

Guiden Sutton Parish Council

Minutes of the ordinary meeting of the Council held on Monday 5 September 2011 in Guiden Sutton Village Hall.

Chairman: Cllr J Hughes.

Present: Cllrs A Davis, D M Fisher, D Hughes, J Hughes, M Kerfoot, P M Paterson, M S J Roberts.

In attendance: Cllr S Parker CWaC, PC R Boulton and three members of the public.

1 Procedural matters.

The late Cllr Michael Gartland. Prior to the commencement of the meeting, the Council stood and observed a period of silence in memory of the late Cllr Michael Gartland, a former Chairman of the Council. The Vice Chairman and Cllr Paterson had attended the funeral.

(i) Apologies. An apology was received and accepted from Cllr I Brown.

(ii) Declarations of interest.

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

Cllr D Hughes declared a personal interest in any discussion on the use of the Village Hall as a polling station as Chairman of Guiden Sutton Community Association.

Cllr P M Paterson declared a personal interest in any discussion on the use of the Village Hall as a polling station as a member of the Executive of Guiden Sutton Community Association.

Cllr M S J Roberts declared a personal interest in any discussion on the use of the Village Hall as a polling station as an elector using the polling station, a member of the community and a possible candidate at future elections.

Cllr D Fisher declared a personal interest in any discussion on the use of the Village Hall as a polling station as an elector and a member of the Executive of Guiden Sutton Community Association.

Cllr A Davies declared a personal interest in any discussion on the use of the Village Hall as an elector.

Cllr J Hughes declared a personal interest in any discussion on the use of the Village Hall as a polling station as an elector.

(iii) Confirmation of the minutes of the ordinary meeting of the Council held on Monday 18 July 2011.

The minutes of the ordinary meeting of the Council held on Monday 18 July 2011 were proposed by Cllr Paterson, seconded by Cllr Roberts and agreed as a correct record.

(iv) Resignation of Cllr M Kerfoot. Cllr Michelle Lloyd-Kerfoot indicated with great sadness that due to commitments arising from her principal employment, she wished to offer her resignation. Cllr Kerfoot said she had greatly enjoyed being part of the Parish Council team for the past four and a half years. She believed all Members did a great and worthwhile job in making, among other things, the village a better place to live in. She wished the Council all the best going forward. Cllr Kerfoot was thanked by the Chairman for her hard work on behalf of the Council and for her active involvement in initiatives such as the Gardens Day.

In relation to filling the vacancy, the Council would request the appropriate notice from Cheshire West and Chester Council electoral registration. The Clerk explained electors had 10 working days to claim a poll. Should no poll be claimed, the Council was free to fill the vacancy by co-option.

(v) Dates of future meetings:

Mondays 3 October, 7 November, 5 December, 2011. Cllr Paterson indicated she would bring proposals for dates for 2012 to the October meeting.

(vi) Code of Conduct. (i) The Clerk informed that following his preparation of draft advice, particularly relating to interests, the Monitoring Officer had helpfully had this scrutinised for accuracy. No significant amendments had been suggested and the note had been circulated to all Members of the Council. **Action: All Members.**

(vii) UK Youth Parliament. Further to the Clerk reporting the receipt of correspondence, dated 8 June 2011 from Connexions as to the elections early in 2012, including a selection event to be held at the Rudheath Centre on Saturday 22 October 2011, there was nothing further to report at this stage as to any young people in the parish who may be interested in this opportunity. Members would advise any young person who expressed an interest to contact Connexions or to complete a self-nomination form. **Action: All Members.**

(viii) Review of handling of information correspondence. The continued increase in the volume of information correspondence being received would be reviewed by the Council in due course.

(ix) Late information report. The late information report for the current meeting was received and noted.

(x) Reimbursement of Members' expenses. Further to the Council revisiting this issue in view of the increasing number of journeys being made by Members on Council business and the rising cost of fuel, detailed advice had been sought from the County Office and circulated to all Members. This was noted. Cllr Fisher indicated he had raised the issue as he wished to encourage younger prospective councillors to come forward who might otherwise be deterred by the expense, for example child care. Cllr Paterson commented the matter had not been an issue in the past. The Chairman suggested there should be further consideration at the October meeting. It was noted a simplified arrangement which would reimburse mileage at the current tax free HMRC rate and actual travel and subsistence incurred on official business subject to the submission of receipts where possible might be a first step. This would enable Members to claim if they wished to do so.

2 Community engagement.

(i) Public speaking time.

Cllr S Parker. Cllr Parker informed of Cheshire West and Chester Council issues including Member budgets, for which the Clerk indicated bids were in the course of preparation, proposals for Gypsy and Traveller sites in the borough and the creation of a Chester Villages Community Forum in the near future. A site visit would be sought to consider strengthening the hatching at the Guilden Sutton Lane/A41 junction following the Clerk informing of an incident reported by an occupier. Streetscene issues within the parish were subject to ongoing dialogue and Cllr Parker believed it was important the momentum continued. Cllr Parker responded further to Members' questions and was thanked for his attendance.

PC R Boulton. PC Boulton reported on crime issues. Dates for the use of the radar gun would be advised. He wished to encourage occupiers to ensure garages and sheds were secure as the activities of individuals could be displaced by strong neighbourhood policing in other areas. PC Boulton responded further to Members' questions and was thanked for his attendance.

Mr W Moulton. Mr W Moulton informed he was pursuing a lease of the SID equipment on behalf of the Council but was disappointed there had been no response from Cheshire West and Chester Council. Mr Moulton responded further to Members' questions and was thanked for his attendance.

(ii) Report of surgery held on Saturday 3 September 2011. Cllrs D Hughes and Paterson had presided. Issues reported had included brambles obstructing the footway on the first CDS into Oaklands, a dead oak obstructing Footpath 7, the availability of surgeries with the MP and the need for a litter bin at the Fox Cover steps where a member of the public regularly collected litter and kindly removed it to the next nearest bin.

(iii) Badges. Further to the kind offer by B Lewin Esq to assist with the production of identity badges and the Clerk circulating the proposed design for the badge, this was to be amended to take account of the Quality Council logo. It was noted the badges would have provision for either a clip or lanyard. **Action: Mr Lewin, the Clerk.**

(iv) Noticeboard. Further to former councillor W Moulton suggesting the Summerfield Road noticeboard might benefit from a Spring clean, estimates were being sought by the Clerk. **Action: The Clerk.**

3 Planning.

(i) New/current applications.

11/01990/FUL Single storey extension, Guilden Sutton, CE Primary School, Arrowcroft Road, Guilden Sutton, Chester Cheshire CH3 7ES

The following response had been made:

"Thank you for the additional time to comment. There is no objection but views were expressed during the consultation that the use of the extension should not extend beyond the normal 39 week school year to avoid undue noise disturbance to occupiers".

11/02046/FUL Single-storey side extension at Roughwoods, Belle Vue Lane CH3 7EJ. No objection.

11/02238/FUL Single-storey rear extension at 14 Fox Cover, CH3 7HH. No objection.

11/02870/FUL Proposed detached dwelling, The Vicarage Wicker Lane CH3 7EL.

The following response had been made to the planning and highway authorities following advice from Cllrs J Hughes, Brown and Fisher:

"My Council's OBJECTION is as follows.

PPS3 The Council believes the proposed development would not integrate well with and complement neighbouring buildings. Members consider that the roof line of the proposed dwelling is considerably higher than surrounding properties, especially as those on Vicarage Close are on a downward slope which means their foundations are lower than that of the proposed dwelling thus increasing the height impact. The direct neighbours of the proposed dwelling are in the main bungalow/dormer type properties. It is understood there was a height restriction on all these properties and that most recently 'Southcroft' was refused permission to raise the roof line which would suggest a precedent has been set as to the consistency of roof heights in the area. It is also noted the proposed dwelling would be set well forward of the existing building line.

SPD Adjacent dwellings do not meet the 21m separation distance. As such there would be unacceptable overlooking and loss of privacy.

GE3 The proposed development would have a significant detrimental effect on the amenities of people living nearby due to the overbearing nature of the new build and the location of windows which would directly overlook neighbours' private amenity space.

ENV3 The proposed development should not be permitted as it does not respect its surroundings or contribute positively to the character of the area. There are trees, such as the protected Horse Chestnut in the garden and hedges which are important to the character of the local landscape and should be retained for the conservation of this. It is questioned whether the remaining garden area is sufficient for a dwelling of this size as the proposed Parsonage is already taking up a considerable area of the curtilage of the Vicarage. The proposed dwelling is very close to the Horse Chestnut which will obscure any view from the front of the property, leading to a possible future application to fell or prune. Tree officers are asked to consider if this tree would be in jeopardy.

Highways. It is noted access to and from the combined properties with the associated increase in vehicle usage is directly onto an already busy, difficult and narrow stretch of Wicker Lane".

Correspondence had also been received from Mr J A W Grace, 7 Vicarage Close.

11/02922/FUL single storey rear and single storey front extensions, 4 The Vetches CH3 7HL. No objection had been raised but a neighbour's concerns had been supported that a proposed entry door at the side of the rear extension should be at the rear to avoid undue disturbance to the neighbour from comings and goings.

11/03048/FUL, single storey rear extension, 2 Heath Bank CH3 7EZ. No objection had been raised.

11/03536/LDC single storey side and rear extension, 15 Vicarage Close. It was noted this was a Lawful Development Certificate application and the Council would not normally be consulted as the decision rested on the evidence.

11/03961/COU change of use to beauty therapy salon at 4 Summerfield Road, CH3 7SW. Inquiries would be made by Cllr J Hughes and Paterson.

11/03975/FUL single-storey rear extension, 72 Guilden Sutton Lane, CH3 7EY. Inquiries would be made by Cllrs J Hughes and Fisher.

(ii) Decision notices.

11/01832/FUL Windy Nook, Belle Vue Lane, CH3 7EJ. Planning permission refused. The Clerk informed the applicant had appealed.

11/01990/FUL single storey extension Guilden Sutton CE (Cont) PS, Arrowcroft Road, CH3 7ES. Planning permission.

11/02046/FUL single storey side extension Roughwoods, Belle Vue Lane CH3 7EJ. Planning permission.

(iii) Parish Plan.

(a) Progress report. Cllr Paterson reported further.

(b) Christleton Community Plan. There was nothing further to report at this stage.

(iv) Village Design Statement. Cllr Fisher believed it was likely there would be increased interest in the development of a village design statement for Guilden Sutton as this would be a main weapon in the parish's armoury in an era of presumed approval for sustainable development. Such a statement could be a standalone element of any Neighbourhood Plan. It was agreed further inquiries would be made by the Clerk as to the support available for the development of such a statement. **Action: The Clerk.**

(v) Neighbourhood Plan, possible co-operation with Mickle Trafford and District Parish Council. Mickle Trafford and District Parish Council had been informed the Guilden Sutton representatives on the proposed working group would be the Chairman, Cllr D Hughes and Cllr Roberts with the Vice Chairman as a reserve. The Clerk informed he was to attend a meeting between Cllr R Parkin, Chairman, Mickle Trafford and District Parish Council and Mr Jeremy Owens, Strategic Manager, Spatial Planning, Cheshire West and Chester Council on Tuesday 6 September, 2011 to discuss the way forward.

(vi) Strategic Planning.

(a) Cheshire West and Chester Council, open space audit and assessment of need. See 6 (ix) beneath.

(b) Gypsy and Traveller issues.

(i) Cheshire Partnership Gypsy and Traveller Liaison Officer The Clerk informed he still intended to meet the Cheshire Partnership Gypsy and Traveller Liaison Officer in due course. It was also hoped the officer would attend the Chester Area Meeting.

(ii) Decision to be taken by Cheshire West and Chester Council. Further to the comments by Cllr Parker the Clerk informed that none of six proposed sites shortlisted on Cheshire West and Chester Council owned land were within Guilden Sutton. The provision of authorised sites would enable the planning authority to resist appeals on the basis that sites had not been made available.

(c) Local Development Framework core strategy. There was nothing further to report at this stage.

(d) Cheshire West and Chester Council Strategic Housing Land Availability Assessment. There was nothing further to report at this stage.

(e) Cheshire West and Chester Council rural regeneration strategy and action plan consultation. There was nothing further to report at this stage.

11/12 063

(f) Cheshire West and Chester Council consultation on safeguarding minerals. No response had been received to the Clerk's inquiry as to whether the position remained there were no mineral sites within Guilden Sutton parish.

(g) Planning and the Sustainable Communities Act.

The proposal that applicants proposing major developments should be required to attend a meeting of the local Town or Parish Council to answer questions on the application and to fund the council to secure an independent report on the application and a critique of any reports the applicant had submitted had been supported.

(h) Chester One City Plan. Further to the Clerk reporting the receipt of advice from Chester Renaissance in relation to consultation on this draft plan and to the closing date being extended to 23 September 2011, it was agreed the Clerk should develop a response on public transport issues, to include a reference to evening transport. **Action: The Clerk.**

(vii) Development control process. Further to the update to the previous meeting, the Clerk informed he was contacting the LPA to clarify the status of the Council's account which did not appear to be fully functioning. **Action: The Clerk.**

4 Quality Council issues.

(i) Training: (a) Power to Promote Well Being. At an appropriate stage, the Council would revisit the possibility of training being requested from the County Office. (b) General. Members would indicate to the Clerk should they wish to attend sessions listed in a revised schedule of training dates for 2011 which had been circulated. **Action: All Members.** Cllr J Hughes reported she had attended further chairmanship training on 27 July 2011. It was noted Members should maintain a record of formal training which had been attended and of certificates which had been received to assist with reaccreditation. This should be extended to include attendance at conferences and seminars which added to Members' skill sets, knowledge and understanding with appropriate documentation being retained. **Action: All Members, The Clerk.**

(ii) Quality Parish Council Status. (a) Conduct of Council business. The NALC model standing orders would be considered by the Quality Council group. (b) Badges. The Clerk informed of the availability of QPC pin badges, an example of which was circulated. It was agreed these should be purchased for all Members and the Clerk. **Action: The Clerk.** (c) Certificate. The Clerk reported the receipt of the certificate. It was agreed this should be displayed in the Village Hall following a formal presentation, arrangements for which would be made in due course. **Action: The Clerk.** (d) Portfolio. The Clerk informed he intended to visit the County Office to retrieve the portfolio. **Action: Noted.**

(iii) Publications Further to the Clerk informing of the availability from the National Association of Local Councils of a guide on the administration law for local councils in England and Wales and that the Council's current copy of Local Council Administration was now some years old, the Clerk advised he was progressing the purchase of the former at a cost of £25. He suggested the purchase of the latest edition of the latter, now three years old and costing £73.50, might be deferred pending any new edition. **Action: The Clerk.**

(iv) Quality Council Forum 24 August 2011 **The Clerk.** The Clerk informed he had attended this meeting held in Winsford.

(v) Cheshire Association of Local Councils: request for details of suitable local venues for training sessions. It was agreed the Village Hall and Guilden Sutton Methodist Church should be advised.

5 Parish car park.

(i) Grounds maintenance. The Clerk informed work had been carried out by the contractor to return the hard surface to specification. Performance against specification by the contractor, including the need for the grass to be cut on a regular basis and for weeds to be removed from the hard surface, would continue to be closely monitored. Measures to control ivy to the rear boundary had been discussed with the grounds maintenance contractor who would take appropriate action. The emptying of the litter bin by Cheshire West and Chester Council was being kept under review.

(ii) Improvement scheme. The Clerk confirmed the grounds maintenance contractor was aware the Council was awaiting his estimate for work to improve the existing boundary arrangement.

(iii) Rear boundary wall. There was nothing further to report at this stage.

(iv) Bulb planting. It was confirmed that sites to be planted in Autumn 2011 would include the car park.

6 Leisure Services

(i) Children's Playing Field:

(a) Grounds maintenance issues. The purchase by Cllr Paterson of bin-liners at a cost of £0.74p was being reimbursed by the Clerk. The need for the field side goal mouth to receive attention at some stage was being brought to the attention of the grounds maintenance contractor. **Action: The Clerk.** Further to Cllr Davis reporting he had been advised by Messrs Gresty that spraying had been carried out around the goal posts, inquiries had been made as to whether this have been done by the Borough Council's contractor. The Council was disappointed that no response had been received.

(b) Mole infestation. Cllr Davis informed there was nothing further to report at this stage.

(c) State of nets. The condition of the nets was being kept under review by Cllr D Hughes. **Action: Cllr Hughes.**

(d) Basket ball equipment. There was nothing further to report at this stage.

(ii) Children's Play Area.

(a) CCTV and CCTV protocol. Further to Cllr D Hughes referring to a possible future upgrade of the system, the Clerk would investigate the possibility of grants. A simple protocol covering the inspection of images captured by the system would be progressed in due course by the Clerk. **Action: The Clerk.**

(b) Inspections. (i) Rota. This had now been updated. Cllr D Hughes reported the need for repairs to a small area of the safety surfacing which had been damaged. **Action: The Clerk.** (ii) Equipment. Following the suggestion by Cllr Brown that the equipment might be repainted, further advice was being sought by the Clerk. **Action: The Clerk.** (iii) Cleansing. An estimate was awaited from Messrs S&H Services. **Action: The Clerk.**

(c) Bin emptying. There was nothing further to report at this stage.

(d) Grounds maintenance issues. The Clerk was inspecting the obstruction of signage by overgrowth reported at the previous meeting. **Action: The Clerk.** Cllr Paterson reported the borders were overgrown and litter was present. The former had been raised with the grounds maintenance contractor. The latter was an outstanding issue with Cheshire West and Chester Council.

(e) Replacement of safety surfacing. The Clerk would report further following his approach to external funding officers at Cheshire West and Chester Council who had helpfully provided a comprehensive suggestion as to possible sources of grant. **Action: The Clerk.**

(f) Damaged manhole. Further to the replacement of the damaged manhole by the highway authority, the section engineer, Mr B Sapio, had been thanked for his efforts.

(g) Resignation of Play Development Officer. The Clerk reported the resignation from Cheshire West and Chester Council of the Play Development Officer, Mr P Davies, formerly Chester City Council, who intended to offer a service related to play areas. **Action: Noted.**

(iii) Public Footpaths.

(a) Footpath 7. There was nothing further to report at this stage as to the concerns raised by Cllr Paterson that branches from adjoining trees were overhanging the route and the view of the Public Rights of Way Warden that these trees were dying back and declining rapidly.

(b) Footpath 2: (i) Clearance and sweeping. Overgrowth would continue to be reported Cheshire West and Chester Council. **Action: The Clerk.** Members would advise the Clerk of any other areas of concern of which they became aware. **Action: All Members.** Further to Cllr Davis helpfully informing that overgrowth could be controlled by spraying but only if this was done early in the season prior to vigorous growth taking place, this was being advised to Streetscene.

(ii) Complaint. Further to a Member referring to the condition of the steps on which a member of the public had suffered an accident, a site meeting with Cllr S Parker and officers on 3 August 2011 had led to a suggestion that the handrail should be extended further down the slope together with the steps being placed within a maintenance schedule as had been repeatedly requested by the Clerk.

(c) Footpath 1. A response remained outstanding from the Public Rights of Way Unit as to the comments of the Public Rights of Way Warden relating to the condition of part of this route in the vicinity of Belle Vue Cottage and that of the adjoining stile. An update would be requested from the Public Rights of Way Warden. **Action: The Clerk.**

(d) Rights of Way Group. (i) Bank account. There was nothing further to add at this stage.

(e) Mid Cheshire Footpath Society. There was nothing further to report at this stage.

(f) Greenway. (i) Cyclists/Pedestrians. There was nothing further to report at this stage as to additional signage to inform both cyclists and pedestrians emerging from the Garners Lane access and traffic on Guilden Sutton Lane. (ii) Surface, Garners Lane. Further to the comments made by the Public Rights of Way Warden as to the unsatisfactory condition of areas of the existing surfacing of Garners Lane, a response remained outstanding from the Public Rights of Way Unit to which the issue had been referred. An update would be requested from the Public Rights of Way Warden. **Action: The Clerk.** (iii) Garners Lane, ownership. Further to the Clerk informing he had contacted the Public Rights of Way Unit to ascertain the ownership of Garners Lane, the Council remained disappointed that a response was still awaited to this and the inquiries referred to above. (iv) Use by horse riders. There was nothing to report. (v) Request for funds. Further to the Clerk reporting the receipt of a request, dated 9 March 2011, from the Friends of the Millennium Greenway hoping the Parish Council would allocate funding to assist the group in its continuing work to provide better facilities and to improve biodiversity along the whole pathway, the Clerk confirmed the following response had been made:

"Earlier in the Spring you asked about the possibility of the Council making a grant given residents within the parish enjoy the Greenway. We have given careful thought to this but I regret to say we do not feel able to do so. For many years we have taken the view that if local residents wish to support a cause outside the parish such as the Air Ambulance or Save The Family (we receive many requests) they can chose to do so. Any donation from the Council would be a charge on all occupiers and we do not believe we should do that, particularly in the current financial climate".

(vi) Sustrans presence 3 and 6 August 2011. There was nothing further to report.

(g) Rights of Way Improvement Plan 2011-2016. There was nothing further to report at this stage.

(iv) Grounds Maintenance. (a) Vale. There was nothing further to report at this stage. (b) Parish Council contract 2011/12. Cllr D Hughes reported he had attended a site meeting with the contractor to review progress on 22 July 2011. Action had included a request that the sack in the playing field bin should be emptied weekly.

(v) Public Seats. There was nothing further to report at this stage.

(vi) Fox Cover. (i) Landscaping. The need for pruning and weeding would be kept under review.

(vii) Provision for youth. There was nothing further to report at this stage.

(viii) Multi use games area. Cllr Kerfoot kindly provided an update.

(ix) Cheshire West and Chester Council open space assessment and audit. Further to the Clerk reported a briefing note had been issued which listed key issues arising from the audit, the Clerk indicated he intended to pursue any detailed recommendations which had arisen for Guilden Sutton following his discussions with the consultants. **Action: The Clerk.**

(x) Community Garden. There was nothing further to report at this stage.

7 Public transport.

(i) C27. There was nothing further to report at this stage.

(ii) Moorcroft Crescent inbound bus stand. There was nothing further to report at this stage.

(iii) Timetable information. There was nothing further to report at this stage.

(iv) Service DB8. There was nothing further to report at this stage.

(v) Railway halt, Mickle Trafford, Mid Cheshire Railway Users Association. The Clerk reported an approach from Cllr R Parkin, Chairman of Mickle Trafford and District Parish Council, as a member of the Mid Cheshire Railway Users Association, seeking the Council's support for a halt to be provided in Mickle Trafford. It was unanimously agreed a station would have warm support. Cllr Parkin would be informed. **Action: The Clerk.**

8 Highways.

(i) Major schemes.

There was nothing further to report at this stage.

(ii) Issues with highway authority. There was nothing further to report at this stage following the Clerk reporting the receipt of an updated response from the Area Highways Manager which had appeared in the minutes of the February meeting.

(iii) Current issues

(a) Speed issues. Members noted that Mr W Moulton was pursuing a future lease of the SID equipment and would prepare a rota. The Council noted a discussion paper prepared by the Clerk as to the possible deployment of radar equipment by the Council. This detailed issues which may arise and proposed a way forward should the use of radar equipment be envisaged.

The Clerk drew attention to information relating to community speed management drawn from the August 2011 Town and Parish Councils Bulletin issued by Cheshire West West and Chester Council.

Community Speed Management was described as a process to support communities in reducing the impact of excessive or inappropriate speed on their local roads. Excessive or inappropriate speed, whether real or perceived, was an issue for many communities and Community Speed Management was a coherent and systematic approach to help communities address this.

Community involvement was important to the delivery of Community Speed Management and the Road Safety Engineering team within Transport & Planning would help the formation of local Community Speed Management groups and support them in delivering community-led actions.

This would be based on a step-by-step approach; steps 1 to 3 would be delivered by community groups.

1 'Road Safe' - A community-based 'pledge' which sought to inform residents about the issue of speeding and other inappropriate driving behaviour and invited them to sign up to a pledge not to exceed speed limits. Whenever action was requested, communities would be directed towards the 'pledge' approach as an initial step.

2 Speed Indicator Device (SID) deployment - An informal speed management device operated by volunteers in accordance with a defined process and initiated by an identified community group.

3 Community Speed Watch - An informal speed management process involving the use of speed guns at the roadside. Volunteers would be trained and supported by the Police, PCSOs or Safety Wardens. Vehicle details of those exceeding the relevant speed limit would be recorded and passed to the Police with drivers receiving warning letters.

Police Community Support Officers (PCSOs) or Community Support Wardens may assist groups to operate SIDs and would normally assist in operating Speed guns

The following options would not normally be carried out unless steps 2 & 3 had been carried out by community groups. Options 4 and 5 would be subject to agreement with Cheshire Police.

4 Mobile Enforcement - The deployment of mobile speed enforcement cameras with speeding drivers facing prosecution. A conditional offer may be made which could include driver training, a fixed penalty or a court appearance.

5 Driver Engagement Day - Enforcement and engagement of a broad range of criminal and anti-social uses of the road. Co-ordinated by the Fire & Rescue Service with Cheshire Police and Council staff. Stopped drivers would be given an option to participate in education or receive a Fixed Penalty Notice.

6 Local Highway Scheme - Evidence gathered through this process or evidence of high collision/injury rates may result in the development of a local highway scheme to address any issues identified. This would be based on specific criteria for implementation.

It was noted that 'Road Safe' leaflets were available to Parish and Town Councils for distribution.

The Community Speed Management process had been developed in consultation with the Police, the Community and Environment Policy Development Board and the Community Initiatives Working Group.

It was agreed the Clerk should contact the officer concerned with a view to seeking a presentation to the Traffic Group proposed beneath. **Action: The Clerk.**

(b) Signing and lining schemes. (i) Gateway treatment, Guilden Sutton Lane - red patch SLOW marking. (ii) Suggestion by Cllr Kerfoot that a lining scheme or rumble strips on Porters Hill would improve safety. Both these issues remained with the Area Highways Manager.

(c) Speed review, Guilden Sutton Lane. There was nothing further to report at this stage as to the Clerk's understanding that following his renewed approach to the highway authority as to the status of the intended 30mph limit, the issue was under review.

(d) Speed review, Wicker Lane/Hare Lane. The issue remained with the Area Highways Manager. The more recent request made by Mrs Earlam for a reduced speed limit on Wicker Lane and the installation of a permanent speed indicator device also stood referred.

(e) Footway rear Cathcart Green/Summerfield Road. No repairs appeared to have been carried out to this unadopted path at this stage.

(f) Parking, Arrowcroft Road. See minute 17 (iii).

(g) Flags, Summerfield Road. There was nothing further to report at this stage.

(h) Over riding, Summerfield Road. There was nothing further to report at this stage following the installation of 3 no cycle racks to deter vehicles over riding the footway to reach the Village Hall car park.

(i) Junction A41/Guilden Sutton Lane. Correspondence per Mrs G Jones. The Clerk informed Mrs Jones had raised the possibility of measures, including signage, following an incident of road rage suffered by her daughter. He had advised Mrs Jones of the history and had indicated that in the first instance he would request Cllr Parker to seek improved markings which would be more readily visible from Guilden Sutton Lane as these were already on the table. Cllr Davis referred to the legality of waiting on white markings. **Action: Agreed.**

(j) Road signs. Members would advise the Clerk if they became aware of any road signs in and around the village which were obscured by vegetation. Further to the concern expressed by Cllr D Hughes as to the condition of a School Lane nameplate at the war memorial, for which an estimate of £45 had been accepted, this work would await the intended refurbishment of the signpost.

(k) Migration of gravel. There was nothing further to report at present.

(l) Porters Hill. The issue raised by Cllr D Hughes concerning poor visibility encountered by motorists driving up the hill and a suggestion that traffic signals might improve safety together with the effect of trees overhanging the road remained with the Area Highways Manager.

(m) Path, Cinder Lane to Church Lane. (i) Condition. There was nothing further to report as to the condition of this path which had been referred to Streetscene by the Area Highways Manager and more recently had again been inspected by Streetscene officers on 3 August 2011. (ii) Use by motor cycles. There was nothing further to report as to the complaint to the Public Rights of Way Warden with respect to the use of this path by motorcyclists which had been referred to Streetscene by the Area Highways Manager.

- (n) Footway, Guilden Sutton lane, obstruction by nettles, brambles and an overgrown hedge respectively. Members would advise the Clerk if any of these concerns remained, including the location.
- (o) Flooding, Church Lane. There was nothing further to report at this stage.
- (p) Verges, Guilden Sutton Lane CDS. There was nothing further to report at this stage.
- (q) Speed limit, Station Lane. There was nothing further to report at this stage as to the operation of the 30mph limit.
- (r) Flooding, Wicker Lane. There was nothing further to report at this stage.
- (s) Planters. The highways authority had been informed the preferred locations were thought to be at the Guilden Sutton boundary signs at Guilden Sutton Lane and Wicker Lane and in the grass verge opposite the properties on Station Lane. Confirmation was awaited that suitably inscribed self watering planters would be provided by Cheshire West and Chester Council. Officers would be invited to comment on progress. Estimates would be sought separately of the cost of planters favoured by Helsby Parish Council. **Action: The Clerk.**
- (t) Steps, Heath Bank to Guilden Sutton Lane. The condition of these steps remained with the Area Highways Manager.
- (u) Subsidence, reinstatement Guilden Sutton Lane. There was nothing further to report at this stage following the condition of the reinstatement of this heavily trafficked section of the road being inspected by the Clerk at a site meeting with the Area Highways Manager.
- (v) Church Lane/Wicker Lane, growth at junction. There was nothing further to report this stage as to the request the area should be cut back as regularly as other verges in the village. It was noted work was urgently required.
- (w) School Lane. Further to the work in progress to improve the boundary treatment at a property adjoining the narrower length of footway on Porters Hill and to the condition of the adjoining boundary wall, Cllr Fisher had kindly visited. The occupier had informed the work was intended to reduce pressure on the wall. Set back fencing would be erected and landscaping carried out. **Action: Noted.**
- (x) Traffic management. Further to former councillor W Moulton informing of the opportunity to inform the Police of locations at which a survey of the volume, type and speed of traffic would be of benefit, there was nothing further to report at this stage as to the suggestion by Cllr J Hughes that such a survey should be carried out on Wicker Lane.
- (y) Grit bag. Further to the request that during adverse weather a grit bag should be made available to Guilden Sutton to service the approaches to the primary school, the Village Hall car park, the shops and the approaches to the shops from Summerfield House, this was now being pursued with the ward members. **Action: The Clerk.**
- (z) White lining. Further to the request by Cllr D Hughes for a white line to be provided at the junction of Hill Top Road and Arrowcroft Road, Arrowcroft Road being a school access, the Clerk understood the work had been carried out. The lining at the junction with Oaklands had also been repainted. The highway authority would be thanked. **Action: The Clerk.**
- (za) Fingerpost signs. Further to the Clerk reporting the receipt of a suggestion by Mrs Kirk that the signs should be refurbished, estimates were being sought by the Clerk and a request would be made to Ward Members for a contribution from their Personal Budgets.
- (zb) Patching, Oaklands. Further to Cllr Paterson expressing concern with respect to further subsidence outside 44 Oaklands, there was nothing further to report at this stage following the work being inspected by the Clerk at a site meeting with the Area Highways Manager.
- (zc) Hoole roundabout advertising. There was nothing further to report at this stage.
- (zd) Footways, Oaklands. Further to Cllr Paterson informing as to the condition of the footway at 5-13 Oaklands, this was being brought to the attention of the Area Highways Manager. **Action: The Clerk.**

(ze) Village access for mobility scooters. Further to this issue being raised by the Public Rights of Way Warden, the suggestion by Cllr Roberts that a ward walk might take place would be progressed by Cllrs Roberts and Paterson.

(zf) Parking, Summerfield Road. The increase in the incidence of long term parking outside the shops was being monitored.

(zg) Traffic group. The Clerk referred to the volume of traffic issues which were in hand, including speed matters and suggested a traffic group might be formed. This was agreed. The initial membership would be Cllrs Davis, D Hughes and Paterson.

(iv) Lighting. (a) Faults. There were no faults to report. (b) Lighting, Heath Bank. Further to Cllr Roberts informing of the concern of an occupier as to a lack of lighting towards the end of the cul de sac, this had been brought to the attention of the highway authority by the Clerk

9 Finance:

(i) Income:

Bank interest
5 July 2011

£ 3.08

(ii) Payments:

Cllr D Hughes
Plastic ties

£ 5.12

Audit Commission
External audit

£ 162.00 (inc £27.00 VAT)

Treefellers
Pruning of Sycamore

£ 420.00 (inc £70.00 VAT)

Gresty
Grounds mntce/lengthsman
July 2011

£ 240.00 (Amended invoice)

Clerk

Salary
April - June 2011

£ t/f (£1,208.43 gross)*

QPC arrears
35 hours@£11.185 per hr

£ t/f (£391.47 gross)*

Expenses

Telephone

£ 5.00

Postage

£ 1.74

Per Cllr Paterson

£ 0.74

Mileage

40 @ 45p

£ 18.00

Photocopies

410 @ 5p

£ 20.05

£ 45.53

Proposed by Cllr D Hughes
Seconded by Cllr Fisher
and agreed.

*Net payment awaiting resolution

(iii) Balances

Co-operative Bank 1 August 2011	£21,137.78
Scottish Widows 1 1 July 2011	£20,210.84
Scottish Widows 2 1 July 2011	£ 3,165.33

(iv) Report on contingency payments.

Budget:	£ 1,228.00
Payments:	£ 0.00

(v) Insurance. There was nothing further to report at this stage.

(vi) Payment of employees, revised HMRC guidance. The Clerk reported a paying in book had now been received and the payments referred to above could now be progressed. He had also booked an HMRC training course taking place on 14 October 2011 in Ellesmere Port.

(vii) Audit Group. The group, comprising the Chairman, Cllr D Hughes and the Clerk had met on Tuesday 16 August 2011 to consider the first quarter of the Council's financial affairs for 2011/12 and to maintain a regular review of the Council's financial and risk management. Cllr D Hughes reported the group had considered the minute book, income and expenditure book, bank statements from the Co-operative Bank and Scottish Widows Bank, the paying in book, a sample of recent payments, the Council's insurance policy details and a bank reconciliation.

The process and records kept by the Clerk had been discussed and a small sample of the documents submitted had been checked. The Chairman and Cllr D Hughes were happy with the records kept.

Cllr D Hughes had later checked a larger sample of records. The income and expenditure book had been checked against bank statements; the minute book initials and signatures had been checked together with payments made against the income and expenditure book.

Cllr D Hughes believed the Council's records to be exemplary. **Action: Noted.**

(viii) Non domestic rates. The Clerk understood that no non domestic rate would be payable on the car park until November 2012 under the Government's relief.

(ix) Bank signatories. The Clerk had obtained the required authorities to delete former councillors Armitage and Bayton and to add Cllrs Brown, Davis, J Hughes and M S J Roberts. These would be completed at the October meeting.

10 Environment Services:

(i) Recycling issues. (a) Chester waste collection and recycling contract. There was nothing further to report at this stage. (b) Cheshire West and Chester waste collection and recycling contract. The Clerk reported the borough council had selected a preferred bidder for the new contract to be introduced in 2012. The arrangements would involve a variation to the current containers at present in use. It was intended the contract would be rolled out with a comprehensive information campaign.

(ii) Amenity cleansing. (a) Areas of concern. Members would advise the Clerk of locations at which they believed action was necessary. **Action: All Members.** (b) Litter pickers. Further to the Clerk securing prices for litter pickers which suggested the equipment previously used by the Council, costing in the region of £15, appeared to be the most appropriate as cheaper alternatives had unfavourable reviews, it was agreed 6 no pickers should be purchased. (c) Streetscene. The Clerk reported a site meeting had taken place on 3 August 2011 attended by Cllr Parker and officers from Streetscene, Public Rights of Way and Highways. All problem areas had been visited, largely involving revisits and inspected. Initial action had been agreed to place the dingle path (including the steps) and the school access at the rear of Orchard Croft into an eight week sweeping rota.

The high footfall areas comprising the immediate access path to the school and the adjoining verges, the hard surface of the play area and the Village Hall car park and shops area would be litter picked on a weekly basis. The hedge on the boundary of the properties on Hill Top Road would be cut back immediately. Officers would investigate the cutting back of growth affecting the school access. Work had immediately been carried out on the dingle path and the access from Oaklands. The condition of the pedestrianised length of Cinder Lane remained a concern. There was no schedule indicating when regular activities would take place. A draft action list had been provided and the Clerk hoped it would be possible to drive forward the momentum for improvement. Cllr Parker had been thanked for facilitating the visits and officers had been thanked for their attendance. The Clerk further reported he had been advised by Mollington Parish Council that a meeting was being sought with the Executive Member due to ongoing Streetscene concerns. (d) Debris A41. The Chairman advised she had informed the Clerk of the deposit of debris on the A41 leading to Guilden Sutton Lane on a recent Saturday. A Cheshire West and Chester Council call centre had been contacted in Nottingham but in the absence of a post code the call centre had been unable to identify the location. The customer experience had been referred by the Clerk to the appropriate senior officer.

(iii) Dog fouling: (a) Requests for additional bins. There was nothing further to report at this stage. The Rights of Way Warden had arranged for appropriate posters to be displayed on noticeboards. (b) Dog Control Order. Further to the Clerk informing that Cheshire West and Chester Council was exploring the opportunity to establish a borough wide Dog Control Order making it an offence to fail to remove dog faeces, the borough council had confirmed the existing Orders covering the playing field and the play area would continue and that the borough wide order was to be adopted. Parish and Town Councils would be encouraged to support the promotion of responsible dog ownership and the Order itself through parish magazines and newsletters, the erection and replacement of signs provided by the borough council and by engendering public support and imposing peer pressure to challenge and report offenders.

(iv) Sewers. There was nothing further to report at this stage.

(v) Noise issues. (a) Ice cream van. Further to a Member referring to the disturbance arising from a particular ice cream van which it was thought was unreasonable and to the matter being raised with the Borough Council by the Clerk, there was nothing further to report at this stage. (b) Barking dog. Further to Cllrs Paterson and D Hughes referring to a barking dog complaint, which had been referred by the Clerk to Cheshire West and Chester Council regulatory services which had been requested to contact the complainant, there was nothing further to report at this stage.

11 Trees and Hedges.

(i) Hedges, Guilden Sutton Lane. There was nothing further to report at this stage as to the increasing obstruction of the footway on Guilden Sutton Lane and at other locations in the village by overgrown hedges. Members revisited the action they wished to take and agreed that in the first instance a note would be included in the Newsletter. A standard proforma would be produced and supplied to Members to enable them to advise individual occupiers as appropriate. It was noted this would require co-ordination to avoid duplication which would be revisited. As a last resort, the highway authority would be requested to take action.

(ii) Canopy, Porters Hill. There was nothing further to report at this stage. The issue remained with the Area Highways Engineer who was understood to be reviewing the matter.

(iii) Hedges, Porters Hill. There was nothing further to add to that minuted above following action taken by the adjoining landowner.

(iv) Land, Church Lane. Further to the Council being informed of overhanging branches to trees on private land which it was thought could be a potential hazard, a response remained outstanding from the Public Rights of Way Unit given their proximity to public footpath no 2.

(v) Hedge, opposite play area. There was nothing further to report at this stage as to the assurance the hedge would in future be cut by the Borough Council.

(vi) Hedge, off Belle Vue Lane. Further to Cllr Fisher informing of the proposal by an adjoining occupier to remove a length of hedge adjoining footpath 2 and to plant a replacement of native species, there was nothing further to report at this stage.

(vii) Sycamore, Memorial Garden. The Clerk confirmed that tree surgeons had been on site on Tuesday 19 July 2011. Tree officers had been available on site to supervise the works.

30% pruning had been agreed following an examination of the condition of the tree at height. The major fork was a potential issue and would be reinspected in the Autumn.

(viii) Hedge off Hill Top Road. The Clerk reported this had been reduced following the site meeting held with Streetscene on 3 August 2011.

(ix) Trees adjoining footpath 2. There was nothing further to report at this stage.

(x) Trees, Oaklands. There was nothing further to report at this stage.

(xi) Trees adjacent to Summerfield House. There was nothing further to report at this stage.

(xii) Pruning of verge trees. Further to a Member expressing concern at the pruning of trees in a highway verge and to the issue being raised at a site meeting with the Area Highways Manager, there was nothing further to report at this stage.

(xiii) Trees, rear of Oaklands. Further to a Member expressing concern that trees at the rear of properties on Oaklands were obstructing a footway on the Village Hall car park, an informal note was to be delivered by the Clerk.

(xiv) Satellite reception, trees, the dell. There was nothing further to report at this stage.

(xv) Overgrown tree, Oaklands/Porters Hill area. Cllr D Hughes asked that this matter should be progressed.

(xvi) Cheshire Landscape Trust. There was nothing further to report at this stage.

12 Cheshire Association of Local Councils.

(i) Chester Area Meeting. The Clerk informed the 2011 annual meeting of the Chester Area Meeting would take place at HQ on Wednesday 21 September 2011. (ii) Pay settlement 2010/11 and 2011/12. There was nothing further to report at this stage. (iii) Association annual meeting. It was noted this would take place on Thursday 20 October, 2011 from 6.30pm to 9pm in Middlewich Civic Hall.

13 Cheshire West and Chester Council.

(i) Community Forum. There was nothing further to report at this stage as to the concerns expressed by former councillor W Moulton as to the inaudibility of the proceedings.

(ii) Contact card. Further to the suggestion that Cheshire West and Chester Council might produce a card showing the telephone numbers which people should contact with frequently raised issues, there was nothing further to report at this stage, the matter having been raised with the parish liaison officer.

(iii) Polling districts and polling station review. The Clerk informed a response was required by 16 September 2011 as to whether the Council believed the current polling station in the Village Hall was appropriate. Cllr D Hughes did not believe the Hall should continue as a polling station. Other Members did not support this view and it was agreed the borough council should be informed the Council believed the Hall was appropriate. **Action: The Clerk.**

(iv) Budget consultation. A link to this consultation had been circulated by the Clerk.

(v) Grant assistance to St John's Churchyard 2011/12. This application was being progressed by the Clerk.

14 Cheshire Community Action. There were no action items to report.

15 CPRE. There were no action items to report.

16 Health. There were no action items to report.

17 Policing.

(i) Western Police Area Question Time. There was nothing further to report.

(ii) Crime. There was nothing further to report to that minuted above.

11/12 073

(iii) Parking, Arrowcroft Road. There was nothing further to report to that minuted above.

(iv) Visibility of PC Boulton, letter to the Chief Constable. Insp Hodgson had been thanked for his prompt and comprehensive response on behalf of the Chief Constable.

(v) PCSOs. The Clerk informed the Quality Forum had a presentation on the deployment of PCSOs from the appropriate Superintendent. Notes would be forwarded by the County Association for information.

(vi) Policing objectives survey. This would be completed by Cllr D Hughes.

18 Newsletter. The reporting forms on the Cheshire West and Chester Council website would be publicised in a future edition. A further issue would be prepared by the Clerk prior to the October meeting.

19 Memorial Garden. Cllr Davis informed the garden was overgrown.

20 Bulb planting. The Clerk confirmed that 2 no sacks of mixed daffodils had been ordered. It was confirmed the sites would be the primary school, Fox Cover, Guilden Sutton Lane adjacent to the A55 bridge and the parish car park.

21 Parish IT. The need for photographs of Members to complete the web page was noted. Cllr Paterson encouraged Members to report any information on the site which was not up to date.

22 Primary School. Cllr D Hughes informed that work on the extension was ahead of schedule.

23 Land ownerships. (i) General. Further consideration would be given to the suggestion by Cllr Paterson that it would be beneficial for the Council to compile a register of land ownerships which adjoined footways and public footpaths.

24 Railway fencing, Guilden Sutton Lane. There was nothing further to report at this stage.

25 Community events: (i) Holiday Club. Confirmation of expenditure was awaited to enable the agreed grant to be paid. (ii) Fête. Confirmation of expenditure was awaited to enable the agreed grant to be paid.

26 Land Registry. Further to the Clerk reporting the receipt of an approach by the Land Registry as to parish councils ensuring their land was registered at a discounted fee from £30 for an estate valued at up to £50,000, the matter was being pursued by the Clerk. **Action: The Clerk.**

27 Network Rail communications mast. There was nothing further to report at this stage.

28 Enhanced broadband. Further to Cllr D Hughes referring to various initiatives to achieve enhanced broadband the Clerk would advise Cllr D Hughes of the appropriate officer in Cheshire West and Chester Council. This was in addition to the useful contact details provided by Huntington Parish Council as previously minuted.

29 Village Hall Management Committee. Further to the Chairman informing the committee would now take on more of the day to day routine of maintaining the hall and suggesting the Council, as a user, might consider work it would be prepared to take on, the Chairman would report further to a future meeting.

30 Guilden Sutton Methodist Church. Further to Cllr Paterson informing the Chester Methodist Circuit had generously granted the community six months to prove the church building was appreciated and could be successfully utilised and maintained by the village, Cllr Paterson advised a photographic evening would take place on Saturday 10 September 2011 at 7.30pm.

31 Member's information items.

Sutton Six. Cllr D Hughes informed this event would be held on Sunday 18 September 2011. Volunteers were required. Road closures were now necessary involving Belle Vue Lane and Middlecroft and occupiers would be advised. Cllr Hughes asked that Cllr S Parker should be informed of charges which had initially been proposed by the borough council which had placed the event, now in its 30th year, in jeopardy.

Resident's complaint. Cllr D Hughes informed of the receipt of a complaint by a resident as to children playing in the street and litter in the vicinity of the shops.

Cllr Davis and the Clerk confirmed they were also aware of young children playing in Oaklands creating a road safety hazard for themselves and motorists. This would be brought to the attention of PC Boulton.

Bird in Hand. Cllr Roberts informed of a beer festival to be held by the Bird in Hand on the last weekend in September. There would be an 11pm finish.

Summerfield House. Cllr Roberts informed the new manager of Summerfield House was keen for residents to be more involved in local events. It was agreed this should be brought to the attention of Connexions in relation to the Youth Parliament Team project for older people.

20 mph limit. The Clerk informed that Cheshire West and Chester Council was to consider a motion calling for a default 20mph speed limit in communities across the borough. It was unanimously agreed that appropriate councillors would be advised such a restriction would have the full support of the parish council. **Action: The Clerk.**

32_Information correspondence.

Procedural: Cheshire West and Chester Youth Parliament Team project with older and younger people.
Planning: Chester Student Village briefing; The Journal of Local Planning - The National Planning Policy Framework; Cheshire Association of Local Councils- delegation of planning responses to Clerks survey.

Leisure Services: Updates from the Friends of the Millennium Greenway.

Cheshire Association of Local Councils: Sport England Funding; Habitats and Hillforts Festival and Iron Age Open Day; training opportunities September/October 2011.

Cheshire West and Chester Council: July bulletin for Town and Parish Councils; August bulletin for Town and Parish Councils; Member briefing notes 227-232; 233-239; 240-243; How to Fund Your Project training event; Planned Bonfire Events; Standards Committee annual bulletin; Rural West Area Partnership Board, Leech Lane, Malpas; Member briefings 244-246; Gypsy Traveller information.

CPRE: Campaigns: urgent request for help; Fieldwork Summer 2011; Countryside Voice Summer 2011.

Policing: Rural Inspector's Updates; Community Reassurance re national public order situation; Western Watch, the SHARP system; Rural Police Question Time newsletter.

Home Watch: Information from partner agencies; Bulletin; 30th anniversary; Computer scam; Scams.

Clerks and Councils Direct September 2011

General

Sustainable Government: Public Service News.
North Housing, Northern Voice.

Regional Services Network: Monthly Round up September 2011/newsletters.

Sustainable Government: Big Society

Historic Towns Forum Newsletter September 2011.

RHS Britain in Bloom.

Matters considered in the absence of the press and public.

The exclusion of 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 was moved by the Chairman, seconded by the Vice Chairman and agreed.

33 Insurance for volunteers. Further to the Clerk reporting further on insurance cover for a prospective volunteer, the terms would be confirmed in writing. **Action: The Clerk.**

34 Possible enforcement issues. (i) Development control. Following a Member referring to a possible development control issue, advice had been sought from the appropriate officers. A response was awaited. (ii) Noise. Further to the receipt of a complaint concerning noise from premises in the parish, a Member further informed of the likelihood of a repetition. The Council would consider if an approach to the occupier might be the best way forward.

35 Clerk: Terms and conditions. It was agreed these would be considered by the Chairman, Vice Chairman and Cllr D Hughes. The Clerk would be present for part of the meeting to provide advice and to enable an appraisal.