

Guilden Sutton Parish Council

Minutes of the ordinary meeting of the Council held on Monday 7 April 2014 in Guilden Sutton Village Hall on the rising of the Annual Parish Meeting.

Chairman: Cllr W Moulton.

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

In attendance: PC R Boulton and one Member of the public (remaining from the Annual Parish Meeting).

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 S Ringstead declared an Other Disclosable Interest in agenda item 27 by virtue of her membership of the Hall Management Committee.

Cllr P M Paterson declared an Other Disclosable Interest in agenda item 27 by virtue of her membership of the Hall Management Committee

0(ii) Apologies. There were no apologies, Cllrs Margaret Parker and Stuart Parker having attended the Annual Parish Meeting.

(iii) Minutes

(a) Confirmation of the minutes of the ordinary meeting of the Council held on Monday 3 March 2014. It was proposed by Cllr Paterson, seconded by Cllr Ringstead and agreed that the minutes of the ordinary meeting of the Council held on Monday 3 March 2014 should be approved subject to the reference in minute 3 (c) (ii) under affordable housing to 'three bed dwellings' being amended to 'one bed dwellings'.

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

(v) Dates of future meetings: Mondays 12 May (Annual Meeting, 7.30pm, Committee Room, Village Hall), 2 June, 21 July, 1 September, 6 October, 3 November, 1 December 2014.

(vi) Late information report 7 April 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.

2 Community engagement.

(i) Public speaking time.

(a) Public speakers. Mr R Stewart. Mr R Stewart believed the public were unaware of the extent of the Council's business and congratulated the Council on its work during the last 12 months. Mr Stewart was thanked by the Chairman.

(b) Visiting Members/Officers. PC R Boulton kindly reported on current issues. PC Boulton responded further to Members' questions and was thanked by the Chairman for his attendance.

(ii) Report of surgery held on Saturday 5 April 2014. Members had been unable to attend. 14/15 001

Cllr Roberts, who had been in attendance nearby in another capacity, kindly indicated no issues had been brought to his attention during the intended surgery hours. Cllr Paterson and Davis kindly agreed to preside at the surgery to be held on Saturday May 10, 2014.

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

(v) Twitter. It was noted the Society of Local Council Clerks was now following.

3 Planning.

(i) New and recent applications.

(i) Current/New applications.

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. NEW APPLICATION.

The Clerk advised the documents were awaited.

Single storey extension to the front elevation

Delgany Wicker Lane Guilden Sutton Chester Cheshire CH3 7EL

Ref. No: 14/00418/FUL | Validated: Wed 05 Feb 2014 | Status: Application permitted. NEW DECISION.

Cllrs Moulton, Brown.

No objection.

Single storey side extension (demolition of conservatory)

Ganilly Church Lane Guilden Sutton Chester Cheshire CH3 7EW

Ref. No: 14/00374/LDC | Validated: Mon 03 Feb 2014 | Status: Application permitted. NEW DECISION.

Members noted that LDC applications did not normally attract consultation as they were determined on the facts.

Horse Chestnut in front garden, remove 1 cracked branched indicated on photograph, crown lift and prune back from new build as indicated, no branches over 100mm in diameter to be removed. Reasons for light and spacial effect on new build.

The Vicarage Wicker Lane Guilden Sutton Chester Cheshire CH3 7EL

Ref. No: 14/00236/TPO | Validated: Wed 22 Jan 2014 | Status: Application permitted. NEW DECISION.

For information only.

Residential development of 17 affordable dwellings and associated vehicular access to School Lane.

Land Adjacent To Treetops School Lane Guilden Sutton Chester Cheshire. REVISED APPLICATION.

Ref. No: 13/05410/FUL | Validated: Fri 20 Dec 2013 | Status: Pending consideration.

Cllrs Moulton, Hughes.

The Council noted this application had been permitted at the meeting of the borough's planning committee held on 1 April 2014 having been recommended for approval. Cllr Ringstead had kindly spoken against on behalf of the Council.

The Clerk reported the minute read:

The site had been the subject of a site inspection the previous day.

The application was being recommended for approval by the Development Planning Manager.

At the meeting, Officers clarified an error in the report regarding representations from the Campaign for the Protection of Rural England (CPRE), including the issue of whether the proposed development constituted limited affordable housing in accordance with Green Belt policy.

Officers also requested that the issue of a contribution to Education Services be delegated to the Development Planning Manager to negotiate with the applicant.

Present at the meeting were Richard Haywood who spoke against the application, Susan Ringstead who spoke on behalf of Guilden Sutton Parish Council against the application, and Bill Fulster who spoke in support of the application as the applicant's agent.

14/15 002

Visiting Ward Councillor Stuart Parker spoke against the application and asked that it be deferred.

Members discussed the question of deferral to enable alternative sites to be investigated. The Development Planning Manager re-iterated that potential alternative sites had already been assessed and discounted for reasons relating to Green Belt or sustainability.

The issue of the viability of the development, with particular regard to the contribution to Education Services, was also discussed.

A proposal to approve the application, subject to the issue of the education contribution being resolved to the satisfaction of the Development Planning Manager, was carried by 6 votes for to 5 against.

DECIDED: That

the application be approved subject to:

(1) a Section 106 Legal Agreement /Unilateral Undertaking requiring a contribution of £17782 for the enhancement of off-site open space,

(2) the issue of the contribution to Education Services being resolved to the satisfaction of the Development Planning Manager, and

(3) the conditions set out in the report.

The Clerk reported the following correspondence from the applicant, MCI Developments dated 16 March 2014.

Dear Parish Clerk,

As you are aware our Company submitted the above application to Cheshire West and Chester Council in mid December 2013. We understand the application is now likely to be determined in early April 2014 by the Planning Committee. We are conscious that the application has been the subject of a number of objections, and as a result our Company has now amended the application on several occasions in an attempt to resolve the objections.

I thought it would be of assistance to the Parish Council, if I set out below details of the final scheme which is now to be considered by the LPA Planning Committee;

1. Our latest scheme now comprises 17 No affordable homes. (See attached layout). The scheme has reduced by one from our original 18 unit proposal.

2. All the homes will now be affordable. There will be no market housing. If planning permission is granted, the new homes will be built by our Company and on completion transferred to Plus Dane Housing Association who will manage them.

3. We have reduced the number of vehicular accesses on to School Lane.

4. We have introduced a new buffer planting zone on the Eastern boundary to provide a soft boundary to the adjoining field.

5. We have agreed to make a financial contribution towards improvement/upgrading of play space within Guilden Sutton in accordance with the LPA Guidance.

6. We have agreed to relocate the existing bus stop on the Northern side of School Lane to the eastern edge of our layout as indicated.

7. We have re-orientated and moved units to ensure the roots of the existing TPO's tree fronting School Lane will not be adversely affected by the proposed development.

8. As a result of the work to determine the Housing need which has been undertaken we have an identified list of tenants who have direct links with the Village and who need these affordable homes.

I can fully appreciate that our application may seem contentious to the Village residents, however I would like to assure you there is a demonstrable need for these new affordable homes in Guilden Sutton.

The National Planning Policy Framework and the local plan clearly supports the provision of affordable homes on greenbelt land in the circumstances that apply in Guilden Sutton, and I do hope that in light of the changes to our scheme as set out above, that the Parish Council Members would be prepared to reconsider their previous decision to object to the development and if they are willing to now withdraw the objection.

Kind regards

Bill Fulster MRICS Senior Land Manager

14/15 003

The Clerk had indicated he would inform Members but had advised:

We do not have another scheduled meeting before April 1 which would be necessary to discuss any change in our position. That would also require consultation. I am not presuming to second guess what the Council might do but on the night the thrust of the original motion clearly sought to protect the Green Belt (our long established policy) in line with residents' wishes. Members may not wish to move from that premise.

Members expressed strong concerns with reference to critical comments made by a Member of the planning committee during the debate which it was considered could affect the financial affairs of the Bird in Hand and were inappropriate in a public forum which was being web cast. It was agreed a letter should be sent to the Monitoring Officer. **Action: The Clerk.**

Erection of a detached dwelling

Land Rear Of The Vicarage Church Lane Guilden Sutton Chester (amended design).

Ref. No: 13/05405/FUL | Validated: Tue 17 Dec 2013 | Status: Application permitted. NEW DECISION.

Cllrs Fisher, Ringstead.

Objection. The Council had not been persuaded to depart from its objection but welcomed the fact the applicant had moved towards the objectors and hoped the amended proposal would be in keeping with that sensitive area of the historic village centre.

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. NEW DECISION.

No objection.

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

(iii) Community planning.

(a) Parish Plan. Cllr Paterson reported

(b) Neighbourhood planning.

(b) (i) Seminar. Further to the Cheshire Association of Local Councils advising a Neighbourhood Planning Seminar 'Getting Started' would take place on Wednesday 19 March 2014 at the University of Chester Academy Northwich (formally Rudheath High School), Shipbrook Road, Rudheath, Northwich, CW9 7DT from 10am to noon with a free introductory guide being provided to all attendees, Cllr Paterson had kindly attended and reported. Documents relating to the seminar had been circulated separately to all Members.

(b) (ii) Public meeting. The Clerk confirmed that further to the suggestion by Cllr Paterson that a public meeting should be held to include a presentation by speakers from Tattenhall and District Parish Council which had completed its plan, the Marigold Room was booked for Tuesday 22 April 2014 at 7.30pm. A flyer had been prepared which could be distributed in the usual way on Thursday 17 April, 2014 unless Members wished to raise awareness through household delivery by the Council. The latter option was preferred. Distribution rounds would be preferred by the Clerk. **Action: The Clerk.**

Reference was made to comprehensive parish statistical data which would be helpful in informing any neighbourhood plan, available from Cheshire Community Action. It was proposed by Cllr Fisher, seconded by Cllr Brown and agreed that the Clerk should be authorised to progress the issue. **Action: The Clerk.**

The Council noted the receipt of correspondence per Strutt and Parker, Lower Bridge Street, Chester offering assistance in the preparation of any Neighbourhood Plan.

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

(b) (iv) Affordable housing. Housing numbers. Cllr S Parker was being asked to clarify if CWAC kept a detailed record of affordable housing permissions and completions. The Clerk understood this was the case. **Action: The Clerk.**

(iv) Strategic Planning.

(a) Local Development Framework. There was nothing further to report at this stage.

14/15 004

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

(c) Publication draft Local Plan. The Clerk informed of the receipt of correspondence from Kerry Trueman, Programme Officer. He had confirmed the Council would wish to speak at any round table session on Green Belt issues in Chester on the basis of the request in our submission. (Representor Number: 0330; Limehouse ID: 378831.)

It had not been possible for the Council to be present at the pre-hearings meeting which had taken place on Friday 4 April 2014 to discuss the management of the Hearings and various procedural and administrative matters. 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.

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

4 Quality Council issues.

(i) Training.

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

(b) Planning seminar, (ChALC/CPRE), recent and ongoing changes to the planning system, Middlewich Community Church, 34-36 Brooks Lane, Middlewich, CW10 0JG, Tuesday 8 April, 1pm – 5pm (£20). Further to Cllr Moulton kindly indicating, the Clerk informed a late place had become available which had been offered to Cllr Moulton.

(c) Clerks and Councillors Induction training session 9 April 2014, Sandbach Town Hall (6pm for 6.30pm) (£30.) The Clerk reported the session would cover the following aspects of Parish/Town Council business: The Role of the Clerk, Chairman, Councillors.

Parish Council Meetings – Statutory requirements for the holding of meetings

Parish Council Minutes – Statutory requirements

Decision Making

Powers and Duties of Councils – Section 137 – ‘the Free Resource’

Parish/Town Council involvement in the Planning System

Budget Preparation

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

(d) Health and Safety seminar, (ChALC/H R Terrain) Thursday 15 May 2014, Northwich (Free.) The Clerk informed this workshop would include three presentations from Terrain and the opportunity for questions/networking. The presentations would cover all sizes of Local Council from Parish to Town and would be based on organising an event, volunteers and health and safety updates.

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

(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.

Further to Cllr Fisher indicating he had examined the surface of the car park and believed the edges should be cleaned and Cllr Hughes suggesting the boundaries should be tidied up and the retaining timbers, which had failed, should be removed an inspection would be carried out by Cllr Hughes and the Clerk. **Action: Cllr Hughes, the Clerk.**

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

14/15 005

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

(iv) Trees. Further to a neighbouring referred to renewed growth in the remaining trees on the grass bank and to the Council accepting an estimate from a reputable contractor, the Clerk informed the following work had been carried out on Monday 17 March 2014:

1 x Silver Birch tree - crown reduce to previous points and shape.

1 x Ash tree - crown reduce to previous points and remove re-growth.

1 x Sycamore tree - remove basal re-growth.

1 x Ash tree - reduce to previous pruning points.

2 x Whitebeam trees - remove basal growth, crown and crown reduce closest tree by approx 1/3 and shape.

All arisings had been removed. The cost had been £450.00 plus £90 VAT= £540.00.

The Clerk was informing the Warden of the previous price and date. **Action: The Clerk.**

(v) Temporary closure. The Clerk informed a request had been received from a resident who wished to cone off the car park for a wedding. The Clerk had advised the car park was for the general use of the public at all times but the resident had wished Members to consider the request. Members revisited the only previous request, from a rambling group and confirmed their approach then, as rehearsed by the Clerk, that the car park should not be closed.

(vi) White lining. The Chairman reported he had been contacted by the highway authority at short notice earlier in the afternoon of the meeting to advise their contractors had surplus material available which would otherwise be disposed of and would be able to reline the car park at a cost to the Parish Council of £1.80 per foot. This had been accepted and the work was understood to have been completed. **Action: Noted.**

6 Leisure Services

(i) Children's Playing Field.

(a) Grounds maintenance issues including litter bin emptying. The Clerk confirmed that as reported by the inspector, the minor remedial action taken by the contractor to improve the field side goalmouth had partly failed. 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. The contractor had been advised of the improving condition of the previously waterlogged surface. No response had been received although a satisfactory cut had subsequently been undertaken. **Action: Noted.**

(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. Members revisited the estimate from Messrs Play and Leisure for replacement equipment and those from Messrs Deva Forge for repairs or removal which had now been obtained. It was proposed by Cllr Hughes, seconded by Cllr Fisher and agreed the complete removal of the equipment should be undertaken. **Action: The Clerk.** Cllr Ringstead advised of an incident where a young boy had to be cut free from a basketball hoop. Firefighters had to use a ladder to reach him after he got into difficulty whilst playing in a playground.

(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. March 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. Amended March 2014.

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. Ladder used to inspect metal ring and backboard while on site. Metal ring seems to be intact but problem appears to be down to lack of support to the ring where it is fixed to the backboard. The installation of a new board and additional support may be cost effective.

(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) March 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 on surface. Remove.

General comments. No litter or glass seen or removed during inspection. Torx bolt fixings loose again. Both fixings retightened.

PD brushed up remains of Autumn leaf fall at base of boundary hedges while on site.

(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) 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, the contractor had been advised accordingly. No response has been received.

(e) Replacement of safer surfacing. This would be pursued in the event of insufficient funding being obtained to enable a replacement playground. In the meantime, the condition of the surface and the perimeter hedging would be closely monitored. **Action: All Members/The Clerk.**

(f) Possible replacement playground. The Clerk reported the final document to unlock the £5,000 grant proposed by Awards for All had been issued and had been progressed. WREN had been due to consider the Council's application on 19 March 2014 but had deferred decisions on all current applications until early May.
Action: Noted.

(iii) Public Footpaths. (a) Footpath 7. Cllr Hughes reported this route was extremely muddy, possibly due to used by horse riders. It was agreed this would be raised with the Access Forum. **Action: The Clerk.** (b) Footpath 2. There was nothing further to report at this stage. (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. (iv) Grounds Maintenance. (a) Cheshire West and Chester Council. (b) Parish Council contract 2014/15. The contractor had been advised of the award of the contract for 2014/15. No response has been received although a satisfactory cut has been undertaken of the playing field as minuted above.

(v) Public Seats: Guilden Sutton Lane. Following the request by the Clerk and to Cllr Paterson reporting she had checked the condition of the paintwork to the seat on Guilden Sutton Lane further to work being carried out by Messrs Deva Forge to repair and repaint the seat as it did not appear repainting had been carried out, this was being raised with the forge. **Action: The Clerk.**

(v) Public Seats: Guilden Sutton Lane/Wicker Lane. Work by Messrs Deva Forge

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

(iii) Current issues

(a) Speed matters.

Community speed management.

(i) 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.

(ii) 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.

(iii) SID. The Chairman reported on the outcome of the sessions which had taken place between 28 March and 5 April, 2014, data from which had been circulated. He thanked Mr R Stewart for participating as a volunteer. Further to the Chairman 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:

9th May to 17th May
13th June to 21st June
11th July to 23rd July
12th September to 22nd September.

Although two week bookings offered to the Council during 2013 had given rise to capacity issues it had been agreed that if offered as above these would continue to be accepted with the rota for the second week being shaped accordingly. **Action: Cllr Moulton.**

It was noted a SID had been deployed at night in another parish. Further information would be obtained.
Action: Cllr Moulton/The Clerk.

(iv) 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.**

(v) 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.**

(vi) 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) Planters. Cllr Moulton informed Mr Roy Stewart and himself were co-adopters of the Guilden Sutton Lane planter, Cllr Ringstead, Mr Stewart and himself were co-adopters of the Station Lane planter and Mr David Moulton was the adopter of the Wicker Lane planter. Cllr Moulton expressed the Council's thanks to Cllr Ringstead, Mr Moulton and Mr Stewart.

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

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

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

(g) 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.

(h) 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.

(i) 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.**

(j) 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.

(k) Station Lane, signage. Further to Cllr Hughes and Cllr Davis referring to defects with the village boundary sign and 30 signs, these had been reported. The Clerk believed action may have been taken and would inspect. **Action: The Clerk.**

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

(m) 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.

(n) Wicker Lane closure. There was nothing to report further to the Clerk informing of a temporary closure of Wicker Lane from Station Lane/School Lane to the A51 Tarvin Road on Friday 14 March 2014 to enable Cheshire West and Chester Council to carry out jet patch repairs to the carriageway.

(o) 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. **Action: The Clerk.**

(iv) Lighting.

(a) Faults. Cllr Paterson kindly informed of faults she had reported including lights to the rear of the Village Hall and opposite the parish playing field.

(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 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:

(i) Income

Co-operative Bank

Interest

5 March 2014 £ 3.73

Awards for All

Play Area grant £ 5,000.00

(ii) Payments

Treefellers

Car park trees £ 540.00 (inc £90.00 VAT)

Cheshire Community Development Trust

Payroll service 2013/14 £ 60.00

Cheshire Association of Local Councils

Subscription 2014-15 £ 346.50

LCR (2 copies) £ 34.00

£ 380.50

HMRC

BR tax

January – March 2014 £ 282.20

Clerk

Salary
January – March 2014 £ 1,050.55 (net)

Lengthsman
January – March 2014
13 weeks @ £6.00 £ 78.00 (net)
£ 1128.55 (net)

Expenses

Fixed allowance 2014/15	£ 156.00
Postage	£ 0.00
Telephone	£ 10.00
Mileage	
8 @ 45p	£ 3.60
Copies	
608 @ 5p	<u>£ 30.90</u>
	£ 200.50

Proposed by Cllr Hughes
Seconded by Cllr Ringstead
and agreed.

(iii) Balances

Co-operative Bank
Current account
31 March 2014 £30,640.18

Scottish Widows 1
1 January 2014 £20,004.59

Scottish Widows 2
1 January 2014 £ 3,392.45

(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. The Council had noted that Scottish Widows was to close the Council's existing products which currently attracted interest of 0.00% (no 1) and 0.25% (no 2) on 10 March 2014 and transfer both to separate Business Fund Deposit Accounts (both were currently trackers) paying 0.40%. **Action: Noted.**

(v) Report on contingency payments.

Budget: £ 983.00
Payments: £ 0.00

(vi) Audit issues: external audit. (vii) Audit issues. (i) Audit group. The Clerk informed the current account files for 2013/14 were virtually complete and would be presented to the Audit Group shortly. (ii) External audit. To note the audit has been called for 24 June 2014. There was nothing further to report at this stage.

(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. It was noted HMRC had notified the Council it was failing to report PAYE information and that penalties would apply in future. The Council's payroll bureau had confirmed reporting was now in place.

(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:

14/15 011

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. There was nothing further to report at this stage.

(x) Parish car park business rates. The Clerk advised Members would be pleased to note that due to small business rate relief the car park business rate for 2014/15 would be £0.00, a saving of £871.35.

10 Environment Services.

(i) Waste collection and recycling issues. (a) General. There was nothing further to report at this stage.

(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 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.

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 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.

(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. With respect to the more recent request from the Streetscene supervisor as to the ownership of the land as she believed some felling was required, he believed this 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 commented separately on fallen branches.

(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. 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.**

(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 was being raised with the Area Engineer.

Action: The Clerk.

(xi) Large trees. A Member's concern at two large trees, thought to be protected, adjoining or overhanging the highway had been referred to the Tree Warden. It was understood some cutting back had been carried out.

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

12 Cheshire Association of Local Councils. (a) Chester Area Meeting. The Clerk invited Members to note the annual meeting of the Area Meeting would take place on Wednesday 14 May 2014 at 7pm in HQ. (b) Cheshire Association of Local Councils. Similarly, the Annual Meeting of the Association would take place on the evening of Wednesday 22 October 2014 at the Canal Side Conference Centre, Middlewich Community Church, 34-36 Brooks Lane, Middlewich, Cheshire CH10 0JG. Refreshments from 6.00pm and the meeting commencing at 7.00pm.

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. There was nothing further to report to that minuted beneath.

(b) Mickle Trafford and District. There was nothing further to report.

(c) Great Boughton. The Council noted the meeting of the Community Governance Committee on 25 March 2014 had agreed that a second phase of community consultation be held with those residents on the periphery of the current parish boundary to the east (between Great Boughton, Guilden Sutton, Littleton and Christleton parishes); the south (between Great Boughton and Huntington parishes); and the west (between Great Boughton and the immediate Chester Unparished Area) to determine local community affiliation and test community appetite for the part-parishing of the current Chester Unparished Area.

Cllr Fisher suggested information should be sought as to the precept levels in Guilden Sutton and Great Boughton. **Action: The Clerk.**

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

(iv) Community resilience. Cllr Paterson reported further.

(iv) Local Council Assembly – 26 March 2014. Cllr Moulton reported on this event held in Chester Town Hall. The Clerk had attended as Area Secretary.

(v) Future Arrangements for Local Council (Town and Parish) Elections. Further to Members discussing this proposal at some length and disagreeing with its imposition, the issue had been raised with the Ward Members and with the MP with a view to him raising the issue with the Secretary of State.

14 Cheshire Community Action. Community Pride Competition 2014. As agreed at the previous meeting the Clerk had arranged for awareness of the competition for a possible future entry to be raised through the website and the Guilden Sutton Facebook page.

15 CPRE. There were no action items to report.

16 Health. There were no action items to report.

17 Policing/Fire Service.

(i) Police and Crime Plan 2014-16: Consultation. The receipt of notification of this consultation was noted.

(ii) PCC Meeting with Parish and Town Council representatives, Wednesday 19 March 2014, Edna Rose Room, Community Centre, Meadow Close, Tarvin. It was noted the Commissioner had indicated he would wish to take part in other parish events taking place. The fete and the parish plan update would be raised as possible opportunities. **Action: The Clerk.**

(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.**

(v) Homewatch. There was nothing further to report at this stage following the appointment of Mrs C Royle as overall co-ordinator for the village.

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

18 Newsletter. A further issue would be prepared giving details of the budget and precept.

19 Memorial Garden. Further to the receipt of the letter and accompanying report from the Rector and Church Wardens to the Chairman, it was agreed the proposed meeting should take place on Thursday 1 May, 2014. Cllrs Fisher, Hughes and Paterson would attend with 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 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) Twitter. It was noted the Society of Local Council Clerks was now following.

22 Primary School. Cllr Hughes reported further on a retirement.

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. It was noted a further film would be shown on 26 April 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.**

14/15 014

26 Enhanced broadband. There was nothing further to report at this stage.

27 Village Hall Management Committee. The Clerk reported the receipt of a duly completed application for a grant of £1,500 for Guilden Sutton Community Association in connection with a replacement heating system for the Village Hall. This would be used to pump prime other funding applications. Members considered proposed specifications and agreed a slightly more expensive solution involving two boilers rather than one was sensible. Cllr A Davis proposed a grant of £1,500 but this was not seconded. It was proposed by Cllr Moulton, seconded by Cllr Roberts and agreed a grant of £1,000 should be awarded. Cllr Davis wished to encourage the Association to fit solar panels. Cllr Fisher referred to the age of the hall and believed the Association should be making appropriate capital provision for repairs. The Clerk informed this had been covered in the application.

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.**

30 Bird in Hand. There was nothing further to report at this stage.

31 First World War anniversary 2014. Further to the Clerk reminding Members of this anniversary and suggesting some thought might be given as to what should be done including adding the names of the fallen of the Great War to the memorial garden, this would now be considered as part of the discussions with the Rector and Church Wardens.

31 Lobbying request. The Council noted a request from Local Works relating to a proposal under the Sustainable Communities Act that a percentage of business rates should be paid direct to Parish and Town Councils for the benefit of local economic growth.

32 Matters arising from the Annual Parish Meeting. There were no action items to progress apart from issues surrounding a possible Neighbourhood Plan which were already included in the Council's business.

33 Members' information items.

Precepts. Cllr Fisher referred to a disparity in precepts across the borough. This would be researched by the Clerk. **Action: The Clerk.**

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

Matters considered in the absence of the press and public.

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

The meeting concluded at 2202.

Date of next meeting (Annual) Monday 12 May 2014.