

**Guiden Sutton Parish Council****Minutes of the meeting held Wednesday 2<sup>nd</sup> November 2016 at 7.30pm**

Chairman: Cllr A Davis

Present: Cllr D Hughes, Cllr W Moulton, Cllr P Paterson, Cllr S Ringstead.

Clerk: Mrs K Lowe

In attendance: Cllr S Parker, (CWAC) PC Boulton, (Cheshire Police) and five members of the public.

**1. PROCEDURAL MATTERS**

- a. Apologies for absence were received and noted from Cllr I Brown, Cllr D Fisher, Cllr M Roberts
- b. Declarations of Interest

There were no new declarations of interest made and no dispensations sought.

- c. It was RESOLVED unanimously to accept the minutes of the meeting held on 5<sup>th</sup> October 2016 as a true and accurate record of the meeting. The Chairman signed the minutes of the meeting.
- d. Dates of future meetings 2016: The next meeting takes place on 7<sup>th</sup> December 2016. The Clerk has circulated a list of proposed meeting dates for 2017 as follows:

Wednesday 4<sup>th</sup> January

Wednesday 1<sup>st</sup> February

Wednesday 1<sup>st</sup> March

Wednesday 12<sup>th</sup> April

Wednesday 3<sup>rd</sup> May

Wednesday 7<sup>th</sup> June

Wednesday 12<sup>th</sup> July

Wednesday 6<sup>th</sup> September

Wednesday 4<sup>th</sup> October

Wednesday 1<sup>st</sup> November

Wednesday 6<sup>th</sup> December

It was agreed to accept the list of dates for 2017 and Cllr Paterson will make arrangements with the Village Hall for the meeting room to be booked.

- e. Late information report. The late information report was received and noted

**2. COMMUNITY ENGAGEMENT**

- a. Visiting Officers

Apologies were received from PC Boulton therefore Debbie the PCSO for the area attended on his behalf to give an update. She was pleased to report that there had been no criminal activity in the area of Guilden Sutton for one month. The PCSO highlighted that information on internet scams had been updated in the Cheshire Alert and a Councillor asked whether the alerts could be included on the village website. The matter of school parking was discussed, stickers have been placed on cars to warn people that they are parking illegally and could receive a fine if this continues, the Chairman has received a complaint from a resident regarding this but it was agreed that the Police cannot discriminate between residents and visitors as the safety of the children is the most important priority.

b. Visiting Members

Cllr S Parker updated that the two ladies from Guilden Sutton pre-school who had attended the previous Parish Council meeting to discuss any support available in the form of grants had made contact with him after the meeting. Cllrs S and M Parker had been able to provide a £500 grant towards IT equipment.

Cllr Parker updated the council on the Section 106 monies that are available in relation to the developments at Wood Farm and Tree Tops. A portion of the money has conditions attached meaning that it must be spent off Hilltop Road.

Cllr Parker reported that there is a small amount of money available from members budgets to the end of the year and encouraged the Parish Council to apply for this money for suitable projects.

c. Members of the public speaking time

There were no members of the public who wished to raise anything

d. Noticeboard

Now that the new clerk is in post and the agendas somewhat reduced in length, the matter of posting the agendas to village noticeboards was raised. Cllr Hughes and Ringstead offered assistance to post the agendas on the noticeboard in the village to encourage public participation and comply with statutory guidance regarding display of agendas on noticeboards.

e. Website

Brian Lewin who manages the village website updated the Parish Council on the changes within Cheshire East council where the website currently sits. Brian presented a number of options for moving the site which ranged in cost from £67 per annum to £150 per annum. It was agreed that the Parish Council needed more details and more time to discuss the matter with the facts to hand.

It was **RESOLVED** unanimously to make a temporary move to Zen hosting to meet the timescales of Cheshire East Shared Services closing this area of work and the longer term picture will be discussed at the next meeting.

**ACTION** – Brian to provide the Clerk with details and costings of the options for the website

### 3. PLANNING

#### a. New/recent applications

- i. 16/04460/COU The Hollows, Church Lane, Guilden Sutton

Response to be submitted to CWaC on behalf of the Parish Council.

“In Guilden Sutton, we feel that permission for COU should not generally be granted, in order to maintain the integrity of the Green Belt.

However, in this instance, we have NO OBJECTION, subject to the Planning Authority's current surfacing requirements for the driveway.

We note that the adjacent dwelling "Ganilly" has already been granted COU for a small strip of agricultural land which it had similarly incorporated into its garden.”

- ii. 16/04680/FUL 40 Cinder Lane, Guilden Sutton

Cllrs Davis and Ringstead will visit the applicant and feedback their comments on the application.

#### b. New Planning Decisions

- (i) 16/04039/FUL

Proposal: Proposed new ramps and steps

Location: Church Hall, Church Lane, Guilden Sutton, Chester, CH3 7EW

Approval

#### c. CWAC Draft Planning Protocol

The CWAC draft planning protocol was generally accepted with the exception of the point regarding paper plans. The Parish Council would wish to receive paper plans for all applications.

**ACTION:** Clerk to advise ChALC in response to the consultation

#### d. Section 106 monies

Cllr Hughes will discuss with the school the possibility of extending the playground using section 106 monies

#### e. Neighbourhood Plan

There was no new information to report. The next meeting of the NDP group will take place on 15<sup>th</sup> November at Cllr Paterson's house.

#### f. New building / Affordable housing

There was no new information to report.

### 4. TRAINING.

There were no new updates regarding training

### 5. PARISH CAR PARK

It was **RESOLVED** unanimously to spend up to £180 on cherry trees, compost, stakes and fertiliser to be sited at the Parish Car Park. The trees and supplies will be purchased from local nursery Morreys.

**ACTION** – Cllr Davis to purchase trees and provide receipt to the Clerk

**ACTION** – Clerk to follow up with Mr Birch from Scottish Power regarding re-imburement for the cost of the trees on receipt of the paperwork.

#### 6. LEISURE SERVICES

- a. Children's Playing field. There was no new information to report.
- b. Children's Play Area. There was no new information to report.
- c. Footpaths / Footways. There was no new information to report.
- d. Grounds Maintenance – No new information
- e. Mobile Library – The next visit of the mobile library will be 21<sup>st</sup> November. Cllr Ringstead circulated a flyer to Councillors with details of the new service which will visit the village every three weeks. Cllr Ringstead will post the flyer to the Parish Council noticeboards.

#### 7. PUBLIC TRANSPORT.

Cllrs Hughes and Ringstead had held an informal discussion with Malcom Prince of Anchor Housing in relation to a bus service for Summerfield House. Mr Prince had mentioned the potential use of a legacy fund operated by the company.

**ACTION** – Cllrs Hughes and Ringstead to arrange a meeting to try and progress the discussion.

#### 8. HIGHWAYS

- a. SID Group – The SID team have not finished for the year, over winter. Cllr Moulton will discuss plans for 2017 with Mr Stewart and return an update to the Parish Council in due course.
- b. Reduced Speed Limits - There was no new information to report.
- c. Planters – There is a new planter in Pipers Ash at the top of Guilden Sutton Lane containing tulips, winter flowering pansies and heathers.
- d. Verges - There was no new information to report.
- e. School Parking – The council noted their thanks to the PCSO who has been proactive and constructive in her approach to dealing with the problem.
- f. Diversions - There was no new information to report.
- g. Lighting – There is a telegraph pole on Station Lane on entry to the village and it would be very helpful to have a street light positioned there.

**ACTION** – Cllr Ringstead to supply the telegraph pole number to the Clerk

**ACTION** – Clerk to then contact CWAC to see whether a new light is possible.

#### 9. FINANCE

- a. Income. No income was recorded for the last month

- b. Payments
  - i. B & M Shredding £64.80
  - ii. Northwich Town Council £117.60
- c. The Clerk reported that at this meeting she was not able to update regarding balances and reconciliations due to the previous Clerk retiring on 31<sup>st</sup> October, the Clerk will work with Mr Norbury to get contact details with the banks updated.

It was proposed by Cllr Hughes and seconded by Cllr Paterson to accept the financial information given by the Clerk.

RESOLVED unanimously

d. Audit and Governance Group Update

Cllr Hughes updated the meeting on behalf of the Audit and Governance Group. Cllr Hughes had examined the accounts up to 30<sup>th</sup> September 2016 and his findings were as follows:

1. The bank balances were correct as signed.
2. One payment had been duplicated and one cheque stopped
3. An administrative error had occurred with cheque number 615, this cheque had been paid for £269.68 when the invoice was for £268.80. The Audit and Governance Group accepted this was down to human error.
4. Cllr Hughes had asked the question as to what a payment to BDO was and was satisfied with the answer that this was the External Auditor
5. All payments matched the bank statements
6. There were no pre-signed cheques

The Clerk asked Cllr Hughes about who had acted as internal auditor last year and the reply was Mr Derek Tubman.

**ACTION** – Cllr Hughes to approach Mr Tubman as to whether he would be willing to act again as internal auditor and update the Clerk as to his response

## 10. ENVIRONMENT

- a. Bulb Planting - There was no new information to report.
- b. Streetscene – A concern was raised about the A41 Cycleway, a one way section at Green Lane, the right hand side is marked as a cycleway but the hedging is seriously overgrown, there are crab apples on the floor and it is very slippery due to autumn leaves. It is unclear at the present time whether Streetscene or CWAC are responsible for maintenance in this area.
- c. Dog fouling – Cllr Paterson continues to investigate the pink spray

## 11. TREES AND HEDGES

- a. A meeting had taken place with Mr Murray from CWAC about trees in the village. A walk through had been conducted with Cllr Hughes and support from Cllr Davis looking at trees in The Dell, Summerfield House and Guilden Sutton School. The visit

looked at identifying trees where there are potential problems and looking at what action should be taken. A report is expected from Mr Murray following the visit.

## 12. CWAC and other organisations

- a. The next area meeting on Tuesday 8th November from 7.30pm which will focus on the current Cheshire West and Chester Local Plan: Draft Oil and Gas Exploration, Production and Distribution Supplementary Planning Document (SPD) Consultation. Please note there will be no meeting on the 26th October as previously scheduled.  
**ACTION** – Cllr Davis and Cllr Ringstead will attend on behalf of Guilden Sutton Parish Council.
- b. CPRE – There was no new information to report
- c. Defibrillator – A positive training meeting had taken place with Mr Blair. Notice would be put on the noticeboards alerting members of the public to the defibrillator. Cllr Ringstead noted that she would support an extension of the defibrillator coverage in the village due to the short timescales involved for the machine to be effective in saving a life. Cllr Ringstead suggested that the Church Hall may be a good location to have a defibrillator.
- d. Police and Fire - There was no new information to report, (the PCSO update is earlier in these minutes)

## 13. REMEMBRANCE SUNDAY

Cllr Hughes will speak on behalf of the Parish Council at the village service. He will thank those responsible for the work on the memorial garden.

## 14. GILDEN SUTTON PRIMARY SCHOOL

Cllr Hughes reported that a disco had taken place to raise money at the school organised by the trustees. Mrs Michelle Kerfoot is to resign this year as Chair of Trustees. There are two vacancies on the Board of Governors at the school.

## 15. COMMUNITY EVENTS

The recent cinema club had been successful but would be even better if a few more families could be attracted, the next event is on 4<sup>th</sup> February

There would be a village quiz on 8<sup>th</sup> March

The Village Fete is scheduled for 8<sup>th</sup> July, a meeting has already taken place and there are new members on the committee.

## 16. VILLAGE HALL MANAGEMENT COMMITTEE

The extension to the Village Hall continues to be discussed, there may need to be amendments made to the porch design.

## 17. MEMBERS INFORMATION AND SPEAKING TIME

Cllr Hughes updated that the Church Hall would be moving to the refurbishment stage and that the Council may wish to consider a possible grant. Cllr Hughes also said he was happy with a proposal from the new clerk to move the payroll to Autela Payroll Ltd.

Cllr Moulton raised the bus stop on Guilden Sutton Lane as an ongoing issue. The Clerk will follow up with Mr Norbury as to any response he may have received since the last meeting.

Cllr Paterson asked about the high vis jackets for Cllrs to wear so they are visible when attending planning visits or other Parish Council work in the village. The new clerk will investigate. Cllr Paterson has also taken on the job of signposting the surgeries, the next surgery will be on 3<sup>rd</sup> December and Cllrs Davis and Hughes will represent the Parish Council.

Cllr Ringstead gave feedback on the surgery prior to this meeting on Saturday 29<sup>th</sup> October. Mrs Kirk had raised the issue of cutting grass verges and hedges, Mr Evans was pleased that a metal bar had been removed in Wicker Lane and Mr Brown raised the issue of bus services for residents of Summerfield House.

The meeting closed at 10.05pm

Next Meeting Wednesday 7<sup>th</sup> December at 7.30pm

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