

Guilden Sutton Parish Council

Minutes of the ordinary meeting of the Council held on Monday 7 October 2013 at 7.30pm in Guilden Sutton Village Hall Committee Room.

Chairman: Cllr W Moulton.

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

In attendance. PC R Boulton, Mr B Lewin, Public Rights of Way Warden and three members of the public.

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. 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 Paterson declared a disclosable pecuniary interest in agenda item 3 (i) Planning, application 13/03411/FUL erection of rear conservatory, 44 Oaklands Guilden Sutton CH3 7HE.

(ii) Apologies.

Apologies were received and accepted from Councillors Fisher and Roberts.

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

Further to disappointment being expressed at the absence of the ward members at the previous meeting, the Clerk advised helpful replies had been received detailing the circumstances and emphasising their commitment to involvement in local issues on behalf of the Council and constituents.

(iii) Minutes. Confirmation of the minutes of the ordinary meeting of the Council held on Monday 2 September 2013. It was proposed by Cllr Hughes, seconded by Cllr Paterson and agreed that the minutes of the ordinary meeting of the Council held on Monday 2 September 2013 should be approved.

(iv) Code of Conduct. Members were invited by the Clerk to note the following advice given to Members at meetings of Cheshire West and Chester Council's strategic planning and planning committees.

Declarations of Interests

Members to declare any interest under the following categories:

** Pecuniary Interest*

** Outside Bodies Interest*

** Family, Friend or Close Associate Interest. Confirmation of Impartiality*

As agreed by the Audit and Governance Committee, at its meeting held on 27 August 2013 (Minute 51 refers), all Members are to signify that they are content to confirm their impartiality in discharging their role as members of the Planning Committee in the following terms: "I declare and affirm that prior to this meeting I have not been party to a decision or been given any instruction by any person, body or political group as to how to determine the matters that are now to be determined at this meeting."

Members are also invited to consider the following addition to the previous statement: "I also declare that I have no interests in the outcomes of these decisions that prevent me from considering them solely in the public interest and in accordance with planning policy and the law. I have not yet made up my mind on these applications and intend to listen to the representations and to consider carefully the planning merits of the matters and the reports and any further advice or information that committee members are going to be given before making my individual decisions upon how I intend to vote on the issues."

Members agreed it would be helpful to bear this advice in mind.

(v) Dates of future meetings: Mondays 4 November and 2 December 2013, 6 January, 3 February, 3 March, 7 April, 12 May, 2 June, 21 July, 1 September, 6 October, 3 November, 1 December 2014.

It was noted the meeting in May 2014, which would normally comprise the annual parish meeting and the annual meeting of the Council, may have to commence later than usual if held in the Village Hall. The Clerk was clarifying the dates between which the Council was obliged to hold the annual parish meeting. **Action: The Clerk.**

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

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

(viii) Publications. The Clerk was progressing the purchase the following publications:

Local Councils EXPLAINED (NALC) £49.99, postage £5 plus VAT.
Local Council Administration (9th edition) £60, postage tbc

Members noted the following publication was available to download free of charge from the County Association website: Good Councillors Guide 4th edition.

2 Community engagement.

(i) Public speaking time.

(a) Public speakers.

Mr R Stewart kindly congratulated the Council for the summary of Green Belt issues which had appeared in the most recent newsletter. Mr Stewart was thanked by the Chairman for his comments.

Mr B Lewin referred to the Publication Draft Local Plan and the need for publicity for the consultation which continued until Friday November 1. He believed the village was concerned at the extent of possible future development.

Two members of the public referred to aspects of the planning application at Wood Farm including the principle of development on a brownfield site in the Green Belt and issues of affordable housing.

(b) Visiting Members, officers and wardens. PC R Boulton reported on current issues including a number of cars and garages being entered which emphasised the need for all property to be kept secure. Proactive measures were being taken to deal with speed issues. Cllr Hughes informed PC Boulton of funding available from the Police and Crime Commissioner towards the cost of a flashing 30 sign and thanked PC Boulton for attending the primary school to deal with parents who were parking dangerously.

(ii) Report of surgery held on Saturday 5 October 2013. Due to unforeseen circumstances there was nothing to report. Councillors Ringstead and Paterson would preside at the surgery to take place on Saturday 2 November 2013 and Councillors Hughes and Davis at the surgery on Saturday 30 November 2013.

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.

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 consideration. NEW APPLICATION
Further inquiries would be made by Cllr Hughes. The possibility of a drop in being arranged would be considered. **Action: The Clerk.**

Erection of hay/straw barn

Tile Farm Wicker Lane Guilden Sutton Chester Cheshire CH3 7EL

Ref. No: 13/03761/FUL | Validated: Mon 16 Sep 2013 | Status: Pending consideration. NEW APPLICATION

Further inquiries would be made by Cllrs Davis and Ringstead.

Fell pine tree

1 School Lane Guilden Sutton Chester Cheshire CH3 7ET

Ref. No: 13/03470/TPO | Validated: Thu 08 Aug 2013 | Status: Pending consideration.

Cllr Brown, Mr A Young.

Further inquiries would be made.

Erection of rear conservatory

44 Oaklands Guilden Sutton Chester Cheshire CH3 7HE

Ref. No: 13/03411/FUL

Validated: Mon 05 Aug 2013 | Status: Planning permission. NEW DECISION.

Cllrs Fisher, Brown.

The following response had been made: *It is noted the property benefits from previous extensions but there is no objection.*

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

(iii) Community planning.

(a) Parish Plan. Cllr Paterson reported the formal launch of the plan was to take place on Sunday 3 November 2013 in the Marigold Room, Guilden Sutton Village Hall from 2pm to 4pm.

(b) Neighbourhood planning. The Clerk reported correspondence from Christleton Parish Council as to the organisation of a Neighbourhood Plan Seminar to be attended by representatives of the Tattenhall Steering Group which had completed their Neighbourhood Plan. This would enable other parishes to benefit from their experience and to ask questions. It was agreed this should be supported.

(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) Housing needs survey, Guilden Sutton. The Clerk reported the receipt of the following from Mr John Heselwood, Rural Policy Manager, Cheshire Community Action, Unit 3, Royal Mews, Gadbrook Park, Northwich CW9 7UD.

Cheshire Community Action has been invited by Plus Dane Group to help Guilden Sutton Parish Council and the wider community of Guilden Sutton to look at its housing needs. We are aware of the initial contact Plus Dane made with the Parish Council so I wanted to make initial contact to see if Cheshire Community Action can help facilitate a fair and open process to assess the housing need in Guilden Sutton.

Our position is very much a neutral one in terms of any proposed developments. Instead our interest as a community led organisation is that the process by which the housing needs are assessed is open and transparent and allows all sections of the community to have its say. So we can help the Parish Council as an honest broker / facilitator, and ultimately any housing needs assessments carried out will give the Parish Council sound evidence to make representations to any development proposals in future.

It would be useful to come and meet some of the Parish Councillors to discuss how we can help and I can come over to Guilden Sutton at your convenience.

I look forward to hearing from you.

He advised Mr Heselwood had further suggested that if the Council was in agreement, he would be happy to jointly plan with the Council anything to which the public was invited in order to help with wider engagement. Mr Heselwood believed drop-in events may be preferable to question and answer sessions as they still gave people the opportunity to ask questions but also allowed them to register any interest in affordable housing.

13/14 085

It was agreed the Council would proceed as above. Dates for a briefing would be canvassed by the Clerk.

Action: The Clerk.

(iii) MCI Developments and the Plus Dane Group, School Lane. There was nothing further to report at this stage other than that minuted above.

(iv) Strategic Planning.

(a) Local Development Framework.

(i) Land at Hoole Hall (Hoole Gate). There was nothing further to report at this stage.

(ii) Publication draft Local Plan.

Briefing event for Parish and Town Councils, Room G1, HQ, Chester, Tuesday 17 September 2013. The Chairman and Councillors Hughes, Paterson and Ringstead had attended with the Clerk (representing the Chester Area Meeting).

The Council noted the borough council had published its Draft Local Plan (Part One) Strategic Policies (formerly the Core Strategy) for comment during an eight week period beginning Friday 6 September and ending at 5pm on Friday 1 November 2013.

The Local Plan (Part One) Strategic Policies set out the vision and strategic policies including the overall level and location of development in the borough up to 2030. This Draft Local Plan was essentially the final version that the Council intended to submit to the Secretary of State for Examination

The Draft Local Plan (Part One) Strategic Policies, FAQ and Guidance document, response form and associated background documents were available to view online at www.cheshirewestandchester.gov.uk/localplan.

Representations must be made using the official response form by 5pm on Friday 1 November and could be made:

Online by visiting www.cheshirewestandchester.gov.uk/localplan

By email to spatialplanning@cheshirewestandchester.gov.uk

By post to Spatial Planning, The Forum Offices, Chester CH1 2HS.

The Clerk reported further. It was agreed the Council's response should be confined to supporting the housing target proposed by the borough council of 1,100 dwellings a year during the 20 year plan period and the proposal to release Green Belt land at Wrexham Road for 1,300 dwellings as this would enable all other Green Belt land in the borough to remain as at present. **Action: The Clerk.**

(iii) Chester Green Belt.

Members noted Mr Stephen Mosley MP had advised of a Public Meeting "Greenbelt, Local Plan and Planning" with planning minister Nick Boles MP, taking place on the Monday 7th inst at 2pm in the University's Riverside Centre (formerly County Hall). It had not been possible for the Council to be represented.

(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. It was noted no further training on this issue would be offered during 2013.

(ii) 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 Clerk invited Members to note advice there had been given of a change to the training programme for 2014. The Councillor 3 workshop planned to take place in Winsford on 18 June 2014 had unfortunately had to be moved to Tarvin due to a double booking at the original venue. **Action: Noted.**

Councillor 3 training. A Councillor 3 workshop which had taken place on the afternoon of 27 September 2013 at the Cheshire Fire and Rescue HQ in Winsford, Cheshire CW7 2FQ had been attended by Councillors Moulton and Ringstead. The training session had covered the following aspects of Parish/Town Council business: To provide an opportunity for new and more experienced councillors to consider council meetings and procedural rules; To help delegates become more aware of the way in which an agenda demonstrates that the council is acting lawfully. Councillors Moulton and Ringstead reported. The training had been extremely helpful.

(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.

(iv) Social Media. The Clerk invited the Council to note the following received from ChALC.

Do you want to find out more about using Social Media as a Local Council?

Does your Local Council use social media for example, twitter, Face book, LinkedIn, filming or you tube?

Does your Local Council want to use social media, for example, twitter? Face book, LinkedIn, filming or you tube?

Do you know what and when you can and cannot post on social media sites as a local council?

Are you confident that you are using social media within the parameters of local councils?

Do you know how to handle social media reporters from the community?

Do you want to use social media within the parameters of local councils?

Want to find about the answers to the questions above? If yes, attend the training seminar run by ChALC in partnership with NALC.

The training seminar will take place on Wednesday 20 November 2013 in the Small Meeting Room at Crewe Library. We are running the seminar twice so please choose if you would like to attend the training seminar running from: 1400 to 1700 or 1800 to 2100. Tea and coffee will be provided.

Numbers are limited so we will operate a 1st come 1st served basis. In the first instance, places are limited to 2 delegates per council per seminar.

Members wishing to attend would advise the Clerk. **Action: All Members.**

5 Parish car park.

(i) Grounds maintenance. There was nothing further to report at this stage. The emptying of the litter bin by Cheshire West and Chester Council was being kept under review by the Clerk as part of his weekly visits. The issues raised by Mrs Kirk would remain under consideration.

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

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

6 Leisure Services

(i) Children's Playing Field. (a) Grounds maintenance issues including litter bin emptying. Members noted the new grounds maintenance contractor had made good progress in returning 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.

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

(c) Basket ball equipment. Further to the Clerk reporting Play Inspection and Maintenance Services had expressed concern as to a possible hazard presented by the equipment, 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.

(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 awaited from Chester Security Systems.

(b) Inspections. (i) The reports for September 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.

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

(d) Grounds maintenance issues. Further to the advice of Mr J Williams, Play and Leisure the grounds maintenance contractors employed by the Council and by the Primary School were being asked to estimate for a 50% reduction in the height of the boundary hedge overall and on one side respectively. The Clerk reported no response had been received from the Council's contractor although a thorough cut had taken place which had reduced the height on the play area side to the height of the fencing. Members reviewed the position and agreed: (i) The contractor should be thanked for the work carried out to the hedge and should be invited to submit an exception invoice for any work over and above that estimated for. (ii) The contractor should be requested to face the hedge within the play area to reduce its depth and to take action to remove brambles and nettles. Similarly, an exception invoice would be expected for any work over and above that estimated for. **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 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 forwarded an application to Awards for All with a further application to WREN virtually complete. At the request of the Clerk, it was proposed by Cllr Paterson, seconded by Cllr Fisher and agreed that Cllr Hughes should be the counter signatory for the application to WREN having been Chairman at the time the project was initiated.

(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 as to the identified trip hazard reported by Cllr Roberts which had been referred to the Network Steward by the Clerk and the complaint per Mr Brian Lee to which the Clerk had responded. The Clerk informed of further correspondence with Mr Lee who was to approach the ward members. (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. There was nothing further to report at this stage.

(v) Public Seats: Guilden Sutton Lane. The Clerk informed he had arranged a site visit with Messrs Deva Forge to obtain estimates for refurbishing the 2 no public seats in the parish. Cllr Paterson requested the seat in the Oaklands bus shelter should be added to the schedule. This was agreed. **Action: The Clerk.**

(vi) Fox Cover. Landscaping. Further to the need for growth to be cut back, it was not known if any action had been taken by Streetscene to which the issue had again been referred at the request of Cllr Paterson, 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.

13/14 088

(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. Cllr Paterson had helpfully provided details of a wildflower meadow visited on holiday.

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 was being monitored.

8 Highways. (i) Strategic issues.

(i) Strategic issues: Chester's Transport Strategy:

The Clerk informed the following had appeared on the Chester Renaissance web site.

Cheshire West and Chester Council, in partnership with Chester Renaissance, is preparing a new transport strategy for Chester. This is considered to be essential to help us assess and respond to current and future travel requirements and demands in and around the city in the years to come. Important issues we have considered include:

** Access to new developments such as the Theatre, Northgate Development and planned new Central Business Quarter next to the railway station;*

** Making the city centre more attractive including opportunities to provide new pedestrianised areas in Northgate Street and Saint Werburgh Street;*

** A new bus interchange in the city centre and improvements to make bus use more attractive;*

** Improving parking including options to enhance the opportunities for blue badge users;*

** Providing better links between the city centre, the amphitheatre and the Groves;*

** The longer term use of our park and ride network and local bus services;*

** Dealing with localised congestion and traffic delays;*

** Improving opportunities for pedestrians and cyclists;*

** Meeting our plans to provide more housing in the city; and*

** The needs of commuters both to and from Chester including cross border trips with North East Wales.*

Detailed analysis work was undertaken during Autumn 2012. This included an assessment of existing transport information and data from recent exercises such as the One City Plan transport workshops and from our Parking and Cycling Strategies. This was supplemented with additional early dialogue with a number of key transport partners. Public engagement exercises were also undertaken between November 2012 and January 2013. This involved a number of public drop in sessions, targeted briefings and direct dialogue with key stakeholders.

The outcomes were used to prepare an options and assessment report. This identified some 82 transport issues for consideration along with a long list of potential solutions. These were then assessed against agreed criteria relating to policy fit, cost, deliverability, and impact. The results form the basis of the strategy's emerging proposals.

Tell us what you think! We are keen to hear your views on our proposals as part of a consultation exercise. This will take place between Friday 6th September and Friday 18th October 2013. Full details about our plans and ideas can be found on the (Cheshire West and Chester Council) consultation page.

This is just one part of our consultation activities. We are keen to make sure that everybody who has a view about transport in the city and surrounding area has a chance to have their voice heard. We are arranging a number of exhibitions, drops in events, presentations and we will be attending a number of Local Community Forums as part of this exercise. The dates for these events can be found on the consultation timetable.

A response was required by Friday 18 October 2013. It was agreed this should focus on the unsuitability of Gorsestacks as the location for the replacement bus exchange. **Action: The Clerk.**

(ii) Issues with the highway authority, ownership by Traffic Group. The Traffic Group would consider the outcome of the meeting held with the Area Highways Manager on Wednesday 1 May 2013 with 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.** Cllr Moulton confirmed his understanding a survey had been promised on the road. Cllr Paterson believed the ward members should be involved in the provision of flashing 30s on Station Lane and that two should be installed. This would be pursued by the Clerk. **Action: The Clerk.**

SID data for 6-13 September 2013 had been circulated by Cllr Moulton. On reflection, Cllr Moulton expressed some concern as to the frequency of the sessions which had been undertaken during 2013 and their impact on the Council's capacity to respond. Further to Cllr Moulton expressing concern about the standard of upkeep of the equipment, supported by Cllr Roberts and by Cllr Hughes, this would be raised with the ward members. **Action: The Clerk.** Cllr Hughes welcomed the support from the Police and the possibility of Police enforcement. 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 to 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 current position was 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 the road remained with the Area Highways Manager. The correspondence from the Drs Worth, Orchard Croft expressing concerns about the safety of that part of School Lane, particularly for the users of mobility scooters, which had been acknowledged by the highway authority, had been logged under reference no. 2118877 and passed to a Mr Ian McNeill to action. There was nothing further to report at this stage. Further to Cllr Fisher referring to the possibility of land being made available to improve the footway, there was nothing further to report at this stage although the Network Steward, who had previously inspected and discussed the issue, was aware.

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

(e) Planters. Streetscene had been 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. The Clerk informed the Footpath Group's strimmer which had been passed to Messrs Gresty had been disposed of.

(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, this had again been raised with the highway authority which had advised the area was private land. This had been disputed by the Clerk. There was nothing further to report at this stage. **Action: Noted.**

(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. The question of installing a 'flashing 30' sign at an appropriate location, raised by Mr P Crompton, would be reconsidered following the information from Barrow Parish Council the cost was in the region of £2,500 compared with the £7k - £8k previously indicated.

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

(j) Winter gritting. (i) Old Hall Park. With reference to the Clerk reporting his 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, a response remained outstanding from the highway authority to which the issue had been referred. A response would be sought. **Action: The Clerk.** (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 would be revisited in due course. (iii) Steps, Fox Cover-Church Lane. The suggestion by Cllr Roberts that provision might be considered for gritting these steps would similarly be revisited. (iv) Correspondence per the Rev Dr Mark Hart. There was nothing further to report at this stage as to any response from the highway authority further to the Rector advising a car had spun on Porters Hill fortunately without any collision as it did not appear the road had been gritted the previous night and a strip of ice had formed possibly caused by water running down the road off the fields.

(k) Fatality 24 June 2013, 2135, School Lane. It was noted a small further tribute had been deposited.

(l) Proposed Traffic Order - Cycleways in the Guilden Sutton area.

13/14 090

The Clerk informed notice had been given of a proposal by Cheshire West and Chester Council to convert the following lengths of footway and verge in the Parishes of Guilden Sutton & Chester City to an unsegregated shared use footway/cycleway:

Guilden Sutton Lane at the junction with Hare Lane for a distance of 8.3m on the south side of Guilden Sutton Lane.

Hare Lane at its junction with Guilden Sutton Lane the northeast footway for a distance of 5m from the junction.

Guilden Sutton Lane between its junction with the southbound carriageway of A41 Ring Road and Hare Lane for a distance of 9.8m on the east side of the junction in a north-easterly direction.

A41 Ring Road at its junction with Guilden Sutton Lane and Hoole Lane, the existing footway crossing on the central island between the north and southbound carriageways for a distance of 7.3m

Hoole Lane at its junction with the northbound A41 Ring Road the exit/entry slip traffic island.

The full width of the footways in each location will be converted to an un-segregated footway/cycle track.

It was agreed no objection should be raised but that disappointment would be 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 would also be informed.

(m) Revised lane markings, Hoole Roundabout. Cllr Davis referred to this issue which followed the recent resurfacing of the roundabout.

(iv) Lighting. (a) Faults. Cllr Moulton referred to lights being obscured by trees on Guilden Sutton Lane. (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:

(i) Income

Co-operative Bank

Bank interest

5 August 2013 £ 4.70

5 September 2013 £ 5.09

(ii) Payments

Urgent payment:

Broker Network Ltd

Insurance renewal £ 966.26

Current payments:

Devaprint Ltd

Newsletter printing £ 40.00

NWN Media Ltd

Newsletter distribution £ 23.34 (inc £3.89 VAT)

BDO LLP

External audit £ 162.00 (inc £27.00 VAT)

ChALC

Training 27 Sept 2013 £ 60.00

13/14 091

Play Inspection and Maintenance Services

August 2013	£ 36.00 (inc VAT £6.00)*
September 2013	<u>£ 36.00</u> (inc VAT £6.00)
	£ 72.00 (inc VAT £12.00)

Rob's Garden Services
Grounds maintenance
August, September 2013

£ 465.00

Mrs P Blythe
Playing field rent
Oct – December 2013

£ 160.00

HMRC
BR tax

£ 289.20

Clerk

Salary
July – Sept 2013

£ 1,050.60 (net)

Arrears
Apr – June 2013

£ 10.51 (net)

Lengthsman
July - September
16 hours @ £7.50

£ 96.00 (net)
£ 1,157.11 (net)

Expenses

Postage	£ 1.80
Telephone	£ 0.00
Mileage 44 @ 45p	£ 19.80
Photocopies 475 @ 5p	<u>£ 23.75</u>
	£ 45.35

Proposed by Cllr Paterson
Seconded by Cllr Brown
and agreed.

*The Clerk reported he had erroneously made this cheque payable to Play Inspection and Management Services which had been declined by the bank. He proposed a single cheque for the August and September payments as a replacement. This was agreed.

(iii) Balances

Co-operative Bank

Current account 30 August 2013	£29,830.86
30 September 2013	£28,539.99

Scottish Widows 1
1 July 2013

£20,004.59

Scottish Widows 2
1 July 2013

£ 3,388.19

13/14 092

(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. Further to the amendments detailed at the previous meeting, the Clerk reported the receipt of a clean return. The notice of completion of audit had been displayed.

(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: Real Time PAYE, Returns. The Clerk reported the receipt of a further notice from HMRC that a reporting date had been missed. He had contacted the payroll bureau which had confirmed the required returns were being furnished. **Action: Noted.** (b) Overpayment of £273.67. The Clerk reported a calculation by HMRC of this overpayment during the 2012/13 financial year. It was agreed a repayment should be requested.

(ix) Insurance: Further to the Council agreeing the revised long term agreement at the previous meeting, the Clerk reported the following advice from the insurers:

*Thank you for your email received on the 24th September regarding the renewal for Guilden Sutton Parish Council which is due for renewal on the 1st October.
Please find attached a long term agreement form for completion if the Parish Council wish to sign a new one. On receipt of your remittance and long term agreement form we will issue the policy documents. Action: Noted.*

(x) Clerk's gratuity. The Clerk informed 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 to be transferred: £392.02

It was proposed by Cllr Paterson, seconded by Cllr Hughes and agreed the funds should be so transferred.

10 Environment Services. (i) Waste collection and recycling issues. (a) The Chairman advised 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 Bank Holiday weekend. He believed this was due to the employment of agency staff. The issue of special collections would be included in the newsletter. **Action: The Clerk.**

(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 Hughes, was being monitored together with that of the steps opposite from Cinder Lane to Church Lane. (b) Temporary lengthsman. The Clerk reported further as to the trial, which included inspections of the playing field, play area and parish car park. It was agreed this had been successful and the arrangement should continue. The Clerk suggested it might be appropriate for high visibility clothing to be worn, particularly during the winter months as the duties involved crossing roads, working adjacent to the highway and in car parks. This was agreed. Mrs Littler would be encouraged to adopt similar clothing at the Council's expense. **Action: The Clerk.** (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.

The Clerk informed that he had contacted Mr Kieran Collins, in his capacity as the borough council's locality manager, in the following terms:

13/14 093

The Oaklands estate in Guilden Sutton was designed with footway access to the village centre which includes the shops, village hall and primary school. These footways have been sadly neglected by both the City Council (overgrowth) and County Council (surface) and by Cheshire West and Chester (both).

Since probably 2006/7 we have had a lengthy series of meetings and site inspections with officers and members to resolve the various issues but little progress has been made. We receive continuous complaint about their condition despite an assurance they would be included in an eight week schedule. Optimistically we assumed they would be cleared every eight weeks when necessary and the surfaces maintained to an appropriate specification but I suspect action is confined to sweeping.

The photograph beneath is a typical section of overgrowth of nettles and briars on the school access to the rear of Orchard Croft following possible recent strimming (I suspect for the first time since Autumn 2012).

In a nutshell, the Council fails to understand why users of these paths, who pay the same council tax as residents in Upton or Vicars Cross, for example, are denied estate paths maintained to the same standard as in those suburbs. This is totally unacceptable. The heavily used path mentioned above, which in places has a very poor surface, has recently been inspected but only one very small area has been patched. There is ponding in wet weather

The Council would be grateful if there could be an immediate inspection of all the paths and accesses on the estate to enable an officer to attend our next meeting on Monday 7 October 2013 at 7.30pm in Guilden Sutton Village Hall to provide assurances as to what action will be taken now and the much improved specification we can expect in 2014 and future years.

Although this had been acknowledged and Members and the Clerk were aware of some activity taking place there had been no formal response to the specific questions. Members were disappointed that no officer was in attendance. The Clerk would continue to keep the ward members informed to achieve a final resolution.

(iii) Dog fouling: (a) Request for additional bin - dingle path, Belle Vue Lane. This had been progressed by the Clerk in parallel with an approach to the warden service as to dog control in that vicinity. Cllr Paterson was to meet the Streetscene Officer.

11 Trees and Hedges.

(i) Hedges. The increasing obstruction of the footway on Guilden Sutton Lane and at other locations in the village by overgrown hedges was noted. Cllr Brown would make further inquiries as to a standard proforma to advise individual occupiers as appropriate known to be in use elsewhere. **Action: Cllr Brown.** This would be issued by the Clerk to avoid duplication. As a last resort, the highway authority would be requested to take action. The suggestion raised by Cllr Moulton as to regular inspections throughout the parish with an increase in the lengthsman's hours would be revisited in due course. Cllr Hughes expressed concern at the amount of overgrowth generally.

(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, a response remained outstanding from the Public Rights of Way Unit given their proximity to public footpath no 2. The Clerk had confirmed some trees had been marked.

(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 would arrange for a note would appear in the newsletter encouraging residents to use the reporting forms provided on the Cheshire West and Chester Council web site. **Action: The Clerk.**

(vii) Path rear Orchard Croft. There was nothing further to report to that minuted above.

(viii) Hedge, access from Hill Top Road. At the request of Cllr Hughes, a cut had been requested from Streetscene. 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 was being pursued by the Clerk. **Action: The Clerk.**

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

(xiii) Hedges, Cinder Lane. Overgrowth affecting these hedges on the field side of the road would be reported. **Action: The Clerk.**

(xiv) Overgrowth, Heath Bank. Overgrowth on the steps and adjoining the footway would again be reported at the request of Cllr Roberts. **Action: The Clerk.**

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

12 Cheshire Association of Local Councils.

(a) Best practice, examples from your Council - could be shared with the Ministers in Whitehall. The Clerk informed he had responded to the Deputy Chief Officer citing open forums on affordable housing and the Hoole Gate development as recent examples of public engagement.

(b) Annual meeting. The Clerk reminded Members the Association's Annual Meeting would take place on the evening of Thursday 24 October at the Cheshire Fire and Rescue HQ in Winsford. The Chief Executive of NALC, John Findlay, would be speaking at the meeting. The Clerk hoped to be able to attend.

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 Community Governance Review Committee had confirmed the following recommendation for Guilden Sutton on September 25, 2013. The terms were:

- (1) *the parish of Guilden Sutton should not be abolished and that its area should not be altered;*
- (2) *the name of the parish should not be altered;*
- (3) *the parish should continue to have a parish council;*
- (4) *no changes be made to the electoral arrangements that apply to the parish council; and*
- (5) *the area of the parish for Guilden Sutton be re-visited under the terms of reference for the future community governance review of Great Boughton parish.* Action: Noted.

It was further noted a meeting of the committee on 14 August 2013 had resolved:

(iii) the boundary of the existing parish of Hoole Village 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; (iv) the boundary of the existing parish of Mickle Trafford 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.

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

(iii) Community resilience workshops. Further information had been forwarded to Cllr Paterson about proposed workshops taking place in November 2013.

(iv) Scale of fees for local and parish elections. The Council noted the following advice from Gina Jones, Democratic and Electoral Officer:

As you are aware, in the event of any by-election being called, the Local (Town/Parish) Council meets the cost.

The Cheshire Authorities have an agreed scale of fees and charges that apply and I thought it would be helpful to attach these details (circulated) for your information. The costs of Neighbourhood Plan Referendums are met by the Borough Council and are not recharged to the Local Council.

14 Cheshire Community Action. Cheshire County Playing fields Association, annual general meeting, Thursday 31 October 2013, 10.30am, Winsford Lifestyle Centre. Details of this annual meeting were received and noted.

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. **Action: The Clerk.**

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

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

(iv) Cheshire Fire Authority: Integrated Risk Management Plan 2014/15 Consultation. The Clerk advised of the receipt of this consultation. **Action: Noted.**

18 Newsletter. It was noted newsletter 155 had been issued on 20 September 2013. At the suggestion of Cllr Paterson, Mrs C Royle, who had taken over as overall Homewatch co-ordinator for the village, would be made aware of the availability of space in the newsletter. **Action: The Clerk.**

19 Memorial Garden. Further to Cllr Paterson commenting on the degree of growth within the garden, confirmed by the Clerk, it was agreed Messrs Gresty would be asked if a clearance could be accommodated within their reduced activities to take place before 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 indicating there had been little enthusiasm from Members in recent years.

21 Parish IT. (a) Members' photographs. The need for photographs of Members to complete the web page remained outstanding. (b) Google Group. There was nothing further to report at this stage.

22 Primary School. Cllr Hughes reported further as to parking issues. It was hoped the Police presence would be a deterrent.

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 Community events. There was nothing further to report at this stage.

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. There was nothing further to report at this stage.

27 Village Hall Management Committee. Cllr Davis informed he wished to step down as the Council's representative. A replacement would be considered at the November meeting. **Action: The Clerk.**

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. Further to Mr Lewin advising of the campaign to secure community asset designation for the premises, the ward members had been briefed as suggested by Cllr Hughes and the Council had offered support for the designation. Cllr S Parker had helpfully forwarded advice from Alison Armstrong, Senior Manager - Partnerships & Development, Cheshire West and Chester Council that the application was now with Cllrs Ford and Manley as the respective Executive members for Resources and Growth & Innovation as per agreed internal processes and no problems were foreseen.

The Clerk informed Cllr S Parker had previously advised the, Senior Manager - Partnerships & Development, as follows:

"Guilden Sutton is a village within the Chester Villages Ward and currently it has no entertainment or eating facility, which has a negative impact on community life within the village.

"I do not personally know of this action group but I totally agree with their ambition to restore the Bird in Hand pub into a community based facility to provide a meeting and entertainment facility for the village.

"I therefore support their request to make the Bird in Hand into an asset of community value."

31 Members information items.

Events. Cllr Paterson informed of Cheshire West and Chester Council members briefing note no 565 which focused on event planning guidance and had been produced in response to the growth in the number and range of events taking place in the borough. A guidance document and other supporting documents had been produced to help event organisers identify the key areas to be considered when staging an event. The briefing aimed to raise awareness of the support and application systems available. Sharing this information would help ensure that the events that take place in the Cheshire West and Chester area were as enjoyable and safe as they could be for all involved. **Action: Noted.**

Minutes. Cllr Ringstead expressed reservation about an item in the previous minutes. This was noted. Cllr Hughes said he would not wish to see any restriction on the ability of members to comment.

ACRE. In response to a previous query by Cllr Paterson referring to detailed statistics published by ACRE on a wide range of village issues for 2013, inquiries by the Clerk had revealed that an officer who had kindly provided an earlier copy now only held information for 2012.

Christmas Tree. Cllr Hughes referred to a suggestion which had been made that the Village Hall Christmas Tree should now be erected outside the building to allow a community event. The Clerk informed he believed this would require to meet the events guidance minuted above and a detailed technical specification in addition to satisfying insurance requirements. **Action: Noted.**

32 Information correspondence. Members received and noted the information correspondence detailed in the agenda and the late information report.

Matters considered in the absence of the press and public.

33 Highways issue. A Member revisited a highways issue which the Network Steward had understood would be resolved but no action had been taken. It was agreed a further approach should be made to the Network Steward. **Action: The Clerk.**

The meeting concluded at 2201.

Date of next meeting: Monday 4 November 2013.

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