

Guiden Sutton Parish Council

Minutes of an additional meeting of the Council held on Monday 5 December 2011 in Guiden Sutton Village Hall at 7.15pm.

Chairman: Cllr J Hughes.

Present: Cllrs A Davis, D M Fisher, D Hughes, J Hughes, W Moulton, P M Paterson, M S J Roberts.

1 Procedural matters.

(i) Apologies. There were no apologies.

(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.

There were no declarations.

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.

2 Clerk, Terms and Conditions.

In the absence of the Clerk Members considered a report by the Chairman on behalf of the Audit Group, circulated prior to the meeting, setting out the background to the present review of the Clerk's terms by the Group and to the recommendations which had been made.

The Clerk's contract provided for an annual review of his salary which was linked to a national scale. For a Council the size of Guiden Sutton, the Cheshire Association of Local Councils had confirmed the normal maximum scale point was SCP25.

The Clerk's salary was last reviewed in 2009. As a result of that review the Clerk moved to SCP24 wef 1 April 2009, having previously been on SCP23. There had been no other review in the interim.

The Association had further confirmed that annual progression within the scale was not normally withheld unless performance during the preceding 12 months had been unsatisfactory. This was not the case.

The review had therefore concluded the Clerk should progress to SCP25 wef 1 April 2010.

Recommendation 1. The Clerk should progress to SCP25 wef 1 April 2010 and that arrangements should be made for the arrears to be paid at the January 2012 pay date.

At an earlier stage it had been accepted the Council should consider the award of an additional increment should the Clerk achieve the Certificate in Local Council Administration required for the Council to meet its aspiration of Quality Council status. The Clerk reported to the meeting in May 2010 that he had gained the qualification.

Advice had been sought from the Association as to the position where a Clerk gaining the certificate had already reached the normal maximum of the scale. The advice was the Council was able to award the recognition increment if it was minded so to do.

Members noted the scale on which a Clerk was appointed was primarily intended to reflect the requirements of the Council and not only the experience or qualifications of the Clerk. A Clerk to a larger council where his/her duties would involve the supervision of a small number of other staff would be placed on a higher scale than that appropriate for Guilden Sutton.

Equally, the requirements of a QPC Council where the Clerk was on the scale maximum could be argued to be greater than those of a Council which had not achieved QPC status where the Clerk was in a similar position.

It was therefore believed it would be appropriate for the Council to consider the award of the additional increment.

Recommendation 2:

(a) The Council should consider the award of the additional increment.

(b) Should the Council be minded to agree the Clerk should progress to SCP26 (which would become the maximum of his scale), the date of implementation should reflect the date on which the qualification was achieved viz May 2010.

(c) In the event of (a) and (b) being agreed arrangements should be made for the arrears to be paid at the January 2012 pay date.

The report further included a detailed calculation of the arrears to be paid.

It was proposed by Cllr D Hughes, seconded by Cllr Roberts and agreed unanimously that recommendations 1, 2(a), 2(b) and 2(c) should be agreed.

The Clerk, on returning to the room, thanked Members for their consideration.

Minutes of the ordinary meeting of the Council held on Monday 5 December 2011 in Guilden Sutton Village Hall at 7.30pm.

Chairman: Cllr J Hughes.

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

In attendance: Cllr S Parker Cheshire West and Chester Council, PC R Boulton.

1 Procedural matters.

(i) Apologies. There were no apologies.

(ii) Declarations of interest.

Members were reminded that they should declare any personal interest which they had in any matter or item to be considered at the meeting. Any declaration must be made before the matter, or item, was considered or as soon as the Member became aware a declaration was required. Similarly, if the interest was also a prejudicial one, this must be declared and the Member must leave the room after making a statement should they so wish under clause 12 (ii) of the code. Declarations were a personal matter for each Member to decide. The decision to declare, or not, was the responsibility of the Member based on the particular circumstances.

Cllr D Hughes declared a personal and prejudicial interest in planning application 11/04934/FUL, first floor side window (obscured) 47 Oaklands CH3 7HE by virtue of being the applicant.

Cllr M S J Roberts declared a personal interest in application 11/05110/FUL, resurface driveway, installation of Acodrains & excavation of soakaway, 117 Oaklands CH3 7HG by virtue of occupying an overlooking property.

(iii) Confirmation of the minutes of the ordinary meeting of the Council held on Monday 7 November 2011.

The minutes of the ordinary meeting of the Council held on Monday 7 November 2011 were proposed by Cllr D Hughes, seconded by Cllr P M Paterson and agreed as a correct record.

(iv) Vacancy vice Cllr M Lloyd-Kerfoot. The Clerk reported Cllr Moulton had kindly returned a duly completed register of interests within the due time period.

(v) Dates of future meetings:

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.

(vii) UK Youth Parliament. There was nothing further to report at this stage.

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

(ix) Reimbursement of Members' expenses. Further to the Council agreeing to reimburse mileage at the current tax free HMRC rate and actual travel and subsistence incurred on official business subject to the submission of receipts where possible, the interim approach to dependent carers' costs would be reviewed in June 2012 following the interim six month period.

(x) Late information report 5 December 2011. The late information report for the current meeting was received and noted.

2 Community engagement.

(i) Public speaking time.

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PC R Boulton. PC Boulton referred to the speed of traffic on Guilden Sutton Lane and Station Lane. A Member reported renewed parking on Hare Lane during the hours of darkness without lights and noted the national speed limit applied. A further Member referred to the parking of commercial vehicle without lights on Guilden Sutton Lane. A Member referred to damage to a vehicle on the Oaklands estate. It was noted a theft had been reported at the most recent Police surgery. Cllr Paterson suggested the need for children to display lights whilst riding cycles might be raised at the Primary School. Cllr Moulton referred to the introduction of the new 101 number for reporting non urgent police matters. PC Boulton responded further to Members and was thanked by the Chairman for his attendance.

Cllr S Parker. Cllr Parker informed there would be considerable change during the next 12 months. The Localism Act, which had received Royal assent, would confer more authority on town and parish councils to influence issues in their area. The Local Development Framework would provide an overall view of development. What was required in Guilden Sutton would differ from that which was required in the urban area. The Act would lead to far reaching changes in planning and Standards issues. The Council would also be able to determine the future provision of Streetscene services. The intended meeting with the Area Highways Manager was yet to take place but would be progressed. The two ward Members intended to fund one grit bag per parish from their personal budgets. Cllr Parker informed he had represented the case of Chester Villages at the Boundary Commission hearings. Cllr Parker responded further and was thanked for his attendance.

(ii) Report of surgery held on Saturday 3 December 2011. Councillors Fisher and Roberts had presided. Cllr Roberts reported issues raised had included the parliamentary constituency boundary review and traffic issues at the reconfigured roundabout on the A41 in Boughton Heath.

It was agreed councillors Davis and Brown would preside at the surgery to take place on Saturday 7 January 2012.

(iii) Badges. The Clerk informed he had ordered a supply of 10 no lanyards at a cost of £4.40.

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

(v) Drop in: Boundary Commission for England 2013 review of Parliamentary constituencies. Cllr Paterson and the Clerk reported on the drop in which had been held on Tuesday 29 November, 2011. This had been attended by seven members of the public, including two teenagers, all of whom supported the Council's stance that Guilden Sutton should remain part of the City of Chester Constituency.

(vi) Scottish Power: SP Energy Networks. Cllr Fisher reported that having been contacted by the Clerk he had responded to this research conducted by consultants on behalf of SP Energy Networks. SP Energy Networks was responsible for the distribution and maintenance of power to Guilden Sutton. Should there be a power loss residents would need to contact Scottish Power and not the organisation they paid their bill to.

The research, by telephone interview of stakeholders, covered the Council's needs and expectations of SP Energy Networks and the information the Council believed it would be useful to receive from them in a power loss situation. Questions also included whether the Council felt vulnerable people in the parish needed more support, for example. **Action: Noted.**

(vii) Parish Council budget drop in, Tuesday 13 December 2011, 7.30pm, Village Hall. The Clerk informed this consultation would take place to inform decisions on the budget for 2012/13 to be taken at the January meeting. The event had been advertised in the newsletter and was being promoted on the web site.

3 Planning.

(i) Current/new applications.

11/02870/FUL Proposed detached dwelling, The Vicarage Wicker Lane CH3 7EL. Amended proposal. Members noted the case officer's report which had been circulated by the Clerk. This had recommended approval.

11/04381/FUL single storey front extension, Westcroft, Station Lane CH3 7HD. **Cllr Fisher** reported. No objection had been raised.

11/04901/FUL single storey rear extension, Windy Nook, Belle Vue Lane CH3 7EJ. Resubmission of 11/01832/FUL. **Cllr Paterson** reported. No objection had been raised.

11/04934/FUL first floor side window (obscured), 47 Oaklands CH3 7HE. **Cllr Roberts** reported. No objection had been raised.

11/05110/FUL, resurface driveway, installation of Acodrains & excavation of soakaway, 117 Oaklands CH3 7HG. Further inquiries would be made by Cllr D Hughes. **Action: Cllr D Hughes.**

11/05173/FUL, single storey rear extension, Ashbourne House Hare Lane CH3 7ED. Further inquiries would be made by Cllr Paterson. **Action: Cllr Paterson.**

10/04083/FUL, change of use of agricultural land to caravan and camping site to include shop, reception, office, three amenity blocks and associated landscaping and road works, land At Rose Manor Farm Warrington Road Mickle Trafford. The Clerk informed this application would shortly be determined by the local planning authority. The Council had objected on Green Belt grounds at an earlier stage. **Action: Noted.**

(ii) Decision notices.

11/02870/FUL proposed detached dwelling, land at The Vicarage, Wicker Lane, CH3 7EL. Planning permission.

1/02922/FUL single storey rear extension, single storey front extension and extension to garage roof, 4 The Vetches CH3 7HL. Planning permission.

11/05081/TPO crown cleaning and cutting back of overhanging branches, 5 School Lane CH3 7ET. Application permitted

(iii) Development control process.

(a) e notifications. The Clerk was continuing to monitor the position as to e notifications of applications and decisions. **Action: The Clerk.** The local planning authority had been thanked for the decision to inform the Council electronically of planning applications within the parish in advance of hard copies being received which enabled Members to indicate if they were available.

(b) Enforcement protocol. The Clerk reported this new protocol had been drawn up by the local planning authority setting out the circumstances in which action would and would not be taken. He would endeavour to procure a copy for circulation to Members. **Action: The Clerk.**

(c) Solar panels. Further to a Member referring to solar panels fitted to front roof slopes, advice was being sought from the local planning authority by the Clerk. **Action: The Clerk.**

(iv) Parish Plan. (a) Progress report. Cllr Roberts reported further. Cllr Paterson referred to funding for mapping which would be required and referred to advice from the Cheshire Association of Local Councils. This would be revisited at the January meeting. (b) Christleton Community Plan. There was nothing further to report at this stage.

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

(vi) Neighbourhood Plan.

(a) 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.

(vii) Strategic Planning.

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

(b) Gypsy and Traveller issues.

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

(ii) Cheshire West and Chester Council: shortlisted sites on council owned land. The Clerk informed that propose sites in Saughall and Neston included in the short list would not now proceed.

(c) Local Development Framework core strategy.

The Clerk reported that at a meeting of the Panel on 28 November 2011, which he had attended, Members had noted the purpose of the Green Belt within the borough and future polices which might apply. The Chairman of Mickle Trafford and District Parish Council and the Chester District planning coordinator of the CPRE had been among a number of public speakers.

Separately, the Panel had been informed of the progress made to date on the Green Belt Study for Chester. The aims of this study were to assess whether the Green Belt land around the urban area of Chester met the purposes of including land within the Green Belt as defined in Planning Policy Guidance Note 2 'Green Belts' and to provide an evidence base to assist with the decision making process to establish whether or not there was a need to redefine the boundary of the Green Belt around Chester, including Guilden Sutton.

The Green Belt around the city had been divided into 10 parcels, each of which had been assessed. The Panel felt it was essential that an informed process was carried out to ensure that people were happy with the assessment made and suggested a short consultation should be carried out, targeted at particular stakeholders, to allow them to feed into the process.

It was noted that although development was being carried out in Chester, sustainable growth was required in the city in the future. In order to revise the Green Belt, very special circumstances still needed to be present before anything could be changed.

Councillors had asked whether the borough's needs could be met by brownfield sites alone and a visiting Member had pointed out that generally Chester wanted low growth. Another Member believed that instead of looking at Green Belt for the Chester area, the study should be extended to look at the stock of brownfield sites across the whole borough. It had been suggested that local people wanted to retain the Green Belt around Chester to preserve the core of the city. Greater consultation over a longer timescale was asked for.

Members supported, as a priority, a need for an understanding of brownfield land capacity across the borough to supplement the urban capacity work for Chester. It was suggested that both studies were taken together to a future meeting of the Panel.

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

(e) Chester One City Plan. The Clerk informed the final One City Plan and a Delivery Plan were scheduled to be ready in early 2012.

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 advise the Clerk should they wish to attend any of the training dates in the early part of 2012 previously circulated. **Action: All Members.**

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

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

(iv) Quality Forum. The Clerk informed the meeting of the Quality Councils Forum due to have taken place on 23 November 2011 at 6pm at the Fire Service Headquarters, Winsford would now be held on Wednesday 22 February 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. An inspection would be made by the Clerk following the specific request for growth on the hard surface to be removed. Further to measures to control ivy to the rear boundary being discussed with the grounds maintenance contractor, there was nothing further to report at this stage. The emptying of the litter bin by Cheshire West and Chester Council was being kept under review.

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

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

6 Leisure Services

(i) Children's Playing Field:

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

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

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

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

(ii) Children's Play Area.

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

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

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

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

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

(f) Possible replacement playground. The Clerk informed that, as agreed by the Council, he had approached two national suppliers to provide quotations for the replacement of the existing playground. Information had also been requested as to the assistance which would be available with fundraising. Taking account of the significant difference in cost between the proposals, which reflected the higher quality of the equipment proposed and significantly enhanced play value compared with the existing in one case; the assistance available with fundraising; ongoing maintenance and repair services and interest in following through with the renewal of the safety surfacing only should fundraising be insufficient, the Clerk sought approval for further informal discussion with one of the two potential suppliers. Cllr D Hughes argued that if the project progressed, three suppliers should be approached to quote to a detailed specification. 11/12 117

Cllr Fisher believed that although a general specification could be drawn up, previous experience demonstrated that a detailed specification could not be achieved as each suppliers' equipment differed. It was agreed this aspect would be revisited if necessary and that in the meantime, the Clerk should be authorised to undertake further informal discussions as he had outlined. This was agreed.

(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 Public Rights of Way Warden had advised the fallen tree on the route had been dealt with.

(b) Footpath 2: (i) Clearance and sweeping. Overgrowth would continue to be reported to Cheshire West and Chester Council. **Action: The Clerk.** Members would advise the Clerk of any other areas of concern of which they became aware. **Action: All Members.** (ii) Complaint. Further to a Member referring to the condition of the steps on which a member of the public had suffered an accident and to a site meeting with Cllr S Parker and officers on 3 August 2011, the Clerk would carry out an inspection to determine if the handrail had been extended further down the slope as had been suggested. **Action: The Clerk**

(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.

(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. Further to the Clerk reporting the receipt, by correspondence dated 15 October 2011 of an inspection report of paths in the parish, the report was being provided to the Public Rights of Way Warden. **Action: The Clerk.**

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

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

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

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

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

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

(viii) Cheshire West and Chester Council open space assessment and audit. Further to the Clerk reporting a briefing note had been issued which listed key issues arising from the audit and to the Clerk pursuing any detailed recommendations which had arisen for Guilden Sutton following his discussions with the consultants, the Clerk informed he had pursued the finding that amenity space within the parish was said to be adequate. He would report further. **Action: The Clerk.**

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

7 Public transport.

(i) C27. The Chairman informed of the receipt of copy correspondence from Mr John Browne, 24 Summerfield House, as to possible changes to the C27 service and options for the diversion of other services to enhance the service to the village. Councillors Roberts and Moulton reported further as to the withdrawal of the present subsidy from April 2012. It was noted there was a risk some existing C27 services could be lost. Cllr D Hughes suggested there should be a drop in to engage with the community on the issue. Cllr Paterson referred to the Christleton school bus service. It was agreed the Clerk should send an appropriate response to Mr Browne as to the history. **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.

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. The suggestion by Cllr Moulton that the Council should revisit the sites at which the equipment should be deployed would be pursued. Further to Cllr D Hughes inquiring as to the advice which was available should Members be approached, the Cheshire West and Chester Council protocol had been obtained by the Clerk. (ii) Community speed management. Further to the Clerk drawing attention to information relating to community speed management drawn from the August 2011 Town and Parish Councils Bulletin issued by Cheshire West West and Chester Council and to the Clerk contacting the officer concerned with a view to seeking a presentation to the Traffic Group and to representatives from Mickle Trafford and District Parish Council, the Clerk informed it was now proposed there should be a presentation on 18 or 19 January 2012 for Guilden Sutton at which Mickle Trafford and District would be represented if this was possible. Cllr D Hughes informed he would be available either date. **Action: The Clerk.**

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

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

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

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

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

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

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

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

(j) Road signs. Members would advise the Clerk if they became aware of any road signs in and around the village which were obscured by vegetation. Further to the concern expressed by Cllr D Hughes as to the condition of a School Lane nameplate at the war memorial, for which an estimate of £45 had been accepted, this work would await the intended refurbishment of the signpost.

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

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

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

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

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

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

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

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

(s) Planters. Further to the highways authority being informed the preferred locations were thought to be at the Guilden Sutton boundary signs at Guilden Sutton Lane and Wicker Lane and in the grass verge opposite the properties on Station Lane, the Clerk was to attend a site meeting with officers from Streetscene. Details had been sought separately of the cost of planters favoured by Helsby Parish Council. The Clerk reported the cost appeared to be in the region of £450 per planter. Cllr D Hughes inquired as to the future maintenance of the planters should they be provided. Cllr Brown kindly undertook to make further inquiries of Helsby Parish Council. **Action: Cllr Brown.**

(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.

Cllr D Fisher
 Mileage
 Neighbourhood Planning seminar
 Waverton 3 November 2011
 (two passengers)
 11 miles @45p £ 4.95

Royal British Legion
 Wreath donation £ 18.00

Devaprint
 Newsletter 145 £ 40.00

Mrs P Blythe
 Playing field rent
 January - March 2011 £ 160.00

Clerk

Expenses

September arrears
 (previously approved, cheque not written)
£ 32.45

Current

Postage £ 0.46
 Mileage
 32@45p £ 14.40
 Copies
 436@5p £ 21.80
£ 36.66

Total £ 69.11

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

(iii) Balances

Co-operative Bank
 21 October 2011 £16,541.10

Scottish Widows no 1
 1 October 2011 £20,210.84

Scottish Widows no 2
 1 October 2011 £ 3,167.32

(iv) Report on contingency payments.

Budget: £ 1,228.00
 Payments: £ 0.00

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

(vi) Payment of employees, revised HMRC guidance. There was nothing further to report at this stage.

(vii) Audit Group. Cllr D Hughes reported the Audit Group had met on Wednesday 30 November 2011 to consider the Council's accounts and procedures during the period July-September 2011. The minute book had been checked and was signed and initialled up to date.

Cheque books were reviewed and a sample of payments authorised were checked against the payments file. The cheque books were found to be in order. A sample of cheques written were checked against the bank statements and were correct. All bank statements were provided for the Co-operative Bank current account and for the two Scottish Widows accounts. A sample of transactions were also checked against the income and expenditure book. The bank reconciliation prepared by the Clerk was agreed after the correction of a typing error.

The group concluded the second interim audit for the current financial year was satisfactory.

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

(ix) Budget 2012/13. The Clerk provided preliminary papers as to the 2010/11 out turn, expenditure to date in 2011/12 and a forecast out turn as at 31 March 2012. The figures would be further refined for the budget drop in to be held on Tuesday 13 December 2011. The outcome of that consultation would inform the proposals to be considered by the Chairman, Vice Chairman and Clerk in the preparation of recommendations to be brought to the January meeting.

(x) Participatory budgeting. Cllr D Hughes suggested an allocation of £500 should be included in the budget for 2012/13 to be allocated in response to community engagement. Cllr Hughes suggested that as a preliminary step, a drop in should be held to raise the profile of the procedure and to seek views. This was agreed.

10 Environment Services:

(i) Recycling issues. (a) Existing Chester waste collection and recycling contract and replacement contract/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. Cllr Paterson referred to the presence of wet leaves on the footway on Guilden Sutton Lane. **Action: All Members.** (b) Litter pickers. Further to litter picking equipment kindly being provided by Streetscene, together with associated paraphernalia for distribution to Members, the Clerk was expressing the Council's thanks. **Action: The Clerk.** (c) Streetscene. There was nothing further to report at this stage as to the outcome of the site meeting which had taken place on 3 August 2011 at which all problem areas had been visited and actions proposed. (d) Litter bin, Fox Cover steps. Further to the request made at the September surgery for a bin to be provided at the head of the Fox Cover steps, which had been referred to Streetscene, the Clerk had yet to be notified of the outcome of the proposed inspection. (e) 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. The Clerk informed there was nothing further to report at this stage. Further to the receipt of correspondence from Mr Russell Dorricott, 1 Oaklands as to dog fouling, the Clerk informed a substantial note had appeared in the newsletter distributed on Thursday 24 November, 2011. (c) Dog control. The Clerk informed of an incident on Belle Vue Lane. The complainant had contacted the Council that morning and had received prompt advice. With the agreement of the complainant, details had been provided to Cheshire West and Chester Council animal health, with a request the complainant should be contacted and the Council informed and to PC Boulton. PC Boulton had attended shortly after commencing duty that afternoon. The response from Cheshire West and Chester Council was awaited. It was noted the third party had been identified. An appropriate note had been added to the newsletter asking owners to be conscious of pedestrians and other dogs and to keep their dog under control. The complainant had also mentioned the matter at the surgery held on Saturday 3 December 2011.

(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.

1 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, a standard proforma was being produced by the Clerk 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.
- (v) Hedge, opposite play area. There was nothing further to report at this stage as to the assurance the hedge would in future be cut by the Borough Council.
- (vi) Hedge, off Belle Vue Lane. Further to Cllr Fisher informing of the proposal by an adjoining occupier to remove a length of hedge adjoining footpath 2 and to plant a replacement of native species, there was nothing further to report at this stage.
- (vii) Sycamore, Memorial Garden. There was nothing further to report at this stage as to the major fork which was a potential issue and had been due to be reinspected.
- (viii) Hedge off Hill Top Road. There was nothing further to report at this stage following the hedge having been reduced as a result of the site meeting held with Streetscene on 3 August 2011.
- (ix) Trees adjoining footpath 2. There was nothing further to report at this stage.
- (x) Trees, Oaklands. The Clerk informed these had been removed.
- (xi) Trees adjacent to Summerfield House. The Clerk informed an update was being requested from Streetscene as to the proposed work to the trees adjacent to Summerfield House. **Action: The Clerk.**
- (xii) Pruning of verge trees. Further to a Member expressing concern at the pruning of trees in a highway verge and to the issue being raised at a site meeting with the Area Highways Manager, there was nothing further to report at this stage.
- (xiii) Trees, rear of Oaklands. There was nothing further to report at this stage.
- (xiv) Satellite reception, trees, the dell. There was nothing further to report at this stage.
- (xv) Overgrown tree, Oaklands/Porters Hill area. Cllr D Hughes would visit this area with the Clerk. **Action: Cllr D Hughes/The Clerk.**
- (xvi) Cheshire Landscape Trust. The Clerk reported the receipt, by correspondence dated 4 October 2011, of information with respect to the uncertainty of the Trust's future funding and seeking the Council's views as to possible options for financial support. It was agreed the Council would welcome the availability of corporate membership with an annual subscription of £50.00
- (xvii) Hedge, Porters Hill. Further to a Member referring to the removal of a hedge adjoining the footway close to the memorial garden and preparations for brickwork, it was noted a wall had been erected.

12 Cheshire Association of Local Councils.

- (i) Chester Area Meeting.

The Clerk informed the next meeting would take place at HQ on Wednesday 15 February 2012. There would be a presentation by Mr Steve Robinson, Chief Executive of Cheshire West and Chester Council. As Honorary Secretary he believed it to be important that all member councils sent representatives.

13 Cheshire West and Chester Council.

(i) Community Forums. (a) Chester Villages. Cllr Parker had previously indicated that a Chester Villages Community Forum would be held in the New Year. (ii) Inaudibility of proceedings. See (vi) beneath.

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

(iii) Budget consultation. A link to this consultation had been circulated by the Clerk. It was noted the closing date for comments was 15 December 2011.

(iv) Grant assistance to St John's Churchyard 2011/12. This grant application had been progressed with the assistance of the Parochial Church Council. The Clerk was pleased to report a grant of £250 had been obtained.

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

(vi) Locality Working scrutiny committee. There was nothing further to report at this stage as to the Clerk referring at the meeting held at HQ on Thursday 27 October 2011 to the audibility issue previously mentioned by Cllr Moulton.

14 Cheshire Community Action. It had not been possible for the Council to be represented at the annual general meeting which had taken place on 23 November 2011 at Reaseheath College, Nantwich.

15 CPRE. Guide on responding to planning applications. Further to the Clerk seeking sufficient copies for each Member, advice was awaited from the County Office.

16 Health. There were no action items to report.

17 Policing.

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

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

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

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

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

8 December 2011 to publicise the budget drop in.

19 Memorial Garden. (i) Overgrowth. Further to Members reducing the overgrowth and to Messrs Gresty being requested to remove the arisings, the Clerk believed this had been done prior to Remembrance Sunday. (ii) Remembrance Sunday. The Vice Chairman had officiated so far as the Council was concerned in the unavoidable absence of the Chairman. The Clerk had swept the area immediately prior to the service.

20 Bulb planting. Further bulbs had been planted at the school by Cllr D Hughes and schoolchildren.

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

22 Primary School. Cllr D Hughes reported further. Members were welcome to join the Christmas Fair to be held on 6 December 2011.

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. HM The Queen Diamond Jubilee. There was nothing further to report at this stage.

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. It was noted construction was in progress. The Clerk informed he had been contacted by an occupier in Guilden Sutton Lane as to lack of consultation.

28 Enhanced broadband. The Clerk would progress a note in the Newsletter and a community engagement event in the New Year. **Action: The Clerk.**

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

30 Guilden Sutton Methodist Church. Cllr Paterson reported further.

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

32 Members Information Items.

Information items had been raised during the course of the business.

33 Information correspondence.

Leisure Services: Friends of the Millennium Greenway.

Highways: commercial rock salt supplier.

Finance: Co-operative Bank special rates for parish councils.

ChALC/NALC.

Local Council pension payments - legal update; Ordnance Survey survey, response required by Friday 9 December 2011; Consultation on the technical reform of council tax. Comments required by 15 December, 2011; Quality Parish Councils stationery discount with Messrs Shaw and Sons; possible model grass cutting contract; E bulletin 11 November 2011; Localism Bill receives Royal Assent; Cheshire Association newsletter; E bulletin 25 November 2011.

Cheshire West and Chester Council Members briefing notes 267-268, Adult social care and health, Extra care housing stock; Training for walk leaders; Tenant consultation strategy; Gypsies and Travellers frequently asked questions; correspondence per Cllr S Parker re Localism Act; November bulletin for Parish Councils; Partnerships Bulletin edition 33; Members briefing 271 cashless parking and automatic number plate recognition trial; Members briefings 273 - 277 community budget trial; technical reform of council tax; housing strategy for England; support for voluntary, community and faith sectors; supporting social enterprise.

CPRE: Countryside Voice Winter 2011.

Policing: Rural Inspector's Updates 7, 14 November, 2011; PC Boulton November newsletter; Rural Inspector's weekly newsletter 21, 28 November 2011. New 101 police telephone number.

Western Watch: Police Inspector's Updates 7 and 14 November 2011; Doorstep crime; Rogue traders; Door to door and other collections; Scam warning for users of Paypal and Skype; Seminar on fire safety and the role of the magistracy, Ellesmere Port Fire Station 6.15pm Monday 5 December; Local News; Rural Inspector's Updates 21, 28 November 2011.

Cheshire West Citizens Advice Bureau: impact report.

Clerks and Councils Direct November 2011.

General:

Historic Towns Forum: newsletter November 2011.

Localcouncilinfo.com Localism Bill.

Rural Services Network; Weekly News Digest 7, 14 November, 2011; Survey of Neighbourhood Planning; Rural Services Network: weekly news digest 21, 28 November 2011.

Sustainable Government: Preventing data leakage in the public services; Making sustainability common sense; Chancellor to reassess private finance initiatives; Will escalating fuel prices drive the UK economy off the road; Is Osborne's £30bn Infrastructure boost enough to kick-start Britain's economy.

North Housing - Northern Voice.

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.

(ii) Noise from commercial premises. There was nothing further to report at this stage.

35 Clerk: Terms and conditions. Further information having been presented to Members at the meeting of the Council held earlier in the evening, a satisfactory resolution had been achieved.