

GULDEN SUTTON PARISH COUNCIL

Minutes an Ordinary Meeting of Guilden Sutton Parish Council held on 12th June 2024, at 7:30PM at Guilden Sutton Village Hall

Chairman: Cllr S Ringstead

Present: Cllr A Davis, Cllr D Hughes, Cllr M Littlewood, Cllr V Roberts, Cllr R Whelan

Clerk: Mr M Roberts

In attendance: Mr B Lewin and 5 members of the public

1. Procedural Matters

(a) To receive apologies for absence.

Apologies were received and accepted from Cllr Paterson.

(b) To consider the Code of Conduct and Members' interests

Cllrs Hughes and Littlewood as members of Guilden Sutton Green Space.

Cllrs Hughes and Whelan as a member of Guilden Sutton Community Association.

Cllr Ringstead as a member of her household is a member of Men in Sheds.

Cllr Paterson, Cllr Littlewood and Cllr Ringstead as members of the Wildflower Garden project group.

Cllr Hughes as a governor of Guilden Sutton Primary School.

(c) Confirmation of the minutes of the Annual meeting held 1st May 2024.

It was proposed by Cllr Whelan seconded by Cllr Roberts and agreed that the minutes of the annual meeting held on 1st May 2024 be agreed as a true record of the meeting.

(d) Dates of future meetings.

17 th July *	Q1 Audit
4 th September	Communications Group
2 nd October	Open Forum (Budget)
6 th November	Q2 Audit
4 th December	Open Forum

(e) Model Financial Regulations

The Clerk reported that new Model Financial Regulations had been circulated by NALC reflecting recent legislative changes. It was noted that these would be reviewed by the Audit and Governance group ahead of a recommendation being made to the Council.

(f) Vacancy in the office of Councillor

The Clerk reported that the statutory notices had been placed, and an outcome was awaited from CWAC.

2. Community Engagement/Communications

(a) Visiting members' speaking time

None.

(b) Visiting officers' speaking time

Mr Lewin reported that a number of footpaths were overgrown and would be attended to.

(c) Public Speaking Time

Mr Norrie asked if the Wildflower Garden LAMA had been signed, and whether the Village Hall hire agreement had been considered.

Mr Lewin asked with regards to overgrown land at Hilltop Road.

(d) To receive a report concerning recent Public Correspondence.

Correspondence had been received regarding:

- Wicker Lane
- A fire at a commercial premises
- Pipers Ash Village Green
- The Wildflower Garden
- Station Lane Footpath
- Road Markings at School Lane/Church Lane/Wicker Lane junctions
- The footpath adjacent to the A55 bridge
- Commercial tenancies
- Flooding
- Potholes, particularly on Belle Vue Lane

(e) To receive a report from Councillors presiding at the recent Surgery

Cllr Ringstead and Whelan reported that a resident had raised the possibility of a bus service on a Sunday.

It was agreed that Cllrs Roberts and Ringstead would preside at the surgery to be held on Sunday 14th July at 10am.

(f) To receive a report from the Communications sub-committee

Cllr Littlewood reported that a newsletter would be produced and delivered following the conclusion of the pre-election period.

(g) To receive a report from the Support Group

Cllr Littlewood reported that help had been secured with the delivery of leaflets for the art exhibition, circulating information with regards to road closures.

(h) To consider matters regarding sustainability

Cllr Whelan reported that conversations had been held with a number of stakeholders, considering the action taken by other Councils. A draft environmental sustainability policy has been drawn up and would be circulated to members for consideration.

(i) Grant Applications

It was proposed by Cllr Ringstead and seconded by Cllr Hughes that the Council would award a grant of £1000 towards a storage unit. Following a discussion Cllr Ringstead, as proposer, withdrew the original motion. It was proposed by Cllr Ringstead, seconded by Cllr Davis and agreed that a grant of £1,200 should be awarded, with 5 votes in favour and 1 abstention.

(ii) It was proposed by Cllr Ringstead, seconded by Cllr Roberts and agreed that a grant of £500 be paid towards the School Courtyard refurbishment.

3. Open Spaces

(a) Guilden Sutton GreenSpace

The Clerk reported that an update regarding the financial position had been provided to the Wildflower Group, the Clerk and Cllr Davis would seek to meet with a group organiser to discuss plans for the coming year.

(b) Wildflower Garden LAMA agreement

It was reported that the Chairman and Clerk had met to sign the agreement on behalf of the Council, and that execution by CWAC was awaited.

(c) Old School Field

Cllr Whelan reported that the wall to the left of the field appeared to be a party wall. It was agreed that the Clerk would obtain quotes with regards to required repairs to the gatepost, and that the landlord would be informed that this was being investigated.

(d) Dog fouling

Cllr Roberts suggested that initiatives with the school could be considered.

(e) Noticeboard

Cllr Ringstead reported that Men in Sheds had estimated that repairs should be completed by mid-July.

(f) Parish Car Park

A quote had been received to remove growth from around aerial cabling in the Car Park area. Cllr Hughes noted that previously, the utility companies had maintained this. The Clerk would make further enquiries.

Cllr Whelan reported having had conversations with regards to the land adjacent to Hilltop Road. A quote would be needed to trim and spray the land in the autumn.

A discussion took place with regards to the examination of privately owned trees in the Village.

4. Transport and Highways

(a) To receive an update on Public Transport issues and recent survey

Cllr Ringstead reported that an exercise would be carried out at the fete.

(b) To receive an update from Councillors involved in the footpath working group.

Cllrs Littlewood and Ringstead would continue to engage with the relevant landowner.

(c) To receive an update on Community Speedwatch

Cllr Littlewood reported that a session had been organised, and two new volunteers had been trained.

5. Planning

(a) New applications:

24/00935/FUL	Land Adjacent To Electricity Substation and A55 Belle Vue Lane Guilden Sutton Chester Construction of a Battery Energy Storage System (BESS) designed to provide grid network services to National Grid and local electricity Distribution Network Operator (DNO) SP Manweb	NO OBJECTION
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(b) Awaiting Decision:

23/00017/ENF	Tile Farm, Wicker Lane Without planning permission a material change of use	OBJECTION
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	of the Land from agricultural use to a mixed use of agriculture and MX Motorcross/Quad bike use and Clay Pigeon Shooting use [“the Unauthorised Development”].	
24/00806/FUL	86 Oaklands Single storey rear extension	NO OBJECTION

(c) Decision Notices:

24/00019/FUL	3 The Stables Erection of wooden cabin within rear garden	APPROVED
24/00444/FUL	The Old School Guilden Sutton Lane Change of use of agricultural land to residential to extend garden curtilage.	REFUSED

d) Neighbourhood Plan.

Cllr Ringstead reported positive progress and community engagement would take place at the fete.

6. Village Green

It was noted that the Village Green Group had disbanded and a letter of thanks would be sent with regards to the contribution to Village life.

7. Finance

(a) To note recent items of income

Bank Interest (Scottish Widows 1)	£75.69
Bank Interest (Scottish Widows 2)	£16.47
Section 106 Monies	£9,414.00
VAT Refund	£4,513.87

(b) To approve recent items of spending:

M Roberts (Zoom)	£15.59 (inc. £2.60 VAT)
M Roberts (Phone Bill)	£16.30 (inc. £2.72 VAT)
M Roberts (Salary)	At agreed rate (no VAT)
R Ringstead (Salary)	At agreed rate (no VAT)
HMRC (Payroll)	£136.80 (no VAT)
M Roberts (Printer)	£159.98 (inc. £26.66 VAT)
R Whelan (Land Registry Searches)	£6.00 (no VAT)
R Whelan (Signage)	£29.65 (inc. £4.94 VAT)
R Whelan (Signage)	£14.55 (inc. £2.43 VAT)
M Roberts (Website)	£11.40 (inc. £1.90 VAT)
Botanica Landscapes Ltd (Grounds Maintenance)	£312.00 (inc. £52.00 VAT)
Botanica Landscapes Ltd (Lengthsman)	£234.00 (inc. £39.00 VAT)
M Roberts (Defibrillator Supplies)	£356.40 (inc. £59.40 VAT)
M Roberts (Stationery)	£2.61 (inc. £0.44 VAT)
M Roberts (Stationery)	£2.49 (inc. £0.42 VAT)
M Roberts (Postage)	£12.20 (no VAT)

M Roberts (Zoom)	£15.59 (inc. £2.60 VAT)
M Roberts (Y6 Books)	£224.09 (no VAT)
M Roberts (June Salary)*	At agreed rate (no VAT)
R Ringstead (June Salary)*	At agreed rate (no VAT)
HMRC (Payroll) *	£136.80 (no VAT)
M Roberts (Phone Bill)	£16.30 (inc. £2.72 VAT)
B Lewin (Community Website)	£106.68 (inc. £17.80 VAT)

* Payments to be post-dated to 28/06 in line with HMRC guidance.

(c) To approve updated account balances

Co-Operative Current Account	£19,086.78
Co-Operative Deposit Account	£70,000.00
Scottish Widows Business Fund 1	£19,776.18
Scottish Widows Business Fund 2	£4,302.62

It was proposed by Cllr Ringstead, seconded by Cllr Whelan and agreed that the above listed payments would be made and balances be approved. The Clerk would process and Cllr Hughes would authorise.

(d) Audit Process 2023-24

The Internal Audit report for 2023/24 was noted.

The Clerk read the Annual Governance Statements to the Council. It was proposed by Cllr Ringstead, seconded by Cllr Hughes and agreed that the Annual Governance Statement would be answered 'Yes' to questions 1-8 and 'N/a' to question 9.

(e) Accounting Statements 2023/24

The Clerk presented the Accounting Statement and supporting information to the Council. It was proposed by Cllr Ringstead, seconded by Cllr Hughes and agreed that the Accounting Statements for 2023/24 would be agreed.

8. Grounds Maintenance

(a) Hare Lane Village Green

It was proposed by Cllr Ringstead, seconded by Cllr Littlewood and agreed that the street furniture licence would be signed. The Clerk reported the willingness of volunteers to carry out some of the groundwork subject to feasibility.

Cllr Littlewood noted the overhanging branches on A55 underpass. The Clerk advised that this would need to be reported to the Highways authority via 'Report-It'.

9. Primary School

Cllr Hughes reported that the books had been ordered for the departing Year 6 pupils and had been achieved well within budget. It was agreed that a handwritten note would be inserted.

10. Members Information

Cllr Littlewood noted that a gift had been produced for the resident who has maintained the war memorial garden for many years. A letter would be written to those involved with producing the gift.

11. Exclusion of the Press and Public

It was proposed by Cllr Ringstead, seconded by Cllr Whelan and agreed that members of the press

and public would be excluded in order that the Council discuss urgent exempt items under the Local Government Act 1972.

12. Part Two

It was agreed that Cllrs Davis and Whelan, along with the Chairman if available, would attend a site meeting with Wicker Lane landowners.

It was noted that in case of fire, the best approach is to dial 101 or 999 (in an emergency), rather than the Parish Council in the first instance. A report would be sent to the Environment Agency.

Cllr Whelan and The Clerk reported with regards to ROSPA inspections. Dissatisfaction was noted with regards to the existing contractor. Cllr Whelan would obtain additional quotes.

Meeting closed at 22:10

12. Part Two (for publication)

It was agreed that Cllrs Davis and Whelan, along with the Chairman if available, would attend a site meeting.

It was noted that in case of a suspicious fire, the best approach is to dial 101 or 999 (in an emergency), rather than the Parish Council in the first instance, in order to ensure any evidence can be obtained by the authorities. A report would be sent to the Environment Agency.

Cllr Whelan and The Clerk reported with regards to ROSPA inspections. Cllr Whelan would obtain additional quotes.

Meeting closed at 22:10
