

Guilden Sutton Parish Council**Minutes of the meeting held Wednesday 12th April 2017 at 7.30pm**

Chairman: Cllr A Davis

Present: Cllr I Brown, Cllr D Hughes, Cllr W Moulton, Cllr P Paterson, Cllr M Roberts.

Clerk: Mrs K Lowe

In attendance: Six members of the public.

1. PROCEDURAL MATTERS

- a. Apologies from Cllr Fisher (Holiday)
- b. There were no new declarations of Interest
- c. It was RESOLVED unanimously to accept the minutes of the meeting held on 1st March as a true and accurate record of the meeting. The Chairman signed the minutes of the meeting.
- d. Dates of future meetings. The Clerk has previously circulated a list of proposed meeting dates for 2017 as follows:

Wednesday 3rd May

Wednesday 7th June

Wednesday 12th July

Wednesday 6th September

Wednesday 4th October

Wednesday 1st November

Wednesday 6th December

- e. Late information report. There was no new information to update members on.
- f. There was nothing to update about Pipers Ash
- g. Model standing orders from NALC were considered by members. The Clerk informed members that she had been in touch with the Cheshire Association of Local Councils whose strong recommendation was that Guilden Sutton Parish Council adopt standing orders for future meetings. It was proposed by Cllr Roberts and seconded by Cllr Ringstead to adopt standing orders based on the model. RESOLVED unanimously. ACTION – Clerk to populate the editable sections of the standing orders in line with Guilden Sutton local practice and bring back to a future meeting for discussion.

2. COMMUNITY ENGAGEMENT

- a. Visiting Officers – There were no visiting officers.
- b. Visiting Members – There were no visiting members.
- c. Members of the public speaking time

A resident of Sumerfield House raised the issue of the bus service to Chester. He felt the service inadequate over the forthcoming Easter weekend when there would be no service available for four days due to bank holidays.

Another resident at Sumerfield House had exchanged letters with Chester MP Chris Matheson who recognised that the buses in and out of Guilden Sutton were crucial for some residents, his intention expressed in the letter was to contact Arrowebrook Coaches. The Parish Council agreed to raise the matter again with ward councillor, Cllr Parker and also write to Chris Matheson in support of the action he was taking to help Guilden Sutton residents.

ACTION – Clerk to write to the MP

Members of the public commented on issues relating to trees in the village. The Chair indicated that the Parish Council had been in contact with Mr Murray the Tree Officer but was having difficulty getting a response.

ACTION – Chair to speak to Cllr S Parker

d. Noticeboard

The Clerk had ordered a new noticeboard as agreed at a previous meeting from Maramax, this had been delivered to Cllr Davis but on receipt he had found it to be too big for the intended location and had returned it to the supplier. The Clerk had been in contact with the supplier to ask if the order could be cancelled. It was RESOLVED unanimously to cancel the order and seek quotes elsewhere.

ACTION – Clerk to contact Maramax to ascertain what charges will apply in cancelling the order and circulate the information to members.

It was also noted that there is a tree obscuring the view of the noticeboard near the Post Office.

e. Website

The Clerk reported that she did not yet have a login for the new website.

f. Report from Local Surgery

Cllrs Fisher and Davis had been in attendance at the local surgery, the following matters were raised:

- Mr Norbury had asked that the Clerk clarify with Northwich Town Council that the playground would be power washed.
- An employee at the Post Office had reported that the steps outside the shop needed a rail and that the flagging stones were loose. It was thought that the property belonged to Andrew Peers the dentist. The Clerk will write to the owner of the property.
- There had been a question about traffic calming measures on Belle Vue Lane

The next surgery will take place on Saturday 29th April with Cllr Hughes and Cllr Ringstead in attendance.

3. PLANNING

a. New/recent applications

The Clerk had circulated the latest planning register.

Cllr Hughes gave an update on the planning visit to the Rugby Club with Cllr Davis.

Cllr Ringstead and Cllr Davis had visited 52 Oaklands.

b. New Planning Decisions

None

c. Section 106 monies

The Clerk had written to the school asking for the governors to take a view on the extension of the playground. Cllr Hughes reported that the governors had discussed this and believed the land was actually owned by the Church Commissioners and not the school.

The council would need to make clear exactly what land it would like to buy. ACTION – Cllr Hughes to make arrangements with the school for himself and Cllr Davis to visit the school and measure the parcel of land to indicate exactly what the Parish Council need for the proposed project.

Cllr Paterson reported that she had investigated the Dingle Dell area behind Oaklands and discovered that Stuart Ardern was the owner. Cllr Paterson and Davis will arrange a meeting with Mr Ardern to discuss the Nature trail proposal.

d. Neighbourhood Plan

The 13th March meeting had to be cancelled. The group are looking at policies and specifically policies on housing at the moment.

e. New building / Affordable housing

The council would like to ask the site manager at Archway Homes to plant some new bulbs opposite the end of Oaklands.

4. TRAINING.

The Clerk reported she is continuing with the CiLCA course and that will be the main focus of her training this year.

5. PARISH CAR PARK

Cllr Hughes noted that the new cherry trees looked resplendent and gave a vote of thanks to the Chairman for planting and looking after the trees.

6. LEISURE SERVICES

a. Children's Playing field – It was RESOLVED unanimously to continue the grass cutting contract with Northwich Town Council as previously agreed.

b. Children's Play Area.

The Clerk will query the power washing of the play ground with Northwich Town Council.

- c. Footpaths / Footways.

There was no new information to report.

- d. Grounds Maintenance

This was dealt with above in relation to grass cutting.

- e. Mobile Library – There will be a six week break for Easter and Bank Holidays. The mobile library returns on 8th May.

7. PUBLIC TRANSPORT.

Cllr Ringstead reported she had spoken to management at Sumerfield House and would like to see if Anchor Homes and the Parish Council could work together. Members were interested in what levels of usage would make improved bus services viable. Residents are travelling to Northwich rather than Chester in some cases.

8. HIGHWAYS

- a. SID Group –The SID group will resume speed monitoring on 21st April. Cllr Moulton and Mr Stewart have been working on a rota which would soon be published.
- b. Reduced speed limits – There had been a meeting with police regarding speeding and the joint Chester Villages group were looking at options to collaborate, it had been suggested that volunteers swap villages so they were not pointing speed cameras at neighbours. Cllrs Paterson, Hughes, Davis and Moulton plus Mr Stewart are willing to put their names forward to work jointly with others in the Chester Villages Ward.
- c. Planters –The planters are looking good as the new bulbs come through.
- d. Verges – No New information to report.
- e. School Parking – Cllr Hughes will contact the school to see what support the Parish Council can offer.
- f. Diversions – No new information to report.
- g. Lighting – No new information to report.

9. FINANCE

- a. Income - £450 Churchyard Grant from CWaC
- b. Payments
 - i. £50 – Autela Payroll
 - ii. HMRC Q4 £237.40
 - iii. Clerk March Pay £316.37
 - iv. GSCA Fete £250
 - v. St John's PCC £450
 - vi. HMRC Q3 £366.60
 - vii. Mrs P Blythe Playing Field rent £160
 - viii. ChALC Annual Membership fee £442.74

c. Balances

The most recent statement 1st April 2017 for account number 65226696 gave a closing balance of £27428.21.

The bank statement was checked by Cllr Hughes.

Cllr Ringstead proposed the acceptance of the receipts, payments and balances, this was seconded by Cllr Roberts.

It was **RESOLVED** unanimously to accept the financial information and authorise the payments made or pending.

The Chairman advised Councillors that there had been some issues with the changeover of payroll and he had been advised by telephone of a number of issues by Autela Group Limited who had identified the errors from the HMRC basic backup tools. The Clerk will draft a letter to the old provider detailing these issues and will circulate to Councillors for information.

10. ENVIRONMENT

- a. Bulb Planting – Porters Hill could do with some new bulbs down to the junction with Oaklands.
- b. Streetscene – No new information to report.
- c. Dog fouling – No new information to report.
- d. Memorial Garden – Branches have been trimmed back to keep the area neat and tidy.

11. TREES AND HEDGES

- a. A tree in The Dell was down Cllrs are concerned about the lack of response from Mr Murray and will ask for assistance from Cllr S Parker in this matter.

12. CWAC and other organisations

A Boundary Review is taking place in Cheshire West and Chester by the Boundary Commission. Members would like to discuss this when Cllr Parker can be present to understand fully the implications for the ward.

- a. ChALC/NALC – It was proposed by Cllr Ringstead and seconded by Cllr Paterson to continue with ChALC membership, the annual fee is £442.75 **RESOLVED** unanimously.
- b. CPRE – There was no new information to report
- c. Defibrillator – The Chairman would like to see another defibrillator in the village either at the Church Hall or in the phone box at Pipers Ash. The Clerk was asked to check with CWaC the status of the phone box adoption.
- d. Police and Fire – The Clerk read out the Chester Villages Ward monthly update. Cllr Davis reported back about a meeting attended at Mickle Trafford Police station where speeding had been discussed. Operation Shield had also been explained a

- theft reduction project being rolled out across Cheshire West and Chester.
Residents use paste containing an individual DNA solution to mark property
- e. Adoption of Phone Box – The Clerk was asked to check with CWaC the status of the phone box adoption.

13. GILDEN SUTTON PRIMARY SCHOOL

Cllr Hughes reported that the school is doing well and they have recently appointed two new governors, one of whom is Cllr Paterson's husband.

14. COMMUNITY EVENTS

The next cinema club would be September/October time, date to be confirmed.

The Village Fete will take place on 8th July

There will be a litter picking event 3-5th May

15. VILLAGE HALL MANAGEMENT COMMITTEE

The Village Hall has a new booking system. The committee has also decided to install wifi, this will be password protected and all adult content will be blocked. Cllr Hughes asked the council to consider if they would have a requirement for wifi.

Cllr Paterson reported that she would follow up the quotes for the CCTV cameras.

16. MEMBERS INFORMATION AND SPEAKING TIME

Cllr Hughes reported that filming had taken place in the village for TV programme, 'Long Lost Family' with Davina McCall.

Cllr Hughes raised concerns that planning matters on Oaklands estate had gone unnoticed as there should not be any 'permitted development' in this part of the village. An example of a property in Orchard Close was given where changes were being made to the driveway.

ACTION – Clerk to query the conditions for the Oaklands estate

Cllr Hughes raised a query about the Standing Orders which had been adopted at the beginning of the meeting and how they would change things. The Clerk replied that she did not propose major changes but that the standing orders gave a framework for the Parish Council to operate within the relevant legislation from Local Government Acts and the Localism Act 2011.

Cllr Paterson raised the lighting of the beacon which the Clerk will follow up. She was also concerned about the adoption of Standing Orders and did not wish to address the Chairperson as Mr Chairman or Chair when speaking in the meeting.

Cllr Roberts had been approached by a member of the public about the road sign for Church Lane which states it is a cul-de-sac when it is in fact a dead end, although it does lead to other roads, this is at the junction from Wicker Lane into Church Lane.

PART 2 – Members of the public left the meeting at this point due to the confidential nature of matters to be discussed.

17. GRATUITY FOR MR NORBURY

The Clerk updated the council on the advice received from ChALC Chief Officer Jackie Weaver that it was lawful to pay the gratuity due to the specific terms of Mr Norbury's contract. The Clerk will make enquiries about how to transfer the deposit account to the Parish Council current account in order that Mr Norbury be paid.

18. CONTRACTUAL ANNUAL INCREMENT FOR CLERK

According to the contract the council have with Mrs Lowe, she is entitled to an annual increment only to be withheld if the council express dissatisfaction with her performance in the role. This is a change to SCP 25. Cllr Ringstead proposed and Cllr Hughes seconded approving the incremental rise. RESOLVED unanimously

The meeting closed at 10.07pm

Next Meeting Wednesday 3rd May 2017 starting at 7pm for the Annual Parish Meeting and then 7.30pm for the Annual Parish Council meeting commencing with the appointment of the Chairperson for the year ahead.