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## Parish Council Minutes

Guilden Sutton Parish Council

Minutes of the ordinary meeting of the Council held on Monday 12 November 2007 in Guilden Sutton Village Hall on the rising of the special meeting.

Chairman: Cllr R Bayton.

Present: Cllrs Bayton, Brown, Fisher, Hughes, Moulton, Paterson, Roberts.

In attendance: County Cllr E Johnson, City Cllr S Parker.

Public Speaking Time.

There was no public speaking.

1 Apologies. Apologies were received from City Cllr B J Bailey, PC M Baker.

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 1 October 2007 in Guilden Sutton Village Hall. The minutes of the ordinary meeting of the Council held on Monday 1 October 2007 in Guilden Sutton Village Hall were proposed by Cllr Hughes, seconded by Cllr Paterson and agreed subject to the addition of the following amendments:

*5 (ii) (a) CCTV. add `and Guilden Sutton Community Association' after `Guilden Sutton CE (Cont) PS.'*

*8 (ii) Payments.*

*add Mrs R Mort playing field rent October - December 2007 £137.50*

(iii) County Cllr E Johnson. The Chairman formally welcomed County Cllr Eleanor Johnson, who had been elected in place of the late County Cllr John Burke as Member for the Goway division.

(iv) Dates of future meetings:

Confirmed: 17 December 2007.

7 January, 4 February, 3 March, 7 April, 12 May, 9 June, 21 July, 1 September, 6 October, 10 November and 1 December 1 2008.

(v) Quality Council matters. Cllr Brown reported. A meeting of the steering group had been held at which it had been confirmed the Council already fulfilled much of the criteria. There was, however, a need to collect evidence. It had been recommended that provision should be made in the 2008/09 budget for 50 hours additional input by the Clerk together with an allocation of £50 for consumables. It was hoped to produce a first draft for the April meeting of the Council with a final version in June.

It was proposed by Cllr Moulton, seconded by Cllr Paterson and formally agreed that action should be taken to achieve Quality Parish Council status and that consideration should be given to the inclusion of provision for 50 hours of the Clerk's time and £50 for consumables in the 2008/09 budget proposals.

(vi) New model code of conduct for local authority members. (a) Completion of new undertakings and registers of interest. Following the receipt of correspondence dated 24 September 2007 from the Member and Services Manager and Deputy Monitoring Officer, Chester City Council, the Clerk had provided Members with the appropriate forms.

(vi) Arrangements for the filling of the vacancy following the resignation of Cllr R M Armitage. The Clerk reported the vacancy had been publicised through posters and in the newsletter. Efforts had also been made to contact those people who had previously expressed an interest. Three applications had been received although two were prospective, one of which had sought additional information. It had not been possible to contact this latter candidate to respond. It was proposed by Cllr Paterson, seconded by Cllr Fisher and agreed that a decision should be deferred until the December meeting to enable further attempts to provide the additional information requested to the candidate concerned.

### 3 Planning:

#### (i) New applications:

#### Telecommunications issues:

05/00107/FUL 37.5m high lattice mast on land at Tile Farm, Wicker Lane for T Mobile. Proposals for a further reduction in height. There was nothing further to report in the absence of City Cllr B J Bailey.

#### Householder issues:

07/00241/REM detached dwelling, The Vicarage, Wicker Lane CH3 7EL for the Chester Diocesan Board of Finance. There was nothing further to report at this stage.

07/01760/FUL two storey extension and alterations to access including new gate at Southcroft, Wicker Lane, CH3 7EL for G and C Allen. The following response had been made:

*Members understand the proposal is designed to improve the appearance of the property but have concerns as to the height and irregularity of the ridge and the overall fenestration. The Council therefore wishes to OBJECT on the basis of policies ENV2 and HO8 and the requirement for good design set out in the SPD for house extensions.*

07/01847/TPO proposed works to trees protected by a Tree Preservation Order, fell 1 no. Ash, crown reduce 1 no. Oak at Wood Farm, School Lane, CH3 7ET for Mr P Gresty. No objection had been raised.

07/01952/FUL single storey extension to front and rear at 60 Oaklands CH3 7HG for Mr and Mrs D Baldacchino. Further inquiries would be made by Cllrs Bayton and Moulton.

#### (ii) Decision notices.

07/01615/FUL conservatory at Jandrea, School Lane for Mr G Hamilton. Planning permission.

(iii) Parish Plan. Cllr Paterson reported. The group had been unable to meet the intended deadline for the distribution of the proposed questionnaire due to the complexity of the grant application. Village organisations likely to be involved in the production of the parish plan had been identified. It has been noted there was a strong likelihood of an overlap between the parish plan and any village design statement which might be produced.

(iv) Village Design Statement. Cllr Fisher indicated there was nothing further to report at this stage as to the progress of his informal work.

(v) Strategic planning. (a) Chester City Local Development Framework: (i) Consultation on draft supplementary planning document, Chester Station Gateway Design Guide and Conservation Management Plan. The Clerk reported the receipt, by correspondence dated 9 October 2007 from the Forward Planning Manager, Chester City Council, of advice of this consultation. It was noted that any response was required by Monday 19 November 2007.

(ii) Draft supplementary planning document, sustainable development. The Clerk reported the receipt, by correspondence dated 9 October 2007, of advice from the Forward Planning Manager, Chester City Council that the Council was preparing a draft supplementary planning document on sustainable development.

(iii) Adoption of supplementary planning documents: design for residential development, affordable housing, Kelsall parish landscape and design statement, Tarvin village design statement. The Clerk reported the receipt, by correspondence dated 8 October 2007 from the Forward Planning Manager, Chester City Council of advice of the adoption of these documents. (b) Cheshire County Council Minerals Development Framework, Issues and Options Consultation. The Clerk reported the receipt, by correspondence dated

10 October 2007, of advice from the County Manager Waste and Planning of consultation on the issues and options stage of the new Minerals Development Framework for the county. It was noted a response was required by 23 November 2007.

4 Parish car park. Further to the concern expressed by Cllr Bayton as to the amount of weed growth both through the asphalt and within the boundary planting, Cllr Hughes confirmed that Messrs Gresty were on standby to attend a site meeting. Action: Cllr Hughes, the Clerk.

5 Leisure Services.

(i) Children's Playing Field:

(a) Grounds maintenance issues. Further to the long standing issue of the need for repairs to the goalmouths, the Council welcomed the action which had been taken by Messrs Gresty to carry out the work following the acceptance of the estimate. It was further noted the goalposts had been removed for storage during the winter. Cllr Hughes indicated, however, that one of the seeded areas had been disturbed. (b) Mole infestation. There was nothing further to report at this stage. (c) Nets. There was nothing further to report at this stage. (d) Dog Exclusion Order. The Clerk would confirm his understanding the order had been confirmed by the full City Council.

(ii) Children's Play Area

(a) CCTV and CCTV protocol. An estimate had been sought from Messrs Barlows for the fitting of a new mount and if necessary for a new mount for the rearward facing camera. In connection with the possible upgrade of the system, an application had been submitted to the Gowy North Area Committee but the Clerk understood the decisions on the second round of payments had been deferred to the Area Committee's January meeting. The Council noted with great pleasure that Guilden Sutton Community Association had readily agreed a contribution of £500. The Clerk confirmed an approach had been made to the primary school but indicated that initial soundings of the Community Safety Partnership, the Cheshire Police

Authority and Cheshire County Council had been less than promising. (b) inspections including condition of safety surfacing/operation of gate. (i) Cllr Paterson confirmed the issue of repairs to the safety surfacing was being pursued with the contractor through Play and Leisure. Action had been taken by Play and Leisure to refit the wheel on the toddler multiplay equipment. (ii) The Clerk had reissued the inspection rota for a further period. (iii) Annual independent inspection. The formal report by the independent inspector was awaited. (c) Litter bin emptying. There was nothing further to report at this stage (d) Grounds maintenance issues. The proposed variation to the specification for grounds maintenance within the play area to include the removal of accumulations of leaves and hedge cuttings would be raised with the appointed contractor.

(iii) Public Footpaths

(a) Footpath 7. There was nothing further to report at this stage. (b) Kissing gate project. A bid for stiles should further supplies become available was being progressed with the Parish Paths Warden. (c) Footpath 2. The Clerk was progressing the site meeting which it was proposed should be sought following the complaint to Cllr Roberts as to the condition of the footpath. Action: The Clerk.

(iv) Grounds Maintenance.

(a) Vale. The condition of the amenity areas continued to be monitored. The Clerk believed these were now being maintained on a regular basis by Vale. (b) Parish Council contract 2007/08. Cllr Hughes and the Clerk were to seek a further site meeting with Messrs Gresty to monitor progress. (v) Public Seats. There was nothing further to report at this stage.

(vi) Landscaping, Fox Cover. There was nothing further to report at this stage.

(vii) Provision for youth. There was nothing further to report at this stage.

6 Public transport.

(i) ChesterBus. C35 service. Cllr Roberts indicated a complaint had been raised about early departures from Guilden Sutton. There was also a request that the 1300 departure from Chester should be brought forward to 1200. County Cllr E Johnson indicated she was in contact with the transport coordination service and would ensure the Parish Council was updated. (ii) Bus stands. Pruning had been carried out at the bus stands on Guilden Sutton Lane and School Lane following the acceptance of the estimate by Messrs Gresty. (iii) Chester District Public Transport Liaison committee. The Clerk reported the receipt of the agenda for the meeting of the Chester District Public Transport Liaison Committee held on Wednesday 17 October 2007. (iv) PlusBus. Cllr Fisher referred to difficulties in contacting the PlusBus service which had replaced Dial A ride. It was noted the service was proving extremely popular in terms of passenger numbers.

7 Highways.

(i) Strategic. There were no action items to report.

(ii) Local matters.

(a) Speed issues. (i) Speed indicator device. There was nothing further to report at this stage. (ii) Police radar. A response was awaited in relation to the approach to the Project Rural Matters Co-ordinator, Mr D Bowker, as to a police radar check being carried out within the parish on the basis of the information gathered by the speed indicator device and the concerns expressed by a Member as to the proportion of motorists exceeding the limit. (b) Signing and lining schemes. (i) Gateway treatment, Guilden Sutton Lane - red patch SLOW marking. Inquiries had been made by the Clerk who had been given to understand this work would be carried out in conjunction with the lining on Wicker Lane. He understood a site visit was to be undertaken. Members would wish to see the red patch, which had been disturbed by utility works, reinstated and extended. (c) Speed review, Guilden Sutton Lane. The Clerk reported the highways and transportation local joint committee for Chester at its meeting on Thursday 4 October 2007 had confirmed that a review would be carried out of Guilden Sutton

Lane. (d) Wicker Lane/Hare Lane. The Clerk had addressed the same meeting of the committee at public speaking time as to the speed of traffic on Wicker Lane and Hare Lane and to request that consideration should be given in any future speed reviews of these roads as to whether or not the numbers of properties met the requirements for the imposition of a lower speed limit than at present. He reported the question of the speed of traffic on Hare Lane was supported by a local Member of the neighbouring Great Boughton parish. (e) Hare Lane. The Council's concerns as to the speed of traffic on Hare Lane and at double parking in the vicinity of the rugby club had been referred to the Police Roads Liaison Officer Mr Christopher Burnham with a request that enforcement should be carried out. (f) Footway rear Cathcart Green/Summerfield Road. Further inquiries had been made by the Clerk of City Cllr B J Bailey. A response was awaited. (g) Hill Top Road nameplate. There was nothing further to report at this stage. (h) Parking, Arrowcroft Road. A Member noted that Police Community Support Officers had been active in dealing with parking problems. It was further noted a letter had been issued to parents by the school. (j) Drainage, Guilden Sutton Lane diversion. Further to the concerns expressed by Cllr Moulton as to the condition of the drainage system in the verges of the Guilden Sutton Lane diversion, the Clerk had been informed by the Area Maintenance Engineer that Guilden Sutton Lane was used by staff on a regular basis and no difficulties had been observed. It was agreed a site meeting should be sought. (k) flags, Summerfield Road. Concern was expressed that flags on the private land at Summerfield Road were again in an unsatisfactory condition.

(l) Disabled access to shops. At the request of Cllr Roberts, inquiries would be made by the Clerk as to any advice which might be available to improve disabled access to the shops.

(m) Condition of Carriageway, Oaklands. Faults on Oaklands would be reported to the Area Maintenance Engineer.

(iii) Lighting. A fault affecting Guilden Sutton Lane 24 had been reported and rectified. A fault affecting the light in Summerfield Road would be reported.

8 Finance:

(i) Income:

Co-op Bank

Interest 5 October                      £    0.13

Scottish Widows

no 1 account

Interest 1 October                      £ 322.23

Scottish Widows

no 2 account

Interest 1 October                      £    awaited

(ii) Payments:

Gresty

painting, war memorial                      £ 106.23

bus stands

grounds maintenance                      £    58.00

£ 164.23

S & H

Shelter cleaning £ 28.00\*

Clerk

North Wales Newspapers

newsletter distribution £ 27.03 (inc VAT £4.03)

Post Office

newsletter postage £ 19.45

Expenses:

Stationery £ 2.48

Photocopies

168 @ 5p £ 8.40

Mileage

21 @ 40p £ 8.40

£ 65.76

\* It was noted this payment referred to the most recent cleaning and to that carried out earlier in the summer the cheque for which, drawn on the Bank of Scotland, had not been presented by the supplier until after that account had been closed.

Proposed by Councillor Hughes

Seconded by Cllr Moulton and agreed.

(iii) Balances

Co-operative Bank

5 October 2007 £ 1,457.17

(less u/p) (£1,390.91)

Scottish Widows

no 1 account

1 October 2007 £ 25,208.94\*

Scottish Widows no 2

2 July 2007 £ 2,275.85

\*transfer of £2,500 made to current account 8 November 2007.

(iv) Report on contingency payments.

Budget: £ 1,465.00

Payments:

Cllr D Fisher

Tyre damage £ 116.12

Cllr D Hughes

Plastic ties £ 4.46

£ 120.58

(v) Insurance. The application form obtained from the insurers with respect to the proposed increase in the fidelity limit would be completed. Further consideration would be given to a number of individual elements within the insurance, initially by Cllr Hughes and the Clerk.  
Action: Cllr Hughes, The Clerk.

(vi) Audit. The Clerk reported the notice of completion of what it had been displayed.

(vii) Transfer to Clerk's gratuity account. The Clerk had calculated that the transfer in respect of 2007/08 amounted to £151.11. This would be verified by Cllr Hughes.

Action: Cllr Hughes.

(viii) Payment of invoices. Members noted that in respect of one particular supplier, the Clerk had settled using his personal debit card in order to meet the terms and conditions and had subsequently recovered payment from the Council. It was also noted that from 2008/09 an alternative method of payment might need to be adopted in respect of the business rate due to Chester City Council. Although it was accepted the use by the Clerk of his debit card was more efficient and convenient than visiting Members to secure signatures on a cheque, the Clerk was asked to inquire of the bank if it was possible to set up a direct debit system in these circumstances without compromising the security of access to the Council's funds.

9 Environment services: (i) Recycling issues. Cllr Roberts, Parish Recycling Champion, indicated he had nothing further to report at this stage. (ii) Amenity cleansing. (a) Site meeting. A site meeting was being sought in relation to the condition of footpath 2, including the condition of the access to footpath 2 opposite Cathcart Green and that of the footway at the rear of Orchard Croft. Members also felt a sweep should be requested of the narrow footway on Porters Hill due to the special circumstances. (b) fence panels, the dell. The Clerk indicated he had reported the damaged fence panels which remained in the dell to the City Council. He understood the adjacent occupier was to be visited. (c) deposit of garden refuse. Members expressed concern at the deposit of garden refuse. It was agreed a note should appear in the newsletter.

(iii) Dog fouling. (a) The dell. The Clerk reported he had again approach the Dog Warden who was to contact Cllr Paterson as to her concerns with respect to continuing dog fouling in the vicinity of the dell. (b) Footpath 2. A response was awaited to the request to the Dog Warden for a bin to be provided on public footpath no 2. (iv) Litter bins. There was nothing further to report at this stage. (v) Lengthsman. There was nothing further to report at this stage. (vi) Sewers. There was nothing further to report at this stage.

10 Trees and hedges. (i) Access to public footpath no 2 from Oaklands. Further inquiries were being made by the Clerk to establish the extent of the City Council's ownership.

11 Cheshire Association of Local Councils.

(i) Chester Area Meeting. It was noted the meeting of the Chester Area Meeting held on Wednesday

17 October 2007 had been attended by Supt P McHugh, Western Division, Cheshire Constabulary. Cllr Hughes believed his presentation had been extremely helpful. (ii) Communications with Councils and Councillors. The Clerk was progressing the correspondence received from the Chief Officer with respect to improving methods of communication with councils and councillors. The Chief Officer had requested to be advised of the names and contact details of representatives to the Area Meeting and of the names and contact details of all councillors in order to forward documents and notice of events relevant to them in their role as councillor which were not necessarily required to pass through the Council. (iii) Annual Meeting. It had not been possible for the Council to be represented at the annual meeting held in Middlewich Civic Hall on Thursday 18 October 2007.

#### 12 Chester City Council

(i) Maintenance of churchyards and burial grounds. The Clerk was revisiting the position regarding the invitation to the parochial church council to apply for a matching grant of £250 towards the cost incurred in maintaining the churchyard. (ii) Gowy North Area Committee. It was noted a meeting of the committee had been held on 8 November 2007. It had not been possible for the Council to be represented. (iii) Second Round of Payments 2007/08. As minuted above, the Clerk had submitted a bid requesting further financial support to that already allocated for any upgrade of the CCTV equipment but it was understood decisions had been deferred to the January meeting. (v) Parish Partnership Reception 2007. The Parish Partnership Reception had taken place on Wednesday 31 October 2007. Cllrs Fisher and Moulton had attended together with the Clerk. (vi) Proposed corporate plan 2007- 2009. The Clerk reported the receipt, by correspondence dated 11 October 2007 of an invitation from the Leader and Deputy Leader of the City Council for the Parish Council to comment on their proposed corporate plan for 2007-2009. The Clerk reported he had largely drawn up the response made by the vice chairman of the Chester Area Meeting which had included recommendations for the rural proofing of City Council services and for the double taxation anomaly to be removed by the end of the plan period.

13 Cheshire County Council. There were no action items to report.

14 Local Government Review. The Clerk reported the receipt, by letter dated 3 October 2007, of further correspondence from the Leaders of Congleton and Crewe and Nantwich Borough Councils.

15 Cheshire Community Council. (a) AGM Thursday 11 October 2007, 7pm, Nantwich Civic Hall. Further to the receipt of correspondence, dated 14 September 2007, giving notice of the annual general meeting taking place on Thursday 11 October 2007 at 7pm at Nantwich Civic Hall, it had not been possible for the Council to be represented.

16 CPRE. There were no action items to report.

17 Health. There were no action items to report.

18 Policing. (i) Chester Police Forum. Tuesday 9 October 2007. This forum had been attended by Cllrs Hughes and Moulton who reported. It was noted the next forum would take place on Tuesday 15 January 2008 in St Mary's Centre, St Mary's Hill, Chester at 7pm. (ii) Crime issues. A Member referred to anti social behaviour on private land which had also affected the Bird in Hand. (iii) The Clerk reported he had been informed by PC M Baker that a ward walk was proposed for Tuesday 11 December 2007 at 6.30pm.

19 Newsletter. It was noted a further issue of the newsletter had been distributed prior to the meeting in order to publicise the co-option.

20 Memorial garden. (i) Working party. A working party to tidy the memorial garden in advance of the Remembrance Sunday Service had convened on Saturday 6 October 2007.

(ii) Painting of railings. The Clerk reported the railings had been prepared and repainted by Messrs Gresty using a suitable metal paint. It was agreed that Messrs Gresty should be

thanked. (iii) Sycamore. A suggestion was made by Cllr Hughes that the Sycamore should be pruned to afford more light to the planting. The Chairman, as Parish Tree Warden, would ascertain if the tree was protected.

21 Bulb planting. The annual working party had convened on Guilden Sutton Lane adjacent to the Heath Bank steps, on Saturday 13 October 2007. A photographic record had kindly been taken by Mrs S Bayton who would be thanked for so doing.

07/08 063

22 Parish IT. Cllr Fisher reported. The site continued to attract international attention.

23 Primary School. Cllr Hughes reported further.

24 Remembrance Sunday Service. The names of the fallen of World War I had been read in addition to those of the second war. The Clerk reported that Messrs Gresty had kindly offered to attend to the area prior to the service as a gesture to the community. He had accepted their generous offer and the Chairman reported the work had been done and that he had thanked Messrs Gresty for their contribution. It was noted that police officers had also attended and agreed they should also be thanked. Cllr Hughes inquired as to the cost of the order of service which had been used and whether or not it would be appropriate for the Parish Council to offer the Methodist Church a contribution. It was agreed an inquiry should be made by the Clerk.

25 Overhead electricity supply lines, Church Lane. A further approach was being made by the Clerk to Scottish Power.

26 Planning post cards. A renewed approach had been made by the Clerk to the printer.

27 Condition of land. The Clerk reported he had located the most recent response from the City Council as to the untidy condition of land, referred to by a Member. This had indicated that action would not be appropriate. The Member remained of the view the land was very unsightly.

28 Annual parish meeting: matters arising. The remaining issues raised by members of the public at the annual parish meeting were being addressed by the Clerk. These included the condition of the City Council 'no ball games' sign at the Fox Cover amenity area, the state of part of the planting at the shops in Summerfield Road and the provision of bins for the reception of canine faeces.

29 Disability Discrimination Act: barrier, Hill Top Road. The issue was to be pursued by City Cllr B J Bailey.

30 Members information items.

Barbed wire. A Member referred to an accident in which a pedestrian had tripped and in so doing had received an injury from adjacent barbed wire which had necessitated a hospital treatment. It was agreed the Clerk would seek advice as to the use of barbed wire adjoining the footway for the December meeting.

Mobile library. Cllr Moulton referred to the numbers of borrowers using the mobile library and believed there was a risk the service would be lost.

Post Office. The Clerk reported that under the Post Office network change programme for Merseyside, Wirral and Cheshire with Wigan, Leigh and Makerfield, it was proposed that Guilden Sutton would remain open. City Cllr S Parker indicated that Christleton was to close.

31 Information correspondence.

ChALC/NALC: Chester City Council Local Development Framework, Local Council Review November 2007, National Training Strategy-continuous professional development.

Chester City Council: Ethics and Standards Committee Thursday 1 November, 2007, Past Uncovered October 2007.

Cheshire County Council: Local Transport Plan delivery report 2007, Rural speed campaign, Chester Matters September 2007, Chester Matters October 2007, Chainlinks November - December 2007.

County Playing Fields Association: annual report, The Playing Field Autumn 2007.

NHS North West annual report.

Clerks and Councils Direct November 2007.

North West Air Ambulance Appeal.