

**Guilden Sutton Parish Council****Minutes of the meeting held Wednesday 4<sup>th</sup> January 2017 at 7.30pm**

Chairman: Cllr A Davis

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

Clerk: Mrs K Lowe

In attendance: Two members of the public.

Cllr Hughes updated the meeting with the sad news that Roger Parker a previous Chairman of Mickle Trafford Parish Council had passed away. The Council wished to record their condolences to the family in the minutes and a card will be arranged by the Clerk.

1. PROCEDURAL MATTERS

- a. Apologies from Cllr I Brown, Cllr S Parker(CWaC), Cllr M Parker (CWaC) and PC Boulton.
- 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 7<sup>th</sup> December 2016 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 circulated a list of proposed meeting dates for 2017 as follows:

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

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

2. COMMUNITY ENGAGEMENT

- a. Visiting Officers – None were in attendance
- b. Visiting Members – None were in attendance
- c. Members of the public speaking time

Mr Stewart offered to assist with displaying notices as a backup for Councillor holidays etc.

Mr Lewin raised a concern regarding the defibrillator, asking whether members of the public would know what to do with it. Councillors responded that in all cases the right thing to do was dial 999 and be guided by the emergency services. It was also noted that it would be useful for the post code of the village hall where the defibrillator is situated to be displayed on the outside of the box.

d. Noticeboard

The Chairman suggested that the Parish Council replace the noticeboard on Guilden Sutton Lane as it is beginning to rot and does not have doors on the front to protect notices from bad weather.

ACTION: Clerk to research options for a new noticeboard and bring information to the next meeting.

e. Transparency Code

The Clerk had previously circulated an email from Ann Wright at ChALC regarding grants available for smaller authorities to comply with the Transparency Code. It was agreed that the Clerk would put together a bid for a grant and circulate to Councillors for approval.

f. Website

Mr Lewin confirmed that the website was now fully transferred and owned by Guilden Sutton Parish Council. Mr Lewin plans to set up email aliases using the domain @guildensutton.org.uk however these will be simple re-directs to Councillors personal email addresses and no content will be downloaded to the server. The Clerk requested that a login for the website be set up and notified for her to use on behalf of the Parish Council.

ACTION – Mr Lewin to set up Clerk login in and email aliases

g. Surgery

Cllr Davis manned the local surgery prior to the meeting with Cllr Roberts assisting as an impromptu arrangement. The only matter raised was the lack of information on Parish Council noticeboards, this is being addressed by the Parish Council and the new clerk.

The next surgery will take place 28<sup>th</sup> January, Cllrs Paterson and Ringstead will be available.

### 3. PLANNING

a. New/recent applications

- i. 16/05273/FUL | Two Storey Extension. | Roseleigh, Hare Lane, Guilden Sutton

Comments had previously been circulated to Councillors following a site visit by Cllrs Davis and Fisher who found no reason to object to the plans. The Clerk has filed comments with the planning department to that effect.

b. New Planning Decisions

Little Beck, Wicker Lane, Guilden Sutton. Refusal.

c. Section 106 monies

The Clerk had previously updated Cllrs by email following contact with Cllr S Parker (CWaC) It was agreed that the Clerk would contact Dan Lockwood the Section 106 Officer at Cheshire West and Chester Council to ask about the sums of money available to Guilden Sutton Village. Cllrs would like to receive guidance about what would be required for two project ideas, a nature trail and an extension to the playground adjacent to the school. Cllrs would also be interested to hear about an example of a successful bid for Section 106 money.

d. Neighbourhood Plan

The next meeting is 13<sup>th</sup> February.

e. New building / Affordable housing

There was no new information to report.

4. TRAINING.

Cllrs Paterson and Ringstead will attend the Planning Forum at Cheshire View 30<sup>th</sup> January 2017.

5. PARISH CAR PARK

The car park is in need of a winter tidy up. The new Cherry Trees are settling in.

6. LEISURE SERVICES

- a. Children's Playing field. There was no new information to report.
- b. Children's Play Area.

A query was raised about whether the playground should be locked during icy weather and if so what are the implications for liability.

ACTION – Clerk to contact former Clerk Mr Norbury regarding the locking of the playground gate.

A quotation of £276 has been received from Play and Leisure for the repair of the Playground Gate.

It was proposed by Cllr Hughes and seconded by Cllr Ringstead to accept the quote and proceed with the repair to the gate.

ACTION – Clerk to contact Play and Leisure and copy in Mr Norbury for information.

c. Footpaths / Footways.

There was no new information to report.

d. Grounds Maintenance

There was no new information to report

e. Mobile Library – The mobile library will next visit on 23<sup>rd</sup> January and 13<sup>th</sup> February

## 7. PUBLIC TRANSPORT.

Concerns have been raised by Cllr Moulton about the cessation of the number 9 bus.

## 8. HIGHWAYS

- a. SID Group –The SID group will resume speed monitoring in Spring.

The Clerk has sourced a quote for the 8 XL high visibility vests the Parish Council has been wishing to purchase. The total cost quoted from Workwear Express including VAT and delivery was £74.04. It was proposed by Cllr Paterson and seconded by Cllr Fisher to accept this quote and order the vests.

ACTION – Clerk to order 8 XL high visibility vests.

- b. Reduced speed limits – There was no further information to report.
- c. Planters –Bulbs are now coming through and will be very attractive in the spring.
- d. Verges – There was no new information to report
- e. School Parking – There was no new information to report
- f. Diversions – No new information to report
- g. Lighting - No new information to report

Concerns were raised about a concrete panel fence along Church Lane. The fence provides a retaining wall supporting a large amount of earth behind it. The fence is leaning to the point where it has become dangerous and should the fence collapse the earth will all slide onto the footpath

## 9. FINANCE

Cllr Brown and Paterson have visited The Co-Operative Bank, Northgate Street, Chester since the last meeting and have requested a change of address for account correspondence.

- a. Income - £1.78 Bank interest
- b. Payments
  - i. Grant to St John's PCC – Church Hall Grant application. £2000.00
  - ii. Grant to Guilden Sutton Pre-School £500
- c. Balances

The most recent statement for account number 65226696 gave a closing balance of £32459.72. This was checked and signed by Cllr Hughes.

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

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

The Clerk advised Councillors that the latest guidance in terms of financial regulations was that bank statements and accounts are checked by someone who is not a signatory on the bank accounts. The Clerk will re-visit financial regulations at the start of the new financial year.

## d. Budget 2017/18

|                               |       |
|-------------------------------|-------|
| <b>Subscriptions</b>          | 690   |
| <b>Grants</b>                 | 4000  |
| <b>Publicity</b>              | 600   |
| <b>Services</b>               | 9137  |
| <b>Employee related costs</b> | 6950  |
| <b>Administration</b>         | 2415  |
| <b>Contingency</b>            | 1000  |
| <b>New budget</b>             | 24792 |

## e. Precept

A discussion took place regarding funding the new budget. The removal of the New Homes Bonus and the phasing out of the CTRS Grant leaves the Parish Council reliant on the precept as the means to fund the Parish Council budget.

Councillor Moulton proposed and Cllr Fisher seconded a motion to increase the precept by 1%. Six members were in favour with one against. It was RESOLVED to increase the precept by 1% for the financial year 2017/18.

Councillor Ringstead raised the gratuity payment for Mr Norbury recently retired Clerk, it was agreed this would be agreed by the Audit and Governance Group as it has already been approved in minutes from full council previously.

## 10. ENVIRONMENT

- a. Bulb Planting - There was no new information to report.
- b. Streetscene – Cllr Moulton has reported the Green Lane cycleway on the Cheshire West and Chester website. The hedges on Guilden Sutton Lane at the beginning of the 40mph speed limit change under the bridge are overgrown and have not been cut. It is understood that this area falls within Mickle Trafford Parish Council area. The Clerk will email the Mickle Trafford Clerk.
- c. Dog fouling – Cllr Paterson will resume the pink spray campaign in the next few days, Cllrs were asked to identify any problem areas and the area on Station Lane near the planter was raised.

## 11. TREES AND HEDGES

- a. There are overgrown hedges which are encroaching onto footpaths on the Oaklands estate. ACTION – Clerk to contact Highways to see if they have a model letter for residents about keeping hedges trimmed.

## 12. CWAC and other organisations

- a. ChALC/NALC - There was no new information to report.
- b. CPRE – There was no new information to report
- c. Defibrillator – The postcode needs to be posted to the defibrillator CH3 7SW.
- d. Police and Fire – The Police Crime Commissioner is running an open session on 18<sup>th</sup> January at Tarvin Community Centre, Cllrs Hughes and Moulton will attend.
- e. Adoption of Phone Box – Since the last meeting the Clerk has been in contact with Sarah Dobbins at CWaC, it is possible for the council to adopt the phone box in Pipers Ash at the cost of £1 and it may be possible to site a defibrillator in the box.

It was RESOLVED unanimously to adopt the phone box at the cost of £1

ACTION – Clerk to contact Sarah Dobbins and ask for advice regarding the siting of a defibrillator.

## 13. GULDEN SUTTON PRIMARY SCHOOL

Cllr Hughes reported that Guilden Sutton Primary School had taken part in the Christmas Tree Festival at Chester Cathedral and had a tree decorated by the pupils situated in the cloisters. Cllr Hughes also reported that the school was listed as number 8 out of 10 in the top Primary Schools in Cheshire West and Chester according to The Times.

## 14. COMMUNITY EVENTS

The next Cinema Club event is on 4<sup>th</sup> February when 'Trolls' will be showing.

There would be a village quiz on 4<sup>th</sup> March, at 7.30pm

The Village Fete will take place on 8<sup>th</sup> July

## 15. VILLAGE HALL MANAGEMENT COMMITTEE

Cllr Hughes reported that the pre-school had been experiencing some difficulties with resources and equipment being moved around. Cllr Hughes pointed out that tables and chairs blocking the fire doors is very dangerous.

## 16. MEMBERS INFORMATION AND SPEAKING TIME

Cllr Hughes asked about the new Clerks hours and settling in.

ACTION – This will be a Part 2 item on the next agenda to tie in with the end of the probationary period.

Cllr Paterson reported that the man hole cover is broken on Guilden Sutton Lane opposite the Old Post Office and next to the playing field.

Cllr Paterson also reported that she had seen a programme on 'Garden Villages' which could be of interest for anyone concerned with planning matters.

<http://www.bbc.co.uk/news/uk-38486907>

The meeting closed at 9.34pm

Next Meeting Wednesday 1<sup>st</sup> February 2017 at 7.30pm

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