

Guilden Sutton Parish Council

Minutes of the ordinary meeting of the Council held on Monday 2 June 2014 in Guilden Sutton Village Hall at 7.30pm.

Chairman: Cllr M S J Roberts.

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

In attendance: B M Lewin Esq and one Member of the public.

1 Procedural matters.

(a) Declarations of interest. Members were reminded they should declare any Disclosable Pecuniary Interest or any Other Disclosable Interest which they may have in any matter or item to be considered at the meeting. Any declaration must be made before the matter, or item, was considered or as soon as the Member became aware a declaration was required.

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

(b) Apologies. An apology was received and accepted from Cllr I Brown.

Apologies were received and noted from Cllr Margaret Parker and PC R Boulton.

(c) Confirmation of the minutes of the annual meeting of the Council held on Monday 12 May 2014.

It was agreed the phrase "Cllr Roberts in the Chair" should have followed the paragraph referring to Cllr Roberts's election as Chairman and that Cllrs Paterson and Davis should have been recorded as presiding at the May surgery.

On that basis, approval of the minutes was proposed by Cllr Moulton, seconded by Cllr Davis and agreed,

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

(e) Dates of future meetings: Mondays 21 July, 1 September, 6 October, 3 November, 1 December 2014.

(f) Late information report 2 June 2014. The late information report for the current meeting was received and noted.

(g) Review of handling of information correspondence. The continued increase in the volume of information correspondence being received would be assessed by the Clerk at the request of Cllr Paterson pending a review by the Council as to arrangements for its handling.

(h) Ward Members. The Clerk invited Members to note that at the annual meeting of the borough council Cllr M Parker had joined the Executive with responsibility for Governance while Cllr S Parker continued as portfolio holder for Culture and Economy. **Action: Noted.**

2 Community engagement.

(a) Public speaking time. The Chairman reiterated public speaking was not intended to allow dialogue with members of the public as there were a wide range of other opportunities for constituents to discuss issues with Members. Should an urgent matter arise of sufficient importance it was open to the Council to agree to suspend standing orders. The matter was subject to discussion with a Member expressing the view the Council should not be seen to be distancing itself from the public.

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

(ii) Visiting Members/Officers. Cllr S Parker informed of progress with the Northgate Development including the relocation of the bus exchange to Gorse Stacks and the operation of feeder buses into the city centre.

14/15 035

He encouraged the Council to suggest possibilities which would make local services more accessible, including to people with dementia, as ward members were now involved in this process. Separately schemes suitable for support from Member Budgets should also be brought forward.

Cllr Paterson referred to the decision by the borough council that local councils would in future be charged for the cost of elections.

Cllr Moulton referred to a review of the mobile library service. Cllr Parker informed use was increasing.

(b) Report of surgery held on Saturday 31 May 2014. Cllrs Roberts and Paterson had presided. Issues which had had arisen had included hedge and grass cutting and a request for a Sunday bus.

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

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

3 Planning.

(a) New and recent applications.

Dormer bungalow with new singular access (outline)
Land At Holly Cottage Guilden Sutton Lane Guilden Sutton Chester
Ref. No: 14/02056/OUT | Validated: Tue 13 May 2014 | Status: Pending consideration.

Further Inquiries would be made by Cllrs Fisher and Paterson. It was noted a response was due by 11 June 2014.

Use of land as part of domestic curtilage
Manor House Hare Lane Chester Cheshire CH3 7DB
Ref. No: 14/01848/LDC | Validated: Thu 15 May 2014 | Status: Pending consideration.

Cllr Fisher.

The Council had been consulted on this application although Members were aware these issues were decided on the facts. It was noted a response was due by 11 June 2014.

Cllr Fisher reported. Members wished the LPA to be satisfied before the grant of any certificate. As the site was within the Green Belt concern would be raised that the extended curtilage, if permitted, could be the subject of an application for development.

Creation of new access
The Vicarage Wicker Lane Guilden Sutton Chester Cheshire CH3 7EL
Ref. No: 14/01764/FUL | Validated: Thu 08 May 2014 | Status: Pending consideration

Cllrs Fisher, Ringstead.

Report as follows:

It was noted no consultations with neighbours had been considered to be necessary. A prominent chestnut tree had been carefully considered as this was protected and almost all the paperwork in the application referred to it. The actual alignment of the new drive could not be ascertained accurately from the drawings, but passed close to the tree, which had substantial roots close to the surface. Cllrs Fisher and Ringstead believed that the requirements of the Arboricultural Impact Assessment for 'no dig' surfacing should be strictly applied to avoid causing stress to the tree which had substantial landscape value. The raising of the crown by removing 75mm branches was not a problem.

The drawings did not show any details of the access to the highway including a visibility assessment, a dropped kerb and other measurements. Further, they did not show how the new access would tie into the drive for the house under construction next door, whose planning application showed a shared drive and highway access (11/02870/FUL).

It was recommended the Council should OBJECT pending clarification of the highway access and specification of the drive surface.

14/15 036

This was agreed although the LPA would be informed there was no objection to the principle of the proposed development.

Two storey side and single storey rear extensions with porch to front.
Calbourne Church Lane Guilden Sutton Chester Cheshire CH3 7EW
Ref. No: 14/01463/FUL | Validated: Tue 08 Apr 2014 | Status: Planning Permission. NEW DECISION.
Cllrs Brown/Hughes.

No objection had been raised.

Installation of 968 Roof Mounted Photovoltaic Panels on to existing agricultural buildings.
Tile Farm Wicker Lane Guilden Sutton Chester Cheshire CH3 7EL
Ref. No: 14/01230/FUL | Validated: Mon 31 Mar 2014 | Status: Pending consideration.
Cllrs Paterson/Ringstead.

No objection had been raised. Clerk informed no response had been received to the Council's concern that no documents had been received due to problems with the LPA's mail contractor.

Residential development of 17 affordable dwellings and associated vehicular access to School Lane.
Land Adjacent To Treetops School Lane Guilden Sutton Chester Cheshire.
Ref. No: 13/05410/FUL | Validated: Fri 20 Dec 2013 | Status: Planning permission.
Cllrs Moulton, Hughes.

Objection.

Erection of a detached dwelling
Land Rear Of The Vicarage Church Lane Guilden Sutton Chester
Ref. No: 13/05405/FUL | Validated: Tue 17 Dec 2013 | Status: Application permitted.
Cllrs Fisher, Ringstead.
Objection.

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: Application permitted.

No objection.

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

(c) Community planning.

(i) Parish Plan. Cllr Paterson reported

(ii) Neighbourhood planning.

(a) Neighbourhood Plan.

Further to the reference by Cllr Paterson to comprehensive parish statistical data which would be helpful in informing any neighbourhood plan, available from Cheshire Community Action, this had been progressed by the Clerk and forwarded to Cllr Paterson.

Following a successful ruling by the Court in relation the Tattenhall Neighbourhood Plan, the Clerk had congratulated Tattenhall and District Parish Council on their achievement as requested by the Council.

The Clerk invited the Council to consider:

(a) Resolving to proceed with the development of a Neighbourhood Plan for Guilden Sutton.

(b) Allocating an initial sum of £10,000 for the process.

(c) Agreeing the lead Members and composition and terms of reference of the Steering Group.

(d) Agreeing the Neighbourhood Area should be the present civil parish for the purposes of the necessary application to the borough council.

With respect to (a) it was proposed by Cllr Paterson, seconded by Cllr Fisher and agreed unanimously that the Council should proceed with the development of a Neighbourhood Plan for Guilden Sutton.

With respect to (b) Members took account of the general advice as to the potential cost of a neighbourhood plan, including the referendum but believed that in view of the absence of any firm guidance a lower initial allocation should be made at this stage. It was proposed by Cllr Fisher, seconded by Cllr Ringstead and agreed unanimously that an initial allocation of £2,000 should be identified.

With respect to (c) it was proposed by Cllr Fisher, seconded by Cllr Ringstead and agreed unanimously that the steering group should be led by Cllr Paterson and that the membership should comprise four Members of the Council and six members of the public.

With respect to (d) it was proposed by Cllr Paterson, seconded by Cllr Roberts and agreed unanimously that the Neighbourhood Area should be the present civil parish for the purposes of the necessary application to the borough council.

(iii) Bird in Hand Support Group. There was nothing further to report at this stage.

(iv) Affordable housing. Housing numbers. A response was awaited from Cllr S Parker as to whether CWAC kept a detailed record of affordable housing permissions and completions which was understood to be the case.

Cllr Hughes expressed the hope the occupiers of the School Lane dwellings would be local. The Clerk informed he had been approached by a prospective tenant from outside the village who wished to return to Guilden Sutton. Cllr Hughes requested that details of the allocation process should be ascertained and this was agreed. **Action: The Clerk.**

(d) Strategic Planning.

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

(ii) Publication draft Local Plan.

The Clerk advised he had yet to be informed by the Programme Officer as to the Council's request to participate at an appropriate stage in the Hearings on Green Belt issues. This was being followed up. **Action: The Clerk.**

It was noted the hearings for the Examination would commence on 17 June 2014 at 9.30am and were expected to last three weeks until Friday 4 July, 2014 in the Town Hall.

(iii) Cheshire West and Chester Local Plan (Part Two) Land Allocations and Detailed Policies - Issues Consultation. It was noted comments were due by 19 June 2014.

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

4 Quality Council issues.

(a) Training.

(i) Training dates 2014. Any Members wishing to attend any training in this programme would advise the Clerk. **Action: All Members.**

(ii) Health and Safety seminar, (ChALC/H R Terrain) Thursday 15 May 2014, Northwich (Free.) Cllr Paterson had attended this workshop which had included three presentations from Terrain and the opportunity for questions/networking. The presentations had covered all sizes of Local Council from Parish to Town and had been based on organising an event, volunteers and health and safety updates. Cllr Paterson had kindly forwarded the presentation to the seminar and indicated a safety plan would be in force for the fete.

(iii) 'Digital Mapping for Local Councils', Tuesday 10 June, Cotebrook Village Hall (pm). Any Members wishing to attend were requested to advise the Clerk by return. **Action: All Members.** 14/15 038

(iv) Councillor 3. The Clerk informed ChALC would be running a Councillor 3 training session on the afternoon of Wednesday 18 June 2014 at Tarvin Community Centre.

The training session would cover 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

The session would commence at 2.00 pm and finish at 4.30 pm. Cost: Members £30 pp

Members wishing to attend were requested to indicate to the Clerk. **Action: All Members.**

5 Parish car park.

(a) 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.

Members were reminded that Cllr Fisher had indicated he had examined the surface of the car park and believed the edges should be cleaned and Cllr Hughes had suggested the boundaries should be tidied up and the retaining timbers, which had failed, should be removed. An inspection had been carried out by Cllr Hughes and the Clerk and the extent of the work required had been identified. Cllr Hughes had subsequently met the grounds maintenance contractor and a written estimate of £350 had been received. It had been agreed the estimate should be accepted and that Cllr Hughes should seek confirmation of the specification in writing.

(b) Improvement scheme. Members were now minded to agree a concrete boundary topped by cobbles would be the preferred solution if a suitable contractor could be found. In the meantime the effect of the works referred to above would be awaited.

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

(d) Trees. The Clerk was informing the Warden of the previous price and date. **Action: The Clerk.** Further to the advice from the tree contractor of a split in the left hand side rear tree, the wardens would inspect although the advice was no action was required at present. **Action: Cllr Brown, Mr A Young.**

(e) Signboard. The Clerk advised the signwriter had refixed the soft surfacing to the noticeboard and had quoted £100 plus VAT for a replacement sign in a composite material (similar to the notice board in the churchyard) as he was no longer satisfied with the standard of ply. It was recommended this should be accepted. This was proposed by Cllr Paterson, seconded by Cllr Moulton and agreed.

6 Leisure Services

(a) Children's Playing Field.

(i) Grounds maintenance issues including litter bin emptying. There were no issues to report.

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

(iii) Basket ball equipment. Further to an estimate being received from Messrs Deva Forge for the removal of the equipment as previously agreed, the Clerk informed he had been advised by the Assistant Technical Manager of Kaberry Building (believed to be the landlord and which shared the site) that Messrs Deva Forge were no longer trading although it was hoped an alternative fabricator would occupy their workshop. The Clerk had had located an alternative contractor, also in Mickle Trafford and was to attend a site meeting at 9am on the 3rd inst.

(iv) Further to a Member informing of the encroachment of an adjoining boundary hedge, this was being monitored, particularly as to the effect on the contractor when mowing the field. 14/15 039

(v) Nets. There is nothing further to report at this stage as to the proposal by the grounds maintenance contractor for weighting the base of the nets to assist with grass cutting.

(vi) Inspector's report. May inspection. The Clerk invited the Council to note the following report from the inspector:

Pedestrian Access Gate. Gate not self closing. Possible road safety issue for children exiting playing field.

Football Goals. Slight movement in goal posts. Consider using wedges in ground sockets.

Basketball Goal. Back board damaged and requires replacement. No support for panel where ring is fixed to it. Weld mesh on football goal below basketball requires treating for rust and painting. Eight weld mesh welds broken on football goal. Repair.

Basketball goal asphalt surface. Reinstate asphalt edge as grass is over growing hard surfaced area. Difficult to cleanse surface if required.

Litter bin. No plastic bag liner in bin. Install one and replace each time bin is emptied.

General comments

No litter or glass seen or removed during inspection.

(b) Children's Play Area.

(i) CCTV and CCTV protocol. (a) 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. (ii) Protocol. A simple protocol covering the inspection of images captured by the system would be progressed in due course by the Clerk. **Action: The Clerk.** (iii) Maintenance. Further to Cllr Paterson informing she had met the contractor for a one hour visit to enable an inspection to be carried out and a report and estimates to be prepared and to the possibility of entering into a service agreement, further information had been sought by the Clerk who reported a response was still awaited from Chester Security Systems.

(ii) Inspections.

(a) May inspection. The Clerk invited the Council to note the following from the inspector:

Hedge. Nettles growing at the base of the hedge line. Remove.

4 no benches. Holes on surface of wood benches. Fill with wood filler.

Play Panels. Torx bolt fitting loose. Tighten.

Play Panels Surface. Joints between coloured surfaces are opening up. Fill in gaps.

Talk Tube. Cracks in both caps. Monitor and replace as necessary.

Toddler Multiunit surface. Joints between coloured surfaces are opening up. Fill in gaps.

Junior Multiunit. Slight movement in low level slide chute posts. Monitor.

Junior Multiunit surface. Joints between coloured surfaces are opening up. Fill in gaps.

General play area surface. Build up of algae and dirt in safer surface. Jet wash required. Autumn leaf fall on surface. Remove.

General comments. No litter or glass seen or removed during inspection.

Some of the gaps between different coloured safer surfacing and or kerb stones appear to opening up slightly more. Continue to monitor and take action if necessary. For example under the small toddler unit and surfacing by kerb stones by pedestrian access gate.

Torx bolts on steering wheel not tightened on this occasion though they were checked.

14/15 040

Some leaf fall on surface by Junior multiunit and hedge line. This needs to be removed as it may become slippery in wet conditions.

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

(iv) Safer surface maintenance issues. Further to the suggestion it might be possible for the Council to cleanse the surface itself and to Cllr Hughes informing he had discussed the issue with the grounds maintenance contractor including the need for an estimate and a method statement, no further action would now be taken given the imminent replacement of the playground..

(v) Replacement of safer surfacing. No further action would now be taken given the imminent replacement of the playground..

(vi) Replacement playground. The Clerk informed he had accepted the offer of a grant for up to £4,936 from WREN towards the eligible costs of the project and had provided the additional information minuted at the previous meeting. The Council would pay the contractor and then claim the funding from WREN. WREN has issued their contract for the scheme which he had signed. Fundraising had amounted to £12588 on an 'up to' basis.

Members had requested that prior to the signing of the order, Messrs Play and Leisure should attend a site meeting for a thorough review of the project. Cllr Hughes and the Clerk had met the company on Tuesday 27 May 2014 for a detailed discussion on site. On reflection the small number of colour splashes which were proposed in the surfacing had been removed in the light of previous experience. Colour within the playground would be provided by the equipment and the replacement benches. The contractor intended to complete before the summer holidays, although this was dependent on a permission to start from WREN.

The final estimate for the scheme on the basis of the estimate received on 28 May 2014 was proposed for approval by Cllr Paterson, seconded by Cllr Hughes and agreed subject to further negotiations with the contractor by Cllr Hughes as to the reinstatement of the removal of the basketball equipment on the playing field which had been included in the original price.

Members visited the preferred period for the work to take place. It was proposed by Cllr Hughes, seconded by Cllr Davis and agreed on a 4-0 vote that this should take place immediately following the end of term. The contractor would be advised. **Action: The Clerk.**

(c) Public Footpaths. (i) Footpath 7. Further to Cllr Hughes reporting this route was extremely muddy, possibly due to use by horse riders and to the proposal the issue was to be raised with the Access Forum, the Clerk was actioning the issue. **Action: The Clerk.** (ii) Footpath 2. There was nothing further to report at this stage. (iii) Footpath 1. There was nothing further to report at this stage. (iv) 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 rear of houses on Cinder Lane, there was nothing further to report at this stage. (v) Rights of Way Group. (a) Bank account. There was nothing further to report at this stage. (b) Natural England "Paths for Communities" (P4C) scheme. There was nothing to report at this stage, the Public Rights of Way Warden having been informed. (vi) Mid Cheshire Footpath Society. There were no action items to report. (vii) Greenway. There was nothing further to report at this stage.

(d) Grounds Maintenance. (i) Cheshire West and Chester Council. Members continued to monitor the volume of arisings remaining on verges, footways and amenity areas following visits by Streetscene. (ii) Parish Council contract 2014/15. The Clerk advised of growth within the play area which would require action by the contractor.

(e) Public Seats: Guilden Sutton Lane/Wicker Lane. Members noted the Council would need to consider action for further maintenance following the closure of Messrs Deva Forge.

(f) Fox Cover. Landscaping. There was nothing further to report at this stage.

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

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

7 Public transport.

(a) Services, general. C27/DB8.

Further to the Chairman, as Local Bus User contact, informing he had complained to the operator of late running affecting the GHA DB8 service on race days with disruption to passengers' arrangements and to him suggesting the Race Company should part fund alternative services to avoid congestion and delays, the issue was being referred to Cllr S Parker who was a director of the Race Company on the basis it was important timetables were maintained.

The Chairman, as Local Bus User contact, informed of unacceptable issues around the 1605 ex Chester.

Cllr Roberts was to raise the issue of new drivers on the C27 service failing to implement hail and ride on the Oaklands estate with Arrowebrook.

(b) Bus stand, Guilden Sutton Lane. Overgrowth at this stand continued to be monitored, Cllr Roberts having expressed concern as to views being obstructed and the issue being reported to the Area Engineer.

8 Highways.

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

(b) Issues with the highway authority, ownership by Traffic Group. There was nothing further to report at this stage.

(c) Current issues

(i) Community speed management.

(a) SID. Cllr Moulton had kindly circulated the outcome of the SID sessions undertaken in May. He informed the June dates were now June 6-14, 2014.

Further to Cllr Moulton previously expressing concern about the standard of upkeep of the equipment, supported by Cllr Roberts and by Cllr Hughes, the Clerk reminded the Council this had been raised with the Ward Members who had asked to be informed should any difficulties arise.

Cllr Moulton advised the equipment was booked for the following further dates during 2014:

6th June to 14th June

11th July to 23rd July

12th September to 22nd September.

Further to it being noted a SID had been deployed at night in another parish, further information was being obtained. **Action: Cllr Moulton/The Clerk.**

(b) Station Lane: Further to Cllr D Hughes referring to the speed of traffic on Station Lane and to the expectation the Police would support action on that road and on School Lane, Cllr Hughes was to discuss this with PC Boulton. **Action: Cllr Hughes.** It was noted Cllr Moulton had confirmed his understanding a survey had been promised on the road.

(c) Flashing 30s. Members were reminded the Area Engineer had undertaken to arrange for a speed / traffic count to be carried out on Station Lane as soon as practicable and would base his decision for funding on the results. If both elements showed an existing problem the highway authority would match fund the cost of provision, however if only one or neither factor existed then the Parish Council would be required to fund the whole cost.

Further to the Clerk informing the Police and Crime Commissioner's office had advised that grants were not available for capital schemes or to public bodies, he had pursued the matter further in the light of comments believed to have been made by the Commissioner at a meeting attended by the Council in Ellesmere Port in 2013.

He invited Members to note the following response:

14/15 042

Thank you for your email enquiring about the possible submission of an application to my Crime Prevention Fund for two speed indicator devices in Guilden Sutton.

All applications that meet the Fund's criteria are then considered on merit. Applications for vehicle speed related devices must have the prior support of the Borough Council's Highway Engineer and the local Police Inspector. However, if the road in question is already included in a programme of minor works to address safety issues, then it would not be eligible for funding.

If the Parish Councillors are concerned about safety in the Parish, I would encourage them to make full use of their powers under the Crime & Disorder Act and the Local Government & Rating Act to address the issues. If it is appropriate for my fund to support that action I will certainly give your bid consideration.

Action: Noted.

(d) Community Speed Management scheme. In respect of the Clerk being asked to circulate a 'Community Speed Management' scheme regarding speeding issues produced by Cheshire West and Chester Council, the Traffic Group would consider the guidance and perhaps raise the A41/Guilden Sutton Lane junction, Guilden Sutton Lane, Station Lane and Wicker Lane. **Action: Traffic Group.**

(e) Speed awareness campaign. Cllr Roberts having raised the prospect of a speed awareness campaign supported by the highway authority and the Ward Members this would be progressed by the Traffic Group. **Action: Traffic Group.**

(f) School Lane. Concerns per Mr P Crompton, Belle Vue Lane. The issue remained with the Traffic Group and PC Boulton.

(ii) 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.**

(iii) Planters. The possibility of a new position being sought for the Guilden Sutton Lane planter on the opposite side of the road where it would be a more appropriate gateway feature was being pursued by the Clerk. The same applied to the village sign which was affixed to a lamp standard due to be removed. Cllr Ringstead was pleased to report a nearby member of the public was prepared to make a contribution to the Station Lane planter. This was welcomed.

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

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

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

(vii) Cycleways in the Guilden Sutton area. The completion of the reinstatement of the original crossing for pedestrians from Hare Lane to Hoole Lane was awaited.

(viii) Parking, Guilden Sutton Lane. Further to that minuted previously following the meeting between the Clerk and the Area Engineer on Monday 25 November 2013 and the Chairman expressing renewed concern as to vehicles parking without lights within the 40mph limit, this had been reported to PC Boulton. There was nothing further to report at this stage.

(ix) Boundary fencing. Further to a Member referring to the condition of a length of boundary fencing adjoining a footway in the parish, this was being raised with the landowner. **Action: The Clerk.**

(x) Guilden Sutton Lane, sight lines. There was nothing further to report at this stage, Members having noted the Area Engineer had undertaken to monitor sight line issues at the junction of Heath Bank and Guilden Sutton Lane caused by parking and in the vicinity of the incoming bus stand caused by overgrowth.

(xi) Mobility issues. Progress on sites for action identified by Cllr Paterson and the Network Steward was being revisited by the Clerk. **Action: The Clerk.**

(xii) Recent reports. Further to the Clerk advising the highway authority had confirmed the following issues relating to hedges on Wicker Lane, the footway on School Lane and signs in Station Lane, there was nothing further to report at this stage.

(xiii) A 41 Speed limit. Following the introduction of a 50mph speed limit on the dual carriageway section of the A56 in Hoole Village the Council's support for a similar limit on the A41 requested by Great Boughton Parish Council between Sainsbury's roundabout and Hoole roundabout, had been restated.

(xiv) Church Lane closure. It was noted Church Lane, Guilden Sutton had been closed from Wicker Lane to the Bird in Hand Public House on 22 May 2014 for one day for surfacing.

(xv) Fatality, School Lane. Cllr Davis helpfully reminded of the approach of the anniversary of the fatality on School Lane and the likely re-emergence of the memorial which it was agreed should be dealt with sensitively.

(d) Lighting.

(i) Faults. No faults were reported.

(ii) 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. The Clerk reminded Members the Principal Lighting and Traffic Control Engineer had advised that generally such schemes would not be funded by the lighting authority. Members noted the question of future power charges would need to be clarified.

9 Finance:

(a) Income:

Co-operative Bank Current a/c Interest	£ t/f
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(b) Payments

Play Inspection and Maintenance
Services

May inspection	£ 36.00 (inc VAT £6.00)
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ChALC

Cllr S Ringstead training 18 June 2014.	£ 30.00*
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R S Pierce

Grounds mntce	£ 535.00
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Clerk expenses

Postage	£ 13.96
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Telephone	£ 0.00
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Miles

8 @ 45p per mile	£ 3.60
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Copies

616 @ 5p	<u>£ 30.80</u>
	£ 48.36

* For payment at the July Council.

Proposed by Cllr Paterson
Seconded by Cllr Hughes
and agreed

(c) Balances

Co-operative Bank 1 May 2014	£45021.65
Scottish Widows no1 1 April 2014	£20009.40
Scottish Widows no 2 1 April 2014	£ 3394.85

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

(e) Report on contingency payments.

Budget: £ 983.00
Payments: £ 0.00

(f) Audit issues. (i) Audit group. (ii) External Audit. Further to the Clerk informing at the May meeting the current account files for 2013/14 were complete and would be presented to the Audit Group shortly, he invited the Council to note that due to holiday the Internal Auditor was unable to complete the internal audit report on the Annual Return for approval at this meeting for presentation to the external auditor by the due date of 24 June 2014. Separately, the Council was required to approve its accounts by 30 June 2014. The external auditors had kindly agreed a new date of 28 July 2014 which will enable the return to be approved at the July meeting.

The Clerk invited the Council to agree the accounts for 2013/14 contained in the draft annual report which had been circulated subject to any comments by the Audit Group or by the Internal Auditor, any amendments to be authorised by the Chairman and Vice Chairman. It was proposed by Cllr Moulton, seconded by Cllr Paterson and agreed these should be approved.

(g) 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.

(h) HMRC: (a) Real Time PAYE Returns. The Clerk informed of a new requirement for any expenses and benefits provided to him to be declared by 6 July 2014. At present these were declared in his self assessment. The Council's payroll bureau was being made aware as the information was readily available.

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

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

2012/13.
 $8.66\text{hrs pw} \times 11.549 \text{ pr hr} \times 52 \times 3.75\% = £195.03$

2013/14
 $8.66\text{hrs pw} \times 11.665 \text{ pr hr} \times 52 \times 3.75\% = £196.99$ (total £392.02). **Action: Noted.**

(k) Budget and precept 2014/15. It was noted the precept had been received.

10 Environment Services.

(a) Waste collection and recycling issues. (i) General. Cllr Paterson expressed concern at the frequency with which emptied bins and containers were left obstructing the footway. Cllr Davis commented further.

(b) Amenity cleansing. (i) Areas of concern. 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. Overgrowth affecting that part of Wicker Lane in the vicinity of the vicarage where there was no footway and concerns as to the steps from Heath Bank to Guilden Sutton Lane were with the highway authority. (ii) Lengthsman. The Clerk reported further.

(iii) 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. (iv) Dog fouling: Requests remained outstanding for additional bins on School Lane and Garners Lane. Cllr Paterson continued to hope the bin recently installed on the dingle path at the rear of 46 Oaklands could be resited when the path was resurfaced to enable better access for maintenance equipment. (v) Streetscene. Cllr Hughes commented on the continuing need for Streetscene to properly manage growth on the path at the rear of Orchard Croft. This would be raised with the supervisor. Further to a Member expressing concern at the manner of the progress between sites of the quad cutting machines including their speed and the crossing of footways, this had been raised with the supervisor.

The Clerk invited Members to note the following correspondence from Tony Fisher, Killearn House, Church Lane which had been referred to the supervisor.

The state of the 'herbaceous border' on the apex of Church Lane with Wicker Lane is at all-time low. It is completely overgrown with weeds standing over 3 feet high and a complete eyesore. Is the Parish Council in a position to get this maintained on a regular basis? Can we consider cutting it right back and planting weed-suppressing shrubs?

He informed a prompt response had been received and appropriate action was to be taken.

11 Trees and hedges.

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

(b) Land, Church Lane. Further to the Council being informed of overhanging branches to trees on private land which it was thought could be a potential hazard given their proximity to public footpath no 2, a response remained outstanding from the Public Rights of Way Unit. Members noted that more recently the Streetscene supervisor had required the landowner to carry out appropriate maintenance.

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

(d) 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.

(e) 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.

(f) Hedge, access from Hill Top Road. It was noted the request to Streetscene for a cut in the Autumn had not been acknowledged and no action had been taken. This would be pursued with the Supervisor by the Clerk. **Action: The Clerk.**

(g) Growth, Wicker Lane/Church Lane junction. Growth at this junction continued to be monitored. (minute 10 (b) refers).

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

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

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

(k) Overgrowth, School Lane. Overgrowth at eye height obstructing the narrow length of footway on Porters Hill had been reported.

Members who had raised particular issues listed above were requested to indicate to the Clerk if they should remain on the agenda.

12 Cheshire Association of Local Councils. (a) Chester Area Meeting. Members noted that at the annual meeting of the Area Meeting which took place on Wednesday 14 May 2014 the Clerk was re-elected as Honorary Secretary with Cllr R Parkin as Chairman, both for final terms. (ii) Hydraulic fracturing. The Clerk informed the Chester Area Meeting was seeking advice on this issue. The borough council was undertaking an enquiry and the Clerk (as Honorary Secretary) had requested that local councils were kept informed.

(b) Annual Meeting. It was noted the Annual Meeting of the Association would take place on Wednesday 22 October 2014 at 6pm for 7pm at the Canal Side Conference Centre, Middlewich Community Church, 34-36 Brooks Lane, Middlewich, Cheshire CH10 0JG.

(c) Cheshire Rural Women's Day: The Council noted the following correspondence from ChALC.

We are delighted to say that once again this year ChALC is heavily involved in organising the Cheshire Rural Women's Day celebration.

The event will take place on the evening of 8th October at the Cheshire Fire and Rescue HQ. We are looking for your help in making the evening a success. We would be delighted to receive a nomination from your Parish Council - your lady Chairman, a Councillor or perhaps your Clerk - someone you feel should have their efforts or achievements recognised under the banner of 'Cheshire Rural Women's Day'.

This year the successful nominee (and partner) will be invited to the celebratory dinner at Cheshire Fire and Rescue HQ Winsford where there will be presentations and entertainment – past winners have commented on it being a great evening!

The Clerk advised he held a nomination form.

13 Cheshire West and Chester Council.

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

(b) Community governance reviews.

(i) Guilden Sutton. There was nothing further to report at this stage.

(ii) Mickle Trafford and District. There was nothing further to report at this stage.

(iii) Great Boughton. There was nothing further to report at present as to the second phase of community consultation to be held with those residents on the periphery of the current parish boundary between Great Boughton, Guilden Sutton, Littleton and Christleton parishes. The Clerk had requested officers to advise of the date of the committee meeting at which the outcome would be considered. **Action: Noted.**

Further to Cllr Fisher suggesting information should be sought as to the precept levels in Guilden Sutton and Great Boughton this was being researched by the Clerk. **Action: The Clerk.**

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

(d) Community resilience. Cllr Paterson reported further. Members wishing to attend future workshops, details of which had been circulated, were requested to advise the Clerk. **Action: All Members.**

(e) Future Arrangements for Local Council (Town and Parish) Elections. The Clerk informed a response had been received from the Parliamentary Under Secretary of State suggesting the Council should direct its concerns to the borough council. The full reply had been circulated. He further informed the Ward Members were aware of the Council's concerns.

14/15 047

(f) Integrated Wellness Service: Current Consultation. Members noted the following consultation, full details of which had been circulated separately.

Cheshire West and Chester Council are beginning a review of these services as a number of contracts are coming to an end.

The Council propose to commission an Integrated Wellness Service which will help people live healthier for longer by addressing the factors that influence health and wellness. Currently there are specific programmes that often target the same people (e.g. a person that is quitting smoking may also benefit from weight management services). Moving to an integrated approach that helps people tackle different issues ensures services are easily accessible and meeting peoples multiple needs.

(g) Precepts. The disparity in precepts across the borough raised by Cllr Fisher was being researched by the Clerk. **Action: The Clerk.**

(e) Regulatory Services Consultation. The Council noted the following correspondence:

A very important consultation process is now taking place to determine how Cheshire West and Chester Regulatory Services will be run in the future.

We are encouraging all service users and partners to get involved and offer their views to ensure they inform the decision-making process. We would be very grateful if you could spend a little time reading the consultation document and filling in the corresponding questionnaire, both of which can be found under the heading 'Regulatory Services' on the following webpage:

http://www.cheshirewestandchester.gov.uk/your_council/consultations_and_petitions/council_consultations/regulatory_services_consultati.aspx

Background to Consultation

Regulatory Services currently comprises a number of different functions including:

Trading Standards

Environmental Health

Licensing

CCTV

Registration of births, deaths and marriages

Parking enforcement

Cemeteries and crematoria

A number of options are being considered for a new delivery model for Regulatory Services, but the preferred option is the establishment of a Joint Venture Mutual. This is an organisation partly owned by the council and partly owned by a private sector company.

We believe that this partnership will ensure that Regulatory Services meet the needs of Cheshire West and Chester residents while improving the quality of services and ensuring value for money.

Action needs to be taken now so that Regulatory Services can deliver £1.5 million in savings over the next three years. This is a result of the squeeze nationally on the public sector. We believe that establishing a Joint Venture Mutual is an innovative way of realising these savings while improving our services.

If you are unable to access the online version, please contact us to request help or a paper copy of the questionnaire or consultation documents.

Email: regulatory.servicesconsultation@cheshirewestandchester.gov.uk

Telephone: 0300 123 7032

Trust HomeChoice. Members noted the following correspondence, previously circulated, from Pauline Craughwell, Senior Development Officer, Housing Solutions.

Dear Local Council Clerks

West Cheshire residents are being invited to share their views on changes to the Trust Homechoice Common Allocation Policy - which outlines the way social housing is allocated in the borough. 14/15 048

A review of the new policy, which was introduced six months ago, is being conducted with the potential to make further changes.

In order to get your feedback on the proposed changes, a online questionnaire is available on www.Trusthomechoice.co.uk, click on the Survey icon on the left of the screen

The Questionnaire will close on 2nd June 2014

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

15 CPRE. There were no action items to report.

16 Health. Cllr Ringstead informed of a very bad fall in Guilden Green which had resulted in a two and a half hour delay in an ambulance attending. This would be raised with the appropriate authority. **Action: The Clerk.**

17 Policing/Fire Service.

Policing

(a) Policing.

(i) Crime. There were no action items to report.

(ii) Homewatch. There were no action items to report.

(iii) Neighbourhood policing. Cllr Roberts having commented the Chief Constable was to retire and he hoped the Chief Constable Designate would not be minded to reduce the effectiveness of the Neighbourhood Policing Units, the Clerk was to welcome the Chief Constable Designate and invite him to continue with the present arrangements. **Action: The Clerk.**

(iv) Cheshire Police and Crime Commissioner. The possibility of installing a 'flashing 30' partly financed by funds held by the Commissioner would be pursued following clarification of the position minuted above. **Action: The Clerk.**

(vi) PCC Meeting with Parish and Town Council representatives, Wednesday 19 March 2014, Edna Rose Room, Community Centre, Meadow Close,

Further to the Commissioner indicating he would wish to take part in other parish events taking place, the Clerk informed he had arranged for the Commissioner was to attend the fete on 12 July 2014.

Community Remedy - You Decide on Punishment of Offenders

The following correspondence had been received from the PCC.

Dear Parish Councillors

Community Remedy - You Decide on Punishment of Offenders

As a result of new legislation from the Anti-social Behaviour, Crime & Policing Act 2014, I am required to prepare a 'Community Remedy'. I am writing to you to ask you to take part in my consultation on the appropriate options for the punishment, rehabilitation and reparation of offenders of anti-social behaviour and low level crime such as criminal damage and low value theft.

The link below will direct you to a survey that asks you to select from a list of options, which you think would be the most appropriate options for cases of low level crime and antisocial behaviour that are to be settled out of court.

Community Remedy complements my Police & Crime Plan priority to place victims at the centre of policing. The aim of the Remedy is to give victims a say in the way the offender is dealt with. Once I have received the feedback from the consultation, I will publish a Community Remedy Document which police officers will use to invite victims to choose an appropriate sanction for the crime committed against them. 14/15 049

The sanction, which could be a letter of apology, mediation, paying compensation or repairing damage will then be offered to the offender who can either accept it or face more formal action through the criminal justice system."

The survey is available on my website and the consultation is open until 15 August 2014.

I look forward to receiving your views to help me to ensure the Community Remedy will meet the needs of victims in Cheshire.

I would also be grateful if you would forward this email to any interested parties.

Many thanks for your time.

*John Dwyer
Police & Crime Commissioner*

This would appear on the July agenda at the request of Cllr Moulton.

(b) Cheshire Fire Authority. There were no action items to report.

18 Newsletter. A further issue would be prepared in due course. **Action: The Clerk.**

19 Memorial Garden. Further to the meeting with the Rector and Churchwardens 1 May 2014, the Council was aware of the view of the Area Commander that the decision to close roads for events was taken by the Local Authority, not the Police. In certain circumstances the Police would charge for providing policing services to private events. The Force had never charged for the policing of Remembrance Day Parades and there was no intention to do so. The Clerk was seeking the view of the highway authority. **Action: The Clerk.**

The Rector had contacted a stonemason as to the possible replacement of the present plaque who had advised as follows:

It would be possible to make a granite tablet with inscription and to fix it to the railings. Out of the options I mention this would be the least expensive 18" x 18" x 1" bolted to the railings with brackets approx £500.00 plus vat. Disadvantage possible target for vandals.

Possible option to fix a larger stone behind the railings, maybe larger in monolith form approx 2'6 high x 2' wide x 3" thick in stone or granite with inscription approx £900.00 plus vat.

Possibly inscribe the seat? approx £500.00 plus vat

Replace the seat/bench with a new inscribed one - £1850.00 plus vat.

Action: Noted.

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

21 Parish IT.

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

(b) Google Groups (Parish Plan and Bird in Hand). There were no action items to report.

(c) Ownership of site. Further to Members revisiting the ownership of the site and the excellent work being carried out by the webmaster and to it being agreed the primary purpose should be to provide information to the community and that comment should generally be avoided particularly on sensitive issues, further consideration would be given to the terms of any disclaimer.

(d) Business section. The Council was aware this section was to be refreshed by the webmaster. It was agreed there should be a health warning that inclusion in the list did not confer or imply any endorsement of the product or service by the Council and that customers should make their own inquiries. Subject to that proviso all entries should be accepted subject to the recognisable guidelines as to those which would be inappropriate on a site registered to a local authority.

14/15 050

Members were concerned as to the prominence of a large solus advertisement from a company outside the parish and believed that such display listings should be restricted to a standard size box.

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

22 Primary School. Cllr Hughes reported a successful sports day had taken place.

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

24 Community events. (a).Community cinema nights. It was noted a further evening would be held in Autumn, 2014.

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. It was noted that fibre broadband was available to customers connected to the box in Station Lane and would imminently be connected to the box on School Lane.

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

28 Electricity sub stations: Oaklands estate. Further to Cllr Brown referring to the condition of some electricity sub stations on the estate and to the matter being brought to the attention of Scottish Power, a response remained outstanding, although it was noted at least one substation had been repainted.

29 Bird in Hand. Cllr Paterson reported further on aspects under consideration.

30 Members' information items.

Cllr Davis informed of a possible safety issue.

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

Matters considered in the absence of the press and public.

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

The meeting concluded at 2159.

Date of next meeting Monday 21 July 2014.