

Guiden Sutton Parish Council

Minutes of the ordinary meeting of the Council held on Monday 2 April 2012 in Guiden Sutton Village Hall at 7.30pm.

Chairman: Cllr D Hughes.

Present: Cllrs I Brown, A Davis, D M Fisher, D Hughes, W Moulton, P M Paterson

In attendance: Cllr S Parker, B M Lewin Esq.

1 Procedural matters.

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

Apologies were received and noted from Cllr Margaret Parker and PC R Boulton.

In the absence of the Chairman and with the agreement of the Vice Chairman it was agreed that Cllr D Hughes should take the chair.

(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 March 2012. The minutes of the ordinary meeting of the Council held on Monday 5 March 2012 were proposed by Cllr Paterson, seconded by Cllr Moulton and agreed as a correct record.

(iv) Dates of future meetings:

Mondays 14 May, 11 June, 16 July, 3 September, 1 October, 5 November and 3 December 2012.

It was confirmed the annual parish meeting would take place at 7pm on Monday 14 May 2012.

(v) Code of Conduct. There was nothing further to report at this stage following the abolition of the Standards Board for England on 31 March 2012 with replacement local provisions due to take effect from 1 July 2012.

(vi) UK Youth Parliament. There was nothing further to report at this stage following the Clerk informing that Jess Colston, a student at The Bishop's Bluecoat High School and previously a deputy member, had been elected as one of the two Youth Parliament members for the borough.

(vii) 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.

(viii) Reimbursement of Members' expenses. There was nothing further to report at this stage.

(ix) Late information report 2 April 2012. The late information report for the current meeting was received and noted.

(x) Parliamentary constituency boundary. As agreed at the previous meeting, the Clerk confirmed he had searched the transcripts of the Chester public hearings held in Autumn 2011 and had made a further response to the Commission supporting comments made by third parties, including the Ward Members, which were in agreement with the Council's stance. It had not been possible to consider the content of individual letters to the Commission relating to Chester as these had been beyond the Council's capacity to review. Cllr S Parker reported further. It was noted this stage of the consultation end on Tuesday 3 April 2012 following which the Commission would prepare its final proposals. There would be no further public hearings.

2 Community engagement.

(i) Public speaking time.

Cllr S Parker. Cllr Parker referred to the Borough Council's decision to support housing growth, the inclusion of Guilden Sutton and Mickle Trafford and District in the Chester Villages strategic housing group, community budgets and neighbourhood planning which he believed to be crucial. In response to Cllr Paterson Cllr Parker believed that parish councils would revisit the need for neighbourhood plans. Cllr Parker further informed of Cheshire West and Chester Council issues and was thanked by the Chairman for his attendance.

Mrs M Lloyd-Kerfoot. Mrs Lloyd-Kerfoot, as a trustee of the Primary School Trust Fund, informed the school was proposing development on the playing field to create an adventure trail and meet Ofsted requirements for outdoor play. Phase 1, an all weather track, had been completed the previous weekend. Phase 2 would involve structures including an outdoor classroom. Parents and children had been consulted on the scheme. Adjoining residents had been notified of the construction of the track, albeit at short notice. Planning permission had not been required for the work although an application would be needed for the later phase. It was agreed that prior consultation with residents, possibly in the form of a drop in, would be desirable, preferably with details of the relationship between the features proposed and individual properties. Mrs Lloyd-Kerfoot responded further to Members' questions and was thanked by the Chairman for her attendance.

B M Lewin Esq. Mr Lewin, as village web master referred to future activity on the site, which he wished to encourage, including social media. He hoped there would be further engagement by village organisations and residents together with technical enhancements. No cost would be involved and the intention was to generate feedback. Cllr Fisher referred to the possible need to moderate a minority of the content which may arise. It was agreed the proposals put forward by the web master should proceed for a trial period, subject to the retention of the existing disclaimer as to content. **Action: B M Lewin Esq, The Clerk.**

(ii) Report of surgery held on Saturday 31 March 2012. Cllr Davis reported. Issues raised had included daffodil planting, wind damage to a fence adjacent to the path at the access to the primary school and the proposal that a wild life meadow should be established. It was agreed councillors D Hughes and Paterson would preside at the surgery to take place on Saturday 5 May 2012.

(iii) Notice boards. Further to Cllr Moulton suggesting the Summerfield Road notice board might benefit from a Spring clean and to an estimate being obtained by the Clerk in the sum of £100 plus VAT, this was being progressed by the contractor following the successful bid to the Ward Members' budgets. **Action: The Clerk.**

(iv) Parish Council drop ins.

(a) Faster broadband. Further to the well attended drop in held on Tuesday 7 February 2012 the issue would continue to be publicised.

(b) Participatory budgeting. Further to the disappointing drop in held on Tuesday 28 February 2012 at which there had been no attendance, further opportunities would be sought to raise the profile of the issue.

3 Planning.

(i) New applications.

12/00631/FUL single storey rear extension (resubmission 11/05173/FUL), Ashbourne House Hare Lane. **Comments due 17 April 2012.** Further inquiries would be made by councillors Paterson and Brown.

12/00936/FUL, convert outbuilding to provide ancillary accommodation, Wicker House, Wicker Lane, CH3 7EL. **Comments due 16 April 2012.** Further inquiries would be made by councillors D Hughes and Moulton.

(ii) Decision notices.

The Clerk informed none had been received.

(iii) Development control process.

(a) e notifications. The Clerk was continuing to monitor the position. **Action: The Clerk.**

(iv) Community planning.

(a) Parish Plan. (i) Progress report. Cllr Paterson informed a constructive meeting had been held between the group and the Clerk on Saturday 31 March 2012 to consider additional content proposed by the Clerk on behalf of the Council which sought to place the existing recommendations in context. A detailed action plan was to be included showing partners who would be involved in delivering the plan in addition to the Council. The Council would formally adopt the Plan when the action points had been finalised. (ii) Mapping. Further to Cllr Paterson referring to mapping which would be required and advice from the Cheshire Association of Local Councils of the 'Parish Online' resource, which was available at a first year cost of £48.00 (£20pa + £20 one off set up + VAT), the Clerk reported on progress. **Action: The Clerk.**

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

(c) Village Design Statement. There was nothing further to report at this stage.

(d) Neighbourhood Plan.

(i) Co-operation with Mickle Trafford and District Parish Council. This would be revisited in consultation with Mickle Trafford and District Parish Council following the outcome of the Neighbourhood Planning community forum held on 3 November 2011 in Waverton. The comments of Cllr Parker, minuted above, were noted.

(e) Affordable housing. The Clerk reminded Members there had been a series of meetings involving representatives from four of the Parish Councils in the Chester Villages Ward (Christleton, Waverton, Rowton and Littleton) with the aim of considering and identifying the level of need for affordable housing and the scope for development (i.e. what sites were available for development to meet any need) in their parishes.

Guilden Sutton and Mickle Trafford and District Parish Councils had been invited by the Housing Strategy and Enabling Officer (Lesley Bassett) to appoint two or three representatives to join the group to enable a strategic approach to be taken across the whole of the ward. Prior to attending a meeting with the existing group the officer had indicated she would welcome a pre-meeting with representatives of the remaining two parishes to provide an update and enable discussion of any actions/issues in advance. There was a degree of urgency as the existing group had reached a critical stage and would like to meet with Housing Associations very shortly.

The Clerk informed the meeting would take place on Wednesday 11 April 2012 at 2.30pm at HQ in Chester and the Council was invited to nominate representatives. Cllr D Hughes kindly indicated. Any other Members wishing to attend would advise the Clerk. **Action: All Members.**

(f) Housing reform. There was nothing further to report at this stage.

(v) Strategic Planning.

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

(b) Gypsy and Traveller issues.

There was nothing further to report at this stage which would directly affect Guilden Sutton.

(c) Local Development Framework core strategy: Chester Green Belt study drop in session Wednesday 28 March, 2012, The Wesley Church Centre, St John Street, Chester. The Clerk informed he had attended this drop in and had discussed issues with officers. In connection with the review of that part of the Green Belt in Guilden Sutton bounded by the A41 and A55, he had noted a respondent had submitted a detailed case for the retention of the designation and believed this should be supported by the Council. It was noted, in the context of the review, that affordable housing was permitted on exception sites. **Action: The Clerk.**

(d) Report of LDF Panel meeting 27 March 2012. The Clerk reported. The panel had heard the assessment related solely to how well the land immediately around Chester fulfilled the five Green Belt purposes set out in national planning policy. Wider public consultation was to take place at a later stage. It had been stressed the Borough Council had not taken any position on whether to change the Green Belt boundary or not.

Developers and parish councils were being asked whether the Green Belt met the five purposes for including land in the Green Belt which were:

- to check the unrestricted sprawl of large built-up areas.
- to prevent neighbouring towns from merging into one another
- to assist in safeguarding the countryside from encroachment
- to preserve the setting and special character of historic towns
- to assist in urban regeneration, by encouraging the recycling of derelict and other land.

(e) Development control: (ChALC) National planning policy framework. There was nothing further to report at this stage.

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

(g) 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. There was nothing further to add to the understanding this was to be replaced by a Power of General Competence which would require the Council and the Clerk to meet similar tests. (b) General. Members would advise the Clerk should they wish to attend any of the training dates in the early part of 2012 previously circulated. **Action: All Members.** Details of training available throughout 2012 had also been provided by the County Office and circulated by the Clerk. It was noted an Effective Presentations skills workshop was to take place on Tuesday 15 May 2012. The fee would be £150.00. (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 would obtain copies to enable the original to be displayed in the Village Hall. (iii) Quality Forum. It was noted the next meeting would take place on 23 May 2012.

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.

(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.

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. Further to Cllr Paterson indicating that following an inspection, she believed the mesh should be replaced, the unhelpful response from the supplier and to the Clerk informing an estimate had been received from Deva Forge in the sum of £110 for repairs, arrangements were being made to provide the contractor with access to the field. **Action: The Clerk.** Overgrowth to the hedge at the entrance gate was being dealt with.

Action: The Clerk.

(e) Mr J Foreman. The Clerk informed he had thanked Mr Foreman for his hard work in litter picking to clear the ditch.

(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. There was nothing further to report at this stage. (ii) Repair. Further to Cllr D Hughes reporting the need for repairs to a small area of the safety surfacing which had been damaged, the Clerk informing of some damage to a pad and to the Clerk advising a quotation from Mr Phil Davies, an estimate remained outstanding from Play and Leisure. **Action: The Clerk.** (iii) 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 as to a possible replacement playground. **Action: The Clerk.** (iv) Cleansing. Further to the Clerk informing that Messrs S&H Services had retired, an alternative contractor was being approached. **Action: The Clerk.** (v) Annual inspection – Morral Play Solutions. A report was awaited.

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

(d) Grounds maintenance issues. The Clerk had inspected the obstruction of signage by overgrowth and was taking appropriate action. **Action: The Clerk.**

(e) Replacement of safety surfacing. This would be pursued in the event of insufficient funding being obtained to enable a replacement playground.

(f) Possible replacement playground. Further to the Clerk informing he had sought a third quotation to meet the requirements of the grant awarding bodies, this was awaited. **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.

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

(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. The warden had also referred to overgrowing trees. The Clerk would seek to progress the issue. **Action: The Clerk.**

(d) Rights of Way Group. (i) Bank account. Further to Cllr D Hughes reporting £1,300 remained in the account and the decision that the funds should be returned to the Council as a ring fenced reserve to be applied to public rights of way related activities, there was nothing further to report at this stage.

(e) Mid Cheshire Footpath Society. (i) Adopt a Path initiative. Further to the Clerk reporting the receipt of correspondence from the Chairman, Mrs J Ford, suggesting that dedicated groups should walk the named trails in the county, including The Longster Trail between Helsby Hill and Chester, to carry out a systematic survey and to undertake to become guardians of their trail, this had been referred to the Public Rights of Way Warden who was to investigate and report further. **Action: Public Rights of Way Warden**

(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. (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.

The Clerk would seek to progress the issues. **Action: The Clerk.** (iv) Use by horse riders. There was nothing further to report at this stage.

(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. (b) Parish Council contract 2012/13. Further to the Clerk informing he had issued the specification for 2012/13 to the resident contractor and to a second contractor who had approached the Council, the Clerk had previously circulated estimates from both which were given careful and detailed consideration. Members noted that in particular the estimate from the second contractor was more competitive than had been received in the past from contractors outside the village. It was proposed by Cllr Paterson, seconded by Cllr Fisher and agreed that the contract should be awarded to Messrs Gresty on the basis of the estimate which had been submitted including a surcharge should the price of fuel exceed £1.50 per litre during the year. **Action: The Clerk.**

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

(vi) Fox Cover. (i) Landscaping. The need for growth to be cut back from the handrail would be actioned. **Action: The Clerk.**

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

(viii) Cheshire West and Chester Council open space assessment and audit. The Clerk reported briefly following advice from the officer. No detailed assessment was available for the parish but that for Chester Villages ward indicated a short fall in provision for children. The officer had been thanked for kindly providing the information. **Action: Noted.**

(ix) Wild flower meadow. Advice would be sought from Cheshire West and Chester Council as to the possible use of borough council owned land within the parish as a wild flower meadow. **Action: The Clerk.**

7 Public transport.

(i) C27. Cllr Moulton, Local Bus User Contact, advised the new contract would commence on Saturday 19 May 2012. The Clerk confirmed a note would be included in the newsletter when details of the new timetable were known. **Action: The Clerk.**

(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.

(vi) Shelter cleaning. Following the retirement of Messrs S&H Services, the Clerk informed an estimate had been sought from an alternative contractor. It was proposed by Cllr Paterson, seconded by Cllr Moulton and agreed that the competitive annual charge mentioned should be accepted.

8 Highways.

(i) Major schemes.

A55 resurfacing, M53 junct 12 - A55, junct 37. There was nothing further to report at this stage as to whether the intended resurfacing with quieter materials had been completed.

(ii) Issues with highway authority, ownership by Traffic Group. The Clerk would produce an updated list to enable the intended review by the Traffic Group ahead of a meeting to be sought with the Area Highways Manager.

(iii) Current issues

(a) Speed issues. (i) Speed indicator device. The suggestion by Cllr Moulton that the Council should revisit the sites at which the equipment should be deployed would be pursued. Cllr Moulton provided details of possible dates for 2012, including the first week in June. Cllr D Hughes advised against the use of the equipment during this holiday period due to a possible lack of volunteers. This was agreed. The confirmed dates would be pm Monday 23 April to pm Sunday 29 April; pm Friday 29 June to am Tuesday 3 July and pm Friday 7 September to pm Saturday 15 September, 2012. A replacement date would be found for the early June week. (ii) Community speed management. An approach had been made to Mr D Reeves as to a possible presentation followed by questions at this meeting of the Council and Mr Reeves had kindly indicated he would be available for the May meeting. **Action: The Clerk.** Cllr Moulton noted a survey had been promised to assess speeds on Station Lane but was not aware that any action had been taken. Cllr Davis referred to the recent speed of some vehicles on roads within the parish and believed the Police had been less visible.

(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. Further to the comments made at a surgery as to the need for repairs to this unadopted path, there was nothing further to report at this stage.

(f) Parking, Arrowcroft Road. Further to the issue raised at a surgery as to damage to verges, this had been referred to the Area Highways Manager with a request for hard surfacing. The Clerk reported the Section Engineer had inspected the issue in question although unfortunately funding was not available to hard surface the existing grass geogrid area. It was hoped a trial would be possible involving lifting and resetting a small area of grass geogrid which would be resoiled and seeded. Within this area a plastic verge marker would be placed to protect the area being re-established. This may not be successful but would hopefully give a direction as to resetting the remaining geogrid verges or making an application for funding in future years. The Council would be kept informed. The Section Engineer would be thanked. **Action: The Clerk.**

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

(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 which was now proceeding.

(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. Cllr D Hughes referred to the condition of this path which it was understood had been placed in an eight week schedule by Streetscene. This would continue to be monitored. (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 other than that minuted above.

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

(s) Planters. The installation of the planters was awaited. Adopters would be sought for those on Station Lane and Wicker Lane, Cllr Moulton having intimated he would be happy to care for the planter at the reservoir. At the suggestion of Cllr Moulton, the Clerk was ascertaining the advice of the insurers as to volunteers carrying out maintenance. **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.

(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) Fingerpost signs. The signwriter had been requested to proceed following the successful applications to the Ward Members' personal budgets.

A decision would be made in due course as to whether the Church Lane sign should be refurbished as is with the modified finger referring to the church and the public house, now closed or bearing the original legend believed to be 'Guilden Sutton'. **Action: The Clerk.**

(z) Patching, Oaklands. Further to Cllr Paterson expressing concern with respect to renewed 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.

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

(zb) Footways, Oaklands. Further to Cllr Paterson informing as to the condition of the footway at 5-13 Oaklands, this had been brought to the attention of the Area Highways Manager.

(zc) Village access for mobility scooters. There was nothing further to be reported at this stage.

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

(ze) Traffic group. There was nothing further to report at this stage other than that minuted above.

(zf) 20 mph limit. The Clerk reminded Members the approach to possible 20mph limits was to be considered by the Cheshire West and Chester Council Community and Environment Policy Development Board. The initial survey required would be funded by the Ward Members' personal budgets. 12/13 008

Further to Cllr Moulton referring to the extent of parking on Oaklands and suggesting there should be a 20mph limit, the Clerk would progress engagement with the community as to their views on a 20mph limit being sought for the existing 30mph area within the parish. **Action: The Clerk.**

(zg) Damaged verge, Guilden Sutton Lane, adjacent to Messrs Gresty's field. There was nothing further to report at this stage as to reinstatement.

(zh) Ward members' meeting with Area Highways Manager, 14 December 2011. Advice was awaited on the Guilden Sutton issues: junction Guilden Sutton Lane and the A41, speed limits on Guilden Sutton Lane and Wicker Lane, kerbing on Wicker Lane and possible options for a new vehicular entrance to a property on Wicker Lane.

(zi) Fence adjoining school access. Further to Cllr Davis informing that following wind damage the fence had been propped, Cllr Davis advised that after an initial reluctance, prompt repairs were in prospect. Cllr Davis was thanked for his efforts.

(zj) Guilden Sutton Lane: damage to surface. Cllr Paterson reported on the condition of the previous patching opposite the parish playing field. This had been reported to the Section Engineer who was to seek resurfacing in the summer.

(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. A response remained outstanding.

9 Finance:

(i) Income:

Co-operative Bank Interest	£ Statement awaited
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(ii) Payments:

Mrs P Blythe Playing field rent April – June	£ 160.00	
Devaprint Newsletter 148	£ 40.00	
NWN Media Newsletter	£ 23.34 (inc £3.89 VAT)	
ChALC		
Affiliation fee 2012/13	£ 349.80	
Local Council Review	<u>£ 27.00</u>	
	£ 376.80	
Mid Cheshire Ftph Soc Subscription 2012/13	£ 8.00	
Parish Online Mapping	£ 48.00*	
Cheshire Community Action Membership fee 2012/13	£ 50.00	
Clerk		
Salary Jan – March 2012	£ 1,040.24 (net)	12/13 009

HMRC
BR tax Jan – March 2012 £ 260.06

Expenses:

Agreed allowance 2012/13	£ 156.00
Postage:	£ 0.46
Telephone:	£ 5.00
Mileage 41 @ 45p	£ 18.45
Photocopies 368 @ 5p	<u>£ 18.40</u>
	£ 198.31

* future payment

Proposed by Cllr Fisher
Seconded by Cllr Davis
and agreed.

(iii) Balances

Co-operative Bank 1 February 2012	£13,764.16
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Scottish Widows no 1 1 January 2012	£20,210.84
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Scottish Widows no 2 1 January 2012	£ 3,169.31
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(iv) Report on contingency payments

Budget	£ 1,288.00
Payments	£ 0.00

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

(vi) HMRC. The Clerk reported the receipt of the notification to complete the P35 employer annual return.

(vii) Audit Group. Report of meeting held on 28 March 2012. Cllr D Hughes reported. The Chairman, himself and the Clerk had met formally to carry out an interim audit of the accounts for the period 1 October – 31 December 2011. The minute book had been checked and was signed and initialled up to date. The cheque book had been reviewed. All stubs were initialled, no cheques were missing and there were no signed cheques in the book. All bank statements were present for the current and deposit accounts and opening and closing balances agreed. A sample of cheques were checked against the bank statement and were in agreement. A sample of transactions were checked against the cheque book and there were no discrepancies. One voucher for an expenses claim remained to be placed in the file.

(viii) Bank signatories. The Clerk reported that progress was being made with respect to the removal of former councillors Armitage and Bayton from the mandate and the addition of councillors Brown, Davis, J Hughes, M S J Roberts and if possible Cllr W Moulton.

(ix) Budget 2012/13. There was nothing further to report at this stage.

(x) Review of procedures for risk assessment. There was nothing further to report at this stage. Initial consideration of any issues arising would be referred on an ongoing basis to the Audit Group.

(xi) Participatory budgeting. There was nothing further to add to that minuted above.

(xii) Clerk's gratuity. It was noted further guidance was expected at the meeting of the Quality Councils Forum to be held on 23 May 2012.

The Clerk indicated he was content for any payment to be made in 2012/13 to await that advice.

(xiii) External audit.

(a) Future arrangements. The Clerk reported the Audit Commission had announced significant cuts in audit fees for town and parish councils.

This resulted from the procurement of five-year audit contracts to start in 2012/13. The savings from the procurement meant that around half of England's smaller local public bodies with annual income/expenditure of up to £10,000 would now fall into a 'nil fee' band. The savings also meant the fees for other small bodies would be cut by 30%.

Very competitive bids had been attracted from private audit firms, putting the money saved back into the budgets of local bodies. The Commission's scale of audit fees, to be announced in May, would be fixed at the new lower levels for five years.

The firms would be appointed to individual bodies from 1 September this year and begin work on auditing the 2012/13 annual returns early next year. The Audit Commission would consult small bodies before confirming the appointments.

(b) Council Audit. The Clerk informed the Council's audit had been called for 24 May 2012.

10 Environment Services.

(i) Recycling issues. (a) Existing Chester waste collection and recycling contract and replacement Cheshire West and Chester Council 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.** The condition of the steps from Fox Cover to Church Lane, raised by Cllr D Hughes, was being monitored together with that of the steps opposite from Cinder Lane to Church Lane. (b) Litter bin, Fox Cover steps. The renewed request for a litter bin at this location was noted. (c) Regular inspections. 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.

(iii) Dog fouling: (a) Requests for additional bins. There was nothing further to report at this stage. (b) Dog Control Order. There was nothing further to report at this stage as to the proposed borough wide Order. (c) Dog control. There was nothing further to report at this stage following a Member referring to increased fouling in the vicinity of the shops.

(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, the Clerk was progressing a standard proforma to advise individual occupiers as appropriate. This would be issued by the Clerk to 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. There was nothing further to report at this stage.

(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.

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(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) Trees, Oaklands. Further to the removal by the borough council of 2 no trees thought to have died back as a result of damage, further inquiries were being made by the Clerk as to the concern a further tree nearby was now suffering a fungal disease which may have spread from those which had been removed. Cllr Davis believed that severe damage to a number of trees was due to beetle damage elsewhere. **Action: The Clerk.**

(ix) 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.

(x) Trees adjoining footpath 2. There was nothing further to report at this stage with respect to the trees previously reported by Cllr Paterson and to the overhanging branches referred to by Cllr D Hughes.

(xi) Trees adjacent to Summerfield House. There was nothing further to report at this stage, Streetscene having advised the proposed work to the trees adjacent to Summerfield House had been deferred due to lack of funds.

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

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

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

(xvi) Highway tree adjoining 45 Oaklands, basal growth. The Clerk reported the Section Engineer had attended the site and noted basal growth was likely to shoot and spread in the coming month. The basal growth had therefore been cut back. It was hoped visibility would not be a problem this year.

(xvii) Overgrowth, Summerfield Road car park. The continued obstruction of the footway had been referred to the Section Engineer. The Clerk reported a visual inspection had been made by the Section Engineer who had noted there was certainly an overgrowth problem. Property owners would be approached for their assistance and co-operation in resolving the matter.

(xviii) Shrubs, Wicker Lane. Further to Cllr D Hughes referred to shrubs overhanging the footway in the vicinity of The Vicarage and to Cllr Davis referring to the effect on HGVs of an overgrown hedge through their being thrown into the centre of the carriageway, Cllr D Hughes was to visit this area with the Clerk. **Action: Cllr D Hughes/The Clerk.**

(xix) Oaks, School Lane/Oaklands junction. The Clerk reported basal growth on the 2 no oaks at this junction would be monitored by the Section Engineer.

12 Cheshire Association of Local Councils.

(i) Chester Area Meeting.

The Council had responded to the current consultation on future local working arrangements to be introduced by the Association which had been discussed at the Chester Area Meeting on Wednesday 15 February 2012. Member councils had indicated they valued the localness provided by the meeting which enabled Chester parishes to raise issues with other local Chester parishes.

The Association was proposing a borough wide parish conference which would meet twice a year in conjunction with twice yearly events for town and parish councils organised by Cheshire West and Chester Council. The Clerk understood, as Honorary Secretary, that within that there would be the possibility for the Chester Area Meeting to continue to meet if it so wished to consider local issues. He had emphasised the historic involvement of the area meeting with the principal authorities due to the proximity to their offices in Chester which provided an opportunity for public speaking and for issues to be quickly resolved on an informal basis. He believed it was important that any new arrangement must not lose this capacity which was of benefit to both town and parish councils and the principal authority.

The Council's response had supported the issues rehearsed above.

13 Cheshire West and Chester Council.

(i) Community Forums. (a) Chester Villages. There was nothing further to report at this stage. (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) The Clerk informed he had completed the necessary forms following agreement of funding for the proposed projects. The Memorial Garden project would see the repair and refurbishment of the fingerpost and the adjoining period School Lane nameplate. The Public Realm project would see the refurbishment of the Church Lane fingerpost, the notice board at Summerfield Road and the refurbishment of the signpost at Belle Vue Lane/School Lane.

(iv) Community governance review. Community Governance Review committee, Wednesday 21 March 2012. Consideration of and agreement to terms of reference for community governance reviews of Guilden Sutton, Bridge Trafford, Hoole Village, Mickle Trafford, Picton and Wimbolds Trafford. The Clerk reported the committee had confirmed the arrangements. He had used public speaking time to indicate the parish council was happy to engage in such an important review although he had reminded the committee of the busy period between April and May when parish councils had many deadlines to meet. He also maintained that people who were not aware of the detail of the process might pick up on the grouping of the parishes in the reviews and conclude that the aim was for parishes to be amalgamated. He confirmed that Guilden Sutton worked in close collaboration with their neighbouring parish of Mickle Trafford.

The Chairman assured the speakers, which included Cllr R Parkin, Chairman of Mickle Trafford and District, that there was no hidden agenda as to the outcome of the review and that following consultation the views of the local people would be taken into account and would influence the resultant recommendations. The grouping of reviews was only to make the process more efficient.

(v) Hackney Carriage consultation. It was noted any response was required by **16 April 2012.**

(vi) School planning and policy: standardised school year consultation. The Chairman informed of this consultation. It was noted any response was required by **28 May 2012.**

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

15 CPRE. There were no action items to report.

16 Health. There were no action items to report.

17 Policing.

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

(ii) Crime. There was nothing further to report.

(iii) Parking, Arrowcroft Road. Concerns as to continuing inconsiderate parking were minuted above.

18 Newsletter. The reporting forms on the Cheshire West and Chester Council website would be publicised in a future edition.

19 Memorial Garden. There was nothing further to report at this stage.

20 Bulb planting. Members discussed future planting.

21 Parish IT. The need for photographs of Members to complete the web page remained outstanding.

22 Primary School. Cllr D Hughes reported the Travel Group believed there was now more parking by residents in the vicinity of the school. Consideration was being given to the purchase of a banner to encourage considerate parking. There was support for a 30mph limit on Guilden Sutton Lane. It was hoped PC Boulton would be able to assist with road safety training. This was supported by Cllr Davis together with day time lights for cycles. It was agreed an article would be prepared for the newsletter.

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) HM The Queen Diamond Jubilee. Cllr Paterson reported further on the possibility of a 'big lunch' on the Sunday of the jubilee weekend for which the Village Hall had been booked. A £100 grant was available from Cheshire West and Chester Council. Views on possible celebrations were to be canvassed in the newsletter. **Action: The Clerk.**

(ii) Fete. Cllr Paterson informed an evening event was to take place in the Village Hall. The Parish Council was to run the ice cream stall. Cllr D Hughes requested a monthly update.

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 there was nothing further to report at this stage.

28 Enhanced broadband. There was nothing further to add to that minuted above.

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 a heritage event was to take place on 17 April 2012 with a wine tasting on Saturday 26 April. Further to the group having the first option to purchase the building, meetings were to be held during May.

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, there was nothing further to report at this stage.

32 Members Information Items.

Electricity sub stations. Cllr I Brown referred to the condition of some electricity sub stations within the village. This would be brought to the attention of Scottish Power. **Action: The Clerk.**

Cheshire West and Chester Council Adult Care and Health. Cllr Paterson expressed concern there appeared to be a perception by the service that Guilden Sutton was in Ellesmere Port. It was noted this highlighted previous concerns as to the administrative boundaries adopted by public bodies, often without consultation, which disregarded local ties.

33 Information correspondence.

Planning: The Journal of Local Planning - practical guide on the Localism Act for parish and town councils

Leisure services:

Play and Leisure newsletter March 2012; Millennium Greenway update; Invitation to Members to join the Friends of the Greenway on Saturday 21 April at 11am to celebrate their wildlife pond project now nearing completion and provide a chance for the group volunteers to thank councillors and supporters for assisting the Friends.

Finance:

Co-operative Bank special rates for parish councils; Procurement: Stephen Ashton Consulting; Insurance for parish and community councils

ChALC: Granting, exercising and transferring exclusive rights of burial; Cheshire West and Chester Standards committee newsletter; April 2012 newsletter.

NALC: Local Council Review opinion question

Cheshire West and Chester Council:

Members briefings 310 Portas Pilots result; 311 Traffic orders consultation; 312 Standardised school year consultation; 313 Mid Cheshire Line; 314 Avenue Services; 315 Council tax bill 2012/13; 316 New external auditor arrangements; 317 Climate Week; 318 Boundary Commission consultation phase two; 319 Older road users awareness days; 320 Recycle first waste collection; 321 Superfast broadband update; 322 Housing management outsourcing; 323 Budget 2012; 324 School Planning and Policy: proposal for changes to spare seat charges consultation; 325 Data Protection Act; 326 Covanta Energy 327 Doric promotion; 328 Smyle app; 329 Grosvenor Park restoration; Altogether Better weekly update; Awareness days for older road users Fridays 23 & 30 March 2012. Altogether Better Newsletter no 2 & 3; March bulletin for local councils; Partnerships West edition 37 March, 2012.

CPRE: update; Cheshire Viewpoint; Annual report.

Policing Western Rural update 5, 12, 19, 26 March, 2 April 2012

Western Watch: Seasonal message; Information from partner agencies; Door to door and other collections; Crimestoppers promotional leaflet for Home Watch schemes, Homewatch scam warning; Homewatch cold callers at your door; Homewatch update information from partner agencies

Community events: Diamond Jubilee celebrations: Cheshire West and Chester Safety Advisory Group drop in Thursday 22 March 3.30pm- 6.30pm St Mary's Centre, Chester. Advice to organisations and community groups which are planning events such as The Queen's Diamond Jubilee celebrations.

Queen Elizabeth II Fields Challenge - have a field day Big Lunch.

General:

GovKnow: Health and social care conference 29 March, 2012

Localcouncilinfo.com Information for local councils.

Rural Services Network Weekly E mail news digest 12 March 19, 26 March 2012

Sustainable Government newsletter 7 March, 2012; Cutting energy waste with document scanning; Procurement challenges within energy efficiency.

Unlock democracy: Success of proposal to empower town and parish councils.

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 remained outstanding. A Member referred to an outstanding issue and hoped that progress would be possible.

(ii) Steps, Cinder Lane – Church Lane. Further to a Member raising a possible issue concerning these steps, the Section Engineer had advised on action taken.

(iii) Satellite dish. Further to a Member referring to a satellite dish, advice was being sought from the local planning authority.