

Guiden Sutton Parish Council

Minutes of the ordinary meeting of the Council held on Monday 7 November 2011 in Guiden Sutton Village Hall.

Chairman: Cllr J Hughes.

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

In attendance: Cllr S Parker CWaC, PC R Boulton, PCSO L Beddows and one member of the public.

1 Procedural matters.

(i) Apologies. Apologies were received and accepted from Cllr A Davis.

(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 D Hughes declared a personal and prejudicial interest in planning application 11/04934/FUL, first floor side window (obscured) 47 Oaklands by virtue of being the applicant.

(iii) Confirmation of the minutes of the ordinary meeting of the Council held on Monday 3 October 2011.

The minutes of the ordinary meeting of the Council held on Monday 3 October 2011 were proposed by Cllr Paterson, seconded by Cllr Brown and agreed as a correct record.

(iv) Vacancy vice Cllr M Lloyd-Kerfoot. The Clerk informed that confirmation had been received from Cheshire West and Chester Council electoral registration that no poll has been claimed. He advised the Council was therefore free to invite a co-option or to decide to advertise the vacancy. On the latter point, Cllr Fisher believed there had been ample opportunity for people to express an interest. The Clerk indicated such an expression had been received from former councillor William Moulton. The Council considered this in the light of the fact Mr Moulton had been the unsuccessful candidate in the quadrennial elections held in May. It was proposed by Cllr D Hughes, seconded by Cllr Paterson and agreed unanimously that Mr Moulton should be invited to join the council. Mr Moulton, being present, accepted, signed the declaration of acceptance of office and took his place.

(v) Dates of future meetings:

Mondays 5 December 2011, 9 January, 6 February, 5 March, 2 April, 14 May, 11 June, 16 July, 3 September, 1 October, 5 November and 3 December 2012.

(vi) Code of Conduct. Cllr D Hughes inquired as to the procedure which would appertain for parish councils following the abolition of the Standards Board for England. The Clerk understood replacement arrangements were to be considered.

(vii) UK Youth Parliament. Further to the Clerk reporting the receipt of correspondence, dated 8 June 2011 from Connexions as to the elections early in 2012, including a selection event to be held at the Rudheath Centre on Saturday 22 October 2011, there was nothing further to report at this stage as to whether any young people in the parish had expressed an interest.

(viii) Review of handling of information correspondence. The continued increase in the volume of information correspondence being received would be reviewed by the Council in due course.

(ix) Reimbursement of Members' expenses. Further to the Council agreeing to reimburse mileage at the current tax free HMRC rate and actual travel and subsistence incurred on official business subject to the submission of receipts where possible, further advice had been sought from the County Office and from Cheshire West and Chester Council as to child care allowances. The Clerk informed that advice from the Association was awaited as the Chief Officer was on leave. The advice from the principal authority as to their scheme was as follows:

A Dependents Carers' Allowance is payable in respect of official duties on the basis of reasonable actual costs supported by a receipt and in respect of any carers who are not a member of the claimant's household.

This element of the allowances scheme is seen as an important factor in enabling Members to fulfil their duties as well as being able to care for dependents (children and adults in their care).

The Clerk recommended this approach could be adopted on an interim basis to enable Members to avail themselves if they wished. It was proposed by Cllr D Hughes, seconded by Cllr Roberts and agreed this approach should be adopted for an initial six month period to enable the position to be assessed.

(x) Late information report. The late information report for the current meeting was received and noted.

(xi) Boundary Commission for England 2013 review of Parliamentary constituencies. The Clerk reported he had attended the public hearing which had taken place on 13 and 14 October at the Mollington Banastre Hotel in Chester and had put forward a counter proposal that Guilden Sutton should remain within the City of Chester constituency on the basis of local ties as accepted at the previous review. A copy of the Council's submission as circulated to Members has been forwarded to the Assistant Commissioner with very minor amendments. Although the Commission had been requested to provide copies of the appropriate documents in order the Council could hold a drop in event within the parish, no response had been received. The Clerk advised he would organise a drop in on the basis of the documents held by the Council at a suitable date to enable residents to respond. **Action: The Clerk.** Cllr Parker kindly informed further.

2 Community engagement.

(i) Public speaking time.

Cllr S Parker. Cllr Parker informed he had been unable to meet the highway authority on Wednesday 5 October 2011 to discuss issues within the parish as intended due to Executive business. This would now be progressed. He thanked Members for attending the special community forum meeting on neighbourhood planning held on 3 November 2011 which he had chaired. A meeting of the new Chester Villages Community Forum would be held in the New Year. Cllr Fisher asked if Guilden Sutton would continue to be washed over by the Green Belt under emerging policies. Cllr Parker indicated there would be major changes to the planning system. Information was available on the Cheshire West and Chester web site. Grants remained available from the ward members' budgets, preferably for smaller schemes. Cllr Parker invited the Council to consider proposals for a holiday village in the Green Belt in Mickle Trafford and District. He informed parishes on the A51 had met to discuss affordable housing issues and hoped Guilden Sutton and Mickle Trafford and District would be able to join future discussions. Cllr D Hughes believed there were an increasing number of issues between Guilden Sutton and Mickle Trafford and District. Cllr Fisher referred to the value of a collective voice for Chester Villages. Cllr Parker further informed of current Cheshire West and Chester Council issues and was thanked for his attendance.

PC R Boulton/PCSO L Beddows. PCSO Beddows informed there had been no Halloween issues in Guilden Sutton. The fraudulent collection of charity bags was raised. Cllr D Hughes thanked PC Boulton and PCSO Beddows for their support for most recent SID sessions. Cllr Paterson referred to ongoing issues at the junction of the A41 and Guilden Sutton Lane.

(ii) Report of surgery held on Saturday 5 November 2011. Cllr D Hughes reported. Issues had been raised concerning a possible development control matter in Hoole Village close to the parish boundary, support for the community use of the Methodist Church, a planning enforcement matter, trees in the dell and the request for a litter bin in Fox Cover.

Councillors Fisher and Roberts would preside at the surgery to be held on Saturday 3 December 2011.

(iii) Badges. The Clerk was seeking a supply of lanyards. **Action: The Clerk.**

(iv) Noticeboards. Further to Cllr Moulton suggesting the Summerfield Road noticeboard might benefit from a Spring clean, an estimate had been obtained by the Clerk in the sum of £100 plus VAT. This would await a bid to the Ward Member Budgets. **Action: The Clerk.**

3 Planning.

(i) New/current applications.

11/02870/FUL Proposed detached dwelling, The Vicarage Wicker Lane CH3 7EL. Amended proposal. As agreed at the previous meeting, the Vice Chairman had approached the applicant's agent to offer the opportunity of providing a design statement. No response had been received.

The local planning authority had been informed as follows:

"Thank you for enabling the Council to comment on this substantially revised proposal.

Members have noted this has allowed:

Improvement of the aspect from Wicker Lane.

The roof height has been lowered.

The property appears to be slightly further from the Wicker Lane and Vicarage Close boundary fences and hedges.

The problem of windows directly overlooking dwellings in Vicarage Close from their elevated position has been eliminated.

It is also noted:

The resultant elevation facing dwellings on Vicarage Close is substantially wider, without gabling or hipping, causing an even more overbearing aspect to the occupiers of these properties.

The application is incomplete in that it makes no reference to the existing approval for a Parsonage at the rear of the Vicarage. The LPA is asked to give due consideration to the remaining area of the Vicarage plot, should both the previously approved Parsonage fronting Church Lane and the new property on Wicker Lane be constructed. You will no doubt require minimum standards for private amenity space to be met for each of the three dwellings but the Council believes it is important that a substantial property of the size of the present Vicarage should be set in a larger plot than may result from both proposals in order the house does not appear to be cramped.

The proposed drive seriously restricts access to the front door of the Vicarage. This is totally inappropriate for a working Vicarage or for any future user of a building of this size and style.

The Council is therefore not persuaded to move from the principle of its previous objections as Members believe the proposal is totally inappropriate for this location.

I am asked to add the Council would have found it helpful to have had the customary large scale plans to inform its decision".

The decision notice was awaited.

11/03961/COU change of use to beauty therapy salon at 4 Summerfield Road, CH3 7SW. Cllr Paterson reported. No objection had been raised.

11/03975/FUL single-storey rear extension, 72 Guilden Sutton Lane, CH3 7EY. Cllr J Hughes reported. No objection had been raised.

11/04381/FUL single storey front extension, Westcroft, Station Lane for Mr Frank Wilding. Further inquiries had been made by Cllr Fisher. No objection had been raised.

11/04901/FUL single-storey rear extension, Windy Nook, Belle Vue Lane CH3 7EJ, resubmitted application. Cllr Paterson reported. No objection had been raised.

11/12 096

11/04934/FUL, first floor side window (obscured) 47 Oaklands for Cllr D Hughes. Further inquiries would be made by Cllrs Roberts and Brown. .

(ii) Decision notices.

11/02238/FUL Single-storey rear extension at 14 Fox Cover, CH3 7HH. Planning permission.

11/02922/FUL single storey rear extension and single storey front extension 4 The Vetches CH3 7HL. The decision notice was awaited. Planning permission.

11/03048/FUL, single storey rear extension, 2 Heath Bank CH3 7EZ. Planning permission.

11/03536/LDC single storey side and rear extension, 15 Vicarage Close. Planning permission.

11/03961/COU, change of use, 4 Summerfield Road, CH3 7SW to beauty therapy salon. Planning permission.

11/03975/FUL, single storey rear extension, 72 Guilden Sutton Lane, CH3 7EY. Planning permission.

(iii) Development control process. The Clerk informed he had contacted the LPA to clarify the status of the Council's account which did not appear to be fully functioning and was monitoring the position. **Action: The Clerk.** The Council will now be informed electronically of planning applications within the parish in advance of hard copies being received. This would enable Members to indicate if they are available.

Cllr D Hughes referred to the need for closer co-operation with Mickle Trafford and District on larger applications.

(iv) Parish Plan.

(a) Progress report. Cllr Roberts reported further.

(b) Christleton Community Plan. There was nothing further to report at this stage.

(v) Village Design Statement. The following contact details which had been obtained by the Clerk were noted:

Cheshire Landscape Trust: Katie Lowe, Tel: 01928 518018, e-mail: cltoffice@tiscali.co.uk, web site www.cheshirelandscapetrust.org.uk

Cheshire West and Chester Council:

http://www.cheshirewestandchester.gov.uk/planning_and_building_control/spatial_planning/local_development_framework/supplementary_planning_documen/village_design_statements.aspx

(vi) Neighbourhood Plan.

(a) Co-operation with Mickle Trafford and District Parish Council.

The Clerk reported the receipt of the following advice from Cheshire West and Chester Council:

With the deadline almost upon us, putting together a Front Runner bid would be impossible. The benefit of being a Front Runner is that it comes with £20k, however I expect with this being the final bidding round it will be oversubscribed and therefore very competitive. That all said, it is for communities to decide whether to take forward a Neighbourhood Plan. It is a process that is instigated locally. There is nothing to stop two or more parish councils working collaboratively. We will provide support whenever a plan is taken forward. I understand that there will be Govt funding support beyond the Front Runner programme but I don't think the details are available yet. Is the next step for me to come and see representatives from both PCs to discuss in some more detail what the plan process involves?

This would be revisited in consultation with Mickle Trafford and District Parish Council.

(b) Community Forum: The Chairman, Cllr Fisher, Cllr D Hughes and the Clerk had attended the Neighbourhood Planning community forum held on 3 November, 2011 in Waverton. 11/12 097

This had been extremely helpful. Contact had been made with Mickle Trafford and District Members. The Chairman informed of the distinction between a neighbourhood plan, which focussed on development control issues and a community led plan which included the wider aspirations of the community. It had been suggested the preparation of a neighbourhood plan could cost in excess of £100,000 due to the need for extensive consultation and other aspects including verification by an independent consultant. In the absence of a neighbourhood plan, development control within the parish would be guided by policies in the local development framework. The Clerk had also confirmed with officers that contrary to the comments by the minister in Local Council Review, a neighbourhood plan would be required to be in general conformity with the borough council's local development framework.

(vii) Strategic Planning.

(a) Cheshire West and Chester Council, open space audit and assessment of need. See 6 (ix) beneath.

(b) Gypsy and Traveller issues.

(i) Cheshire Partnership Gypsy and Traveller Liaison Officer The Clerk informed he still intended to meet the Cheshire Partnership Gypsy and Traveller Liaison Officer in due course. It was also hoped the officer would attend the Chester Area Meeting.

(ii) Cheshire West and Chester Council: shortlisted sites on council owned land. There was nothing further to report at this stage.

(c) Local Development Framework core strategy. There was nothing further to report at this stage.

(d) Cheshire West and Chester Council Strategic Housing Land Availability Assessment. There was nothing further to report at this stage.

(e) Cheshire West and Chester Council rural regeneration strategy and action plan consultation. There was nothing further to report at this stage.

(f) Chester One City Plan. There was nothing further to report at this stage.

4 Quality Council issues.

(i) Training: (a) Power to Promote Well Being. At an appropriate stage, the Council would revisit the possibility of training being requested from the County Office. (b) General. Members would indicate to the Clerk should they wish to attend sessions listed in a revised schedule of training dates for 2011 which had been circulated. **Action: All Members.**

(ii) Quality Parish Council Status. (a) Conduct of Council business. The NALC model standing orders would be considered by the Quality Council group. (b) Certificate. The Clerk confirmed he was arranging to scan in the original certificate to enable the original to be displayed in the Village Hall following a formal presentation, arrangements for which would be made in due course. **Action: The Clerk.**

(iii) Cheshire Association of Local Councils: request for details of suitable local venues for training sessions. The Village Hall and Guilden Sutton Methodist Church were being advised.

(iv) Quality Forum. The Clerk informed a meeting of the Quality Councils Forum would take place on 23 November 2011 at 6pm at the Fire Service Headquarters, Winsford.

5 Parish car park.

(i) Grounds maintenance. Performance against specification by the contractor, including the need for the grass to be cut on a regular basis and for weeds to be removed from the hard surface, would continue to be closely monitored. The growth of weeds on the hard surface had been brought to the attention of Messrs Gresty with a request they should be removed. Further to measures to control ivy to the rear boundary being discussed with the grounds maintenance contractor, there was nothing further to report at this stage. The emptying of the litter bin by Cheshire West and Chester Council was being kept under review.

(ii) Improvement scheme. Further to the Clerk confirming the grounds maintenance contractor was aware the Council was awaiting his estimate for work to improve the existing boundary arrangement, there was nothing further to report at this stage.

11/12 098

(iii) Rear boundary wall. There was nothing further to report at this stage.

6 Leisure Services

(i) Children's Playing Field:

(a) Grounds maintenance issues. The need for the field side goal mouth to receive attention at some stage was being brought to the attention of the grounds maintenance contractor. **Action: The Clerk.**

(b) Mole infestation. There was nothing further to report at this stage.

(c) State of nets. The condition of the nets was being kept under review by Cllr D Hughes. **Action: Cllr Hughes.**

(d) Basket ball equipment. The Clerk informed the open space audit conducted by Cheshire West and Chester Council had identified rust on the basketball mesh. The advice of Messrs Gresty would be sought following an inspection by the Clerk. **Action: The Clerk.**

(ii) Children's Play Area.

(a) CCTV and CCTV protocol. Further to Cllr D Hughes referring to a possible future upgrade of the system, the Clerk would investigate the possibility of grants. A simple protocol covering the inspection of images captured by the system would be progressed in due course by the Clerk. **Action: The Clerk.**

(b) Inspections. (i) Rota. Further to Cllr D Hughes reporting the need for repairs to a small area of the safety surfacing which had been damaged, the Clerk informed he had held a site meeting with Mr Phil Davies who had kindly suggested a possible means of repair. This would be progressed by the Clerk. **Action: The Clerk.** The Clerk reported he had replied to the correspondence from Mr Russell Dorricott, 1 Oaklands, referring to the area concerned. (ii) Equipment. Following the suggestion by Cllr Brown that the equipment might be repainted, no further action would be taken pending the outcome of the Clerk's inquiries into a possible replacement playground. **Action: The Clerk.** (iii) Cleansing. An estimate remained outstanding with Messrs S&H Services. **Action: The Clerk.**

(c) Bin emptying. There was nothing further to report at this stage.

(d) Grounds maintenance issues. The Clerk was inspecting the obstruction of signage. **Action: The Clerk.**

(e) Replacement of safety surfacing. Further to the Clerk seeking approval to pursue informal inquiries into the possibility of a replacement playground, the information provided by external funding officers at Cheshire West and Chester Council as to sources of grant would be passed to any preferred supplier. **Action: The Clerk.**

(iii) Public Footpaths.

(a) Footpath 7. There was nothing further to report at this stage as to the concerns raised by Cllr Paterson that branches from adjoining trees were overhanging the route and the view of the Public Rights of Way Warden that these trees were dying back and declining rapidly. The fallen tree on the route had been advised to the Public Rights of Way Warden.

(b) Footpath 2: (i) Clearance and sweeping. Overgrowth would continue to be reported to Cheshire West and Chester Council. **Action: The Clerk.** Members would advise the Clerk of any other areas of concern of which they became aware. **Action: All Members.** (ii) Complaint. Further to a Member referring to the condition of the steps on which a member of the public had suffered an accident and to a site meeting with Cllr S Parker and officers on 3 August 2011, it was not known if the handrail had been extended further down the slope as had been suggested.

(c) Footpath 1. A response remained outstanding from the Public Rights of Way Unit as to the comments of the Public Rights of Way Warden relating to the condition of part of this route in the vicinity of Belle Vue Cottage and that of the adjoining stile. An update had been requested from the Public Rights of Way Warden who would revisit and advise.

(d) Rights of Way Group. (i) Bank account. Cllr D Hughes reported £1,300 remained in the account. There was now a shortage of signatories. It was agreed the funds should be returned to the Council as a ring fenced reserve to be applied to public rights of way related activities.

(e) Mid Cheshire Footpath Society. The Clerk reported the receipt, by correspondence dated 15 October 2011 of an inspection report of paths in the parish. Issues had been reported to Cheshire West and Chester Rights of Way on Ftpth 5.

(f) Greenway. (i) Cyclists/Pedestrians. There was nothing further to report at this stage as to additional signage to inform both cyclists and pedestrians emerging from the Garners Lane access and traffic on Guilden Sutton Lane. (ii) Surface, Garners Lane. Further to the comments made by the Public Rights of Way Warden as to the unsatisfactory condition of areas of the existing surfacing of Garners Lane, a response remained outstanding from the Public Rights of Way Unit to which the issue had been referred. An update had been requested from the Public Rights of Way Warden. **Action: The Clerk.** (iii) Garners Lane, ownership. Further to the Clerk informing he had contacted the Public Rights of Way Unit to ascertain the ownership of Garners Lane, the Council remained disappointed that a response was still awaited to this and the inquiries referred to above. (iv) Use by horse riders. There was nothing to report.

(g) Rights of Way Improvement Plan 2011-2016. There was nothing further to report at this stage.

(iv) Grounds Maintenance. (a) Vale. There was nothing further to report at this stage. (b) Parish Council contract 2011/12. There was nothing further to report at this stage.

(v) Public Seats. There was nothing further to report at this stage.

(vi) Fox Cover. (i) Landscaping. The need for pruning and weeding would be kept under review.

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

(viii) Cheshire West and Chester Council open space assessment and audit. Further to the Clerk reporting a briefing note had been issued which listed key issues arising from the audit, the Clerk had pursued any detailed recommendations which had arisen for Guilden Sutton following his discussions with the consultants. He was disappointed to inform that the main body of the reports, amounting to several hundred pages, referred only to rust on part of the basketball equipment, minuted above and to the fact there was adequate amenity space in the parish. The latter point would be disputed. **Action: The Clerk.**

(ix) Community Garden. There was nothing further to report at this stage.

7 Public transport.

(i) C27. There was nothing further to report at this stage.

(ii) Moorcroft Crescent inbound bus stand. There was nothing further to report at this stage.

(iii) Timetable information. There was nothing further to report at this stage.

(iv) Service DB8. There was nothing further to report at this stage.

(v) Railway halt, Mickle Trafford, Mid Cheshire Railway Users Association. There was nothing further to report at this stage.

8 Highways.

(i) Major schemes.

There was nothing further to report at this stage.

(ii) Issues with highway authority. There was nothing further to report at this stage following the Clerk reporting the receipt of an updated response from the Area Highways Manager which had appeared in the minutes of the February meeting.

(iii) Current issues

(a) Speed issues. (i) Speed indicator device. Cllr Moulton was thanked for co-ordinating the equipment at the most recent sessions commencing 17 October 2011. Arising from the results, Cllr Moulton suggested the Council should revisit the sites at which the equipment should be deployed. The highest proportion of drivers exceeding the limit had been noted on Station Lane. This agreed. Cllr D Hughes inquired as to the advice which was available should Members be approached. This would be sought by the Clerk. **Action: The Clerk.** (ii) Community speed management. Further to the Clerk drawing attention to information relating to community speed management drawn from the August 2011 Town and Parish Councils Bulletin issued by Cheshire West West and Chester Council, the Clerk had contacted the officer concerned with a view to seeking a presentation to the Traffic Group and to representatives from Mickle Trafford and District Parish Council. **Action: The Clerk.**

(b) Signing and lining schemes. (i) Gateway treatment, Guilden Sutton Lane - red patch SLOW marking. (ii) Suggestion by former Cllr Kerfoot that a lining scheme or rumble strips on Porters Hill would improve safety. Both these issues remained with the Area Highways Manager.

(c) Speed review, Guilden Sutton Lane. There was nothing further to report at this stage as to the Clerk's understanding that following his renewed approach to the highway authority as to the status of the intended 30mph limit, the issue was under review.

(d) Speed review, Wicker Lane/Hare Lane. The issue remained with the Area Highways Manager. The more recent request made by Mrs Earlam for a reduced speed limit on Wicker Lane and the installation of a permanent speed indicator device also stood referred.

(e) Footway rear Cathcart Green/Summerfield Road. No repairs appeared to have been carried out to this unadopted path at this stage.

(f) Parking, Arrowcroft Road. See minute 17 (iii).

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

(h) Over riding, Summerfield Road. There was nothing further to report at this stage following the installation of 3 no cycle racks to deter vehicles over riding the footway to reach the Village Hall car park.

(i) Junction A41/Guilden Sutton Lane. Correspondence per Mrs G Jones. Cllr Parker was aware of the request for improved markings which would be more readily visible from Guilden Sutton Lane. It was agreed a further note should be included in the newsletter. **Action: The Clerk.**

(j) 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. Further to the concern expressed by Cllr D Hughes as to the condition of a School Lane nameplate at the war memorial, for which an estimate of £45 had been accepted, this work would await the intended refurbishment of the signpost.

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

(l) Porters Hill. The issue raised by Cllr D Hughes concerning poor visibility encountered by motorists driving up the hill and a suggestion that traffic signals might improve safety together with the effect of trees overhanging the road remained with the Area Highways Manager.

(m) Path, Cinder Lane to Church Lane. (i) Condition. There was nothing further to report as to the condition of this path which had been referred to Streetscene by the Area Highways Manager and more recently had again been inspected by Streetscene officers on 3 August 2011. Following the site meeting it had been understood the path would be placed in an eight week schedule. (ii) Use by motor cycles. There was nothing further to report as to the complaint to the Public Rights of Way Warden with respect to the use of this path by motorcyclists which had been referred to Streetscene by the Area Highways Manager.

(n) Footway, Guilden Sutton lane, obstruction by nettles, brambles and an overgrown hedge respectively. Members would advise the Clerk if any of these concerns remained, including the location.

(o) Flooding, Church Lane. There was nothing further to report at this stage.

(p) Verges, Guilden Sutton Lane CDS. There was nothing further to report at this stage. 11/12 101

(q) Speed limit, Station Lane. There was nothing further to report at this stage as to the operation of the 30mph limit other than that minuted above.

(r) Flooding, Wicker Lane. There was nothing further to report at this stage.

(s) Planters. Further to the highways authority being informed the preferred locations were thought to be at the Guilden Sutton boundary signs at Guilden Sutton Lane and Wicker Lane and in the grass verge opposite the properties on Station Lane, the Clerk was to attend a site meeting with officers from Streetscene. Details were being sought separately of the cost of planters favoured by Helsby Parish Council. **Action: The Clerk.**

(t) Steps, Heath Bank to Guilden Sutton Lane. The condition of these steps remained with the Area Highways Manager.

(u) Subsidence, reinstatement Guilden Sutton Lane. There was nothing further to report at this stage following the condition of the reinstatement of this heavily trafficked section of the road being inspected by the Clerk at a site meeting with the Area Highways Manager.

(v) Church Lane/Wicker Lane, growth at junction. There was nothing further to report this stage as to the request the area should be cut back as regularly as other verges in the village. It was noted work was urgently required.

(w) School Lane. Further to the work in progress to reduce pressure on the boundary wall of a property adjoining the narrower length of footway on Porters Hill, there was nothing further to report at this stage.

(x) Traffic management. Further to Cllr Moulton informing of the opportunity to inform the Police of locations at which a survey of the volume, type and speed of traffic would be of benefit, there was nothing further to report at this stage as to the suggestion by Cllr J Hughes that such a survey should be carried out on Wicker Lane.

(y) Grit bag. There was nothing further to add to the comments of Cllr S Parker that 1 no bag would be provided from the ward members' personal budgets. A possible location was thought to be the site of the former paper bank on the village hall car park, subject to conditions. The Clerk informed that notification has been received that grit bags would also be available from the highway authority at a cost of £100.

(z) White lining. Further to the request by Cllr D Hughes for a white line to be provided at the junction of Hill Top Road and Arrowcroft Road, Arrowcroft Road being a school access, having been met by the highway authority, together with the lining at the junction with Oaklands being repainted, the highway authority had been thanked.

(za) Fingerpost signs. The Clerk reported a finger on the memorial fingerpost had become completely detached and had been retrieved. Messrs Deva Forge were being requested to estimate for repairs. Due to the considerable weight of the component, the Clerk suggested the forge should be requested to check the fingers on both signs. This agreed. **Action: The Clerk.** Further to the Clerk reporting the receipt of a suggestion by Mrs Kirk that the signs should be refurbished, for which estimates had been obtained by the Clerk in the sum of £900 plus VAT, a request would be made to Ward Members for a contribution from their Personal Budgets.

(zb) Patching, Oaklands. Further to Cllr Paterson expressing concern with respect to further subsidence outside 44 Oaklands, there was nothing further to report at this stage following the work being inspected by the Clerk at a site meeting with the Area Highways Manager.

(zc) Hoole roundabout advertising. There was nothing further to report at this stage.

(zd) Footways, Oaklands. Further to Cllr Paterson informing as to the condition of the footway at 5-13 Oaklands, this was being brought to the attention of the Area Highways Manager. **Action: The Clerk.**

(ze) Village access for mobility scooters. Further to this issue being raised by the Public Rights of Way Warden, the suggestion by Cllr Roberts that a ward walk might take place had been progressed. Cllr Paterson reported further. It was agreed a site meeting should be sought with the Section Engineer to inspect possible areas where action was thought to be needed. **Action: The Clerk.**

(zf) Parking, Summerfield Road. The increase in the incidence of long term parking outside the shops continued to be monitored.

(zg) Traffic group. There was nothing further to report at this stage.

(zh) Temporary closures. Further to the Clerk advising of temporary closures which would separately affect Wicker Lane, the A51 between Hare Lane and the Vicars Cross traffic signals and Hare Lane, concern was expressed that these had arisen concurrently.

(zi) Overhanging foliage/pedestrian safety Belle Vue Lane. Further to the Clerk reporting he had been approached by a pedestrian as to sight lines at the approach to the A55 bridge, possible action had been identified at a site meeting with the Section Engineer.

(zj) 20 mph limit. Further to the Clerk informing that Cheshire West and Chester Council was to consider a motion calling for a default 20mph speed limit in communities across the borough, the Clerk informed this had not been accepted. The Council had agreed to:

“Note the 20 mph speed limits introduced in the Hoole area of Chester in May 2011 have very much been welcomed by local residents and the then Conservative local ward councillors who (along with Highways) delivered the scheme in response to local concerns about speeding.

Reject blanket coverage of 20 mph speed limits but note the support amongst Hoole residents for such limits and welcomes the introduction of further such schemes within the Borough where there is a demonstrable need and where there is strong local support from the communities involved.

Refer the matter of 20 mph limits to the Community and Environment Policy Development Board for due consideration”.

Cllr Moulton referred to the extent of parking on Oaklands and believed there should be a 20mph limit. It was agreed residents should be consulted as to their views on a 20mph limit being sought for the existing 30mph area within the parish. **Action: The Clerk.**

(iv) Lighting. (a) Faults. There were no faults to report. (b) Lighting, Heath Bank. Further to Cllr Roberts informing of the concern of an occupier as to a lack of lighting towards the end of the cul de sac, this had been brought to the attention of the highway authority by the Clerk. No response had been received.

9 Finance:

(i) Income:

Co-operative Bank 5 September 2011	£	2.62
5 October Scottish Widows no1 1 October 2011	£	2.78
	£	0.00
Scottish Widows no 2 1 October 2011	£	1.99

(ii) Payments:

Direct2Door Newsletter distribution	£	27.53 (inc £4.59 VAT)
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Gresty

Gnds mntce/lengthsman August/September 2011	£	560.00
Supply bulbs, cut play area hedge	£	167.00
	£	<u>727.00</u>

Clerk

Telephone	£	5.00
Postage	£	1.90
Mileage		
62 @ 45p per mile.	£	27.90
Copies		
401 @ 5p	£	20.05
	£	54.85

Proposed by Cllr Paterson
Seconded by Cllr D Hughes
and agreed.

(iii) Balances

Co-operative Bank

30 September 2011	£18450.75
26 October 2011	£16,541.10
Scottish Widows no 1 1 July 2011	£20,210.84
Scottish Widows no 2 1 July 2011	£ 3,165.33

(iv) Report on contingency payments.

Budget:	£ 1,228.00
Payments:	£ 0.00

(v) Insurance. There was nothing further to report at this stage.

(vi) Payment of employees, revised HMRC guidance. The Clerk reported he had attended an informative HMRC training course which had taken place on 14 October 2011 in Ellesmere Port on tax and national insurance issues relating to new employers. It was noted the Council would be required to make annual returns at the end of each tax year.

(vii) Audit Group. The group agreed to meet on Wednesday 30 November 2011 to consider the Council's accounts and procedures during the period July – September 2011.

(viii) Bank signatories. Action was being taken to delete former councillors Armitage and Bayton and to add Cllrs Brown, Davis, J Hughes, M S J Roberts and if possible Cllr W Moulton. It was noted there was a restriction on the number of new signatories which could be added at any one time.

(ix) Banking correspondence. The Council noted the receipt of correspondence from the Co-operative Bank relating to electronic payments and to fixed rate deposits and the Natwest Bank relating to fixed rate deposits.

10 Environment Services:

(i) Recycling issues. (a) Chester waste collection and recycling contract. There was nothing further to report at this stage.

(ii) Amenity cleansing. (a) Areas of concern. Members would advise the Clerk of locations at which they believed action was necessary. **Action: All Members.** (b) Litter pickers. Litter picking equipment which had kindly been provided by Streetscene, together with associated paraphernalia, was distributed to Members. It was agreed Streetscene would be thanked. **Action: The Clerk.** (c) Streetscene. There was nothing further to report at this stage as to the outcome of the site meeting which had taken place on 3 August 2011 at which all problem areas had been visited and actions proposed.

The Clerk informed he had responded to correspondence from Mr Russell Dorricott, 1 Oaklands, as to overgrowth on the path leading from Oaklands to the Primary School and Village Hall, alongside the school playing field, including nettles in which Mr Dorricott had asked for these to be cut back to allow full use of the path. Following an intervention by the Clerk, the path had been strimmed. The motion to the annual meeting of the Cheshire Association of Local Councils, minuted previously, as to Streetscene service standards and related matters, had been accepted. The Clerk informed he had voted in support. Cllr D Hughes informed that within his reduced hours, the lengthsman would continue to litterpick the play area and the village hall car park to provide an enhanced standard. (d) Litter bin, Fox Cover steps. Further to the request made at the September surgery for a bin to be provided at the head of the Fox Cover steps, which had been referred to Streetscene, the Clerk understood an inspection was to be carried out.

(iii) Dog fouling: (a) Requests for additional bins. There was nothing further to report at this stage. (b) Dog Control Order. The Clerk informed there was nothing further to report at this stage. Further to the receipt of correspondence from Mr Russell Dorricott, 1 Oaklands as to dog fouling, the Clerk informed he had responded. Mr Dorricott had suggested there appeared to be a number of thoughtless residents who did not consider how dangerous leaving dog faeces was, especially to children and felt the issue should be given a higher profile. (c) Dog control. Members were concerned to hear of an incident in which a large dog accompanied by the owner had not been prevented from causing distress to a passer by who was not partial. It was agreed a note should appear in the newsletter asking owners to be conscious of pedestrians and other dogs and to keep their dog under control. **Action: The Clerk.**

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

(v) Noise issues. (a) Barking dog. Further to Cllrs Paterson and D Hughes referring to a barking dog complaint, which had been referred by the Clerk to Cheshire West and Chester Council regulatory services which had been requested to contact the complainant, there was nothing further to report at this stage.

11 Trees and Hedges.

(i) Hedges, Guilden Sutton Lane. There was nothing further to report at this stage as to the increasing obstruction of the footway on Guilden Sutton Lane and at other locations in the village by overgrown hedges. Further to Members revisiting the action they wished to take, in the first instance a note had been included in the Newsletter which would appear on Thursday 6 October 2011. A standard proforma would be produced and issued by the Clerk following advice from the Member(s) concerned to advise individual occupiers as appropriate. This would avoid duplication. As a last resort, the highway authority would be requested to take action. The suggestion raised by Cllr Moulton as to regular inspections throughout the parish with an increase in the lengthsman's hours would be revisited in due course.

(ii) Canopy, Porters Hill. There was nothing further to report at this stage. The issue remained with the Area Highways Engineer who was understood to be reviewing the matter.

(iii) Footway, Porters Hill. The Clerk informed there had been an improvement adjoining the footway.

(iv) Land, Church Lane. Further to the Council being informed of overhanging branches to trees on private land which it was thought could be a potential hazard, a response remained outstanding from the Public Rights of Way Unit given their proximity to public footpath no 2.

(v) Hedge, opposite play area. There was nothing further to report at this stage as to the assurance the hedge would in future be cut by the Borough Council.

(vi) Hedge, off Belle Vue Lane. Further to Cllr Fisher informing of the proposal by an adjoining occupier to remove a length of hedge adjoining footpath 2 and to plant a replacement of native species, there was nothing further to report at this stage.

(vii) Sycamore, Memorial Garden. There was nothing further to report at this stage as to the major fork which was a potential issue and had been due to be reinspected.

(viii) Hedge off Hill Top Road. There was nothing further to report at this stage following the hedge having been reduced as a result of the site meeting held with Streetscene on 3 August 2011.

(ix) Trees adjoining footpath 2. There was nothing further to report at this stage.

(x) Trees, Oaklands. There was nothing further to report at this stage.

(xi) Trees adjacent to Summerfield House. The Clerk informed an update was being requested from Streetscene as to the proposed work to the trees adjacent to Summerfield House. **Action: The Clerk.**

(xii) Pruning of verge trees. Further to a Member expressing concern at the pruning of trees in a highway verge and to the issue being raised at a site meeting with the Area Highways Manager, there was nothing further to report at this stage.

(xiii) Trees, rear of Oaklands. Further to a Member expressing concern that trees at the rear of properties on Oaklands were obstructing a footway on the Village Hall car park, the Clerk informed there had been an improvement adjoining the footway.

(xiv) Satellite reception, trees, the dell. There was nothing further to report at this stage.

(xv) Overgrown tree, Oaklands/Porters Hill area. Cllr D Hughes would visit this area with the Clerk. **Action: Cllr D Hughes/The Clerk.**

(xvi) Cheshire Landscape Trust. The Clerk reported the receipt, by correspondence dated 4 October 2011, of information with respect to the uncertainty of the Trust's funding. This would be revisited at the December meeting.

(xvii) Hedge, Porters Hill. A Member referred to the removal of a hedge adjoining the footway close to the memorial garden and preparations for brickwork.

12 Cheshire Association of Local Councils.

(i) Chester Area Meeting. The Clerk informed as Honorary Secretary that a meeting would be held in the New Year. It was hoped Mr Steve Robinson, Chief Executive of Cheshire West and Chester Council would attend.

(ii) Annual meeting. The Clerk informed he had attended this meeting held on Thursday 20 October, 2011 in Middlewich Civic Hall. He had supported a motion by the Executive Committee that there should be no increase in the subscription for 2012/12 and motions by member councils relating to a reconsideration of the withdrawal of Streetscene grants, the protection of the Green Belt and housing development in local communities which should not be steamrollered through without the consent of the community.

(iii) Cheshire Fire and Rescue Service. The Clerk had circulated details of the Cheshire Fire and Rescue Service on-line survey Making Cheshire Safer 2012/13.

13 Cheshire West and Chester Council.

(i) Community Forums. (a) Chester Villages. The indication by Cllr Parker that a Chester Villages Community Forum would be held in the New Year was noted. (ii) Inaudibility of proceedings. See (vi) beneath.

(ii) Contact card. Further to the suggestion that Cheshire West and Chester Council might produce a card showing the telephone numbers which people should contact with frequently raised issues, there was nothing further to report at this stage, the matter having been raised with the parish liaison officer.

(iii) Budget consultation. A link to this consultation had been circulated by the Clerk.

(iv) Grant assistance to St John's Churchyard 2011/12. This grant application had been progressed with the assistance of the Parochial Church Council.

(v) Members budget applications. Possible projects being progressed for Members Budget funding were: refurbishment of 2 no fingerposts and School Lane nameplate; refurbishment of noticeboard, Summerfield Road; refurbishment of signpost Belle Vue Lane/School Lane, 3 no planters.

(vi) Locality Working scrutiny committee. The Clerk reported he had attended this meeting at HQ on Thursday 27 October 2011. The committee had received a report from the Local Strategic Partnership Director on community forums and had held an informal workshop session to enable the committee to discuss how Cheshire West and Chester Council should engage with its residents in the future. The Clerk informed he had taken the opportunity during the workshop session to raise the audibility issue previously mentioned by Cllr Moulton.

14 Cheshire Community Action. Members were reminded the annual general meeting would take place on 23 November 2011 at Reaseheath College, Nantwich.

It had not been possible for the Council to be represented at the annual meeting of the Cheshire Playing Fields Association which had taken place on 24 October, 2011.

15 CPRE. Guide on responding to planning applications. Further to the Clerk reporting the receipt of this helpful publication, sufficient copies had been sought for each Member.

16 Health. There were no action items to report.

17 Policing.

(i) Western Police Area Question Time. The Clerk would ascertain the date of the next Question Time. **Action: The Clerk.**

(ii) Crime. There was nothing further to report to that minuted above.

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

(iv) PCSOs. Further to the Clerk informing the Quality Forum had a presentation on the deployment of PCSOs from the appropriate Superintendent, notes provided by the County Association would be forwarded in due course for information. **Action: The Clerk.**

18 Newsletter. The reporting forms on the Cheshire West and Chester Council website would be publicised in a future edition. A further issue would be prepared by the Clerk prior to the December meeting to publicise the drop in on the proposal to revise the constituency boundaries.

19 Memorial Garden. (i) Overgrowth. Further to Members reducing the overgrowth, Messrs Gresty had been requested to remove the arisings. (ii) Remembrance Sunday. The Vice Chairman would kindly officiate so far as the Council was concerned in the unavoidable absence of the Chairman. The Clerk confirmed he would sweep the area immediately prior to the service.

20 Bulb planting. The planting of 2 no sacks of mixed daffodils was in hand at the primary school, Fox Cover, Guilden Sutton Lane adjacent to the A55 bridge and the parish car park. Cllr D Hughes informed he had planted bulbs with schoolchildren in the school grounds and sought approval to continue. This was agreed. **Action: Cllr D Hughes.**

21 Parish IT. The need for photographs of Members to complete the web page was noted.

22 Primary School. Cllr D Hughes reported further. Elections had been held for parent governors. Other schools were being invited to visit to share best practice which had been identified in one area. Cllr Roberts referred to the possibility of the school moving to Academy status. Cllr Hughes informed this was not the case.

23 Land ownerships. (i) General. 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.

24 Railway fencing, Guilden Sutton Lane. There was nothing further to report at this stage.

25 Community events: (a) Christmas. Cllr Fisher inquired if a tree was to be funded by the Council for erection in the Village Hall in early December. The Clerk informed there was budgetary provision. (b) HM The Queen Diamond Jubilee 2012. Further to Cllr Paterson suggesting the Council should consider appropriate arrangements, it was noted there may be interest in a community event. Cllr Paterson referred to the availability of beacons.

26 Land Registry. Further to the Clerk reporting the receipt of an approach by the Land Registry as to parish councils ensuring their land was registered at a discounted fee from £30 for an estate valued at up to £50,000, the matter was being pursued by the Clerk. **Action: The Clerk.**

27 Network Rail communications mast. Cllr Moulton informed construction was imminent. 11/12 107

28 Enhanced broadband: seminar, Cuddington, 25 October 2011. This event, organised by the partnership charged with promoting superfast broadband in Cheshire, had been attended by Cllr D Hughes. Prior to the seminar, the issue had publicised on the website and residents had been invited to contribute views which could be presented to the seminar. None were received. Cllr Hughes informed key issues were said to be communication with the community, the appointment of a community champion, the requirement to establish need, interest and demand and the role of town and parish councils. He believed the issue could be developed with Mickle Trafford and District as the exchange was situated in that parish. It was agreed there should be a note in the Newsletter and possibly a community engagement event in the New Year.

29 Village Hall Management Committee. Further to the Chairman informing the committee would now take on more of the day to day routine of maintaining the hall and suggesting the Council, as a user, might consider work it would be prepared to take on, the Chairman would report further to a future meeting.

30 Guilden Sutton Methodist Church. Cllr Paterson reported further. Funding had been sought, a Local History group was being established and there was the possibility that Dr Arthur's history, originally published by the Community Association, would be republished.

31 Summerfield House. Further to Cllr Roberts informing the new manager of Summerfield House was keen for residents to be more involved in local events, which had been brought to the attention of Connexions in relation to the Youth Parliament Team project for older people, there was nothing further to report at this stage.

32 Members Information Items.

E mail correspondence. Cllr Fisher referred to the archiving of e mail by the Clerk. The Clerk informed old e mail was rarely, if ever, referred to as the information was either held elsewhere or ephemeral.

Being a Good Employer. Cllr D Hughes drew attention to this publication published by the National Association of Local Councils.

Solar panels. A Member referred to solar panels fitted to front roof slopes. Advice would be sought from the local planning authority. **Action: The Clerk.**

33 Information correspondence.

Procedural: Parliamentary constituencies: Correspondence per Cllr S Parker.

Leisure services: Morral Play Solutions; Millennium Greenway updates. Greenway: Suspect activity; Volunteer Day 15 October, 2011.

Finance: Scottish Widows, compensation arrangements; HMRC, NICS holiday for new employees; HMRC: important information for employers; Co-operative Bank - special rates for parish councils.

Trees and hedges: Cheshire Landscape Trust, hedgelaying workshops 26 November 2011, 9 December 2011.

Cheshire Association of Local Councils/National Association of Local Councils: LCR Autumn 2011; Queen Elizabeth II Fields information.

Cheshire West and Chester Council: Independent Living Exhibition; Member briefings 250 – 252, 253, 255 - 260, 261 – 262, 263, 264-266; October bulletin for Town and Parish Councils; New funding for older persons project; Rural West News; Tea dance for older people; Train the trainer information; Partnership Bulletin October 2011, edition 32; Funding schemes 2012/13.

Cheshire Playing Fields Association: The Playing Field Autumn 2011; The Queen's Diamond Jubilee.

CPRE: Campaigns update.

Policing: Rural Inspector's Updates, 17 and 21 October 2011.

Western Watch: Hoax e mails; Crackdown on doorstep crime; Homewatch Updates; Homewatch seminars November/December 2011; Darker Nights.

Clerks and Councils Direct November 2011.

HM The Queen Diamond Jubilee: beacons.

General:

Historic Towns Forum: Economic vision in historic towns; annual conference.

Actnow: Freedom of information/Data Protection online seminar.

Government Knowledge Events: local government conference, London, 17 November 2011.

Rural Services Network: Weekly news digest 18 October 2011, 24 October 2011, 31 October 2011.

Sustainable Government: Avoiding the Information Commissioner's Office; On line engagement with citizens; Happier Home Working.

Big Lottery: £50m funding available to shelter voluntary and community service projects.

Sustainable Government: Public service pensions.

Matters considered in the absence of the press and public.

The exclusion of the public and press for the remaining part of the meeting pursuant to Section 100 (A) 4 of the Local Government Act 1972 on the grounds that discussions may involve the likely disclosure of exempt information as defined in the provisions of Part 1 of Schedule 12A to the Local Government Act 1972 and the public interest would not be served in publishing the information was moved by the Chairman, seconded by the Vice Chairman and agreed.

34 Possible enforcement issues.

(i) Development control: possible development control issue/replacement boundary wall. In both cases advice had been sought from the appropriate officers and responses were awaited.

(ii) Noise. Further to a Member referring to complaints which had arisen following an event at commercial premises in the centre of the village and to the question as to whether the Council might act as a mediator, the Clerk informed of the receipt of correspondence from two residents, one letter setting down the facts for future reference, the second enclosing copy correspondence with the premises concerned.

The Council had accepted there was a balance. Advice had been sought by the Clerk from appropriate officers as follows:

"Licensing officers at Cheshire West and Chester Council have had a small number of complaints and one letter. This has been referred to the Environmental Protection team. It is worth noting that noise complaints arising from such events are not a matter for licensing officers or the Police. The background is as follows:

Under Section 100 of the Licensing Act 2003 where it is proposed to use premises (Building, Temporary Structure or an Open Space) for one or more licensable activities during a period not exceeding 96 hours, an individual may give to the relevant licensing authority notice of that proposal. This is known as a Temporary Event Notice. The applicant has to be over 18 and can serve five such notices in a twelve month period if they do not hold a Personal Licence. A holder of a Personal Licence can serve 50 such notices on the Licensing Authority in a twelve month period.

The premises can hold 12 such events over a period of 15 days in any twelve month period. The only statutory consultee are the Police and they can only object within 48 hours of receipt of the notice and ONLY on Crime and Disorder grounds. The Licensing Authority cannot object to the notice, they can only acknowledge it. The Licensing Authority can serve a counter notice if the premises exceeds the number permitted at the premises in a twelve month period.

Local residents, Ward Councillors and Parish Councils are not notified of any Temporary Events Notices as the Licensing Act does not permit consultation with anybody other than the Police. No conditions can be attached to a Temporary Event Notice and in this case licensing officers have and will steer residents in the direction of other legislation in particular the Environmental Protection Act with regards to their complaints about noise. Complaints should be directed to the Environment Officers who deal directly with noise complaints."

Action: Noted.

35 Clerk: Terms and conditions. These were revisited. It was agreed further information should be sought to enable progress on a specific issue.

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