

Minutes of the ordinary meeting of the Council held on Monday 8 April 2013 in Guilden Sutton Village Hall.

Chairman: Cllr D Hughes.

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

In attendance. Cllr S Parker, M Lynch Esq, Area Planning Manager, South and West, Cheshire West and Chester Council, Mrs Y Kirk.

1 Procedural matters.

(i) Declarations of interest. Members were reminded that they should declare any Disclosable Pecuniary Interest or any Other Disclosable Interest which they may have 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. With a Disclosable Pecuniary Interest, the Member must not take part in the discussion or vote and must withdraw. There was no right to speak as a member of the public. With an Other Disclosable Interest, the Member must not take part in the discussion or vote but may remain in the room after making a statement if he/she wished to do so. 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.

(ii) Apologies.

Apologies were received and accepted from Cllr I Brown.

Apologies were received and noted from Cllr M Parker, Cllr S Parker, PC R Boulton.

(iii) Confirmation of the minutes of the ordinary meeting of the Council held on Monday 4 March 2013. The minutes of the ordinary meeting of the Council held on Monday 4 March 2013 were proposed by Cllr Paterson, seconded by Cllr Moulton and agreed.

(iv) Code of Conduct. Further to his attending the training session previously minuted, the Clerk would clarify the wording of the standing advice contained within the agenda as to action to be taken by a Member with a Disclosable Pecuniary Interest. **Action: The Clerk.**

(v) Dates of future meetings: Tuesday 7 May, Mondays 3 June, 15 July, 2 September, 7 October, 4 November and 2 December 2013.

The Clerk reminded Members the Annual Parish Meeting would take place at **7pm on Tuesday 7 May, 2013, in St John's Church Hall, Church Lane**, followed by the Annual Meeting of the Council.

(vi) Late information report 8 April 2013. The late information report for the current meeting was received and noted.

(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.

2 Community engagement.

(i) Public speaking time.

(a) Public speakers. Mrs Y Kirk informed of a flooding issue on Church Lane and helpfully provided the Council with a detailed illustrated report. Mrs Kirk was thanked for her attendance and was assured by the Chairman that appropriate action would be taken.

(b) Visiting Members, officers and wardens.

Mr Mark Lynch, Area Planning Manager, South and West, Cheshire West and Chester Council kindly attended to offer Members an insight into current planning policies and to the issues which should be taken into account when considering larger scale applications than the Council had received for very many years. Mr Lynch responded further to Members' questions and was thanked for his attendance.

13/14 001

(ii) Report of surgery held on Saturday 6 April 2013. Cllrs Hughes and Paterson had presided Issues had included overgrowth in an Oaklands CDS and concerns as to a hedge. It was agreed that Cllrs Davis and Hughes would preside at the surgery to take place on Saturday 4 May 2013.

(iii) Parish Council drop ins.

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

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

(iv) Twitter. Further to the Clerk informing of a third party tweet requesting occupiers not to park on pavements this had been referred to PC Boulton.

### 3 Planning.

(i) New/current applications.

Single storey rear extension.

10 Guilden Sutton Lane Guilden Sutton Chester Cheshire CH3 7EY

Ref. No: 13/01182/LDC | Validated: Tue 19 Mar 2013 | Status: Pending consideration NEW

The Clerk had clarified that lawful development certificate applications should not be subject to consultation as they were decided on the basis of the facts and no action was necessary.

Erection of single storey rear and two storey side extension, and new garden shed.

111 Oaklands Guilden Sutton Chester Cheshire CH3 7HG

Ref. No: 13/01062/FUL | Validated: Tue 12 Mar 2013 | Status: Pending consideration

Cllr Paterson reported. It was agreed no objection should be raised subject to a request being made for an informative that all works should be on land within the applicant's ownership. **Action: The Clerk.**

Detached dwelling

Land Rear Of The Vicarage Church Lane Guilden Sutton Chester

Ref. No: 13/00704/FUL | Validated: Wed 20 Feb 2013 | Status: Pending consideration

(Application required as planning permission has lapsed.)

**Cllr Fisher.** *No objection.* Cllr Fisher informed that residents in the vicinity had no objection. Neighbours had been pleased to be informed by the Council.

Re-pollarding to tree T1 and crown reduction to tree T2 to reduce shading to rear garden

26 Cinder Lane Guilden Sutton Chester Cheshire CH3 7EN

Ref. No: 13/00663/TPO | Validated: Thu 14 Feb 2013 | Status: Pending consideration

Addition of Velux roof light to rear

Mulberry House 2 The Steadings Wicker Lane Guilden Sutton Chester Cheshire CH3 7EL

Ref. No: 13/00297/FUL | Validated: Wed 23 Jan 2013 | Status: Application permitted. NEW DECISION.

**Cllr Paterson.** *No objection.*

Single storey rear and second floor extensions

Highfield Wicker Lane Guilden Sutton Chester Cheshire CH3 7EL

Ref. No: 13/00100/FUL | Validated: Mon 14 Jan 2013 | Status: Application permitted

**Cllr Hughes.** *No objection subject to the proposal complying with Green Belt policy.* NEW DECISION.

Additional Velux roof light to rear elevation

3 The Steadings Wicker Lane Guilden Sutton Chester Cheshire CH3 7EL

Ref. No: 12/05660/FUL | Validated: Fri 04 Jan 2013 | Status: Application permitted.

**Cllr Paterson.** *No objection.* NEW DECISION.

Installation of an external flue for a wood burning stove

45 Oaklands Guilden Sutton Chester Cheshire CH3 7HE

Ref. No: 12/05407/FUL | Validated: Mon 17 Dec 2012 | Status: Application permitted.

13/14 002

Detached garage  
Manor House Hare Lane Chester Cheshire CH3 7DB  
Ref. No: 12/05352/FUL | Validated: Thu 13 Dec 2012 | Status: Application permitted  
**Cllr Hughes.** *No objection subject to the proposal complying with Green Belt policy* NEW DECISION.

Use of flats 1 and 2 and cottage as dwelling houses.  
Park Farm Guilden Sutton Lane Guilden Sutton Chester Cheshire CH3 7EX  
Ref. No: 12/04138/LDC|Validated: Thu 27 Sep 2012|Status: Pending consideration.  
**Cllr D Hughes/Cllr Davis.**

The advice minuted above as to LDC applications was noted.

Cllr Hughes revisited his concern this breach had been allowed to occur. Further guidance would be sought by the Clerk. **Action: The Clerk.**

(ii) Appeal.

13/00001/REF | Detached dwelling | Land At The Cottage Church Lane Guilden Sutton CH3 7EW. There was nothing further to report at this stage.

(iii) Development control process.

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

(b) Planning postcards. Members requiring planning postcards would notify the Clerk. **Action: All Members.**

(iv) Community planning.

(a) Parish Plan. The Clerk informed that Mr R J K Bayton had circulated the Parish Plan Group with respect to progressing the action list and had indicated he would welcome any further input from the Clerk as appropriate. **Action: noted.**

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

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

(d) Neighbourhood Planning:

(i) Co-operation with Mickle Trafford and District Parish Council. There was nothing further to report at this stage.

(ii) Cheshire Association of Local Councils. (a) Neighbourhood plans workshop. There was nothing further to report at this stage.

(iii) Neighbourhood plan. There was nothing further to report at this stage.

(iv) Cheshire West and Chester Council questionnaire. Further to the Clerk advising a survey had been received to assist the borough council in preparing a bid for Government funding in connection with neighbourhood planning and to a response having been made, there was nothing further to report at this stage.

(e) Affordable housing. Chester Villages Housing Group. There was nothing further to report at this stage as to the housing need survey proposed by the Housing Strategy & Enabling Officer, Cheshire West and Chester Council. The Clerk invited Members to note correspondence from the Housing Strategy & Enabling Officer with respect to possible affordable housing within the parish. **Action: Noted.**

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

(v) Strategic Planning.

(a) Gypsy and Traveller issues. There was nothing further to report at this stage which would directly affect Guilden Sutton.

(b) Local Development Framework.

(i) Consultation, accelerated timetable. The Clerk indicated his intention to include an appropriate note in the newsletter informing residents of the current position. **Action: noted.** He drew Members' attention to the following minute of the panel:

Consultation. Extract from the minutes of the panel held on Monday 25 February 2013.

*Ann Jones, representing the Campaign to Protect Rural England (CPRE), Chester District, spoke regarding the proposed accelerated timetable for the Local Plan process and that there was not now to be a separate consultation on the review of the Chester Green Belt. She referred to the minutes of the last LDF Panel on 28 January 2013 and asked several questions regarding the Green Belt Review: whether there were two stages to the Review; to confirm that there was only one review being carried out; the reason behind the acceleration and when the outcome would be known.*

*The Strategic Manager Spatial Planning advised that there were two stages to the Review of the Chester Green Belt. The first stage was to review how land around Chester performed against the five Green Belt purposes as set out in the National Planning Policy Framework (NPPF). This second stage was to assess parcels of land against a number of constraints to understand the suitability of sites around Chester for development. It was expected that the work would be completed and reported back to the Panel at the April meeting. It would contain recommendations for potential 'site specific' changes to the Green Belt. The Review of the Chester Green Belt was now to be consulted upon as part of the full 'publication' Local Plan rather than separately. As previously reported, consultation would take place on the whole Local Plan. It was expected that the Local Plan would go forward for examination in September/October 2013.*

(ii) Chester Green Belt. There was nothing further to report at this stage.

(iii) Local Plan: ChALC consultation, possible financial contribution. Further to Members agreeing an initial response to the Cheshire Association of Local Councils as to any financial contribution to the cost of professional representation at the Examination in Public, the Clerk informed the Chief Officer had advised she was clarifying whether such representation would be within the Association's remit. **Action: noted.**

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

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

(e) CWAC Spatial Planning: strategic housing land availability. There was nothing further to report at this stage.

(f) CWAC Employment Land Study Update and Joint Call for Sites. There was nothing further to report at this stage.

(g) The Mersey Forest Plan - Have your say! Members noted this consultation could be found at [www.merseyforest.org.uk/plan](http://www.merseyforest.org.uk/plan) A response was required by end April.

(h) Land to the rear of Hoole Hall, Chester. The Clerk invited the Council to note correspondence from a prospective developer. **Action: Noted.**

4 Quality Council issues.

(i) Training: (a) General Power of Competence. The Clerk regretted that due to his principal employment he had been unable to attend the training course which had taken place on Wednesday 27 March, 2013. A future opportunity would be sought. **Action: The Clerk.** (ii) Training dates 2013. Members had noted the proposed training dates for 2013 and would advise the Clerk should they wish to attend. The Clerk informed of a Clerks & Councillors Induction workshop taking place from 2.00-4.30pm on Wednesday 24 April 2013 in Sandbach. Members wishing to attend would advise the Clerk. **Action: All Members.**

(ii) Quality Councils Forum. Members noted the next scheduled forum meeting was Wednesday 22 May 2013.

(iii) 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 was to obtain copies to enable the original to be displayed in the Village Hall.

5 Parish car park.

(i) Grounds maintenance. 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 by the Clerk as part of his weekly visits. The issues raised by Mrs Kirk would remain under consideration.

(ii) Improvement scheme. This would be revisited in due course.

(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 including litter bin emptying. Members noted the new grounds maintenance contractor was making progress in returning the field to specification having been advised by the Clerk of the need to take full account of ground conditions before employing any heavier machinery. The need for the field side goal mouth to receive attention at some stage would remain under consideration. Cllr Roberts informed of further correspondence from Mr P Stockton as to the condition of the field.

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

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

(d) Basket ball equipment. Further to the Clerk reporting Play Inspection and Maintenance Services had expressed concern as to a possible hazard presented by the equipment, it was agreed the condition of the hoop and backboard would continue to be monitored.

(e) Sports England Protecting Playing Fields Fund. Further to a note appearing in the newsletter inviting landowners who may be willing vendors to contact the Council, the position remained there had been no response.

(ii) Children's Play Area.

(a) CCTV and CCTV protocol. (i) Upgrade. Further to Cllr D Hughes referring to a possible future upgrade of the system, the ward members were aware of the possibility of an approach to their budgets during 2013/14. (ii) Protocol. A simple protocol covering the inspection of images captured by the system would be progressed in due course by the Clerk. **Action: The Clerk.** (iii) Maintenance. Further to Cllrs Roberts and Paterson expressing the view the equipment should be checked on a regular basis, a renewed approach would be made to the contractor covering this aspect and the need for an upgrade to the equipment. Cllr Paterson reported further. **Action: The Clerk.**

(b) Inspections. (i) February 2013. The report for March 2013 had been received from Play Inspection and Maintenance Services and had been considered by Cllr Paterson. (ii) Annual inspection Further to the Clerk informing that Morral Play Services had advised they would carry out the annual inspection at the same price as last year (£42.50 plus VAT) subject to numbers participating, there was nothing further to report at this stage. (iii) Equipment. Following the suggestion by Cllr Brown that the equipment might be repainted, no further action would be taken pending the outcome of the Clerk's inquiries as to a possible replacement playground. **Action: The Clerk.** (iv) Cleansing. Further to the Clerk informing that Messrs S&H Services had retired, an alternative contractor was being approached. **Action: The Clerk.**

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

(d) Grounds maintenance issues. Further to Cllr Fisher referring to the height of the boundary hedging which he believed should be reduced to enable parents sitting in the play area to be able to see children leaving the school and to the Chairman kindly agreeing to raise the issue, there was nothing further to report at this stage. **Action: Cllr Hughes.**

Further to the quotation received from the inspector for a thorough clean of the safety surfacing, it was noted a satisfactory cleanse of the safety surfacing, including the removal of the moss and detritus, had been achieved by the grounds maintenance contractor. The grounds maintenance contractor would be thanked.

**Action: The Clerk.**

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

(f) Possible replacement playground. Further to Members noting the Council was in receipt of three quotations, two of which were within the preferred financial parameters, the Clerk had invited these two suppliers to meet the preliminary panel comprising Cllrs D Hughes, Fisher and Paterson with the Clerk on Wednesday 10 April, 2013.

(g) NHS Western Cheshire voluntary code for smoke free play areas. Further to the Clerk informing of this initiative which the Council intimated it was keen to support and to a request being made for the play area to be included in the scheme, there was nothing further to report at this stage. **Action: Noted.**

(iii) Public Footpaths.

(a) Footpath 7. There was nothing further to report following the comment by Cllr Paterson as to the condition of the route which had been referred to the Public Rights of Way Warden. **Action: The Clerk.**

(b) Footpath 2: (i) Clearance and sweeping. The Clerk would continue to report overgrowth on this and other paths which had been referred to Streetscene. Members would advise the Clerk of any other areas of concern of which they became aware. **Action: All Members.** Cllr Roberts reported further on the identified trip hazard on Footpath 2 (roots) which had been reported to the Network Steward by the Clerk. (ii) Steps. There was nothing further to report at this stage.

(c) Footpath 1. Further to a response remaining 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 Clerk informed the warden had advised there was now no concern. **Action: Noted.**

(d) Footpath 3 Further to the Clerk reporting he had been advised by the Public Rights of Way Warden of concerns as to the state of the bank and a leaning wall adjacent to Footpath 3 at the back of houses on Cinder Close, past the Bird in Hand (Grid ref: SJ448679) the matter had been referred through the Ward Members. A response was awaited. The Warden had believed it would be unfortunate if this was to fall on anybody particularly with the very wet weather possibly affecting the stability of the bank and had requested the Council to raise the issue with the Public Rights of Way Unit.

Further to the Warden advising the path had become impassable due to the deposit of quantities of chicken manure on the farmland causing a build up of contaminated surface water on the route, which was thought to be an environmental hazard taking account of the Nitrate Vulnerable Zone (NVZ) requirements, the Warden had now informed of extensive clearing and ditching operations taking place where the piles of chicken manure had been removed from the path towards the golf club.

(e) 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.

(f) Mid Cheshire Footpath Society. Members noted the Mid Cheshire Footpath Society AGM would take place on Wednesday 24 April 2013.

(g) 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) Trees, Garners Lane. The Clerk reported the Public Rights of Way Warden had informed of fallen trees at the approach to the Greenway (Park Farm area) and also around 300m down the Green Lane. Both have been dealt with, one by Sustrans and the other through Richard Ankers, Greenspace Network Officer (Public Rights of Way, South Chester Area.) (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. The Clerk would seek to progress the issues. **Action: The Clerk.**

(iv) Use by horse riders. There was nothing further to report at this stage. (v) Friends of the Millennium Greenway. There was nothing further to report at this stage.

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

(iv) Grounds Maintenance. Further to Messrs Robs Garden Services requesting the Council to sign a schedule of costs, reflecting those in the estimate, the Clerk informed this had been done and he was awaiting an opportunity to inform the contractor the Council would expect to pay on the basis of the actual number of visits rather than the annual totals presented. **Action: The Clerk.**

(v) Public Seats: Guilden Sutton Lane. The Clerk informed he was to arrange a site visit with Messrs Deva Forge to obtain estimates for refurbishing the 2 no public seats in the parish. **Action: The Clerk.** (vi) Fox Cover. (i) Landscaping. Further to the possible need for growth to be cut back, which had been referred to Streetscene, a response was awaited, Mr and Mrs Dawson, the occupiers of an adjoining property, having expressed concern the planting was taking their light.

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

(vii) Wild flower meadow. The Clerk had contacted the highway authority as to the suggestion that wild flower planting might take place on the embankments of the Guilden Sutton Lane diversion. A response was awaited. **Action: The Clerk.**

## 7 Public transport.

(i) Services, general. C27. Further to Cllr Roberts indicating the 1335 service was not running, time table information was not being updated and passengers were being stranded by deviations from the expected route and to the Clerk informing that similar and related issues had been raised at the Chester Area Meeting, further advice was awaited from the Integrated Transport Service.

Cllr Roberts helpfully informed that all concessions had been removed from the borough council's park and ride services for bus pass holders but that as an alternative, travel on the local bus service remained free to holders of such passes. Cllr Roberts was thanked for this information which would be included in a future issue of the newsletter. **Action: The Clerk.**

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

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

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

(v) Shelter cleaning. Following the retirement of Messrs S&H Services and to the Clerk informing an estimate had been obtained from an alternative contractor, 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 the highway authority, ownership by Traffic Group. Further to the arrangements being made by the Clerk for a meeting with the Area Highways Manager, it was agreed this would take place on Wednesday 1 May 2013 at 10.30am at the Highways Office. **Action: noted.** The Clerk would prepare an updated list of issues. **Action: The Clerk.**

(iii) Current issues

(a) Speed issues.

(i) Community speed management. Further to the Chairman referring to the speed of traffic on Station Lane and to the expectation the Police would support action on that road and on School Lane, the Chairman was to discuss this with PC Boulton. **Action: Cllr D Hughes.**

The Council noted the following dates for the use of the SID equipment: 12-19 April; 10-17 May; 7-21 June; 12-19 July; 6-13 September 2013.

13/14 007

Cllr Roberts suggested the possibility of sessions being held on a Saturday morning due to the volume of traffic in the village and this was agreed. **Action: Cllr Moulton.**

(ii) School Lane. Concerns per Mr P Crompton, Belle Vue Lane. The issue was being referred to the Traffic Group and to PC Boulton. **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. Further to the comments made at a surgery as to the need for repairs to this unadopted path, there was nothing further to report at this stage.

(f) School parking. There was nothing further to report at this stage following the Clerk referring the possibility of a residents parking scheme to Cheshire West and Chester Council. A response remained outstanding.

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

(h) Junction A41/Guilden Sutton Lane. There was nothing further to report at this stage.

(i) 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.

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

(k) 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. The correspondence from the Drs Worth, Orchard Croft expressing concerns about the safety of that part of School Lane, particularly for the users of mobility scooters, had been acknowledged by the highway authority. The issue had been logged under reference no. 2118877 and passed to a Mr Ian McNeill to action. Further to Cllr Fisher referring to the possibility of land being made available to improve the footway, the Network Steward, who had previously inspected and discussed the issue, had been advised.

(l) Path, Cinder Lane to Church Lane. (i) Condition. Further to Cllr D Hughes referring to the condition of this path which it was understood had been placed in an eight week schedule by Streetscene, the position 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.

(m) 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.

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

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

(p) 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.

(q) Flooding, Wicker Lane. Cllr Roberts informed of concerns as to drainage between Wicker House and the approach to the A51. This would be referred to the Area Highways Manager. **Action: The Clerk.** 13/14 008



- (r) Planters. The Clerk informed he had raised the location of the Wicker Lane planter with Streetscene and had been advised this had taken account of sight lines. Cllr Ringstead kindly agreed to adopt the Station Lane planter and was informed of the Council's decision to meet the cost of any materials.
- (s) Steps, Heath Bank to Guilden Sutton Lane. The condition of these steps remained with the Area Highways Manager.
- (t) 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.
- (u) Church Lane/Wicker Lane, overgrowth at corner. There was nothing further to report at this stage,
- (v) School Lane. Further to the work which had been 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 to that minuted above.
- (w) 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 former Cllr J Hughes that such a survey should be carried out on Wicker Lane.
- (x) 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. The Clerk was to inspect other similar areas. **Action: The Clerk.**
- (y) Village access for mobility scooters. There was nothing further to report at this stage to that minuted above.
- (z) Parking, Summerfield Road. The increase in the incidence of long term parking outside the shops continued to be monitored. Further to the receipt of correspondence from Mr John Browne as to parking conditions immediately to the front of the shops, this had been raised with the highway authority. A response was awaited. **Action: The Clerk.**
- (za) Traffic group. There was nothing further to report at this stage other than that minuted above.
- (zb) 20 mph 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.**
- (zc) Ward members' meeting with Area Highways Manager, 14 December 2011. Advice was awaited on the Guilden Sutton issues: junction Guilden Sutton Lane and the A41, speed limits on Guilden Sutton Lane and Wicker Lane, kerbing on Wicker Lane and possible options for a new vehicular entrance to a property on Wicker Lane.
- (zd) Church Lane. Further to Cllr Paterson informing of a defect in Church Lane advised by Mr B J Bailey and to the Network Steward reporting the area would be monitored during the course of routine visits to the area, there was nothing further to report at this stage.
- (ze) Speed markings, Wilding Business Estate. It was noted these markings had kindly been reinstated by Mr Anthony Wilding.
- (zf) Arrowcroft Road/Jct School Lane. Further to the Clerk informing of an overflowing gully, the Network Steward had confirmed the situation would continue to be monitored to determine if relaying of the carrier drains was required.
- (zg) Guilden Sutton Lane: footway drainage. Further to the Network Steward informing works orders were being prepared to install two additional gullies in the footway to capture surface water run-off from the adjacent field, it was noted that flooding continued during adverse weather in the absence of the proposed remedial measures.

(zh) Speed limit, A41. Further to the Clerk informing of a request by Great Boughton Parish Council to the highway authority for a 50mph speed limit to apply between Sainsbury's Roundabout and Hoole Roundabout, the Clerk had advised the highway authority and Great Boughton Parish Council of this Council's support.

(zi) Winter gritting. (i) Old Hall Park. Further to Cllr Parker being thanked for kindly providing a grit bag for the village centre and to the Clerk reported his understanding that occupiers on Old Hall Park had found it necessary to park their cars on the parish car park during the recent snow due to the condition of the road, the Clerk had requested the highway authority to consider the matter. A response was awaited. **Action: The Clerk.** (b) General. Further to the Area Highways Manager being thanked for the gritting and ploughing which had taken place in the parish, it was agreed that Messrs Ardens and/or Messrs Gresty as appropriate would be thanked for local ploughing which had taken place. **Action: The Clerk.** (c) Village Hall car park/shops. The suggestion by Cllr Davis relating to the provision of a grit bin as an alternative to a bag would be revisited in due course. (d) Steps, Fox Cover-Church Lane. The suggestion by Cllr Roberts that provision might be considered for gritting these steps would similarly be revisited.. (e) Correspondence per the Rev Dr Mark Hart. There was nothing further to report at this stage as to any response from the highway authority further to the Rector advising a car had spun on Porters Hill fortunately without any collision as it did not appear the road had been gritted the previous night and a strip of ice had formed possibly caused by water running down the road off the fields.

(zj) Flooding, Belle Vue lane. Further to Cllr Paterson referring to flooding which had taken place in Belle Vue Lane which the Network Steward believed on enquiry to be a water main burst, there was nothing further to report at this stage.

(iv) Lighting. (a) Faults. There were no faults to be reported. (b) Lighting, Heath Bank and junction Church Lane/Fox Cover steps. Further to the Clerk receiving an approach from the new term maintenance contractor offering street lighting services, further information had been sought to inform a possible bid to the ward members' budgets. A response remained outstanding from the contractor.

#### 9 Finance:

##### (i) Income:

###### Co-operative Bank

Bank interest		
5 February 2013	£	2.34

##### (ii) Payments

###### Cheshire West and Chester Council

Parish car park		
Business rates 2013/14	£	0.00

###### Mid Ch Ftpth Soc

Subscription 2013/14	£	8.00
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###### Ch Assn of Local Councils

Subscription 2013/14	£	349.80
Local Council Review	£	<u>32.00</u>
	£	381.80

###### Cheshire Community Action

Subscription 2013/14	£	50.00
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###### CPFA

Subscription 2013/14	£	18.00
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###### Parish Online

Subscription 2013/14	£	24.00 (inc £4.00 VAT)
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###### PI&MS

Inspection March 2013	£	36.00 (inc VAT £6.00)
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ChALC Training course 26 March 2013	£ 30.00
Clerk	
Salary Jan – March 2013	£ 1,040.24 (net)
Lengthsman Jan – March 2013 9 hours	£ 54.00 (net) £ 1,094.24 (net)
HMRC BR tax	£ 273.56
Clerk's expenses	
Agreed expenses	£ 156.00
Postage	£ 2.10
Telephone	£ 0.00
Photocopies 496 @ 5p	£ 24.80
Mileage 16 @ 45p per mile	£ 7.20 £ 190.10

Proposed by Cllr Fisher  
Seconded by Cllr Moulton  
and agreed.

(iii) Balances

Co-operative Bank 1 March 2013	£16,260.77
Scottish Widows 1 1 January 2013	£20,004.59
Scottish Widows 2 1 January 2013	£ 3,384.00

Further to the Chairman revisiting the negligible rate of interest attracted by the balances, further inquiries had been made by the Clerk which to date had not revealed other than similar extremely low rates for Treasurer's accounts. **Action: The Clerk.**

(iv) Report on contingency payments.

Budget:	£ 983.00
Payments:	£ 0.00

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

(vi) Audit issues. The Council noted the external audit had been called for 25 June 2013.

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

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

(ix) Budget and precept for 2013/14. There was nothing further to report at this stage.

(x) HMRC: Real Time PAYE. Further to the Clerk informing that as from the commencement of the new financial year, the Council would be required to provide on line real time information to HMRC for all payments made to its employees, involving either setting up its own payroll system or contracting out, he advised he had obtained HMRC recommended software and would report further. **Action: The Clerk.**

#### 10 Environment Services.

(i) Waste collection and recycling issues. (a) Members continued to have concerns about missed collections from the Village Hall car park area and spillages.

(ii) Amenity cleansing. (a) Areas of concern. Members would advise the Clerk of locations at which they believed action was necessary. **Action: All Members.** The condition of the steps from Fox Cover to Church Lane, raised by Cllr D Hughes, was being monitored together with that of the steps opposite from Cinder Lane to Church Lane. Further to Cllr Hughes believing the footway on part of Guilden Sutton Lane in particular required cleansing and asking for this to be reported to Streetscene, this was in hand. **Action: The Clerk.** (b) Temporary lengthsman. The Clerk reported further as to the trial, which included inspections of the playing field, play area and parish car park. (c) Regular inspections. The suggestion raised by Cllr Moulton as to regular inspections throughout the parish with an increase in the lengthsman's hours would be revisited in due course.

(iii) Dog fouling: (a) Requests for additional bins - dingle path, Belle Vue Lane, School Lane, Garners Lane. These requests continued to be noted. Cllr Paterson referred to a dog bin issue.(b) Dog control. Further to Members referring to fouling issues on public footpath no 2 and Belle Vue Lane, inquiries were being made by the Clerk as to the warden service. **Action: The Clerk.**

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

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

(vi) Equine fouling. There was nothing further to report at this stage. The proposed letter to liveries within the parish was held in abeyance.

#### 11 Trees and Hedges.

(i) Hedges. The increasing obstruction of the footway on Guilden Sutton Lane and at other locations in the village by overgrown hedges was noted. Cllr Brown would make further inquiries as to a standard proforma to advise individual occupiers as appropriate known to be in use elsewhere. **Action: Cllr Brown.** 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. The Clerk believed some trees had been marked and would confirm. **Action: The Clerk.**

(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.

(viii) Trees, Oaklands, fungal disease. There was nothing further to report at this stage.

(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 and overhanging branches previously reported by Cllr Paterson and to concerns referred to by Cllr D Hughes. It was noted that overgrowth generally was being reported to Streetscene.

(xi) Trees adjacent to Summerfield House. There was nothing further to report at this stage, Streetscene having advised the proposed work to the trees adjacent to Summerfield House had been deferred due to lack of funds. A response remained outstanding to further inquiries made at the suggestion of Cllr Paterson.

(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 was to visit this area with the Clerk. **Action: Cllr D Hughes/The Clerk.**

(xv) Cheshire Landscape Trust. Information relating to the Landscape Warden scheme had been referred to Cllr Brown as Tree Warden.

(xvi) Highway tree adjoining 45 Oaklands, basal growth. There was nothing further to report at this stage.

(xvii) Overgrowth, Summerfield Road car park. There was nothing further to report at this stage. It was noted the Network Steward had indicated that further action may be required at some point in the future.

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

(xix) Oaks, School Lane/Oaklands junction. There was nothing further to report at this stage.

(xx) Hedges, Cinder Lane. Further to the condition of these hedges being raised by Mr B J Bailey and to the Clerk informing that overgrowth generally, including these which obstructed the Longster Trail, had been reported to Streetscene, there was nothing further to report at this stage.

(xxi) Footway obstruction from adjoining fields. Further to Cllr D Hughes expressing concern at the number of footways obstructed by overgrowth from adjoining fields, there was nothing further to report at this stage.

(xxii) School path. Further to Cllr I Brown referring to a tree in the vicinity of 9 The Dell, further advice would be sought by the Clerk. **Action: The Clerk.**

(xxiii) Trees, Guilden Sutton Lane. There was nothing further to report at this stage as to trees at Heath Bank, said to be overgrown and a tree outside a house at the junction of Guilden Sutton Lane and Garners Lane which appeared to be dying.

(xxiv) Hare Lane. Further to the concerns raised by Mrs G M Reeder, Cheviot, Hare Lane as to overgrowth obstructing sight lines and the size of trees at various locations on Hare Lane, the Clerk was informing Mrs Reeder of the response received from the Network Steward. **Action: The Clerk.**

(xxv) Debris, Cinder Lane. Further to Cllr Roberts advising the Clerk that a member of the public had been injured by a thorn remaining from arisings resulting from hedge cutting and to the matter being reported to Streetscene, there was nothing further to report at this stage.

(xxvi) Dingle path. Further to Cllr Hughes reporting a request from an adjoining occupier to fell two self set sycamores on private land adjoining this path which were stopping his enjoyment of oak trees in the group and to the Council agreeing it would have no objection subject to the consent of the landowner being obtained and, on the advice of the Tree Warden, approval being sought for the felling which was in a protected group, there was nothing further to report at this stage.

(xvii) Conifers adjoining parish playing field. Cllr Fisher referred to the continuing growth of conifers in a property adjoining the parish playing field which he believed were now extending onto the field. These would be inspected by the Clerk. **Action: The Clerk.**

12 Cheshire Association of Local Councils.

Chester Area Meeting. The Clerk, as Honorary Secretary, reported it was intended to hold a further meeting of the Area Meeting, in April/May at which the Head of Planning and Transport, Cheshire West and Chester Council, would be in attendance.

13 Cheshire West and Chester Council.

(i) Community Forums. (a) Chester Villages. There was nothing further to report at this stage. (b) Inaudibility of proceedings. There was nothing further to report at this stage.

(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) Community governance review. The Clerk informed of the following minute agreed by the committee:

*Changes to parish boundaries will only be considered on the submission of clear evidence of need for the change and where such a change will improve the effectiveness and convenience of community governance for local people. In such cases, suggested boundary changes will be subject to wider consultation. Any revised boundaries must follow either manmade (i.e. roads, railways, canals, etc.) or natural borders (i.e. watercourses, fields, etc.). Where possible, substantive changes to parish boundaries may be avoided through the grouping of parishes.*

The Council noted the committee meeting on Wednesday 13 March 2013 had agreed the following recommendations which the Clerk had supported:

- (i) the parish of Guilden Sutton should not be abolished and that its area should not be altered;*
- (ii) the name of the parish should not be altered;*
- (iii) the parish should continue to have a parish council; and*
- (iv) no changes be made to the electoral arrangements that apply to the parish council.*

*To agree that the area of the parish be re-visited under the terms of reference for the future community governance review of Great Boughton parish.*

It was further noted a member of the committee had complimented the Parish Council for actively seeking to engage with the review and its deliberations.

(iv) Special expenses. The Clerk understood the special expenses reduction, introduced by the borough council in 2012/13 to deal at least in part with the double taxation issue was continuing on the same basis in 2013/14.

(v) Altogether Better, Community Empowerment and Delivery. The Council would revisit whether or not it wished to respond to the template provided.

(vi) Review of special educational needs provision, formal consultation. Members noted the consultation would run for a period of eight weeks to Sunday 21 April 2013.

(vii) Grant assistance for graveyard maintenance. There was nothing further to report at this stage.

(viii) Cheshire West, consultation on a new governance model. There was nothing further to report at this stage.

(ix) New Community Services Fund for British Pubs. There was nothing further to report at this stage as the information reported to the February meeting and to the correspondence circulated by Cllr Roberts.

(x) Members budgets applications. Applications relating to the proposed replacement children's playground and replacement CCTV had been minuted above.

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

15 CPRE. There were no action items to report.

16 Health. There were no action items to report.

17 Policing.

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

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

(iii) Parking, Arrowcroft Road. There was nothing further to report at this stage as to possible measures to deal with continuing inconsiderate parking.

(iv) Parking, Cinder Close. There was nothing further to report at this stage.

(v) New Cheshire Police Alerts. The Clerk reported further on the introduction of these alerts. It was noted any Member was welcome to sign up.

(vi) (v) Police and Crime Commissioner meeting 25 March 2013, Tarporley. It had not been possible for the Council to be represented.

18 Newsletter. The Clerk reported a further newsletter would be issued in advance of the Annual Parish Meeting. The reporting forms on the Cheshire West and Chester Council website would be publicised in a future edition. The Clerk would report further in due course as to the distributors were relocating from the Deeside Industrial Park to the NWN Media premises in Mold which would incur additional travel. Having weighed the various issues, he believed the advantage would still lie in direct delivery to the distributor rather than incurring the not inconsiderable cost of postage. **Action: Noted.**

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

20 Bulb planting. There was nothing further to report at this stage following the Vice Chairman indicating he wished to revisit the issue of bulb planting which he believed was a valuable activity for the Council to undertake and to Cllr Hughes indicating there had been little enthusiasm from Members in recent years.

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

22 Primary School. Cllr D Hughes reported further.

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. Cllr Moulton informed there was nothing further to report at this stage.

25 Community events. 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 would be pursued by the Clerk. **Action: The Clerk.**

27 Enhanced broadband. There was nothing further to report at this stage.

28 Village Hall Management Committee. Cllr Davis would report further to a future meeting.

29 MC2, Guilden Sutton Methodist Church. Cllr Hughes informed he had been approached by the purchaser of the property, following its disposal by the Methodist Circuit and he was awaiting a meeting with the occupier to discuss plans for the chapel.

30 Summerfield House. There was nothing further to report at this stage.

31 Electricity sub stations: Oaklands estate. Further to Cllr Brown referring to the condition of some electricity sub stations on the estate and to the matter being brought to the attention of Scottish Power, a response remained outstanding. **Action: The Clerk.**

32 Remembrance Sunday The Clerk had written to thank Messrs Gresty for kindly tidying the Memorial Garden free of charge on behalf of the village and for sweeping and relocating the highways diversion sign on the morning of the service in addition to thanking Mr Paul Gresty and the late Mr Philip Gresty for their assistance to the Council over very many years.

33 Cheshire Fire and Rescue Service Integrated Risk Management Plan (IRMP) 2013/14 Consultation. There was nothing further to report at this stage.

34 Recognition of Volunteers. Further to the suggestion by Cllr Roberts that the Council might consider an award for voluntary work in the parish, the Clerk informed two residents had been nominated following a note in the newsletter. It was agreed the award should be made to Mrs Lyn Littler for her splendid efforts in litter picking the village on a purely voluntary basis.

35 Members Information Items.

Street lighting. Cllr Paterson informed the Cheshire West and Chester Council lighting contractor had visited the village hall car park.

Community resilience. Cllr Paterson referred to community resilience workshops to be held by Cheshire West and Chester Council.

Sweeping, Guilden Sutton lane. A request was made by Cllr Moulton for the highway authority to be requested to sweep grit which had collected at the side of Guilden Sutton Lane and School lane.

Litter bin. Cllr Paterson informed she had advised Streetscene as to an overflowing litter bin in the vicinity of the school.

36 Information correspondence.

**Neighbourhood planning:** Cheshire West and Chester Council neighbourhood planning advice; Navigus Planning: Neighbourhood Plans now in place: what parish and town councils need to know; Neighbourhood Planning Update.

**Leisure Services:** The People's Millions: Big Lottery/ITV grant. Four awards of up to £50,000 on offer in each of the 19 ITV regional news areas across the UK; Fields in Trust March ezine.

**Finance:** Co-operative Bank deposit rates; BDO Audit briefing 2013; Parish Council Survey Results, Brian Johnston & Co.

**Cheshire Association of Local Councils.** Internal audit service for local councils; April newsletter.

**National Association of Local Councils.** Opinion Question. Putting Communities First - Eric Pickles MP to headline NALC London event; Local Council Review Spring 2013; QPS online survey details.

### **Cheshire West and Chester Council**

Members Briefings:

479 Information on changes to the concessionary travel scheme that will be introduced from 1 April 2013. These changes to the Cheshire Districts Concessionary Fares scheme will put it more in line with the national scheme, by curtailing the discretionary elements to concessionary travel. The changes remove entitlement to half fare travel on local bus services before 9.30 a.m. on week days and remove half fare and free travel on community transport services.

480 Update on the Cheshire West and Chester Healthwatch and Cheshire and Merseyside Healthwatch Independent Complaints Advocacy Services. Providers of these important local services have now been appointed and arrangements are in hand for them to be on stream by 1 April 2013. 13/14 016



481 Details of an education and enforcement initiative in the alleyway area of Chester. Results from the first six weeks of the initiative show that it has already had a positive impact on the environmental quality of the area.

482 Details of a tender exercise that has just commenced for a new Home Improvement Agency Contract. Home Improvement Agencies (HIA) are locally based organisations that provide support to older, disabled and vulnerable people to maintain independent living. The briefing outlines the ambition for the future of the HIA; to create a borough-wide, comprehensive, housing support service. It provides information on the current tender exercise, which aims to help deliver this through the award of a new contract, which will start in the autumn.

483 Local Design Review Panel. Proposal to create a Local Design Review Panel to undertake pre planning reviews of key developments across Cheshire West and Chester. The Panel will be comprised of experts drawn from a range of disciplines in the built environment who will provide independent and impartial evaluation of projects and offer advice on how proposals can be improved. However, their role will be advisory and will not be to redesign a scheme or to make decisions.

484 Budget 2013. The briefing focuses on some the elements within the Budget with the greatest relevance for local government.

485 Fostering Inspection. The briefing highlights the results of a recent inspection of Cheshire West and Chester Council's Fostering Agency, which judged the overall effectiveness of the service to be good.

486 Local Account. Publication of Cheshire West and Chester Council's second annual Local Account for adult social care. The Local Account summarises what has been done so far and what is planned for the future. It also recognises the challenges involved and provides an invitation for people to get involved in moving things forward.

487 Decent Homes Backlog Funding. Information on £8.5 million of grant funding that the Council will be receiving over the next two years (2013/14 and 2014/15). This will enhance the Council's housing capital programme and help meet the Government's Decent Home Standard for Council-owned housing in Ellesmere Port and Neston.

488 HS2 Briefing Two. Follow up briefing on HS2.

Connecting Cheshire update March 2013; Community Resilience Workshops May/June 2013; Local Councils Bulletin March 2013; Partnerships Bulletin March 2013; Easter Bank Holiday Weekend Out-of-hours Planning Enforcement Action; Recycle First - Easter waste collection arrangements; Cycle Events 7 July 2013.

489 Decision by the charity Shelter to close nine offices across England, including the advice service in Chester, by the end of March 2013. The briefing provides details of the alternative sources of advice for residents with housing and homelessness issues that will be available after this date.

490 Pilot restorative justice project in Ellesmere Port that will be launched shortly. A Neighbourhood Resolution Panel is being established which will agree what action should be taken to deal with certain types of low level crime and anti-social behaviour.

491 Timescale and process for a bid for Chester and its environs to be UK City of Culture in 2017. There is a two stage bidding process for City of Culture. Initial bids must be submitted by 30 April, following which a shortlist of up to four areas will be announced. Full bids must be submitted by 30 September, with an announcement of the winner being made before the end of November 2013.

492 Information on the Adult Social Care and Health Workforce Strategy 2013/14. The strategy outlines the priority areas that will influence workforce changes in the coming year and beyond, along with the support that will be provided to create a flexible, confident, capable and competent workforce.

**Cheshire Community Action:** Cheshire Community Pride Competition 2013 - Last call for entries.

**CPRE:** Say no to more cables and masts spoiling beautiful landscapes; Help us stop planning becoming a developers' charter; Countryside Voice; Cheshire branch AGM 8 May 2013; Cheshire Viewpoint. 13/14 017

**Policing:** Opportunity to meet with the recently elected Police Commissioner John Dwyer on Monday 25 March 2013 in the Assembly Hall, Tarporley High School, Eaton Road, Tarporley, CW6 0BL at 6.30pm for 7.00pm; PC Boulton: Community Update March 2013; Cheshire Police Alert - Questions and Answers; Home Watch Police Inspector update WESTERN RURAL 25 March, 2 April 2013.

**Cheshire Fire and Rescue Service:** Integrated Risk Management Plan 2013/14. This Plan outlines the significant changes that will now be implemented over the next four years, to ensure that the Fire Authority can maintain and improve the service it provides to local communities and make the most effective use of reduced national funding.

**General:**

Beanstalk: Inspire a child to read!

British Gas Renewable Heating engaging Parish Councils with renewable affordable heating

Gov KnowHow: Local Government Efficiency Conference 2013.

Historic Towns Forum: Planning Update event 29 April 2013, newsletter update.

Reaseheath: Project Management Skills for rural and farming businesses.

Rural Services Network: Weekly Email News Digest 4, 11, 18 March 2013; Rural Opportunities Bulletin; Twitter account.

**Matters considered in the absence of the press and public.**

It was proposed by the Chairman, seconded by the Vice Chairman and agreed that the public and press should be excluded 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.

37 Possible enforcement issues. (i) Steps, Cinder Lane - Church Lane. Further to a Member raising a possible issue concerning these steps, this would continue to be monitored following action by the Network Steward. (ii) Satellite dishes. Advice would be sought from the local planning authority on an issue previously advised to the Council and on any others which may become apparent.

38 Property tenancy. Further to the issue reported to the previous meeting, a Member informed the matter had been drawn to the attention of the Chester and District Housing Trust. It was also understood the Police were aware.

The meeting concluded at 9.35pm. Date of next meeting: Tuesday 7 May 2013.

Guilden Sutton Parish Council

Minutes of a special meeting of the Council held on Monday 8 April, 2013 at 7.15pm in Guilden Sutton Village Hall.

Chairman: Cllr D Hughes.

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

In attendance: D Palmer Esq, Mrs S Ringstead.

1 Procedural matters.

(i) Declarations of interest. Members were reminded that they should declare any Disclosable Pecuniary Interest or any Other Disclosable Interest which they may have 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. With a Disclosable Pecuniary Interest, the Member must not take part in the discussion or vote and must withdraw. There was no right to speak as a member of the public. With an Other Disclosable Interest, the Member must not take part in the discussion or vote but may remain in the room after making a statement if he/she wished to do so. 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.

(ii) Apologies.

Apology: An apology was received and accepted from Cllr I Brown.

(iii) Co-option of a member of the Council to fill the vacancy vice former Cllr J Hughes.

The Clerk reported the receipt of applications from D Palmer Esq, Mrs S Ringstead and R Stewart Esq, all of whom had kindly provided short CVs which had been circulated to all Members of the Council.

In advance of the meeting, the Clerk had provided each candidate with advice of the procedure to be adopted by the Council which he had indicated normally progressed by way of secret ballot.

Cllr Fisher indicated he wished to discuss the procedure to be adopted and the candidates present were requested to leave the room. The Council having agreed to proceed as previously indicated, the candidates were invited to return.

Further to a ballot taking place, the Clerk reported there was one vote for D Palmer Esq, four votes for Mrs S Ringstead and one vote for R Stewart Esq.

Mrs Ringstead was welcomed to the Council and signed the declaration of acceptance of office.

The Clerk indicated to Mr Palmer, who was thanked for his interest in the work of the Council, the procedure to be adopted by the Council should there be a further vacancy during the life of the present Council. He further indicated the two unsuccessful candidates would be considered for membership of the advisory panel should a suitable opportunity arise.

The meeting concluded at 7.25pm.