

## GUILDEN SUTTON PARISH COUNCIL

Minutes of the ordinary meeting of the Council held in Guilden Sutton Village Hall on Monday 12 January 1998.

Chairman: Councillor R M Armitage.

Present: Councillors Antrobus, Armitage, Astbury, Fisher, Gartland, Hughes, Whitehouse.

In attendance: City Councillor J R Boughton.

### 1. Minutes.

The minutes of the ordinary meeting of the Council held on Monday 15 December, 1997 were proposed by Councillor Gartland, seconded by Councillor Hughes and agreed subject to the addition of :

"assisted by Members as necessary" after "Warden" in line 8 of minute 3 "Parish Car Park"

a payment of £23.99 to Councillor R M Armitage for the purchase of a Christmas Tree and tub as previously agreed

the following new minute 29 at the end of Part 1:

### 29. Llangollen International Eistedfodd.

Members considered an appeal by the Llangollen International Eistedfodd for financial assistance

and resolved to decline in accordance with their established policy.

### 2. Planning.

#### (i) New applications.

97/01433/FUL, alterations to dwelling at 117 Oaklands for Mr. S Parkin. Further inquiries had been made by Councillor Gartland into this development which it had been noted at the previous

meeting was already in progress. Following a report, it was agreed no objection should be raised although concern would be expressed at the commencement of construction prior to determination by the planning authority.

(ii) Decision notices.

97/01302/FUL, extension at 1 Vicarage Close for Mr. L Stephani. The Clerk had inquired as to the ownership of the access between nos. 1 and 3 Vicarage Close which it was thought had been provided by the original developer although its current status was unclear and part of the access had been incorporated within a domestic curtilage. A response was awaited.

(iii) Planning Appeal

97/01159/S73, removal of condition on planning permission 97/00241/FUL to reinstate permitted development rights at Whitegates, Park Lane, Littleton for Mr. P Edge. The Clerk reported he had been informed by the planning authority that the Parish's previous observations need not be resubmitted to the planning inspectorate.

(iv) Current applications.

94/01053/FUL McKenzie King/Topaz/Norwest Metalising, Guilden Sutton Lane. The Clerk indicated there was nothing further to report at this stage as to the alleged breach of environmental controls which was being pursued by the Environment Agency. An undertaking had been given that the Council would be kept informed.

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Further to the request to the planning authority for a copy of the approved landscaping scheme, a reply had been received from the planning officer stating this could be inspected at the planning authority offices. This was noted.

95/01046/FUL, COU of redundant farm buildings to 8 no dwellings, swimming pool,, tennis court, garages, driveway and improvements to the highway at The Byatts, Wicker Lane for Kilmorey Estates. There was nothing further to report at this stage as to the breaching of hedges and the position of a new access to Wicker Lane to be formed as part of the development.

95/01052/FUL, alterations to dwelling and COU to form garden at The Bungalow, Church Lane for Mrs. C Jones. The proposed improvement to the remaining area of open space adjoining the footway from Church Lane to Fox Cover would be pursued following the erection of the permanent fencing to the application site.

The Clerk reported the receipt of an inquiry from the occupier of The Stores as to the rate of construction of the development. He had explained the planning position as understood by the Council but had indicated that any environmental health concerns could properly be addressed to the Ward Members or to the environmental health officers. This was noted.

95/01166/FUL, two storey extension at Post Cottage, Guilden Sutton Lane for Mr. R Fox. The revised application was awaited.

96/00359/FUL, children's day nursery, Wildings Yard for A V Wilding (Chester) Ltd. The company had been thanked for informing the Council of the progress of this development and of their intentions for the future of the adjoining unit 2A. A copy of the company's letter would be provided to Councillor Mrs. Astbury to assist with any inquiries.

96/00881/FUL, liquid fertiliser storage lagoon (landscape proposals) at Tile Farm, Wicker Lane for Mr. S J Arden. The Clerk indicated there was nothing further to report at this stage.

15 metre mast, two microwave dishes, equipment cabin etc. adjoining A 55 and Cheshire County Council Engineering Service depot for Orange Personal Communications. The Clerk indicated there was nothing further to report at this stage.

97/00554/FUL, extensions and alterations to Vicars Cross Golf Club House. The decision notice was awaited and would be pursued by the Clerk.

97/00767/FUL, rear extension to accommodate swimming pool at The Brambles, Belle Vue Lane for Mr. D Sandoz. The Clerk indicated there was nothing further to report at this stage.

97/01017/FUL, extension to single garage to form double garage at 5 School Lane for Mr. D Everton. The Clerk indicated there was nothing further to report at this stage.

97/01056/FUL, replacement of flat roofs to garage and porch with pitched roofs at 18 Oaklands for Mr. D Smith. The decision notice was awaited and would be pursued by the Clerk.

97/01146/S73, extension of time period on previous application 6/25443 for erection of circular underground reservoir off Guilden Sutton Lane for Chester Waterworks Company. The decision notice was awaited.

97/01399/FUL, loft conversion at 5 Moorcroft Crescent for Mr. and Mrs. M. Mooney. The planning authority had been informed there was no objection. The decision notice was awaited.

(v) General:

(a) Parish Planning Forum.

A copy of the proposed planning guidelines had been provided to each Member. The guidelines had been discussed at the Chester Area Meeting held on 17 December, 1997 at which it had been agreed that the planning authority be requested to circulate the draft to all Member Parishes. 97/98 110

Parishes would be asked to comment briefly to the Clerk as Honorary Secretary by Friday 6 February, 1998. It was agreed that Members would forward their comments to the Clerk by 31 January, 1998. A view was expressed that the guidelines would benefit from the inclusion of short briefings on matters such as overlooking, referred to below, and other general topics which frequently arose.

(b) Overlooking.

The Clerk reported he had extracted this informative report from a planning agenda prepared by Ellesmere Port and Neston Borough Council. Councillor Fisher, to whom the report was referred, warmly commended the document and suggested the inclusion of similar topics in the planning guidelines referred to above would be of value. This was agreed.

(vi) Strategic Planning.

(a) Chester District Local Plan.

With respect to the proposed policies for cycling, the Clerk reported he had contacted Mr. Skelding who had indicated he would be happy to provide information to the Council and to advise Members through his involvement as an office holder in the Cyclists Touring Club which was represented on the Chester Cycle Working Party and in contact with the County Council and other organisations on cycling matters. Mr. Skelding had been informed this would be without prejudice to any decisions the Council may take, for example on cycle routes in the rural area. It was agreed Mr. Skelding's offer should be accepted.

The Chairman reported the receipt of a letter from Mr. Peter Foster of Sustrans in connection with the Council's wish to provide a safe cycling route to Upton County High School using part of the trackbed of the disused Mickle Trafford - Deeside railway which itself formed part of a proposal for a larger environmentally friendly transport scheme. It was noted that at present there was no access from the railway to Greenfield Lane which would be essential should the school route come to fruition. It was possible that the railway would be accessed from Guilden Sutton via Park Farm and Mr. Foster would be asked to advise if this proposal should be raised by the Parish Council or by Sustrans.

The Clerk reported he had raised the possibility of a joint meeting with Mickle Trafford and District Parish Council to discuss cycling matters with a representative of that Council. A response was awaited.

(b) Cheshire 2011.

The Clerk indicated there was nothing further to report at this stage.

(c) Cheshire Replacement Minerals Local Plan.

The Clerk indicated there was nothing further to report at this stage.

(d) Cheshire Replacement Waste Local Plan.

The Council's response to the consultation draft, as set out in minute 2 (e) of the previous meeting had been forwarded to the County planning authority, to County Councillor N J Fitton and to

the Labour and Liberal Democrat Environment spokesmen. A reply had been received from County Councillor David Lloyd-Griffiths, dated 22 December, 1997, accepting that the proposals map was very worrying to residents within the areas of search but pointing out the County Council would be promoting policies for waste minimisation.

The Clerk reported a letter dated 9 January, 1998 had been received from County Councillor N J Fitton drawing attention to a campaign by the Chester Chronicle which supported the widespread concerns which had been expressed and thanking parishes within his division for their action.

### 3. Parish Car Park.

The Chairman reported that the work which it was intended should be carried out by the Parish Tree Warden, assisted by other Members as necessary, was in hand.

### 4. Leisure Services.

#### (i) Playing field.

The Clerk reported that the letter to the landowner with respect to the future ownership of the field was in hand. Further details had been requested as to membership of the Cheshire County Playing Fields Association.

#### (ii) Play Area.

The Clerk reported the receipt of a satisfactory safety report of the play area on 19 December, 1997. The Chairman indicated he had recently inspected the equipment and had found no evidence that the see saw bolts were loose at the time of his inspection.

Further details had been requested from the City Council of the alternative type of safety surfacing mentioned in their play area strategy document.

An invitation from SMP Playgrounds to attend a seminar at The Village Hotel and Leisure Club, Warrington on Tuesday 27 January, 1998 was received and noted.

#### (iii) Public Footpaths.

(a) Parish Paths Partnership.

Councillor Hughes anticipated that a colour proof of the proposed map of parish footpaths would be available in the near future.

(b) Footpath no 2.

Notification had been received from the Area Engineer that the intended surface dressing would be programmed as soon as possible. This was welcomed.

The Clerk reported the concerns of a resident that whilst exercising her dogs on this path, she had encountered horse riders and had been anxious that her dogs would not disturb the horses although her understanding had been that the path was not a bridleway. This was confirmed. Although the identity of the riders was not known, it was agreed the assistance of Mr. Sandlin and Mrs. Arden should be sought to discourage riders from improperly using this path. Members hoped that the designation of the path on the map referred to above would have a beneficial effect in dealing with the situation.

(c) Mid Cheshire Footpath Society.

The society's programme of walks for January to June 1998 was received and noted.

(iv) Pond Life Project.

The Clerk reported there was nothing further to report at this stage.

(v) Grounds Maintenance.

Further to minute 4 (v) of the previous meeting, Members asked that their disappointment be conveyed to the contractor that the agreed remedials had yet to be carried out, as a result of which payment of the final invoice continued to be withheld.

The Clerk confirmed that quotations for the 1998 season were being sought from Glendale, Chester City Council, Gresty and Prismo to enable a decision to be made at an earlier stage than had previously obtained.

## 5. Public Transport.

### (i) Services: general.

#### (a) Sunday Service to Guilden Sutton.

City Councillor J R Boughton reported the service was now operating to a satisfactory standard following the initial difficulty. This was welcomed. It was understood that passenger numbers would be reviewed by the Transport Co-ordination Service and the Chester District Public Transport Liaison Committee prior to the expiry of the six month experimental period.

#### (b) Punctuality.

There was nothing further to report at this stage as to the late running of the 1410 ex Chester Bus Exchange to the inconvenience of parents of children attending the primary school.

#### (c) Notification of changes to timetable.

Further to minute 5 (e) of the previous meeting, the Clerk was bringing the attention of the Transport Co-ordination Service to the need for up to date timetable information to be available to passengers and would seek an accurate listing of services to and from the Parish for possible inclusion in the newsletter.

### (ii) Chester District Public Transport Liaison Committee.

It was noted the next meeting of this committee would be held at County Hall on Tuesday 20 January 1998 at 6.30pm.

### (iii) Rural Transport Information Point.

The outstanding provision of this point would be pursued by the Clerk.

## 6. Highways.

### (i) Major schemes.

The Clerk referred to a report to the City Council Highways,

## Transport and Road Safety sub committee of

15 January, 1998 which included a reference to evening and overnight carriageway resurfacing of the A 51 at Littleton and Tarvin and to resurfacing of the A 56 at Mickle Trafford. This was noted.

(ii) Local matters.

(a) A 41/Guilden Sutton Lane.

The Clerk reported an appropriate note had been included in the newsletter and the attention of the Area Engineer had been brought to the number of unauthorised turning movements observed at this point. A sympathetic response had been elicited, pointing out the scheme had been designed for all types and sizes of vehicles, although it was thought there was little which could be done if drivers were so minded.

(b) Belle Vue Lane.

The Clerk had ascertained that the intended warning sign when approaching the sharp bend from School Lane was still missing. This had been pursued with the Area Engineer, Chester Rural who had confirmed the replacement sign was on order.

(c) Footway, Cinder Lane.

The need for the surface to be swept was being kept under review.

(d) Cinder Lane - Church Lane.

It was noted the steps were extremely slippery following the Autumn fall and agreed the City Council should be asked to carry out a further sweep. Similar action would be requested for the footway from Fox Cover to Church Lane although this was less hazardous.

(e) Footway, Wicker Lane.

The attention of the Area Engineer would be brought to the obstruction to the footway close to the junction with Cinder Lane arising from the branches of trees in an adjoining property.

(f) Speed limit, Guilden Sutton Lane.

The Area Engineer had been advised of the Council's request for the provision of high visibility markings to reinforce the 30 mph limit at the approach to the playing field access and the matter had been referred to the Traffic Section, although it was understood agreement was unlikely to be forthcoming. He had been thanked for arranging for the reinstatement of the existing 'slow' marking in the carriageway, part of which had been removed by resurfacing works, as an interim measure.

It was noted with pleasure that the 40 mph speed limit had been introduced and that repeater signs had been provided to remind drivers of the lower limit. Councillor Hughes wished to see additional signs provided to draw the attention of drivers to the new limit although the Chairman referred to the limited funding available for highway schemes.

(g) Moorcroft Crescent.

The Area Engineer had been informed of the concerns expressed by Councillor Mrs. Astbury as to the condition of the carriageway and footway and had arranged for any unsafe potholes to be filled.

City Councillor J R Boughton indicated the unsafe condition of the carriageway had been acknowledged and that options for the repair of the road surface were under consideration.

(h) Footway - Middlecroft.

The condition of the footway in the vicinity of 4/6 Middlecroft had been brought to the attention of the Area Engineer who had confirmed any serious defects would be dealt with as necessary following regular inspection. This was noted.

(i) Grass cutting - Heath Bank.

The concerns expressed by Councillor Mrs. Astbury had been pursued with the Area Engineer who had provided a lengthy response, rehearsing the change in the maintenance regime following the reversion of maintenance to the highway authority and promoting the development of the area as a natural habitat for flora and fauna.

Members were sympathetic to this view but were not persuaded that the trees and shrubs thereon were sufficiently established at this stage to allow the reduction in grasscutting envisaged by the highway authority. The matter would be pursued as Members believed further work was necessary, in view of the incorrect type of grass which had been planted, to enable the planting to progress satisfactorily.

(j) Closure - Wicker Lane.

The attention of the Area Engineer had been drawn to the poor condition of verges following the recent works and to the need for quantities of arisings to be removed therefrom. 97/98 114

A reply had been received indicating an inspection was to be carried out following which the matter would be pursued with the contractor. Councillor Mrs. Antrobus referred to flooding which had occurred during rainfall which had followed the works and to an immediate deterioration in the condition of the patching. This would be raised.

(k) Footway - Oaklands.

The uneven condition of footways on Oaklands due to the growth of tree roots, drawn to the Council's attention by Councillor Fisher, had been raised with the Area Engineer. A reply had been received indicating the footways were subject to regular inspection with any serious defects dealt with as necessary. Lesser defects were remedied as budgets allowed and repairs were to be put forward for inclusion in the 1998/99 programme.

(l) Road Traffic Accident, Guilden Sutton Lane.

The Clerk indicated there was nothing further to report at this stage.

(m) Deposit of mud, Guilden Sutton Lane.

The Council's concerns had been brought to the attention of the Area Engineer who had indicated the contractor had been requested to remove excess material from the verges. Activities were to be monitored and this was noted. The Area Engineer would be informed, however, of the severe rutting which had damaged the verges adjoining the field access concerned.

(n) Flooding: School Lane/Station Lane/Wicker Lane/Station Lane.

The Area Engineer had been informed of the position and had arranged for the gully to be attended to. The system was also to be jetted.

(o) Verges in the vicinity of Willow Cottage.

The Clerk reported he had clarified with the Area Engineer the position with respect to the condition of verges on Guilden Sutton Lane in the vicinity of Willow Cottage. These would now be maintained to normal County Council standards which restricted cutting to areas in the vicinity of the footway or carriageway.

(p) Highway works.

The Clerk referred to a report to the City Council Highways, Transport and Road Safety sub committee of 15 January, 1998 which included a reference to general, unspecified repairs being carried out within the Parish. This was noted. The nature of the proposed repairs would be ascertained.

(q) Turning movements, Willow Cottage.

City Councillor J R Boughton indicated he was urging the provision of appropriate direction signs at Willow Cottage to reduce the problem of misdirected HGVs seeking the industrial premises. This would be supported.

(iii) street lighting.

The Clerk was making inquiries as to the possible availability of funding under safer communities and similar initiatives to improve the poor level of street lighting on the parish car park.

7. Finance:

(i) income.

Bank of Scotland

interest £ 22.90 97/98 115

(ii) payments.

Glendale

grounds maintenance

agreed final stage payment £ 41.50\*

Chester Standard

newsletter distribution £ 15.27

Mrs. R Mort

playing field rent

Jan - March 1998 £ 137.50

Clerk

Salary 1.10.97 - 31.12.97 £ 575.00

Clerk re

toner cartridge, analysis book

and stationery £ 39.20

\* payment remains withheld pending resolution of dispute with contractor

Proposed by Councillor Gartland

seconded by Councillor Mrs. Antrobus

and agreed.

(iii) balances

Natwest Business Reserve £ 0.04

Bank of Scotland £6,149.32

(iv) banking arrangements.

The Clerk reported he was dealing with the remaining transfer of funds to the Bank of Scotland.

(v) Audit.

The Clerk advised Members he was continuing his efforts to verify the derivation of certain amendments with the Council's records. The Chairman would sign the memorandum of matters arising in due course.

It was proposed by Councillor Armitage, seconded by Councillor Hughes and agreed that the Clerk should attend a further seminar on the revised accounting and audit regulations to be held in Crewe on 21 February, 1998 at a fee of £10.

(vi) Budget and Precept 1998/99.

Further to minute 7 (vi) of the previous meeting, Members gave further detailed consideration to their budget proposals for 1998/99 and to the impact of a range of precepts on a typical Band D property and on other banded properties, details of which had been included in a report by the Clerk. In addition the Clerk reported the receipt, by letter dated 18 December, 1997, of information from the City Council confirming the parish tax base as 631.8 Band D equivalent properties, which was noted.

The Chairman reported a revision in the national scale for Clerk's salaries to reflect the additional responsibilities arising from the revised accounting and audit regulations which would increase the amount payable to the Clerk to £2,300 per annum with effect from 1 October, 1997 with an additional increment from 1 October, 1998. 97/98 116

As a result, it was agreed the provision for salaries should be increased by £500. Following discussion of a number of amendments to the draft budget and to the provision of £500 towards possible pump priming expenses for the millennium, £500 towards the cost of any additional light which might be provided at the parish car park and to an increase in the contingency from £250 to £500, it was proposed by Councillor

Gartland, seconded by Councillor Hughes and agreed that the budget be set at £9,590 and that a precept be requested of £7,500. It was also agreed that any surplus balances be allocated to capital cost which would arise should the proposed purchase of the parish playing field come to fruition.

(vii) Village Shops Rate Relief Scheme.

The Clerk reported the receipt of information on this scheme from the City Council. It was noted the basis of the scheme, at present restricted to sole post offices or sole general stores but with the possibility of extension to other qualifying shops of benefit to the rural community, was being circulated direct to village shops through Cheshire Community Council

8. Access to school.

(i) improvement scheme.

Councillor Hughes reported he was pursuing his proposed site meeting with Mr. I Makins, Chester City Council, to discuss this proposed scheme.

9. Environment services:

(i) amenity cleansing.

Further to minute 9 (i) of the previous meeting, it was understood the City Council had taken appropriate action, following a request to them from the Clerk, to remove substantial piles of leaves which had built up at several locations, particularly on Porters Hill. This was welcomed.

In addition to the further amenity cleansing requested at minute 6 (d) above, the City Council would be asked if it would be possible to remove the accumulation of litter which had built up adjoining the footway at the Fox Cover play area.

(ii) dog fouling.

The Clerk reported he had revisited his request to the City Council for the provision of a dog fouling notice for the dell, to which he had appended the need for the renewal of such notices alongside the footway access to the primary school at the rear of

## Orchard Croft.

With respect to the irregular emptying of the canine faeces bins to the rear of Orchard Croft by the City Council contractor, the assurance furnished during the discussion with Mr. S Jones that a permanent improvement in service would be achieved was being monitored.

### (iii) Litter bins.

With respect to the irregular emptying of litter bins throughout the parish by the City Council contractor, the assurance furnished during the discussion with Mr. S Jones that a permanent improvement in service would be achieved was being monitored.

### (iv) lengthsman.

It was noted there was nothing further to report at this stage.

### (v) sewers

It was noted there was nothing further to report at this stage.  
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## 10. Trees and hedges.

### (i) Tree planting

Councillor Gartland, Parish Tree Warden, indicated there was nothing further to report at this stage.

### (ii) Oaklands TPO.

Councillor Gartland, Parish Tree Warden, indicated there was nothing further to report at this stage, pending the further review of trees to be protected in the Spring. He referred to the intended felling of two unprotected trees on Oaklands due to structural damage to property.

### (iii) hedge adjoining footpath no 2.

The Clerk indicated there was nothing further to report at this stage.

(iv) Tree Preservation Procedures.

Councillor Gartland, Parish Tree Warden, reported the procedures set out in the report could be supported if implemented as intended.

(v) Shrubs, The Vetches.

Councillor Whitehouse had previously referred to these shrubs which had reached over maturity and were obstructing the footway. Similar problems elsewhere on the Oaklands estate were discussed. Advice would be sought from the City Council and the highway authority.

11. Cheshire Association of Parish Councils.

(i) Council property - insurance.

Further to minute 11 (i) of the previous meeting, additional information was being sought by the Clerk.

(ii) Account and audit regulations user guide.

Further to minute 11 (vi) of the previous meeting, the Clerk reported a copy of this guide had been ordered as agreed.

12. Chester City Council.

(i) Relationships with the City Council.

The Clerk would now pursue a follow up by Mr. Durham when the City Council's statement of their proposed relationships with Parishes had been published.

(ii) Maintenance of churchyards and burial grounds.

Further to minute 12 (ii) of the previous meeting, the Clerk reported he was seeking further details of this grant aid scheme.

(iii) Past Uncovered, Winter 1997.

Copies of this newsletter were received for each Member and

noted.

(iv) Housing News, Winter 1997.

A copy of this newsletter was received and noted. 97/98 118

13. Cheshire County Council.

(i) Town and Parish Council meeting.

The Clerk reported the receipt of details, by letter dated 16 December, 1997 from Mr. R Manley, County Youth and Community Officer, of a forthcoming Town and Parish Council Meeting to be held at Tatton Park on Thursday 26 March, 1998. This was noted. The Council's representatives would be agreed at the February meeting.

14. Cheshire Community Council.

(i) Cheshire Best Kept Village Competition.

It was anticipated a decision on the Council's entry in the 1998 competition would be taken at the February meeting.

(ii) Research into communications.

The Clerk reported the receipt by letter dated 17 December, 1997 of a request for copies of newsletters produced within the parish as part of research by the Cheshire Community Council into communications in the rural areas. An appropriate response would be made.

(iii) Community News and Views Christmas 1997.

A copy of this newsletter was received and noted.

15. CPRE.

Correspondence was received and referred to Councillor Whitehouse.

16. Health.

Details of a local care forum to be held on 30 January 1998 were received and noted..

17. Policing matters.

The Clerk indicated there was nothing further to report at this stage.

18. Newsletter.

The Clerk indicated there was nothing further to report at this stage.

19. Millennium Celebrations.

(i) Parish.

The Chairman reported the community carol singing held at the Village Hall on 22 December, 1997 had been extremely successful and had raised a total of £76. A further meeting of the committee was to be held on 27 January 1998 which would discuss arrangements for the proposed summer fete.

(ii) City.

The Clerk reported the receipt by letter dated 3 December, 1997 of a request from the City Council Millennium Events Co-ordinator for information on the Parish's plans. An appropriate reply would be sent.

20. Memorial Garden.

(i) Sycamore.

The Clerk indicated a recommended contractor was being instructed to proceed on the basis of the work previous recommended and for which an estimate had been received.

21. Bulb planting.

There was nothing further to report at this stage.

22. Land adjoining 2 Summerfield Road.

The complaints regarding the condition of this land were being revisited with the landowner. A response was awaited.

#### 23. Periodic Electoral Review.

The Clerk reported the receipt of a letter dated 9 January, 1998 from Mr. S Jones inviting those Parishes who had yet to do so to inform the City Council of their views on the proposals. This was noted, together with the Parish Council's support for the recommendations..

#### 24. Web site.

This matter was to be progressed with Mr. S Jones by Councillor Hughes.

#### 25. Resignation of Councillor Mrs. A Patten.

The Clerk reported the receipt by letter dated 15 December, 1997 of the resignation of Councillor Mrs. A Patten due to her leaving the parish for a two year stay in Australia. Mrs. Patten had thanked Members for their support and encouragement. The Clerk reported that due to the imminent departure of Mrs. Patten, he had forwarded a letter on behalf of the Chairman and Members expressing the Council's thanks and best wishes.

The advice of the City Council had been sought as to the procedure for filling the vacancy and the appropriate notice was to be displayed.

#### 26. Dates of future meetings.

These were agreed as Mondays 16 February, 16 March, 20 April, 18 May, 22 June, 27 July, 7 September, 12 October, 9 November and 14 December, 1998 and 11 January, 15 February, 15 March, 19 April and 17 May, 1999.

#### 27. Parking of cars on the footway.

A Member referred to the increasing prevalence of the parking of cars wholly or partly on footways. It was agreed this would be raised generally with PC Pye and particularly in respect of a specific location.

## MATTERS CONSIDERED IN THE ABSENCE OF THE PRESS AND PUBLIC

It was proposed by Councillor Mrs. Astbury, seconded by Councillor Hughes and agreed that the press and public should be excluded for the discussion of the following items on the grounds of (i) possible enforcement action (ii) details of the financial affairs of a third party.

### 28. Occupancy of property, School Lane.

The Clerk reported the receipt of copy correspondence relating to this case, addressed to the Chairman, from City Councillor J R Boughton together with correspondence from the adjoining occupier. It was noted that no breach had yet to be found to have taken place but Members were informed enhanced enforcement procedures were in the process of being drawn up by the planning authority to meet the concerns which had been expressed. The Council would welcome this move but would seek an assurance that satisfactory monitoring would be put in place and that the planning authority's procedures would ensure the difficulties which had arisen would not recur in the future with this or any other similar application.

### 29. Property, Arrowcroft Road.

The Clerk reported the receipt, by letter dated 4 December, 1997 of advice from Councillor B J Bailey relating to the deteriorating condition of an occupied City Council property in Arrowcroft Road and of legal proceedings which had been necessary to secure an improvement. A schedule of remedial works was to be carried out. This was noted. City Councillor Bailey would be thanked for informing the Council.