

Guilden Sutton Parish Council

Roecliffe
1 Orchard Croft
Guilden Sutton
CHESTER CH3 7SL

Clerk: David Norbury

Fone/fax: 01244 300783
E mail:
guildensuttonpc@aol.com

Dear Sir/Madam

You are hereby summoned to attend the annual meeting of the Council to be held on Monday 9 May 2011 in Guilden Sutton Village Hall at 7.30pm to transact the business set out beneath.

Yours faithfully

DAVID NORBURY
Clerk to the Council

April 2011

AGENDA

1 Apologies.

2 Procedural matters.

(i) To note the results of the election held on 5 May 2011. **Cllr Paterson.** (Members are asked to bring their declarations of acceptance of office).

(ii) Election of a Chairman of the Council for the ensuing year. **Cllr Paterson.**

(iii) Declarations of interest. Members are reminded that they should declare any personal interest which they have in any matter or item to be considered at the meeting. Any declaration must be made before the matter, or item, is considered or as soon as the Member becomes aware a declaration is required. Similarly, if the interest is also a prejudicial one, this must be declared and the Member must leave the room after making a statement under clause 12 (ii) of the code should they wish to do so. Declarations are a personal matter for each Member to decide. The decision to declare, or not, is the responsibility of the Member based on the particular circumstances.

(iv) Apologies.

(v) Confirmation of the minutes of the ordinary meeting of the Council held on Monday 4 April 2011.

(vi) Election of a Vice Chairman of the Council for the ensuing year.

(vii) Election of representatives/attendees to outside bodies:

(a) Cheshire Association of Local Councils, Chester Area Meeting (three representatives)

(b) Cheshire Community Council Village Halls Forum

(c) CPRE

(d) Guilden Sutton Village Hall Management Committee.

(e) Cheshire West and Chester Gowy Community Forum

(f) Cheshire Police Authority Western Division Police Question Time Meeting

(viii) Appointment of office holders.

(a) Parish Rights of Way Warden.

(b) Parish Tree Wardens.

(c) Local Bus User Contact.

(ix) Creation of Advisory Panel (report attached).

(x) Dates of future meetings: Mondays 6 June, 18 July, 5 September, 3 October, 7 November, 5 December 2011.

(xi) Code of Conduct. (a) Notes. (b) Register of interests.

(xii) Mr Daniel Palmer MYP.

(xiii) Late information report.

2 Community engagement. (i) Public speaking time. (ii) Report of surgery held on Saturday 7 May 2011.

3 Planning.

(i) Current/New applications.

11/01191/FUL solar panels to front elevation, 10 Oaklands CH3 7HE for Mr and Mrs E Morton. **Cllrs J Hughes and Moulton.**

11/01226/TPO Sycamore, 30% reduction/reshaping, War Memorial, Station Lane for Guilden Sutton Parish Council.

(ii) Decision notices.

11/00622/EXT extension of time to implement permission 08/00423/FUL, single storey front and side extension at 28 School Lane CH3 7ET for Mr and Mrs R Wilkinson.

(iii) Parish Plan: (a) Progress report.

(iv) Village Design Statement.

(v) Strategic Planning. (a) Gypsy and Traveller issues. (b) The Future of Your Area, Have Your Say (Local Development Framework).

(vi) Development control process.

4 Quality Council issues.

(i) Training: Revised training dates 2011. (ii) Moving Towards Quality Parish Council Status. **Cllr Brown/The Clerk.** (iii) Power to Promote Well Being. **Cllr Paterson.**

5 Parish car park.

(i) Grounds maintenance. (ii) Improvement scheme. (iii) Rear boundary wall. (iv) Replacement signboard. (v) Bulb planting.

6 Leisure Services

(i) Children's Playing Field: (a) Grounds maintenance issues including litter bin emptying. (b) Mole infestation. **Cllr Davis.** (c) Nets. (d) Basket ball equipment.

(ii) Children's Play Area. (a) CCTV and CCTV protocol. (b) Inspections: (a) General (b) Annual statutory inspection. (c) Litter bin emptying. (d) Grounds maintenance issues. (e) Possible replacement of safety surfacing. (f) Risk assessment.

(iii) Public Footpaths. (a) Footpath 7. (b) Footpath 2. (c) Footpath 1. (d) Rights of Way Group. (e) Mid Cheshire Footpath Society. (f) Millennium Greenway. (i) Signage (ii) Garners Lane. (iii) Request for grant. (g) Drafts rights of way improvement plan 2011/16.

(iv) Grounds Maintenance. (a) Vale. (b) Parish Council contract 2011/12

(v) Public Seats.

(vi) Fox Cover. (i) Landscaping.

(vii) Provision for youth.

(viii) Multi use games area. **Cllr Kerfoot.**

(ix) Cheshire West and Chester Council, open space audit and assessment of need.

(x) Community garden proposal.

7 Public transport.

(i) Services, general.

8 Highways.

(i) Strategic matters.

(ii) Issues with the highway authority: Updated list of outstanding issues as per the February minutes.

(iii) Current issues.

(a) Speed issues. **Cllr Moulton.**

(b) Speed reviews: (i) Guilden Sutton Lane. (ii) Station Lane (iii) Wicker Lane (iv) Hare Lane.

(c) Junction A41/Guilden Sutton Lane. **Cllr B J Bailey.**

(d) Planters.

(e) Verge, junction Church Lane/Wicker Lane.

- (f) Gritting: (i) bulk supply.
- (g) Nameplate, memorial garden.
- (h) Verges, Guilden Sutton Lane CDS.
- (i) Wicker Lane (i) Flooding (ii) Traffic management.
- (j) Patching: trench subsidence, Guilden Sutton Lane/condition of surface, Guilden Sutton Lane/depression 44 Oaklands.
- (k) Whitelining, Hill Top Road.
- (l) Refurbishment of fingerpost signs.
- (iii) Lighting.

9 Finance:

(i) Income:

Co-operative Bank

Interest		
4 March 2011	£	0.95

CWAC

Lengthsman grant	£	265.02
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Scottish Widows no 1

Interest		
1 April 2011	£	0.00

Scottish Widows no2

Interest		
1 April 2011	£	1.95

(ii) Payments:

NWN Media Ltd

Newsletter distribution	£	27.53 (VAT £4.59) QUERY
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ChALC

Audit session

30 March 2011	£	5.00
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Subscription

2011/12	£	350.40
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Local Council Review

(Two copies)		<u>£ 27.00</u>
		£ 382.40

CPRE

Subscription		
2011/12	£	29.00

Mid Cheshire Fpsth Soc Subscription 2011/12	£ 8.00
Gresty	
Lengthsman Jan-March 2011	£ 370.50
Grounds mntce	£ 105.00
Bench repairs	<u>£ 96.00</u>
	£ 571.50
Broker Network Ltd Insurance renewal	£ 1,025.76
Clerk	
March arrears:	
Newspaper distribution	£ 21.15
Mileage 24@40p	£ 9.60
Current:	
Postage	£ 0.82
Telephone	£ 5.00
Photocopies @5p	£ t/f
Mileage 108@40p	£ 40.32
(iii) Balances	
Co-operative Bank 29 March 2011	£ 9,309.63
Scottish Widows no 1 1 April 2011	£20,210.84
Scottish Widows no 2 1 January 2011	£ 3,163.36
(iv) Report on contingency payments.	
Budget:	£ 1,288.00
Payments:	£ 0.00
(v) Insurance. Extension of long term contract.	
(vi) Precept 2011/12.	

(vii) Payment of employees, revised HMRC guidance. **Cllr Paterson.**

(viii) External audit 2010/11

(ix) Non domestic rates update. **The Clerk.**

10 Environment Services:

(i) Waste collection and recycling issues. (a) Chester waste collection and recycling contract. (ii) Amenity cleansing. (a) Current issues (b) Streetscene service standards. (iii) Dog fouling: (a) siting of new bin, Guilden Sutton Lane (b) requests for additional bins: dingle path, Belle Vue Lane, School Lane, Garners Lane, Cathcart Green. (iv) Sewers.

11 Trees and Hedges.

(i) Hedges, Guilden Sutton Lane and elsewhere. (ii) Canopy, Porters Hill. (iii) Trees, land, Church Lane. (iv) Growth , Wicker Lane/Church Lane. (v) Hedge, Village Hall. (vi) Hedge adjoining ftph 2. **Cllr Fisher.** (vii) Sycamore, Memorial Garden. **The Clerk/Cllr Brown.** (viii) Trees, Oaklands. **Cllr Brown/The Clerk.** (ix) Trees, dingle path. **Cllr Brown/The Clerk.** (x) Hedge off Hill Top Road (xi) Trees adjacent to Summerfield House. **Cllr Brown.** (xii) Tree School Lane/Porters Hill. **Cllr B J Bailey.**

12 Cheshire Association of Local Councils. (i) Chester Area Meeting, 8 April 2011. **The Clerk.**

13 Cheshire West and Chester Council.

14 Cheshire Community Action. (a) Village Halls Forum.

15 CPRE.

16 Health.

17 Policing. (i) Western Police Area Question Time. (ii) PC Boulton/PCSO Beddows. (iii) Community Safety Wardens. (iv) Crime issues.

18 Newsletter.

19 Memorial Garden.

20 Bulb planting.

21 Parish IT.

22 Primary School.

23 Land ownerships.

24 Railway fencing, Guilden Sutton Lane.

25 Community events.

26 Land Registry.

27 Communications mast. **Cllr Moulton.**

28 Matters arising from the Annual Parish Meeting.

29 Member's information items.

30 Information correspondence. t/f

Matters to be considered in the absence of the press and public.

To exclude the public and press for the remaining part of the meeting pursuant to Section 100 (A) 4 of the Local Government Act 1972 on the grounds that discussions may involve the likely disclosure of exempt information as defined in the provisions of Part 1 of Schedule 12A to the Local Government Act 1972 and the public interest would not be served in publishing the information.

gspc agenda 090511

Guilden Sutton Parish Council

Advisory Panel

Report of: The Clerk.

Purpose: To invite Members to consider the establishment of an Advisory Panel, the Chairmanship and Membership of which would be determined at a later stage.

Members will be aware the pace of change is accelerating particularly so far as the relationship between Cheshire West and Chester Council and Town and Parish Councils, Localism and particular issues such as electronic consultation on planning applications and the emergence of neighbourhood plans is concerned.

The effect on the workload of Members and the Clerk is not known but it is more likely to increase than not. The capacity of the Council to respond on behalf of the community is therefore a key issue.

Under s. 102(4) of the 1972 Act, a Council may establish advisory committees, known sometimes as working parties/groups/panels, to advise a Council in any matter relating to the discharge of its functions. Such committees may be wholly comprised of persons who are not Members of the Council. In practice, and dependent on their terms of reference, advisory committees are usually comprised of both councillors and those who are not Members of the Council.

Most non-councillor members do not have voting rights. In general terms the Code of Conduct applies.

Members may consider the availability of such a panel to be constituted at relatively short notice would be helpful in dealing with a particular issue in which the Council may become involved and would help to spread the load. As an example, the proposed creation of a neighbourhood plan could draw on the expertise of Members of the Council with an interest in strategic planning, members of the community involved in the Parish Plan, active residents not involved in the Council and members from adjacent Parishes which might be included in the neighbourhood. Such a body would, in addition, help to promote community engagement and the democratic process.

Recommendation: To establish an Advisory Panel.

Options: Not to appoint a panel could deprive the Council of capacity to best deal with an emerging issue to the disbenefit of the community.

gspc090511advisorypanel