

Guilden Sutton Parish Council

Minutes of the ordinary meeting of the Council held on Monday 2 September 2013 at 7.30pm in Guilden Sutton Village Hall Committee Room.

Chairman: Cllr W Moulton.

Present: Cllrs I Brown, A Davis, D M Fisher, D Hughes, W Moulton, P M Paterson, M S J Roberts, S Ringstead.

1 Procedural matters.

(i) Declarations of interest. Members were reminded that they should declare any Disclosable Pecuniary Interest or any Other Disclosable Interest which they may have 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. Declarations were a personal matter for each Member to decide with the decision to declare, or not, being the responsibility of the Member based on the particular circumstances. Consideration should be given to any pecuniary interest, outside bodies interest or family, friends and close associates.

Cllr Paterson declared a disclosable pecuniary interest in agenda item 3 (i) Planning, application 13/03411/FUL erection of rear conservatory, 44 Oaklands Guilden Sutton CH3 7HE.

Cllr Hughes declared a disclosable interest in agenda item 25, community events, Guilden Sutton fete, application for grant.

Cllr Paterson declared a disclosable interest in agenda item 25, community events, Guilden Sutton fete, application for grant.

(ii) Apologies. Apologies were received and noted from PC R Boulton.

(iii) Minutes. (i) Confirmation of the minutes of the ordinary meeting of the Council held on Monday 15 July 2013. It was proposed by Cllr Paterson, seconded by Cllr Ringstead and agreed that the minutes of the ordinary meeting of the Council held on Monday 15 July 2013 should be approved. (b) Confirmation of the minutes of the extraordinary meeting of the Council held on Tuesday 16 July 2013. It was proposed by Cllr Paterson, seconded by Cllr Ringstead and agreed that the minutes of the extraordinary meeting of the Council held on Tuesday 16 July 2013 should be approved.

Suspension of standing orders: affordable housing.

It was proposed by Cllr Moulton, seconded by Cllr Roberts and agreed that standing orders should be suspended to enable an open forum in the adjoining Main Hall, (there being 20 members of the public present) to include a presentation by Mr Michael Rutherford, Arcadian Estates (NorthWest) Ltd, on his proposal for affordable housing on School Lane.

Members had previously been advised of the following correspondence:

"I am writing on behalf of MCI Developments and the Plus Dane Group (Housing Association) with regard to a proposed development of affordable housing on School Lane, Guilden Sutton. Please see attached plan.

"We have been in discussions with Cheshire West and Chester Council's Housing and Planning departments about delivering affordable housing in Guilden Sutton for local residents. We have carried out a sequential test of suitable sites, and believe that the identified site (4) on School Lane is the most ideal. I would like to come and speak with you at the next Parish Council meeting to give you some background to our proposals, and to answer questions that you will likely have.

"The most crucial aspect of these affordable housing proposals is quantifying their need. I can assure you that if it cannot be demonstrated that there is a need for affordable homes from within Guilden Sutton, then we will not be submitting a planning application for these houses. 13/14 066

Most usually, the completed homes are occupied by persons that are termed as 'hidden households'. These are typically adults that still live with their parents in order to remain within the community. People who are employed in the village, or who have recently left the village for affordability reasons would also be eligible.

"In recent years, I have helped to deliver affordable housing developments to the CWAC villages of Tattenhall, Kingsley, and Christleton. I appreciate that these proposals are extremely sensitive, and stir up significant emotions. I hope that meeting with you will allow you to have all the pertinent information, and also give you the opportunity to add any input, or get involved in moving this project forward. Tattenhall PC, for example were significantly involved in the design of the development there at Ravensholme Lane.

"I look forward to hearing from you in due course."

Best regards

Michael Rutherford

Arcadian Estates (NorthWest) Ltd Unit 2 Chaseley Farm Over Peover Knutsford Cheshire WA16 9HL

Mr Rutherford indicated a proposal for 16 affordable homes occupying land on School Lane immediately adjoining dwellings adjacent to Wood Farm. The development would be dependent on there being a demonstrable need for affordable housing in the village. A public consultation was intended at the end of October with an approach to all households seeking information. The preliminary design was based on an average size development. The proposal was small to avoid overwhelming the village or affecting its character and more than 20 homes were not envisaged. Such developments were supported by Cheshire West and Chester Council provided need could be demonstrated. The registered social landlord would be Dane Housing and expressions of interest would be verified to ensure that intending tenants qualified. They would have to meet financial criteria and be unable to access homes on the open market with allocations being intended in the first instance for Guilden Sutton residents.

Cllr Roberts expressed disappointment that neither of the ward members or a planning officer was present.

Members of the public raised concerns about traffic, the site selection process, the effect on housing values, future development on the remainder of the field, housing need and tenancies.

Councillors Roberts and Hughes pointed out that on the basis of the Parish Plan consultation there was no support for new housing in the village. Cllr Fisher asked if affordable housing had been provided in surrounding villages to which Mr Rutherford responded in the affirmative. The Chairman believed the Parish Council's hands were tied and the outcome would depend on representations by residents to Cheshire West and Chester Council.

Mr Rutherford responded further to questions from Members and members of the public and was thanked for his attendance.

The open forum concluded at 8.45pm. The Council meeting resumed in the Committee Room.

Standing orders in force.

It was agreed disappointment should be expressed at the absence of the ward members.

(iv) Code of Conduct. There was nothing further to report at this stage.

(v) Dates of future meetings: Mondays 7 October, 4 November and 2 December 2013.

2014: (To Follow)

It was noted the meeting in May 2014, which would normally comprise the annual parish meeting and the annual meeting of the Council, may have to take place in the Marigold Room. The Clerk would clarify the dates between which the Council was obliged to hold the annual parish meeting. **Action:**
The Clerk.

13/14 067

(vi) Late information report 2 September 2013. The late information report for the current meeting was received and noted.

(vii) 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.

(viii) Publications. The Council agreed to purchase the following publications to be actioned at the October meeting:

Local Councils EXPLAINED (NALC) £49.99, postage £5 plus VAT.
Local Council Administration (9th edition) £60, postage tbc

Members noted the following publication was available to download free of charge from the County Association website:

Good Councillors Guide 4th edition.

2 Community engagement.

(i) Public speaking time.

(a) Public speakers. There was no public speaking.

(b) Visiting Members, officers and wardens. None.

(ii) Report of surgery held on Saturday 31 August 2013. Cllrs Davis and Hughes reported. Issues which had arisen had included overgrown hedges, the need for a handrail to the steps to the shops, the need for a dropped kerb to the Village Hall car park and the migration of gravel from drives.

(iii) Parish Council drop ins. There was nothing further to report at this stage.

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

3 Planning.

(i) New and recent applications.

Fell pine tree

1 School Lane Guilden Sutton Chester Cheshire CH3 7ET

Ref. No: 13/03470/TPO | Validated: Thu 08 Aug 2013 | Status: Pending consideration. NEW APPLICATION.

Cllr Brown, Mr A Young.

Erection of rear conservatory

44 Oaklands Guilden Sutton Chester Cheshire CH3 7HE

Ref. No: 13/03411/FUL | Validated: Mon 05 Aug 2013 | Status: Pending consideration. NEW APPLICATION.

Cllrs Fisher, Brown.

Erection of four 2 storey dwellings (demolition of existing building).

Chester House Hare Lane Chester Cheshire CH3 7ED

Ref. No: 13/02879/FUL | Validated: Mon 01 Jul 2013 | Status: Application withdrawn. NEW DECISION.

Cllrs Fisher, Brown.

The Council had objected as follows:

The Council wishes to OBJECT for the following reasons:

(i) The new dwellings would not constitute infill development and due to the lack of very special circumstances would represent inappropriate development in the Green Belt which, by definition, would be harmful to its character.

13/14 068

The proposal is therefore considered to be contrary to policies ENV 63, 64, 65 and 66 and HO4 and 6 of the Chester District Local Plan and the provisions of the National Planning Policy Framework.

(ii) It is considered that collectively the proposed dwellings because of their size, design, position and prominence would unduly detract from the character and appearance of the street scene. The proposal is therefore considered to be contrary to policies ENV2 and 22 and HO 4, 6 and 10 of the Chester District Local Plan.

(iii) The Council further believes that four four bedroomed dwellings, due to their location and lack of adequate parking, would generate a significant demand for on street parking adjacent to the site thereby exacerbating the lack of on street parking in the locality to the detriment of highway safety and contrary to policies TR 17 and 19 of the Chester District Local Plan. The conclusions of the highways engineer have been taken into account but the Council is not persuaded that the provision of two parking spaces would be adequate for a four bedroom dwelling and its visitors.

Permission should therefore be refused.

It is considered a change of use from business, with the removal of disturbance to nearby occupiers from deliveries, would be acceptable but the current proposal is over intensive.

Non material amendment to application 12/04577/FUL (Single storey extensions to front and rear) to allow substitution of casement window to master bedroom with French doors, substitution of single window on south elevation to master bedroom with pair of casement window and soakaway to front drive to enable macadam surfacing

Halfways Hare Lane Chester Cheshire CH3 7ED

Ref. No: 13/02695/NMA | Validated: Wed 19 Jun 2013 | Status: Application permitted. NEW DECISION.

Prune and crown thin by approx 10 - 20% one Silver Birch and removal of 1 lower limb overhanging adjacent property.

3 Orchard Croft Guilden Sutton Chester Cheshire CH3 7SL

Ref. No: 13/02676/TPO | Validated: Tue 18 Jun 2013 | Status: Application permitted. NEW DECISION.

Single storey rear extension

82 Oaklands Guilden Sutton Chester Cheshire CH3 7HG

Ref. No: 13/02251/FUL | Validated: Mon 20 May 2013 | Status: Application permitted. NEW DECISION.

Cllrs Fisher, Moulton.

Two storey rear extension

Southcroft Wicker Lane Guilden Sutton Chester Cheshire CH3 7EL

Ref. No: 13/02237/FUL | Validated: Tue 18 Jun 2013 | Status: Application refused. NEW DECISION.

Cllrs Paterson, Ringstead.

The reasons for refusal were the proposal would result in disproportionate additions which would be inappropriate in the Green Belt for which no very special circumstances had been demonstrated.

The Council's response had been as follows:

Objection. The Council does not believe an overriding justification has been made as required by note 2 in the decision notice for the previously approved application 07/02207/FUL sufficient to overcome concerns arising from the proposal.

Extension to existing barn and for use as stables.

Tile Farm Wicker Lane Guilden Sutton Chester Cheshire CH3 7EL

Ref. No: 13/02001/FUL | Validated: Tue 07 May 2013 | Status: Application permitted. NEW DECISION.

Cllr Moulton, Ringstead.

Existing use of part of Premises for Storage and Distribution (Class B8) with offices (Class B1) and Use of a Fork Lift Truck in breach of Condition 4 of Planning Permission for Conversion to B1 Business Use (Ref no 95/00330/COU)

Chester House Hare Lane Chester Cheshire CH3 7ED

13/14 069

Ref. No: 13/01998/LDC | Validated: Tue 07 May 2013 | Status: Application refused.

Cllrs Moulton, Roberts, The Clerk.

Pole mounted free standing advertisement

St John The Baptist Church Lane Guilden Sutton Chester Cheshire CH3 7EW

Ref. No: 13/01956/ADV | Validated: Mon 10 Jun 2013 | Status: Consent granted. NEW DECISION.

Cllr Hughes and Davis.

(ii) Development control process.

(a) e notifications. There was nothing further to report at this stage. (b) Training, Broxton & District Parish Council. Cllrs Moulton, Hughes and the Clerk had attended this planning training session 'The Parish Council's role in the planning process' organised by Broxton & District Parish Council with Miss Fiona Edwards, Development Planning Manager, Cheshire West and Chester Council, held at the Cheshire West and Chester HQ, 58 St. Nicholas Street, Chester CH1 2NP on Wednesday 17 July 2013 at 6pm. The session had included Planning Principles, the Planning Process and Material and Non-Material Planning matters. Notes had been circulated to all Members following the session.

(iii) Community planning.

(a) Parish Plan. Cllr Paterson reported that champions had been appointed for three of the four main issues identified. The Vice Chairman kindly indicated for the vacancy. A formal launch was to be organised for the Plan.

(b) Neighbourhood planning. Neighbourhood Area Application - Barrow Parish Council. The Clerk reported this consultation had closed.

(c) Affordable housing.

(i) Proposal by Mr Phil Taylor, Strategic Team Group, Wicker Lane. There was nothing further to report at this stage following the understanding the highway authority would regard the site as fundamentally unsustainable.

(ii) Housing needs survey, Guilden Sutton. The Housing Strategy & Enabling Officer, Growth and Prosperity, Cheshire West and Chester Council had advised she had no funding or resources to undertake a housing needs survey. This would fall to the housing association, or, as in other cases, to the Parish Council which would issue the survey and she would assist by collating the information.

Action: Noted.

The officer had stated separately:

"I stand by my statement that only one application would be supported in Guilden Sutton and I would be guided by the Parish Council in terms of preferable site, if they wished to state a preference, or whichever application should be submitted first." **Action: Noted.**

(iv) Strategic Planning.

(a) Local Development Framework.

(i) Land at Hoole Hall (Hoole Gate). Members noted the outcome of the presentation by Mr S Stafford from HIMOR to the open forum held on Tuesday 16 July 2013 in St John's Church Room. The development was proposed in Hoole Village parish although both accesses would be to Guilden Sutton Lane. Mr Stafford had explained that HIMOR, a privately owned land and property company based in the north west, had entered into agreements with the owners of 26 acres of land adjacent to Hoole Hall to promote it to the Cheshire West and Chester Local Plan. The developers believed that, together with adjoining land bounded by the A55, the A56, the A41 and Guilden Sutton Lane, it might form a comprehensive urban extension. Phase one of the proposal envisaged 190 homes in a parkland setting. Mr Stafford accepted it was very likely the developer's views would differ from those of the Parish Council on Green Belt issues but it was hoped to have a continuing dialogue with the Council.

13/14 070

The proposal had also been placed in the public domain.

It was accepted the land at present was designated as Green Belt and that the very recently published draft Local Plan did not propose the release of the site for development. If the Local Plan was approved in its present form, the land would be retained in the Green Belt.

Mr Stafford had responded to Members' questions particularly from Cllr Paterson as to the validity of a traffic assessment which had been carried out. Mr Stafford informed there would be a full assessment at any application stage.

Members of the public had raised detailed concerns including the loss of Green Belt land, the effect on schools, doctors' surgeries and other infrastructure including water supply in the wider area, traffic, affordable housing and the presence of a scheduled ancient monument.

The discussion touched on future housing supply figures across the borough which Mr. Stafford indicated had been set in the publication Local Plan at a figure below the previous regional spatial strategy figures. He believed the inspector at the Examination in Public stage might choose a higher target and refer the draft plan back to the borough council for reconsideration on this issue. The prospect was in those circumstances that further Green Belt land may have to be released around Chester apart from the single site at Wrexham Road for 1,300 homes presently identified.

(ii) Publication draft Local Plan. Members noted that at a meeting of the Local Development Framework Panel on 22 July 2013, it had been agreed the only release of Green Belt land to be included in the publication Local Plan would be land at Wrexham Road sufficient for 1,300 homes.

The minute read as follows:

The Local Plan Publication Draft proposed the release of Green Belt land at Wrexham Road, Chester for development, on the basis that exceptional circumstances existed to justify this, there being insufficient land in the city for 'natural change' and a need to provide for economic growth, and to address issues of housing affordability and for affordable housing. Some Members expressed the view that the increased growth projection was too high, and that a lower level of growth would still achieve the desired outcome without threatening the Green Belt. Also, to release this area of Green Belt could alter the character and economic viability of Chester, and could set a precedent. A proposal not to release Green Belt land at Wrexham Road was lost by 4 votes for to 5 against.

The draft plan had been agreed for consultation by the Council's Executive. There would be an eight week consultation.

(iii) Chester Green Belt. There was nothing further to report to that minuted above.

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

4 Quality Council issues.

(i) Training:

(a) General Power of Competence. The Clerk informed a General Power of Competence (GPC) workshop would take place on the evening of 24 September 2013 at Congleton Town Hall. The training session would cover the following aspects of GPC:

To examine the origin, meaning and application of the general power of competence
To explain the criteria for eligibility to use the power and arrangements for confirming eligibility
To discuss possible restrictions and risks related to using the power
To introduce and discuss CiLCA questions.

The room would be available from 6.30 pm with tea/coffee and biscuits. The session would commence at 7pm and finish at 9pm.

13/14 071

The cost would be £30. Members wishing to attend would advise the Clerk. No further GPC training was to be offered during this calendar year

(ii) Training dates 2013. Members had noted the proposed training dates for 2013 and would advise the Clerk should they wish to attend.

Clerks & Councillors Induction Workshop. Members were reminded this workshop was taking place on the evening of 4 September 2013 at Tarvin Community Centre from 6.30pm to 9pm.

Councillor 3 training. The Clerk confirmed a Councillor 3 workshop would take place on the afternoon of 27 September 2013 at the Cheshire Fire and Rescue HQ in Winsford, Cheshire CW7 2FQ (Councillors Moulton and Ringstead having been unable to attend a previous session).

The training session would cover the following aspects of Parish/Town Council business:
To provide an opportunity for new and more experienced councillors to consider council meetings and procedural rules
To help delegates become more aware of the way in which an agenda demonstrates that the council is acting lawfully

The room would be available from 1.30 pm with tea/coffee and biscuits. The session would commence at 2pm and finish at 4.30 pm.

The Clerk was asked by the Chairman to confirm the date. **Action: The Clerk.**

(ii) Quality Councils Forum. Members noted advice from the Cheshire Association of Local Councils that although meetings of the Quality Parish Panel had been suggested for 11 September and 4 December, 2013, as the Quality Parish Scheme was under review nationally the decision has been taken to hold no further meetings until the new scheme is launched.

(iii) Quality Parish Council Status. (a) Conduct of Council business. The NALC model standing orders would be considered by the Quality Council group. (b) Certificate. The Clerk was to obtain copies to enable the original to be displayed in the Village Hall.

5 Parish car park.

(i) Grounds maintenance. There was nothing further to report at this stage. The emptying of the litter bin by Cheshire West and Chester Council was being kept under review by the Clerk as part of his weekly visits. The issues raised by Mrs Kirk would remain under consideration.

(ii) Improvement scheme. This would be revisited in due course.

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

6 Leisure Services

(i) Children's Playing Field.

(a) Grounds maintenance issues including litter bin emptying. Members noted the new grounds maintenance contractor was making good progress in returning the field to specification. Further to the contractor proposing that minor remedial action should be taken to improve the field side goalmouth and to this being agreed subject to the cost not exceeding £50, the work was awaited. Further to the Clerk informing he had approached Mr Arden for advice as to the future maintenance of the ditch, there was nothing further to report at this stage.

(b) Mole infestation. The Clerk advised there were presently no issues.

(c) Basket ball equipment. Further to the Clerk reporting Play Inspection and Maintenance Services had expressed concern as to a possible hazard presented by the equipment, the condition of the hoop and backboard continued to be monitored.

(d) Further to a Member informing of the encroachment of an adjoining boundary hedge, this was being monitored.

(ii) Children's Play Area.

(a) CCTV and CCTV protocol. (i) Upgrade. Further to Cllr Hughes referring to a possible future upgrade of the system, the ward members were aware of the possibility of an approach to their budgets during 2013/14. (ii) Protocol. A simple protocol covering the inspection of images captured by the system would be progressed in due course by the Clerk. Action: The Clerk. (iii) Maintenance. Further to Cllr Paterson informing she had met the contractor for a one hour visit to enable an inspection to be carried out and a report and estimates to be prepared and to the possibility of entering into a service agreement, it was agreed further information should be sought. **Action: The Clerk.**

(b) Inspections. (i) The reports for July and August 2013 had been received from Play Inspection and Maintenance Services and had been considered by Cllr Paterson. It was noted the Inspector was aware of the defect with steering wheel bolt and had been seeking advice from the contractor. More recently it had been glued in position although the assembly remained loose. The bolt had been monitored and tightened as far as possible by the Clerk during the summer and continued to be monitored. (ii) Annual inspection. The report of the annual inspection by Morral Play Services had been received and considered by Cllr Paterson. No immediate issues had arisen. (iii) Equipment. Following the suggestion by Cllr Brown that the equipment might be repainted, no further action would be taken pending the outcome of the Clerk's inquiries as to a possible replacement playground. **Action: The Clerk.**

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

(d) Grounds maintenance issues. Further to the advice of Mr J Williams, Play and Leisure the grounds maintenance contractors employed by the Council and by the Primary School were being asked to estimate for a 50% reduction in the height of the boundary hedge overall and on one side respectively.

(e) Replacement of safety surfacing. This would be pursued in the event of insufficient funding being obtained to enable a replacement playground.

(f) Possible replacement playground. Further to the presentation by Mr J Williams, Play and Leisure, at which it had been stressed progress would be dependent on satisfactory financial arrangements including fund raising, the Clerk was approaching Awards for All and WREN. At the request of the Clerk, it was proposed by Cllr Paterson, seconded by Cllr Fisher and agreed that Cllr Hughes should be the main contact for the Awards for All application having been Chairman at the time the project was initiated.

(iii) Public Footpaths.

(a) Footpath 7. There was nothing further to report at this stage.

(b) Footpath 2. There was nothing further to report at this stage as to the identified trip hazard reported by Cllr Roberts which had been referred to the Network Steward by the Clerk and the complaint per Mr Brian Lee to which the Clerk had responded.

(c) Footpath 1. There was nothing further to report at this stage.

(d) Footpath 3 Further to the Clerk reporting he had been advised by the Public Rights of Way Warden of concerns as to the state of the bank and a leaning wall adjacent to Footpath 3 at the back of houses on Cinder Close, past the Bird in Hand (Grid ref: SJ448679) the matter had been referred through the Ward Members. A response was awaited.

(e) Rights of Way Group. (i) Bank account. There was nothing further to report at this stage. (ii) Natural England "Paths for Communities" (P4C) scheme. 13/14 073

The Clerk advised he had forwarded details of the Natural England "Paths for Communities" (P4C) scheme to develop and enhance the network of Public Rights of Way in England (previously reported) to the Public Rights of Way Warden. **Action: Noted.**

(f) Mid Cheshire Footpath Society. There were no action items to report.

(g) Greenway. There was nothing further to report at this stage.

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

(v) Public Seats: Guilden Sutton Lane. The Clerk informed he was to arrange a site visit with Messrs Deva Forge to obtain estimates for refurbishing the 2 no public seats in the parish. **Action: The Clerk.**

(vi) Fox Cover. Landscaping. Further to the need for growth to be cut back, this had again be referred to Streetscene at the request of Cllr Paterson, Mr and Mrs Dawson, the occupiers of an adjoining property, having expressed concern the planting was taking their light.

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

(viii) Wild flower meadow. The Council would revisit this issue, the Area Highways Manager having advised that applications for the use of highway land would be considered subject to on site investigations to discount the presence of utilities. Cllr Paterson helpfully offered to provide details of a wildflower meadow visited on holiday. **Action: Cllr Paterson.**

7 Public transport.

(i) Services, general. C27. The Clerk informed he had copies of the revised timetable for service 27.

(ii) Bus stand, Guilden Sutton Lane. Overgrowth at this stand was being monitored.

8 Highways.

(i) Major schemes. There was nothing to report at this stage.

(ii) Issues with the highway authority, ownership by Traffic Group. The Traffic Group would consider the outcome of the meeting held with the Area Highways Manager on Wednesday 1 May 2013 with that of the walkabout which had taken place on Thursday 30 May 2013.

(iii) Current issues

(a) Speed matters.

(i) Community speed management. Further to Cllr D Hughes referring to the speed of traffic on Station Lane and to the expectation the Police would support action on that road and on School Lane, Cllr Hughes was to discuss this with PC Boulton. **Action: Cllr Hughes.**

SID data for July 2013 had been circulated by Cllr Moulton. The Council noted the following future dates for the use of the SID equipment: 6-13 September 2013.

Further to Cllr Moulton expressing concern about the standard of upkeep of the equipment, supported by Cllr Roberts, this was being raised with the ward members. **Action: The Clerk.**

To note the Clerk had been asked to circulate a 'Community Speed Management' scheme description regarding speeding issues. Cheshire West and Chester Council had advised there had been a number of incidents recently where local councils had contacted the Police rather than the highway authority in the first instance which would then work with the parish to gather evidence which may then lead to Police enforcement. The message from the highway authority was to follow the approach set out in the scheme and to contact the highway authority in the first instance if there are any speeding issues.

The Clerk suggested the Traffic Group may wish to consider the guidance and perhaps raise the A41/Guilden Sutton Lane junction, Guilden Sutton Lane, Station Lane and Wicker Lane.

(ii) School Lane. Concerns per Mr P Crompton, Belle Vue Lane. The issue had been referred to the Traffic Group and to PC Boulton.

(b) School parking. With reference to the possibility of a residents parking scheme and to CCTV surveillance, the Clerk was to approach the appropriate officer from Cheshire West and Chester Council.

(c) Porters Hill. The current position was the issue raised by Cllr 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. The correspondence from the Drs Worth, Orchard Croft expressing concerns about the safety of that part of School Lane, particularly for the users of mobility scooters, which had been acknowledged by the highway authority, had been logged under reference no. 2118877 and passed to a Mr Ian McNeill to action. Further to Cllr Fisher referring to the possibility of land being made available to improve the footway, the Network Steward, who had previously inspected and discussed the issue, was aware.

(d) Flooding, Wicker Lane. There was nothing further to report at this stage.

(e) Planters. Streetscene was being advised the planter on Guilden Sutton Lane was being overcome by long grass and the schedule should be revised to include strimming of the area. **Action: The Clerk.** An inquiry would also be made of Messrs Gresty by Cllr Davis. **Action: Cllr Davis.**

(f) Parking, Summerfield Road. The increase in the incidence of long term parking outside the shops continued to be monitored. Further to the receipt of correspondence from Mr John Browne as to parking conditions immediately to the front of the shops, this had again been raised with the highway authority which had advised the area was private land. This had been disputed by the Clerk. **Action: Noted.**

(g) Traffic group. There was nothing further to report at this stage other than that minuted above.

(h) 20 mph limit. There was nothing further to report at this stage. The question of installing a 'flashing 30' sign at an appropriate location, raised by Mr P Crompton, would be reconsidered (see minute beneath) following information from Barrow Parish Council the capital cost was far less than had previously been indicated.

(i) Guilden Sutton Lane: footway drainage. There was nothing further to report at this stage.

(j) Winter gritting. (i) Old Hall Park. With reference to the Clerk reporting his understanding that occupiers on Old Hall Park had found it necessary to park their cars on the parish car park during the winter snow due to the condition of the road, a response remained outstanding from the highway authority to which the issue had been referred. A response would be sought. **Action: The Clerk.** (ii) Village Hall car park/shops. The suggestion by Cllr Davis relating to the provision of a grit bin as an alternative to a bag would be revisited in due course. (iii) Steps, Fox Cover-Church Lane. The suggestion by Cllr Roberts that provision might be considered for gritting these steps would similarly be revisited. (iv) Correspondence per the Rev Dr Mark Hart. There was nothing further to report at this stage as to any response from the highway authority further to the Rector advising a car had spun on Porters Hill fortunately without any collision as it did not appear the road had been gritted the previous night and a strip of ice had formed possibly caused by water running down the road off the fields.

(k) Station Lane, reinstatement of SLOW markings. The Clerk informed these marking had been refreshed. **Action: Noted.**

(l) Fatality 24 June 2013, 2135, School Lane. The Clerk informed advice had been obtained from the highway authority as to the sensitive removal of the tribute at the appropriate time. The adjoining occupier had made a similar request and this had been actioned.

13/14 075

(m) Water main renewal. It was noted water main renewal affecting School Lane and Arrowcroft Road had taken place from Monday 5 August, 2013.

(n) Road resurfacing. It was noted resurfacing work to Hoole Roundabout and part of Hoole Road involving overnight closures had been completed during August.

(iv) Lighting. (a) Faults. It was noted Cllr Paterson had helpfully reported a number of faults. (b) Lighting, Heath Bank and junction Church Lane/Fox Cover steps. It was agreed these issues should be progressed, with priority being given to Heath Bank. The lighting authority had previously informed the cost would be in the region of £650 - £750 for each installation.

9 Finance:

(i) Income:

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| VAT refund April 2011- March 2013 | £ 611.42 |
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| Current account Interest 5 July 2013 | £ 4.89 |
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(ii) Payments

The Council was invited to note and agree the following payments approved as a matter of urgency in the absence of an August meeting:

| | |
|---|-------------------------|
| St John's PCC Room hire, May and July. Seven hrs at £5 per hour | £ 35.00 |
| R S Pierce Grounds maintenance | £ 420.00 |
| PIMS July invoice | £ 36.00 (inc VAT £6.00) |
| Morrall Play Services Annual inspection | £ 51.00 (inc VAT £8.50) |
| Current payments. | |
| Guilden Sutton Fete Committee Grant 2013 | £ 250.00 |
| PIMS August inspection | £ 36.00 (inc £6.00 VAT) |
| Clerk | |
| Postage | £ 4.20 |
| Mileage 31 miles @45p | £ 13.95 |
| Copies 511 @ 5p | <u>£ 25.55</u> |
| | £ 43.70 |

Proposed by Cllr Paterson
Seconded by Cllr Roberts and agreed.

(iii) Balances

| | |
|--|------------|
| Co-operative Bank Current account 31 July 2013 | £30,377.16 |
| Scottish Widows 1 1 July 2013 | £20,004.59 |
| Scottish Widows 2 1 July 2013 | £ 3,388.19 |

(iv) Finance: general.

(a) Balances. Further to Cllr D Hughes revisiting the negligible rate of interest attracted by the balances, the Clerk informed he had sought further information from the Cambridge and Counties Bank which offered an improvement. The bank was jointly owned by the Cambridgeshire County Council Pension Fund and the University of Cambridge and was covered by the national £85,000 deposit guarantee. Cllr Hughes expressed reserve as to the use of a relatively new financial institution. Further inquiries as to alternatives would be pursued by the Clerk. **Action: The Clerk**

(b) Co-operative Bank. There was nothing further to report at this stage as to the financial issues facing the bank.

(v) Report on contingency payments.

| | |
|-----------|----------|
| Budget: | £ 983.00 |
| Payments: | £ 0.00 |

(vi) Audit issues: external audit. The Clerk invited the Council to note an additional charge of £35 was proposed arising from two instances of missing explanations for variations from the previous year (this aspect had been approved by the internal auditor) and a missing signature due to an oversight by the Clerk. The detailed correspondence has been referred to the Audit Group. The external auditors had also required him to amend the total value of the Council's assets shown in the annual return back to the 2011/12 figure as a proxy valuation as the figure for 2012/13 had taken account, as usual, of the increased insurance valuation. The regulations had been revised and only allowed for the value of assets to be changed to take account of acquisitions or disposals and not variations to the insurance valuation. **Action: Noted.**

(vii) Risk assessment. The Council continued to consider its measures for managing risk and noted that initial consideration of any issues arising would be referred on an ongoing basis to the Audit Group.

(viii) HMRC: Real Time PAYE. There was nothing further to report at this stage.

(ix) Insurance: The Clerk reported the insurers had advised the renewal premium of £1,017.12 could be reduced by 5% to £966.26 if the Council wished to sign a new long term agreement until 30 September, 2016. The Clerk suggested this should be approved subject to further advice being provided to the Audit Group as to the likely cost from alternative providers. He invited Members to recall the initial arrangement with Came & Co had reduced the premium, in round terms, by 30%. The Council believed it was unlikely that alternative providers would be competitive and agreed the agreement should be accepted. **Action: The Clerk.**

(x) Clerk's gratuity. Transfer 2011/12 – 12/13. Transfer 2013/14. This would be considered at the October meeting.

(xi) Clerk's salary. It was noted the Cheshire Association of Local Councils had advised a 1% increase payable for 2013/14. This would be dealt with in the October payments. 13/14 077

10 Environment Services.

(i) Waste collection and recycling issues. (a) Members continued to have concerns about missed collections from the Village Hall car park area and spillages. The Chairman advised of instances of containers not being collected from within the curtilage where this had been specifically requested and to a recent missed collection on Guilden Sutton Lane over the Bank Holiday weekend. The former issue would be included in the newsletter. **Action: The Clerk.**

(ii) Amenity cleansing. (a) Areas of concern. Members would advise the Clerk of locations at which they believed action was necessary. **Action: All Members.** The condition of the steps from Fox Cover to Church Lane, raised by Cllr Hughes, was being monitored together with that of the steps opposite from Cinder Lane to Church Lane. (b) Temporary lengthsman. The Clerk reported further as to the trial, which included inspections of the playing field, play area and parish car park. (c) Regular inspections. The suggestion raised by Cllr Moulton as to regular inspections throughout the parish with an increase in the lengthsman's hours would be revisited in due course.

(iii) Dog fouling: (a) Request for additional bin - dingle path, Belle Vue Lane. This had been progressed by the Clerk in parallel with an approach to the warden service as to dog control in that vicinity. Cllr Hughes referred to incidents of fouling.

11 Trees and Hedges.

(i) Hedges. The increasing obstruction of the footway on Guilden Sutton Lane and at other locations in the village by overgrown hedges was noted. Cllr Brown would make further inquiries as to a standard proforma to advise individual occupiers as appropriate known to be in use elsewhere. **Action: Cllr Brown.** This would be issued by the Clerk to avoid duplication. As a last resort, the highway authority would be requested to take action. The suggestion raised by Cllr Moulton as to regular inspections throughout the parish with an increase in the lengthsman's hours would be revisited in due course.

(ii) 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. The Clerk confirmed some trees had been marked.

(iii) Hare Lane. Further to the concerns raised by Mrs G M Reeder, Cheviot, Hare Lane as to overgrowth obstructing sight lines and the size of trees at various locations on Hare Lane, Cllr Paterson informed that trees at the Rugby Club had been cut. **Action: Noted.**

(iv) Dingle path. Further to Cllr Hughes reporting a request from an adjoining occupier to fell two self set sycamores on private land adjoining this path which were stopping his enjoyment of oak trees in the group and to the Council agreeing it would have no objection subject to the consent of the landowner being obtained and, on the advice of the Tree Warden, approval being sought for the felling which was in a protected group, there was nothing further to report at this stage.

(v) Conifers adjoining parish playing field. Further to Cllr Fisher referring to the continuing growth of conifers in a property adjoining the parish playing field which he believed were now extending onto the field, these had been inspected by the Clerk who confirmed some encroachment as minuted above.

(vi) Mr Brian Davis. Further to Members receiving correspondence from Mr Brian Davis setting out his disquiet at a range of environmental issues in the parish and to it being noted many of these were current issues or were outside the control of the Council, a note would appear in the newsletter encouraging residents to use the reporting forms provided on the Cheshire West and Chester Council web site. **Action: The Clerk.**

(vii) Path rear Orchard Croft. Cllr Hughes referred to the need for this path to be cleared of overgrowth. The Clerk informed a request had already been made.

(viii) Hedge, access from Hill Top Road. At the request of Cllr Hughes, a cut had been requested from Streetscene.

(ix) Growth, Wicker Lane/Church Lane junction. Growth at this junction continued to be monitored.

(x) Willow, Oaklands. Further to Cllr Roberts raising issues from residents involving the weeping willow at the dell overhanging the Oaklands footpath, it was noted the tree had been pruned.

(xi) Village Hall car park.. Further to Cllr Roberts raising issues from residents involving the overgrowth of a tree from the Hilltop Road garages onto the footpath next to the Village Hall car park, the matter was being pursued by the Clerk. **Action: The Clerk.**

(xii) Belle Vue Lane, fallen tree. This was reported by Cllr Paterson and would be inspected by the Clerk. **Action: The Clerk.**

(xiii) Hedges, Cinder Lane. Overgrowth affecting these hedges on the field side of the road would be reported. **Action: The Clerk.**

(xiv) Overgrowth, Heath Bank. Overgrowth on the steps and adjoining the footway would again be reported at the request of Cllr Roberts. **Action: The Clerk.**

12 Cheshire Association of Local Councils.

(i) Chester Area Meeting. The Clerk reported the annual meeting of the Chester Area Meeting would take place on Wednesday 11 September 2013. The Council agreed to nominate Cllr R Parkin (Mickle Trafford and District) as Chairman and the Clerk as Honorary Secretary.

(ii) Good practice. The Clerk informed he was responding to an approach by the Deputy Chief Officer as to examples of good practice which may be shared with Ministers. Open forums on affordable housing and the Hoole Gate development would be cited.

(iii) Annual meeting. The Clerk invited Members to note the Association's annual meeting would take place on the evening of Thursday 24 October at the Cheshire Fire and Rescue HQ in Winsford. It was noted the Executive Board had agreed to extend the period for submissions of motions for the annual meeting to Friday 27 September 2013.

13 Cheshire West and Chester Council.

(i) Chester Villages Community Forum. There was nothing further to report. The inaudibility of proceedings would again be raised at an appropriate stage.

(ii) Community governance review, Guilden Sutton. The Clerk informed that following the publication of draft recommendations for Guilden Sutton, the Community Governance Review Committee had been due to confirm the no change recommendation for Guilden Sutton. The terms were:

- (1) the parish of Guilden Sutton should not be abolished and that its area should not be altered;*
- (2) the name of the parish should not be altered;*
- (3) the parish should continue to have a parish council;*
- (4) no changes be made to the electoral arrangements that apply to the parish council; and*
- (5) the area of the parish for Guilden Sutton be re-visited under the terms of reference for the future community governance review of Great Boughton parish.*

The Senior Manager, Partnerships & Development, Cheshire West and Chester Council, had confirmed the proposed boundary revisions on Guilden Sutton Lane and Hare Lane would be considered as would the proposal to move properties at Park Farm from Mickle Trafford and District to Guilden Sutton.

The Clerk reported a meeting of the committee on 14 August 2013 had resolved:

(iii) the boundary of the existing parish of Hoole Village be redrawn at Guilden Sutton Lane to transfer the land situated between Guilden Sutton Lane and the Railway Line from Hoole Village to Guilden Sutton parish;

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(iv) the boundary of the existing parish of Mickle Trafford be redrawn at Guilden Sutton Lane to transfer the properties of Park Farm, Unit 1 Park Farm, Unit 2 Park Farm and The Cottage, Park Farm from Mickle Trafford parish to Guilden Sutton parish;

Action: Noted.

(ii) Community Governance Review, publication of Draft Recommendations for Mickle Trafford, Bridge Trafford, Wimbolds Trafford, Picton and Hoole Village. The Clerk reported the receipt of this consultation.

(iii) Community resilience. Cllr Paterson suggested the possible advantages of joint working with Mickle Trafford and District Parish Council.

The Clerk informed the Planning & Exercising Officer, Joint Cheshire Emergency Planning Team, had provided an update as follows on the Community Resilience Workshops which took place in May/June 2013.

“We have now completed the introductory workshop series with events in Tattenhall, Ashton Hayes and Saughall and with over 50 delegates attending from a wide range of parish councils, community organisations and the responding agencies.

Parish Councils and community organisations who have attended are as follows:

- Ashton Hayes*
- Barrow*
- Frodsham*
- Guilden Sutton*
- Helsby*
- Kingsley*
- Malpas*
- Mickle Trafford & District*
- Mollington*
- Puddington and District*
- Saughall and Shotwick*
- Tattenhall*
- Upton by Chester and District*
- Willaston Residents & Countryside Society*

“The feedback received from delegates has been very good with a lot of positive discussions regarding parish councils and community organisations potentially signing up to undertake community resilience planning in their areas. It is now our intention to follow this up with each organisation, to discuss whether you would like to progress this area of work, and to assess how best our officers can assist you in doing so. We will report back in the coming months to let you know how that work is progressing.

“From here, we will also begin planning a series of follow-up workshops in October/ November 2013 where we will invite Town and Parish Councils to come along and share their planning experiences, test their draft plans in a table-top exercise and raise any issues/ queries with ourselves and our Local Resilience Forum partners. We are also exploring the potential for setting up a Cheshire wide Community Resilience Forum, which will aim to bring together representatives from parish/ town councils, community organisations and the responding agencies twice a year to discuss common issues and share best practice.

*Ruth Stevens
Planning & Exercising Officer
Joint Cheshire Emergency Planning Team”.*

Action: Noted.

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) Cheshire Police and Crime Commissioner/Cheshire Constabulary meetings. The Chairman, Cllrs Fisher and Hughes and the Clerk had attended a meeting with Mr J Dwyer, Police and Crime Commissioner for Cheshire, held on Monday 29 July 2013 in the Civic Suite, Civic Hall, Civic Way, Ellesmere Port, CH65 0AZ. It was noted that funding was available for speed management measures. The possibility of installing a 'flashing 30' would be pursued, Barrow Parish Council having indicated a much reduced cost to that previously indicated. **Action: The Clerk.**

(ii) Crime. There was nothing further to report at this stage.

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

18 Newsletter. There was nothing further to report at this stage.

19 Memorial Garden. Further to Cllr Paterson commenting on the degree of growth within the garden, confirmed by the Clerk. Cllr Hughes had kindly agreed to visit. **Action: Cllr Hughes.**

20 Bulb planting. There was nothing further to report at this stage following Cllr Moulton indicating he wished to revisit the issue of bulb planting which he believed was a valuable activity for the Council to undertake and to Cllr Hughes indicating there had been little enthusiasm from Members in recent years.

21 Parish IT. (a) Members' photographs. The need for photographs of Members to complete the web page remained outstanding. (b) Google Group. Cllr Paterson reported on this issue which involved the Webmaster.

22 Primary School. Cllr Hughes reported further.

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 Community events. Further to the Clerk reporting the receipt of an application by the Fete Committee for a grant of £250 and to approval being moved by Cllr Davis, seconded by Cllr Brown and agreed, it was further agreed, as minuted above, that payment would be authorised.

25 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 would be pursued by the Clerk. **Action: The Clerk.**

26 Enhanced broadband. There was nothing further to report at this stage.

27 Village Hall Management Committee. Cllr Davis reported.

28 Electricity sub stations: Oaklands estate. Further to Cllr Brown referring to the condition of some electricity sub stations on the estate and to the matter being brought to the attention of Scottish Power, a response remained outstanding. This would be pursued. **Action: The Clerk.**

29 Village hall trade waste. Further to Cllr Hughes informing of the possibility the borough council would cease to collect the non recyclables bin free of charge which would result in considerable expense to the hall, the ward members had been informed his concerns were supported as the same would apply to St John's Church Hall. A response was awaited.

30 Bird in Hand.

The Clerk informed Mr Lewin had advised as follows:

"The Bird in Hand has been sold.

"Mr Richard Bowyer has completed the purchase of the Bird in Hand. We wish him well and look forward to a sensitive and successful redevelopment of the premises.

"A well attended meeting of the village took place on Tuesday 30 July 7.30pm at the Bird in Hand.

"We were lucky to have the prospective buyer attend the meeting - Richard Bowyer a businessman with two companies based in the Llangollen area. He stated his intention to refurbish the Bird as a 'licensed premises' by closing it for 6 months over the winter to undertake the work. The final outcome would be subject to planning permission and as yet he has no architect drawn plans.

"Members of the village will continue with an application to make the pub an 'Asset of Community Value' which will assist in ensuring appropriate development now and in the future. We, the Parish council and other interested parties will continue to monitor progress and publish any information as soon as it becomes available."

Cllr Hughes believed the ward members needed to be briefed and the Council should offer support to the premises being designated as an asset of community value. This was agreed. It was noted planning permission was to be sought for alterations and the premises would be closed from Christmas to Easter 2014.

31 Members information items.

Energy providers. Cllr Paterson referred to a "Ready to Switch?" scheme involving energy providers, notified by Cheshire West and Chester Council and circulated by the Clerk, which would make it easier for people to switch energy provider with expected savings of between £60 and £200 a year. Registration was only open until 15 October 2013 and she encouraged Members to raise awareness within the community.

32 Information correspondence.

Members received and noted the information correspondence detailed in the agenda and the late information report.

Matters considered in the absence of the press and public.

None.

The meeting concluded at 9.58pm.

Date of next meeting: Monday 7 October 2013.