

## Guilden Sutton Parish Council

Minutes of the ordinary meeting of the Council held on Monday 15 December 2003 at 7.30pm in Guilden Sutton Village Hall.

Chairman: Councillor D Fisher.

Present: Councillors Armitage, Astbury, Bayton, Fisher, Hughes, Paterson, Proudlove.

In attendance: PC R Boulton.

Public Speaking Time: There was no public speaking.

1 Apologies: Councillor Young, County Councillor J E Burke, City Councillor J R Boughton.

2 Procedural matters.

(i) Declarations of interest. Members were reminded that they should declare any personal interest which they had in any matter or item to be considered at the meeting. Any declaration must be made before the matter, or item, was considered or as soon as the Member became aware a declaration was required. Similarly, if the interest was also a prejudicial one, this must be declared and the Member must leave the room and not seek to influence any decision made. Declarations were a personal matter for each Member to decide. The decision to declare, or not, was the responsibility of the Member based on the particular circumstances.

(ii) Confirmation of the minutes of the ordinary meeting of the Council held on Monday 10 November, 2003.

The draft minutes of the ordinary meeting of the Council held on Monday 10 November 2003 were proposed by Councillor Hughes, seconded by Councillor Paterson and agreed subject to the following amendments:

minute 28 Members' information items.

Delete `A view was expressed that the minutes could be a little hard to understand for those Members who had not been present at the meeting' and insert `A view was expressed that the minutes could be a little more explicit to assist those Members who had not been present at the meeting.'

Elections 2004. Delete `as there would be elections for the European Assembly in May' and insert `as they would be combined with elections for the European Assembly.'

(iii) Action list. The action list would follow. **The Clerk.**

(iv) Presentation of training certificate to Cllr Young. This was deferred in the absence of Councillor Young.

(v) Induction session Tuesday 25 November, 2003. This had been attended by Councillors Bayton, Young and the Clerk. Cllr Bayton suggested that sub-committees with power to act within agreed Council policy and subject to appropriate reporting arrangements should be formed in future to provide impetus for more complex projects.

(vi) Presentation of minutes. Councillor Hughes suggested that the presentation of action items within minutes could possibly be improved by the inclusion of an action column. This was agreed. **The Clerk would take appropriate action.**

3 Planning:

(i) New applications:

03/01972/FUL amendments to previous planning permission 02/01043/FUL for two storey extension at 26 Oaklands CH3 7HE for Mr and Mrs Dalgarno. Cllr Fisher reported the previously approved proposal had been amended to provide a pitched roof to the front of a property and had subsequently been further amended to allow a small change to the design. The majority of neighbours had been consulted and it was agreed that no observations should be made. **Planning authority to be informed.**

03/02072/FUL garage conversion to living space and the installation of three rear elevation rooflights for loft conversion at 1 The Stables, Station Lane CH3 7SY for Mr B O'Neill. Councillors Hughes and Bayton reported. It was agreed that no observations should be made subject to no future approval for a replacement garage. **Planning authority to be informed.**

03/02098/FUL first floor side extension and conversion of flat roof to pitched roof at rear, 95 Oaklands, CH3 7HG for Mr A Mark. **Further enquiries would be made by Councillors Paterson and Hughes.**

(ii) Decision notices:

03/01358/FUL retention of change of use of part of ground floor to tanning salon at 1 Summerfield Road CH3 7SW for Mr S Gregory. Planning permission.

03/01528/COU detached dwelling to rear garden of vicarage, The Vicarage, Wicker Lane, CH3 7EL for the Chester Diocesan Board of Finance. Planning permission.

03/01777/FUL porch, garden room and utility extension at Post Office Cottage, Guilden Sutton Lane, CH3 7EX for Mr and Mrs Dale. Planning permission.

(iii) General. Councillor Hughes referred to a disappointing lack of detail in a decision notice. It was agreed the content of decision notices would be raised with the local planning authority. **Local planning authority to be requested to clarify the content of decision notices.**

4 Parish car park. There were no action items to report.

5 Leisure Services.

(i) Playing Field. (a) provision of stile. Further to the letter dated 6 October, 2003, from Mr and Mrs J Dale, which sought the provision of a stile as a safety measure to protect children leaving the playing field and to make it impossible for those wishing to ride motorcycles on the field to do so, it was agreed a reply would be sent referring to the lack of any previous similar incidents, the reinstatement of the 'slow' marking at the approach to the playing field and the lack of problems arising from the use of the field by motorcycles, particularly in view of recent police action. **Reply to be sent to Mr and Mrs J Dale** (b) repairs to playing surface. It was not known if the repairs had been carried out by the grounds maintenance contractor (c) scavenge. The grounds maintenance contractor had carried out a one off one hour scavenge following half term at no cost. This was greatly appreciated by the Council and the contractor would be thanked. **Appropriate letter to be sent to Mr Gresty.** (d) provision of litter bin. Councillor Paterson had consulted the immediately adjoining occupiers who had no objection to the provision of a bin within the playing field. **The Clerk would furnish Councillor Paterson with a catalogue of possible receptacles. Councillor Hughes would be informed of the likely cost.**

(ii) Play Area. (a) improvement scheme. Councillor Proudlove reported the seesaw had been replaced due to a defect. After detailed discussion, including financial considerations, it was agreed the Council would proceed with the first phase of the proposed improvement scheme, at this stage to provide replacement equipment for the pre-school age group, at a cost not exceeding £3,000 to include the donation of £350, previously earmarked for an additional public seat, made to the Council by the Millennium Group. **The matter would be progressed by the Chairman, Vice Chairman and Councillor Proudlove.** (b) damage to slide: The Clerk confirmed the claim form had been completed and submitted to the Council's Insurers. Discussions with the underwriter had suggested the Insurers would be more likely to agree a settlement involving a non OEM plastic slide. (c) CCTV. The Clerk was progressing the helpful response which had been received from the City Council as to appropriate signage. The Chairman reported the overhanging

branch in the grounds of Summerfield House which had been obstructing the operation of the CCTV camera had been pruned with the cooperation of the Warden. (d) weekly inspection rota. A rota for 2004 had been prepared by the Clerk and was circulated to Members. (d) training session, Saturday 17 January, 2004. The Council confirmed its intention to take two places at this session to be organised by Christleton Parish Council. These would be taken by Councillors Paterson and Proudlove with Councillor Armitage in reserve. **Christleton Parish Council to be informed.** (e) annual inspection, Chester City Council. The Clerk would report further to the January meeting. (f) relocation of seat. the Clerk reported a formal request had been made to the City Council for the public seat within the play area to be relocated to the adjoining grass verge. This had been agreed informally by the City Council subject to the Parish Council accepting liability for the future maintenance of the seat and for a suitable hardstanding being provided. The City Council had provided a plan on which the intended location of the seat was to be marked. **Councillor Proudlove to indicate preferred location.**

(iii) Public Footpaths (a) Rights of Way Improvement Plan: The matter was being progressed by the Parish Paths Warden. (b) Status of Footpath no 7. The Council considered further the inquiries being made by the Public Rights of Way Unit into the status of this path and the constraints surrounding any decision which might be made about its future. The advice of the Parish Paths Warden was also visited. Members had regard to the advice of the Public Rights of Way Officer but resolved unanimously to raise the strongest possible objection to any upgrading of the footpath to a byway open to all traffic. **Objection to be drafted by the Clerk and forwarded to the Public Rights of Way Unit. Public Rights of Way Unit to be requested to attend a public meeting and to defer any decision by the Rights of Way Committee pending further local consultations.**

(c) fencing the hollows: Clerk, Parish Paths Warden. The Clerk was progressing the matter with the Parish Paths Warden. (d) Parish Paths Group. Councillor Hughes reported the group had met and was becoming active. It was likely a new footpath route would be recommended.

(iv) Grounds Maintenance. There was nothing further to report at this stage.

(v) Public Seats The Clerk had made a formal approach to the City Council as to the relocation of the public seat within the play area to the opposite verge as minuted above.

(vi) Landscaping, Fox Cover. Councillor Armitage confirmed that shrubs would be available from the Cheshire Landscape Trust. The Council discussed a future regime to control weed growth. The advice of the City Council parks and open spaces manager would be sought as to the preparation of the ground before any planting. The Clerk reported that a

helpful letter had been sent to the City Council parks and open spaces manager by City Councillor J R Boughton. **Councillor Armitage to arrange collection of suitable shrubs.**

(vii) provision for youth: Councillor Paterson reported the youth service would be able to provide assistance with respect to an exploratory meeting. Advice was also available on facilities in neighbouring youth clubs .

6 Public transport. (i) provision of seats in shelters: A formal request would be made by the Clerk for a licence from the highway authority to enable the provision of freestanding benching. **Clerk to contact highway authority.**

(ii) proposed subsidised bus service reductions. There was nothing to add at this stage to the previous understanding that an alternative parent funded service was under discussion with respect to the service to Christleton County High School. (iii) Graffiti. It was not known if the requested action had been taken by Graffiti Busters. (iv) bus services, general. Councillor Hughes referred to the use of double-deck buses on services routed through Oaklands. **Matter to be raised by Councillor Armitage with Chester City Transport.**

7 Highways:

(i) Major schemes. There were no action items to report.

(a) cycleway. There was nothing further to report at this stage.

(ii) local matters:

(a) Local safety scheme, junction A 41/Guilden Sutton Lane. members and the Clerk referred to the continuing incidence of two vehicles entering the gap in the central reservation. **The situation would continue to be monitored.** (b) Request for pedestrian crossing Hoole Lane/Guilden Sutton Lane. There was nothing further to report at this stage. (c) Road markings, approach to parish playing field. The District Maintenance Engineer was being thanked for the reinstatement of these markings. (d) Station Lane `slow' markings. It was not known if the remaining `slow' marking had been reinstated. (e) speed of traffic Wicker Lane. The Clerk was seeking confirmation of his understanding that the request for a 30 mph limit on the entire length of the road had been referred to the speed review panel (f) equestrian warning signs. Councillor Proudlove was pleased to report that a signing scheme had been agreed and was expected in February. Signs were to be provided on Belle Vue Lane and Wicker Lane. (g) speed of traffic Guilden Sutton Lane. Advice was awaited from Chester City Council as to the availability of the speed trailer. (h) footway Wicker Lane. There was nothing further to report at this stage as to the request for the condition of the footway in the vicinity of the Methodist Church to be inspected. **A response would be sought from the District Maintenance Engineer** (i) verges Arrowcroft Road. The Clerk reported the District Maintenance Engineer had

carried out an inspection of the hardened verges in Arrowcroft Road and had agreed that remedials were warranted. (j) drain Arrowcroft Road/School Lane. There was nothing further to report at this stage as to the surcharging of this gully which had been referred to the District Maintenance Engineer (k) parking, Cathcart Green. Further enquiries would be made by the Clerk as to the status of the request to the highway authority and to the police traffic management for difficulties caused by parking at this location to be further considered. PC Boulton confirmed he was aware of the position. (l) traffic calming, School Lane. Councillor Hughes referred to a request which had been made for traffic calming to be installed on School Lane. **Request to be forwarded to the highway authority.** (m) Moorcroft Crescent. Councillor Astbury requested that the appropriate authority be requested to sweep this road. **To be progressed by the Clerk.**

(iii) strategic: There were no action items to report.

(iv) Lighting. (i) faults. Faults reported by Members on Belle Vue Lane and at the rear of the village hall would be referred to the street lighting authority. (ii) A 41. A request was being made to the street lighting authority for lighting up to be installed on the A 41 from Hoole roundabout to Guilden Sutton Lane.

#### 8 Finance:

##### (i) Income:

##### Bank of Scotland:

Interest (Nov)	£ 12.83
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##### (ii) Payments

Devaprint newsletters 98/99	£ 50.00
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Mrs R Mort playing field rent Jan - Mar 2004	£ 137.50
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Gresty Grounds maintenance	£ 755.00
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Cleaning of paths	£ 244.00
	£ 1150.32 (inc VAT £171.32)

Chester Standard

Newsletter distribution £19.39 (VAT £2.89)

Clerk  
newsletter postage £ 6.55

Proposed by Councillor Hughes  
Seconded by Councillor Paterson  
and agreed.

(iii) Balances:

(Nov) £14,453.32

(iv) Budget 2004/05. The Clerk presented a preliminary budget report for consideration by Members. This would be further refined pending decisions at the January meeting as to the overall budget and the level of the precept.

9 Environment services: (i) amenity cleansing. There were no action items to report. (ii) dog fouling. There were no action items to report. (iii) litter bins. There were no action items to report. (iv) lengthsman. There were no action items to report.

10 Trees and hedges: (i) hedge Cinder Lane. There was nothing further to report at this stage. (ii) tree Anchor Housing. Action had been taken by the Chairman as minuted above. (iii) hedge Guilden Sutton Lane. A letter was being sent to Mickle Trafford and District Parish Council to progress the matter. (iv) play area. Councillor Hughes reported the hedge in the play area had been trimmed by the grounds maintenance contractor. (v) overhanging shrub, Oaklands. A Member referred to an overhanging shrub at a property on Oaklands. **An appropriate letter would be sent to the occupier.** (vi) boundary hedges. Members discussed whether or not it would be appropriate to carry out a survey of boundary hedges within the parish. (vii) boundary Summerfield House/Village Hall. Councillor Hughes reported that overhanging laurel bushes on this boundary had been trimmed by the Guilden Sutton Community Association as a result of which it had emerged the shrubs were situated within the curtilage of Summerfield House.

11 Cheshire Association of Parish Councils/NALC. (i) Chester Area Meeting Wednesday 7 January 2003. It was noted the meeting would include a presentation on the local government review by Cheshire County Council.

12 Chester City Council (a) Parish Partnership Reception 19 November 2003. The Council had been represented by Councillor Fisher, Councillor Armitage and the Clerk. Councillor Fisher described the reception as very informative. (b) Review of financial arrangements with Parish Councils. The Clerk reported the receipt of this review by the City Council to establish the

extent of double rating. It was noted a response was required by 26 January, 2004 (c) maintenance of churchyards and burial grounds. The Clerk was progressing possible claims in 2003/04 and 2004/05. (d) Gowry North Area Committee. It was noted the next meeting of the area committee would be held on Thursday 15 January 2004.

13 Cheshire County Council: (a) Draft equestrian strategy consultation. There was nothing further to report at this stage.

14 Cheshire Community Council. There were no action items to report.

15 CPRE. There were no action items to report.

16 Health. There were no action items to report

17 Policing. (i) PC Boulton attended and referred to current policing issues within the parish. Councillor Paterson raised the speed of traffic on Guilden Sutton Lane. Councillor Hughes referred to difficulties arising from parking at Cathcart Green where he believed the situation was deteriorating. PC Boulton responded to Members' questions and was thanked by the Chairman for his attendance. (ii) Councillor Hughes reported his involvement with a police citizens' panel. It was noted the Constabulary was encouraging parish councils to fund community support officers.

18 Newsletter. There was nothing further to report at this stage.

19 Memorial garden. (a) finger post. It was agreed that Deva Forge should be requested to reinstate the missing direction sign. (b) hedging. A request was to be made for suitable shrubs for planting within the memorial garden.

20 Bulb planting. Mr Gresty was being thanked for kindly donating the additional sack of bulbs planted on the Guilden Sutton Lane diversion.

21 Parish ICT. The Council was pleased to be informed by Councillor Fisher that the Guilden Sutton site was being used as an exemplar.

22 Primary School. The Chairman reported the new extensions to the school were complete and had been dedicated by the Bishop of Birkenhead.

23 Parliamentary boundary proposals. Councillor Armitage reported the inquiry had taken place on Tuesday 11 November, 2003 at County Hall. There had been little support for the proposal that Christleton ward should be transferred to the Eddisbury parliamentary constituency in the representations which had been made.

24 Post Office closure proposals, Green Lane. Representations had been

made on behalf of those residents of the parish who would be inconvenienced by any closure of the Green Lane Post Office. A response had been received indicating that the Council's comments would form part of the decision making process.

25 Christmas lights competition. Arrangements were discussed for the proposed competition which would be judged in the week before Christmas. This would involve an independent judge and a Member of the Council. It was agreed a £10 voucher should be awarded to the winning house.

26 Parish noticeboards. The Clerk was seeking an estimate for the repair of the Guilden Sutton Lane noticeboard. A quotation would also be sought by Councillor Hughes from the grounds maintenance contractor.

27 Post Collections: Royal Mail was being thanked for the introduction of the later collection time at the sub-post office.

28 Members' information items.

Christmas tree, Village Hall. Councillor Hughes raised the question of a Christmas tree being purchased for the Village Hall. Members were not persuaded, due to the limited benefit in view of the date, that this should be agreed for 2003 but accepted, in principle, that in future years the Council would fund the purchase of a tree up to a maximum cost of £30 providing this was installed by 1 December.

Carol service. It was noted the annual Community Carol Service would be held in the Village Hall on Monday 22 December 2003 at 7:30pm.

Guilden Sutton Post Office. Councillor Proudlove referred to the intended purchase of the sub-post office business by a resident within the village. In connection with a grant application, the Council was asked to confirm that such a grant would not affect any other similar application and that the business had the Council's support. It was agreed unanimously that this should be done.

29 Information Correspondence.

The Mid Cheshire Footpath Society, walks programme, January - June 2004

Cheshire Association of Town and Parish Councils:

Local Council Review, November 2003.

Memorandum of understanding with the Cheshire Constabulary  
Banking arrangements.

Chester City Council:

Review of parliamentary constituencies, correspondence per Cllr B J Bailey

Highways and transportation local joint committee 20 November 2003  
Ethics and standards committee 21 November 2003  
Refuse collections, Christmas and New Year  
Review of allotments service, response by 6 January 2004.

Cheshire County Council :

Consultation on draft planning charter. Response due 12 January 2004  
A to Z guide  
2003/04 Winter gritting routes  
Chester Matters October/November 2003  
Local government review  
Annual Town and Parish Councils conference 21 January 2004. Response due 31 December 2003.  
Archives and Local Studies Newsletter Spring 2003

Cheshire Community Council :

Christmas open day 15 December 2003: 11.00am - 2:00pm  
Cheshire Cauldron Winter 2003  
Cheshire County Playing Fields Association newsletter Autumn 2003  
Cheshire County Playing Fields Association: annual report 2002/2003.

CPRE :

Quiet Lanes pack  
Rural Matters October 2003

Cheshire Police Authority consultation. Response due 19 December 2003  
(received 9 December 2003)

Cheshire Fire Service consultation.

Clerks and Councils Direct November 2003

defra: equine issues.

Boundary Commission: local government review, response required by 23 February 2004.

Part Two

Matters considered in the absence of the Press and Public.

There were no Part Two items.