

Guiden Sutton Parish Council

Minutes of the ordinary meeting of the Council held on Monday 9 January 2012 in Guiden 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 from Members.

An apology was received and noted from Cllr Margaret Parker. The Clerk informed that Cllr Margaret Parker, who was also a Mickle Trafford and District parish councillor apart from her Cheshire West and Chester Council commitments, was concerned that due to that Parish Council's meetings invariably being on the same night as Guiden Sutton, she had been less visible than she would otherwise have wished. The Clerk had assured Cllr Parker the Council would be pleased to see her on other occasions such as the monthly surgeries or drop ins. **Action: Noted.**

(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 W Moulton declared a person interest in application 11/05659/FUL single storey extension to rear of dwelling 5 Moorcroft Crescent CH3 7HA by virtue of being a near resident.

(iii) (a) Confirmation of the minutes of the additional meeting of the Council held at 7.15pm on Monday 6 December, 2011. The minutes of the additional meeting of the Council held on Monday 6 December 2011 were proposed by Cllr M S J Roberts, seconded by Cllr W Moulton and agreed as a correct record.

(iii) (b) Confirmation of the minutes of the ordinary meeting of the Council held at 7.30pm on Monday 6 December, 2011. The minutes of the ordinary meeting of the Council held on Monday 6 December 2011 were proposed by Cllr P M Paterson, seconded by Cllr D Hughes and agreed as a correct record.

(iv) Dates of future meetings:

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

(v) Code of Conduct. There was nothing further to report at this stage.

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

(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 9 January 2012. The late information report for the current meeting was received and noted.

(x) Traffic Group membership: Cllr W Moulton. The Clerk reminded Members that at the time the group was formed prior to Cllr Moulton's co-option, Cllr Moulton had indicated an interest.

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As the Council had a policy of encouraging Members' involvement in its work, he recommended that Cllr Moulton should be appointed to the group. This was agreed unanimously.

2 Community engagement.

(i) Public speaking time.

R Hibbert Esq, Chairman, Cheshire Quality Council Accreditation Panel. Mr Hibbert congratulated the Council on achieving Quality Status and kindly highlighted aspects which had impressed the panel including the Newsletter, excellent use of IT through the hosting of a web log, engaging with local people through Councillors' Surgeries and forging strong links with the community and voluntary sectors. The excellent average attendance had been a further issue. He believed it was very unusual for no comments to be offered to a council. Mr Hibbert was thanked for his attendance by the Chairman.

Cllr D Hughes reiterated the Council's thanks to the Clerk for his work in preparing the portfolio.

PC R Boulton. PC Boulton reported on current issues. Cllr D Hughes referred to the practice of a vehicle parking on Guilden Sutton Lane without lights. PC Boulton responded further to Members' questions and was thanked by the Council for his attendance.

Cllr S Parker. Cllr Parker reported on current issues. The borough council had been successful in becoming a national pilot for a scheme of community budgets which could see ward members becoming local executives for the delivery of public services. Proposals had been put forward for a system of special expenses to deal with three aspects of double taxation. Most council tax payers in parished areas would pay slightly less. The Cllrs Parker had met the Area Highways Manager with the Clerk on Wednesday 14 December 2011 to discuss a number of issues in Chester Villages. The Clerk was present for those relating to Guilden Sutton. These included the ongoing issue at the junction of Guilden Sutton Lane and the A41; the speed limits on Wicker Lane and Guilden Sutton Lane, kerbing on Wicker Lane and possible options for a new vehicular access to a property on Wicker Lane. Cllr Paterson referred to a letter on behalf of control staff at Cheshire Fire and Rescue Service, circulated by the Clerk, which raised concerns as to a proposed regional fire control centre. Cllr Parker kindly agreed to ascertain the views of the Cheshire West and Chester Council representatives to the Fire Authority.

(ii) Report of surgery held on Saturday 7 January 2012. Councillors Davis and Brown had presided. Cllr Brown reported. The condition of the unadopted path at the rear of Cathcart Green had been raised. The Clerk informed this had previously been raised with the highway authority which believed adjoining householders would be adversely affected by adoption to the required standard. At the time it had not been possible to contact the original developers.

Action: Noted.

(iii) Badges. Members were provided with lanyards from the supply ordered by the Clerk.

(iv) 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 would await a bid to the Ward Members' Personal Budgets. **Action: The Clerk.**

(v) Parish Council budget drop in, Tuesday 13 December 2011, 7.30pm, Village Hall. This consultation had taken place to inform decisions on the budget for 2012/13 to be taken at this meeting. The event had been advertised in the newsletter and had been promoted on the web site. It was disappointing that no members of the public had attended. The Clerk informed he had dealt with an inquiry from a resident relating to the allocations for grounds maintenance and lengthsman services provided by Messrs Gresty and their auditing and monitoring. The enquirer had been satisfied.

It was noted that Cllr D Hughes was proposing separate drop ins on superfast broadband and participatory budgeting in the New Year. Proposed dates were Tuesdays 24 January and 21 February 2012.

3 Planning.

(i) Current/New applications.

11/05110/FUL, resurface driveway, installation of Acodrains & excavation of soakaway, 117 Oaklands CH3 7HG. Cllr D Hughes reported. No objection had been raised. A note on the requirement for a planning application where areas of non permeable surfacing exceeded a specified threshold would be included in the newsletter. **Action: The Clerk.**

11/05173/FUL, single storey rear extension, Ashbourne House, Hare Lane CH3 7ED. Cllr Paterson reported. The following response had been made:

The site lies in an area designated as Green Belt in the Chester District Local Plan. Cumulatively, given the previous extension to the dwelling, the LPA is asked to consider if the extension amounts to a disproportionate addition over and above the original dwelling which represents inappropriate development as defined in Planning Policy Guidance Note 2. In that event and in the absence of any very special circumstances having been demonstrated to set aside the national and local policy presumption against granting permission for inappropriate development, the Council would object as it would believe the proposal to be contrary to the provisions of PPG2 and to policies ENV66 and HO8 in the Chester District Local Plan.

In the event the LPA is minded to grant approval, it is asked to be satisfied the proposal is in accordance with the submitted plans.

This was agreed. It was noted the application had been refused on Green Belt grounds.

11/05659/FUL single storey extension to rear of dwelling 5 Moorcroft Crescent CH3 7HA. Cllr Fisher reported. Given there were other similar extensions in the locality, he recommended there should be no objection subject, if necessary, to a Party Wall Act informative to the applicant. This was agreed.

(ii) Decision notices.

11/04381/FUL single storey front extension, Westcroft, Station Lane CH3 7HD. **Cllr Fisher.** Planning permission.

11/04901/FUL single storey rear extension, Windy Nook, Belle Vue Lane CH3 7EJ. Resubmission of 11/01832/FUL. **Cllr Paterson.** Planning permission.

11/04934/FUL first floor side window (obscured), 47 Oaklands CH3 7HE. **Cllr Roberts.** Planning permission.

11/05110/FUL, resurface driveway, installation of Acodrains & excavation of soakaway, 117 Oaklands CH3 7HG. **Cllr D Hughes.** Planning permission.

11/05173/FUL single storey rear extension, Ashbourne House, Hare Lane CH3 7ED. **Cllr Paterson.** Application refused

(iii) Development control process.

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

(b) Enforcement protocol. Further to the Clerk reporting 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, a copy would be circulated to Members. **Action: The Clerk.**

(c) Solar panels. Further to the inquiry by a Member, the Clerk advised the local planning authority was taking the view that under a Permitted Development Order introduced by the Government in 2008 relating to the micro generation of renewable energy, there were no issues with solar panels being installed on properties from which permitted development rights had been removed when planning permission was originally granted. A planning application could only be required if the Order was lifted as part of any approval and it followed, they believed, that as the Order was not in existence at the time planning permission was granted for the Oaklands estate, it could not therefore be lifted. In that case the permitted development rights it conferred applied and a planning application was not required. **Action: Noted.**

(iv) Network Rail communications mast, Guilden Sutton Lane. The Clerk informed an inquiry had been received from Great Boughton Parish Council as to whether or not this Council had been consulted by the local planning authority. An appropriate response had been made.

(v) Parish Plan. (a) Progress report. Cllr Roberts reported further. (b) 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 modest cost, it was agreed this would be progressed at the February meeting. **Action: The Clerk.** (c) Christleton Community Plan. There was nothing further to report at this stage.

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

(vii) 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.

(viii) Affordable housing for local and rural communities in the Chester area - Arley Homes. The Clerk reported the receipt of correspondence, dated 2 December 2011, from Arley Homes with respect to a possible initiative to provide affordable housing within the parish and suggesting a possible meeting. Members recognised this would be an issue for the emerging parish and neighbourhood plans. It was agreed that no action should be taken at this time. The correspondence would be acknowledged. **Action: The Clerk.**

(ix) CPRE booklet 'How to Respond to Planning Applications'. Members noted that sufficient copies of the CPRE booklet 'How to Respond to Planning Applications' had been obtained and would be distributed by the Clerk.

(xi) Strategic Planning.

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

(b) Gypsy and Traveller issues.

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

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

(c) Local Development Framework core strategy: Panel meeting Monday 23 January 2012. The Clerk understood this meeting was to have a further report on Green Belt issues surrounding the city taking account of the request by Members for an assessment of the capacity of brownfield land throughout the borough to provide for future growth.

(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. Further to the Clerk informing the final One City Plan and a Delivery Plan were scheduled to be ready in early 2012, there was nothing further to report at this stage.

4 Quality Council issues.

(i) Training: (a) Power to Promote Well Being. At an appropriate stage, the Council would revisit the possibility of training being requested from the County Office. (b) General. Members would 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.

(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 had scanned the original certificate to enable the original to be displayed in the Village Hall following the formal presentation made by the Chairman of the Quality Council Accreditation Panel, Mr Randal Hibbert, prior to the meeting.

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

(iv) Quality Forum. The Clerk reminded Members 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. It was agreed the Chairman and Cllr Paterson would attend.

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. Cllr Paterson informed that following an inspection, she believed the mesh should be replaced. The hedge at the entrance gate was overgrown and required cutting. Both these issues would be progressed 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.** A rota for 2012 was being prepared 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 as to 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 undertaken further informal discussions with a company as to the detail of the funding service which was offered. If that supplier was selected, there was no contractual obligation to proceed until the outcome of fundraising was known. Advice had also been provided that a third quotation should be sought to meet the requirements of grant awarding bodies. This would be dealt with by the Clerk. **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) 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 had been advised by Streetscene that work to extend the handrail further down the slope as had been suggested would commence shortly. **Action: Noted.**

(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. (i) 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.** (ii) Adopt a Path initiative. The Clerk reported 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. It was agreed this would be referred 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. (b) Parish Council contract 2012/13. The Clerk informed he would issue the specification for 2012/13 shortly. **Action: The Clerk.**

(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. Cllr Paterson reported further.

7 Public transport.

(i) C27. Further to the Chairman informing 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 and to councillors Roberts and Moulton reported further as to the withdrawal of the present subsidy from April 2012 with the risk some existing C27 services could be lost, the following response had been made by the Clerk, copied to the Senior Manager of the borough council's Integrated Transport Service. The suggestion by Cllr D Hughes that there should be a drop in to engage with the community on the issue would be progressed.

Thank you for your copy correspondence to the Chairman about bus services in the village. Sadly our consistent experience over a long period is that residents simply do not use the services which have been provided in anything like sufficient numbers to make them viable.

So far as the 27 is concerned, the former Chester City Transport struggled for many years with a 9am service, or thereabouts, before abandoning it even though I think I recall it was a school service returning to the depot. There were arguments it would be used by students attending West Cheshire College but that did not materialise. I suspect you will have guessed the gap in the middle of the afternoon is due to the fact that buses at that time are at their most valuable to the operator for contract school services.

The Council has never been made aware of any demand for a late afternoon service from the village, possibly because the return services end very shortly after that.

Quite recently there was said to be a demand for the 27 to be extended to Church Lane. This was well-publicised on a house-to-house basis but was promptly removed due to lack of use.

The Parish Council arranged for a Sunday service for very many years by diverting the 84 from Tarvin Road. This actually provided a more frequent and higher quality service than on a weekday but when it was eventually taken off it was being used by one passenger a day.

Arriva 21, DB6. We have had Warrington Road services diverted in the past, mainly to enable teenagers to return home after an evening visit to the city centre. This was also unsuccessful. With fuel prices as they are I doubt operators would be attracted to the village on that basis. We have also looked at the service to the Piper being extended but that of course has a knock on effect on the rest of the timetable and there is the fuel cost including the run round Hoole roundabout.

The replies you receive will be interesting (I believe the traffic manager at GHA is, or was, the former manager of the City Transport) but past experience, which has included requests from your residents, is not helpful. The buses simply have not been well used.

Plus Bus is an alternative for some, of course.

Please keep the Council in touch. We would be happy to support any request which is soundly based but use it or lose it does not seem to work in the village. Petitions in support of the provision of services have been known to attract large numbers of signatures which translate into little or no use of the service concerned.

(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) Christleton school bus. Further to this matter being raised at the December meeting, Cllr Paterson informed the issue had been resolved.

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 2011 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. (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 and Chester Council and to the Clerk contacting the officer concerned, Mr D Reeves, with a view to seeking a presentation to the Traffic Group and to representatives from Mickle Trafford and District Parish Council, the Clerk informed this would take place on 18 January 2012 in the main conference room in the highway depot at 10.30am. Mickle Trafford and District would be represented if this was possible.

(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. The comments made at the surgery as to the need for repairs to this unadopted path were noted.

(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. The request for improved markings which would be more readily visible from Guilden Sutton Lane had been raised at the meeting with the Area Highways Manager by Cllr S Parker. 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. 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 Clerk reported he had attended a site meeting with Streetscene. The locations had been confirmed as the Guilden Sutton boundary sign at Guilden Sutton Lane, the verge on Wicker Lane close to the junction with Cinder Lane and the verge opposite the properties on Station Lane. The preferred location at the village entrance sign towards the A51 on Wicker Lane had been discounted on safety grounds due to the narrowness of the verge at that point. Cllr Brown had made further inquiries of Helsby Parish Council as to the maintenance regime for the planters in that parish. Adopters would be sought for each of the three locations. Cllr Moulton intimated he would be happy to care for the planter at the reservoir. Streetscene would be advised the preferred colour would be black.
- (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) Grit bag. There was nothing further to add at this stage as to the provision, if required, of 1 no bag by Cllr S Parker from the ward Members' personal budgets. A possible location was thought to be the site of the former paper bank on the village hall car park, subject to conditions. Inquiries had been made by the Clerk of Messrs Gresty should the Council take up the availability of grit bags from the highway authority at a cost of £100 each. These had disclosed that Messrs Gresty already had a supply on hand.
- (z) Fingerpost signs. Further to the Clerk reporting a finger on the memorial fingerpost had become completely detached and had been retrieved, an unsuccessful search had been made by the Clerk for the missing "Tarvin RDC" finial. Messrs Deva Forge had been requested to estimate for repairs and to check the fingers on both signs. An estimate had been received in the sum of £160 plus VAT as the forge were able to carry out the work at short notice. Further to the Clerk reporting the receipt of a suggestion by Mrs Kirk that the signs should be refurbished, for which estimates had been obtained by the Clerk in the sum of £900 plus VAT, a request would be made to the ward Members for a contribution from their personal budgets.
- (za) Patching, Oaklands. Further to Cllr Paterson expressing concern with respect to further subsidence outside 44 Oaklands, there was nothing further to report at this stage following the work being inspected by the Clerk at a site meeting with the Area Highways Manager.
- (zb) Hoole roundabout advertising. There was nothing further to report at this stage.
- (zc) 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.
- (zd) Village access for mobility scooters. Further to Cllr Paterson reporting a site meeting would be sought with the Section Engineer to inspect possible areas where action was thought to be needed, Cllr Paterson reported she had met Mr Sapio on Tuesday 13 December 2011 to discuss the issues. 11/12 136

The site visit had also taken in overhanging hedges and the condition of the footway on part of Porters Hill together with the action to be taken by the highway authority in those respects.

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

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

(zg) Overhanging foliage/pedestrian safety Belle Vue Lane. Further to the Clerk reporting he had been approached by a pedestrian as to sight lines at the approach to the A55 bridge, the Clerk informed the resident concerned had been in touch to express appreciation for the work which had been carried out. The Section Engineer would be advised.

Action: The Clerk.

(zh) 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.

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.**

(zi) Damaged verge, Guilden Sutton Lane. Members noted the damage to the verge adjacent to Messrs Gresty's field has been reported to the Section Engineer who had taken appropriate action to secure reinstatement in due course.

(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

4 November 2011	£	2.21
5 December 2011	£	2.02

(ii) Payments:

NWN Media

Newsletter distribution	£	23.34 (in VAT £3.89)
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Clerk

Salary

1 October – 31 December 2011	£	1,208.43
Arrears per review	£	539.03
		£ 1,747.46 (gross)

Salary payable	£1,397.97 (net)
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HMRC	£ 349.49
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Expenses.

Lanyards	£	4.40
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Postage	£	1.44
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Mileage

8@ 45p	£	3.60
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Photocopies	
516 @5p	£ 25.80
	£ 35.24

(iii) Balances

Balances

Co-operative Bank	
30 November 2011	£15,730.54
29 December 2011	£15,665.97

Scottish Widows no 1	
1 October 2011	£20,210.84

Scottish Widows no 2	
1 October 2011	£ 3,167.32

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

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

(vi) Audit Group. There was nothing further to report at this stage.

(vii) 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.

(viii) Budget 2012/13. The Clerk provided updated 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 had been available for the budget drop in held on Tuesday 13 December 2011. It was noted, as minuted above, the outcome of that consultation had not produced any comments to inform the proposals which had been considered by the Chairman and Clerk in the unavoidable absence of the Vice Chairman.

That discussion had concluded that the overall budget and precept should remain unaltered for 2012/13 although there would be adjustments to some individual heads to take closer account of the 2010/11 out turn. It had been possible to accommodate the proposal by Cllr D Hughes that an allocation of £500 should be included for participatory budgeting to promote community engagement. Members carefully considered the papers in detail and raised questions to which the Chairman and Clerk responded. It was proposed by Cllr Moulton, seconded by Cllr D Hughes and agreed unanimously that a budget of £18,764 should be set with a precept of £16,423 equivalent to 49p per week for each of the 641 band D properties within the parish.

(ix) Review of procedures for risk assessment. In connection with the financial decision reached above, Members formally considered the risk issues associated with that decision and their procedures for risk assessment covering the whole of the Council's activities. The Council agreed that any matters arising would be referred for review by the Audit Group.

(x) Participatory budgeting. It was noted Cllr D Hughes would hold a drop in at a preliminary stage to raise the profile of the procedure and to seek views.

10 Environment Services:

(i) Recycling issues. (a) Existing Chester waste collection and recycling contract and replacement Cheshire West and Chester Council contract. The Chairman informed May Gurney had been appointed as contractor to deliver the new service from September 2012. A revised system of containers would be introduced to increase kerbside recycling.

(ii) Amenity cleansing. (a) Areas of concern. Members would advise the Clerk of locations at which they believed action was necessary. **Action: All Members.** Cllr D Hughes referred to the condition of the steps from Fox Cover to Church Lane. (b) Litter pickers. Further to litter picking equipment kindly being provided by Streetscene, together with associated paraphernalia, for distribution to Members, the Clerk had expressed the Council's thanks.

(c) Streetscene. Further to the site meeting which had taken place on 3 August 2011 at which all problem areas had been visited and actions proposed, the Clerk informed Streetscene had recently indicated that all paths were in the process of being swept. (d) Litter bin, Fox Cover steps. Further to the request made at the September 2011 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 (c) Dog control. Further to the Clerk informing of an incident on Belle Vue Lane, a response had been received from Cheshire West and Chester Council Animal Health stating that advice had been given to the complainant. Officers' view was the transgressor should meet 100% of the costs incurred.

(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, 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) Trees, Oaklands. Further to the removal by the borough council of 2 no trees thought to have died back as a result of damage, it was suggested a further tree nearby was now suffering a fungal disease which may have spread from those which had been removed.

(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. Cllr D Hughes informed of overhanging branches.

(xi) Trees adjacent to Summerfield House. The Clerk informed an update had kindly been provided by Streetscene to the effect 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 would visit this area with the Clerk. **Action: Cllr D Hughes/The Clerk.**

(xv) Cheshire Landscape Trust. Further to the Clerk reporting 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, the Trust had been informed the Council would welcome the availability of corporate membership with an annual subscription of £50.00

(xvi) Basal growth would be reported on a highway tree adjoining 45 Oaklands. **Action: The Clerk.**

(xvii) Hedge, Summerfield Road car park. The continued obstruction of the footway would be referred to the Section Engineer. **Action: The Clerk.**

(xviii) Shrubs, Wicker Lane. Cllr D Hughes referred to shrubs overhanging the footway in the vicinity of The Vicarage.

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.

To note the Clerk, as Area Secretary, had attended the Executive Board meeting held on Thursday 15 December 2011.

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) Grant assistance to St John's Churchyard 2011/12. Further to this successful application which had resulted in a grant of £250 being obtained, this would be progressed at the February meeting. **Action: The Clerk.**

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

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

(v) Community governance review. The Clerk had circulated details of this review which involved a phased approach of smaller 'area-focused' community governance reviews to be taken forward over the next three years and completed in advance of the next scheduled elections to be held in May 2015. Following consultation, a committee would make recommendations to the Council on the outcomes of each community governance review. These could involve:

* the creation, merger, alteration or abolition of parishes;

- * the naming of parishes and the style of new parishes (i.e. parish, community, neighbourhood or village);
- * the electoral arrangements for parishes (the ordinary year of election; council size; the number of councillors to be elected to the council, and parish warding), and
- * the grouping parishes under a common parish council or de-grouping of parishes.

Equally, the outcome could be 'no change' with a recommendation that current arrangements should not be altered in any way.

The borough council was keen to provide local councils with the opportunity to shape the terms of reference for each review to ensure they were appropriate to local people and their circumstances and reflected the specific needs of each community. To help with this process, a short questionnaire had been devised which was intended to capture core information about the local area and identify potential areas for further investigation as part of the review. This information would then be incorporated into draft terms of reference which would be subject to further discussion with individual parishes prior to publication and commencement.

The Clerk informed the questions were (in summary)

- How, if at all, has the parish changed over the last 10 years or longer?
- Do the boundaries of your parish remain relevant?
- What other arrangements for community engagement exist?
- How, if at all, do they relate to the Council?
- Is the current size of the Council right?
- Does the parish have close connections with other neighbouring areas and is so in which way?

It was noted a response was required by Friday 27 January 2012. This would be agreed by the Chairman and Vice Chairman. **Action: The Clerk.**

(vi) Local Council Assembly Thursday 1 March 2011, 6pm for 7pm Forest Hills Hotel WA6 6HH. It was noted the Council was able to nominate up to three representatives. Cllrs Paterson and Moulton indicated.

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. The Clerk was ascertaining the date of the next Question Time. **Action: The Clerk.**

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

(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, no further action would be taken as the notes simply listed the PCSOs and their areas.

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 to publicise the budget drop in.

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

20 Bulb planting. There was nothing further to report at this stage.

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

22 Primary School. Cllr D Hughes reported.

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 on Hare Lane who had raised concerns.

28 Enhanced broadband. The Clerk was progressing a note in the Newsletter together with a community engagement event with Cllr D Hughes. **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 Christmas. (a) Competition. Cllr Paterson informed the winners of the Christmas lights competition had again been Mr and Mrs Pattinson in conjunction with their neighbours Mr and Mrs Craig at School Lane/Arrowcroft Road. Although winners in the past, the judge felt their display was impressive. Porters Croft should have a special mention as there were several good displays there. (b) Village Hall Christmas Tree. The Council concurred with comments by Cllr D Hughes as to the high standard of the tree which had been obtained for the foyer of the Village Hall.

33 Members Information Items.

Fence adjoining school access from Hill Top Road. Cllr Davis kindly indicated he would take appropriate action following wind damage to a length of fencing at the rear of properties adjoining this path.

Overhanging hedge. Cllr Davis informed of an overhanging hedge on Wicker Lane.

34 Information correspondence.

Planning: Navigus Planning re Localism Act.

Leisure: Morral Play Solutions, playground services; Mid Cheshire Footpath Society walks programme January - June 2012; RoSPA Play Area inspections.

Finance: Came & Co newsletter Autumn 2011; AON, premium reduction; Co-operative Bank, special rates for parish councils.

ChALC/NALC: LCR Winter 2011; Financial update from the National Association of Local Councils; ChALC e bulletin 9 December, 2011; NALC Opinion question; training dates 2012; Rural priorities for Cheshire and Warrington; CPRE "Planning explained"; Living Well Together joint strategy for the wellbeing of communities.

Cheshire West and Chester Council: Local Transport Plan 2011-2026 summary; Partnership bulletin no 34, December, 2011; December 2011 bulletin for local councils; Low energy assessment fund; Member bulletins 278, Whole Place Community Budget; 279 Budget consultation feedback; 280 Fountains Roundabout gas works; 281 Free insulation; 282 Crisis funding; 284 Standards and the Localism Act.

Cheshire Community Action: Annual report 2010/11; Newsletter December 2011; Cheshire Archives and Local Studies newsletter.

CPRE: Planning website www.planninghelp.org.uk; Field Work Winter 2011; Planning Explained; Big Dig Appeal; Campaign updates.

Policing: Rural Inspector's Newsletters 5, 12 & 16 December, 2011.

Homewatch: Police Inspector's update; Western Cheshire Home Watch Group, annual general meeting minutes; Local News.

Guilden Sutton Parish Council Newsletter: 144, 145.

West Cheshire Healthy Homes home improvement agency.

Chester Voluntary Action newsletter Winter 2011.

Clerks and Councils Direct January 2012.

Appeals: North West Air Ambulance, Save The Family.

General:

Big Lottery Fund north west regional bulletin.

Heritage Towns Forum: newsletter December 2011.

Housing.org.uk Northern Rural Housing Week 2012.

North Housing: Northern Voice.

Rural Services Network: Weekly newsletters 5, 12, 19 December 2011, 3 January 2012; Government to review rural funding formula.

Skipton-East Lancashire Rail Action Partnership newsletter no 16.

Sustainable Government: Protecting data; Government procurement cards; Has the time to sever ties with Europe?;

Tax concessions for large firms.

Unlock Democracy: Proposals 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.

35 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.

36 Clerk: Terms and conditions. Repeal of discretionary payments regulations. The Clerk reported the receipt of further advice from the Cheshire Association of Local Councils with respect to the repeal of these regulations on Monday 16 January 2012. After that date the Council would have no discretion to award a gratuity in lieu of pension to a retiring Clerk. Ministers were minded, however, that any contractual arrangement involving a gratuity should be met. The Clerk informed the Council at a meeting on 20 June 2005 had agreed to open a deposit account to provide funding for a gratuity, initially with a sum of £2,000 in lieu of contributions which would have been made from 1 April 1982 to 31 March 2005. The equivalent of 3.75% of current salary would be made each future year. The bank had been instructed to open such an account by letter dated 9 May 2006 and the Clerk had confirmed at a meeting of the Council on 17 July 2006 that the account had been opened. Subsequent annual deposits had been made. It was proposed by Cllr D Hughes, seconded by Cllr Fisher and agreed that (i) the Council confirms its intention the payment of a gratuity to the Clerk should be a contractual obligation and that (ii) the outstanding payments of 3.75% of salary for 2010/11 and 2011/12 should be transferred forthwith.