

## Guilden Sutton Parish Council

Minutes of the ordinary meeting of the Council held on Monday 2 December 2013 at 7.30pm in Guilden Sutton Village Hall Committee Room.

Chairman: Cllr W Moulton.

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

In attendance. Cllr S Parker

### 1 Procedural matters.

(i) Declarations of interest. Members were reminded 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. Declarations were a personal matter for each Member to decide with the decision to declare, or not, being the responsibility of the Member based on the particular circumstances. Consideration should be given to any pecuniary interest, outside bodies interest or family, friends and close associates.

Cllr D Hughes declared an interest in application 13/04774/FUL single storey extension to front and side and extension to driveway at 45 Oaklands, Guilden Sutton, CH3 7HE by virtue of being an immediate neighbour.

(ii) Apologies. Apologies were received and noted from Cllr M Parker, PC R Boulton.

(iii) Minutes. Confirmation of the minutes of the ordinary meeting of the Council held on Monday 4 November 2013. It was proposed by Cllr Ringstead, seconded by Cllr Roberts and agreed that the minutes of the ordinary meeting of the Council held on Monday 4 November 2013 should be approved.

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

(v) Dates of future meetings: Mondays 6 January, 3 February, 3 March, 7 April (to include the Annual Parish Meeting), 12 May, 2 June, 21 July, 1 September, 6 October, 3 November, 1 December 2014.

(vi) Late information report 2 December 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.

### 2 Community engagement.

(i) Public speaking time.

(a) Public speakers. There were no public speakers.

(b) Visiting Members, officers and wardens. Cllr S Parker informed of the Christmas Lights switch on, parade and Winter Wonderland opening at Chester Racecourse on Thursday 21 November 2013. Cllr Parker responded further to Members' question and was thanked for his attendance by the Chairman.

(ii) Report of surgery held on Saturday 30 November 2013. . Councillors Hughes and Davis had presided. Cllr Hughes reported no issues had arisen.

(iii) Parish Council drop ins. There was nothing further to report at this stage.

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

### 3 Planning.

(i) New and recent applications.

Three dwellings (demolition of existing)  
Chester House Hare Lane Chester Cheshire CH3 7ED  
Ref. No: 13/05092/FUL | Validated: Fri 29 Nov 2013 | Status: Pending consideration. NEW APPLICATION.  
The Clerk advised the revised plans were awaited. He reminded Members a previous application for four dwellings had been refused.

Single storey rear extension (retrospective)  
2 Cinder Close Guilden Sutton Chester Cheshire CH3 7EP  
Ref. No: 13/04958/FUL | Validated: Wed 13 Nov 2013 | Status: Pending consideration. NEW APPLICATION.  
Further inquiries would be made by Cllrs Paterson and Brown.

Trim 1 oak tree  
Floreyns Belle Vue Lane Guilden Sutton Chester Cheshire CH3 7EJ  
Ref. No: 13/04980/TPO | Validated: Wed 13 Nov 2013 | Status: Pending consideration. NEW APPLICATION.  
The Clerk advised Members were not consulted on applications to trim. The proposal was notified for information.

Felling of 1 Silver Birch due to being overgrown and unbalanced  
The Laurels Belle Vue Lane Guilden Sutton Chester Cheshire CH3 7EJ Ref. No: 13/04850/TPO | Validated: Tue 05 Nov 2013 | Status: Pending consideration. NEW APPLICATION.  
Cllr Brown reported the work was proposed to avoid power lines. Members concluded they would prefer pruning due to the amenity value of the tree.

**Cllr Brown.**

Single storey extension to front and side and extension to driveway  
45 Oaklands Guilden Sutton Chester Cheshire CH3 7HE  
Ref. No: 13/04774/FUL | Validated: Fri 15 Nov 2013 | Status: Pending consideration. NEW APPLICATION.  
Further inquiries would be made by Cllrs Ringstead and Roberts.

DSLAM Cabinet  
DSLAM Cabinet Opposite 3 Station Lane Guilden Sutton Chester  
Ref. No: 13/04595/DSM | Validated: Wed 09 Oct 2013 | Status: DSLAM Notification.  
The Clerk advised he believed the proposal was notified for information.

Detached dwelling (amendment to planning permission 11/02870/FUL)  
Land At The Vicarage Wicker Lane Guilden Sutton Chester Cheshire  
Ref. No: 13/04294/FUL | Validated: Tue 01 Oct 2013 | Status: Application permitted. NEW DECISION.  
No objection had been raised.

**Cllrs Brown, Paterson.**

Residential development of 9 dwellings (demolition of existing buildings)  
The Wood Farm School Lane Guilden Sutton Chester Cheshire CH3 7ET  
Ref. No: 13/04057/FUL | Validated: Tue 17 Sep 2013 | Status: Pending Decision

The planning authority had been advised as follows:

*There is no objection in principle to the proposal and the farmhouse and farmyard concept is welcomed together with the provision of affordable housing. The Council suggests the following conditions should the LPA be minded to approve.*

*(i) Affordable Housing. Prior to the commencement of development an affordable housing scheme should be submitted to the local planning authority for approval in writing. The amount of affordable housing shall be three dwellings and the scheme should include details of:*

*The numbers, type, tenure and location on the site of the affordable housing provision to be made.*

*The arrangements for the transfer of the affordable housing to an affordable housing provider or for the management of the affordable housing if no registered social landlord is involved.*

*The occupancy criteria to determine the identity of prospective and successive occupiers including the identification of means to ensure such occupancy conditions are enforced.*

*The timing of the construction of the affordable housing and of any phasing in relation to the occupancy of the market housing. It is suggested these dwellings should be constructed at the same time as or on completion of the first three market dwellings.*

*Arrangements to ensure that such provision is affordable for both the first and subsequent occupiers of the affordable housing.*

Priority in allocating tenures should be given to those from within Guilden Sutton parish or with demonstrable close ties to it.

(ii) *Materials.* No development should commence until samples of the materials to be used for the construction of the external surfaces of the dwellings have been submitted for approval in writing by the local planning authority. Development should be carried out in complete accordance with the approved materials. In particular, in keeping with the concept of a farmhouse and farmyard development, red brick should be used throughout to follow the recognised vernacular of principle farm buildings in Cheshire and in Guilden Sutton where all previous farm and stable conversions have retained red Cheshire brick and slate roofs.

(iii) *Demolition and construction traffic.* Prior to the commencement of development full details of the phasing of demolition and construction traffic for the development, including temporary highway vehicle and pedestrian routings, times and days of large vehicle movements to and from the site and suitable off-highway parking for all construction related vehicles and when required vehicle cleansing facilities, should be submitted to and approved in writing by the local planning authority. The development should then be carried out in strict accordance with the agreed details. No such traffic should be permitted to enter the Oaklands estate or to wait at any time on adjoining lengths of School Lane and Oaklands.

(iv) *Highway and footway access.* No dwelling should be occupied until highway and footway access to it from School Lane has been constructed up to binder course level. The surface course should then be completed within a timescale to be agreed in writing by the local planning authority.

(v) *Parking.* No development should commence until full details of the parking facilities for cycles and cars have been submitted to and agreed in writing by the local planning authority. No approved dwelling should be occupied until car and cycle parking for the dwelling has been provided in accordance with the agreed details and the approved parking facilities provided should be retained at all times thereafter. Permitted development rights should be removed for the conversion of any garaging to residential.

(vi) *Construction method statement.* No development should commence, including any works of demolition, until a construction method statement has been submitted to, and approved in writing by, the local planning authority. The approved statement should be adhered throughout the construction period. The statement should provide for:

*The parking of vehicles of site operatives and visitors in particular avoiding any on road parking at any time on adjoining lengths of School Lane and Oaklands.*

*Loading and unloading of plant and materials in particular avoiding any on road waiting at any time on adjoining lengths of School Lane and Oaklands.*

*Storage of plant and materials used in constructing the development.*

*Wheel washing facilities.*

*Measures to control the emission of dust, dirt, noise, vibration and light during demolition and construction.*

*A scheme for recycling/disposing of waste resulting from demolition and construction works.*

*The hours of construction and demolition.*

*No demolition or construction which should take place outside 8am to 6pm Monday to Friday and 8am to 1pm on Saturday or at any time on Sunday or Bank Holidays. In particular there should be no deliveries or movement of heavy plant and equipment during the hours of 8.15am and 9.15am, 3pm and 4pm and 5pm and 6pm to avoid peak hours including school traffic.*

(vii) *Landscaping.* No development should take place until full details of both hard and soft landscaping works have been submitted to and approved in writing by the local planning authority and these works should then be carried out as approved. The details should include hard surfacing materials, a planting plan particularly to include the boundary with School Lane and details of any protected trees to be replaced.

*If within a period of five years from the date of initial planting any trees or shrubs planted in accordance with approved landscaping works are removed, die, become diseased or seriously damaged then replacement trees or shrubs should be planted in the next planting season of similar size and species.*

(viii) *Lighting.* Prior to the commencement of development details of any temporary or permanent external lighting to be provided as part of the development should be submitted and approved in writing by the local planning authority. Development should then be carried out in accordance with the approved details.

(ix) *Play area provision.* Payment to Guilden Sutton Parish Council of the sum required for the improvement of play area provision maintained by the Parish Council should be due on occupation of the first dwelling.

#### **Cllrs Fisher, Moulton.**

Members noted the following advice from the Agent, via Cllr S Parker, relating to bin storage and collection: *Further to our discussion earlier I confirm the intention would be that the bins would be stored within the domestic curtilage of each property and put out in the courtyard on collection day.*

Members noted the receipt of correspondence dated 5 November 2014 from Mr and Mrs Gresty as to the prospect of future development on other land in their ownership elsewhere in the parish.

Erection of hay/straw barn

Tile Farm Wicker Lane Guilden Sutton Chester Cheshire CH3 7EL

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**Cllrs Davis, Paterson.**

(ii) Development control process. (a) e notifications. There was nothing further to report at this stage.

(iii) Community planning.

(a) Parish Plan. Formal launch, Marigold Room, Guilden Sutton Village Hall Saturday 30 November 2013, 2pm to 4pm. Cllr Paterson reported. Stalls had been mounted on aspects of the plan and Cllr M Parker, the Police and Homewatch had been in attendance. It was hoped this would lead to an annual event.

(b) Neighbourhood planning. Further to the proposal by Christleton Parish Council to organise a Neighbourhood Plan Seminar and to invite members of the Tattenhall Group to attend to give a presentation and answer questions that might arise from those present, Members were asked to indicate to the Clerk on a preliminary basis should they wish to attend this meeting details of which were awaited. The Clerk informed Cllr S Parker had advised Neighbourhood Plans were important local documents which overruled the Chester Local Plan for planning aspects.

(c) Affordable housing.

(i) Proposal by Mr Phil Taylor, Strategic Team Group for development at Wicker Lane. There was nothing further to report at this stage following the understanding the highway authority would regard the site as fundamentally unsustainable.

(ii) MCI Developments and the Plus Dane Group, School Lane/housing needs survey, Guilden Sutton.

The Clerk reported the housing need survey had been promoted on the web site and in a newsletter issued with the Chester Standard on 7 November 2013 prior to the closing date. A leaflet had also been distributed from the developers in the same issue of the Standard following assistance provided by the Clerk advising of a drop in event which had been held on Thursday 14 November 2013 in the Village Hall from 6pm to 8pm by the planning consultants and the developers. Information as to the proposal had also been available on [www.schoollaneguildensutton.com](http://www.schoollaneguildensutton.com).

The drop in had been co-ordinated by Cheshire Community Action in conjunction with Mosaic Town Planning.

The Clerk reported further that Michael Rutherford, Arcadian Estates (NorthWest) Ltd had been in touch in connection with up to three residents sitting in on the company's preliminary meeting with their architect to make suggestions to adjust the design of the layout of the proposed houses. It was hoped to finalise the design and submit a planning application before Christmas.

Mr Rutherford had further advised there had been an excellent response to the housing needs survey and also a good amount of registers for the proposed homes. The final mix of houses (two beds, three beds, and bungalows) would be decided based upon this information. The Clerk advised the meeting had yet to take place.

Members visited aspects of the survey with Cllr Paterson suggesting there was a need for clarification of the definition of affordable. Cllr Hughes questioned the independence of the survey although Cllr Fisher pointed out Members who had met the officer had been satisfied. Cllr Roberts did not believe it was possible to reach a conclusion as to need at present.

(iii) Chester Villages group.

This meeting, taking place on 12 November 2013 at HQ had been attended by the Chairman and Cllrs Hughes, Paterson and Ringstead. Cllr Paterson reported on this meeting which had primarily arisen to consider the affordable housing development next to the Cheshire Cat, the level and type of housing need and the revised Strategic Housing Market Assessment. It was noted that applications for the affordable properties had mainly been local to Christleton. It was agreed that Mr S Mosley MP should be invited to the Council's February meeting to discuss the funding available for affordable housing. **Action: The Clerk.**

(iv) Strategic Planning.

(a) Local Development Framework.

(i) Land at Hoole Hall (Hoole Gate). Members noted the representation from HIMOR to the Draft Local Plan consultation which had been circulated on receipt from HIMOR by the Clerk. It was further noted an updated Vision Document and the technical material that had informed it were available to download from [www.hoolegate.co.uk](http://www.hoolegate.co.uk).

(ii) Publication draft Local Plan. There was nothing further to report at this stage.

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

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

4 Quality Council issues.

(i) Training: (a) General Power of Competence. There was nothing further to report at this stage. (b) Training dates 2013. Members had noted the proposed training dates for the remainder of 2013 and those for 2014 and would advise the Clerk should they wish to attend. The receipt of a revised programme for training in 2014 was noted. (c) Social Media. ChALC training session, Wednesday 20 November 2013, Small Meeting Room, Crewe Library. The Clerk informed he had attended this course with B M Lewin Esq, Webmaster. Comprehensive documentation was to be circulated. (d) Councillor 2 training session, Wednesday 13 November 2013, Cotebrook Village Hall. No Members from this Council had attended the course. (e) Planning Seminar Friday 6 December 2013. It was noted the event would take place in a central Middlewich location and would include sessions on rural planning and by officers from Cheshire West and Chester and Cheshire East Councils together with a planning question time. The cost would be £40. Members would advise the Clerk should they wish to attend. (f) Councillor 4 Workshop, 4 December 2013 at Tarvin Community Centre. This course would enable Members to consider their role as community representatives and leaders and to examine effective partnership working. The cost would be £30. Members wishing to attend would advise the Clerk.

(ii) Quality Councils Forum. There was nothing further to report at this stage further to advice from the Cheshire Association of Local Councils that as the Quality Parish Scheme was under review nationally a decision had been taken to hold no further meetings until the new scheme was launched.

(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 grounds maintenance contractor had made good progress in maintaining the field to specification. Minor remedial action proposed by the contractor to improve the field side goalmouth at a cost not exceeding £50 was awaited. Further to the Clerk informing he had approached Mr Arden for advice as to the future maintenance of the ditch, there was nothing further to report at this stage. Comments had been received that the front boundary hedge had been cut to a high standard.

(b) Mole infestation. The Clerk advised there were presently no issues.

(c) Basket ball equipment. Following the report by Play Inspection and Maintenance Services which had expressed concern as to a possible hazard presented by the equipment, the condition of the hoop and backboard continued to be monitored.

(d) Further to a Member informing of the encroachment of an adjoining boundary hedge, this was being monitored.

(e) Boot camp request for use. The Clerk advised of a request by a new boot camp to use the field on an occasional basis. He had pointed out that regrettably organised activities could not be permitted and that at this time of the year some areas would be water logged. **Action: Noted.**

(ii) Children's Play Area.

(a) CCTV and CCTV protocol. (i) Upgrade. Further to Cllr 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 Cllr Paterson informing she had met the contractor for a one hour visit to enable an inspection to be carried out and a report and estimates to be prepared and to the possibility of entering into a service agreement, further information had been sought by the Clerk who reported a response was still awaited from Chester Security Systems.

(b) Inspections. (i) The reports for November 2013 had been received from Play Inspection and Maintenance Services and had been considered by Cllr Paterson. (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. (iii) Members noted that with the approval of the Chairman and Vice Chairman the Clerk had attended an extremely helpful RoSPA course, organised by Huntington Parish Council, from 9.30am to 1.15 pm on Saturday 16 November 2013. The course, on basic inspections for volunteers, had including a practical session on Huntington Parish Council's Jubilee Field. It was understood attendance would attract a certificate valid for three years. **Action: Noted.**

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

(d) Grounds maintenance issues. There was nothing further to report to the Clerk requesting the contractor to submit an exception invoice for any work over and above that estimated for in reducing the height of the hedge. The contractor had also been requested to face the hedge within the play area to reduce its depth and to take action to remove brambles and nettles again on the basis of an exception invoice for any work over and above that estimated for.

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

(f) Possible replacement playground. Further to the presentation by Mr J Williams, Play and Leisure, at which it had been stressed progress would be dependent on satisfactory financial arrangements including fund raising, the Clerk had now forwarded applications to Awards for All and to WREN and was pleased to report a conditional grant offer of £5,000 from Awards for All. Further information had been sought by WREN which would reach a decision in mid March 2014. **Action: Noted.**

(iii) Public Footpaths. (a) Footpath 7. There was nothing further to report at this stage. (b) Footpath 2. There was nothing further to report at this stage additional to that minuted beneath under Highways and Environmental Services. (c) Footpath 1. There was nothing further to report at this stage. (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 Lane, a response was awaited from the ward members to whom the matter had been referred. (e) Rights of Way Group. (i) Bank account. There was nothing further to report at this stage. (ii) Natural England "Paths for Communities" (P4C) scheme. There was nothing to report at this stage. (f) Mid Cheshire Footpath Society. There were no action items to report. (g) Greenway. There was nothing further to report at this stage.

(iv) Grounds Maintenance. The Clerk indicated the contractor wished to discuss contract matters at the January meeting. This was agreed.

(v) Public Seats: Guilden Sutton Lane. Further to the Clerk informing he had attended a site visit with Messrs Deva Forge to obtain estimates for refurbishing the 2 no public seats in the parish and repainting the seat in the Oaklands bus shelter for which an estimate in the sum of £230 plus VAT had been authorised by the Chairman and Vice Chairman, the work was awaited.

(vi) Fox Cover. Landscaping. Further to Cllr Paterson informing the occupiers, Mr and Mrs Dawson, had been visited by Streetscene officers, the Clerk understood the main concern was the possibility of a tree within the landscaping falling.

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

(viii) Wild flower meadow. The Council would revisit this issue, the Area Highways Manager having advised that applications for the use of highway land would be considered subject to on site investigations to discount the presence of utilities.

7 Public transport. (i) Services, general. C27. There was nothing further to report at this stage. (ii) Bus stand, Guilden Sutton Lane. Overgrowth at this stand continued to be monitored, Cllr Roberts expressing concern as to views being obstructed. The issue had been reported by the Clerk at the meeting with the Area Engineer minuted beneath. (iii) DB8. Cllr Roberts referred to continuing issues with this service.

## 8 Highways.

(i) Strategic issues: Chester's Transport Strategy: There was nothing further to report at this stage.

(ii) Issues with the highway authority, ownership by Traffic Group. The Traffic Group would consider if they wished to review the outcome of the meeting held with the Area Highways Manager on Wednesday 1 May 2013 and that of the walkabout which had taken place on Thursday 30 May 2013.

(iii) Current issues

(a) Speed matters. (i) Community speed management. Further to Cllr D Hughes 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, Cllr Hughes was to discuss this with PC Boulton. **Action: Cllr Hughes.** It was noted Cllr Moulton had confirmed his understanding a survey had been promised on the road. The suggestion by Cllr Paterson that the ward members should be involved in the provision of flashing 30s on Station Lane and that two should be installed had been pursued by the Clerk with the Area Engineer as minuted beneath. SID. Further to Cllr Moulton expressing concern about the standard of upkeep of the equipment, supported by Cllr Roberts and by Cllr Hughes, this was being raised with the ward members and had been pursued by the Clerk with the Area Engineer as minuted beneath. In respect of the Clerk being asked to circulate a 'Community Speed Management' scheme regarding speeding issues by Cheshire West and Chester the Traffic Group would consider the guidance and perhaps raise the A41/Guilden Sutton Lane junction, Guilden Sutton Lane, Station Lane and Wicker Lane. (ii) School Lane. Concerns per Mr P Crompton, Belle Vue Lane. The issue was with the Traffic Group and PC Boulton.

(b) School parking. With reference to the possibility of a residents parking scheme and to CCTV surveillance, the Clerk was to approach the appropriate officer from Cheshire West and Chester Council. **Action: The Clerk.**

(c) Porters Hill. The issue raised by Cllr 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 had been pursued by the Clerk with the Area Engineer as minuted beneath. 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, which had been acknowledged by the highway authority, had been logged under reference no. 2118877 had similarly been raised. Further to Cllr Fisher referring to the possibility of land being made available to improve the footway, the issue had been pursued by the Clerk with the Area Engineer as minuted beneath.

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

(e) Planters. Further to Streetscene being advised the planter on Guilden Sutton Lane was being overcome by long grass and the schedule should be revised to include strimming of the area, there was nothing further to report at this stage.

(f) 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, the issue had been pursued by the Clerk with the Area Engineer as minuted beneath.

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

(h) 20 mph limit. There was nothing further to report at this stage.

(i) Guilden Sutton Lane: footway drainage. There was nothing further to report at this stage.

(j) Winter gritting. (i) Old Hall Park. The understanding that occupiers on Old Hall Park had found it necessary to park their cars on the parish car park during the winter snow due to the condition of the road had been pursued by the Clerk with the Area Engineer as minuted beneath. (ii) Village Hall car park/shops. The suggestion by Cllr Davis relating to the provision of a grit bin as an alternative to a bag had been pursued by the Clerk with the Area Engineer as minuted beneath. (iii) Steps, Fox Cover-Church Lane. The suggestion by Cllr Roberts that provision might be considered for gritting these steps had been pursued by the Clerk with the Area Engineer as minuted beneath. (iv) Correspondence per the Rev Dr Mark Hart. 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, the issue had been pursued by the Clerk with the Area Engineer as minuted beneath.

(k) Fatality 24 June 2013, 2135, School Lane. There was nothing further to report at this stage.

(l) Proposed Traffic Order - Cycleways in the Guilden Sutton area. Members were reminded that notice had been given of a proposal by Cheshire West and Chester Council to convert lengths of footway and verge in the Parishes of Guilden Sutton & Chester City to an unsegregated shared use footway/cycleway. No objection had been raised but disappointment had been expressed that (i) The Council had not been consulted in advance. (ii) The works were proposed when no action had been taken on more pressing concerns at this junction raised by the Parish Council and by the present and former ward members which affected far more users of this difficult junction than the measures now proposed. The ward members had also been informed.

The Clerk further invited Members to note the following advice from the Area Highways Manager.

*"I have spoken to the officer organising this work and having checked our records it does appear that Guilden Sutton Parish Council were not asked at the time of our bidding for funding to the DfT for letters of support for this cycling scheme. This was an error and I can only genuinely apologise. The funding we applied for was to address cycle safety and the crossing at this location was highlighted in the 'Times' consultation. The Times carried out a national consultation following the death of one of their reporters asking for readers to identify cycle safety issues. The responses were used as a petition to improve cyclist safety. The DfT included the results of the petition in their cycle safety fund application pack."*

(m) Revised lane markings, Hoole Roundabout. There was nothing further to report at this stage.

(n) Flashing 30s. The issue had been pursued by the Clerk with the Area Engineer as minuted beneath. Members agreed the Council's position remained that a 'flashing 30' sign should be installed at an appropriate location within the parish at a 10 year cost of £7k - £8k, hopefully to be part funded by the PCC for Cheshire and member budgets and that the ward members should be involved in the provision of two flashing 30s on Station Lane to be installed by the highway authority on the basis of the hazardous nature of the road which was a heavily used access to the Millennium Greenway. Cllr Hughes believed the installation to be part funded by the Parish Council should be costed on the basis of a shorter three or five year term.

(o) Parking, Guilden Sutton Lane. Further to the Chairman raising renewed concerns as to parking on Guilden Sutton Lane within the 40mph limit, particularly close to the junction with Heath Bank, the issue had been pursued by the Clerk with the Area Engineer as minuted beneath.

(p) Boundary fencing. A Member referred to the condition of a length of boundary fencing adjoining a footway in the parish. This was being raised with the landowner. **Action: The Clerk.**



(q) Meeting between the Clerk and Ian McNeill Esq, Area Engineer on 25 November 2013 to discuss outstanding current issues.

Members noted the Clerk had an extremely helpful meeting with the Area Engineer, Mr Ian McNeill, on Monday 25 November, 2013 to deal a range of current issues as detailed beneath.

**Porters Hill.** Any improvement to the footway would also have to involve the adjoining sub standard length towards The Hall. Consideration will be given to edge lining the opposite side of the road to assist drivers. The approach at Annie Hughes's Hill, involving the removal of the centre line, cannot be applied as at its narrowest point the road exceeds the 5m minimum width above which a centre line must be retained.

**Winter.** The use of the build out of the Village Hall car park if a grit bag is requested is confirmed. Similarly there is sufficient space on the footway at the foot of Old Hall Park. The lack of suitable space or access precludes any provision for the Fox Cover steps. Water running onto Porters Hill from the adjoining property (ies) and freezing or from surcharged gullies in the vicinity of Arrowcroft Road will be monitored. Grit bins are not preferred due to misuse.

**Shops car park.** Measurement confirms the marking of standard size parking bays would only permit one line of parking and not two as at present on an informal basis.

**Flashing 30s.** The newly introduced guidance is that where measures to reduce speed are requested, these will be funded on a 50/50 basis if they comply with the requirements, otherwise the promoters are responsible for 100% of the cost. It is likely the 2no flashing 30s proposed on Station Lane would not be funded or the 1 no installation proposed elsewhere in the village.

**Guilden Sutton Lane.** Sight line issues at the junction of Heath Bank and Guilden Sutton Lane caused by parking and in the vicinity of the incoming bus stand will be monitored.

**Street lighting.** The Principal Lighting and Traffic Control Engineer is contacting the Clerk re the provision of a bracket lamp in Heath Bank.

**SID.** Concerns as to reliability will be referred to the appropriate officer.

**Path, Station Lane.** Although such a path has been provided in Barrow the Area Engineer raises concerns about the use of any such route behind a hedge.

**Footways : Oaklands/Cinder Lane.** It is accepted the adopted footways on Oaklands within the planning permission for the estate have not been maintained. Remedial action is proposed, particularly on the link path from Orchard Croft to Oaklands alongside the dell where there is a concern. The historic problem of the fieldside footway on Cinder Lane, installed as part of the new build, may be best resolved by returning that part of the highway to verge with dropped kerbs provided to direct walkers to the opposite path.

(r) Hare Lane.

The Clerk informed of the following notices received from the highway authority.

*(i) Please note the following temporary road closure to enable Cheshire West and Chester Council to carry out footway construction works. The works are due to commence on Monday 18th November 2013 and are expected to last for five days.*

*Hare Lane from its junction with Guilden Sutton Lane to a point outside Mayfield House.*

*The diversionary route will be via Guilden Sutton Lane and Belle Vue Lane.*

*Access to properties and for emergency vehicles will be maintained.*

*(ii) Please note the following temporary road closure to enable Cheshire West and Chester Council to carry out footway construction works. The works are due to commence on Monday 25th November 2013 and are expected to last for five days.*

*Hare Lane from its junction with Guilden Sutton Lane to a point outside Mayfield House.*

*The diversionary route will be Via A41 Ring road to A51 back to Hare Lane and vice versa.* 13/14 125

*Access to properties and for emergency vehicles will be maintained.*

(iv) Lighting. (a) Faults. Further to Cllr Moulton referring to lights being obscured by trees on Guilden Sutton Lane, the Clerk informed he had observed an inspection being carried out. (b) Lighting, Heath Bank and junction Church Lane/Fox Cover steps. These issues were being progressed by the Clerk, with priority being given to Heath Bank. The lighting authority had previously informed the cost would be in the region of £650 - £750 for each installation.

#### 9 Finance.

##### Income

Co-operative Bank

Current account

Interest

4 October 2013 £ 4.41

HMRC

BR tax overpayment refund £ 230.29

##### (ii) Payments

Mrs P Blythe

Playing field rent

January-March 2014 £ 160.00

ChALC

Social media training

(Clerk, Mr Lewin) £ 60.00

Huntington Parish Council

RoSPA Inspection training £ 25.00

R Pierce Esq

Grounds maintenance

Oct – Nov 2013 £ 505.00

##### Clerk

Postage £ 2.40

Telephone £ 0.00

T&S £ 3.00 (parking)

Copies

597 @ 5p £ 20.85

Mileage

16 @ 45p £ 7.20

£ 42.45

Proposed by Cllr Paterson

Seconded by Cllr Roberts

and agreed,

##### (iii) Balances

Co-operative Bank

Current account

25 October 2013 £26,300.69

Scottish Widows 1

1 October 2013 £20,004.59

Scottish Widows 2  
1 October 2013

£ 3,390.32

(iv) Finance: general. (a) Balances. Further to Cllr D Hughes revisiting the negligible rate of interest attracted by the balances, the Clerk was monitoring possible alternatives.

(v) Report on contingency payments.

Budget:	£ 983.00
Payments:	£ 0.00

(vi) Audit issues: external audit. There was nothing further to report.

(vii) Risk assessment. The Council continued to consider its measures for managing risk and noted that initial consideration of any issues arising would be referred on an ongoing basis to the Audit Group.

(viii) HMRC: (a) Real Time PAYE, Returns. There was nothing further to report at this stage.

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

(x) Clerk's gratuity. The Clerk informed he was progressing the proposed transfers for 2012/13 and 2013/14 calculated as follows:

2012/13.

8.66hrs pw x 11.549 pr hr x 52 x 3.75% = £195.03

2013/14

8.66hrs pw x 11.665 pr hr x 52 x 3.75% = £196.99 (total £392.02). **Action: Noted.**

(xi) Council Tax benefit support grant. The Clerk invited Members to recall that consequent upon welfare reform, the council tax base for the parish reduced in 2013/14 thus reducing the Council's precept income. For this year the borough council provided a 100% grant to offset the loss maintaining the precept at £16,423 at no additional cost to council tax payers. The Senior Manager, Revenue and Benefits had advised that for 2014/15, this would be reduced to 90%, impacting the Council by £70. **Action: Noted.**

#### 10 Environment Services.

(i) Waste collection and recycling issues. (a) There was nothing further to report at this stage further to the Chairman advising of further instances of containers not being collected from within the curtilage where this had been specifically requested in addition to the missed collection on Guilden Sutton Lane over the August Bank Holiday weekend believed to be due to the employment of agency staff. The issue of missed waste collections had been included in the newsletter.

(ii) Amenity cleansing. (a) Areas of concern. The Clerk invited the Council to note the following from the Streetscene supervisor dated 29 November 2013 following a request for assurances. He advised it should be noted this related to Streetscene activities and not to any resurfacing of the footways which is in hand by the highway authority. Further advice had also been sought as to when overgrowth during the early part of the growing season would be dealt with.

*The footpath behind Oaklands has been cut back and swept. The hedge on Cinder Lane cut back and footpath cleared which is now fully accessible. The steps down to Bird in Hand Pub and leading to Cinder Lane have both been swept. Footpath to Heath Bank from Guilden Sutton Lane has also been cut back and steps swept. The remaining footpaths were mechanically swept w/c 8th November. The path which leads from Cinder Lane to the pub (not accessible for machine) will be cleansed week commencing 9th December.*

*All footpaths/highways inclusive of rear to houses/school will be mechanically cleansed every 6 weeks. The village shops are cleansed daily and litter/dog bins are serviced 3 times a week on Monday, Wednesday and Friday. The PROW vegetation will be cut annually, prior to bird nesting season which runs from 1st March until 31st July. This also includes the highways hedges.*

*During the main growing season we would aim to keep grass no longer than 75mm, although that target may not be met during the grass seed production when the seed stalks can grow significantly faster than the blades of grass.*

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## RESUME OF INSPECTIONS

9th Dec, 13th Jan, 17th Feb, 24th March, 28th April

Further to the issues minuted above Members would continue to advise the Clerk of locations at which they believed action was necessary. These would be reported online, which was to have a new 'action taken' reporting back and copied to the appropriate officers. The condition of the steps from Fox Cover to Church Lane, raised by Cllr Hughes, was being monitored together with that of the steps opposite from Cinder Lane to Church Lane. The Chairman and Cllr Fisher referred to overgrowth affecting that part of Wicker Lane in the vicinity of the vicarage where there was no footway. Cllr Fisher reiterated concerns as to the steps from Heath Bank to Guilden Sutton Lane. **Action: The Clerk.** (b) Lengthsman. The Clerk reported further. (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. (d) (iii) Dog fouling: There was nothing further to report at this stage.

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 continued to be 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) 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 given their proximity to public footpath no 2, a response remained outstanding from the Public Rights of Way Unit although the Clerk had previously indicated he believed on inspection that some work had been carried out.

(iii) Hare Lane. There was nothing further to report at this stage.

(iv) 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.

(v) Conifers adjoining parish playing field. Further to Cllr Fisher referring to the continuing growth of conifers in a property adjoining the parish playing field which he believed were now extending onto the field, these were being monitored as minuted above.

(vi) Mr Brian Davis. Further to Members receiving correspondence from Mr Brian Davis setting out his disquiet at a range of environmental issues in the parish and to it being noted many of these were current issues or were outside the control of the Council, the Clerk informed the newsletter had been used to encourage residents to use the reporting forms provided on the Cheshire West and Chester Council web site in addition to informing the Parish Council..

(vii) Path rear Orchard Croft. Cllr Hughes questioned whether growth had been cut back or not. The Clerk shared his uncertainty although there was some evidence of strimming.

(viii) Hedge, access from Hill Top Road. At the request of Cllr Hughes, a cut had been requested from Streetscene. The position remained that this had not been acknowledged and no action had been taken.

(ix) Growth, Wicker Lane/Church Lane junction. Growth at this junction continued to be monitored.

(x) Village Hall car park. Further to Cllr Roberts raising issues from residents involving the overgrowth of a tree from the Hilltop Road garages onto the footpath next to the Village Hall car park, the matter had been pursued by the Clerk with the Area Engineer who had indicated the footpath was not adopted.

(xii) Belle Vue Lane, fallen tree. This tree, reported by Cllr Paterson, was being inspected by the Clerk. **Action: The Clerk.**

(xiii) Hedges, Cinder Lane. Further to overgrowth affecting these hedges on the field side of the road having been drawn to the attention of the supervisor by the Clerk and to action being taken, the Clerk advised of the view of the Area Engineer as minuted above. **Action: Noted.**

(xiv) Overgrowth, Heath Bank. It was noted overgrowth on the steps and adjoining the footway had been referred to officers attending the November meeting.

(xv) Fallen material CDS, Oaklands. Further to Cllr Roberts raising this issue, the matter had been reported by the Clerk.

(xvi) Visibility, junction Guilden Sutton Lane/Guilden Sutton Lane CDS. Cllr Davis referred to the ongoing concern as to visibility for emerging vehicles being obstructed. This would be raised with the Area Engineer. **Action: The Clerk.**

12 Cheshire Association of Local Councils. (a) Chester Area Meeting. The Clerk advised the next meeting would take place on Wednesday 29 January 2014 at 7pm in G1, HQ.

13 Cheshire West and Chester Council.

(i) Chester Villages Community Forum. There was nothing further to report. The inaudibility of proceedings would again be raised at an appropriate stage.

(ii) Community governance review, Guilden Sutton. The Clerk informed the following had been agreed by the full borough council on 17 October 2013.

*(1) the boundary of the existing parish of Guilden Sutton be redrawn at Guilden Sutton Lane to transfer the land situated between Guilden Sutton Lane and the Railway Line from Hoole Village to Guilden Sutton parish;*

*(2) the boundary of the existing parish of Guilden Sutton be redrawn at Guilden Sutton Lane to transfer the properties of Park Farm, Unit 1 Park Farm, Unit 2 Park Farm and The Cottage Park Farm from Mickle Trafford parish to Guilden Sutton parish;*

*(3) the parish of Guilden Sutton should not be abolished;*

*(4) the name of the parish should not be altered;*

*(5) the parish should continue to have a parish council;*

*(6) no changes be made to the electoral arrangements that apply to the parish council;*

*(7) a Cheshire West and Chester Borough Council (Reorganisation of Community Governance) Order 2013 be prepared in accordance with the above recommendations and that the Order be effective from 1st April 2015; and*

*(8) the area of the parish of Guilden Sutton be re-visited under the terms of reference for the future community governance review of Great Boughton parish.*

(iii) Members budgets applications: Replacement children's playground, CCTV, flashing 30. There was nothing further to report at this stage.

(iv) Community resilience. To note Cllr Paterson attended a Community Resilience Table Top Exercise Event organised by The Joint Cheshire Emergency Planning Team, in partnership with the CWaC Sustainability Team and Rural Localities Team in Tattenhall on 6 November 2013. Cllr Paterson reported a basic approach was to match available equipment to volunteers.

(v) Grant assistance for graveyard maintenance 2013. The Clerk advised of the receipt of the application form which was being dealt with by the Treasurer to the PCC.

(vi) Remembrance Day Parades 2013: Members noted the borough council had made a temporary traffic order to include the following:

*Guilden Sutton*

*10:30 – 11:30 hrs*

*Church Lane – entire length.*

*Wicker Lane – from Church Lane to School Lane.*

*School lane from Wicker lane to Oaklands.*

*Station Lane – from School lane to St Peters Way.*

Members visited the issue as to whether the memorial garden remained a safe location for the Remembrance Service and whether or not a plaque might provide a focal point elsewhere. The Clerk referred to the possible use of the Village Hall for the service, with the wreaths being transferred to the memorial garden. Cllr Davis believed firmly the wish of the village would be that there should be no change.

(vii) Public Consultation – Children and Young People’s Transport Review. The Clerk reminded Members Cheshire West and Chester Council had commenced a consultation process that would run over a 12 week period ending 24 January 2014. The Council had stated:

*A number of changes are being proposed for the transport service offered by Cheshire West and Chester Council to schools and colleges and we want to hear what these proposals will mean to you and/or your communities. Responses received during this period are very important and will allow the Cheshire West and Chester Executive to decide whether these changes should be introduced. For the majority of children and young people eligible for transport from home to their educational establishment who are transported by the Council, there will remain no change. However, the proposals that we are making will impact on some children and young people so we encourage you to take part in this consultation.*

*We are seeking your views in three key areas:*

- 1. Proposed changes to existing policies that are at the discretion of the Council*
- 2. How we can work with service users and wider communities to provide services that are modern, fit for purpose and demonstrate value for money.*
- 3. How we support our service users by offering training to enable them to reach their full potential travelling as independently as possible.*

*Further details about the consultation and an electronic response form can be found via the following link: [www.cheshirewestandchester.gov.uk/childrenandyoungpeoplestransportreview](http://www.cheshirewestandchester.gov.uk/childrenandyoungpeoplestransportreview)*

Members would consider if they wished to respond. **Action: All Members.**

(viii) Statutory Review: Gambling Act 2005 - draft statement of principle. The Clerk reported the receipt of this consultation. It was noted comments were due by 10 January 2014.

14 Cheshire Community Action. CCA Annual general meeting. It had not been possible for the Council to be represented at the CCA annual general meeting which had taken place on Tuesday 5 November 2013 in Hartford.

15 CPRE. There were no action items to report.

16 Health. There were no action items to report.

17 Policing/Fire Service.

(i) Cheshire Police and Crime Commissioner/Cheshire Constabulary meeting. The possibility of installing a ‘flashing 30’ partly financed by funds held by the Commissioner would be pursued as minuted above.

**Action: The Clerk.** (ii) Crime. There was nothing to report. (iii) Homewatch. There was nothing further to report at this stage following the appointment of Mrs C Royle as overall co-ordinator for the village. (iv) Police and Crime Commissioner. Policing. The Clerk informed the PCC for Cheshire was to meet the County Association chairman on Tuesday 10 December 2013 and Members were asked to forward to the Clerk as soon as possible any issues they wished to raise. **Action: All Members.** (v) Have Your Say on Policing Priorities, on line survey. The Clerk informed of notification of this survey. (v) Cheshire Fire Authority: Integrated Risk Management Plan 2014/15 Consultation. The Clerk reminded Members of the receipt of this consultation to which a response was required by 16 December 2013. **Action: Noted.**

18 Newsletter. It was noted newsletter 156 had been issued on 7 November 2013.

19 Memorial Garden. Further to Cllr Paterson commenting on the degree of growth within the garden, Messrs Gresty would be thanked for kindly tidying the garden at no cost to the parish for Remembrance Sunday. **Action: The Clerk.**

20 Bulb planting. There was nothing further to report at this stage following Cllr Moulton 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 advising there had been little enthusiasm from Members in recent years. Members would advise of any proposals for future planting sites.

21 Parish IT. (a) Members' photographs. The need for photographs of Members to complete the web page remained outstanding. (b) Google Group. There was nothing further to report at this stage. (c) Ownership of site. Further to Members revisiting the ownership of the site and the excellent work being carried out by the webmaster and to it being agreed the primary purpose should be to provide information to the community and that comment should generally be avoided particularly on sensitive issues, further consideration would be given to the terms of any disclaimer. (b) Members noted advice from the webmaster the site was attracting 60 visits a day which he described as very impressive.

22 Primary School. Cllr Hughes reported the Christmas Fair would take place on Thursday 5 December 2013 from 3.30pm to 5pm. **Action: Noted.**

23 Land ownerships. 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 Community events. (i) Remembrance Sunday. The Vice Chairman reported in the unavoidable absence on the day of the Chairman. (ii) Community cinema nights. There was nothing to report further to Cllr Paterson advising of the formation of a cinema group with cinema nights to be organised in February, June and September 2014. **Action: Noted.**

25 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.**

26 Enhanced broadband. The Clerk reported the receipt of an invitation Mr Andrew Arditti, Digital Engagement Manager, Cheshire East Council on behalf of the Connecting Cheshire Partnership to a Connecting Cheshire Event on Friday 6 December at Oulton Park, near Tarporley which would provide important information on the roll-out of fibre broadband during Spring 2014. **Action: Noted.**

27 Village Hall Management Committee. There was nothing further to report at this stage.

28 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. This would be pursued. **Action: The Clerk.**

29 Village hall trade waste. Further to Cllr Hughes informing of the possibility the borough council would cease to collect the non recyclables bin free of charge which would result in considerable expense to the hall, the ward members had been informed his concerns were supported as the same would apply to St John's Church Hall. A response was awaited.

30 Bird in Hand. It was noted a meeting of the group had taken place on 5 November 2013.

31 First World War anniversary 2014. Further to the Clerk reminding Members of this anniversary and suggesting some thought might be given to what should be done including adding the names of the fallen of the Great War to the memorial garden, there was nothing further to report at this stage.

32 Post Office: Withdrawal of Lottery terminal. There was nothing further to report.

33 Members information items.

Volunteer of the Year. Cllr Paterson referred to action by a member of the community which should be considered for the new award.

34 Information correspondence. Members noted information items contained within the agenda and the late information report.

Matters considered in the absence of the press and public.

35 Highways issue. Further to a Member revisiting a highways issue which the Network Steward had understood would be resolved but on which no action had been taken there was nothing further to report following a further approach the Network Steward. **Action: Noted.**

The meeting concluded at 9.40pm.

Date of next meeting: Monday 6 January 2014