

## **GUILDEN SUTTON PARISH COUNCIL**

Minutes of the annual meeting of the Council held in St John's Church Room on Monday 14 May, 2001.

Chairman: Cllr M Gartland.

Apologies: City Cllr B J Bailey.

Present: Cllrs Arditti, Armitage, Astbury, Fisher, Gartland, Hughes, Paterson, Whitehouse.

In attendance: City Cllr J R Boughton.

### 1. Public speaking time.

There was no public speaking.

### 2. Election of a Chairman of the Council for the ensuing year.

The nomination of Cllr Hughes was proposed by Cllr Fisher and seconded by Cllr Armitage. There being no further nominations, Cllr Hughes was elected unanimously and signed the declaration of acceptance of office as Chairman.

Cllr Hughes in the Chair.

Cllr Gartland thanked Members and the Clerk for their support and believed the Council had enjoyed a very good year. The Chairman paid tribute to Cllr Gartland for his contribution to the Council's work.

### 3. Minutes.

The minutes of the ordinary meeting of the Council held on Monday 9 April, 2001, were proposed by Cllr Armitage, seconded by Cllr Gartland and agreed.

### 4. Election of a Vice Chairman of the Council for the ensuing year.

The nomination of Cllr Whitehouse was proposed by Cllr Gartland and seconded by Cllr Astbury. There being no further

nominations, Cllr Whitehouse was elected unanimously and signed the declaration of acceptance of office as Vice Chairman.

#### 5. Election of representatives to outside bodies.

(i) Cheshire Association of Town and Parish Councils, Chester Area Meeting (three representatives). It was proposed by Cllr Gartland, seconded by Cllr Astbury and agreed unanimously, there being no further nominations, that Cllrs Armitage, Fisher and Hughes should be elected. It was noted that other Members were free to attend and vote, subject to the maximum of three Members voting, although only the Members elected would receive papers.

(ii) Cheshire Community Council Village Halls Forum. It was proposed by Cllr Astbury, seconded by Cllr Armitage and agreed unanimously, there being no further nominations, that Cllr Hughes should be elected.

(iii) CPRE. It was proposed by Cllr Gartland, seconded by Cllr Armitage and agreed unanimously, there being no further nominations, that Cllr Whitehouse should be elected. (iv) Guilden Sutton Village Hall Management Committee. It was proposed by Cllr Armitage, seconded by Cllr Hughes and agreed unanimously, there being no further nominations, that Cllr Gartland should be elected.

Action: It was agreed the appointments should be made on the basis that the representatives elected would continue to serve pending a review which would take account of the wishes of the remaining members of the Council.

#### 6. Appointment of office holders.

(i) Parish Paths Warden. It was agreed unanimously that Mr S Armstrong should be invited to continue.

(ii) Parish Pond Warden. It was agreed unanimously that Cllr M Gartland should be invited to continue. Cllr Gartland reported he had received no correspondence during the preceding year and he believed the project may have been discontinued due to lack of funding.

(iii) Parish Tree Warden. It was agreed unanimously that Cllr M Gartland should be invited to continue.

(iv) Local Bus User Contact. It was agreed unanimously that Cllr P Astbury should be invited to continue.

## 7. Planning.

### (i) New applications.

01/00454/FUL single storey side extension at 12 Fox Cover for Mr K Mohring. Cllr Fisher reported. It was agreed that no observations should be made. It was noted that consultations had disclosed a conservatory at a neighbouring property and that the applicant could not recall a notification although permitted development rights had been withdrawn. Action: Position to be clarified with the local planning authority.

01/00551/S73 removal of condition to allow the insertion of roof lights and the use of roof space at The Paddock, Church Lane. It was noted the condition had been upheld at a previous appeal. Action: Further inquiries to be made by Cllr Fisher. Previous case files to be inspected by the Clerk.

### (ii) Decision notices.

None to report.

### (iii) Current applications.

95/01052/FUL, alterations to dwelling and COU to form garden at The Bungalow, Church Lane for Mrs. C Jones, verge improvement. The Clerk had detailed the agreed specification discussed at the site meeting and had sought confirmation from the Parks Manager that this would be carried out. He reported the receipt, by letter dated 20 April, 2001 of copy correspondence to Cllr Boughton which outlined the City Council's intentions. The arrangements for the payment of the £200 contribution had been also clarified. It was agreed that the planting of shrubs would be preferred to daffodils. Action: Parks Manager to be asked to provide a drawing of the proposed landscaping to include shrubs.

99/00701/FUL, extension and alterations at 66 Oaklands for Mr and Mrs J Croft.

99/00772/FUL, first floor bedroom extension at 5 Cathcart Green for Mr and Mrs D Potter.

99/01031/FUL extension for disabled use at Wood Farm for Mr P Gresty. The Clerk reported he had been advised by Mr Gresty that authorisation had been issued by the Environment Agency for materials arising from the demolition of outbuildings in connection with this proposal to be infilled to a former pond on land owned by Mr Gresty at Guilden Sutton Lane. Action: Noted.

Alterations and extensions to unit 3, Wilding Business Estate, Guilden Sutton Lane.

00/00541/FUL two storey side extension at 11 Fox Cover for Mr. D Hancock.

00/00734/LDC, certificate of lawful development for conversion of stables to residential accommodation ancillary to the occupation of The Lodge, School Lane for Mr. and Mrs. C Blake. A copy of the decision notice was being supplied to Cllr Gartland. The Clerk reported the receipt, by letter dated March 21, 2001 of copy correspondence from Dr and Mrs Cantle to the Chief Executive, Chester City Council, regarding the handling of the matter.

00/00932/FUL, rear extension and extension/modification to front study at 5 Guilden Green for Mr I Armstrong.

00/01110/FUL, two storey rear extension at Fieldway, Hare Lane for Mr R Bellamy.

Proposed gas pipeline, Birch Heath - Mickle Trafford. The Clerk reported that Transco had recent approval to proceed. In response to concerns expressed by the Chairman, Cllr Gartland believed it was unfortunate that the removal of hedgerows had been delayed although he pointed out the timetable had been overtaken by events.

00/01109/S52, removal of clause 4 (b) in Section 52 Agreement tying land and dwelling as one unit at Tile Farm, Wicker Lane for Mr S Arden. The Clerk understood this application was currently being considered by a principal planning officer.

00/01151/FUL (amended details) two storey side extension at Frogmore Cottage, Church Lane for Mr R Parkinson.

00/01299/FUL, conservatory at Roseville, Belle Vue Lane for TNJ Developments. The Council's regret at the lack of the informative was being raised with the planning authority.

Orange, addition of 3 no antennas and new equipment cabin, CCC Highways Depot, Guilden Sutton Lane.

00/01345/FUL, provision of toilet in place of brick lean to shed, new emergency exit and internal alterations at St John's Church, Church Lane.

00/01578/FUL, conservatory at 5 Fox Cover for Mr D Cottenden.

01/00133/FUL, two storey extension and rear conservatory at 3 Heath Bank for Mrs M Higginson. Further inquiries had been made of the local planning authority concerning the lack of notification of amended plans. The Clerk had been advised by the case officer that as there had been no objection to the original application, it had not been considered necessary to consult on the revised details which were more modest in scale. This was noted.

(iv) General.

There was nothing to report.

(v) Strategic Planning.

(a) Chester District Local Plan. The Clerk reported the receipt, by letter dated 30 April, 2001 of the arrangements for the resumption of the inquiry. He reported the objection by Osbourne House involving proposals for a business park bounded in part by Guilden Sutton Lane appeared to remain a live issue and he had alerted City Cllr B J Bailey to the possible need for further representations.

(b) Draft regional planning guidance for the north west. Nothing further to report at this stage.

(c) Rural White Paper. Further copies of the summary provided by Mrs C M Russell MP were being obtained sufficient for each Member.

## 8. Parish Car Park.

Mrs Kirk had been advised it was not expected the height of the boundary planting next to the footpath would increase, although this would be reviewed at the end of the season. The request by Mrs Kirk for the telephone kiosk to be restored to the original design was being raised with BT.

## 9. Leisure Services.

### (i) Playing field.

(a) Risk assessment. A response was awaited from the County Playing Fields Association and would be pursued. It was noted the grounds maintenance contractor had raised concerns as to damage to the land by mole activity. Action: Advice of the City Council to be sought.

(b) Dog fouling. The 'no dogs' sign was being replaced.

### (ii) Play Area.

(a) Safety inspections. Nothing to report.

(b) Improvement scheme. Cllr Arditti reported that a site meeting with the Parks Manager had led to the contractor offering a £174 reduction in site costs. No increase could be negotiated in the net landfill tax credit grant of £5,050. Cllr Paterson suggested the provision of facilities for those with disabilities would attract additional funding. Cllr Armitage suggested the council should proceed with the installation of the safety surfacing and seek fund raising for the cost of replacement equipment. Cllr Gartland believed an improvement to be long overdue due to the condition of the play area. Cllr Paterson commented the cost of £8,540 was offset by the grants which had already been obtained together with the Council's commitment to provide matching funds for the sums to be provided by the City Council (£1,000) and the donation raised by parents (£495.78). It was suggested the Council should meet any shortfall. Action: Agreed unanimously.

The Clerk reported the receipt of a letter from Messrs Evans, Henderson and Spencer on behalf of the school governors as to issues surrounding the play area. Action: Meeting to be sought.

(iii) Public Footpaths.

(a) Parish Footpaths Group. The deposit of manure alongside the footpath from the hollows had been drawn to the attention of the landowner, the Public Rights of Way Unit and environmental health officers. The view of the environmental health service was that any future infestation should be reported at the time for appropriate action to be considered. Action: Noted.

(b) Footpath no 2. Further information was being provided to the District Engineer as to the encroachment onto the path by an adjoining occupier. The replacement of the 'no tipping' sign was being sought with the City Council having provided details of their supplier.

(c) Foot and Mouth Disease (Amendment) (England) Order 2001. The Clerk reported the closure of footpath 2 had been reviewed and the restriction lifted. This was welcomed. Advice was received from the Public Rights of Way Unit, by letter dated 12 April, 2001 of the re-opening of selected countryside sites and paths.

(d) Countryside and Rights of Way Act 2000. The Clerk reported the receipt of information from the Countryside Agency as to the new access rights created by this legislation. Action: Noted.

(iv) Grounds Maintenance. Cllr Hughes reported a site meeting had been held with the contractor on Saturday

21 April, 2001. The contractor had been instructed to cut the boundary hedging in June or July. It was agreed the rose bed, which was now past its best, should be replaced with a shrub bed and bulbs. New shrubs would also be obtained for the front boundary planting. Cllr Armitage suggested the Cheshire Landscape Trust should be approached. Action: CLT to be approached.

(v) Public seats. The City Council had been requested to repair the damage to the public seat in the play area.

10. Public Transport.

Services: general. The Clerk understood the 1310 service ex Chester Bus Exchange would now continue on a permanent basis as part of the Cheshire Bus Network. The revised timetable

information supplied to the Local Bus User Contact would be publicised on the notice boards and in the newsletter.

## 11. Highways.

(i) Major schemes: Chester Deeside Transport System. Action: Letter to be sent to County Cycling Officer re extension of cycleway to Park Farm.

(ii) Local matters.

(a) Chevron signs, The Byatts. Fixing of the requested chevron signs was awaited.

(b) Wicker Lane. The District Engineer had indicated an evening site meeting would be possible. Action: Clerk to agree a date and advise Members.

(c) Utility markers, Oaklands. Action: The attention of the utilities concerned was being drawn to the condition of markers in the verge at the junction of School Lane and Oaklands opposite The Wood and at other locations in the parish.

(d) Chester LJC for Highways and Transportation. It was understood the next meeting, due to be held on Thursday 24 May, 2001, had been postponed.

(e) Wilding Business Estate. The company was being thanked for its co-operation in the provision of markings at the access to the estate.

(f) Road sign, Belle Vue Lane. Action by the District Engineer was awaited. Mrs Kirk had been informed.

(g) Station Lane. See Wicker Lane above

(h) Direction signs, Village Hall. The request had been notified to the highway authority which would inspect. Any cost would fall to the Parish Council.

(i) Obstruction, Church Lane. The complaint by a resident as to the obstruction of the footway in Church Lane by parked vehicles had been referred to the police.



(j) School Lane, maintenance. The highway authority had indicated that although the programming of the work was dependent on the weather, advance warning signs would be erected.

(k) Footways, Arrowcroft Road. It was not known if the anticipated repairs had yet been carried out.

(l) Verges, Guilden Sutton Lane. The Clerk reported that an unsatisfactory reinstatement had been carried out by Transco of certain verges disturbed during the main replacement in 2000 and that he had requested remedial action. A letter of complaint had also been received from Mr L Johnson, 22 Guilden Sutton Lane. Action: Noted.

(m) Hare Lane/Guilden Sutton Lane/A 41. Cllr Armitage reported the views of a resident as to the standing of the road markings at various locations at this junction.

(iii) Strategic.

Nothing further to report at this stage.

(iv) Street lighting.

Nothing to report.

12. Finance:

(i) income.

Bank of Scotland

interest (Apr) £ 53.29

Donations re wreath £ 13.75

(ii) payments.

Cllr D Fisher

Web site charges £ 112.66 (VAT £16.78)

Hacker Young

Audit fee 99/00 £ 499.37 (VAT £74.37)

Cheshire Community Council

Subscription 2001/02 £ 30.00

Cornhill Insurance

Renewal 2001/2002 £ 517.39 01/02 014

County Playing Fields Assn

Subscription £ 12.00

St John's PCC

Room hire £ 12.00

Clerk

Photocopies (Apr)

475 @ 5p £ 23.75

Mileage (Apr)

20 Miles @ 40p £ 8.00

£ 31.75

Proposed by Cllr Gartland,

Seconded by Cllr Astbury

and agreed.

(iii) balances

## Bank of Scotland

(Apr) £20,838.85

It was agreed the Council's existing insurance would be market tested and a possible alternative sought for a future year.

In view of the extent of the balances, possible options for a proportion of the money would be investigated.

(iv) Audit.

(a) Internal. An amending minute was to be prepared by the Clerk to regularise points of detail recommended by the Vice Chairman.

(b) External. Comments by the District Auditor with respect to the 1998/99 audit were being forwarded to Hacker Young. The certificated statements required by the District Auditor in respect of the 1998/99 audit had been signed by the Chairman and were being returned. The Clerk reported the receipt of an unqualified opinion on the 1999/200 accounts and would report further to the June meeting.

13. Access to school.

(i) adjoining 17 Hill Top Road. Nothing to report.

(ii) rear of Village Hall. Nothing to report.

14. Environment services:

(i) amenity cleansing. There was nothing further to report at this stage.

(ii) dog fouling. The provision of a pole to enable the mounting of the proposed bin in the hollows would be progressed.

(iii) lengthsman. It was agreed that requests to the lengthsman for additional work to be carried out should be subject to an estimate. Cllr Whitehouse reported the lengthsman had been instructed to scavenge Guilden Sutton Lane. The Chairman believed the condition of the Village Hall car park had improved. Cllr Gartland reported that youths were gathering in the

reservoir access, causing large amounts of litter. Action: PC Tack and the Dee Valley Group to be informed.

The Clerk reported an offer by Mrs Beresford to scavenge the dingle on a voluntary basis. This was welcomed. Those Members who wished to assist would do so. The Clerk would endeavour to provide a supply of sacks and arrange for their collection.

#### 15. Trees and hedges.

(i) Direction sign, Village Hall. An informal approach had been made by the Clerk to the occupier as to the obstruction by a tree of the sign in Oaklands.

(ii) The Dell. The Clerk reported the receipt, by letter dated 14 May, 2001 of advice from City Cllr B J Bailey as to proposed pruning of trees in the dell. It was noted that residents were to be consulted.

(iii) Oak, Heath Bank. Cllr Astbury expressed concern at the condition of this oak and at the increasing height of other planting. The advice of the tree officer would be sought.

#### 16. Cheshire Association of Parish Councils.

(i) Chester Area Meeting, Wednesday 30 May, 2001. It was agreed that Cllr Armitage should be proposed as Chairman of the Area Meeting and the Clerk as honorary secretary.

(ii) Training course 7 July 2001. The Clerk reported a place had been secured for Cllr Paterson.

(iii) Newsletter no 80, April 2001. Received and circulated.

(iv) Risk assessment seminar. Details of this seminar, to be held at Poynton on 14 June, 2001 were received and noted.

(v) Clerks and Councils Direct issue 15 May, 2001. Received and noted.

(vi) Clerks and Councils Direct subscriptions. Details were received and noted.

#### 17. Chester City Council.

(i) Maintenance of churchyards. The Clerk had clarified the procedure for the payment by the City Council of the agreed grant of £250 and had informed the PCC.

(ii) Parish Bulletin. The Clerk reported the receipt, by letter dated 23 April, 2001 of advice that a Parish Bulletin was to be issued in mid June.

(iii) Civic Sunday 20 May, 2001. Details were received and advised to the Chairman.

(iv) Elections. The Clerk reported the receipt of notices of poll for the County and General Elections to be held on Thursday 7 June, 2001 which had been displayed.

(v) Chester Community Safety Partnership. Cllr Armitage reported the receipt of a letter from City Cllr J Price seeking support for a major funding bid which would include CCTV availability for problem locations in the rural area. This was agreed.

(vi) Green waste. City Cllr J R Boughton reported on the introduction of the green waste collection arrangements.

#### 18. Cheshire County Council.

(i) Chester Matters, May 2001. Received and noted.

(ii) Archives and Local Studies Newsletter issue 18 Spring 2001. Received and noted.

#### 19. Cheshire Community Council.

(i) Village Design Statements. The Clerk reported the receipt, by letter dated 20 April, 2001, of advice on the progress of this project and seeking confirmation of the Council's intended involvement. Action: Community Council to be informed the Council would wish to attend workshop events.

(ii) Parish Network. Details of the Parish Network were received, by letter dated 20 April, 2001. This included membership of the Community Council. It was noted that the Chief Executive had resigned and the council was operating without a Chief Executive

under a restructured management. This arrangement was intended to see the council through a period of financial difficulty.

(iii) Cheshire Cauldron. Received and noted.

(iv) Rural Life Conference. Details of this conference were received and noted.

(v) Provision for young people. This survey would be completed by the Clerk.

(vi) Briefing no 11, Village Action Plans. Received and noted.

(vii) Briefing no 12, Funding for Rural Transport. Received and noted.

## 20. CPRE.

(i) Planning Update 02/01. Received and referred to Cllr Whitehouse.

(ii) Rural Matters no 18. Received and referred to Cllr Whitehouse.

## 21. Health.

Nothing to report.

## 22. Policing matters.

(i) Local Policing. The crime prevention survey was to be discussed with the Community Association.

(ii) Chester Police Forum. The Clerk reported the receipt, by letter dated 4 May, 2001 of the agenda for the meeting to be held on Monday 14 May. It was noted that future meetings were to be held on 17 September 2001 and 21 January 2002.

(iii) Policing Plan 2001/2002. Received and noted.

## 23. Newsletter.

Nothing to report.

24. Millennium Celebrations.

Nothing to report.

25. Memorial Garden.

Nothing to report.

26. Bulb planting.

It was confirmed that efforts in the Autumn should be concentrated on the Guilden Sutton Lane diversion.

27. Web site.

Cllr Fisher reported further. He wished to encourage local organisations to contribute to the site to build a body of up to date information.

28. Primary school.

The Chairman of the Governors had been asked to pass on to the Head Teacher the Council's congratulations to the school on receiving an excellence award.

The Clerk reported the receipt from the Clerk to the Governors of the relevant part of a minute of a special meeting of the Governing Body held on 2 April, 2001. This followed the concerns raised by the Council as to issues upon which the Chairman of the Governors had subsequently provided assurances. Members noted the views of the Governors, including their total confidence in the Headteacher and the Finance Committee. The Council welcomed the wish of the Governors to work with the Council in the best interests of the school and accepted the invitation, previously extended by the Chairman of the Governors, to raise any future issues which may arise with the Chairman of the Governors.

The Clerk to the Governors would be thanked for kindly affording the Council a sight of the minute and would be informed that Members had given careful consideration to the resolution and had noted the content thereof.

The response would indicate that the Council warmly welcomed the wish of the Governors to work with the Council in the best interests of the school and looked forward to working with the Governors to enable this intention to be achieved. With respect to the separate communication concerning the play area, previously minuted above, Cllr Fisher would be authorised to indicate that a meeting would be appropriate.

#### 29. Village Hall.

Further to the concerns expressed by residents as to anti social behaviour, Cllr Gartland reported the receipt of a petition from occupiers adjoining the Village Hall and shops car parks calling for 'no ball games' signs to be erected. This had also been forwarded to the Chairman of the Community Association, the City and County Councillors and the MP. The Clerk had responded to an inquiry from the MP. Cllr Gartland reported that a public meeting had been held on 1 May, 2001, chaired by City Cllr B J Bailey. This had been reasonably constructive and a number of points had been made. The standing of a 'no ball games' notice had been clarified. Cllr Hughes referred to the importance of residents complaining direct to the police as this would result in appropriate policing. The telephone number of the police had been circulated to interested parties. A further meeting was to be held at the beginning of June. The Clerk reported the receipt of a letter dated 14 May, 2001 from Cllr Bailey confirming the position.

#### 30. Covenants, shop premises.

A copy of the advice of the County Secretary was being provided to Cllr Armitage.

#### 31. Village Fair.

Nothing further to report at this stage.

#### 32. Roll of office holders.

The roll was being completed by the Clerk.

#### 33. Model Code of Conduct.

A response had been made to the draft code as to the apparent



undue difficulties placed upon parish councillors in the discharge of their duties.

34. Deva FM. The Clerk reported the receipt of a letter, dated 7 May, 2001 from Mr Maskrey seeking the Council's support for the licence to be awarded to Chester rather than South Flintshire. This was agreed.

35. Matters arising from the annual parish meeting.

The concerns raised by Mrs Fisher as to the change of venue for the annual parish meeting were discussed. It was agreed that every effort should be made to ensure the annual parish meeting and the annual meeting of the council were held at the regular venue.

36. Land adjoining Summerfield Road.

Cllr Hughes reported the concerns of the adjoining occupier as to hazards to possible hazards to children. These would be brought to the attention of the landowner.

37. Drainage, Belle Vue Lane.

Cllr Hughes referred to concerns as to the repeated flooding of a garden. City Cllr J R Boughton indicated the drainage engineer was to visit.

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

It was proposed by Councillor Armitage, seconded by Councillor Gartland and agreed that the press and public should be excluded for discussion of the following items on the grounds of the likely disclosure of exempt information.

38. Enforcement: planning

The Enforcement Officer had been requested to advise in respect of certain satellite dish installations together with the long term use of scaffolding at a property, together with the position with respect to a number of satellite dishes.

39. Sale of Land, Hare Lane/Belle Vue Lane.

The Clerk reported the receipt of copy correspondence dated 24 April, 2001 from City Cllr J R Boughton as to the disposal of 13.5 acres of City Council owned agricultural land at Hare Lane, Littleton. It was noted an agricultural restriction was in place.