

GULDEN SUTTON PARISH COUNCIL

Minutes of an Ordinary Meeting of Guilden Sutton Parish Council held on 4th September 2024, at 7:30PM at Guilden Sutton Village Hall

Chairman: Cllr S Ringstead

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

Clerk: Mr M Roberts

In attendance: Mr B Lewin and 2 members of the public

1. Procedural Matters

(a) To receive apologies for absence.

Apologies were received and noted from Borough Cllrs Parker and Heatley.

(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 Ordinary meeting held 17th July 2024.

It was proposed by Cllr Paterson seconded by Cllr Davis and agreed that the minutes of the ordinary meeting held on 17th July 2024 be agreed as a true record of the meeting.

(d) Dates of future meetings.

2 nd October	Open Forum (Budget)
6 th November	Q2 Audit
4 th December	Communications Group
15 th January	Open Forum

(e) Model Financial Regulations

It was proposed by Cllr Paterson, seconded by Cllr Littlewood and agreed that the draft Model Financial regulations document be approved (see <https://guildensuttonpc.co.uk/model-financial-regulations>).

(f) Vacancy in the office of Councillor

The Clerk reported that no expressions of interest had been received. It was agreed that the deadline would be extended to 25th September 2024.

2. Community Engagement/Communications

(a) Visiting members' speaking time

The Chairman reported that a group of Councillors had met with Mike Amesbury MP in order to raise a number of local issues. This time had been spent walking various areas of the Parish in order to draw attention to a number of ongoing issues, including the provision of a footpath at Station Lane and improvements at the A41 junction.

(b) Visiting officers' speaking time

None

(c) Public Speaking Time

Mr Lewin offered to help publicise a variety of initiatives.

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

Enquires had been received regarding the overgrown hedges at the A55 underpass, an issue regarding vehicles at the railway bridges in Mickle Trafford, a planning enforcement matter and the roadworks at Belle Vue Lane and Hare Lane.

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

Cllrs Davis and Paterson reported that a member of the public had noted that the grass at The Dell hadn't been cut, and that some of the trees looked to be in poor condition. A resident raised concerns with regards to the hedge at the A55 underpass. A resident had enquired with regards to the neighbourhood plan.

Cllrs Littlewood and Whelan would preside at the surgery on the 28th September at 10am.

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

Cllr Littlewood reported that the Communications sub-committee had noted that communications with the Council should take place through official channels, and that the primary method of communication was via email to the Clerk. The next edition of the newsletter was being developed.

Cllr Littlewood noted that the group had considered the Council's online presence and to address any potential confusion between the Community and Council websites. Posters would be developed for noticeboards and some branding changes would take place with regards to the Council website.

(g) To receive a report from the Support Group

Cllr Littlewood noted the differentiation between contacting the Council about Council business and contacting the support group (where the primary method of contact is WhatsApp). The support group had helped with a number of issues including the recent roadworks, a lost dog and the upcoming 10K race.

(h) To consider matters regarding sustainability

Cllr Whelan reported that the revised sustainability policy would be presented to the next meeting.

3. Open Spaces

(a) Guilden Sutton GreenSpace

The Clerk reported that a tree survey had been carried out that had previously been approved by the Council.

(b) Wildflower Garden

Cllr Paterson reported that strimming had taken place in order to allow seeds to take in the area.

(c) Old School Field

It was reported that a mole infestation was due to be dealt with over the next few weeks and the work had been approved by the finance group during the summer recess. Cllrs Davis and Hughes

asked if the field should be closed for the duration of the works, and asked if the regular mowing would be suspended. The Clerk would make enquiries and any arrangements required.

A quote had been received with regards to remedial works at the entrance to the field. It was agreed that the Clerk would visit to determine which works should be prioritised.

(d) Dog fouling

Cllr Littlewood reported that this was to be mentioned in the next newsletter.

(e) Hilltop Road Area

It was noted that a grounds maintenance issue existed, and would be dealt with at the appropriate point in the agenda.

(f) Noticeboard

Cllr Ringstead reported that the Summerfield Road noticeboard was back in situ. Cllr Ringstead noted that maintenance was needed on the Church Lane noticeboard. Cllr Roberts noted that there had been plans to survey the extent to which noticeboards were used.

Cllr Whelan noted that in the past there had been a budget for daffodil bulbs, and the Car Park may make an ideal place to plant new bulbs. It was proposed by Cllr Hughes, seconded by Cllr Paterson and agreed that Cllr Whelan be authorised to purchase 100 native daffodil bulbs at a cost of up to £80.

(g) Storage Unit

The Clerk informed the meeting that no additional charge had been levied by the insurers to cover the new installation.

4. Transport and Highways

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

Cllr Ringstead updated following a further survey conducted at the Fete. Cheshire Community Action had advised that lobbying would be the next stage in securing an improved service. It was agreed that Cllr Ringstead would approach the service provider with the resultant data.

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

Cllr Ringstead reported that there had been no contact from a relevant landowner. The Clerk suggested that it may be something to involve the MP with. It was agreed that the Clerk would investigate the possibility of installing a 'caution pedestrians' sign.

(c) To receive an update on Community Speedwatch

Cllr Littlewood reported that the newsletter would include a link to Resident's Voice which is key in terms of addressing the needs for policing within the Parish.

It was agreed that a Speedwatch session would be held in September.

5. Planning

(a) New applications:

24/01997/FUL	The Old School Guilden Sutton Lane Change of use of agricultural land to residential to extend garden curtilage	22 August 2024 OBJECTION
APP/A0665/W/24/3347732	The Old School Guilden Sutton Lane Change of use of agricultural land to residential to extend garden curtilage.	24 September 2024 OBJECTION
24/02421/FUL	2 Cinder Close Refurbishment of existing roof on a like for like basis with grey/black Condron concrete roof tiles. Installation of 10 solar panels on west facing roof and 10 solar panels on east facing roof and installation of Ohme EV charger on gable wall to drive.	17 September 2024 DH/TP

(b) Awaiting Decision:

23/00017/ENF	Tile Farm, Wicker Lane Without planning permission a material change of use 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”].	OBJECTION
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

It was noted that a public enquiry regarding 23/00017/ENF would be held on 24th September at 10am, at Ellesmere Port Library.

(c) Decision Notices

None

d) Neighbourhood Plan

Cllr Paterson reported that a number of meetings had taken place over the summer and documentation was almost ready to be reissued.

It was agreed that the Clerk would set up a separate email address for the neighbourhood plan along with a page on the Council website.

6. Trees and Hedges

Cllr Whelan reported that the tree survey had been arranged. The school’s contractor will be cutting back vegetation along the footpath in October.

The Clerk asked if any of the trees owned by the Parish Council had been included. It was agreed that they should be.

Cllr Whelan reported that remedial work was due to take place close to the greenway in order to prevent flooding at the underpass, and the drainage would be checked for blockages.

7. Finance

(a) Insurance

It was proposed by Cllr Hughes, seconded by Cllr Paterson and agreed that the Council intended to renew its insurance policy via A J Gallagher at a cost of £1,945.54.

(b) To note recent items of income

Bank Interest (Scottish Widows 1)	£75.98
Bank Interest (Scottish Widows 2)	£16.53
Guilden Sutton Fete Committee (Shed Grant)	£200.00

(c) 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)	£376.96 (no VAT)
R Ringstead (Salary)	£190.39 (no VAT)
HMRC (Payroll)	£136.80 (no 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)
PKF Littlejohn (External Audit)	£252.00 (inc. £42.00 VAT)
Man Coed (GreenSpace)	£210.00 (inc. £35.00 VAT)
Men In Sheds (Noticeboard Refurbishment)	£415.00 (no VAT)
A J Gallagher (Insurance Renewal)	£1,945.54 (no VAT)

(d) To approve updated account balances

Co-Operative Current Account	£18,643.40
Co-Operative Deposit Account	£70,000.00
Scottish Widows Business Fund 1	£19,852.16
Scottish Widows Business Fund 2	£4,319.15

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

(e) Banking Arrangements

The Clerk noted that a review of suitable products had found numerous options with stronger interest rates than the Council is currently receiving, however many of these were notice accounts.

It was agreed that the Clerk would continue to carry out due diligence with regard to the Cambridgeshire Building Society account and make a recommendation to the October meeting.

Cllr Paterson questioned the cost-benefit of making these enquiries. The Clerk advised that the potential benefit to the Council was in the region of £800.

(f) External Audit 2023/24

The Clerk noted that the External Audit had been completed.

It was proposed by Cllr Paterson, seconded by Cllr Roberts and agreed that the notice of conclusion of audit should be placed as soon as possible.

(g) Strategic Plan

It was agreed that the Clerk would approach localities with regards to Grounds Maintenance options.

8. Grounds Maintenance

(a) Hare Lane Village Green

It was reported that groundwork had been unable to commence as scheduled due to the recent road closure in the area.

(b) Hilltop Road Area

It was proposed by Cllr Whelan, seconded by Cllr Paterson and agreed that the clearance of the area adjacent to Hilltop Road be cleared and sprayed, at a cost of £370+VAT. It was agreed that the Clerk would approach ward members with regards to their budgets for 2024/25.

9. Primary School

Cllr Hughes reported that a meeting had taken place prior to the commencement of the new school year.

10. Remembrance Sunday

The Clerk reported that an event application had been submitted to CWAC in relation to the Remembrance Sunday service. The road closure had been arranged with the relevant contractor and the cost would be £180+VAT.

It was noted that a named first aider was required, and Councillors were grateful that a number of volunteers had come forward.

11. Members Information

Cllr Whelan had recently become a Cub Scout leader and noted that one of the badges is community responsibility. It was noted that there could be some support offered to the Village. Cllr Whelan suggested that Councillors may wish to engage directly with Cubs.

Cllr Littlewood noted that a number of volunteers had assisted with problems in communal areas, such as leaf clearing.

Cllr Roberts asked as to the procedure with regards to Councillor training.

Cllr Paterson reported that guttering had been cleared by residents.

Cllr Paterson noted that the neighbourhood watch signs were dated.

Part 1 Closed at 21:15

12. Exclusion of the Press and Public

It was proposed by Cllr Ringstead, seconded by Cllr Hughes 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.

It was noted that a planning enforcement matter had been actioned by the relevant authority.

A recommendation from the Employment committee that both the Clerk and Assistant Clerk progress by one spine point would be costed and considered at the October meeting.

Meeting closed at 2144
