

# Parish Council Minutes

Guilden Sutton Parish Council

Minutes of the ordinary meeting of the Council held on Monday 1 December 2008 in Guilden Sutton Village Hall.

Chairman: Cllr D Fisher.

Present: Cllrs I Brown, D M Fisher, D Hughes, J Hughes, M Kerfoot, W Moulton, P M Paterson, M S J Roberts.

1 Procedural matters.

(i) Apologies. Apologies were received from City Cllr B J Bailey, City Cllr S Parker, City Cllr H Deynem, County Cllr E Johnson and PC M Baker.

(ii) 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 after making a statement should they so wish under clause 12 (ii) of the code. 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.

Cllr M S J Roberts expressed a personal and prejudicial interest in planning application 08/01958/COU change of use of two storey side extension to separate dwelling at 8 Hill Top Road, CH3 7HJ for Mrs Sansom on the basis of being a resident of an overlooking property and a close friend of the applicant.

Cllr W Moulton expressed a personal and prejudicial interest in planning application 08/01974/FUL replacement conservatory at Barrow View, 2 Cinder Lane for Mr David Moulton on the basis of being a family member.

(iii) Confirmation of the minutes of the ordinary meeting of the Council held on Monday 10 November 2008 in Guilden Sutton Village Hall. The minutes of the ordinary meeting of the Council held on Monday 10 November 2008 in Guilden Sutton Village Hall were proposed by Cllr D Hughes, seconded by Cllr I Brown and agreed.

(iv) Dates of future meetings: 5 January, 2 February, 2 March, 6 April, 11 May, 8 June, 20 July, 7 September, 5 October, 2 November, 7 December 2009.

(v) Publication scheme. The Clerk reported the receipt, by correspondence dated 26 November, 2008, of notification from the Information Commissioner's Office of the requirement for the Council to adopt a new publication scheme from 1 January 2009 under the Freedom of Information Act. It was indicated a model scheme could be adopted without modification and that individual parish councils could simply adopt the scheme and complete a template. Once adopted the scheme would be valid until further notice. The Council was required to have a completed guide to information and a copy of the model scheme by the due date. These could be promoted by placing them on the website. It was proposed by Cllr Paterson, seconded by Cllr Roberts and agreed the Council should adopt the model publication scheme.

2 Public Speaking Time.

Mrs A Jones, being present, indicated she did not wish to speak.

3 Planning.

(i) New applications:

08/01909/FUL erection of dwelling house to replace existing at Belle Vue Cottage, Belle Vue Lane for Mr and Mrs M & A Jones. Councillors Paterson and Brown reported. It was agreed that no objection should

be raised.

08/09 077

08/01958/COU change of use of two storey side extension to separate dwelling at 8 Hill Top Road, CH3 7HJ for Mrs Sansom. Further enquiries would be made by Councillors Fisher and Kerfoot.

08/01974/FUL replacement conservatory at Barrow View, 2 Cinder Lane for Mr David Moulton. Councillors Brown and Kerfoot reported. It was agreed that no objection should be raised.

(ii) Decision notices.

There were no decisions to report.

(iii) Appeal.

08/00713/FUL steel framed portal building at Tile Farm, Wicker Lane CH3 7EL. There was nothing further to report at this stage.

(iv) Development control. The Clerk had circulated guidance as to the new rules covering permitted development, which had been introduced by the Government on 1 October 2008, which he had obtained through the good offices of Ellesmere Port and Neston Borough Council and was arranging for a suitable note to appear in the pre Christmas newsletter. The Clerk reiterated the guidance did not apply to existing properties where permitted development rights had been removed.

(v) Parish Plan: progress report. Cllr Paterson reported further on the assessment being made of the questionnaires which had been returned. She proposed there should be a preliminary presentation of the findings to the February meeting of the Council ahead of any feedback meeting for the public. **Action: Cllr Paterson.**

(vi) Strategic planning. North West Plan Partial Review Forum. Gypsies and Travellers and Travelling Showpeople. The Clerk informed he had become aware of an informal consultation which was taking place on draft site distribution figures for Gypsies and Travellers and Travelling Showpeople. He further informed that although the closing date was 2 December 2008 there was to be a more formal consultation at the end of January 2009 on the basis of figures which would then be available for Cheshire West and Chester. This would give Members the opportunity to comment if they wished. Having scrutinised the draft figures, he had asked the Forward Planning Manager, Chester City Council if she could help to reconcile these with the City Council's own figures.

4 Quality Council issues. (a) CiLCA qualification. The Clerk would advise the Council in due course of his progress towards completing the qualification. (b) Training: general. It was noted that details of courses to be organised by the Cheshire Training Partnership during 2009 were expected shortly. These would be circulated. (c) Conduct of Council business. The Clerk had obtained and circulated to each Member of the Council a copy of the NALC model standing orders. These would be considered by the small group which had been established comprising the existing Quality Council group of Cllrs Fisher, Derek Hughes and Brown.

5 Parish car park.

(i) Grounds maintenance. Any necessary grounds following the completion of the improvement scheme would be progressed with Messrs Gresty.

(ii) Improvement scheme. (a) Contract work. The Clerk reported the tree surgeons were aware of a remaining branch which might benefit from further work although it had been outside the specification. The landscaping contractor had completed the work to the boundary planting using chippings supplied by the tree surgeons which had reduced the cost of that element of the work. Members had visited to consider whether further work should be carried out to the stumps and to remove ground growth at the rear of the bank. The Clerk had sought advice from the City Council's tree officer as to the preferred action which should be taken in respect of the stumps and informed he had been guided to a specialist contractor. **Action: The Clerk.** A quotation had been received from Messrs Gresty as to the removal of the ground growth and it was agreed in principle this should be accepted subject to clarification of the specification. **Action: The Clerk.** (b) Rear boundary wall. Following the Chairman reporting that two sandstones had been found by the contractor to be loose and had been dislodged, damaging flagstones beneath and that other stones in the wall might require work, it was confirmed that an estimate should be sought for repairs to the wall and flagstones from a contractor identified by the Clerk. **Action: The Clerk.**

(iii) Repairs to signage. The Clerk was endeavouring to obtain estimates, including a quotation for the replacement of the entire sign which, on inspection, was in need of refurbishment. **Action: The Clerk.** The Clerk reported the receipt of a quotation for the replacement of the rotten post alone which was noted.

#### 6 Leisure Services.

##### (i) Children's Playing Field:

- (a) Grounds maintenance issues. There was no requirement for a further report at this stage.
- (b) Mole infestation. There was no requirement for a further report at this stage.
- (c) State of nets. It was noted some wear and tear had occurred to a number of the ties.
- (d) Basket ball equipment. The condition of the mesh would be revisited at the January meeting.

##### (ii) Children's Play Area.

- (a) CCTV and CCTV protocol. The CCTV protocol would be revisited in due course.
- (b) Inspections. Cllr Paterson informed as to the present condition of the safety surfacing. The outcome of the statutory annual inspection would be awaited pending any further approach to the contractor. The Clerk informed he had been advised by Chester City Council that the appointed inspector for 2008/09 had now withdrawn due to ill health. The City Council was endeavouring to appoint a replacement inspector and the Council would be informed as soon as possible. Inspection forms were being completed by Members. Following the decision that records should include an accident book, this would be progressed. **Action: The Clerk.**

- (c) Litter bin emptying. There was no requirement for a further report at this stage.
- (d) Grounds maintenance issues. There was no requirement for a further report at this stage.
- (e) Cleansing of equipment. There was no requirement for a further report at this stage.

##### (iii) Public Footpaths.

(a) Footpath 7. In the absence of the Parish Paths Warden, there was nothing further to report at this stage as to his concern at the apparent use of the route by a motorised vehicle as evidenced by the appearance of wheel tracks. This was to be reported by the warden to the Maintenance Officer as were drainage issues. Following the report by the Warden that a number of adjoining Oaks appeared to be dying back these would be inspected by Cllr I Brown as Parish Tree Warden. **Action: Cllr Brown.** Further inquiries were being made by the Clerk as to the long awaited extension of the Millennium Cycleway to Guilden Sutton and Mickle Trafford which the Warden had reported as being underway. **Action: The Clerk.**

(b) Footpath 2. (i) Site meeting. Following the site meeting which he had attended with City Cllr S Parker and the relevant officer on Tuesday 11 March 2008 as to the condition of the footpath, the Clerk reported he had attended a site meeting on Thursday 20 November 2009 with the portfolio holder and officers at which it had emerged that extensive clearance had been carried out along the route and adjoining accesses including the newly installed steps from Church Lane. The Council had not been notified and no indication had been given at the site meeting as to responsibility for the work which had been undertaken. The Clerk had sought an assurance the path would be placed in a schedule and had been informed the next sweep was due on 15 December 2008. (ii) Future maintenance. With respect to his representations to the Highways and Transportation Local Joint Committee concerning the maintenance of the new steps for Footpath 2, the adjoining level section of the path and the adjoining section of the Longster Trail running between the hedges on Cinder Lane, the Clerk reported he would continue to seek assurances as to future maintenance and to pursue the possibility of additional lengthsman hours for the route and also for the path at the rear of Orchard Croft to enable the standard of cleansing to be maintained at a higher level than would be provided by the three scheduled cleansings a year.

(c) Footpath 1. In the absence of the Parish Paths Warden there was nothing further to report at this stage as to the volume of rubbish in adjoining ditches which was to be reported to the City Council call centre

(d) Parish Paths Group. There was no requirement for a further report at this stage.

(e) Mid Cheshire Footpath Society. There was no correspondence to report to this meeting.

(iv) Grounds Maintenance.

(a) Vale. No response had been received by the Chairman following his approach to the Director of Environment, Chester City council as to the condition of the Fox Cover amenity area following the mowing of excessively long grass.

(b) Parish Council contract 2008/09. There was no requirement for a further report at this stage.

(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.

(viii) Cheshire Year of Gardens. Appropriate publicity would be sought on completion of the parish car park project. **Action: The Clerk.**

7 Public transport.

(i) C35 service. (a) Newsletter. The Clerk informed he had obtained through the good offices of Cheshire County Council 650 copies of the current bus timetable which would be included in the pre Christmas issue of the newsletter. (b) C80. Cllr Roberts referred to late running issues affecting the 0815 service. County Cllr Johnston would be informed. **Action: Cllr Roberts.**

(ii) Taxi service. The Clerk informed he was seeking further details of the taxi service operated by Mickle Trafford and District Parish Council. **Action: The Clerk.**

(iii) Bus stand, Guilden Sutton Lane. Cllr Moulton advised that no action had been taken to cut back the hedge in the vicinity of the stand which was obstructing passengers' views of oncoming traffic. County Cllr Johnson would be informed. **Action: The Clerk.**

(iv) Accessibility survey. The Chairman referred to this survey, carried out by Cheshire County Council, into the ease with which people could reach jobs and essential services, such as healthcare, education, food shops and other destinations which were important to local residents, including the role played by public transport. It was noted a revised accessibility strategy was to be produced which would inform and identify accessibility priorities which would need to be taken forward by the Cheshire West & Chester Council following Local Government Reorganisation in April 2009.

8 Highways.

(i) Strategic matters. There was nothing to report.

(ii) Local matters.

The Clerk reminded Members that individual action items which had been raised with the highway authority had been fully detailed in the minutes of the October meeting. A site meeting was being pursued.

(a) Speed issues. (i) Speed indicator device. The Clerk would pursue the suggestion by Cllr Kerfoot that a note on the use of the SID equipment by the Parish Council should appear in the newsletter. (ii) Police radar. Cllr Hughes expressed disappointment that the intention of the rural inspector to carry out speed checks in the parish had not materialised although it appeared from press comment that such checks were being carried out in other villages. It was agreed an approach should be made to the inspector by the Clerk. **Action: The Clerk.**

08/09 080

(b) Signing and lining schemes. (i) Gateway treatment, Guilden Sutton Lane - red patch SLOW marking. A response was awaited from the highway authority. (ii) A response was awaited to the suggestion by Cllr Kerfoot that a lining scheme or rumble strips on Porters Hill would improve safety.

(c) Speed review, Guilden Sutton Lane. Following the comments by the Chairman that if the proposed 30mph limit was implemented, there would be no repeater signs although he was aware that in Suffolk and Herefordshire repeater signs were present where no street lights were installed, the Clerk informed he had been advised by the highway authority that this was in fact the position. Subject to the lighting being of adequate standard, it was not the practice to provide 30mph repeaters in lit areas. It was noted there was at least one 30mph repeater in the 30mph area on School Lane. The Clerk reminded the Council that principal authority members had also expressed concern at the possible adverse effect of the loss of the repeaters. It was noted the 30mph proposal had yet to be advertised for public consultation.

(d) Speed review, Wicker Lane/Hare Lane. There was nothing further to report at this stage.

(e) Hare Lane. There was nothing further to report at this stage as to the concerns with respect to the speed of traffic on Hare Lane and double parking in the vicinity of the rugby club.

(f) Footway rear Cathcart Green/Summerfield Road. The Clerk reported that no repairs appeared to have been carried out at this stage.

(g) Parking, Arrowcroft Road. There was nothing further to report at this stage.

(h) Flags, Summerfield Road. There was nothing further to report at this stage.

(i) Disabled access to shops. The issues identified at the meeting between the Clerk and the Access Officer on 19 December 2007 would be revisited. The Clerk reported the Area Maintenance Engineer had completed his proposed improvements to the dropped kerb serving the Village Hall.

(j) Junction A41/Guilden Sutton Lane. There was nothing further to add to the Clerk's understanding that traffic conditions at this junction, particularly on those Sunday mornings when car boot sales were held at Chester Rugby Club, were to be monitored by PC Baker and the police traffic liaison officer.

(k) Road signs. Members would advise the Clerk if they became aware of any road signs in and around the village which were obscured by vegetation.

(l) Migration of gravel. There was nothing further to report at present.

(m) Porters Hill. A response was awaited from the highway authority as to the issue raised by Cllr Hughes concerning poor visibility encountered by motorists driving up the hill and a suggestion that traffic signals might improve safety. The effect of trees overhanging the road had also been referred. Cllr Kerfoot remained of the view there was a case for action being taken to reduce the trees and to install white lines, "SLOW" markings and warning signs.

(n) Path, Cinder Lane to Church Lane. (i) Condition. It was not known what action had been taken by the highway authority as to the condition of this path. (ii) Use by motor cycles. A response was awaited to the complaint to the Parish Paths Warden as to the use of this path by motorcyclists which had been referred to the Area Maintenance Engineer.

(o) footway, Guilden Sutton lane. It was noted that separate lengths of the footway on Guilden Sutton Lane continued to be obstructed by nettles and an overgrown hedge respectively. These would be drawn to the attention of the Area Maintenance Engineer. **Action: The Clerk.**

(p) Parish boundary sign, Guilden Sutton Lane. The state of this sign was being referred to the Area Maintenance Engineer. **Action: The Clerk.**

(iii) Lighting. The Clerk indicated he had reported a number of faults, including lights on Guilden Sutton Lane which continued to be obstructed by trees, via the electronic reporting system mentioned by the Chairman at the November meeting of the Council.

9 Income:

(i) Income.

Co-op Bank Interest	£ n/a
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(ii) Payments:

Gresty Grounds maintenance/ Lengthsman	£ 1,007.00
Plemstall Services Landscaping	£ 550.00
Audit Commission Audit 2007/08	£ 158.63 (VAT £23.63)
ChALC Standing Orders	£ 15.00
Mrs R Mort Playing field rent January – March 09	£ 160.00

Clerk:

Expenses:

Postage	£ 1.76
Photocopies 425 @ 5p	£ 21.25
Mileage 8 @ 40p	<u>£ 3.20</u>
	£ 26.21

Proposed by Cllr Hughes  
seconded by Cllr Paterson  
and agreed.

(iii) Balances

Co-operative Bank 21 October 2008	£10,815.55
Scottish Widows no 1 1 October 2008	£20,576.27
Scottish Widows no 2 1 October	£ 2,581.87

(iv) Report on contingency payments.

Budget:	£ 1,305.00
Payments:	£ NIL (£6,120.00)

The Clerk reported he had identified expenditure of £6,120.00 which might, should Members wish, be allocated against contingencies spending. This would be revisited.

(v) Insurance. (a) Fidelity. The application form obtained from the insurers with respect to the proposed increase in the fidelity limit remained to be completed. (b) Further consideration would be given to a number of individual elements within the insurance initially by Cllr Hughes and the Clerk. 08/09 082

The same would apply to possible alternative providers, including the Council's bankers which had recently made an approach. This would enable the market to be tested.

(vi) External Audit. Notice of the completion of the audit was being given by the Clerk. **Action: The Clerk.**

(vii) Budget 2009/10. The Clerk had circulated preliminary papers including the financial position to 30 November 2008 and a forecast of the anticipated out turn. These would be updated to take account of the current position and recirculated before Christmas. The Chairman, Vice Chairman and Clerk would consider budget proposals prior to the January meeting which would have a further updated set of papers on which Members would reach a decision on the precept. Members wishing to have growth items considered in the budget should notify the Clerk.

#### 10 Environment Services:

(i) Recycling issues. (i) General. Cllr Roberts, Parish Recycling Champion, indicated there was nothing further to report at present. (ii) Chester City Council waste collection and recycling contract. The Clerk would arrange for a suitable note to appear in the newsletter.

(ii) Amenity cleansing. (a) Belle Vue Lane. Following the site meeting with he had attended with City Cllr S Parker and the relevant officer on Tuesday 11 March 2008 as to the condition of the accesses, on which no progress had been possible, this issue would be revisited. **Action: The Clerk.** (b) White Tornado. The suggestion this activity should be resumed would be revisited. (c) Fly tipping. The Clerk had been advised by Derek Bowker Esq, Project Co-ordinator, Project Rural Matters, that the project was still moving forward on the fly tipping problem and would be making a decision in relation to the areas which communities had raised. As there had been so many, it was unlikely that all but a few would be targeted this year. Mr Bowker had informed that the probation service had been out doing work but this had mainly been painting and general tidying around community buildings. The removal of fly tipped goods might be beyond their resources. (d) Autumn Fall. An approach had been made by the Clerk to the City Council as to the schedule for dealing with the Autumn fall.

(iii) Dog fouling. (a) The dell. There was nothing further to report at this stage as to Cllr Paterson's request to be contacted by the Dog Warden 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) Sewers. There was nothing further to report at this stage.

#### 11 Trees and Hedges.

(i) Access to public footpath no 2 from Oaklands. A response was awaited from the senior estates surveyor to determine the extent of the City Council's ownership of the access to footpath 2 at the rear of Porters Croft.

(ii) Hedges, Guilden Sutton Lane. The need for a hedge at the approach to the diversion, which had vigorous growth and was obstructing the footway, to be pruned was being referred to the Area Maintenance Engineer. **Action: The Clerk.**

(iii) Canopy, Porters Hill. There was nothing further to report at present as to the issue raised by Mr Jackson which had been referred to the highway authority.

(iv) Hedges, Porters Hill. The concern expressed by a Member that overgrown hedges on Porters Hill were at head height was being reported to the Area Maintenance Engineer. **Action: The Clerk.**

#### 12 Cheshire Association of Local Councils.

(i) Chester Area Meeting. It was noted the next Area Meeting would take place on Wednesday 7 January 2008.

(ii) Planning seminar. Cllr Moulton reported he had attended the planning seminar held at the Fourways Inn, Chester Road, Delamere on Tuesday 25 November 2008.

13 Chester City Council (i) Gowy North Area Committee. It was noted the next meeting would take place on Thursday 4 December 2008. (ii) Maintenance of churchyards and burial grounds. The Clerk was dealing with the correspondence requesting an indication of the likely grant to be sought in 2009/10.

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

15 Cheshire West and Chester Council.

(i) Funding for local councils. There was nothing further to report at this stage. The Clerk reiterated the advice of the portfolio holder, Cheshire West and Chester that it would be prudent for the Council to assume that double taxation grant would not be paid in 2009/10.

(ii) Gambling Act 2005 statement of principles, statement of licensing policy. This was being considered by the Clerk. It was noted any response was due by 16 January 2009.

16 Cheshire Community Action. There were no action items to report.

17 CPRE. There were no action items to report.

18 Health. There were no action items to report.

19 Policing.

(i) Chester Have Your Say. It was noted that a future meeting would take place on Tuesday 13 January 2009 at St Mary's Centre, St Mary's Hill, Chester at 7pm.

(ii) Police/Probation initiative. See minute 10 (ii)(c) above.

(iii) Crime issues. There was nothing further to report at this stage.

(iv) Ward walk. It was noted that Cllr Derek Hughes had attended the ward walk which had taken place at 10am on Sunday 16 November 2008. Cllr Hughes encouraged Members to continue to support ward walks and was thanked for his attendance. It was suggested a ward walk in the vicinity of the shops and village hall car park on a Saturday morning when the local area was busy would be useful.

20 Newsletter. The Clerk reported a further issue of the newsletter would be distributed before Christmas.

21 Memorial garden. The application form for the proposed work to the Sycamore was being completed by Cllr Brown as Parish Tree Warden.

22 Bulb planting. Cllr Hughes reported further. It was agreed a supply of bulbs should be made available to G Collins Esq. for planting in Pipers Ash.

23 Parish IT. Cllr Fisher, as village web master, indicated there was nothing further to report at this stage.

24 Primary School. (i) Tree Planting. Cllr Hughes indicated that trees within the school grounds had been replanted.

25 Disability Discrimination Act: barrier, Hill Top Road. There was nothing further to report at this stage.

26 Land ownerships. Further consideration would be given to the suggestion by Cllr Paterson that it would be beneficial for the Council to compile a register of land ownerships which adjoined footways and public footpaths.

27 Railway fencing, Guilden Sutton Lane. There was nothing further to report at this stage as to the concerns of an occupier who had been informed by Network Rail that security fencing would be erected on the boundary of her garden and the railway embankment.

28. Guilden Sutton Community Association: proposed fencing. The Council was informed the fencing was due to be erected in the near future.

29 Department for Communities and Local Government..

(a) Codes of conduct for local authority members and employees. The Clerk reported the receipt of this consultation which he was considering and would consult the Chairman and Vice Chairman on any response which was due by Thursday 24 December 2008.

30 Remembrance Sunday. Messrs Gresty had been thanked for their kind tidying of the memorial in advance of the service. PC Bakes, who had been unable to be present, was being thanked for arranging the attendance of two officers.

31 Proposed village fete 2009. There was nothing further to report at this stage.

32 Member's information items.

There were no information items.

33 Information correspondence.

Co-op Bank: revision to terms and conditions.

ChALC: Newsletter 124.

Cheshire County Council: winter gritting routes 2009; Cheshire Matters December 2009.

Cheshire County Playing Fields Assn, The Playing Field Autumn 2008.

**Matters considered in the absence of the press and public.**

34 Lengthsman service. This would be revisited.

35 Clerk's terms and conditions. This would be dealt with at a meeting of the Chairman, Vice Chairman and Clerk.