

**Guilden Sutton Parish Council**  
**Minutes of the Annual Meeting of the Council**  
**Wednesday 5<sup>th</sup> May 2021 on the rising of the Annual Parish Meeting, via Zoom**

Chairman: Cllr D Hughes

Present: Cllr P M Paterson, Cllr I Brown, Cllr G Hardman, Cllr M Littlewood, Cllr W Moulton, Cllr S Proctor MBE, Cllr S Ringstead

In attendance: Mr B Lewin, Mrs S Jessop, Mrs V Downing, Mr R Norrie, Borough Cllr M Parker, Borough Cllr G Heatley and 8 members of the public.

Clerk: Mr M Roberts

**1 Procedural matters.**

(a) HRH The Prince Phillip, Duke of Edinburgh

Members noted that the Clerk had written to Her Majesty the Queen to express condolences on behalf of the Parish on the passing of HRH The Duke of Edinburgh.

(b) To elect a Chairman for the year 2021/22.

It was proposed by Cllr Brown and seconded by Cllr Moulton that Cllr P M Paterson be elected Chairman for the municipal year 2021-22. There being no further nominations, Cllr Paterson was unanimously elected and accepted the office.

Cllr Paterson in the Chair.

(c) To consider the election of a Vice Chairman for the year 2021/22.

It was proposed by Cllr Moulton and seconded by Cllr Proctor that Cllr Littlewood be elected to the post of Vice Chairman for the municipal year 2021-22. Cllr Littlewood indicated she would accept office and was duly elected unanimously.

(d) Code of Conduct and Member's interests.

Cllrs Hughes and Littlewood declared an ongoing interest as members of the Guilden Sutton Green Space Steering Group.

(e) Appointment of Sub-Committees and representatives to external organisations.

It was proposed by Cllr Proctor and agreed that the Communications group invite the Webmaster to join to create a larger group with overall responsibility for Communications, the Village Website and Facebook.

(i) Employment committee – Cllrs Paterson, Littlewood, Ringstead

(ii) Finance committee – Cllrs Hughes, Proctor, Moulton

(iii) GSGS steering group – Cllrs Hughes, Littlewood

(iv) Neighbourhood plan – Cllrs Paterson, Proctor and Ringstead

(v) Public transport – Cllr Ringstead

(vi) Tree warden – Cllr Brown

(vii) SID and Speed representative – Cllr Moulton

(viii) Footpaths – Mr Lewin

(ix) Communications, Village Website and Facebook Group – Cllrs Littlewood, Proctor, Ringstead

(x) Police liaison officer – Cllr Hardman

(xi) Village Green Group – Cllrs Proctor, Brown

(f) Apologies.

Apologies were received and noted from PCSO Bailey.

(g) Declarations of interest.

Cllrs Hughes and Littlewood declared an interest as members of the Guilden Sutton Green Space Steering Group.

(h) Confirmation of the minutes of the Ordinary Meeting held on 31<sup>st</sup> March 2021.

It was proposed by Cllr Hughes and seconded by Cllr Ringstead and agreed that the minutes of the Ordinary meeting of the Council held on Wednesday 31<sup>st</sup> March 2021 should be approved. The minutes will be signed as soon as possible by the Chair as a true record of the meeting.

(i) GDPR

Members noted that The Council has apologised to a resident who was identified in the draft November 2020 minutes. The council has reviewed procedures for the publication of draft minutes and noted that this should have been considered exempt information under the Local Government Act 1972

(j) Dates of future meetings.

9th June\*

21st July\*

1st September

6th October

3rd November

1st December

All meetings will be held at 7:30PM at Guilden Sutton Village hall unless otherwise stated.

\*Dates adjusted from normal 1st Wednesday of the month

## **2. Coronavirus**

(a) Support Group.

The support group would become a new rapid response group with a separate group for village activities.

(b) VETS.

Nothing further.

(c) Community Resilience

Cllr Hardman, Proctor, Paterson expressed an interest in forming a community resilience plan. Cllr Hardman to liaise with CWAC and JCEPT.

The Clerk reported that Mickle Trafford Parish Council had kindly supplied a copy of their plan as a starting point.

## **3. Community engagement/Communications:**

(a) Visiting officers.

Mr Lewin stated he was pleased that the communications groups had merged. Mr

Lewin was thanked for some amenity work he had carried out adjacent to a footpath.

(b) Visiting Members.

Cllr Parker noted that her member's budget would re-open on 7<sup>th</sup> May and is prepared to contribute to fencing projects. It was stated that there was a new interim Highways officer and an advert had been placed for a Director of Highways.

Cllr Parker confirmed that CWAC were also returning to face-to-face meetings and that mitigations and risk assessments would be required.

(c) Public speaking time.

Mrs Downing addressed the matter of the broken fence close to the Village Hall and the information that had been presented at the previous meeting. It was reported Cllr Parker and Heatley had agreed to donate £250 each from their respective member's budgets. Mrs Downing hoped that the Council could liaise with the Community Association to resolve the matter within the next couple of months.

Mr Lathaen noted agreement with Mrs Downing's points and would like to see action taken immediately.

Mr Norrie noted that further members of the public and community association had agreed to join the Village Green group. Mr Norrie reported that an initial meeting had taken place and had been liaising with members of the public and CWAC Officers. Mr Norrie noted the need for further engagement and promotion of the group with residents. Mr Norrie further noted that funding opportunities had been explored. The opportunity for 'quick wins' was discussed, which included the salt/sand that was located in the car park area and where they could be better located. Mr Norrie had written to CWAC with regards to storing them in bins.

A resident of Wicker Lane raised the issue of noise from a commercial site within the Parish. It was reported an environmental officer from CWAC had been appointed to look into the matter.

A resident noted and accepted the Council's apology for a breach of GDPR, the resident was also keen to offer support to the community resilience group.

A Wicker Lane resident stated that there is a wall on Wicker Lane that looks unsafe.

Mr Lewin raised a concern with regards to returning to in-person meetings and how those who are unable or have concerns with regards to attendance are able to participate.

(d) Public correspondence.

A request for advice regarding school places had been received and the Clerk had provided information regarding the process.

The Council had received a request for disclosure of its last 3 years accounts and precept information. The Clerk noted that, being new in post, the information may take some time to gather but had responded with the Precept information.

The Clerk had received a complaint regarding an incident of anti-social behaviour and had referred this to the PCSO.

(e) Village Surgery.

It was agreed that surgeries would resume from next month and that Cllr Hughes and Paterson would preside.

(f) Website.

Members noted that the Clerk had registered a new domain name and web hosting service and would begin work on a new Parish Council website to run alongside the Village website.

(g) Communications sub-committee

Cllr Proctor reported the group had not met but asked if it would be worthwhile drafting an article for the upcoming A41 magazine. This was agreed by members.

(h) Noticeboards

Cllr Ringstead noted that Men In Sheds had resumed activities and that as a result work should begin on noticeboards soon.

#### **4. Guilden Sutton Green Space**

Cllr Hughes asked the Clerk to arrange a Zoom meeting to explore opportunities for the Council to further develop amenity space within the Parish. This was arranged for 4PM on Thursday 6<sup>th</sup> May and a report would be prepared for the Council.

#### **5. Environment**

(a) StreetCare.

Cllr Paterson reported that grass had been cut on 19<sup>th</sup> April but strimming had not been done.

Cllr Ringstead reported that the management committee of the Hall and Stables had agreed to maintain the adjoining grassed area. Cllr Ringstead had taken over the maintenance of the planter in the area.

Cllr Ringstead reported that a bathtub had been fly tipped on Belle Vue Lane.

(b) Dog Fouling.

Cllr Littlewood presented the new signage that had been delivered since the last meeting and invited suggestions for where these could be sited.

(c) Trees and Hedges, planters and bulbs.

It was felt there are a number of hedges encroaching on the Highway and these would need to be reported to CWAC.

(d) Lengthsman.

The Lengthsman had reported a recent upturn in dog fouling within the Parish and would liaise with Cllr Littlewood.

(e) Village Hall area fencing  
Discussion deferred to 11(d)

(f) Village Hall area landscaping  
Discussion deferred to 11(e)

## 6. Planning.

(a) New/recent applications.

21/01466/FUL	28 Oaklands Replacement of an existing glazed conservatory roof with a tiled roof.
21/00938/OUT	Land On The South of Holly House Guilden Sutton Lane Erection of two dwellings Members wished to object to this application as encroachment on the Green Belt.
21/01518/TPO	4 Orchard Croft Pollard the Poplar tree No objection

Awaiting Decision

20/04502/LBC	Hill Farm House Wicker Lane Guilden Sutton Chester Cheshire CH3 7EL Replacement windows, installation of a new window and door, replacement boiler and internal 1st floor alterations No Objection
--------------	--

Decisions

21/00511/FUL	26 Cinder Lane Garden timber deck with handrails <b>APPROVED</b>
--------------	--

(b) Neighbourhood Plan.

Cllr Paterson reported that sustainability had formed a part of the Neighbourhood plan and is looking forward to being able to share more information with residents when gatherings are possible.

## 7. Training/Events/Meetings.

Cllr Proctor agreed to attend a meeting with regards to getting the most out of Facebook.

It was proposed by Cllr Hughes and seconded by Cllr Littlewood that two training courses were approved for Cllr Hardman to attend as follows.

<b>Training</b>	<b>Member/Employee</b>	<b>Cost</b>	<b>Date</b>
Roles & Responsibilities	Cllr Hardman	£25	10 <sup>th</sup> June
Meetings and Procedures	Cllr Hardman	£25	6 <sup>th</sup> July

### **8. Parish Car Park.**

Members discussed the possibility of a tree planting program in the Parish Car Park area. It was felt these must be aesthetically pleasing as well as slow growing and easy to maintain. It was felt this item should be considered in October to align with the planting season.

Cllr Ringstead felt the car park was well used.

### **9. Leisure Services.**

(a) Playing field.

Nothing further.

(b) Play Area.

Cllr Littewood reported that this would be open at weekends in line with a discussion with the Primary school to prevent mixing of household bubbles. Cllr Hughes reported the Headteacher had requested that the play area remain closed during the school week.

(c) Footpaths/Footways.

Nothing further.

### **10. Public Transport**

(a) Bus stop renovation

The Clerk reported that the insurance company had agreed to the claim for a replacement bus stop.

It was proposed by Cllr Paterson, seconded by Cllr Hughes, and agreed to proceed with the purchase of a 2-bay cantilever, bench and timetable case at a total cost of £2,022. The Clerk noted this amount had been approved by the insurer.

### **11. Highways**

(a) SID Group and Speed Matters

Cllr Moulton suggested that SID would need to be halted until September due to Coronavirus concerns, members offered to support should an earlier return to speed monitoring become possible.

The PCSO had offered speed gun training to members and members of the public. Cllr Hughes and a resident of School Lane had offered to be trained.

(b) Standing consideration of Highways matter.

Nothing further.

(c) Hill Top Road/Arrowcroft Road junction.

Cllr Hughes reported that there were some small planters by the small roundabout on Caldley Valley road, which could be used on Arrowcroft Road/Hilltop Road to help alleviate the parking situation. The Clerk would make enquiries.

(d) Village Hall area fencing

Cllr Proctor reported that £500 had been raised from Borough Councillors, and felt that the existing fence could be removed as soon as possible.

Cllr Paterson felt that further investigation was needed, and that fencing should not be removed until a replacement was sourced.

Guidance had been received suggesting a replacement would be in the region of £600-£1200.

Cllr Ringstead suggested that the Council could agree to fund the difference between the funds already raised and the total cost.

Cllr Hughes noted that the Council could not commit a separate organisation to any particular action. Cllr Hughes stated it would be important to agree exact specifications, costings and funding prior to agreeing to a particular course of action.

Cllr Littlewood suggested this could be delegated to the finance committee.

It was proposed by Cllr Paterson and seconded by Cllr Ringstead and agreed that the finance committee would liaise with the Community Association with regards to providing top-up funding for the fence, agree a specification and have delegated authority to order the works should an agreement be reached with all parties.

Cllr Proctor suggested that the Village Green group should be in a position to provide a quote by 19<sup>th</sup> May and present this to the Finance Committee.

Cllr Ringstead left the meeting.

(e) Village Hall area landscaping

Cllr Proctor reported a further meeting would take place on 19<sup>th</sup> May.

## 12. Finance

(a) Income.

	Amount
Cheshire West and Chester (Graveyard Grant)	£592.80
Cheshire West and Chester (Precept)	£23,621

(b) Payments.

	Amount
--	--------

I Davenport (salary)	At agreed rate
M Roberts (salary)	At agreed rate
Cllr Paterson (Zoom)	£14.39
M Roberts (Printer)	£44.99
D Hughes (GiffGaff)	£10.00
UK Landscapes Ltd	£120.00 (inc. £20.00 VAT)
Man Coed VM Ltd (Green Space Start-Up Cost)	£1,080 (inc. £180.00 VAT)
St. John's Church (Graveyard Grant)	£592.80
Guilden Sutton Greenspace (Year 1 Costs)	£3,384.00
M Roberts (Postage)	£1.81
M Roberts (Website)	£2.40 (inc £0.40 VAT)
M Roberts (Printer ink)	£19.98 (inc £3.99 VAT)
Cllr Paterson (Zoom)	£14.39
Man Coed VM Ltd (Green Space Start-Up Cost)	£1,080 (inc. £180.00 VAT)

It was proposed by Cllr Hardman, seconded by Cllr Moulton and agreed that the above payments would be made. They would be processed by Cllr Paterson and approved by Cllr Hughes.

(c) Balances / Bank statements/Payment schedule cash book.

<b>Account</b>	<b>Balance</b>	<b>Effective Date</b>
Co-op current account	£7,241.94	01/04/2021
Co-op savings account	£30,066.76	31/01/2021
Scottish Widows Business Fund account 1	£19,440.73	28/02/2021
Scottish Widows Business Fund account 2	£4,229.64	28/02/2021

(d) End of Year Finance

The Clerk reported arrangements had been made with the internal auditor to review the previous financial year. This was slightly later than usual due to delays in the Clerk obtaining bank statements, due to personnel changes.

Cllr Proctor suggested that the audit group should meet to review the budget for the current year given additional expenditure that had occurred with regards to the Council's HR and additional matters. Cllr Hughes asked that forbearance be given to allow last year's financial information to be finalised.

### **13. CWAC and other organisations**

(a) CWAC correspondence

Cllr Paterson noted that there was the possibility for land to be designated as 'Village



Green', which will ensure they cannot be built on in perpetuity.

(b) ChALC/NALC

Cllr Paterson reported that a consultation was open to canvas opinions on Virtual meetings. There was a separate consultation on Rural Broadband.

Cllr Proctor felt that that broadband was less effective in Piper's Ash and would complete the consultation.

Cllr Littlewood would complete the Virtual meetings survey and supported the continuation of hybrid meetings.

Cllr Paterson would respond to the Electronic communications survey.

(c) Defibrillators.

The Clerk reported having ordered new pads for the two defibrillators and had carried out the replacement. It was noted that these were provided under our service arrangement.

The Clerk would contact NWS to confirm the change of details and ensure both defibrillators are listed.

(d) Police and Fire service

Nothing further.

**14. Guilden Sutton Primary School**

Cllr Hughes reported that a new Headteacher had been appointed. The Clerk would write to the appointee to offer congratulations.

**15. Community Event**

Cllr Littlewood had spoken to the Rector who was hoping to hold an apple festival on 3<sup>rd</sup> October, the Rector wished for the Council to be involved.

Cllr Littlewood reported that in the absence of the fete, and suggested that a cream tea could be held during the school holidays should Coronavirus restrictions have come to an end. The school had provisionally agreed for access to the field and kitchens. Again, Councillors were invited to be involved.

**16. Village Hall Management Committee**

Cllr Hughes reported that the local branch of the WI had disbanded, but envisaged most groups would return by September.

**17. Centenary Poppies**

Cllr Paterson reported that poppies were already in stock and suggested ordering around 10 for November to replace those that had been lost.

**18. Members information /speaking time.**

Cllr Littlewood reminded members that the Council had awarded book tokens to Year 6 pupils and asked whether this would be repeated. Cllr Hughes requested that this be added to the agenda for the next meeting.

Cllr Paterson reported that CPRE had requested support for the rural bus services.

### **19. Exclusion of the Press and Public**

It was proposed by Cllr Littlewood, seconded by Cllr Hardman and agreed that members of the press and public be excluded in order to conduct exempt business (contractual matters and commercial negotiation) as required by the Local Government Act, 1972.

Part 1 closed at 21:12

## **PART 2**

### **20. Clerk's Terms**

It was proposed by the employment committee that the Clerk be appointed on SCP [redacted] for [redacted] hours per week. It was proposed by Cllr Hughes, seconded by Cllr Proctor and agreed to formalise the appointment. The Clerk thanked members for their consideration.