

# Guilden Sutton Parish Council

Minutes of the ordinary meeting of the Council held on Monday 7 January 2013 in Guilden Sutton Village Hall.

Chairman: Cllr D Hughes.

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

In attendance. Cllr S Parker, PC R Boulton.

## 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.

Cllr D Hughes declared a Disclosable Pecuniary Interest in planning application 12/05407/FUL installation of an external flue for a wood burning stove, 45 Oaklands, CH3 7HE by virtue of being an immediate neighbour.

(ii) Apologies. Apologies were received and accepted from Cllrs A Davis and J Hughes.

Apologies were received from Cllr M Parker.

(iii) Confirmation of the minutes of the ordinary meeting of the Council held on Monday 3 December 2012. The minutes of the ordinary meeting of the Council held on Monday 3 December 2012 were proposed by Cllr Moulton, seconded by Cllr Brown and agreed.

(iv) Code of Conduct. Members were reminded their completed registers had been due with the County Office by 1 October 2012. Members noted, as above, the guidance that Members did not have the same rights to speak as a member of the public when declaring a Disclosable Pecuniary Interest.

(v) Dates of future meetings: Mondays 4 February, 4 March, 8 April, 13 May, 3 June, 15 July, 2 September, 7 October, 4 November and 2 December 2013. Members noted the originally proposed date of 6 May 2013 for the annual parish meeting and the annual meeting of the Council was the Early May Bank Holiday and agreed to move to Monday 13 May 2013. An alternative meeting place would be sought by the Clerk as it was probable the Village Hall would not be available on that date. **Action: The Clerk.**

(vi) Late information report 7 January 2013. The late information report for the current meeting was received and noted.

(vii) Boundary Commission for England 2013 review of parliamentary constituencies. There was nothing further to report at this stage.

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

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

## 2 Community engagement.

(i) Public speaking time.

(a) Public speakers.

There were no public speakers.

(b) Visiting members, officers and wardens.

Cllr S Parker. Cllr Parker referred to the borough council's budget setting for 2013/14 including the need to achieve a further £48m reduction in expenditure during that and future years without affecting services. The supply of 1 no grit bag in the event of wintry weather had been organised. Cllr Parker responded further to Members' questions and was thanked by the Chairman for his attendance.

PC R Boulton. PC R Boulton kindly attended and gave a brief overview. PC Boulton responded further to Members' questions and was thanked by the Chairman for his attendance.

(ii) Report of surgery held on Saturday 5 January 2013. Cllr Moulton reported no issues had arisen. A recently arrived resident had expressed the view the family had chosen Guilden Sutton due to its character and did not wish to see any future development in the village. Cllrs Brown and Roberts would preside at the surgery to take place on Saturday February 2, 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. There was nothing further to report at this stage.

3 Planning.

(i) Current/new applications were as follows (most recent first):

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: Pending consideration.

Further inquiries would be made by Cllrs Paterson and Brown.

Installation of an external flue for a wood burning stove for the full height of the house plus two foot clearance

45 Oaklands Guilden Sutton Chester Cheshire CH3 7HE

Ref. No: 12/05407/FUL|Validated: Mon 17 Dec 2012|Status: Pending consideration

Further inquiries would be made by Cllrs Fisher and Moulton.

Double garage

Manor House Hare Lane Chester Cheshire CH3 7DB

Ref. No: 12/05352/FUL|Validated: Thu 13 Dec 2012|Status: Pending consideration

Further inquiries would be made by Cllrs D Hughes and Roberts.

Single storey rear extension includes amendments to integral garage

12 Middlecroft Guilden Sutton Chester Cheshire CH3 7HF

Ref. No: 12/05180/FUL|Validated: Tue 20 Nov 2012|Status: Pending consideration

*No objection.* **Cllr D Hughes.**

Single storey rear extension.

10 Middlecroft Guilden Sutton Chester Cheshire CH3 7HF

Ref. No: 12/05038/FUL|Validated: Mon 19 Nov 2012|Status: Pending consideration

*No objection but LPA requested to take account of previous new build and to consider if there would be any unacceptably detrimental effect on the Green Belt.* **Cllr D Hughes.**

Demolition of existing single storey element to rear, coal shed and garage and erection of a single storey side/rear extension and replacement garage with hobby room

3 Moorcroft Crescent Guilden Sutton Chester Cheshire CH3 7HA

Ref. No: 12/04749/FUL|Validated: Fri 26 Oct 2012|Status: Application permitted.

Conditions re all work to be within the applicant's ownership and on construction traffic.

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Council comment: *There is no objection in principle but it is noted the additional floor space approaches 45% and the LPA is asked to be satisfied this is appropriate in the Green Belt and not unduly harmful to its openness.* **Cllr Paterson.**

Yew (T1) crown lift to give 3m clearance, Western Red Cedar (T2) reduce height by 3-4m, Western Red Cedar (T3) Remove very large limb over the highway and two smaller ones adjacent to light column and a minor branch over road remove large limb adjacent to property and reduce overall height by 3-4m  
The Lodge School Lane Guilden Sutton Chester Cheshire CH3 7EU  
Ref. No: 12/04732/TPO|Validated: Mon 22 Oct 2012|Status: Application permitted.

Single storey extensions to front and rear - Amendment to application 12/03165/FUL  
Halfways Hare Lane Chester Cheshire CH3 7ED

Ref. No: 12/04577/FUL|Validated: Mon 15 Oct 2012|Status: Application permitted.

Council's response: *There is no objection but the LPA is asked to be satisfied the increase in floor space is appropriate in the Green Belt.*

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.

Council comment: *Thank you for consulting the Council as a neighbouring parish.*

*The Council wishes the LPA to reach a decision on the basis of the evidence available to it as Members are unable to comment further. There is some concern the breach was allowed to occur and to become immune without the knowledge of the LPA. Members suggest that conditions such as these should be monitored by the LPA to ensure compliance.*

Mickle Trafford and District response:

*The Parish Council have no observations, providing the planning authority is satisfied that the proposal will not cause undue inconvenience to the neighbours. If this dwelling is shown to block neighbours light or overlook neighbours property then the Parish Council would share the neighbour's concerns. The Parish Council presume that where applicable the guidance of the Mickle Trafford & District Village Design statement will be followed in the planning authority's decision making. We would also assume that Guilden Sutton Parish Council have also been consulted.*

**Cllr D Hughes/Cllr Davis.**

(ii) Appeal.

Detached dwelling

Land At The Cottage Church Lane Guilden Sutton Chester Cheshire

Ref. No: 13/00001/REF | Received: Mon 21 Jan 2013 | Status: Appeal In Progress

Members noted this appeal. Should the Council wish to make any further representations these were required by 1 February 2013.

(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. Clerk reported he would deal with correspondence received from Cheshire Community Action requiring a statement of account and the completion of a feedback form. **Action: The Clerk.**

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

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

(d) Neighbourhood 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) On line course. Further to Cllr J Hughes reporting further on neighbourhood plans and neighbourhood development areas and to a decision being required initially as to whether the parish wished to have a neighbourhood plan and the area it would cover, there was nothing further to report at this stage.

(iv) Neighbourhood Planning Newsletter. There was nothing further to report at this stage.

(v) Cheshire West and Chester Council questionnaire. The Clerk advised a survey had been received to assist the borough council in preparing a bid for Government funding in connection with neighbourhood planning. An urgent reply had been required and he had made the following response:

Members have not yet reached a decision as to whether or not there should be a neighbourhood plan but are aware a decision will need to be taken. Outstanding issues include the cost and the support available.

(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

(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. There was nothing further to report at this stage to that minuted beneath.

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

(iii) Local Plan: ChALC consultation. Further to Members agreeing a response to the Cheshire Association of Local Councils, the initial reply so far as any financial contribution to the cost of professional representation at the Examination in Public was revisited. It was agreed the Association would be asked to indicate the response it had received to this aspect. **Action: The Clerk.**

(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.

4 Quality Council issues.

(i) Training: (a) General Power of Competence. The Clerk would attend a training course to take place on Wednesday 27 March, 2013. (b) General. Councillor 4 workshop, Cotebrook Village Hall, 4 December 2012 1.30pm-4.30pm. The Vice Chairman had attended this course which had provided an opportunity for councillors to consider their role as community representatives and leaders and to examine effective partnership working. (iii) Training dates 2013. Members had noted the proposed training dates for 2013 and would advise the Clerk should they wish to attend. Details had been advised of a Chairmanship 1 Workshop to take place on 17 January 2013 in Congleton. The Chairman believed that as a Quality Parish Council it was important for Members to attend training opportunities. (ii) Quality Councils Forum. It was noted the next meeting was due in February 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 following the report by Cllr D Hughes that Messrs Gresty were retiring wef 1 November 2012 but would fulfil the 2012/13 Parish Council grounds maintenance contract. The emptying of the litter bin by Cheshire West and Chester Council was being kept under review. The issues raised by Mrs Kirk would remain under consideration. 12/13 139

(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. The need for the field side goal mouth to receive attention at some stage would remain under consideration.

(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. The Clerk reported Play Inspection and Maintenance Service had expressed concern as to a possible hazard presented by the equipment. This would be discussed with the inspector by Cllr Paterson. **Action: Cllr Paterson.**

(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 Clerk would investigate the possibility of grants. (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.** (ii) Maintenance. Further to Cllrs Roberts and Paterson expressing the view the equipment should be checked on a regular basis, the Clerk had contacted the contractor. A response was awaited and a further approach would be made. **Action: The Clerk.**

(b) Inspections. (i) Rota. The reports for November and December 2012 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. **Action: The Clerk.** (iii) 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 D Hughes.** Advice as to a thorough clean of the safety surfacing had been sought from the inspector and guidance was awaited. **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 would invite these two suppliers to meet the preliminary panel comprising Cllrs D Hughes, Fisher and Paterson with the Clerk. Possible dates would be arranged.

(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, further details were being sought. **Action: The Clerk.**

(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.** Members noted that Cllr Roberts had identified a trip hazard on Footpath 2 (roots). This has been reported to the Network Steward by the Clerk. (ii) Steps. There was nothing further to report at this stage.

(c) Footpath 1. A response remained outstanding from the Public Rights of Way Unit as to the comments of the Public Rights of Way Warden relating to the condition of part of this route in the vicinity of Belle Vue Cottage and that of the adjoining stile. The warden had also referred to overgrowing trees. The Clerk would seek to progress the issue.

**Action: The Clerk.**

(d) 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, there was nothing further to report at this stage as to the Warden raising the issue with the appropriate authorities. It had been noted the water build up around the piles could easily lead to run off in the direction of Church Lane, as had occurred in the recent flooding.

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

(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) Surface, Garners Lane. Further to the comments made by the Public Rights of Way Warden as to the unsatisfactory condition of areas of the existing surfacing of Garners Lane, a response remained outstanding from the Public Rights of Way Unit to which the issue had been referred. It had been noted the Public Rights of Way Warden had reported repeated flooding of the access to the Greenway from Guilden Sutton to PROW. (iii) Garners Lane, ownership. Further to the Clerk informing he had contacted the Public Rights of Way Unit to ascertain the ownership of Garners Lane, the Council remained disappointed that a response was still awaited to this and the inquiries referred to above. The Clerk would seek to progress the issues. **Action: The Clerk.** (iv) Use by horse riders. There was nothing further to report at this stage. (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. (a) Vale. There was nothing further to report at this stage. (b) Parish Council contract 2012/13. The proposed progress meeting had been held in abeyance following the impending retirement on the contractor. Further to the Clerk informing he had obtained details of contractors employed by Mickle Trafford and District and Christleton parish councils, the contractor employed by Christleton PC had been in touch and had estimated following a site visit. The specification had also been forwarded to the contractor employed by Mickle Trafford and District PC and a response was awaited. It was agreed the Chairman and Vice Chairman would seek a meeting with the contractor from whom an estimate had been received prior to any decision. The Council agreed a suggestion by Cllr Fisher that Cheshire West and Chester Council should be approached as to buying in to their contract. **Action: The Clerk.**

(v) Public Seats. Guilden Sutton Lane. This had been inspected by the Clerk who believed maintenance should be carried out in the early Spring. He would also inspect the seat on Wicker Lane. **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.

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

(viii) Wild flower meadow. The Clerk was contacting the highway authority as to the suggestion that wild flower planting might take place on the embankments of the Guilden Sutton Lane diversion. **Action: The Clerk.**

## 7 Public transport.

(i) Services, general. C27. Further to Cllr Roberts indicating the 1330 service was not running, Cllr Roberts had sought further information which suggested the loss of the service followed reductions by Cheshire West and Chester Council which impacted on the availability of drivers. There were also concerns that signs were not being updated and passengers were being stranded but deviations from the expected route. It was agreed these aspects should be raised with the Ward Members. **Action: The Clerk.**

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

(iii) Timetable information. There was nothing further to report at this stage.

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

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

(vi) Shelter cleaning. Following the retirement of Messrs S&H Services and to the Clerk informing an estimate had been sought 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 highway authority, ownership by Traffic Group. The Clerk had reviewed the revised list of issues which the Traffic Group would seek to progress. This had been forwarded to the Area Highways Manager with a request for possible dates. A response was awaited.

(iii) Current issues

(a) Speed issues.

(i) Speed indicator device. 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.**

(ii) Community speed management. Further to the suggestion that a permanent 30mph flashing sign should be installed, further inquiries had been made by the Clerk who had been advised the cost of flashing '30' signs as installed in Newton ward was £7k-8k including 10 years' maintenance. **Action: Noted.** A kind suggestion by Cllr Moulton that he would arrange speed indicator device sessions during the Spring, Summer and early Autumn, 2013 was accepted.

(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. Further to Members being advised that PC Boulton had suggested the possibility of a residents' parking scheme, further information had been sought by the Clerk. He reported his approach to Cheshire West and Chester Council had been referred on but no response had been received. **Action: The Clerk.**

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

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(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. Cllr D Hughes reported the receipt of correspondence from the Drs Worth, Orchard Croft expressing concerns about the safety of this part of School Lane, particularly for the users of mobility scooters. Cllr Paterson indicated the issue had been raised earlier with the Network Steward and the possibility of a widening of the footway had been suggested. Cllr Fisher referred to the approach taken by the highway authority at Annie Hughes's Hill, Wicker Lane involving the removal of the centre line and pointed out there was no other means of access to the village centre for disabled users. Cllr Roberts believed measures to reduce the amount of traffic using School Lane should be taken into account. It was agreed the issue should be raised with the Area Highways Manager. **Action: The Clerk.**

(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. Further to Cllr J Hughes reporting that water run off and icing had recurred, this had been reported to the Network Steward. **Action: The Clerk.**

(r) Planters. The installation of the planters was awaited. Further inquiries would be made by the Clerk. **Action: The Clerk.** Adopters would be sought for those on Station Lane and Wicker Lane, Cllr Moulton having intimated he would be happy to care for the planter at the reservoir.

(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.

(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 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.**

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(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. Further to Cllr Moulton informing that traffic markings kindly provided by Mr Anthony Wilding some years ago were now faded and to his belief they should be reinstated and strengthened with an unofficial stop sign, this was being raised with the estate. **Action: The Clerk.**

(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) Obstructed pavements. Further to the site meeting which had taken place on 12 November 2012 attended by Cllrs D Hughes, Paterson, Roberts and Bert Sapio Esq, Network Steward to deal with issues highlighted by Members of the Council and by Mr Jackson, the Network Steward was being thanked for his prompt action to resolve the issues which had been raised.

(zi) Speed limit, A41. The Clerk informed 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. It was agreed this should be supported. **Action: The Clerk.**

(iv) Lighting. (a) Faults. There were no known faults to report. (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 was being sought to inform a possible bid to the ward members' budgets. **Action: The Clerk.**

## 9 Finance.

### Co-operative Bank

#### Bank interest

5 November 2012	£	2.36
5 December 2012	£	2.53

#### (ii) Payments

##### ChALC

Training 4 December 2012	£	30.00
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##### PI&MS

Inspections November/December 2012	£	72.00 (inc VAT £12.00)
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##### Mrs J Allmark

Christmas tree	£	49.99
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##### Clerk

##### Salary

October - December 2012	£1,040.24 (net) (tax £260.06)
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##### Lengthsman duty

November – December 2012	
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6 hours & £7.50 pr hr	£ 36.00 (net) (tax £9.00)
	£ 1,076.24

HMRC	
Income tax	£ 269.06

Expenses

Postage	£ 1.50
Photocopies	
505 @ 5p	£ 25.25
Mileage	
8 @ 45p	<u>£ 3.60</u>
	£ 30.35

Proposed by Cllr Paterson  
Seconded by Cllr Moulton  
and agreed.

(iii) Balances

Co-operative Bank

21 November 2012	£18,188.42
28 December 2012	£17,970.40

Scottish Widows 1	
1 October 2012	£20,004.59

Scottish Widows 2	
1 October 2012	£ 3,381.87

(iv) Report on contingency payments.

Budget:	£ 944.00
Payments:	£ 0.00

(v) Insurance. The offer by the Council's insurers, Came & Company, to visit had been progressed and an extremely useful meeting had taken place on Tuesday 11 December 2012.

(vi) Audit issues. (a) Display of notice of completion of audit. The Clerk had made arrangements for the display of this notice. (b) Internal audit. The papers for both Q1 and Q2 had been reviewed by the Audit Group on Tuesday 11 December, 2012. Cllr D Hughes reported that a thorough examination of sample documents had confirmed the records were in order.

(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) Clerk's gratuity. Members visited the payment of the annual transfer of 3.75% to the Clerk's gratuity account in view of the repeal of the regulations and uncertainty as to the options. It was agreed the transfer should be authorised at the February meeting and advice should be sought as to the current position.

(x) Localisation of Council Tax benefit. The Clerk referred to correspondence received from Cheshire West and Chester Council as to the impact on Council's tax base. This reduced the number of Band D equivalent properties from 641 to 613. To mitigate the impact on the Council's precept for 2013/14, which it was assumed would be held, a sum of £702 should be deducted which would be replaced by a grant of the same amount.

(xi) Budget 2013/14. The Clerk had circulated updated papers as to the 2011/12 out turn, expenditure to date in 2012/13 and a forecast out turn as at 31 March 2013 together with a proposed budget and precept for 2013/14. As these reflected the figures for the current financial year, with the exception of the issues referred to beneath, the Chairman and Vice Chairman had concluded the usual pre budget meeting with the Clerk was not necessary. The Clerk reported that apart from small amendments to a small number of individual budget items to better reflect the 2011/12 outturn, there were no significant changes to existing heads. The overall budget had been increased, in line with advice from Cllr Fisher in previous years, to specifically make provision for the cost of safety inspections of the children's play area, which had increased with the appointment of a monthly external inspector and increased costs of grounds maintenance consequent on the retirement of Messrs Gresty. It was noted, however, that should the pilot involving the Clerk providing a basic litter picking service together with an inspection of Council owned land on a weekly basis prove successful, the combined provision for grounds maintenance and litter picking would only increase from £3k to £3.25k. Members agreed the amendments proposed by the Clerk and the basis for them from 2012/13 to 2013/14. They further accepted the precept should remain unaltered for 2013/14 subject to the amendment required by the borough council. Members gave further detailed consideration to the papers and raised questions to which the Clerk responded. It was then proposed by Cllr D Hughes, seconded by Cllr Brown and agreed unanimously that a budget of £19,616 should be set with the precept remaining at £16,423 subject to the deduction of £702 required by the borough council. As a result of the borough's intervention it was noted the precept would remain at the equivalent 49p per week for each of the 613 band D properties within the parish.

(xii) Review of procedures for risk assessment. In connection with the financial decision reached above, Members formally considered the risk issues associated with that decision and their procedures for risk assessment covering the whole of the Council's activities which it was agreed should remain as minuted above.

(xiii) Cash book. Members noted the agreement of the Audit Group to the Clerk ceasing the use of the manual cash book wef 1 April 2012 in favour of a spreadsheet which could more easily be circulated for Members' information. The heads would generally correspond with the budget but Members should note that the single annual payment for insurance appeared for convenience under 'Administration'. The Group had agreed this should continue to be highlighted as a standalone item where appropriate in order to highlight the significant expenditure involved.

## 10 Environment Services.

(i) Recycling issues. (a) Concerns previously expressed by Cllr Davis as to missed collections from the Village Hall car park area were supported by Cllr D Hughes. .

(ii) Amenity cleansing. (a) Areas of concern. Members would advise the Clerk of locations at which they believed action was necessary. **Action: All Members.** The condition of the steps from Fox Cover to Church Lane, raised by Cllr D Hughes, was being monitored together with that of the steps opposite from Cinder Lane to Church Lane. (b) Retirement of lengthsman. The Clerk indicated his acting as temporary lengthsman for a trial period, which included inspections of the playing field, play area and parish car park, was proceeding satisfactorily. During the initial eight week period, only two weeks had been disrupted by weather and a visual check of the play area had been maintained. (b) 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. (b) Dog control. There was nothing further to report at this stage following Members referring to increased fouling in the vicinity of the shops and on footpath 2 towards Belle Vue Lane including the issue referred to at the July meeting by Cllr Paterson.

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

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(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, some of which had been visited at the site meeting minuted above. 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. 12/13 147

(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. 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 had been progressed by Cllrs D Hughes and Brown. It was agreed overgrowth and sight line issues should be referred to the Network Steward. Mrs Reeder would be advised. **Action: The Clerk.**

(xxv) Tree, Wicker Lane. There was nothing further to report at this stage as to the issue raised by Cllr J Hughes.

(xxvi) 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.

#### 12 Cheshire Association of Local Councils.

(a) Chester Area Meeting. It was noted the next meeting would take place on Wednesday 23 January 2013 at 7.30pm at HQ in Chester.

#### 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. There was nothing further to report at this stage. At an appropriate point, the Council would consider whether further consideration should be given to the responses from members of the public during the first stage of consultation.

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

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

(vii) Grant assistance for graveyard maintenance. The Clerk was pleased to report a grant of £250 had been approved.

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

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

15 CPRE. There were no action items to report.

16 Health. There were no action items to report.

17 Policing.

(i) Western Police Area Question Time. The Clerk informed the future such meetings was being raised by the Chester Area Meeting with the Police and Crime Commissioner.

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

(iii) Parking, Arrowcroft Road. Possible measures to deal with continuing inconsiderate parking were minuted above.

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

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

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

20 Bulb planting. Members noted a proposal by the Vice Chairman for blue naturalising crocus to be planted in the dell. Should Members favour the planting of snowdrops, these would need to be purchased soon as they were best planted in "the green". The need for the borough council's grass cutting contractor to take care in the initial cuts in the vicinity of existing planting was revisited.

21 Parish IT. The need for photographs of Members to complete the web page remained outstanding. It was noted almost all of the late Mr Arthur Willis's collection of local photographs had been posted on the web site.

22 Primary School. Cllr D Hughes reported the Christmas fete which had taken place on Thursday 6 December 2012 had been extremely successful. The Trustees were to purchase mats to deal with muddy areas which had arisen due to the success of the new outdoor equipment.

23 Land ownerships. (i) General. Further consideration would be given to the suggestion by Cllr Paterson that it would be beneficial for the Council to compile a register of land ownerships which adjoined footways and public footpaths.

24 Railway fencing, Guilden Sutton Lane. There was nothing further to report at this stage.

25 Community events. It was noted the 2013 fete would take place on 13 July 2013.

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. Further to Cllr Paterson referring to action being taken to market the premises by the Methodist Circuit, there was nothing further to report at this stage.

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 was writing 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.

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. The suggestion by Cllr Roberts that the Council might consider an award for voluntary work in the parish would be revisited.

35 Members Information Items.

There were no Members Information Items.

36 Information correspondence.

Information correspondence.

**Planning:** Parish Online newsletter December 2012; Navigus Planning: Early Neighbourhood Plans and what they are doing: Information and insight for parish and town councils. Mickle Trafford and District Parish Council survey; Cheshire West and Chester Council Neighbourhood Planning News.

**Leisure Services:** Sport England: Grants for improving playing fields.

**Finance:** Co-operative Bank, interest rates; Came & Company - Increased Frequency in Public Liability Claims; 'Local Council Precept Setting Q&A' (NALC).

**NALC:** New Communications Briefing on NALC website - NALC Communications Strategy; LCR opinion questionnaire; Review of the Quality Council Accreditation Scheme 2012/13.

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

Fuel Poverty Training Video + Other Practical Resources for Frontline Workers

Member briefings:

446: Launch of a new "gateway" to housing related support services. This will provide one clear access route for those looking for help or a referring agency in finding supported accommodation.

447: Information on a current Government consultation on proposed changes to the Licensing Act. 'A consultation on delivering the Government's policies to cut alcohol fuelled crime and anti-social behaviour' focuses primarily on alcohol licensing. However, it also includes proposed changes to licensing arrangements for 'late night refreshments' - the supply of hot food and drink after 11pm.

448: Covers the Council's webcasting services, which now offer a number of improvements as a result of the introduction of a new version of the platform called Connect. The major change is that webcasts can now be viewed on mobile phones and tablets including iPads and iPhones.

449: Census results. The 2011 Census took place on Sunday 27 March 2011. The initial results, released in July 2012, mainly included information on the number of people and households nationally and in Local Authorities. The first results for Local Authorities for individual Census questions have been released and headlines from these are contained in this briefing.

450: Information on a new consultation document issued by the Department of Health, concerning proposals for improving the oversight of the adult social care market. The consultation addresses Government concerns that the procedures for dealing with the failure of a major social care provider are not robust enough at the present time.

451 Christmas illuminations. Details of fault reporting for lights controlled by the borough council.

452 Application made by E.ON Energy from Waste UK Limited, to the Environment Agency to operate the proposed Lostock Sustainable Energy Plant at the Tata site at Lostock Works, Northwich. The application is open to comment until 31 January 2013.

453 West Cheshire Clinical Commissioning Group which has become one of the first in the country to become unconditionally authorised.

454 Update on the Etape Mercia cycle event, which previously featured in Members briefing 410. Details of the full route have now been published and are contained in the briefing.

Local Councils bulletin December 2012; Recycle First - Christmas waste and recycling arrangements.

**Policing:**

Home Watch Police Inspector update WESTERN RURAL 10, 17 December 2012; PC R Boulton December newsletter.

**General**

Reaseheath College: Enterprise Delivery Hub. Food Marketing Course 12 December 2012; Project Management Skills Training.

Rural Services Network : Weekly Email News Digest – 3, 10, 17, 24, 31 December 2012; Rural Opportunities Bulletin December 2012; Call for Evidence – what future for the LEADER programme? Countryside hit hardest as government cuts council funding.

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

To exclude the public and press for the remaining part of the meeting pursuant to Section 100 (A) 4 of the Local Government Act 1972 on the grounds that discussions may involve the likely disclosure of exempt information as defined in the provisions of Part 1 of Schedule 12A to the Local Government Act 1972 and the public interest would not be served in publishing the information.

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.

The meeting concluded at 9.25pm.

Date of next meeting: Monday 4 February 2013.