

Guiden Sutton Parish Council

Minutes of the annual meeting of the Council held on Tuesday 7 May 2013 in St John's Church Room on the rising of the Annual Parish Meeting.

Chairman: Cllr D Hughes.

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

Cllr Hughes in the chair.

1 Procedural matters.

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

Cllr Paterson proposed, seconded by Cllr Ringstead that the following items be advanced in the agenda:

1 (iv) Confirmation of the minutes of the ordinary meeting of the Council held on Monday 8 April 2013.

1 (ix) Motion proposed by Cllr Paterson.

There followed a vote of two votes in favour, two votes against and four abstentions. The Chairman (Cllr Hughes) placed his casting vote against the proposal.

It was proposed by Cllr Hughes, seconded by Cllr Paterson that Cllr W Moulton should be elected Chairman of the Council for the ensuing year. There being no further nominations, Cllr Moulton was unanimously elected as Chairman of the Council for 2013/14.

Cllr Moulton in the chair. Cllr Moulton signed the Declaration of Acceptance of Office and thanked Cllr Hughes for his contribution to the work of the Council during his year of office. Cllr Hughes thanked Members and the Clerk for their support.

(ii) 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.

Cllr P M Paterson declared an Other Disclosable Interest in consideration of planning application 13/01709/FUL change of use from redundant church to dwelling, Guiden Sutton Methodist Church, School Lane, Guiden Sutton Chester.

Cllr S Ringstead declared an Other Disclosable Interest in consideration of planning application 13/01709/FUL change of use from redundant church to dwelling, Guiden Sutton Methodist Church, School Lane, Guiden Sutton Chester.

(iii) Apologies.

Apologies were received and noted from Cllr M Parker and PC R Boulton.

(iv) Confirmation of the minutes of the special meeting of the Council held on Monday 8 April 2013. It was proposed by Cllr Paterson, seconded by Cllr Fisher and agreed that the minutes of the special meeting of the Council held on Monday 8 April, 2013 should be agreed.

(v) Confirmation of the minutes of the ordinary meeting of the Council held on Monday 8 April 2013. Cllr Paterson, supported by Cllr Ringstead, indicated dissent that narrative material relating to one item had been removed from his draft minutes by the Clerk. The Clerk explained the circumstances and was content for the material to remain, with the Council's agreement, provided it was placed in context. It was proposed by Cllr Moulton, seconded by Cllr Roberts and agreed that the minutes of the ordinary meeting of the Council held on Monday 8 April, 2013 should be approved with the following addition to minute 29 MC2, Guiden Sutton Methodist Church.

The Clerk referred to the desirability of Cllr Hughes being accompanied, Cllr Hughes having referred to plans.

and to the following addition to minute 1 (i)

Cllr M S J Roberts declared a Disclosable Pecuniary Interest in consideration of the application for the erection of a single storey rear and two storey side extension and new garden shed at 111 Oaklands Guilden Sutton Chester Cheshire CH3 7HG by virtue of being an occupant of an immediately adjoining property.

The Clerk proposed that in future the Council might follow the common practice of his draft minutes being presented to the Chairman, and at the helpful suggestion of Cllr Ringstead also to the Vice Chairman, prior to them being circulated to all Members. This was agreed.

It was further suggested by Cllr Fisher and agreed that both Members dealing with a planning application should be recorded in the minutes and not only the reporting Member.

(vi) Election of a Vice Chairman of the Council for the ensuing year. It was proposed by Cllr Davis, seconded by Cllr Paterson that Cllr Roberts should be elected as Vice Chairman of the Council for the ensuing year. There being no further nominations, Cllr Roberts was elected as Vice Chairman of the Council for 2013/14. Cllr Roberts signed the Declaration of Acceptance of Office and thanked the Council.

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

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

(b) Cheshire Community Action Community Buildings Network.

(c) CPRE

(d) Guilden Sutton Village Hall Management Committee.

(e) Chester Villages Community Forum.

(f) Cheshire Police/PCC meetings.

(g) Membership of Traffic Group.

(vii) Appointment of office holders.

(a) Parish Rights of Way Warden.

(b) Parish Tree Wardens.

(c) Local Bus User Contact.

It was agreed this business would be deferred to the June meeting.

(viii) Code of Conduct. Further to his attending the training session previously minuted, the Clerk had modified the wording of the standing advice contained within the agenda but would seek clarification as to the action to be taken by a Member with a Disclosable Pecuniary Interest. **Action: The Clerk.**

(ix) Dates of future meetings: Mondays 3 June, 15 July, 2 September, 7 October, 4 November and 2 December 2013.

(x) Late information report 7 May 2013. The late information report for the current meeting was received and noted.

(xi) 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.

(xii) Reimbursement of Members' expenses. There was nothing further to report at this stage. 13/14 20

(xiii) Motion. The following motion was proposed by Cllr Paterson:

The Council expresses its disappointment at the conduct of Cllr D Hughes in making an unaccompanied visit in connection with the future of the former Guilden Sutton Methodist Church, in breach of the protocol that Members should normally be accompanied on pre-arranged visits and has no confidence in this action.

The Clerk advised the Council the Mover would normally be allowed to introduce the motion with a speech lasting up to two minutes. A Secunder should then be sought with the Council debating the motion for up to 15 minutes.

The Mover may withdraw the motion at any time.

The motion was seconded by Cllr Ringstead.

Cllr Hughes expressed his disappointed the minor issue had been put forward and was taking the Council's time. As Chairman of the Council he had responded to a welcome invitation from a new occupier to visit and be informed of possible internal alterations proposed at the property. In view of the likely interest, given the history of the building, he had invited the then Vice Chairman to join him but he had not been available. In no way could this be construed to be a planning consultation requiring two Members with which he fully agreed. He believed the majority of Members of the Council would support what was no more, in effect, than a courtesy to a new resident which would have been extended by any chairman.

Members expressed views for and against. There followed a vote with three Members in support of the motion, three against and two abstentions. The Chairman (Cllr Moulton) placed his casting vote for the motion.

2 Community engagement.

(i) Public speaking time.

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

(b) Visiting Members, officers and wardens. It was noted Cllr S Parker had contributed to the Annual Parish Meeting.

(ii) Report of surgery held on Saturday 4 May 2013. Cllr Davis informed there were no issues to report.

(iii) Parish Council drop ins.

(a) Faster broadband. Further to the well attended drop in held on Tuesday 7 February 2012 the issue would continue to be publicised.

(b) Participatory budgeting. Further to the disappointing drop in held on Tuesday 28 February 2012 at which there had been no attendance, further opportunities would be sought to raise the profile of the issue.

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

3 Planning.

(i) Current/New applications.

13/01709/FUL | Change of use from redundant church to dwelling | Guilden Sutton Methodist Church School Lane Guilden Sutton Chester Cheshire. NEW.

Further enquiries would be made by Cllrs Moulton and Davis.

Single storey rear extension.

10 Guilden Sutton Lane Guilden Sutton Chester Cheshire CH3 7EY

Ref. No: 13/01182/LDC | Validated: Tue 19 Mar 2013 | Status: Pending consideration.

It was noted the Clerk had clarified that lawful development certificate applications should not be subject to consultation as they were decided on the basis of the facts and no action was necessary.

Erection of single storey rear and two storey side extension, and new garden shed.

111 Oaklands Guilden Sutton Chester Cheshire CH3 7HG

Ref. No: 13/01062/FUL | Validated: Tue 12 Mar 2013 | Status: Application permitted NEW DECISION

Cllr Paterson.

No objection had been raised subject to a request being made for an informative that all works should be on land within the applicant's ownership.

It was noted the decision included a Party Wall Act informative.

Detached dwelling

Land Rear Of The Vicarage Church Lane Guilden Sutton Chester

Ref. No: 13/00704/FUL | Validated: Wed 20 Feb 2013 | Status: Application permitted NEW DECISION

Cllr Fisher. *No objection.*

Re-pollarding to tree T1 and crown reduction to tree T2 to reduce shading to rear garden

26 Cinder Lane Guilden Sutton Chester Cheshire CH3 7EN

Ref. No: 13/00663/TPO | Validated: Thu 14 Feb 2013 | Status: Application permitted NEW DECISION

Addition of Velux roof light to rear

Mulberry House 2 The Steadings Wicker Lane Guilden Sutton Chester Cheshire CH3 7EL

Ref. No: 13/00297/FUL | Validated: Wed 23 Jan 2013 | Status: Application permitted.

Cllr Paterson. *No objection.*

Single storey rear and second floor extensions

Highfield Wicker Lane Guilden Sutton Chester Cheshire CH3 7EL

Ref. No: 13/00100/FUL | Validated: Mon 14 Jan 2013 | Status: Application permitted

Cllr Hughes. *No objection subject to the proposal complying with Green Belt policy.*

Additional Velux roof light to rear elevation

3 The Steadings Wicker Lane Guilden Sutton Chester Cheshire CH3 7EL

Ref. No: 12/05660/FUL | Validated: Fri 04 Jan 2013 | Status: Application permitted.

Cllr Paterson. *No objection.*

Installation of an external flue for a wood burning stove

45 Oaklands Guilden Sutton Chester Cheshire CH3 7HE

Ref. No: 12/05407/FUL | Validated: Mon 17 Dec 2012 | Status: Application permitted

Detached garage

Manor House Hare Lane Chester Cheshire CH3 7DB

Ref. No: 12/05352/FUL | Validated: Thu 13 Dec 2012 | Status: Application permitted

Cllr Hughes. *No objection subject to the proposal complying with Green Belt policy*

Use of flats 1 and 2 and cottage as dwelling houses.

Park Farm Guilden Sutton Lane Guilden Sutton Chester Cheshire CH3 7EX

Ref. No: 12/04138/LDC|Validated: Thu 27 Sep 2012|Status: Pending consideration.

Cllr Hughes/Cllr Davis.

It was noted the Clerk had clarified that lawful development certificate applications should not be subject to consultation as they were decided on the basis of the facts and no action was necessary.

(ii) Appeal.

13/00001/REF detached dwelling, land at The Cottage, Church Lane, Guilden Sutton, CH3 7EW. Appeal dismissed. NEW DECISION.

(iii) Development control process.

(a) LPA: e notifications. The Clerk was continuing to monitor the position. **Action: The Clerk.**

(b) Planning postcards. Members requiring planning postcards would notify the Clerk. **Action: All Members.**

(iv) Community planning.

(a) Parish Plan. There was nothing further to report at this stage as to the Clerk informing that Mr R J K Bayton had circulated the Parish Plan Group with respect to progressing the action list and had indicated he would welcome any further input from the Clerk as appropriate.

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

(c) Village Design Statement. There was nothing further to report at this stage.

(d) Neighbourhood Planning:

(i) Co-operation with Mickle Trafford and District Parish Council. There was nothing further to report at this stage.

(ii) Cheshire Association of Local Councils. (a) Neighbourhood plans workshop. There was nothing further to report at this stage.

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

(iv) Cheshire West and Chester Council questionnaire. The Clerk having advised a survey had been received to assist the borough council in preparing a bid for Government funding in connection with neighbourhood planning and to a response having been made, there was nothing further to report at this stage.

(e) Affordable housing. The Clerk advised the developer of the scheme at the Cheshire Cat, Whitchurch Road, Christleton had arranged an open session for interested Parish Councillors and Ward Members on Wednesday 15 May 2013 at 3pm. Members wishing to attend would advise the Clerk. **Action: All Members.**

(f) Housing reform. There was nothing further to report at this stage.

(v) Strategic Planning.

(a) Gypsy and Traveller issues. There was nothing further to report at this stage which would directly affect Guilden Sutton.

(b) Local Development Framework.

(i) Consultation, accelerated timetable. The Clerk had included an appropriate note in the newsletter informing residents of the current position.

(ii) Chester Green Belt. There was nothing further to report at this stage.

(iii) Local Plan: ChALC consultation, possible financial contribution. Further to Members agreeing an initial response to the Cheshire Association of Local Councils as to any financial contribution to the cost of professional representation at the Examination in Public and to the Clerk informing the Chief Officer had advised she was clarifying whether such representation would be within the Association's remit, there was nothing further to report at this stage. **Action: noted.**

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

(d) Chester One City Plan. There was nothing further to report at this stage. The Clerk informed that regular drop in sessions on aspects of the plan were held in the Town Hall, typically on Tuesdays from 4.30pm to 6.30pm and were publicised in advance.

(e) CWAC Employment Land Study Update and Joint Call for Sites. There was nothing further to report at this stage.

(f) The Mersey Forest Plan - Have your say! Members noted this consultation could be found at www.merseyforest.org.uk/plan A response had been required by end April.

(g) Land to the rear of Hoole Hall, Chester. The Clerk invited the Council to note the following correspondence from a prospective developer.

Dear Sir or Madam

HIMOR is a land and property investment company that is based in Manchester and focussed on the North West. I write to introduce both myself and the company because we have recently agreed to work with the owners of the land to the rear of Hoole Hall on its promotion for development through the CW&C development plan. The site has not been actively promoted to date, though it did feature in the Council's Phase 1 Green Belt Review last year. It is our intention to identify and offer to work with all interested parties on the promotion of the site such that when the Publication Draft Plan emerges in a couple of months' time we can make representations on the credentials of this site for development relative to other options identified by the Council. As a local Parish Council we should very much like to engage with you and I will keep you updated on our activities, but if there would be interest from the appropriate person(s) in meeting me at this very early stage of the process I should be pleased to do so.

Regards

Sam Stafford

Samuel Stafford MRTPI AIEMA

Associate Director

The Clerk informed the developer had provided a hard copy of a background document which had been circulated to the Chairman and Vice Chairman and was available for reference by other Members.

4 Quality Council issues.

(i) Training: (a) General Power of Competence. The Clerk would seek a future opportunity to attend training. **Action: The Clerk.** (ii) Training dates 2013. Members had noted the proposed training dates for 2013 and would advise the Clerk should they wish to attend. It was noted a 'Chairmanship 1' workshop would take place on the afternoon of 29 May 2013 at Tarvin Community Centre. The training session would cover the following aspects of Parish/Town Council business: The Role of the Chairman, Preparing for a meeting, Rules of Procedure, Chaining Styles and Managing the Meeting – group and individual. The cost would be £30 per person. The workshop would commence at 2pm (tea/coffee available from 1.30pm). Any Members wishing to attend would advise the Clerk. **Action: All Members.**

(ii) Quality Councils Forum. Members noted the next scheduled forum meeting was due to take place on Wednesday 22 May 2013.

(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 progress in returning the field to specification having been advised by the Clerk of the need to take full account of ground conditions before employing any heavier machinery. The contractor had proposed that minor remedial action should be taken to improve the field side goalmouth and this had been agreed by the Clerk subject to the cost not exceeding £50. Approval of this action was proposed by Cllr Moulton, seconded by Cllr Hughes and agreed.

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

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(d) 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.

(e) Sports England Protecting Playing Fields Fund. Further to a note appearing in the newsletter inviting landowners who may be willing vendors to contact the Council, the position remained there had been no response.

(f) 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. Cllr Paterson reported she had met the contractor on Thursday 18 April, 2013. It was agreed a proposal by the contractor for a further one hour visit to enable an inspection to be carried out and a report and estimates to be prepared at a cost of £48 plus VAT should be approved.

(b) Inspections. (i) February 2013. The report for April 2013 had been received from Play Inspection and Maintenance Services and had been considered by Cllr Paterson. (ii) Annual inspection. Further to the Clerk informing that Morral Play Services had advised they would carry out the annual inspection at the same price as last year (£42.50 plus VAT) subject to numbers participating, there was nothing further to report at this stage. (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.** (iv) Cleansing. Further to the Clerk informing that Messrs S&H Services had retired, an alternative contractor was being approached. **Action: The Clerk.**

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

(d) Grounds maintenance issues. Further to Cllr Fisher referring to the height of the boundary hedging which he believed should be reduced to enable parents sitting in the play area to be able to see children leaving the school and to Cllr Hughes kindly agreeing to raise the issue, there was nothing further to report at this stage. **Action: Cllr Hughes.**

Further to the quotation received from the inspector for a thorough clean of the safety surfacing and to a satisfactory cleanse of the safety surfacing, including the removal of the moss and detritus, being achieved by the grounds maintenance contractor, the Clerk informed he had thanked the contractor. **Action: Noted.**

(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 Members noting the Council was in receipt of three quotations, two of which were within the preferred financial parameters, the Clerk had invited these two suppliers to meet the preliminary panel comprising Cllrs Hughes, Fisher and Paterson with the Clerk on Wednesday 10 April, 2013. Cllr Fisher had been unable to be present. As a result of the incumbent moving significantly towards the Council's concerns as to the condition of the present safety surfacing, both had been requested to prepare revised schemes based on the replacement of the safety surfacing and the installation of additional smaller items up to a total cost not exceeding £20k (previous ceiling £35k.) It was noted the revised figure was within touching distance of avoiding the need for further fundraising although the Clerk was approaching Awards for All. The intention would be to retain the two main items of equipment, possibly with a refurbishment. The Clerk further reported one contractor had provided a revised quotation. It was agreed this contractor should be invited to the June meeting to discuss the project further. **Action: The Clerk.**

(g) NHS Western Cheshire voluntary code for smoke free play areas. Further to the Clerk informing of this initiative which the Council intimated it was keen to support and to a request being made for the play area to be included in the scheme, there was nothing further to report at this stage. **Action: Noted.**

(iii) Public Footpaths.

(a) Footpath 7. There was nothing further to report following the comment by Cllr Paterson as to the condition of the route which had been referred to the Public Rights of Way Warden. **Action: The Clerk.**

(b) Footpath 2: (i) Clearance and sweeping. The Clerk would continue to report overgrowth on this and other paths which had been referred to Streetscene. Members would advise the Clerk of any other areas of concern of which they became aware. **Action: All Members.** There was nothing further to report at this stage as to the identified trip hazard on Footpath 2 reported by Cllr Roberts which had been referred to the Network Steward by the Clerk. (ii) Steps. There was nothing further to report at this stage.

(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. The Warden had believed it would be unfortunate if this was to fall on anybody particularly with the very wet weather possibly affecting the stability of the bank and had requested the Council to raise the issue with the Public Rights of Way Unit.

(e) Rights of Way Group. (i) Bank account. Further to Cllr Hughes reporting £1,300 remained in the account and the decision that the funds should be returned to the Council as a ring fenced reserve to be applied to public rights of way related activities, there was nothing further to report at this stage.

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

(g) 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) 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. The Clerk would seek to progress the issues. **Action: The Clerk.**

(iv) Use by horse riders. There was nothing further to report at this stage. (v) Friends of the Millennium Greenway. There was nothing further to report at this stage.

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

(iv) Grounds Maintenance. The Clerk was awaiting an opportunity to inform the contractor the Council would expect to pay on the basis of the actual number of visits rather than the annual totals presented. **Action: The Clerk.** The Clerk informed, in addition to that minuted above, the condition of the bank at the rear of the car park was being monitored and a reminder had been sent to the contractor.

(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 possible need for growth to be cut back, which had been referred to Streetscene, a response was awaited, 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 Clerk having contacted the highway authority as to the suggestion that wild flower planting might take place on the embankments of the Guilden Sutton Lane diversion, the Area Highways Manager had advised at the meeting minuted beneath that applications for the use of highway land would be considered subject to on site investigations to discount the presence of utilities. **Action: Noted.**

7 Public transport.

(i) Services, general. C27. Further to Cllr Roberts indicating the 1335 service was not running, time table information was not being updated and passengers were being stranded by deviations from the expected route and to the Clerk informing that similar and related issues had been raised at the Chester Area Meeting, further advice was awaited from the Integrated Transport Service.

Cllr Roberts having helpfully informed that all concessions had been removed from the borough council's park and ride services for bus pass holders but that as an alternative, travel on the local bus service remained free to holders of such passes, a note had been included in the newsletter.

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

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

(iv) Railway halt, Mickle Trafford, Mid Cheshire Railway Users Association. There was nothing further to report at this stage.

(v) Shelter cleaning. Following the retirement of Messrs S&H Services and to the Clerk informing an estimate had been obtained from an alternative contractor, there was nothing further to report at this stage.

8 Highways.

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

(ii) Issues with the highway authority, ownership by Traffic Group. A full report of the outcome of the meeting held with the Area Highways Manager on Wednesday 1 May 2013 would be considered at the June meeting.

(iii) Current issues

(a) Speed issues.

(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 April 2013 had been circulated by Cllr Moulton. The Council noted the following dates for the use of the SID equipment: 10-17 May; 7-21 June; 12-19 July; 6-13 September 2013.

The suggestion by Cllr Roberts that the possibility of sessions being held on a Saturday morning due to the volume of traffic in the village would be taken into account.

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

(b) Signing and lining schemes. (i) Gateway treatment, Guilden Sutton Lane - red patch SLOW marking. (ii) Suggestion by former 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. Further to the comments made at a surgery as to the need for repairs to this unadopted path, there was nothing further to report at this stage.

(f) School parking. There was nothing further to report at this stage following the Clerk referring the possibility of a residents parking scheme to Cheshire West and Chester Council. A response remained outstanding.

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

(h) Junction A41/Guilden Sutton Lane. There was nothing further to report at this stage.

(i) 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.

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

(k) Porters Hill. 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, had been acknowledged by the highway authority. The issue 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, had been advised.

(l) Path, Cinder Lane to Church Lane. (i) Condition. Further to Cllr Hughes referring to the condition of this path which it was understood had been placed in an eight week schedule by Streetscene, the position would continue to be monitored. (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.

(m) 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.

(n) Flooding, Church Lane. There was nothing further to report at this stage.

(o) Verges, Guilden Sutton Lane CDS. There was nothing further to report at this stage.

(p) Speed limit, Station Lane. There was nothing further to report at this stage as to the operation of the 30mph limit other than that minuted above.

(q) Flooding, Wicker Lane. Further to Cllr Roberts informing of concerns as to drainage between Wicker House and the approach to the A51, the following response was noted from the Network Steward:

Whilst patching works of Wicker Lane undertaken during week commencing 25/02/13, the opportunity was taken to clean out all gullies from A51 back towards Guilden Sutton. The cleaning process included removing debris from around all gully gratings which should improve surface water flow into the gully. With reference to gullies above the water line the gully outside "Highfield" was reset and so now hopefully will catch the majority of the runoff when the gully in the field entrance opposite Tile Farm becomes blocked. I will inspect Wicker Lane during and after heavy rainfall and so will identify further any need to adjust more gully gratings

(r) Planters. There was nothing further to report at this stage.

(s) Steps, Heath Bank to Guilden Sutton Lane. The condition of these steps remained with the Area Highways Manager.

(t) 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.

(u) Church Lane/Wicker Lane, overgrowth at corner. There was nothing further to report at this stage,

(v) School Lane. Further to the work which had been in progress to reduce pressure on the boundary wall of a property adjoining the narrower length of footway on Porters Hill, there was nothing further to report at this stage to that minuted above.

(w) Traffic management. Further to Cllr 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 former Cllr J Hughes that such a survey should be carried out on Wicker Lane.

(x) Footways, Oaklands. Further to Cllr Paterson informing as to the condition of the footway at 5-13 Oaklands, this had been brought to the attention of the Area Highways Manager. The Clerk was to inspect other similar areas.

Action: The Clerk.

(y) Village access for mobility scooters. There was nothing further to report at this stage to that minuted above.

(z) 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 been raised with the highway authority. A response was awaited. **Action: The Clerk.**

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

(zb) 20 mph limit. Views on a 20mph limit being sought for the existing 30mph area within the parish had been sought in the most recent newsletter. The Clerk informed one response had been received to date expressing general support but questioning the area which would be included.

(zc) Ward members' meeting with Area Highways Manager, 14 December 2011. Advice was awaited on the Guilden Sutton issues: junction Guilden Sutton Lane and the A41, speed limits on Guilden Sutton Lane and Wicker Lane, kerbing on Wicker Lane and possible options for a new vehicular entrance to a property on Wicker Lane.

(zd) Church Lane. Further to Cllr Paterson informing of a defect in Church Lane advised by Mr B J Bailey and to the Network Steward reporting the area would be monitored during the course of routine visits to the area, there was nothing further to report at this stage.

(ze) Speed markings, Wilding Business Estate. Further to these markings kindly being reinstated by Mr Anthony Wilding, Mr Wilding would be thanked. **Action: The Clerk.**

(zf) Arrowcroft Road/Jct School Lane. Further to the Clerk informing of an overflowing gully, the Network Steward had confirmed the situation would continue to be monitored to determine if relaying of the carrier drains was required.

(zg) Guilden Sutton Lane: footway drainage. Further to the Network Steward informing works orders were being prepared to install two additional gullies in the footway to capture surface water run-off from the adjacent field, it was noted that flooding continued during adverse weather in the absence of the proposed remedial measures.

(zh) Speed limit, A41. There was nothing further to report at this stage as to the request by Great Boughton Parish Council to the highway authority for a 50mph speed limit to apply between Sainsbury's Roundabout and Hoole Roundabout which had the support of this Council.

(zi) Winter gritting. (i) Old Hall Park. Further to Cllr Parker being thanked for kindly providing a grit bag for the village centre and to the Clerk reported his understanding that occupiers on Old Hall Park had found it necessary to park their cars on the parish car park during the recent snow due to the condition of the road, the Clerk had requested the highway authority to consider the matter. A response was awaited. **Action: The Clerk.** (b) General. Further to the Area Highways Manager being thanked for the gritting and ploughing which had taken place in the parish, Messrs Ardens and/or Messrs Gresty as appropriate were being thanked for local ploughing which had taken place. **Action: The Clerk.** (c) 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. (d) Steps, Fox Cover-Church Lane. The suggestion by Cllr Roberts that provision might be considered for gritting these steps would similarly be revisited.. (e) 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.

(zj) Station Lane, reinstatement of SLOW markings. The Clerk informed that recent kerb works had disturbed part of a SLOW marking. In the expectation this would be reinstated he had suggested to the highway authority that other similar markings in the vicinity might be refreshed.

(zk) School Lane, resurfacing. It was noted work to resurface School Lane had taken place on Saturday 20 April 2013. This had required grids and covers to be raised. **Action: Noted.**

13/14 29

(zl) Guilden Sutton Lane, sweeping. Further to the request by Cllr Moulton for the highway authority to be requested to sweep grit which had collected at the side of Guilden Sutton Lane and School lane, the following advice had been received from the Network Steward.

I have forwarded a request to my 'Streetscene' colleagues for the mechanical sweeping within 40/30mph zones around Guilden Sutton. I am in their hands regarding when sweeping will actually take place but I hope a channel sweep will shortly be evident.

(iv) Lighting. (a) Faults. There were no faults to be reported. (b) Lighting, Heath Bank and junction Church Lane/Fox Cover steps. The Clerk reported the lighting authority had informed the cost would be in the region of £650 - £750 for each installation. **Action: Noted.**

9 Finance:

(i) Income:

Bank interest		
5 March 2013	£	1.98
5 April 2013	£	2.15
Scottish Widows no 1		
Interest 1 April 2013	£	0.00
Scottish Widows no 2		
Interest 1 April 2013	£	2.08
Wreath donations		
2011, 2012	£	36.00
Cheshire West and Chester Council		
Member budget grants	£	2,652.15

(ii) Payments

PI&MS		
Inspection April 2013	£	36.00 (inc VAT £6.00)
Devaprint		
Newsletter 153	£	40.00
CPRE		
Subscription 2013/14	£	29.00
Devaprint		
Newsletter 153	£	40.00
PIMS		
Inspection April 2013	£	36.00 (inc £6.00 VAT)
Clerk's expenses		
Postage	£	3.60
Telephone	£	10.00
Mileage		
44 @ 45p	£	19.80
Photocopies		
566 @ 5p	£	28.30
	£	61.70

Proposed by Cllr Roberts
Seconded by Cllr Paterson
and agreed.

(iii) Balances

Co-operative Bank	
1 March 2013	£16,260.77
28 March 2013	£16,163.70
1 May 2013	£15,921.96
Scottish Widows 1	
1 April 2013	£20,004.59
Scottish Widows 2	
1 April 2013	£ 3,386.08

Further to Cllr D Hughes revisiting the negligible rate of interest attracted by the balances, the Clerk informed he was seeking 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.

(iv) Report on contingency payments.

Budget:	£ 983.00
Payments:	£ 0.00

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

(vi) Audit issues. The Council noted the external audit had been called for 25 June 2013 and preparatory work was in hand by the Clerk.

(vii) Review of procedures for risk assessment. There was nothing further to report at this stage. Initial consideration of any issues arising would be referred on an ongoing basis to the Audit Group.

(viii) Participatory budgeting. There was nothing further to add to that minuted above.

(ix) Budget and precept for 2013/14. There was nothing further to report at this stage.

(x) HMRC: Real Time PAYE. Further to the Clerk informing that as from the commencement of the new financial year, the Council would be required to provide on line real time information to HMRC for all payments made to its employees, involving either setting up its own payroll system or contracting out, he advised he had obtained HMRC recommended software which had been considered by Cllr Hughes. As a result, with the agreement of Cllr Hughes, the Clerk was approaching payroll providers to assess the annual fee against the Clerk's time which may be involved. It was proposed by Cllr Fisher, seconded by Cllr Brown and agreed that a quotation of £60 pa from Cheshire Community Development Trust should be accepted subject to the receipt of further details. **Action: The Clerk.**

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.

(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. Further to Cllr Hughes believing the footway on part of Guilden Sutton Lane in particular required cleansing and asking for this to be reported to Streetscene, this was in hand. **Action: The Clerk.** (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) Requests for additional bins - dingle path, Belle Vue Lane, School Lane, Garners Lane. These requests continued to be noted. (b) Dog control. Further to Members referring to fouling issues on public footpath no 2 and Belle Vue Lane, inquiries were being made by the Clerk as to the warden service. **Action: The Clerk.**

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

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

(vi) Equine fouling. There was nothing further to report at this stage. The proposed letter to liveries within the parish was held in abeyance.

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) 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) Footway, Porters Hill. There was nothing further to report at this stage.

(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. The Clerk believed some trees had been marked and would confirm. **Action: The Clerk.**

(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. There was nothing further to report at this stage.

(viii) Trees, Oaklands, fungal disease. There was nothing further to report at this stage.

(ix) Hedge off Hill Top Road. There was nothing further to report at this stage following the hedge having been reduced as a result of the site meeting held with Streetscene on 3 August 2011.

(x) Trees adjoining footpath 2. There was nothing further to report at this stage with respect to the trees and overhanging branches previously reported by Cllr Paterson and to concerns referred to by Cllr Hughes. It was noted that overgrowth generally was being reported to Streetscene.

(xi) Trees adjacent to Summerfield House. There was nothing further to report at this stage, Streetscene having advised the proposed work to the trees adjacent to Summerfield House had been deferred due to lack of funds. A response remained outstanding to further inquiries made at the suggestion of Cllr Paterson.

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

(xiv) Overgrown tree, Oaklands/Porters Hill area. Cllr Hughes was to visit this area with the Clerk. **Action: Cllr Hughes/The Clerk.**

(xv) Cheshire Landscape Trust. There were no action items to report.

(xvi) Highway tree adjoining 45 Oaklands, basal growth. There was nothing further to report at this stage.

(xvii) Overgrowth, Summerfield Road car park. There was nothing further to report at this stage. It was noted the Network Steward had indicated that further action may be required at some point in the future.

(xviii) Shrubs, Wicker Lane. Further to Cllr Hughes referred to shrubs overhanging the footway in the vicinity of The Vicarage and to Cllr Davis referring to the effect on HGVs of an overgrown hedge through their being thrown into the centre of the carriageway, Cllr Hughes was to visit this area with the Clerk. **Action: Cllr Hughes/The Clerk.**

(xix) Oaks, School Lane/Oaklands junction. There was nothing further to report at this stage.

(xx) Hedges, Cinder Lane. Further to the condition of these hedges being raised by Mr B J Bailey and to the Clerk informing that overgrowth generally, including these which obstructed the Longster Trail, had been reported to Streetscene, there was nothing further to report at this stage.

(xxi) Footway obstruction from adjoining fields. Further to Cllr Hughes expressing concern at the number of footways obstructed by overgrowth from adjoining fields, there was nothing further to report at this stage.

(xxii) School path. Further to Cllr I Brown referring to a tree in the vicinity of 9 The Dell, further advice would be sought by the Clerk. **Action: The Clerk.**

(xxiii) Trees, Guilden Sutton Lane. There was nothing further to report at this stage as to trees at Heath Bank, said to be overgrown and a tree outside a house at the junction of Guilden Sutton Lane and Garners Lane which appeared to be dying.

(xxiv) 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, the Clerk was informing Mrs Reeder of the response received from the Network Steward. **Action: The Clerk.**

(xxv) Debris, Cinder Lane. Further to Cllr Roberts advising the Clerk that a member of the public had been injured by a thorn remaining from arisings resulting from hedge cutting and to the matter being reported to Streetscene, there was nothing further to report at this stage.

(xxvi) 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.

(xvii) 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. **Action: The Clerk.**

12 Cheshire Association of Local Councils.

Chester Area Meeting. The Clerk, as Honorary Secretary, reported a meeting would take place on Wednesday 22 May 2013 at which the Head of Planning and Transport, Cheshire West and Chester Council, would be in attendance.

13 Cheshire West and Chester Council.

(i) Community Forums. (a) Chester Villages. There was nothing further to report at this stage. (b) Inaudibility of proceedings. There was nothing further to report at this stage.

(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) Community governance review. The Clerk invited the Council to note the full minute of the meeting of the committee on 13 March 2013.

GULDEN SUTTON PARISH

The findings of the phase two consultations for Guilden Sutton Parish were reported.

Guilden Sutton Parish, which had 1172 electors, had its own parish council which had a total of eight seats, all of which were filled at the last election.

88% of the electors from the second phase of consultation would prefer no change to the current arrangements though 11 % (16 respondents) had suggested boundary changes. These related predominantly to the boundaries to the west of the parish which ran between the A55 and A41 and contained the Pipers Ash 'community'. This would involve the adjacent parish of Great Boughton that was due to be reviewed in the future, so it was suggested that the current community governance arrangements for Guilden Sutton be deferred and reconsidered when the review of Great Boughton parish was undertaken.

This would enable completion of the community governance review of Guilden Sutton parish in accordance with the timescales set within statutory guidance and allow for a further consideration of suggested boundary changes as part of the future review of surrounding parishes.

David Norbury, Clerk to and representing Guilden Sutton Parish Council, thanked the Council for dealing with the parish issues and welcomed the recommendation.

DECIDED: *That*

(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;

(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.

(iv) Review of special educational needs provision, formal consultation. There was nothing further to report at this stage, the consultation having ended on Sunday 21 April 2013.

(vii) Grant assistance for graveyard maintenance. There was nothing further to report at this stage.

(viii) Cheshire West, consultation on a new governance model. There was nothing further to report at this stage.

(ix) New Community Services Fund for British Pubs. There was nothing further to report at this stage as the information reported to the February meeting and to the correspondence circulated by Cllr Roberts.

(x) Members budgets applications. Applications relating to the proposed replacement children's playground and replacement CCTV had been minuted above.

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

15 CPRE. There were no action items to report.

16 Health: Healthwatch in Cheshire West and Chester. Details were noted of this new body.

17 Policing.

(i) Cheshire Police and Crime Commissioner/Cheshire Constabulary meetings. There was nothing further to report at this stage.

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

(iii) Parking, Cinder Close. There was nothing further to report at this stage.

(iv) New Cheshire Police Alerts. The Clerk reported further on the introduction of these alerts. It was noted any Member was welcome to sign up.

18 Newsletter. Newsletter 153 publicising the annual parish meeting had appeared on Thursday 2 May 2013. Copies had been available in the Post Office prior to that date. The Council noted a 5% increase in charges for distribution which had taken effect from Thursday 2 May 2013. The reporting forms on the Cheshire West and Chester Council website would be publicised in a future edition. The Clerk would report further in due course as to the distributors relocating from the Deeside Industrial Park to the NWN Media premises in Mold which had incurred additional travel.

Having weighed the various issues, he believed the advantage would still lie in direct delivery to the distributor rather than incurring the not inconsiderable cost of postage. **Action: Noted.**

19 Memorial Garden. There was nothing further to report at this stage.

20 Bulb planting. There was nothing further to report at this stage following the 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.

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 Railway fencing, Guilden Sutton Lane. The Clerk reported post and rail and green mesh fencing had been erected from the railway bridge at the commencement of the Guilden Sutton Lane diversion.

25 Community events. There was nothing further to report at this stage.

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

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

28 Village Hall Management Committee. Cllr Davis would report further to a future meeting.

29 Guilden Sutton Methodist Church. It was noted Cllr Hughes had reported a brief meeting with the new occupier and had circulated plans for internal alterations.

30 Summerfield House. There was nothing further to report at this stage.

31 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. **Action: The Clerk.**

32 Cheshire Fire and Rescue Service Integrated Risk Management Plan (IRMP) 2013/14 Consultation. There was nothing further to report at this stage.

33 Recognition of Volunteers. Further to the Council agreeing the award should be made to Mrs Lyn Littler for her splendid efforts in litter picking the village on a purely voluntary basis, the Clerk informed Mrs Littler would prefer a letter from the Council rather than public recognition.

34 Members Information Items.

Village hall trade waste. Cllr Hughes informed 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. It was agreed his concerns should be supported as the same would apply to St John's Church Hall.

35 Matters arising from the Annual Parish Meeting. It was noted that proposals for 15 affordable homes on land off Wicker Lane/Oxen Lane, presented by the Strategic Team Group, had given rise to concerns the site was not sustainable as it was believed there was no safe and convenient access, other than by car, to local services and facilities.

36 Information correspondence.

Leisure Services: Fields in Trust April ezine; Came & Co playground inspections; New SITA Trust QEII Fields Fund opening.

Finance: NALC updated guidance for Local Council borrowing (Members area of the ChALC website, under NALC Briefings); Deposit rates; Annual return – Local Council Services ‘check and go’ service.

Cheshire Association of Local Councils.

24 Hour Call For Evidence - NALC Parl'y briefing on Ten Minute Rule Bill on Precept Capping including localisation of council tax benefit and its impact on parish and town councils, further appeal for evidence and outcome; New impartial benefits and energy efficiency advice service for rural Cheshire West and Chester.

Cheshire West and Chester Council

Building Capability workshops. ChALC have negotiated with Cheshire West and Chester Council that spare places at their Building Capability workshops be made available to Parishes at a cost of £50 per person per session. Details will be circulated separately by the Clerk. Would any Members wishing to make a booking please advise the Clerk.

IT workshops. ChALC has been advised by CW&C that they have a number of IT courses scheduled throughout the year. ChALC have negotiated with CW&C and they have agreed that any spare spaces could be taken up by our member councils wishing to attend at a cost of £50 per person per session. Details will be circulated separately by the Clerk. Would any Members wishing to make a booking please advise the Clerk.

Member briefings:

495 Potholes, currently an unwelcome feature of many roads across the country. The briefing highlights that this year the problem has been exacerbated by the combination of a particularly wet year followed by the recent cold weather. It provides information on the work being done across the borough to tackle the increased number of potholes and the reasons why in some cases it is necessary to undertake temporary repairs.

496 Information on the proposed merger of May Gurney with Costain Group. May Gurney are the Council's current recycling and waste collection contractor and the Council is engaging with them to ensure that any changes do not have an adverse impact on these services.

497 Commissioning of an updated Gypsy and Traveller Accommodation Assessment. Local authorities have a statutory duty to periodically assess the accommodation needs for Gypsy and Travellers (including Travelling Showpersons) living or travelling through their area. The previous assessment was undertaken in 2007, and an updated assessment has therefore been commissioned by the Council on behalf of the partnership within the sub-region, which includes Cheshire East, Halton and Warrington Borough Councils. The final report is due to be completed by September 2013.

498 – Review of contract for housing supports services. The briefing provides information on the Strategic Commissioning Directorate's intention to undertake a strategic review of its contracts for housing support services (formerly known as supporting people services). It outlines the practical steps to implement this review, which involves 27 providers, providing 54 services at a cost of £4.2m. The review aims to ensure high quality of service provision, value for money and also enable more effective contract management to be carried out.

499 – Rough sleeper hotline. The briefing provides information on the Rough Sleeper Hotline that was launched in November 2012. This 24/7 service can be used by anyone to report concerns about rough sleeping in their area and is helping ensure that people receive support more quickly.

500 - **Local** Bus Information Survey. The briefing highlights that residents on the View West citizens panel will shortly receive a 'Local Bus Information' survey, featuring questions about the provision of local bus information in Cheshire West and Chester, and for those residing in the Ellesmere Port area, additional questions on taxi licensing.

501 - Dressing the city of Chester. Banners promoting events will be appearing from next week and bunting will be put up in the Town Hall Square in May. Use will also be made of banners, event panels and poster sites across the city.

502 – Integrated early support. A briefing on Integrated Early Support, which provides information on the function and structure of the new Integrated Early Support (IES) Access Team and Case Management Hubs. The new IES service has been developed as the vehicle to deliver several themes of the Altogether Better programme. It is intended to enable children, young people and families with complex needs to get the right help at the right time, in the right place and from the right people, enabling savings to be made in acute services.

503 – Integrated early support commissioning. The briefing focuses in on the commissioning intentions to support the delivery of the Integrated Early Support approach. A formal procurement process will be undertaken via ‘the Chest’ to promote a fair, transparent tendering process and it is intended that new services will be commissioned and in place by 1 October 2013.

504 Cheshire Show. This year’s Cheshire County Show will be taking place on 18 and 19 June and Cheshire West and Chester Council will once again be a principal partner. The theme of the Council’s stand is “Celebrating local pride” and it will feature our four localities. Central to the stand will be a floral roundabout design featuring the winning entry from a competition, run in all local primary schools, to design a roundabout that shows what they are proud of in their local area.

505 Neighbourhood plans. Information on the support available from the Department for Communities and Local Government for communities working on neighbourhood plans. A two year programme is offering direct advice and support, along with grants of up to £7,000 per neighbourhood area to contribute to costs incurred preparing a neighbourhood plan or order.

506 Pre application advice charges. The next briefing covers the introduction of pre-application advice charges. From 7 May 2013, charges will be introduced for the pre-application advice service provided by the Development Planning Service. This change will mean that developers will meet more of the costs of providing the service, in return for obtaining recorded advice prior to submitting applications.

507 Community learning tuition fees This briefing outlines the reasons for the increase in tuition fees for adult personal development (leisure/pleasure) courses for the 13/14 academic year. This is being done to enable resources to be focused on Adult Skills provision, supporting those on low incomes and with low skills.

Connecting Cheshire: Superfast Broadband Update; Community Resilience Events Reminder; Local Councils Bulletin April 2013; Partnerships Bulletin April 2013 (no 50)

CPRE: CPRE Cheshire Events AGM 8 May 2013; Transport Toolkit.

Policing: Front desk user satisfaction survey. (Circulated separately). Response due 29 April 2013; Policing Western Rural Newsletter 7, 15, 24, 29 April, 2013.; C R Boulton Community Update, Guilden Sutton and Mickle Trafford May 2013.

General:

GovKnow Training Course: Civic Engagement - Engaging with Young People

Heritage Lottery Fund: HLF - Heritage Enterprise Fund.

Local Council Review May 2013.

Rural Services Network Weekly Email News Digest 8, 15, 22, 29 April 2013, Rural Opportunities Bulletin April 2013.

Matters considered in the absence of the press and public.

It was proposed by the Chairman, seconded by the Vice Chairman and agreed that the public and press should be excluded 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.

37 Possible enforcement issues. (i) Steps, Cinder Lane - Church Lane. Further to a Member raising a possible issue concerning these steps, this would continue to be monitored following action by the Network Steward. (ii) Satellite dishes. Advice would be sought from the local planning authority on an issue previously advised to the Council and on any others which may become apparent.

37 Possible development. Pre application advice was noted of possible housing development within the parish.

The meeting concluded at 10.29pm.

Date of next meeting: Monday 3 June 2013.