

Guiden Sutton Parish Council

Minutes of the ordinary meeting of the Council held on Monday 3 October 2011 in Guiden Sutton Village Hall.

Chairman: Cllr J Hughes.

Present: Cllrs I Brown, A Davis, D M Fisher, J Hughes, P M Paterson.

In attendance: Cllr S Parker CWaC, PC R Boulton, B Lewin Esq, Rights of Way Warden and one member of the public.

1 Procedural matters.

(i) Apologies. Apologies were received and accepted from Cllrs D Hughes and M S J Roberts.

(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.

(iii) Confirmation of the minutes of the ordinary meeting of the Council held on Monday 5 September 2011.

The minutes of the ordinary meeting of the Council held on Monday 5 September 2011 were proposed by Cllr Fisher, seconded by Cllr Davis and agreed as a correct record subject to be it being noted in minute 3 (i) planning application 11/03961/FUL change of use to beauty parlour at 4 Summerfield Road CH3 7SW that inquiries had been made by Cllr Paterson.

(iv) Vacancy vice Cllr M Lloyd-Kerfoot. In relation to filling the vacancy, the Clerk informed the requisite notice for a poll to be claimed had been displayed and the due period would expire on Wednesday 5 October 2011, electors having had 10 working days to claim a poll. Should no poll be claimed, the Council was free to fill the vacancy by co-option.

(v) Dates of future meetings:

Mondays 7 November, 5 December, 2011.

Cllr Paterson indicated proposed dates for 2012 were Mondays 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. (i) The Clerk's note particularly referring to interests having been circulated, there was now nothing further to report. Legal officers at Cheshire West and Chester Council had been thanked for their assistance.

(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 any young people in the parish who may be interested in this opportunity. Members would advise any young person who expressed an interest to contact Connexions or to complete a self-nomination form. **Action: All Members.**

(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. The Council revisited this issue further to detailed advice from the County Office having been circulated to all Members prior to the September meeting.

Cllr Fisher confirmed he wished to have a procedure in place in order to be able to encourage younger prospective councillors to come forward who might otherwise be deterred by the expense, particularly in relation to child care. It was noted this had not been an issue in the past. As an initial step, it was agreed the Council would 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. This would enable Members to claim if they wished to do so. Further advice would be sought from the County Office and from Cheshire West and Chester Council as to child care costs.

Action: The Clerk.

(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 the Boundary Commission had begun a 12-week public consultation ending 5 December 2011 on proposals for redrawing constituency boundaries in England. Residents of Cheshire West were able to comment on suggested changes to the North West region which included a proposal that Guilden Sutton, as part of the former Goway ward, on which the proposed boundary was based, should become part of a new Winsford constituency. Maps and accompanying information were on public display throughout the consultation period at council buildings including The Forum, Chester and the Civic Offices, Ellesmere Port. As part of the consultation, a public hearing was to take place on 13 and 14 October at the Mollington Banastre Hotel in Chester where residents could make verbal representations to the Boundary Commission. It was agreed (i) the Council should object and 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 and (ii) the Clerk should present the Council's case to the Assistant Commissioner at the hearing. It was noted the MP for the City of Chester, Mr Stephen Mosley MP, was supporting the inclusion of the former Mickle Trafford ward in the City of Chester constituency (from Ellesmere Port and Neston) but not Goway ward. The Clerk informed he had requested the MP to support the Council's counter proposal. Details of the proposal would be included on the website. As part of the Council's community engagement strategy the Commission had been requested to provide copies of the necessary documents in order the Council could hold a drop in event within the parish. **Action: Noted.**

(xii) Planning applications and the Sustainable Communities Act: Unlock Democracy, proposal to empower town and parish councils. The Council had confirmed its support for the proposal that large-scale developers should be required to attend parish council meetings to explain their proposals and should provide the necessary resources to enable local councils to fully assess the application.

2 Community engagement.

(i) Public speaking time.

W Moulton Esq. Mr Moulton kindly informed the recent sessions with the speed indicator device, taking place from 26 September 2011, had been very successful and had been attended by both PC Boulton and PCSO Beddows. This was an extremely worthwhile community activity and Mr Moulton thanked Members of the Council for their support on the rota. Mr Moulton was thanked by the Chairman for his contribution.

Mr Moulton further informed of overgrowth obstructing the footway in the vicinity of the Wicker Lane seat which he felt should be reported. Mr Moulton suggested there were other sites within the parish at which a similar issue appertained. He believed there should be regular inspections and the lengthsman's hours should be extended to allow appropriate work to be carried out.

Cllr S Parker. Cllr Parker informed he was to meet the highway authority on Wednesday 5 October 2011 to discuss issues within the parish. He kindly invited the Clerk to attend. Further to the Council's request for a grit bag in the high footfall area of the village for the coming winter, Cllr Parker informed it was the intention of the Chester Villages ward members to fund from their Member Budgets one grit bag per parish. This was welcomed. The Vice Chairman suggested this should actually be a basic core service by the principal authority. It was noted a Neighbourhood Planning community forum would take place in Waverton on 3 November 2011. The Clerk confirmed the Council had been notified although there appeared to be a restriction on the numbers able to attend.

PC R Boulton. PC Boulton congratulated the Council and Mr Moulton on the recent sessions with the speed indicator device. He further referred to cycle thefts and a proposed zero tolerance approach to halloween issues. This was welcomed. Cllr S Parker referred to the 30mph limit in force on Station Lane and a proposed motion with respect to a 20mph limit in residential areas within the borough which was to be debated by Cheshire West and Chester Council. The Vice Chairman referred to congestion at the Primary School gates.

(ii) Report of surgery held on Saturday 1 October 2011. The Clerk had presided. Issues which had arisen included a Ministry of Defence case to be raised by the constituent with the MP, a Police Museum matter and grants to the Parochial Church Council in respect of churchyard maintenance and the St John's Holiday Club. It was agreed the Chairman and Cllr Davis would preside at the surgery to be held on Saturday 5 November 2011.

(iii) Badges. Further to the kind offer by B Lewin Esq to assist with the production of identity badges and the Clerk circulating the proposed design for the badge, this had been amended to take account of the Quality Council logo. Badges were passed to each Member present. It was noted the badges had provision for either a clip or a lanyard. It was agreed the Clerk should seek a supply of lanyards. **Action: The Clerk.**

(iv) Further to former councillor W 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.

11/02238/FUL Single-storey rear extension at 14 Fox Cover, CH3 7HH. The decision notice was awaited.

11/02870/FUL Proposed detached dwelling, The Vicarage Wicker Lane CH3 7EL. Amended proposal. The Clerk informed an amended proposal had been submitted although the Council had not been notified. Following an approach, a drawing but no plans had been provided by the local planning authority. The Vice Chairman reported further. It was noted a further objection had been received from the occupiers of 7 Vicarage Close. It was agreed the Vice Chairman should approach the applicant's agent to offer the opportunity of providing a design statement following which a response would be prepared. The Clerk informed the local planning authority would be grateful for as response as soon as possible. This was noted.

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

11/03536/LDC single storey side and rear extension, 15 Vicarage Close. 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 would be made by Cllr Fisher.

(ii) Decision notices.

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

(iii) Appeal decision.

11/01832/FUL Windy Nook, Belle Vue Lane, CH3 7EJ. Appeal dismissed.

(iv) 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. **Action: The Clerk.**

(v) Parish Plan.

(a) Progress report. Cllr Paterson reported further.

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

(vi) Village Design Statement. The Clerk was obtaining contact details of officers from whom further advice could be sought. Cllr Paterson confirmed such a statement could be a standalone element of any Neighbourhood Plan. **Action: The Clerk.**

This was further to Cllr Fisher suggesting it was likely there would be increased interest in the development of a village design statement for Guilden Sutton as this would be a main weapon in the parish's armoury in an era of presumed approval for sustainable development.

(vii) Neighbourhood Plan.

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

Further to the Clerk informing he was to attend a meeting between Cllr R Parkin, Chairman, Mickle Trafford and District Parish Council and Mr Jeremy Owens, Strategic Manager, Spatial Planning, Cheshire West and Chester Council on Tuesday 6 September, 2011 to discuss the way forward, he advised this had taken place. Mr Owens had been informed the meeting had been called by Cllr Parkin following the agreement on the membership of the Mickle Trafford Neighbourhood Plan Working Group (that for Guilden Sutton had previously been agreed and advised.) Mr Norbury had been invited to attend to represent Guilden Sutton following their previous willingness to work jointly with Mickle Trafford in the formulation of a Neighbourhood Plan. The meeting was aimed at obtaining an understanding of the help and assistance which could be expected from Cheshire West and Chester Council and a determination of the immediate steps which could be taken.

It had been agreed that stage 1 would involve a short meeting to enable both the Working Groups for Guilden Sutton and Mickle Trafford to obtain an understanding of the commitment and work involved. Jeremy Owens would attend, make a presentation and answer questions. A draft programme would be produced.

Stage 2 would see separate meetings of the Working Groups to review the particular aspects of each parish, its needs and aspirations for development over the forthcoming 15 years and to take forward the decision reached in Stage 1.

Stage 3 If the Working Groups considered it necessary their parish councils may call a public meeting in October to gain a view on possible community engagement and to explain the proposal. This might include more explanation of the possible impact of the Localism Bill going through Parliament and how Neighbourhood Planning would ensure residents' opinions on the future of the parish could influence decisions taken by the Borough Council.

Stage 4 It was noted that Cheshire West and Chester Council was to host a Neighbourhood Planning event which as many councillors as possible should attend if they were available.

Stage 5 A meeting of the Working Groups with Cheshire West and Chester Council would take place end October to put together a bid under the 'Front Runner' programme for funding. It was understood that a joint submission might have a better chance than individual bids.

Other points discussed included any existing VDS or Parish Plans. Both documents could be reviewed and updated for inclusion in a Neighbourhood Plan so previous work was not wasted.

Jeremy Owens welcomed the interest of the two councils, particularly on a joint basis and our willingness to explore how we might work to enable both communities to benefit from a Neighbourhood Plan.

(b) Community Forum: The Clerk confirmed he had requested two places at the Neighbourhood Planning community forum to be held on 3 November, 2011 in Waverton.

(viii) 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. The Clerk informed the short list of five permanent sites and one transit site had been approved by the Council's Executive. The provision of authorised sites would enable the planning authority to resist appeals on the basis that sites had not been made available.

(iii) Dale Farm. The Clerk reported the receipt of advice from Cheshire West and Chester Council as to the anticipated closure of the Dale Farm Gypsy and Traveller site in Essex..

(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. Further to the Clerk reporting the receipt of advice from Chester Renaissance in relation to consultation on this draft plan and to the closing date being extended to 23 September 2011, the Clerk had developed a response on public transport issues, set out beneath:

(i) The Council welcomes the inclusion within the draft of principles for developing a comprehensive bus strategy for the city and agrees this should be focused on providing solutions for local residents who use the public transport network regularly. This should include communities on the immediate fringe of the city such as Guilden Sutton to cater for residents who depend on the bus to reach, for example, doctors, dentists, chemists, the hospital, the railway station and educational and recreational facilities within the built up area. Members support the possibility of improvement through the introduction of cross city connectivity with a number of bus hubs being created in key locations such as lower Foregate Street and within the Northgate development area. It is noted these hubs would then be supported by an interchange facility with one option for this being the use of Gorse Stacks. Proposals to better integrate buses with the railway station are strongly supported.

(ii) So far as the proposal for a hub in lower Foregate Street is concerned - which, due to its location, could become a terminus for services from Guilden Sutton - Members recognise the benefit of removing buses from Frodsham Street and Foregate Street. However, they believe this could be outweighed by the disbenefit resulting from passengers, particularly the elderly and those with children, facing a lengthier walk into the city centre. The solution could be a shuttle between the hubs and the interchange but the need to change buses is not ideal.

(iii) The Council believes the plan should seek to develop the evening economy by solving the problem that people in villages such as Guilden Sutton without cars, particularly younger people, simply cannot reach the city centre in the evening as there are no buses. There is the wider argument that innovative thinking is needed across the whole range of public transport from the rural area to the city, for example the provision of a railway halt at Mickle Trafford to boost rail travel into Chester, but the lack of evening buses has long been an issue. Improved public transport into and out of the city to the adjoining rural area would clearly add to the vitality and viability of the city itself and would contribute, along with regularly extended shopping hours, to the city centre becoming far more family friendly in the evening.

(iv) The Council would be keen to continue to be consulted as the plan progresses.

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.** Further to it being noted that Members should maintain a record of formal training which had been attended and of certificates which had been received to assist with reaccreditation, a number of certificates were provided to the Clerk for copying. It was further noted the record should be extended to include attendance at conferences and seminars which added to Members' skill sets, knowledge and understanding with appropriate documentation being retained. **Action: All Members, The Clerk.**

(ii) Quality Parish Council Status. (a) Conduct of Council business. The NALC model standing orders would be considered by the Quality Council group. (b) Badges. Further to the Clerk informing of the availability of QPC pin badges, an example of which had been circulated, these had been purchased for all Members and the Clerk and were distributed. (c) 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.** 10/11 081

(d) Portfolio. The Clerk informed he had visited the County Office and had retrieved the portfolio. **Action: Noted.**

(iii) Publications Further to the Clerk informing of the availability from the National Association of Local Councils of a guide on the administration law for local councils in England and Wales and that the Council's current copy of Local Council Administration was now some years old, the Clerk advised he had progressed the purchase of the former at a cost of £25. The Council agreed the purchase of the latest edition of the latter, now three years old and costing £73.50, might be deferred pending any new edition. **Action: The Clerk.**

(iv) 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.

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. 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, Cllr Paterson reporting the bin was filling up.

(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.

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

(iv) Bulb planting. It was confirmed that sites to be planted in Autumn 2011 would include the car park.

6 Leisure Services

(i) Children's Playing Field:

(a) Grounds maintenance issues. The purchase by Cllr Paterson of bin-liners at a cost of £0.74p had been reimbursed by the Clerk. 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. Cllr Davis informed 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. There was nothing further to report at this stage.

(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 the receipt of 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, further advice was being sought by the Clerk. **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.**

10/11 082

It was noted that following the most recent meeting with Streetscene, the hard surface would now be litter picked on a weekly basis by Cheshire West and Chester Council.

(e) Replacement of safety surfacing. The Clerk would report further following his approach to external funding officers at Cheshire West and Chester Council who had helpfully provided a comprehensive suggestion as to possible sources of grant. **Action: The Clerk.**

(f) Mr P Davies. Following the Clerk reporting the resignation from Cheshire West and Chester Council of the Play Development Officer, Mr P Davies, formerly Chester City Council, the Clerk informed the service Mr Davies now intended to offer related to formal quarterly inspections of play areas at modest cost. **Action: Noted.**

(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 reported at the September surgery would be advised to the Public Rights of Way Warden. **Action: The Clerk.**

(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.** Further to Cllr Davis helpfully informing that overgrowth could be controlled by spraying but only if this was done early in the season prior to vigorous growth taking place, this had been advised to Streetscene who had informed they were intending to spray during the week commencing 12 September 2011. (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. It had been confirmed the steps and the adjoining length of the dingle path had been placed in an eight week schedule by Streetscene.

(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. There was nothing further to add at this stage.

(e) Mid Cheshire Footpath Society. There was nothing further to report at this stage.

(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) Multi use games area. It was understood this project would not now proceed.

10/11 083

(ix) 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 was pursuing any detailed recommendations which had arisen for Guilden Sutton following his discussions with the consultants. **Action: The Clerk.**

(x) 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. Further to the Clerk reporting an approach from Cllr R Parkin, Chairman of Mickle Trafford and District Parish Council, as a member of the Mid Cheshire Railway Users Association, seeking the Council's support for a halt to be provided in Mickle Trafford, Cllr Parkin had been informed such provision would have the Council's warm support. The Clerk further informed the Government had

proposed the Mid Cheshire line should be designated as a community rail service, helping to secure its long term future and to increase its value in meeting local transport needs.

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. There was nothing further to note regarding the speed indicator advice to that minuted above. (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 was contacting the officer concerned with a view to seeking a presentation to the Traffic Group. He indicated Mickle Trafford and District Parish Council were interested in attending to save the officer's time. **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.

10/11 084

(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 hoped the path would be placed in a 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.

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

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

(s) Planters. The highways authority had been 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. Confirmation was awaited that suitably inscribed self watering planters would be provided by Cheshire West and Chester Council. The Clerk informed officers had been invited to comment on progress. 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. The occupier had informed set back fencing would be erected and landscaping carried out. **Action: Noted.**

(x) Traffic management. Further to former councillor W 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.

10/11 085

(y) Grit bag. There was nothing further to add to the welcome comments of Cllr S Parker minuted above.

(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 was being thanked. **Action: The Clerk.**

(za) Fingerpost signs. Further to the Clerk reporting the receipt of a suggestion by Mrs Kirk that the signs should be refurbished, 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 would be progressed by Cllrs Roberts and Paterson.

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

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

(zh) Temporary closures. The Clerk advised of temporary closures which would separately affect Wicker Lane, the A51 between Hare Lane and the Vicars Cross traffic signals and Hare Lane.

(zi) Overhanging foliage/pedestrian safety Belle Vue Lane. The Clerk reported he had been approached by a pedestrian as to sight lines at the approach to the A55 bridge. He intended to seek 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 confirmed that appropriate councillors had been advised such a restriction would have the full support of the Council.

(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. (c) Church Lane - Cinder Lane. The Clerk informed of a suggestion by Cllr Roberts that lighting might be provided on the pedestrianised length of Cinder Lane from the Bird in Hand car park. He had pointed out a lit route was available using the nearby steps and the cost may be prohibitive.

9 Finance:

(i) Income

Bank interest		
5 August	£	2.90

(ii) Payments

GSCA Fete Committee		
Grant 2011	£	250.00

St John's Holiday Club		
Grant 2011	£	200.00

(vi) Payment of employees, revised HMRC guidance. The Clerk reported payments for the first quarter's salary and income tax referred to above had been progressed. He was to attend an HMRC training course taking place on 14 October 2011 in Ellesmere Port.

(vii) Audit Group. The group would next meet to consider the Council's accounts and procedures during the period July – September 2011.

(viii) Non domestic rates. Confirmation had been received from Cheshire West and Chester Council that no non domestic rates would be payable on the parish car park in 2011/12 saving the Council £714.63. **Action: Noted.**

(ix) Bank signatories. The Clerk advised there was a requirement for the Council to adopt resolutions set out in Section 3a of the mandate. These confirmed the Co-operative Bank as the Council's bankers and set out terms relating to the conduct of the account. It was proposed by Cllr Fisher, seconded by Cllr Davis and agreed that the resolutions should be adopted. The Clerk would proceed to delete former councillors Armitage and Bayton and to add Cllrs Brown, Davis, J Hughes, M S J Roberts and if possible the Member filling the current vacancy.

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. Further to the Clerk securing prices for litter pickers which suggested the equipment previously used by the Council, costing in the region of £15, appeared to be the most appropriate as cheaper alternatives had unfavourable reviews, the Clerk was pleased to inform there was a possibility that pickers would be provided by Streetscene as part of a litter picking initiative. This was welcomed. (c) Streetscene. There was nothing further to report at this stage with respect 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 reported the receipt of 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. He asked for these to be cut back to allow full use of the path. An appropriate response would be made by the Clerk. **Action: The Clerk.** The Clerk further reported he had been advised by Mollington Parish Council that a meeting had been held with the Executive Member and senior officers due to ongoing Streetscene concerns, including scheduling. A motion was to be considered at the annual meeting of the Cheshire Association of Local Councils. (d) Litter bin, Fox Cover steps. The request made at the September surgery for a bin to be provided at the head of the Fox Cover steps had been referred to Streetscene.

(iii) Dog fouling: (a) Requests for additional bins. There was nothing further to report at this stage. (b) Dog Control Order. The Clerk informed this borough wide Order was being adopted by Cheshire West and Chester Council. That Council had confirmed the existing Orders covering the playing field and the play area would continue. Cllr Brown reported further as to fouling. The Clerk informed of the receipt of correspondence from Mr Russell Dorricott, 1 Oaklands as to dog fouling. Mr Dorricott 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. The Clerk informed an appropriate response would be sent. **Action: The Clerk.**

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

(v) Noise issues. (a) Ice cream van. Further to a Member referring to the disturbance arising from a particular ice cream van which it was thought was unreasonable and to the matter being raised with the Borough Council by the Clerk, there was nothing further to report at this stage. (b) 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 and to agreeing that in the first instance a note would be included in the Newsletter, the Clerk informed a Newsletter 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 W Moulton Esq at public speaking time as to regular inspections throughout the parish 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. Cllr Fisher informed he had contacted the occupier. Cllrs Davis and Roberts had been approached as to overgrowth affecting 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. It was noted the major fork was a potential issue and would be reinspected in the Autumn.

(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. There was nothing further to report at this stage.

(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, an informal note was to be delivered by the Clerk.

(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 asked that this matter should be progressed.

(xvi) Cheshire Landscape Trust. There was nothing further to report at this stage.

12 Cheshire Association of Local Councils.

(i) Chester Area Meeting. The Clerk informed the 2011 annual meeting of the Chester Area Meeting had taken place at HQ on Wednesday 21 September 2011. He was pleased to report he had again been appointed Honorary Secretary. A presentation had been made by the head of Planning and Transport, Cheshire West and Chester Council, Mr C Hindle. (ii) Pay settlement 2010/11 and 2011/12. There was nothing further to report at this stage. (iii) Association annual meeting. It was noted this would take place on Thursday 20 October, 2011 from 6.30pm to 9pm in Middlewich Civic Hall. 10/11 089

13 Cheshire West and Chester Council.

(i) Community Forum. There was nothing further to report at this stage as to the concerns expressed by former councillor W Moulton as to the inaudibility of the proceedings.

(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) Polling districts and polling station review. The borough council had been informed the Council believed the Hall was appropriate.

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

(v) Grant assistance to St John's Churchyard 2011/12. This application was being progressed by the Clerk.

14 Cheshire Community Action. It was noted the annual meeting of the Cheshire Playing Fields Association would take place on 24 October, 2011.

15 CPRE. Guide on responding to planning applications. The Clerk reported the receipt of this helpful publication. He would seek sufficient copies for each Member. **Action: The Clerk.**

16 Health. There were no action items to report.

17 Policing.

(i) Western Police Area Question Time. There was nothing further to report.

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

(iii) Parking, Arrowcroft Road. There was nothing further to report to that minuted above.

(iv) Insp P Hodgson. The Clerk informed the Rural Inspector was to move to a new post. He had thanked Insp Hodgson for his unfailing help on parish matters.

(v) 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.**

(vi) Policing objectives survey. This had been completed by Cllr D Hughes.

(vii) Homewatch review. It was noted a review was proposed of Homewatch in Cheshire.

18 Newsletter. The reporting forms on the Cheshire West and Chester Council website would be publicised in a future edition. A further issue had been prepared by the Clerk and would appear on Thursday 6 October 2011.

19 Memorial Garden. Action would be taken to deal with the growth in the garden. The Clerk was pleased to inform that BT Openreach had kindly agreed to replace the adjoining cabinet as part of the uplift proposed by the Council.

20 Bulb planting. The Clerk confirmed that 2 no sacks of mixed daffodils had been ordered and were expected shortly. It was confirmed the sites would be the primary school, Fox Cover, Guilden Sutton Lane adjacent to the A55 bridge and the parish car park. A provisional date of 15 October, 2011 was agreed for planting. **Action: Noted.**

21 Parish IT. The need for photographs of Members to complete the web page was noted. Cllr Paterson encouraged Members to report any information on the site which was not up to date.

22 Primary School. There was no report in the absence of Cllr D Hughes.

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: (i) Holiday Club. The Clerk reported that confirmation of expenditure had been received and recommended the agreed grant should be paid. This proposed by Cllr Davis, seconded by Cllr Brown and agreed. (ii) Fête. The Clerk reported that confirmation of expenditure had been received and recommended the agreed grant should be paid. This proposed by Cllr Davis, seconded by Cllr Brown and agreed.

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. There was nothing further to report at this stage.

28 Enhanced broadband. Further to Cllr D Hughes referring to various initiatives to achieve enhanced broadband the Clerk had advised Cllr D Hughes of the appropriate officer in Cheshire West and Chester Council. This was in addition to the useful contact details provided by Huntington Parish Council as previously minuted. It was noted a workshop was to be held by the partnership charged with promoting superfast broadband in Cheshire on Tuesday 25 October, 2011.

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 informed the photographic evening which had taken place on Saturday 10 September 2011 had been very well attended and reported further on community use.

31 Sutton Six, Sunday 18 September 2011. Further to Cllr D Hughes advising that charges which had initially been proposed by Cheshire West and Chester Council for road closures now required in Middlecroft and Belle Vue Lane, had placed the event, now in its 30th year, in jeopardy, the Clerk confirmed that as requested Cllr S Parker had been informed.

32 Children. Further to Cllr D Hughes informing of the receipt of a complaint by a resident as to children playing in the street and to Cllr Davis and the Clerk confirming they were also aware of young children playing in Oaklands creating a road safety hazard for themselves and motorists, the Clerk advised he had spoken informally to the family concerned. The matter had also been brought to the attention of PC Boulton.

33 Summerfield House. Further to Cllr Roberts informing the new manager of Summerfield House was keen for residents to be more involved in local events, this had been brought to the attention of Connexions in relation to the Youth Parliament Team project for older people.

34 Members Information Items.

Ramps. Cllr Paterson informed she had been advised by a resident of ramps being used by children.

HM The Queen's Diamond Jubilee 2012. Cllr Paterson suggested the Council should consider appropriate arrangements.

35 Information correspondence.

Planning.

Parish Plan: correspondence per Cheshire Community Action.
Navigus Planning: draft national planning a policy framework.

Finance: Co-operative Bank special rates for parish councils; Scottish Widows Bank changes to terms and conditions.

10/11 091

Cheshire Association of Local Councils/NALC: ChALC September newsletter; Quality Forum minutes 24 August 2011; PCSO deployment; Quality Forum consultation documents; Disability equality training; Playground equipment digest; NALC opinion question.

SLCC: Letter to Chairman re membership and training opportunities.

Cheshire West and Chester Council.

Members briefings 247, 248, 249; Focus on green energy for rural business and rural communities event, 22 September, 2011; Neighbourhood Planning Newsletter; Festive Lights; September bulletin for Town and Parish Councils; Future of community budgets, correspondence per Chief Executive. Queen Elizabeth II Fields Challenge; Cheshire West Warm Zone; Big Lottery Fund: Village SOS competition.

CPRE: Campaigns; Cheshire View Point.

NHS Western Cheshire: Train the Trainer programme.

Policing: Western Rural bulletins.

Western Watch. Information from partner organisations; Nominations to West Cheshire Home Watch Group Board; West Cheshire Home Watch Group annual general meeting 17 October 2011; Homewatch: rural theft, information from partner agencies.

GSPC. Newsletter 143

Big Lottery Fund update; Community Enterprise grants.

Sustainable Government. Sustainable Government: Future of the NHS; Using food in a sustainable way to create electricity; What makes a good environment.

Historic Towns Forum. Using social media to improve knowledge sharing event 29 September, 2011; Economic vision in historic towns 20/21 October, 2011.

Rural Services Network. News digest 19 September, 2011; Weekly newsletter 26 September 2011.

Events.

Leisure services: Greenway volunteer day 17 September, 2011.

Chester Voluntary Action: employing staff workshop 21 September, 2011.

Local Government Reform and Localism Bill conference, London 17 November, 2011.

Places Matter: Royal Institute of Chartered Surveyors autumn seminars.

Building by Design seminar.

General.

Govknow: Local government conference including Localism Bill, London, 17 November, 2011.

Rural Services Network weekly news digest 26 September, 2011.

Places Matter: Localism - the essential guide.

Sustainable Government to UK: The extent of fraud in the public sector.

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.

36 Insurance for volunteers. Further to the Clerk reporting further on insurance cover for a prospective volunteer, the terms would be confirmed in writing. **Action: The Clerk.**

37 Possible enforcement issues. (i) Development control. Following a Member referring to a possible development control issue on land within the parish, advice had been sought from the appropriate officers. A response was awaited. The Vice Chairman and Clerk Council referred to a replacement boundary wall which was being constructed at a property within the parish. A further Member had also raised the issue. Justification had kindly been provided by the occupier. As the wall encroached onto greenspace, advice had been sought from the appropriate officers. A response was awaited. (ii) Noise. A Member referred to complaints which had arisen following an event at commercial premises in the centre of the village. The question had arisen as to whether the Council might act as a mediator. The Council accepted there was a balance. Advice would be sought by the Clerk from appropriate officers. **Action: The Clerk.**

38 Clerk: Terms and conditions. These had been considered by the Chairman, Vice Chairman and Cllr D Hughes at a performance review and appraisal which had been performed on 23 September 2011. The Clerk had been present for part of the meeting to provide advice and to enable the appraisal.

The Clerk having left the room, a report was made to Members of the performance review and appraisal which had evidenced a high standard of performance. Targets had been agreed and set to be reviewed on a six monthly basis. Members agreed unanimously that the Clerk should progress to scale point 25. Members also agreed unanimously that this pay rate should be back dated to the date he achieved his Clerk's qualification. The possibility of raising to a higher point in the future should be discussed by Council and the Clerk was currently maintaining a diary of his current working hours. The Clerk returned to the meeting. The Chairman thanked the Clerk on behalf of the Council for his hard work which had led to his gaining his Clerk's qualification (CiLCA) and his submission leading to the Council being awarded Quality Council Status. The Chairman notified the Clerk of the new scale point, to which the Clerk responded.