

Guilden Sutton Parish Council
Draft Minutes of the Ordinary meeting held on Wednesday 6th March 2019 at
7.30pm in Guilden Sutton Village Hall

PART 1

Chairman: Cllr I Brown

Present: Cllr D Hughes, Cllr W Moulton, Cllr P Paterson, Cllr A Davis, Cllr S Ringstead and Cllr S Hunt.

Clerk: Ms L Tiplady

In attendance: 2 members of the public.

1 Procedural matters.

(a) Apologies. Apologies from Cllr Roberts (work) were received and accepted.

(b) Declarations of interest. Cllr Hughes and Cllr Davis declared an interest as members of the Guilden Sutton Green Space (GSGS) Group.

(c) Confirmation of the minutes of the Ordinary meeting of the Council held on Wednesday 6th February 2019. It was proposed by Cllr Hughes and seconded by Cllr Paterson and agreed that the minutes of the Ordinary meeting of the Council held on Wednesday 6th February 2019 should be approved. The minutes were signed by the Chair as a true record of the meeting.

(d) Dates of future meetings.

Wednesday 17th April 7pm (Annual Parish Meeting)

Thursday 2nd May Elections

Thursday 16th May (Church Hall)

Wednesday 5th June

Wednesday 17th July

Wednesday 4th September

Wednesday 2nd October

Wednesday 6th November

Wednesday 4th December

All meetings will be in the Village Hall at 7.30pm unless stated above.

2. Community engagement/Communications:

(a) Visiting officers. The Clerk has arranged a meeting with PCSO Jack Makin to introduce herself and discuss speeding (Wicker Lane, School Lane, Guilden Sutton Lane), notes from the Station Lane meeting and recent burglaries in the area. Cllr Hughes requested a police presence during school drop off times on the junction of Arrowcroft Road and Hill Top Road.

(b) Visiting Members. Apologies received from Cllr M Parker. Cllr Parker confirmed by email that she has asked CWAC planning department to contact her when a planning officer has been assigned to the School Lane planning application.

(c) Public speaking time. Mrs Jessop gave an update on behalf of the GSGS group. A financial agreement has now been reached but access issues are still being negotiated. After resolution of these small issues the transaction will then be dealt with by the appointed solicitor Jolliffe for contracts and searches. Mrs Jessop confirmed that the price per acre has increased. Mrs Jessop asked the Parish Council to consider using Jolliffe as their solicitor to streamline the process making it quicker and cheaper. Mrs Jessop also requested that the Parish Council consider putting in the planning application for change of use for the land from agricultural to public open space as the application fee will be half price compared to a GSGS group application. A landscape company are producing an initial plan looking at the access routes from School Lane and the bridal way. The GSGS group also require the Clerk to fill in forms for money laundering prevention.

(d) Public correspondence. Nothing to report.

(e) Report from surgery held on Saturday 2nd March 2019. Cllr Paterson and Cllr Moulton attended the surgery. Cinder Lane swept between Church Lane and??? A member of the Rugby Club executive council and under 12s coach are requesting financial help from the Parish Council for a dropped kerb and new entrance through an existing hedge to improve safety for rugby club users. Cllr Davis and Cllr Hughes will attend the next surgery on the 6th April.

ACTION: Clerk to email Highways regarding dropped kerb. Clerk to reply to resident advising them that we are looking into this further with CWAC. Clerk to ask if a sign could be put up in the Post Office to highlight the April meeting date.

(f) Website. Mr Lewin had approached the Clerk in relation to advertising the elections on the website.

ACTION: Clerk to email Mr Lewin asking him to add a section on the website asking for prospective candidates to contact the Clerk. Clerk to put up a notice in the Post Office with election information.

(g) Newsletter. Clerk to arrange an entry into the Guilden Sutton and Vicars Cross Voice to include an update on the GSGS group, general burglary advice, future meeting dates, Clerk contact information, fete date and new Rector information.

3. Planning.

(a) New/recent applications.

19/00416/FUL	The Woodlands Wicker Lane Guilden Sutton Chester Cheshire CH3
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	<p>7EL Demolition/removal of existing outbuildings and erection of single storey extensions to sides of dwelling and addition of new outbuilding Comments by 21st March 2019 Cllr Brown and Cllr Moulton to visit the site and neighbours</p>
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Awaiting Decision

18/04216/FUL	<p>Wembrook Belle Vue Lane Guilden Sutton Chester Cheshire CH3 7EJ Proposed lifting of the ridge to provide first floor accommodation including dormer windows Status: Awaiting decision</p>
18/04140/FUL	<p>Bunnies Day Nursery Chester Rugby Union Football Club Hare Lane Guilden Sutton Chester CH3 7DB Demolition of existing nursery building and erection of new single storey nursery building with associated play areas with 1.8m high railings and car parking Status: Awaiting decision</p>
18/04703/OUT	<p>Land At School Lane Guilden Sutton Chester Outline application with some matters reserved for erection of two dwellings and associated access works Comments by 14th January</p>
18/04775/FUL	<p>9 Oaklands Guilden Sutton Chester Cheshire CH3 7HE Single storey side extension, re-fenestration to whole property and cladding to front elevation. Comments by 29th January</p>
18/04641/OUT	<p>Land adjacent to 18 Ash Bank, Hare Lane, Pipers Ash, Chester Erection of one two storey dwelling. Comments by 26/2/19 Response: Objection on green belt grounds</p>
19/00394/FUL	<p>Guilden Sutton Church Of England Primary School Arrowcroft Road Guilden Sutton Chester CH3 7ES Single storey extension and external free standing canopy Comments by 27th February Response: No objections</p>

Decision made

18/04111/TPO	Paddock House School Lane Guilden Sutton Chester Cheshire CH3 7EU T1 (1x Ash Tree) - Crown Reduction of 30% Status: Approved
18/03977/HHE	62 Guilden Sutton Lane Guilden Sutton Chester Cheshire CH3 7EY Single storey rear extension Status: Prior Approval required and approved

(b) Neighbourhood Plan.

Cllr Paterson confirmed that the Neighbourhood Plan is still being modified. Cheshire Wildlife are producing a report to add to the document. A joint meeting with a representative from Operation Shield is still planned for the future.

4. Training/Events/Meetings. The Clerk attended a CWAC election meeting on the 5th March. Prospective Councillor packs were distributed to all Councillors wishing to stand in the May elections.

Cllr Ringstead attended the Town and Parish Council meeting which was well attended with presentations from CWAC leaders and a representative from Northwich Town Council (NALC Council of the year winner).

5. Parish Car Park.

A neighbouring resident has asked for 2-3 meters to be cut off the top of the trees.

ACTION: Clerk to contact resident and advise them that only overhanging branches will be cut.

6. Leisure Services.

(a) Playing field. Nothing to report.

(b) Play Area. Visual checks of the play equipment from Northwich Town Council have been completed and the play area is graded low risk. The contract with Mid Cheshire Grounds Maintenance will start in April.

(c) Footpaths/Footways. CWAC have confirmed that 4 patches of the path behind the school will be repaired in due course and a dead tree will be removed to allow a mechanical sweeper access along the path for maintenance.

(d) Mobile Library.

Concerns were raised that the Pipers Ash stop is rarely used and is at risk of being removed.

The mobile library will be visiting the parish on:

11 March, 1 April, 13 May, 3 June, 24 June, 15 July, 5 August, 16 September, 7 October, 28 October, 18 November, 9 December

Stopping at: Hare Lane (post box) 9.30 - 9.50am, Moorcroft Crescent 10.00 – 10.15am and Village Hall Car Park 10.30 – 12.00 noon.

Action: Clerk to contact webmaster to add an article encouraging the use of the Pipers Ash stop.

7. Public Transport

Nothing to report.

8. Highways

(a) SID Group. Nothing to report.

(b) Standing consideration of Highways matters

A resident of Hare Lane expressed concerns about the proposed changes to the Junction between Hare Lane and the A51.

ACTION: Clerk to chase up emails to CWAC and Littleton Parish Council regarding this matter.

i) Station Lane.

ACTION: Clerk to meet with Jack Makin to discuss the outcome of the Station Lane meeting. Clerk to email Stuart Bateman (CWAC) for an update on when the proposed changes discussed at the February meeting will be introduced.

ii) Grit bins

CWAC have confirmed that Old Hall Park meets the criteria for a grit bin which will be installed before Winter 2019.

9. Finance

(a) Income. None received

(b) Payments.

Lisa Tiplady (Wages)	£332.11
Lisa Tiplady (Office expenses Nov-Feb)	£80.00
Chester Handbooks (January entry)	£120 (including £20 VAT)
Northwich Town Council (Invoice 3361)	£44.10 (including £7.35 VAT)
Lisa Tiplady Parking (1/3 x Election training)	£1.67

Lisa Tiplady (1/3 x Mileage-election training)	£1.20
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It was proposed by Cllr Hughes and seconded by Cllr Brown to accept the financial information and approve the payments put forward.

A grant of £1664.74 has been awarded from the cemetery board and will be transferred by BACS.

The Clerk has been working alongside Mr Norbury to prepare the VAT claim. The VAT claim will cover from 2016 until 1st April 2019

ACTION: Clerk to submit VAT claim.

NALC have introduced a new pay spine which starts 1st April 2019. SCP 25 becomes SCP 17. Cllr Hughes proposed the pay increase which was seconded by Cllr Ringstead.

ACTION: Clerk to inform Autela Payroll.

(c) Balances / Bank statements / Payment schedule cash book. The co-op bank statement value correct upto 24/1/19 was £32,752.26. Cllr Hughes has received a letter from Scottish Widows confirming that they need two current signatories to make the amendment to the account. Mr Norbury has completed the first three quarters of the year bank reconciliations.

ACTION: Cllr Hughes to obtain a signature from David Norbury and submit paperwork again. The Clerk will arrange a meeting between Cllr Brown, Cllr Hughes, Mr Norbury and the Clerk to review the first three quarters of the year financial information.

(d) Asset register

The asset register was proposed by Cllr Hughes and seconded by Cllr Ringstead.

10. Environment

(a) StreetCare. CWAC Streetcare have agreed to cut down the hedge on the steps in Pipers Ash. The Clerk met with a CWAC Streetcare representative to discuss general issues and specifically the hedge between the Village Hall and the park.

(b) Dog Fouling. Nothing to report.

(c) Trees and Hedges, planters and bulbs.

It was noted a tree has fallen down in the Dell.

ACTION: Clerk to inform CWAC of fallen tree.

(d) Guilden Sutton Green Space

i) Purchase update. Covered in Part 2 due to commercial sensitivity. It was decided to create a working group (Cllr Hughes, Cllr Davis and Cllr Brown) to proceed further with the land acquisition process.

ii) Solicitors. It was proposed by Cllr Hughes and seconded by Cllr Moulton to jointly use Jolliffes for conveyancing work related to the GSGS.

ACTION: Clerk to email Jolliffes to make initial contact and provide contact details.

iii) Insurance

The Clerk has contacted the current insurer who have confirmed there will be no additional costs for covering the new land.

iv) Planning application

It was proposed by Cllr Paterson and seconded by Cllr Hughes to apply to the planning department for a change of use for the land from agricultural to public open space.

ACTION: Clerk to sign money laundering forms.

11. CWAC and other organisations

(a) CWAC correspondence.

The Clerk noted an email from CWAC confirming that the steps between Fox Cover and Church Lane were not deemed noisy enough to warrant taking any action at this time.

The section will continue to be monitored via CWAC highways safety inspection.

The Clerk confirmed she has had correspondence from CWAC Highways in relation to the A board on Guilden Sutton Lane, Guilden Sutton. The company had agreed to remove the sign but this has not been actioned.

(b) ChALC/NALC. Nothing to report

(c) CPRE. Nothing to report

(d) Defibrillators.

The defibrillator was installed on 14/2/19. The Clerk has contacted various sign writers and it was proposed by Cllr XXX and seconded by Cllr XXX to accept the quote from Northwest Signs for £95+VAT. The Clerk has completed the necessary paperwork for the Northwest Ambulance Trust.

ACTION: Clerk to instruct Northwest Signs to install signage

(e) Police and Fire services

i) Operation Shield. An information night will be combined with the Neighbourhood Plan consultation meeting.

ii) To receive updates and information from the Police and Fire service. Nothing to report.

12. Guilden Sutton Primary School

Cllr Hughes reported on a very successful disco and plans for World book and fair trade day in the school.

13. Community Events

80's night: 16th March 2019 in the Village Hall. £10 including fish and chips.

Fete: 13th July 2019 on Guilden Sutton Primary School field.

Cllr Paterson and Cllr Ringstead discussed starting the Cinema Club up again but more volunteers would be needed.

14. Village Hall Management Committee

Cllr Hughes confirmed that the Village Hall are looking to improve lighting. Concerns were raised about the safety of the tractor regularly parked on the car park

15. Members information / speaking time.

Cllr Paterson confirmed that the lighting issues reported to CWAC have not been resolved.

Cllr Hunt confirmed she will not be standing for the 2019 elections.

Cllr Hughes asked for feedback from the meeting to discuss the clerks probationary period. Cllr Brown confirmed the Clerk has passed her probationary period. Cllr Hughes thanked the Clerk for her hard work and contribution since she started.

ACTION: Cllr Brown to arrange for the Clerks contract to be signed.

Meeting closed 9.26 pm