

Guilden Sutton Parish Council**Minutes of the meeting held Wednesday 4th October 2017 at 7.30pm**

Chairman: Cllr S Ringstead

Present: Cllrs Brown, Davis, Fisher, Hughes, Moulton.

Clerk: Mrs K Lowe

In attendance: 4 members of the public.

1. PROCEDURAL MATTERS

- a. Apologies from Cllr Roberts (work commitments) were received and accepted.
- b. Cllr Ringstead read a statement from "The Good Councillors Guide" and stated she would like to see good relationships as a key focus of her Chairmanship.

"Where Councillors, Clerk and the Chairman work together as a team they combine knowledge and skills to deliver real benefits to the community they serve. Good working relationships, mutual respect and an understanding of their different roles are vital. Conflict between these key players, especially during meetings in front of the public can damage the Council."

- c. Cllr Paterson declared a general interest as she is working for Cheshire West and Chester council electoral services in Chester Villages at present. This was not specific to an agenda item.
- d. It was proposed by Cllr Davis and seconded by Cllr Fisher to accept the minutes of the previous meeting. RESOLVED unanimously to accept the minutes of the meeting held on 6th September as a true and accurate record of the meeting. The Chairman signed the minutes of the meeting.
- e. Dates of future meetings. The Clerk has previously circulated a list of proposed meeting dates for 2017 as follows:

Wednesday 1st November

Wednesday 6th December

Cllr Paterson proposed that the meeting dates for 2018 started with

Wednesday 3rd January

Wednesday 7th February

Wednesday 7th March

- f. It was proposed by Cllr Paterson and seconded by Cllr Ringstead to accept the resignation of Cllr D Fisher due to an impending house move. Cllr Fisher has served the village on the Parish Council for almost 30 years. The Chair gave a vote of thanks on behalf of the Parish Council and the village and noted her personal thanks to Cllr Fisher who was a great help to her when she was a new Councillor. The Chair presented a scroll to Cllr Fisher to mark his time on the council and service to the village.

Mr David Norbury, former Clerk to the Parish Council for over 30 years was present at the meeting and was invited to speak on this agenda item. He thanked Cllr Fisher for his invaluable support and noted that despite incisive probing he had always remained positive, he expressed his very best wishes for the future.

Mr Lewin also in attendance with members of the public took a photograph of Cllr Fisher, Cllr Ringstead (The Chair) and Mr Norbury (Former Clerk) for the village website.

Cllr Fisher responded saying how much he has enjoyed being a Councillor and thanking the Chair and Mr Norbury for their kind words.

2. COMMUNITY ENGAGEMENT

- a. Visiting Officers – Mr Lewin as the Voluntary Footpath Officer for the Parish Council explained there was no update as yet on the stone chippings.
- b. Visiting Members – Cllr S Parker raised the issue of the Boundary Review, the Chester Villages are to be split and the proposal suggests that Guilden Sutton becomes part of a new ward named Elton and Mickle Trafford. Cllr Parker asked the Parish Council to consider supporting the new proposal however he noted some parish councils are not happy with the name and a suggestion had been put forward to call the new ward Gowy Rural.

Cllr Parker reported that the current administration at CWaC had made plans to remove the 'Free after 3' parking scheme in Chester. He considers this detrimental to residents and the city of Chester and reported that there is a campaign to overturn this decision.

Cllr Parker reported he and Cllr M Parker have a small amount of members budget still available for applications. They are assisting Michelle Kerfoot and Robert Parkinson in Guilden Sutton with Christmas plans, Cllr Ringstead asked whether the funding could help support a defibrillator at the Pipers Ash end of the village. Cllr Parker said he was very open to that idea.

- c. The Boundary Review was covered by Cllr S Parker's update.
- d. Members of the public speaking time – A member of the public spoke about the Clerk Mrs K Lowe who has been in post just less than a year and requested that his comments were minuted. Mr Stewart stated that it is difficult with any job to take over a position after the long tenure of a previous post holder. He wished to put on record that despite some inevitable challenges the new Clerk was doing a good job of moving the council forward and offered his support in favour of changes being made to bring the council into, 'the 21st Century.'

Mr B Lewin showed a photo of Arrowcroft Road after PC Boulton had attended one morning recently, there are no cars visible on the photo who are parking dangerously, the visit had a very positive impact on road safety around the school.

A member of the public who had also attended the September meeting requested an update on the issue of the bus shelter at Moorcroft Crescent. The Parish council were in agreement that they would be willing to fund a shelter in principle if it was

deemed to improve safety by the Highways Department in the location suggested. Cllr Parker offered his support in liaising with Highways if the matter of funding was agreed.

e. Noticeboard

Men in Sheds had been contacted after the September meeting for a revised quote after it was agreed that the noticeboard would need new posts/legs because the old ones were rotting. Men in Sheds had kindly agreed that in the interest of community relations the cost of the new noticeboard would remain the same at £395+VAT. The Clerk had been previously authorised to action this item if it remained within the revised £700 budget and therefore in consultation with the Chairperson, Men in Sheds have been asked to replace the noticeboard. This is likely to take place in November, weather dependent.

f. Website

Mr Lewin explained the web hosting costs had increased from 3.99 to £4.99 per month. Councillors had no objections.

g. Newsletter

Mr Norbury has arranged printing of the newsletter and the distributor Jo Weldon will collect from Deva Print directly.

h. Report from Local Surgery

The Local Surgery took place on 1st October. An issue was raised about the lane going past the Bird in Hand public House being untidy.

The next surgery will take place on Saturday 28th October.

3. PLANNING

a. New/recent applications

- 17/04137/FUL Extension to provide Granny accommodation and shared kitchen, 23 Oaklands. There were no objections to this application.
- 17/04040/FUL Two storey extension to side/front, porch to front and conversion of outbuilding to granny annexe. Bridge Farm Hare Lane Guilden Sutton Chester CH3 7ED. Cllr Ringstead and Cllr Paterson visited the applicant and they felt that the scheme would improve the site considerably. They had consulted with neighbours who at the time had no objections.
- 17/03966/FUL 3 The Dell. Erect a 6 foot fence on the boundary. Cllr Paterson and Cllr Davis will visit The Dell this coming Saturday and circulate comments to members for consideration by email.

Cllr Fisher declared an interest in the application at 3 The Dell as a near neighbour. As his resignation will be effective immediately after the meeting, he will not have a role in agreeing comments.

b. New Planning Decisions

17/03423/FUL 2 The Vetches - Approval

c. Section 106 monies

The Clerk has been asked to look back in Parish Council records to the previous occasion when the Parish Council purchased land for the playground. The Clerk asked for an indication of the dates to be searching but members were unable to offer any dates. The Clerk will continue searching for the relevant information.

d. Neighbourhood Plan

The NDP Group next meet Monday 9th October.

4. TRAINING.

Cllrs Ringstead and Paterson had attended a Planning Forum in conjunction with ChALC and Cheshire West and Chester Council. They reported that the council will be changing to a new planning system called idox in 2018, this is used in other county councils e.g. Shropshire and should be more easily accessible for residents and Parish Councils. There will be a training day for relevant users closer to the launch date.

Cllr Paterson also reported that attendees had been told that future applications will give weight to Neighbourhood Plans and that this will be a 'go to' document for planning purposes.

5. PARISH CAR PARK

No new information to report.

6. LEISURE SERVICES

a. Grass cutting

The playing field needs to be cut before winter sets in ACTION – Clerk to contact Northwich Town Council.

b. Playing Field

The hedge on the playing field still needs to be cut. ACTION – Clerk to ask for the hedge to be cut.

c. Children's Play Area.

Members discussed the advice from Northwich Town Council as to whether a mould treatment would be sufficient for the play area, however concluded that they would like a full power wash as in previous years. ACTION – Clerk to contact Northwich Town Council.

d. Footpaths / Footways.

The hedging on Green Lane between Pipers Ash and the A41 is very overgrown and needs cutting back. This will be reported.

e. Grounds Maintenance

Cllr Paterson reported that the grass cutting around Oaklands and School Lane had been of poor quality and she hoped it would not be the last cut. ACTION Clerk to query with CWaC.

- f. Mobile Library – The mobile library is next in the village on 23rd October. Members and all residents are encouraged to, ‘use it or lose it.’

7. PUBLIC TRANSPORT.

Cllrs were disappointed at the lack of progress for residents of Sumerfield House but due to changes in management felt the discussions about a bus service were starting from the beginning again.

8. HIGHWAYS

- a. SID Group – Poor weather has affected the sessions recently. Cllr Moulton reported being out on 25th September at 8am on a very wet day causing dangerous driving conditions and 27.5% of vehicles were recorded at travelling over 30mph. The SID have now finished for this year, data is passed on to the local police.
- b. Reduced speed limits – ACTION – Clerk to follow up with the new Highways officer for the area.
- c. Planters – The planters have looked very nice and have enjoyed an extended growing season due to mild weather.
- d. Standing consideration of Highways matters – Cllrs are pleased that the school parking situation improved following a visit from PC Boulton.
- e. Bus Shelter at Pipers Ash – Members had earlier heard representation from a member of the public about a bus shelter for Pipers Ash. Members were concerned about the safety of young people boarding the bus especially as winter approaches and were prepared to put funding towards the purchase of a shelter, however they would require relevant approvals from the Highways/Public Transport Department and assessments would need to take place to ascertain whether the bus shelter will fit and will improve safety in the location suggested.

9. FINANCE

- a. No income had been received
- b. Payments

Northwich Town Council £323.40

Mr Norbury Q1 payment £156 (net)

HMRC £286.40

BDO External Audit £120.00

Clerk September pay 329.80

Mrs P Blythe £160.00

Autela payroll £100.80

Mrs P Paterson (refund for bulbs purchased for autumn bulb planting) £19.99

It was proposed by Cllr Davis and seconded by Cllr Ringstead to accept the accounts for payment. RESOLVED unanimously.

The Clerk had drafted a letter to Scottish Widows in respect of closing the number 2 deposit account. This letter was signed by Cllr Fisher and Cllr Hughes as signatories on the account.

The Clerk has received the external auditors report and that as in previous years the matter of a gratuity fund was raised. The council has sought advice on this matter several times and as the gratuity is contractual and pre-dates the new legislation they are confident this matter is accounted for. No other matters were raised by the external auditor. A public notice will be displayed showing the conclusion of audit.

It was proposed by Cllr Ringstead and seconded by Cllr Paterson to accept the External Auditors report.

c. Balances – The latest bank statement was presented dated 1st September showing balances of £40369.10

d. Procedures

Cllr Ringstead proposed a new system of checking the accounts to assist the Clerk in administering the accounts in a timely fashion consisting of the following points.

- i. The Clerk will continue to present the latest bank statements she has received at monthly meetings
- ii. The Clerk will circulate the cash book/payment record schedule to all members showing payments from the accounts. This record will be filed with the minutes of each monthly meeting.
- iii. The cash book/payment schedule will be reconciled with the bank statement as a minimum each quarter.
- iv. Two members will sign each cheque and initial the relevant counterfoil in the cheque book
- v. Alongside the cheques the Clerk will provide the invoice or receipt for payment so that the amount can be cross checked by those signing. The invoice will be signed or initialled by the relevant signatory to show they have checked the amount. In the rare case where an invoice is not supplied e.g. the regular payment for rent of the playing field, the Clerk will present receipt of payment retrospectively at the next meeting this is available.

This set of proposals was seconded by Cllr Moulton, 6 members voted in favour of the motion, 1 member was against. It was RESOLVED to adopt the procedure laid out above.

10. ENVIRONMENT

- a. Bulb Planting – The bulb planting day went ahead on 1st October, members met at Porters Hill at 2pm and spent time tidying moss and weeds in addition to planting spring bulbs.
- b. Streetscene – members felt the weed spray round the village and particularly on Oaklands had been poor quality and had not dealt with weeds accordingly. This will be reported to Streetscene.
- c. Dog fouling – No new information to report.

11. TREES AND HEDGES

Moorcroft Crescent hedge has been cut. It was reported that the hedging on Station Lane is very overgrown and obscuring road signs, the Clerk had already reported this matter and would raise the issue again.

12. CWAC and other organisations

- a. CWAC correspondence – Members agreed broad support for the ward arrangements proposed by the Boundary Commission but were not satisfied with the proposed name Elton and Mickle Trafford for the ward name. ACTION – Clerk to respond to the Boundary Commission consultation on behalf of the Parish Council.
- b. ChALC/NALC – No new information to report
- c. CPRE – There was no new information to report
- d. Defibrillator – Cllrs had previously discussed adopting a phone box in Pipers Ash to house a defibrillator. The Clerk had received a contract for the adoption of the box but the box had subsequently been damaged by Storm Doris. The council had sought to have this repaired prior to adoption. The Clerk informed members of correspondence from BT explaining the box is on the list for disposal and if the box is not adopted promptly it will likely be removed. Cllr Fisher proposed signing the contract to adopt the phone box, this was seconded by Cllr Ringstead. RESOLVED unanimously.
- e. Police and Fire – Operation Shield was discussed, some members are concerned about the cost of the project. It was noted that feedback had been asked for in the newsletter which will be distributed soon. It was agreed to wait and see whether any feedback from residents is forthcoming before making a decision on how the Parish Council should proceed.

13. GILDEN SUTTON PRIMARY SCHOOL

The Primary School have had an OfSTED inspection recently, the official results are not yet known but Cllr Hughes reported it had gone well.

14. COMMUNITY EVENTS

The Fete will take place the second Saturday in July, 14th July 2018.

The Community Association are holding an Open Gardens event next year in June, please get in touch if you would like to open your garden.

The Community Cinema, discussions continue with a third party.

The Players are performing Flint Street Nativity on 15th to 18th November.

Plans for the Beacon Lighting in 2018 need to be thought about.

Cllr Ringstead will represent the Parish Council at the Remembrance Service, the Clerk will contact Mrs S Davies regarding the wreath.

15. VILLAGE HALL MANAGEMENT COMMITTEE

A new Booking Secretary has been appointed Stephanie Pinder.

16. MEMBERS INFORMATION AND SPEAKING TIME

Cllr Fisher expressed his thanks to the council and said he was grateful for the challenges and the support he had encountered during his time serving Guilden Sutton Parish Council.

Cllr Paterson reminded members that the old £1 go out of circulation on 15th October.

The Clerk reported that an invitation to the re-opening of the Village Hall had been received just prior to the meeting. Cllr Moulton will represent the Parish Council at this event.

The meeting closed at 9.14pm

Next Meeting Wednesday 1st November 2017 starting at 7.30pm