

Guilden Sutton Parish Council

Minutes of the ordinary meeting of the Council held on Monday 6 January 2014 at 7.30pm in Guilden Sutton Village Hall Committee Room.

Chairman: Cllr W Moulton.

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

In attendance: R Pierce Esq, grounds maintenance contractor and a number of residents.

1 Procedural matters.

(i) Declarations of interest. Members were reminded they should declare any Disclosable Pecuniary Interest or any Other Disclosable Interest which they may have in any matter or item to be considered at the meeting. Any declaration must be made before the matter, or item, was considered or as soon as the Member became aware a declaration was required. Declarations were a personal matter for each Member to decide with the decision to declare, or not, being the responsibility of the Member based on the particular circumstances. Consideration should be given to any pecuniary interest, outside bodies interest or family, friends and close associates.

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

Cllr S Ringstead declared an interest in any discussion of matters at New Hall Rise by virtue of being an immediate neighbour.

(ii) Apologies. Apologies were received and accepted from Cllr I Brown.

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

(iii) Minutes. Confirmation of the minutes of the ordinary meeting of the Council held on Monday 2 December 2013. It was proposed by Cllr Roberts, seconded by Cllr Fisher and agreed that the minutes of the ordinary meeting of the Council held on Monday 1 December 2013 should be approved subject to the minuted amount for copies included in the Clerk's expenses reading £29.85 and not £20.85 as printed. The number of copies shown was correct.

(iv) Code of Conduct. The Clerk drew attention to the code of conduct which had been recirculated by the new monitoring officer and which included helpful guidance on the actions to be taken by a Member should a disclosable pecuniary interest arise in relation to business under consideration by the Council.

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

(vi) Late information report 6 January 2014. 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) Dispensations. In order to deal adequately with the Budget and Precept the Clerk advised the Council needed to resolve that all Members who may have a disclosable pecuniary interest in the setting of the precept by virtue of ownership of a property within the parish should be granted a dispensation to enable the business to be dealt with. It was proposed by Cllr Paterson, seconded by Cllr Ringstead and agreed that dispensations should be granted to 31 April 2015. Members duly completed the requisite forms.

(ix) Royal Garden Party. The Clerk informed the Council had been advised that this year's Buckingham Palace Garden Party, to which ChALC could nominate four guests, had been set for Wednesday 21 May, 2014. If the Council would like to nominate the Chairman for inclusion in the ballot, ChALC should be informed by Friday 31 January 2014. It was agreed unanimously the Chairman should be so nominated.

## 2 Community engagement.

(i) Public speaking time.

(a) Public speakers.

Mr R Stewart informed the first meeting had been held of a new Rambling Club for the village. This had been a huge success with 14 participants.

A number of members of the public referred to aspects of planning application 13/05410/FUL residential development of 18 dwellings including 14 affordable units and associated vehicular access to School Lane, land adjacent To Treetops, School Lane, Guilden Sutton including the inclusion of market homes in an exception site, whether the Council had the expertise to comment on the application and the need for the views of local people to be taken into account. It was noted the application documents had yet to be received and these would provide information as to the proposal. It was likely the Council would arrange a drop in in addition to the normal consultation with nearby residents.

(b) Visiting Members, officers and wardens. There were no speakers.

(ii) Report of surgery held on Saturday 4 January 2014. The Chairman reported a public transport issue had arisen which he had referred to Cllr Roberts as Local Bus User contact. It was agreed Cllrs Fisher and Paterson would preside at the surgery to take place on Saturday February 1, 2014.

(iii) Parish Council drop ins. There was nothing further to report to that minuted above.

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

## 3 Planning.

(i) New and recent applications.

Residential development of 18 dwellings including 14 affordable units 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: Pending consideration. NEW APPLICATION.

The Clerk would invite Members to indicate on receipt of the application.

Detached four bedroom dwelling

Land Rear Of The Vicarage Church Lane Guilden Sutton Chester

Ref. No: 13/05405/FUL | Validated: Tue 17 Dec 2013 | Status: Pending consideration. NEW APPLICATION.

Further inquiries would be made by Cllrs Ringstead and Fisher.

3 dwellings (demolition of existing)

Chester House Hare Lane Chester Cheshire CH3 7ED

Ref. No: 13/05092/FUL | Validated: Fri 29 Nov 2013 | Status: Pending consideration

**Cllr Fisher.**

Cllr Fisher reported further. Members noted the following response had been made:

*There is no objection in principle but the Council supports the continuing concerns of residents as to existing traffic on this narrow road which apart from serving Pipers Ash is an access to the Rugby Club from the A41, including special events held there.*

*Notwithstanding the removal of the business use, the Council therefore believes the plans should be amended to allow for access to the rear of the properties for parking and turning space thus enabling occupiers to enter and leave in a forward gear in line with the Highways Officer's preference.*

*The condition requiring car parking to be completed and available for use prior to first occupation is supported as is the informative that the highway must be kept clear from obstruction at all times by construction traffic, plant and materials.*

*In view of the proximity of existing dwellings, working hours of 8am to 6pm Monday to Friday, 8am to 1pm on Saturday and not at all on Sundays and Bank Holidays should be conditioned.*

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*A construction method statement, including demolition, should be submitted to, and approved in writing by the local planning authority to protect the amenity of neighbours. The approved statement should be adhered throughout the construction period. The statement should provide for:*

*The parking of vehicles of site operatives and visitors as required by the Highways Officer.*

*Loading and unloading of plant and materials as required by the Highways Officer.*

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

*Wheel washing facilities.*

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

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

The Council further noted the following response to the LPA by Mr G S Proctor.

*I write to oppose this planning application on several grounds.*

*There has been no apparent consideration of retaining the current one time historic primitive Methodist chapel building which was built by local families as evidenced by the foundation stones and is a significant part of the street scene and ambiance of the hamlet of Pipers Ash. There is no doubt that it could be converted sympathetically to residential use, as evidenced by the conversion of the old Guilden Sutton Primary School some years ago which is of similar vintage, although that may not maximise profit for the developer.*

*This is especially important because the site is in the green belt and new build will inevitably set a precedent which is contrary to the long standing policies of the previous councils and CWaC.*

*The proposed development is very difficult to study in great detail as the online application form is mostly illegible in the pdf format used making it unclear whether the buildings will be constructed with Cheshire commons bricks and slate roofing to match neighbouring properties. IF building is permitted those external finishes are vital.*

*Although in my view the case for demolition and new build has not been made for the site in this specific situation. There are further reasons for rejecting the current application.*

*The proposed buildings are sited almost entirely IN FRONT of the existing buildings foot print which would be to the detriment of the street scene, visual amenity and would reduce the capacity to park vehicles on site which would in turn adversely affect on street parking.*

*The alignment of the proposed building are parallel to the frontage of the site it would be more visually cohesive if they were aligned parallel to the building line of the adjacent house which is at an angle. It would also improve the impact on the surrounding setting if the semi detached houses and the detached property had their positions reversed.*

*In conclusion I support the comments made by Guilden Sutton PC but still oppose the current application.*

Single storey rear extension (retrospective)

2 Cinder Close Guilden Sutton Chester Cheshire CH3 7EP

Ref. No: 13/04958/FUL | Validated: Wed 13 Nov 2013 | Status: Pending consideration

**Cllrs Paterson, Brown.** (No objection.)

The Clerk informed the decision was awaited.

Trim 1 oak tree

Florey's Belle Vue Lane Guilden Sutton Chester Cheshire CH3 7EJ

Ref. No: 13/04980/TPO | Validated: Wed 13 Nov 2013 | Status: TPO Exemption. NEW DECISION.

Notification only.

Felling of 1 Silver Birch due to being overgrown and unbalanced  
The Laurels Belle Vue Lane Guilden Sutton Chester Cheshire CH3 7EJ  
Ref. No: 13/04850/TPO | Validated: Tue 05 Nov 2013 | Status: Application permitted. NEW DECISION.  
**Cllr Brown.** *(The Council would prefer pruning due to the amenity value of the tree.)*

Single storey extension to front and side and extension to driveway  
45 Oaklands Guilden Sutton Chester Cheshire CH3 7HE  
Ref. No: 13/04774/FUL | Validated: Fri 15 Nov 2013 | Status: Pending consideration  
**Cllrs Ringstead, Roberts.** *(No objection.)*

The Clerk informed the decision was awaited.

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

*(No objection in principle, farmhouse and farmyard concept welcomed together with the provision of affordable housing. Conditions suggested should the LPA be minded to approve.)*

The Clerk informed the decision was awaited.

Further to Members noting the receipt of correspondence dated 5 November 2014 from Mr and Mrs Gresty as to the prospect of future development on other land in their ownership elsewhere in the parish, the Clerk informed an appropriate response had been made. **Action: Noted.**

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

(iii) Community planning.

(a) Parish Plan. Cllr Paterson indicated there was nothing further to report at this stage.

(b) Neighbourhood planning.

(i) Christleton Parish Council, Neighbourhood Planning Presentation, Tuesday 7 January, 2014, 7.30pm – 9.0pm, Christleton Methodist Church Hall, Christleton. Cllr Paterson informed she would attend.

(ii) Draft neighbourhood Plans. The Council noted a response from the DCLG minister to NALC regarding the conformity of draft neighbourhood plans to development plans which had been circulated by the Clerk.

(c) Affordable housing.

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

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

As minuted above the application was awaited.

(iii) Stephen Mosley MP. Further to the decision that Mr S Mosley MP should be invited to the Council's February meeting to discuss issues around affordable housing, the Clerk informed Mr Mosley had kindly indicated that although he was unable to attend the February meeting of the Council to speak to the Government's approach to the issues set out beneath, as requested by Members in the context of the application on School Lane, he would be only too pleased to address a meeting on the topics raised if a mutually convenient date can be found.

*(i) Development in the Green Belt.*

*(ii) The need for affordable housing and how affordable is defined given it is understood there is only one resident in the parish actually on the housing waiting list.*

(iii) *The balance between the pro growth agenda in the NPPF and Localism (eg a majority of people consulted on housing need in the parish being opposed any development).*

(iv) *The financial position of housing associations and if the collapse of the original provider would negate any 106 Agreement that the affordables should remain affordable in perpetuity if the failed association was not taken over.*

This would be progressed by the Clerk. **Action: The Clerk.**

(iv) Advice from the Area Planning Manager. The Clerk reported the following general guidance he had sought from the Area Planning Manager:

*Both the Local Plan and the NPPF allow for limited windfall development for affordable housing in the Green Belt within villages, or on the edge of villages, as exceptions to normal Green Belt policies. These have to be genuinely affordable meeting the definition of affordable housing set out in the NPPF and must meet an identified local need. The Council's Strategic Housing Market Assessment sets out the current need and suitable sites in villages would be expected to meet the need across the relevant Council Ward; not just within that particular village.*

*The NPPF, as the most up to date policy available, provides for such development but it is important to consider this in the light of other policies contained within the document. Important considerations will also include the precise location of the development in relation to the character and appearance of the village (isolated development distinct from the edge of the settlement would not be acceptable), whether or not any nature or built conservation issues are affected, the impact on highway safety and neighbour amenity, flood risk matters, design as well as its effects on the openness of the Green Belt. Therefore, whilst the principle may be acceptable there is much more that needs to be weighed in the balance before such development can be fully endorsed.*

**Action: Noted.**

(iv) Strategic Planning.

(a) Local Development Framework.

(i) Land at Hoole Hall (Hoole Gate). The Chairman referred to activity on the site. Inquiries would be made by the Clerk.

(ii) Publication draft Local Plan. The Clerk invited Members to note that on Monday 9 December 2013, the Borough Council's Local Development Framework Panel had been invited to make a recommendation to the Council that the Plan be submitted for examination. The draft plan was agreed for submission at a Council meeting held on 19 December 2013. An independent examination would follow during 2014 when Public Hearing sessions would take place as determined by an independent Inspector.

The Local Development Framework Panel papers for 9 December were available to view online at:

<http://cmttpublic.cheshirewestandchester.gov.uk/ieListDocuments.aspx?CId=452&MIId=4052&Ver=4>

The Local Plan Submission report was accompanied by a number of other documents, namely:

Submission Draft Local Plan  
Summary of Local Plan Comments  
Local Plan Consultation Statement  
Duty to Co-operate Statement  
Infrastructure Delivery Plan.

The Panel papers also included a draft Housing Land Monitor update including an updated draft 5 year housing land supply position.

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

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

#### 4 Quality Council issues.

(i) Training: (a) General Power of Competence. There was nothing further to report at this stage. (b) Training dates 2013. Members had noted the proposed training dates for 2014 and would advise the Clerk should they wish to attend.

The Clerk informed ChALC would be running a Chairmanship 1 training session on the afternoon of 13 January 2014 at the Congleton Town Council offices. The session would cover the following aspects of Parish/Town Council business:

The Role of the Chairman  
Preparing for a meeting  
Rules of Procedure  
Chairing Styles  
Managing the Meeting – group and individual

The room would be available from 1.30 pm and there would be tea/coffee and biscuits available. The session would commence at 2.00 pm and finish at 4.30 pm. Cost: £30 pp.

Members wishing to attend would advise the Clerk.

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

(iii) Quality Parish Council Status. (a) Conduct of Council business. The NALC model standing orders would be considered by the Quality Council group. (b) Certificate. The Clerk was to obtain copies to enable the original to be displayed in the Village Hall.

#### 5 Parish car park.

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

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

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

#### 6 Leisure Services

(i) Children's Playing Field.

(a) Grounds maintenance issues including litter bin emptying. Members noted the grounds maintenance contractor had made good progress in maintaining the field to specification during the season. 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. Following the report by Play Inspection and Maintenance Services which had expressed concern as to a possible hazard presented by the equipment, the condition of the hoop and backboard continued to be monitored. An estimate for possible replacement equipment would be sought by the Clerk (see inspector's report beneath). **Action: The Clerk.**

(d) 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.

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

*Pedestrian Access Gate. Gate wide open and not self closing.*

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

*Basketball Goal. Backboard 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 tarmac surface. Reinstate tarmac edge as grass is over growing tarmac 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.*

*No change in condition of previously identified items. However, the backboard and goal ring on the basketball is a continued cause for concern. Repair / replace board and or remove the board. Should be considered and actioned with the minimum of delay.*

(f) Small gate. The Council noted that at the suggestion of the Clerk, the Chairman and Vice Chairman had authorised an estimate in the sum of £80 plus VAT from Messrs Deva Forge for the provision of a post and alterations to the latch to enable the gate to be closed.

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

(b) Inspections.

(i) RoSPA course, Saturday 16 November 2013, basic inspections for volunteers. The Clerk said he was able to confirm this would attract a certificate valid for three years

(ii) December inspection. The Clerk invited the Council to note the following from the inspector:

*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. Remove.*

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

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

(f) Possible replacement playground. Further to the presentation by Mr J Williams, Play and Leisure, at which it had been stressed progress would be dependent on satisfactory financial arrangements including fund raising, the Clerk reported further on the applications to Awards for All and to WREN. Cllr Hughes kindly referred to the amount of work carried out by the Clerk on this project. The following further advice had been received from Awards for All.

*Thank you, we have received your Awards for All grant documents.*

*You must not start your project until we have checked and approved these documents and you have received a letter from us confirming the grant.*

*Please note that we are currently updating our systems to make us more efficient in processing and managing grants. As a result, it may now take up to 35 days to set up your grant and release payment once documents have been verified. We appreciate your patience.*

It was noted a decision from WREN would not be expected before mid March and a start date in early April might not be possible.

(iii) Public Footpaths. (a) Footpath 7. There was nothing further to report at this stage. (b) Footpath 2. There was nothing further to report at this stage additional to that minuted beneath under Highways and Environmental Services. (c) Footpath 1. There was nothing further to report at this stage. (d) Footpath 3. Further to the Clerk reporting he had been advised by the Public Rights of Way Warden of concerns as to the state of the bank and a leaning wall adjacent to Footpath 3 at the back of houses on Cinder Lane, there was nothing further to report at this stage. (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, the Public Rights of Way Warden having been informed. (f) Mid Cheshire Footpath Society. There were no action items to report. (g) Greenway. There was nothing further to report at this stage.

(iv) Grounds Maintenance. The Council welcomed Mr R Pierce, the grounds maintenance contractor, visiting at his request. Mr Pierce kindly informed the contract prices for 2014/15 would remain the same as during the current year and visited other aspects of the contract including measures to assist with grass cutting around the goal post nets for which an estimate would be provided. The Chairman indicated the Council's general satisfaction with the progress of the contract. Mr Pierce was thanked for his attendance and withdrew.

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

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

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

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

7 Public transport. (i) Services, general. C27/DB8. There was nothing further to report at this stage. (ii) Bus stand, Guilden Sutton Lane. Overgrowth at this stand continued to be monitored, Cllr Roberts having expressed concern as to views being obstructed and the issue being reported to the Area Engineer.

8 Highways.

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

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

(iii) Current issues

(a) Speed matters.

(i) Community speed management.

Further to Cllr D Hughes referring to the speed of traffic on Station Lane and to the expectation the Police would support action on that road and on School Lane, Cllr Hughes was to discuss this with PC Boulton.

**Action: Cllr Hughes.** It was noted Cllr Moulton had confirmed his understanding a survey had been promised on the road.

Notwithstanding that minuted previously following the meeting between the Clerk and the Area Engineer on Monday 25 November 2013, the suggestion by Cllr Paterson that the ward members should be involved in the provision of flashing 30s on Station Lane and that two should be installed by the highway authority on the basis of increased footfall due to the Millennium Greenway would be progressed by the Clerk. **Action: The Clerk.** The Clerk would pursue separately the provision of a single flashing 30 within the built up part of the parish hopefully to be funded in part by the ward members, the PCC and the highway authority. **Action: The Clerk.** (see also historic minute beneath).

SID. Further to Cllr Moulton expressing concern about the standard of upkeep of the equipment, supported by Cllr Roberts and by Cllr Hughes, this would now be raised with the ward members having been pursued by the Clerk with the Area Engineer. It was hoped this would be resolved in readiness for the sessions proposed in 2014. **Action: The Clerk.** It was agreed sessions should be booked by Cllr Moulton, who kindly agreed to continue to coordinate the rotas from April to September inclusive excluding August. It was noted two week bookings offered to the Council during 2013 had given rise to capacity issues but if offered these would continue to be accepted with the rota for the second week being shaped accordingly. **Action: Cllr Moulton.**

In respect of the Clerk being asked to circulate a 'Community Speed Management' scheme regarding speeding issues produced 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. **Action: Traffic Group.**

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.**

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

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

(c) Porters Hill. There was nothing further to report to that minuted previously following the meeting between the Clerk and the Area Engineer on Monday 25 November 2013.

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

Planters. Cllr Moulton reported further at to the planter on Guilden Sutton Lane.

(f) Parking, Summerfield Road. Mr John Browne had been advised of the outcome of the meeting between the Clerk and the Area Engineer on Monday 25 November 2013. Measurement had confirmed the marking of standard size parking bays would only permit one line of parking and not two as at present on an informal basis.

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

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

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

(j) Winter gritting. There was nothing further to report to that minuted previously following the meeting between the Clerk and the Area Engineer on Monday 25 November 2013.

(k) Cycleways in the Guilden Sutton area. The Clerk informed as to the receipt of correspondence from Mrs S Proctor, Pipers Ash as to aspects of the provision of cycle paths at the junction of Guilden Sutton Lane/Hare Lane and the A41 which had involved the removal of the historic crossing for pedestrians from Hare Lane to Hoole Lane. Mrs Proctor believed that route was safer than the links which had been installed but had only been successful in securing the reinstatement of that part of the path from Hare Lane and not the crossing in the central reservation. She had asked the Principal Engineer to investigate this as a matter of urgency and arrange for the original crossing to be fully reinstated. The Clerk had indicated his confidence the Council would support the request and invited Members to do so. This was agreed.

(l) Flashing 30s. The Council's position remained that a 'flashing 30' sign should be installed at an appropriate location within the parish at a 10 year cost of £7k - £8k, hopefully to be part funded by the PCC for Cheshire, Member budgets and the highway authority and the ward members should be involved in the provision of two flashing 30s on Station Lane to be installed by the highway authority on the basis of the hazardous nature of the road which was a heavily used access to the Millennium Greenway. The Council noted Cllr Hughes's belief the installation to be part funded by the Parish Council should be costed on the basis of a shorter three or five year term.

The Area Engineer had drawn attention to newly introduced guidance that where measures to reduce speed were requested, these would be funded on a 50/50 basis if they complied with the requirements, otherwise the promoters would be responsible for 100% of the cost. It was likely the 2no flashing 30s proposed on Station Lane would not be funded or the 1 no installation proposed elsewhere in the village.

(m) Parking, Guilden Sutton Lane. There was nothing further to report to that minuted previously following the meeting between the Clerk and the Area Engineer on Monday 25 November 2013.

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

(o) Guilden Sutton Lane, sight lines. Members 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.

(p) Station Lane, signage. Cllr Hughes and Cllr Davis referred to defects with the village boundary sign and 30 signs. These would be reported. **Action: The Clerk.**

(q) Gulleys, Oaklands. Cllr Hughes referred to detritus obstructing gulleys. This would be reported. **Action: The Clerk.**

(iv) Lighting. (a) Faults. Further to Cllr Moulton referring to lights being obscured by trees on Guilden Sutton Lane, there was nothing further to report at this stage, the Clerk having informed he had observed an inspection being carried out. (b) Lighting, Heath Bank and junction Church Lane/Fox Cover steps. These issues were being progressed by the Clerk, with priority being given to Heath Bank. The lighting authority had previously informed the cost would be in the region of £650 - £750 for each installation. The Principal Lighting and Traffic Control Engineer had contacted the Clerk to advise 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. (c) New lighting, Guilden Sutton Lane. Members were hopeful that ducting installed in the road verge towards the A41 was indicative of additional street lights.

9 Finance.

(i) Income:

Co-operative Bank Current account Interest 5 November 2013	£	4.42
CWAC New Homes Bonus	£	2,751.00
(ii) Payments		
Devaprint Newsletter 157	£	40.00
NWN Media Newsletter distribution 041935	£	23.34 (inc VAT £3.89)
PIMS December inspections	£	36.00 (inc VAT £6.00)
HMRC BR tax October – December 2013	£	282.20
Deva Forge Repairs/field gate	£	378.00 (inc VAT £63.00)
Clerk		
Salary October – Dec 2013	£	1,050.55 (net)
Lengthsman October – December 2013 13 weeks @ £6.00	£	<u>78.00 (net)</u> 1128.55 (net)
Clerk's expenses		
Postage	£	30.50 (inc £25.80 re newsletter)
Mileage 8 @ 45p	£	3.60
Copies 623 @ 5p	£	<u>31.15</u> 65.25

Proposed by Cllr Hughes  
Seconded by Cllr Paterson  
and agreed,

(iii) Balances

Co-operative Bank Current account 1 November 2013	£26,300.69
27 November 2013	£26,194.57
Scottish Widows 1 1 October 2013	£20,004.59

Scottish Widows 2  
1 October 2013

£ 3,388.19

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

(v) Report on contingency payments.

Budget:	£ 983.00
Payments:	£ 0.00

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

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

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

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

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

2012/13.

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

2013/14

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

(xi) Budget and precept 2014/15.

The Clerk invited Members to agree a budget and precept for 2014/15. He indicated no comments had been forthcoming on the initial proposals circulated at the December meeting which had been updated and returned to the Council as a recommendation. This involved a total budget of £19,665, held at the same level as in 2013/14 and an initial precept of £16,423, again at the same level as 2013/14. The Clerk further informed the council tax support scheme grant to be deducted from the agreed precept had reduced from £702 to £639 (£63). In order to hold the effect of the parish precept on council tax payers in Guilden Sutton, Members requested the precept should be reduced by £63 to be made up from balances. It was proposed by Cllr Hughes, seconded by Cllr Paterson and agreed that a budget of £19,665 should be fixed with a precept of £16,360 (£16,423 - £63). The amount to be requested from the borough council would be £15,721 (£16,360 - £639.) This would result in a Band D local council tax charge of £25.60 in 2014/15 (2013/14 £25.65).

(xii) Formal risk assessment. In connection with the decision on the budget and precept, Members reviewed the Council's procedures for risk assessment associated with that decision and their process for risk assessment covering the whole of the Council's activities. In the first instance any issues would be considered by the Audit Group.

10 Environment Services.

(i) Waste collection and recycling issues. (a) General. There was nothing further to report at this stage. (b) Collection of non recyclables from the village and church halls. Cllr Hughes informed the Village Hall had now found it necessary to employ a private contractor at considerable expense.

(ii) Amenity cleansing. (a) 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. (b) Lengthsman. The Clerk reported further. (c) Regular inspections. The suggestion raised by Cllr Moulton as to regular inspections throughout the parish with an increase in the lengthsman's hours would be revisited in due course. (d) Dog fouling: Requests remained outstanding for additional bins on School Lane and Garners Lane. Cllr Paterson suggested the bin recently installed on the dingle path at the rear of 46 Oaklands could be resited when the path was resurfaced.

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## 11 Trees and hedges.

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

(ii) Land, Church Lane. Further to the Council being informed of overhanging branches to trees on private land which it was thought could be a potential hazard given their proximity to public footpath no 2, a response remained outstanding from the Public Rights of Way Unit although the Clerk had previously indicated he believed on inspection that some work had been carried out.

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

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

Cllr Paterson informed that one of two trees previously discussed by the Council and standing on private land had fallen.

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

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

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

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

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

(xi) Large trees. A Member expressed concern at two large trees, thought to be protected, adjoining or overhanging the highway. This would be referred to the Tree Warden. **Action: The Clerk.**

(xii) Overgrowth, School Lane. A Member referred to overgrowth at eye height obstructing the narrow length of footway on Porters Hill. This would be reported. **Action: The Clerk.**

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

## 13 Cheshire West and Chester Council.

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

(ii) Community governance reviews.

(a) Guilden Sutton. Further to the borough council agreeing to transfer the land situated between Guilden Sutton Lane and the railway line from Hoole Village to Guilden Sutton parish, the need for the boundary to run along the highway fence line at the top of the Guilden Sutton Lane planting would be raised. **Action: The Clerk.**

(b) Mickle Trafford and District. Members noted the borough council had published a formal notice of the publication of final recommendations for the community governance review of Mickle Trafford and Hoole Village. This included:

- 1) *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;*
- 2) *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.;*

(c) Great Boughton. Members noted the borough council had published formal notice of this review. This Council could comment on any outstanding parish boundary anomalies which have not yet been raised through earlier reviews. Should the Parish Council wish to make representations at this stage, the deadline for initial comments is **21 February 2014.**

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

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

(v) Grant assistance for graveyard maintenance 2013. The Clerk was pleased to report a grant of £250 had been obtained.

(vii) Public Consultation – Children and Young People's Transport Review. The Clerk reminded Members Cheshire West and Chester Council had commenced a consultation process that would run over a 12 week period ending 24 January 2014. Members would consider if they wished to respond. **Action: All Members.**

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

(ix) Budget consultation. The Clerk reported the Council was currently consulting on draft budget proposals for the next three years which involved savings of £50m. Details of the proposals could be found in the consultation document published online. The closing date for comments was 9 February 2014

On 29 January 2014 residents would be able to view and participate in a live interactive event where the proposals would be discussed.

(x) Borough finances. Members noted a letter from Cllr Les Ford, Resources Portfolio holder, (circulated separately) regarding the borough finances.

(xi) Communications with rural communities. Members noted the following from the Senior Locality Manager - Rural Communities Mr Ewan McHenry:

*The locality working team are currently working with Cheshire Police to arrange a focus group with rural communities to gather views and opinions on how the police communicate and engage – the types of information that you receive and the types of information that you would like to achieve.*

*A short workshop / focus group is planned potentially towards the end of January 2014 and we are therefore seeking interested individuals who like to participate.*

*The discussions topics to be covered are as follows:*

*How do the police communicate, engage or consult with you?*

*What do you think is the best way to provide information to you?*

*What types of information (topics or issues) do you receive from the police?*

*Where do you see and have the opportunity to speak to the police?*

*How often do you have contact (written or face to face) with the police?*

*Do you have any difficulty in trying to get in contact with the police?*

Cllrs Moulton and Hughes indicated.

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

15 CPRE. There were no action items to report.

16 Health. There were no action items to report.

17 Policing/Fire Service.

(i) Policing: (a) Cheshire Police and Crime Commissioner/Cheshire Constabulary meeting. The possibility of installing a 'flashing 30' partly financed by funds held by the Commissioner would be pursued as minuted above. **Action: The Clerk.** (b) Crime. There was nothing to report. (c) Homewatch. There was nothing further to report at this stage following the appointment of Mrs C Royle as overall co-ordinator for the village. (d) Police and Crime Commissioner. There was nothing further to report at this stage.

(ii) Cheshire Fire Authority: Integrated Risk Management Plan 2014/15 Consultation. Members noted that details had been circulated separately by the Clerk with a closing date for comment of 16 December 2013.

The Clerk informed the draft Plan detailed the next steps of Cheshire Fire and Rescue Service's Emergency Response Programme and included significant changes to the way the Service would operate in the future in order to meet its financial challenges and continue to provide an effective and efficient service to the people of Cheshire. This was subject to extensive public and partner consultation in 2012.

The 2014/15 draft plan also contained a number of other proposals including;

- Campaigning to make it a legal requirement for private landlords to install long life, linked smoke alarms in their properties.
- Campaigning to make it a legal requirement for sprinkler systems to be fitted in all new domestic properties in England.
- Running a pilot project to provide a paid-for Home Safety Assessments (HSA) to households that are at a low risk of having a house fire.
- Not attending Automatic Fire Alarms in commercial premises during the week between 9am and 5pm, unless the alarm is followed up by a phone call confirming a fire. (Properties such as hospitals, hotels and care homes would be exempt from this policy).
- Undertaking a study into the feasibility of establishing an interactive safety centre for young people within Cheshire.

A summary of the plans as well as supporting material and a full copy of the IRMP 2014-15 could be accessed through visiting <http://www.cheshirefire.gov.uk/home/current-consultation>.

18 Newsletter. Newsletter 157 had been issued on 12 December 2013 publicising the Christmas lights competition. A further issue would be prepared giving details of the budget and precept.

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

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

21 Parish IT. (a) Members' photographs. The need for photographs of Members to complete the web page remained outstanding. (b) Google Group. There was nothing further to report at this stage. 13/14 147

(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.

22 Primary School. Cllr Hughes reported further. **Action: Noted.**

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

24 Community events. (i).Community cinema nights. Following the formation of a cinema group with cinema nights to be organised in February, June and September 2014, it was noted the first event this year would take place on Saturday 1 February 2014. **Action: Noted.** (ii) Christmas Lights 2013. Cllr Paterson reported on the outcome of the judging. The best display had been judged to be 8 Orchard Croft.

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. Members noted advice from the Connecting Cheshire Partnership further to the event held on Friday 6 December 2013 at Oulton Park as to the roll out of fibre broadband during Spring 2014. Information was available on

<http://www.connectingcheshire.org.uk/news/2013/12/first-communities-to-benefit-from-connecting-cheshires-multi-million-pound-fibre-broadband-roll-out-are-announced>

including detailed maps with parish boundaries.

It was further noted a drop-in briefing event would take place on 21 January at Tarporley Community Centre, High Street, Tarporley, CW6 0AY between 4pm and 8pm.

A briefing on telephone roadside cabinets had been circulated separately by the Clerk.

27 Village Hall Management Committee. Cllr Hughes reported as to heating problems in the hall and the action being taken.

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. (Minute 10 (i) also refers).

30 Bird in Hand. It was reported Christmas and New Year trade had been very successful.

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

32 Members information items.

Development control. In connection with planning application 13/05092/FUL 3 dwellings (demolition of existing) at Chester House, Hare Lane, Chester, CH3 7ED Cllr Fisher expressed concern as to the lack of detail which could be obtained from drawings viewed on the web site, requiring interested parties to visit council offices to see the full size plans. He believed it was not possible to determine dimensions. It was agreed this should be raised with the ward members. **Action: The Clerk.**

33 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.

34 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.**

35 Development control issue. A brief report was given of the current position with a development control issue.

The meeting concluded at 10.10pm.

Date of next meeting: Monday 3 February 2014