considering the Landscape and Management Plan.

A resident asked whether anyone had considered safety concerns regarding the new school. Children from the older part of Huntington would be walking over the A55 Bridge while children from Saughton Camp would need to cross two roads with no indication if when the new puffin crossing would be installed. Traffic would also be increased, because of the new school, which adds to the risk, in his opinion.

Concerns were also raised regarding the current arrangements on the Rake Roundabout (because of the construction work), with tractors and other large vehicles cutting across or going the wrong way around the roundabout.

A resident asked why the Parish Council were considering toilets on Jubilee Field and had Councillors considered the depreciation in house prices because of these toilets.

A resident informed the Council that Saughton Lane was still not to an adequate standard for pedestrians with moss and other roots embedded on the pavement. The Clerk explained that two Streetscene Officers had attended and believed that the standard of the pavement was adequate. It was also explained that Cllrs Dodd and Jacky Creswick had held a meeting with Streetscene and voiced their concerns at the standard of some work. As a result, the Streetscene Senior Manager had agreed to attend the February Parish Council meeting where residents would be able to talk to Streetscene directly.

A resident read a statement from a local farmer who had been unable to attend the meeting. In regards to the United Utilities Planning Application, he had been very disappointed that there had been no consultation before the application had been submitted. He also believed that UU had not considered all land options, as this is prime farmland, which should not be used if alternatives could be found. The land in question, which they propose to build Solar Panels, has a badger sett where the badgers are a protected species and carry no TB so are not a threat to livestock.

A resident asked if any consideration had been given to the current school site. It was believed that CW&C could determine what type of housing should be built there and the Parish Council should be considering this and making representation to CW&C. The resident asked that no high-density housing should go on this land and that bungalows or older person's housing would be far more suitable.

A resident thanked the Clerk for her work on the recently re-designed website, which was now largely compliant with Transparency Code. However, the Parish Council were asked to include minutes before 2015. The same resident also asked that the Parish Council consider posts erected on the Rake Roundabout to deter motorists from cutting across.

## **8. BUDGET SETTING AND PRECEPT SETTING FOR 2018/2019**

Cllr Whitehead outlined any changes that had been made to the budget for 2018/2019, using the budget spreadsheet circulated to Councillors before the meeting. There had been an introduction of money allocated to grants and a rise in money allocated to Maintenance, to account for any repairs to the fence and the significant improvements needed to Jubilee Field playground equipment. Councillors should also be aware that there was S106 money available for use on Jubilee Field. Money had also been set aside for money to purchase a Projector. This was in anticipation of more guest speakers in 2018/2019 as well as to ensure that the Parish Council could display relevant documents to the residents who attend meetings, in line with the Transparency code.

The precept figures had now been received from CW&C and this was set at £25,155 if there was a 0% increase to residents.

**17/735 RESOLVED** – That the Council agree to the budget setting as outlined on the spreadsheet

It was proposed that the following expenditure, incurred in the current financial year, change from being shown as withdrawn from the New Homes Bonus money and be taken from the balance carried forward. These expenditures are:

- Grant to St Luke's' Church Youth Group
- Grant to Saughton Parish Council
- Extension to Jubilee Field path

**RESOLVED 17/736** - That the Council agree to change the cashbook to reflect that the projects listed, be taken from the on-going balance and not the New Homes Bonus.

(Councillor Williams left the room to discuss an issue with a resident)

**RESOLVED 17/737** – That the Council agree to the precept of £25,155 with no increase to local residents' precept charges.

It was noted that the Caldly Nature Park lighting should remain as a New Homes Bonus project. It was asked whether the priority list, drawn up by the Capital Expenditure Group, should be revisited to consider other projects we could undertake. However, another Councillor remarked that it was prudent to maintain funds at the current levels for now, considering that the current school site as well as the land surrounding the new school was still in discussion and there could be opportunity to spend money more effectively on these projects, which would be of greater benefit to the community.

(Councillor William re-entered the room)

**RESOLVED 17/738** – That the New Homes Bonus, in the savings account, remain earmarked for the possible current school site opportunities and potential land surrounding the new school.

## 9. ACCOUNTS AND PAYMENTS

(a) The Cash book accounting for November - January (pg122 of Cash Book) was reviewed

**RESOLVED 17/739** – That the Council approve the Cash Book, pg122

(b) Invoice Approvals were reviewed.

**17/740 RESOLVED** – That the Council approve the following Invoice payments for November – January

Date of Payment	Payment to whom	Services/Products provided	Amount
17/11/17	Amberon	Traffic Management for Christmas Event	£200.00 + £40.00 VAT <b>Total: £240.00</b>
24/11/17	Walkers Nurseries	Christmas Tree	£185.00 + £37.00 VAT <b>Total: £222.00</b>
09/12/17	BSB Sound Ltd	PA System and Engineer for Remembrance Event 2017	£190.00 + £38.00 VAT <b>Total: £228.00</b>
09/12/17	BSB Sound Ltd	PA System and Engineer for Christmas Event 2017	£295.00 + £59.00 VAT <b>Total: £354.00</b>
09/12/17	Shelly Seeds	L'man services for Jubilee Field	<b>Total: £61.10</b>
12/12/17	Chester Brass Band	Brass Band at Christmas Event 2017	<b>Total: £100.00</b>

04/01/18	UK Landscaping Services	November Cut: Grass Cut, Litter-Pick, Border-edging  December Cut: Grass Cut, Litter pick and Shrub pruning	£39.98 + £8.00 VAT <b>Total: £47.98</b>
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(C) The Clerk Reimbursements were noted.

**RESOLVED 17/741:** That the Council approve the following reimbursements for November – January

Date of Receipt	Payment to whom	Items	Amount
23/11/2017	Office Outlet	95 x Letters photocopied for residents of Butterbache Rd (to warn of Christmas Road Closure – in order to be compliant with CW&C Licensing)	£12.67 +£2.53 VAT <b>Total: £15.20</b>
01/12/2017	Aldi	30 x Boxes of Mince Pies (200 mince pies) 19 Bags of Gold Coins (250 in total)	£52.46 +£1.55 VAT <b>Total: £54.01</b>
		<b>TOTAL</b>	<b>£69.21</b>

## 10. PLANNING

The Planning Register (Pg 119) was noted.

It was proposed that objections were raised to the United Utilities Planning Application. This motion was not carried.

**17/742 RESOLVED** – That the Council submit observations to the United Utilities Planning Application (17/05078/FUL), following residents comments

## 11. WORKS PROGRAMME

The Works Programme was noted.

The Clerk reported that Cllrs Dodd and Jacky Creswick had met with Streetscene Senior Manager, Mr Mark Brazil. Residents had raised concerns regarding waste collection vehicles entering Caldy Nature Park but Mr Brazil had advised that this was acceptable practice. Cllr Creswick had expressed regret at the site meeting that Streetscene could not inform Caldy Park users or Friends of Caldy Nature Park before this had begun. The Clerk had also received emails from concerned residents who were still unhappy with this arrangement. It was noted that standards of work were still an unsatisfactory standard and so the Clerk had invited Mr Brazil to the February Parish Council meeting.

Welsh Water were also due to attend the February Parish Council meeting. It was questioned whether 2 or more guest speakers should attend per meeting as this resulted in the meeting running over the designated 2 hours, as stated in the Standing Orders.

There were several outstanding issues, from concerned Councillors and residents, that Welsh Water needed to answer so a Councillor asked that Welsh Water could attend the March meeting and not the Annual Assembly

**17/743 RESOLVED**– That the Council ask Welsh Water to attend the March meeting of the Parish Council.

The Council noted the request by several speakers to attend Huntington Parish Council meetings as well as ongoing issues which residents would appreciate discussing. It was suggested that this could be presented as an Annual Assembly.

**17/744 RESOLVED** – That the Council hold an Annual Assembly in April. This would be instead of the normal Parish Council meeting.

## **12. COMMUNITY EVENTS 2018**

It was explained that the Huntington Primary PTA had approached the Parish Council, asking if we would consider holding a joint Fireworks event with them this year, held on Jubilee Field.

Councillors felt that Jubilee Field was unsuitable for evening events in poor light due to the swales. They also noted that there was hard standing at the school, to allow visitors to stand but there was none at the field and this may cause problems if the ground was wet.

**17/745 RESOLVED** – That the Council do not support the idea of a joint Fireworks event with Huntington PTA, for the reasons set out above.

## **13. POSTCARDS TO WELCOME NEW RESIDENTS**

The Council were presented with quotes to publish 100 postcards. These would be to welcome new residents to Huntington , in order to introduce them to the Parish Council.

A councillor offered to deliver leaflets but issues were raised regarding the time to deliver these leaflets and how we could ensure that all new residents received them, taking into consideration that many houses were rented and so it was unknown when people moved in and out. It was believed that this would not strategically work well. Councillors also believed that Huntington Handbook, Facebook, noticeboards and our website ensured good awareness of the Parish Council

**17/746: RESOLVED** – That the Council do not produce new postcards

## **14. DOG FOULING CAMPAIGN**

After circulation of a rota, two Councillors had been identified as carrying out the pink spray duties, two Councillors would deliver leaflets and the Clerk would report back to the CWaC Campaign Officer each Monday.

It was noted that the areas covered would be Butterbache Road, the alleyway between Butterbache Rd and the shops and also the Old Post Office Path (Clerk to confirm with CWaC).

To publicise this campaign, this would be advertised on Facebook and the website. For residents of Saighton Camp, where we were unable to carry out the Pink Poo Campaign as confirmed by CWaC (due to the land being classed as private), a poster would be available which residents could download and display on their fences (if owned by them).

**17/747 RESOLVED** – That the Council agree to the Pink Poo Campaign being launched with the agreed rota and that the proposed media release (previously circulated by the Clerk) could be used, subject to a photo being taken.

**15. JUBILEE FIELD ANNUAL MAINTENANCE**

The Clerk explained that the initial report into annual maintenance requirements did not fully cover all of the works now needed at Jubilee Field. This was discovered when completing a site visit with Northwich Town Council. Due to the nature of the specialist work to be undertaken, the Clerk was very limited in obtaining quotes but Northwich Town Council held all correct qualifications for maintaining play equipment, have direct contacts with suppliers we have previously used on Jubilee Field (Clerk supplied a spreadsheet to Northwich Town Council with a Suppliers list) and can also ensure all bark/chippings are to play standards

**17/748 RESOLVED** – That the Council approve the quote supplied by Northwich Town Council

A Councillor enquired as to why this had not been placed in Part 2 as the company had been named when informing the meeting of the quote. The Clerk agreed that that was an admin error. However, she also reminded Councillors that the ICO does recommend that quotes can be discussed in Part 1 IF company names are referred to as Company A, B and so on. The Clerk acknowledged that this had not happened in this case.

**17/749 RESOLVED** – That the Council move to Part 2.

Members of the public left the meeting

**16. HIGH BANK QUOTES**

Three quotes were presented to Council, all exceeding £1100. Councillors were concerned at the size of the quotes, especially considering that the Parish Council do not own the land. It was questioned whether CWaC should be taking on this work.

**17/750 RESOLVED** – That the Council renew the quotes and land responsibility in the new financial year.

The meeting closed at 9:45pm.

**The NEXT meeting of the Parish Council is on Monday 19<sup>th</sup> February 2018**

Signed .....

Dated .....

# Huntington Parish Council

Clerk: Louise Gibson, 15 Covert Rise, Tattenhall, Cheshire, CH3 9HA

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## Community Governance Review – Background Information Jan 2018

In 2014, Cheshire West and Chester Council undertook a Community Governance Review of the Huntington Parish Council. One of the recommendations was for

*“the community governance arrangements for Huntington parish be reviewed in advance of the local elections scheduled to take place in 2019”.*

Below is background information relating to this recommendation

<p>Recs (1) – (4) implemented.</p> <p>(5) the community governance arrangements for Huntington parish be reviewed in advance of the local elections scheduled to take place in 2019.</p>	<p>Reference made to the changing the dynamic of Huntington parish as a result of the Crown Park development on the former Saughton Camp site and its impact on the future governance of the parish. Any change to the current arrangements at this time would be premature. Re-consideration of the community governance arrangements at a future date in the light of this development and further community consultation to determine community affiliation.</p> <p>(CGR Report 27/08/14)</p>	<p>Amalgamation of part of Huntington parish with neighbouring Great Boughton parish and warding of Huntington parish to improve representation from all parts of the parish on the Parish Council have been explored. Options considered premature due to ongoing development of the parish and the impact of this development on the current and future governance requirements of the wider area. In addition, the Parish Council has reinforced the distinct nature of the Great Boughton and Huntington settlements and is taking steps to ensure the integration of the area currently subject to development in the wider parish.</p>
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