

Guilden Sutton Parish Council

Minutes of the ordinary meeting of the Council held on Monday 2 February 2015 in Guilden Sutton Village Hall at 7.30pm.

Chairman: Cllr M S J Roberts.

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

In attendance: Cllr S Parker, Mr Russell Birch, SP Power Systems and two colleagues and four members of the public.

1 Procedural matters.

(a) Declarations of interest. Members were reminded 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.

(b) Apologies. There were no apologies from Members.

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

(c) Confirmation of the minutes of the ordinary meeting of the Council held on Monday 5 January 2015. The minutes of the ordinary meeting of the Council held on Monday 5 January 2015 were proposed by Cllr Paterson, seconded by Cllr Davies and agreed.

(d) Confirmation of the minutes of the extraordinary meeting of the Council held on Monday 26 January 2015. The minutes of the extraordinary meeting of the Council held on Monday 26 January 2015 were proposed by Cllr Fisher, seconded by Cllr Ringstead and agreed.

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

(f) Dates of future meetings: Mondays 2 March, 13 April, 11 May, 1 June, 13 July, 7 September, 5 October, 2 November and 7 December 2015.

Further to the understanding the Annual Parish Meeting was required to be held in June, inquiries were being made by the Clerk to clarify the position as to a means of enabling the Council's achievements during 2014/15 to be communicated prior to then.

(g) Late information report 2 February 2015. The late information report for the current meeting was received and noted.

(h) Review of handling of information correspondence. The continued increase in the volume of information correspondence being received would be assessed by the Clerk at the request of Cllr Paterson pending a review by the Council as to arrangements for its handling.

(i) E circulation of Agendas. Further to the Clerk reporting a successful application submitted by a Parish Council under the Sustainable Communities Act empowering Parish and Town Councils to circulate agendas electronically if desired by the council, the issue was in the hands of the Audit Group which would also consider the provision of tablets should a migration to paperless business be considered to be desirable.

Action: Audit Group.

Members noted the following from ChALC.

'The Department of Communities and Local Government laid a legislative reform order on 12th January 2015 in Parliament to allow local (parish and town) councils to use electronic communications to send agendas.

Local Government Minister Kris Hopkins MP said: "We have been encouraging can-do councils to adapt to the digital age to modernise the services they deliver to local people and deliver savings. This Government is determined to bust barriers to modernisation in local government therefore it is only right councils should be able to issue agendas electronically, whilst ensuring councillors continue to have access to hard copy papers if they wish. This is a great opportunity for town halls to use modern digital communications to conduct business in the most efficient way possible and it will help reduce costs and provide better value for money for local taxpayers."

Cllr Ken Browse, chair of NALC (National Association of Local Councils) said: "Local councils are the most local part of government and the body most closely connected to the community. Our connection with local people and our knowledge of the local area means we are ideally placed to make use of the Act. No one knows the local community like we do and this new change to an arcane law shows this in practice. This reform to rules, which are over forty years old, is long overdue but very welcome and will help parish and town councils operate more efficiently and effectively."

"NALC welcomes the Government's announcement that allows local (parish and town) councils to be able to send agendas electronically rather than in the post; ending a budgetary burden on councils and enabling them to benefit from 21st Century technology."

*The Government's Legislative Reform Order can be found at:
http://www.legislation.gov.uk/ukSI/2015/5/pdfs/ukSI_20150005_en.pdf. Please go to the NALC website for more information which is available at <http://www.nalc.gov.uk/news?view=entry&id=138>'*

(j) Royal Garden Party, Buckingham Palace, Tuesday, 12 May 2015. Further to the receipt of advice from the County Association that the Chairman should be nominated for inclusion in a draw to attend a Royal Garden Party on 12 May, 2015, the Chairman indicated he would be unable to attend.

(k) Awards. The Clerk invited Members to note the following from ChALC. Full details had been circulated.

As we are coming to the end of the old election period we are working with CW&C on this exciting awards scheme that recognises and celebrates excellence and innovation out there in our parishes.

Please read the attached and please do encourage your council to put forward a nomination(s).

We are really excited about this, but this is not enough to make it a success ... WE NEED YOU!

In addition the following has been received from the Parish Liaison Officer, CWAC:

2015 is something of a milestone year for Local Councils as changes brought about by the recent borough-wide community governance review of parished areas will come into effect from 1st April. We also recognise that some Local Councils will experience further change as a result of the local elections to be held in May.

So, we want to use this year's annual Local Councils Assembly to do something a bit different! We want to celebrate the role and value of Local Councils as the most local form of democracy and showcase the work of all town and parish councils across Cheshire West and Chester through the presentation of "Excellence Awards".

We are therefore inviting applications from town and parish councils across Cheshire West and Chester in the following categories:

- Community Involvement*
- Innovation in Service Delivery*
- Community Campaign or Project*
- Working in Partnership*
- Providing Care in the Community*
- Effective Communication*
- Outstanding Service – Councillor*
- Outstanding Service – Clerk*
- Council of the Year*

Please see attached prospectus for more details.

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Presentation of the "Excellence Awards" will be made at a 'glittering' event on Wednesday 25 March 2015 (venue to be confirmed). More details of the event will follow in due course but all local councils will be invited to attend.

The closing date for applications to the Cheshire West and Chester Local Council Excellence Awards 2015 is 9 March 2015.

2 Community engagement.

(a) Public speaking time.

(i) Public speakers. The Clerk informed on behalf of Mr B M Lewin that Mr Lewin believed the cable lay referred to beneath would provide an opportunity for a mobility scooter ramp to be constructed to replace the steps on the dingle path.

(ii) Visiting Members/Officers.

Scottish Power Cable Lay. Mr Russell Birch informed of a Scottish Power Energy Networks project costing £3.1m to improve the reliability of the electricity supply in the wider area.

It had been identified the electricity network to the east of Chester required significant improvement to satisfy existing energy consumption and meet Scottish Power's obligation to maintain an efficient and co-ordinated system for distributing electricity.

In an effort to meet these objectives it was proposed to excavate and lay three high voltage cables of 33kv and 11kv between the existing substation on Belle Vue Lane, Guilden Sutton and another existing substation on Willington Lane, Duddon. Scottish Power was choosing to bury the cable rather than construct an overhead line in an endeavour to minimise the impact on the environment and to local residents and had tried their best to avoid the parish.

The route of the excavations would follow mainly along the A51 toward Tarvin and then continuing towards Duddon. However the first part of this would involve the footpath from Belle Vue Lane to Church Lane at the rear of Oaklands and then along the side of the Bird In Hand Inn up the footpath onto Cinder Lane

The route of the cables had been discussed and agreed with both the borough council and the emergency services.

In some cases there would be a requirement for traffic control and road closures for reasons of safety. Affected residents would be contacted prior to the closures taking place as would the Council. Access would be maintained for residents at all times and in every case where it was necessary to excavate in front of a home or business, Scottish Power would speak to you occupiers personally to ensure they suffered minimal disruption.

Whilst every effort would be made to to keep disruption to a minimum, occupiers may still encounter some disturbance for which ScottishPower Energy Networks apologised.

The project would be carried out and managed by Duttons Contractors on behalf of SP Energy Networks, who would have a local representative on site to co-ordinate any issues arising from these works.

The representatives responded to Members' questions and to those from members of the public. It was the dingle path would be improved as a result of the works and although trimming and some felling would take place, any felling would be replaced in consultation with the Parish Council. It was agreed the Parish Tree Warden and Members would inspect and recommend species and locations. **Action: Cllr Brown.**

Mr Birch and his colleagues were warmly thanked for their attendance. It was regretted the highway authority had been unable to attend to speak to closures and agreed the Area Highways Engineer should be invited to the March meeting. **Action: The Clerk.**

With reference to the suggestion by Mr Lewin, Members could not envisage how a mobility ramp could be achieved in the space available. It was further understood that Scottish Power would drill up to the path from the foot of the steps hence there was no disturbance there which would need to be rectified. The Clerk would discuss with the site supervisor to ensure this understanding was correct. **Action: The Clerk.**

Cllr S Parker. Cllr Parker kindly informed the borough council had been nominated for a number of national awards including the most efficient council in the country. Cllr Davis referred to the Council's request for a 20mph speed limit on School Lane during the construction by MCI and possibly that at Wood Farm which might overlap. Cllr Parker helpfully indicated he would expect letters from parish councils to be acted upon. Cllr Parker responded further to Members' question and was thanked for his attendance by the Chairman.

(b) Report of surgery held on Saturday 31 January 2015. Cllrs Paterson and Ringstead reported. It was noted the approaches by Scottish Power to residents had been greatly appreciated. A request had been made for a grit bag should winter conditions persist and renewed concerns had arisen as to the speed of traffic. The Clerk would remind Cllr Parker as to his indication a grit bag would be provided. **Action: The Clerk.** Cllr Davis kindly indicated for the surgery due on 28 February 2015. **Action: Cllr Davis.**

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

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

3 Planning.

(a) New/current applications.

Erection of a Performance Centre (Class D2)
Chester Rugby Union Football Club Hare Lane Chester Cheshire CH3 7DB
Ref. No: 14/05366/FUL | Validated: Wed 07 Jan 2015 | Status: Pending consideration. NEW APPLICATION.

The Clerk informed he had been advised of this application by Great Boughton Parish Council and would make further inquiries. **Action: The Clerk.**

Oak tree, reduce crown to manage size.
8 Oaklands Guilden Sutton Chester Cheshire CH3 7HE
Ref. No: 15/00084/TPO | Validated: Fri 16 Jan 2015 | Status: Pending consideration. NEW APPLICATION.
For information only.

Single storey extension to side and rear
52 Guilden Sutton Lane Guilden Sutton Chester Cheshire CH3 7EY
Ref. No: 14/05173/FUL | Validated: Tue 09 Dec 2014 | Status: Pending consideration. NEW APPLICATION.

Cllrs Fisher and Paterson reported. It was agreed no objection should be raised.

Proposed demolition of existing single storey extension and erection of part two storey rear extension and single storey rear extension including alterations to the existing garage roof to create a pitched roof.
Ashley House Hare Lane Chester Cheshire CH3 7ED
Ref. No: 14/04682/FUL | Validated: Wed 05 Nov 2014 | Status: Pending consideration.
Cllrs Fisher/Ringstead.
No objection.

Single storey side extension and internal alterations
105 Oaklands Guilden Sutton Chester Cheshire CH3 7HE
Ref. No: 14/04484/FUL | Validated: Fri 07 Nov 2014 | Status: Application permitted.
Cllrs Fisher/Ringstead.
No objection.

First floor side extension
84 Oaklands Guilden Sutton Chester Cheshire CH3 7HG
Ref. No: 14/03619/FUL | Validated: Thu 21 Aug 2014 | Status: Planning permission.
Cllrs Brown, Davis.
No objection.

14/03407/DIS | Discharge of conditions 3 (material), 4 (affordable housing), 5 (landscape layout), 6 (landscape management plan) and 10 (parking details) on permission 13/05410/FUL | Land Adjacent To Treetops School Lane Guilden Sutton Chester Cheshire. Application permitted. NEW DECISION.
The Clerk.

Further to the Clerk informing that Plus Dane had been replaced by Greater Manchester based Adactus Housing of which he was aware through his principal employment and that he had taken steps to secure an informal briefing to advise the new provider of the issues, it was noted the Clerk had held an informal meeting with the managing director of MCI (the developer) and the project officer from Adactus. Separately he had ascertained this was the first time the two organisations had co-operated although most of MCI's projects involved affordable housing. A visit to their web site, which included the School Lane project would be informative. Both were provided with the Council's full objection and proposed conditions to inform the context. Preliminary work to remove hedgerow to allow for the access would take place before March. The intention was neighbours opposite, probably running from Arrowcroft Road, would be advised in advance as would the Council. As to allocations, MCI had pointed out the Cheshire Cat scheme, which they had undertaken, was wholly occupied by residents from Chester Villages ward. Further clarification was being sought by the Clerk as to how prospective tenants might register. MCI were aware contact through the advertised number had not proved to be satisfactory although their web site encouraged those with an interest to contact the company. Adactus had suggested it might be too early in the process which the Clerk had not accepted and was pursuing. As the scheme was now advertised, it was suggested MCI, Adactus or the borough council must accept ownership for capturing the data in order they were best placed to meet the priority for local allocations.

Mr M King, managing director of MCI, had kindly provided the following advice:

With regard to the registration of interest this ...will be managed via Adactus and CWCC; we at M.C.I. have no control and or influence in this process and all enquiries should be made via Adactus at this time. Within our company web site we publish details of all of our developments past, present and forthcoming in order to promote our company and also offer a point of contact for neighbours and local residents should they wish to contact us for any reason.

We also receive many enquiries from people who wish to register an interest in buying / renting on our Clients' developments which we acknowledge receipt of and forward on to the relevant Client for action.

Adactus had been requested to provide information for the newsletter.

Further to the request by the Clerk to the highway authority for consideration to be given to a 20mph restriction on an appropriate length of School Lane during construction, given Treetops and Wood Farm may overlap or, failing that, to require warning signage, the following advice had been received from the Principal Development Officer - Team Leader, Highways Development Control.

Generally a construction traffic management plan would look at the things like HGv routing and times, parking for construction staff cars and vans and wheel washing facilities if required and how they would deal with deposits of mud etc on the highway. In terms of any signage this would form part of their responsibilities for their health and safety of the site and this would include such signs as may be required in the highway, which they would have to agree in principle with the likes of Ian's team. (Area Highways Engineer).

I wouldn't envisage the need for a 20mph limit for such sites as these and also would not expect to see signage of the scale and number that the Zoo has out. That is a significantly more major operation on the very busy A41.

These are small scale sites that will need to be managed by the developers. Any issues that arise can then be tackled either through enforcement if they are in breach of details of their Construction Traffic Plan or through other highway powers, depending on that the issues are.

The concern as to the extent of the on site advertising which had been erected by the developer and by Adactus, which it was accepted was intended to encourage people to register had been raised, with an indication a more modest hoarding would be preferred failing which the advice of enforcement officers would be requested.

The Clerk further reported the receipt of the following subsequent advice from Mr M King, Managing Director, MCI:

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Further to our previous discussions I write to advise that we will be attending site on Tuesday 17/02/15 to commence removal of the hedgerow to the site frontage and subsequent erection of security fencing prior to roads and sewer works starting which we envisage will be towards the end of February.

Street naming. Willis Close. There was nothing further to report at this stage.

Two-storey dwelling (outline planning application)
Ashley House Hare Lane Chester Cheshire CH3 7ED
Ref. No: 14/03233/OUT | Validated: Mon 28 Jul 2014 | Permission refused.

Cllrs Fisher, Moulton.

Objection.

Residential development of 17 affordable dwellings and associated vehicular access to School Lane.
Land Adjacent To Treetops School Lane Guilden Sutton Chester Cheshire.
Ref. No: 13/05410/FUL | Validated: Fri 20 Dec 2013 | Status: Planning permission.

Cllrs Moulton, Hughes.

Objection

Residential development of 9 dwellings (demolition of existing buildings) | The Wood Farm School Lane
Guilden Sutton Chester Cheshire CH3 7ET
Ref. No: 13/04057/FUL | Validated: Tue 17 Sep 2013 | Status: Application permitted.

Cllrs Fisher, Moulton.

No objection.

(b) Development control process. (i) e notifications. There was nothing further to report at this stage.

(c) Community planning.

(i) Parish Plan. Cllr Paterson reported an overlap had been identified between the implementation group and the steering group for the Neighbourhood Plan. As a result it had been agreed the implementation group should only meet on a sixth monthly basis.

(ii) Neighbourhood Plan. Cllr Paterson reported a further meeting to encourage momentum would take place on Tuesday 10 February 2015. A total of 14 people were now involved. It would be necessary to agree that the Plan should reflect the boundaries of the enlarged parish which the Clerk understood would take effect from 1 April 2015. An item would appear in a future issue of the newsletter. **Action: The Clerk.**

(iii) Bird in Hand Support Group. There was nothing further to report at this stage.

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

(d) Strategic Planning.

(i) Publication draft Local Plan.

Publication Local Plan – Main Modifications.

The Clerk advised a report had been taken to a special meeting of the full Borough Council on 29 January 2015 which had accepted the modifications proposed by the Inspector and had adopted the Local Plan (Part One) Strategic Policies.

Further details and copies of the report and schedule of main modifications could be found on the examination page of the borough council's web site at
http://consult.cheshirewestandchester.gov.uk/portal/cwc_idf/cwc_ip/localplanexamination/examination

(ii) Cheshire West and Chester Local Plan (Part Two) Land Allocations and Detailed Policies - Issues Consultation. There was nothing further to report at this stage.

(iii) Cheshire West and Chester Council survey of village facilities/possible sites for future development. There was nothing further to report at this stage. **Cllr Paterson/The Clerk.**

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(iv) Chester Green Belt. There was nothing further to report at this stage to that minuted above.

4 Quality Council issues.

(a) Training.

(i) ChALC 2015 Training Schedule. Members would indicate should they wish to attend any training in this schedule. **Action: All Members.**

(ii) SLCC training: Finance. Members noted the Society of Local Council Clerks was to hold a Finance training course on 10 February 2015 in Ewloe to enable Clerks to further their knowledge of local government finance. The fee was £125.00 plus VAT.

(b) Standing Orders review. There was nothing further to report at this stage.

(c) Local Council Award Scheme.

Further to the Council noting the current Quality Council status would expire on 31 January 2015 and that Quality Councils could apply for free Foundation status, which would last until January 2016, at any time although those who did not wish for a 'break' in their status between the old and new schemes should complete the online application form before 31 January 2015, the Clerk confirmed this requirement had been met as agreed.

Members noted the following from ChALC:

As you will no doubt be aware the Quality Council Scheme has been under review for some time and is to be replaced by the 'Local Council Award Scheme'

We have arranged a meeting for the evening of Thursday 12th February which will take place at Northwich Town Council Offices. Tea/Coffee and Biscuits will be available on arrival 7.00pm and the meeting will commence at 7.15pm.

The meeting will include a presentation of the new Local Council Award Scheme; explain about Accreditation and what your next steps should be.

Any Members wishing to attend would advise the Clerk by 4 February 2015.

5 Parish car park.

(a) Grounds maintenance. There was nothing further to report at this stage.

(b) Improvement scheme. Members remained of the view that a concrete boundary topped by cobbles would be the preferred solution if a suitable contractor could be found. In the meantime the effect of the works completed by the grounds maintenance contractor was being kept under review. **Action: All Members.**

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

(d) Trees. The Clerk was informing the Warden of the previous price and date. **Action: The Clerk.** Further to the advice from the tree contractor of a split in the left hand side rear tree, the warden would inspect although the advice was no action was required at present. **Action: Cllr Brown.**

(e) Parking of commercial vehicle. There was nothing further to report at this stage.

6 Leisure Services

(a) Children's Playing Field.

(i) Grounds maintenance issues including litter bin emptying. There were no issues to report.

(ii) Mole infestation. The Clerk advised there was presently one possible mole hill.

(iii) Further to a Member informing of the encroachment of an adjoining boundary hedge, this was being monitored, particularly as to the effect on the contractor when mowing the field. The suggestion by Cllr Moulton that a letter should be sent to the occupier requesting the hedge should be cut back to the boundary due to the nuisance arising had been progressed by the Clerk.

(iv) Nets. There is nothing further to report at this stage as to the proposal by the previous grounds maintenance contractor for weighting the base of the nets to assist with grass cutting.

(v) Inspector's report.

The inspector's detailed report for December 2014 was:

*Gate not self closing. Possible road safety issue for Children exiting playing field.
Football goals: No net pegs on either goal. Secure nets with pegs or remove nets on each occasion after a match / kick around.
Slight movement in goal posts. Consider using wedges in ground sockets.*

General comments were:

*No litter or glass seen or removed during inspection
Ice and snow conditions present throughout site.*

Action: Noted

(b) Children's Play Area.

(i) CCTV and CCTV protocol. (a) 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. (b) 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.** (c) Maintenance. Cllr Paterson having indicated that a report and estimates were to be prepared with the possibility of entering into a service agreement, to which there had been no response by Chester Security Systems, a further approach was being made. **Action: The Clerk.**

(ii) Inspections. The Inspector's detailed comments for December 2014 were:

General play area surface: Moss on surface between metal benches and bow top fence. Remove.

General comments were:

*No litter or glass seen or removed during inspection.
Ice and snow were present during inspection. You may wish to consider implementing an adverse weather plan in the event of adverse weather conditions being present. This could lead to temporary closure of the play area if deemed appropriate.*

Action: Noted.

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

(iv) Replacement children's playground. A replacement date would be sought for the official opening. **Cllr Hughes/The Clerk.** The Clerk was also providing Cllr Hughes with a CAD image of the project as proposed. **Action: The Clerk.** The Clerk invited Members to note WREN had confirmed receipt of the Council's application for payment of the grant of £4,962 which appeared to be in order.

Further to Cllr Fisher helpfully informing of an industrial company within Cheshire West which may award grants to any future project should staff reside within the community, further inquiries were being made by the Clerk. **Action: The Clerk.**

(c) Public Footpaths.

(i) Restricted Byway no 7. It was not known if the work proposed by the Public Rights of Way Unit to improve drainage in the worst affected areas had been carried out.

(ii) Footpath 2. There was nothing further to report at this stage.

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

(iv) Footpath 3. Further to the concerns expressed by the former Public Rights of Way Warden as to the state of the bank and a leaning wall adjacent to Footpath 3 at the rear of houses on Cinder Lane, there was nothing further to report at this stage. The matter would be revisited by the Clerk in due course. **Action: The Clerk.**

(v) Rights of Way Group. (a) Bank account. The Clerk informed he had discussed the position with Mr B M Lewin whom he understood had approached the two other signatories. The consensus was the signatories should close the account and transfer the funds to the Council where they would be ring fenced. It was proposed by Cllr Brown, seconded by Cllr Fisher and agreed that this course of action should be followed. The Council believed it would be helpful if the bank could provide, apart from the closing statement (unless the closing statement contained the information), a copy of as many of the most recent transactions as were available free of charge in the interest of transparency. It was further agreed the wardenship should remain vacant until the question of the bank account had been resolved.

Cllr Hughes continued to express frustration at the lack of any explanation from the group as to the changes to the signatories to the account and their future intentions which he believed to be unacceptable.

Public Rights of Way Warden, resignation. The Clerk reported he was thanking Mr B M Lewin, former Public Rights of Way Warden, following his resignation. **Action: The Clerk.**

(vi) Natural England "Paths for Communities" (P4C) scheme. There was nothing to report at this stage, the former Public Rights of Way Warden having been informed.

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

(viii) Greenway, Mobility access, Garners Lane. There was nothing further to report at this stage

(d) Grounds Maintenance. (i) Cheshire West and Chester. There was nothing to report at this stage. (ii) Parish Council contract 2014/15. There was nothing further to report at this stage. (iii) Parish Council contract 2015/16. Members revisited their intention to appoint Northwich Town Council (NTC) as grounds maintenance contractor for 2015/16 subject to resolution of the cost of inspections to be negotiated between the Clerk and the Town Clerk. It was noted the Clerk had approached three parish councils offered by NTC, two of which had responded with extremely satisfactory references. The Clerk was to visit the Town Clerk shortly. **Action: Noted.**

(e) Public Seats: Guilden Sutton Lane/Wicker Lane. Members noted the Council would need to consider action for future maintenance following the closure of Messrs Deva Forge.

(f) Fox Cover: Landscaping.

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

(h) 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.

7 Public transport.

(a) Services, general. C27/DB8. Cllr Roberts reported further. Cllr Fisher referred to a lack of timetable information with respect to Guilden Sutton. **Action: Noted.**

Further to Cllr Hughes expressing appreciation for the consideration extended to passengers, the Clerk indicated these remarks had been passed to the operator but no response had been received.

(b) Bus stand, Guilden Sutton Lane. Overgrowth at this stand continued to be monitored, Cllr Roberts having expressed concern as to views being obstructed and the issue being reported to the Area Engineer.

(c) Relocation of Chester Bus Station to Gorse Stacks. There was nothing further to report at this stage.

8 Highways.

(a) Strategic issues: Chester's Transport Strategy. There was nothing further to report at this stage.

(b) Issues with the highway authority, ownership by Traffic Group. A meeting of the Group was to take place to consider current issues.

(c) Current issues

(i) Community speed management.

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

(b) Community Speed Management guidance. In respect of the Clerk being asked to circulate a 'Community Speed Management' scheme regarding speeding issues produced by Cheshire West and Chester Council, the Traffic Group would consider the guidance and perhaps raise, Guilden Sutton Lane, Station Lane and Wicker Lane. The issue of the A41/Guilden Sutton Lane junction would now be covered by the proposed 50mph limit for the A41. **Action: Traffic Group.**

(c) Station Lane: 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.**

(d) Flashing 30s, Station Lane. Members were reminded the Area Engineer had undertaken to arrange for a speed / traffic count to be carried out on Station Lane as soon as practicable and would base his decision for funding on the results. If both elements showed an existing problem the highway authority would match fund the cost of provision, however if only one or neither factor existed then the Parish Council would be required to fund the whole cost.

(e) Flashing 30, Guilden Sutton Village. There was nothing further to report at this stage. The project was logged on as 2127074 and had been passed to the relevant Engineer.

(f) Speed awareness campaign. Cllr Roberts having raised the prospect of a speed awareness campaign supported by the highway authority and the Ward Members this would be progressed by the Traffic Group. **Action: Traffic Group.**

(g) School Lane. Concerns per Mr P Crompton, Belle Vue Lane. The issue remained with the Traffic Group and PC Boulton.

(ii) School parking. Further to Cllr Hughes reporting it had emerged action by the Police was seen as the only option and to PC Boulton being requested to advise, there was nothing further to report at this stage.

(iii) Planters. The possibility of a new position being sought for the Guilden Sutton Lane planter on the opposite side of the road where it would be a more appropriate gateway feature had been pursued by the Clerk. A response was awaited. Further to Cllr Moulton referring to the desirability of providing a planter on green space at the junction of Hare Lane and Green Lane which would transfer to this Council, this was being progressed by the Clerk. **Action: The Clerk.**

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

(v) Guilden Sutton Lane: footway drainage. Renewed obstruction of the footway by flooding from the adjacent field had been reported to the highway authority by the Clerk, reference 4767529.

(vi) Parking, Guilden Sutton Lane. Further to that minuted previously following the meeting between the Clerk and the Area Engineer on Monday 25 November 2013 and Cllr Moulton expressing renewed concern as to vehicles parking without lights within the 40mph limit, this remained reported to PC Boulton. There was nothing further to report at this stage.

(vii) Boundary fencing. Further to a Member referring to the condition of a length of boundary fencing adjoining a footway in the parish and to this being raised with the landowner there was nothing further to report at this stage. **Action: Noted.**

(viii) Guilden Sutton Lane, sight lines. Sight line issues at the junction of Heath Bank and Guilden Sutton Lane caused by parking and in the vicinity of the incoming bus stand caused by overgrowth were understood to be being monitored by the Area Engineer. Overgrowth at the junction of the diversion and the CDS had also been referred.

(ix) Village access for mobility scooters. There was nothing further to report at this stage following the Clerk advising the issue had been re referred to the highway authority and to a response being received indicating the enquiry had been logged to 2127911 and passed to the relevant Network Steward for action/response. This now included access to the greenway.

(x) A 41 Speed limit. Further to the receipt of the public notice proposing a 50mph limit on the A41 Ring Road from its junction with the A56 Hoole Roundabout to its junction with the A41/A5115 Whitchurch Road, a distance of approximately 2.33 kilometres, which had been strongly supported, there was nothing further to report at this stage.

(xi) Disabled parking bay, Summerfield Road. There was nothing further to report at this stage as to the surgery request for the provision of a disabled parking bay in front of the Summerfield Road shops which had been referred to the highway authority and had been logged on as 2127075 and passed to the relevant Engineer. It was noted any bay would be required to comply with the highway authority's specification and would entail the loss of more than one of the present informal parking spaces.

(xii) Footway, Porters Hill. Further to Members received correspondence from the occupier indicating his intention to replace the brick wall with a concrete retaining wall faced with timber fencing and to increase the width of the footway, which he understood would require planning permission, the Clerk informed that as requested he had thanked the occupier for the approach and had indicated the Council would be consulted on any proposal to fell the TPO tree and on any other aspect which would require a planning application.

(xiii) Sight line, Copple's corner. Further to Cllr Moulton expressing concern at sight lines being obstructed by cars parking on the verge/footway, advice was being sought by the Clerk as to whether this was a matter for the highway authority or the Police. **Action: The Clerk.**

(xiv) Footway, School Lane. Further to Cllr Paterson referring to the unevenness of the footway between Arrowcroft Road and Oaklands (opposite Wood Farm), there was nothing further to report at this stage. The matter had been raised with the highway authority (2127961) and passed to an inspector for action. Cllr Brown having further referred to uneven pavements elsewhere would provide the Clerk with details. **Action: Cllr Brown.**

(xv) School access footway, rear Orchard Croft. There was nothing further to report at this stage. The substandard surfacing of part of this path towards the school side gate had been referred to the highway authority by the Clerk and had been logged on 2127975 and passed to the relevant Engineer. Extensive areas for machine repairs had been marked. .

(xvi) Grit bag. The highway authority was aware that any deployment of a grit bag should take place at the build out at the entrance to the Village Hall Car Park at Hill Top Road.

(xvii) Moss. Members had noted Cllr Paterson's reference to the amount of moss on footways around the village and the suggestion this might be dealt with by spreading any unused winter grit.

(xviii) Traffic Commissioners and Operator Licensing. The Clerk referred to correspondence received with respect to other Town and Parish Councils which had sought a proposal under the Sustainable Communities Act for Parish and Town Councils to be made statutory consultees on vehicle operator licence applications and renewals. It was agreed this should be supported.

(d) Lighting.

(i) Faults. Members were asked to continue to report faults to the Clerk for reporting with details.

(ii) Lighting. (i) Heath Bank, Church Lane/Fox Cover steps. Further to the Ward Members very kindly agreeing funding of £1,500 for 2 no bracket lamps, the Council noted that in connection with the proposed bracket in Heath Bank the position remained the Lighting Superintendent had been authorised to progress the installation subject to any increase in the cost beyond £750 being notified in advance. With respect to the proposed bracket in Church Lane, where it had been agreed a change in the circumstances had rendered this fitting unnecessary, the Chairman was pursuing an alternative location. **Action: Noted.**

9 Finance:

(a) Income

CWAC
New Homes Bonus £ 1,375.00

Co-operative Bank
Current account interest
5 December 2015 £ 2.23

Scottish Widows no 1
Interest 1 January 2015 £ 20.18

Scottish Widows no 2
Interest 1 January 2015 £ 3.42

CWAC graveyard grant £ 250.00

Wreath donations £ 18.00

(b) Payments

PIMS
December inspection £ 36.00 (inc £6.00 VAT)

Clerk
Expenses

Prints for WREN grant
application £ 2.36
Postage £ 1.55
Parking £ 2.00
Mileage
16@ 45p £ 7.20
Copies
592 @ 5p £ 29.60
£ 42.71

Proposed by Cllr Paterson,
Seconded by Cllr Ringdstead
and agreed.

(c) Balances

Co-operative Bank
Current account
31 December 2014 £17358.22

Scottish Widows no 1
1 January 2015 £20069.66

Scottish Widows no 2
1 January 2015 £ 3405.07

(d) Finance: general. (i) Balances. Further to Cllr D Hughes revisiting the negligible rate of interest attracted by the balances, this continued to be monitored.

(e) Report on contingency payments.

Budget:	£	983.00
Payments:	£	0.00

The Clerk suggested the preliminary budget papers would indicate this report may need correction.

(f) Audit issues.

(i) Audit group. The NALC/SLCC agreed salary scales for 2014 – 2016 were with the group. It was noted a calculation of the Clerk's new salary from 1 January 2015 together with the non consolidated payments would be needed in good time to pass to the payroll bureau for payments at the April meeting. **Action: Audit Group.**

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

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

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

(i) Clerk's gratuity. The Clerk informed he was progressing the proposed transfers for 2012/13 and 2013/14 calculated as follows:

2012/13.

$8.66\text{hrs pw} \times 11.549 \text{ pr hr} \times 52 \times 3.75\% = \text{£}195.03$

2013/14

$8.66\text{hrs pw} \times 11.665 \text{ pr hr} \times 52 \times 3.75\% = \text{£}196.99$ (total £392.02). **Action: Noted.**

(j) New Homes Bonus 2014/15. The Clerk confirmed he had provided the borough council with an indication of the allocation of the funding.

(k) Budget 2015/16. Members noted the outcome of the Audit Group scrutiny and the extraordinary meeting of the Council which took place on 26 January 2015. The borough council had confirmed the receipt of the precept request which had been confirmed as a 0% increase in the present Guilden Sutton area.

10 Environment Services.

(a) Waste collection and recycling issues. (i) General. There was nothing further to report at this stage.

(b) Environmental issues.

(i) Areas of concern. 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. Overgrowth affecting that part of Wicker Lane in the vicinity of the former vicarage where there was no footway and concerns as to the steps from Heath Bank to Guilden Sutton Lane were with the borough council.

(ii) Lengthsman. The Clerk reported further.

(iii) 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.

(iv) Dog fouling: Requests remained outstanding for additional bins on School Lane and Garners Lane together with that from Cllr Ringstead for a bin on Station Lane to assist users of the greenway.

(v) Streetscene. (a) Verge, Church Lane/ Wicker Lane. Further to the correspondence from Mr Tony Fisher, Killearn House, Church Lane which had been referred to the supervisor there was nothing further to report at this stage.

11 Trees and hedges.

- (a) Hedges. The increasing obstruction of the footway on Guilden Sutton Lane and at other locations in the village by overgrown hedges during the growing season continued to be 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.
- (b) Land, Church Lane. There was nothing further to report at this stage.
- (c) Hare Lane. There was nothing further to report at this stage.
- (d) 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 there was nothing further to report at this stage. Cllr Paterson's concerns as to the state of other trees adjacent to the path remained.
- (e) 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, action had now be taken by the Clerk as minuted above.
- (f) Growth, Wicker Lane/Church Lane junction. Growth at this junction continued to be monitored. (minute 10 (b) refers).
- (g) Overgrowth, Heath Bank. There was nothing further to report at this stage.
- (h) Visibility, junction Guilden Sutton Lane/Guilden Sutton Lane CDS. Further to Cllr Davis referred to the ongoing concern as to visibility for emerging vehicles being obstructed, this issue was with Area Engineer.
- (i) Overgrowth, School Lane. There was nothing further to report at this stage
- (j) Basal growth Oaklands. Basal growth on the oaks at the junction with School Lane and Oaklands opposite Wood Farm had been reported at the request of the Chairman. There was nothing further to report at this stage.
- (k) Willow, the dell. There was nothing further to report at this stage
- (l) Overgrowth 24 Oaklands. There was nothing further to report at this stage
- (m) Canopy Porters Hill. There was nothing further to report at this stage as to Cllr Ringstead referring to the presence of dead branches.
- (n) Overgrowth Guilden Sutton Lane/Heath Bank. **Cllr Roberts.** There was nothing further to report at this stage.

Members who had raised particular issues listed above were requested to indicate to the Clerk if they should remain on the agenda.

- (o) Cheshire Wildlife Trust. There was nothing further to report at this stage.

12 Cheshire Association of Local Councils.

- (a) Chester Area Meeting. The Clerk reported the the next meeting would take place on Wednesday 4 March 2015 which would be the final meeting in the current quadrennial. He did not intend to seek nomination as Honorary Secretary having held the post since 1994. **Action: Noted.**
- (b) Refresh of Parish Charter with Cheshire West and Chester Council. There was nothing further to report at this stage.
- (c) Clerk's terms and conditions: The advice from NALC and the SLCC of agreed salary scales for 2014 – 2016 was with the Audit Group as minuted above.

13 Cheshire West and Chester Council.

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

(b) Community governance reviews.

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

(ii) Great Boughton. Further to Cllr Fisher suggesting information should be sought as to the precept levels in Guilden Sutton and Great Boughton this had been researched by the Clerk who would contact Cllr Fisher.

Action: The Clerk.

(c) Members budgets applications: Replacement children's playground, CCTV, flashing 30. There was nothing further to report at this stage to that previously minuted.

(d) Community resilience. Cllr Paterson reported further.

(e) Future Arrangements for Local Council (Town and Parish) Elections.

Members noted a workshop session for parish clerks on the Election/Nomination Process would take place on Wednesday 18 February, 2015 at 6.30pm in HQ, The Clerk had reserved a place.

The purpose of the workshop would be to explain in more detail the nominations process for the all-out elections in May 2015 and would cover:

-timescales

-explanation of how the nominations form should be completed

-arrangements for 'grouped' parishes

-receipt of nominations

-arrangements for the elections and the count

(f) Precepts. The disparity in precepts across the borough raised by Cllr Fisher had been researched by the Clerk who would contact Cllr Fisher. **Action: The Clerk.**

(g) Grant assistance for graveyard maintenance 2014. The Clerk advised a successful application had been made on behalf of the PCC for a grant of £250.00.

14 Cheshire Community Action.

(i) Community Pride Competition 2015. There was nothing further to report at this stage as to any expressions of interest from within the community. The Clerk informed documents had been received. The closing date for main entries was 13 March 2015.

(ii) Cheshire "Meet the Developer" Event. One-day Event for Cheshire Communities to Engage with Developers, 12 March 2015, 10.00am to 3.30pm, Crewe Alexandra Football Ground. Members wishing to attend should notify the Clerk to enable a response by 20 February 2015.

(iii) Future funding. Members noted the following from the Chief Operating Officer.

Dear Honorary Members, Directors and Members,

I am writing today to ask for your support in petitioning the Department for Food and Rural Affairs (Defra). As many of you will know, Defra have funded Rural Community Councils for many years, approximately £2m per annum across 38 organisations covering rural England.

Defra have yet to inform the Active Communities Rural England (ACRE) network of funding for the financial year 2015 onwards. One of the options Defra are considering is a complete withdrawal of funds, as well as reduced payments or a status quo. For Cheshire Community Action a withdrawal in funding would reduce our ability to draw in other funding, and would detract from the important work we carry out across the rural themes. It would greatly impact our work in the following areas:

14/15 178

*Rural broadband provision policy work
Community Building support
Community Led Planning policy work
Community Development
Housing policy work
Health and Social care in rural areas policy work
Community Transport policy work*

If possible, please support Cheshire Community Action, the ACRE Network and rural communities by signing the e-petition; which ACRE launched today; below:

<http://epetitions.direct.gov.uk/petitions/73418>

*Mark Reading
Chief Operating Officer
Cheshire Community Action*

It was agreed this would be supported. **Action: The Clerk.**

15 CPRE. Infrastructure Bill. Correspondence as to this proposed legislation had been referred to Cllr Brown.

16 Health.

(a) Public access defibrillator.

Further to Cllr Hughes informing that in addition to the equipment previously minuted it may be possible to obtain a defibrillator from the British Heart Foundation for £400, further inquiries were being made by the Clerk. **Action: The Clerk.**

(b) Podiatry Service Redesign. The Clerk reminded Members that due to increasing demands on the local podiatry service, West Cheshire Clinical Commissioning Group and Cheshire and Wirral Partnership NHS Foundation Trust were holding a service review consultation which would run until 1 March 2015.

Views were sought on the consultation document attached which had been circulated separately by the Clerk. Responses could be made at <https://www.surveymonkey.com/s/CWPpodiatry>.

17 Policing/Fire Service.

(a) Policing.

(i) Crime. There were no action items to report.

(ii) Homewatch. There were no action items to report.

(iii) Cheshire Police and Crime Commissioner. The possibility of the proposed 'flashing 30' being partly financed by funds held by the Commissioner would be pursued in the event of evidence which met the guidelines becoming available. **Action: The Clerk.**

(iv) Draft Police & Crime Plan Consultation - Your Views Needed. The Council noted the closing date for comments had been 8 January 2015.

(v) Council Tax 2015/16 Setting the Police Budget.

Members noted correspondence from the Police and Crime Commissioner relating to Council Tax 2015, Setting the Police Budget. The Commissioner had to find £8 million savings from the Cheshire Constabulary budget for 2015/16 to make sure there was sufficient money to balance the books whilst achieving the aims set out in his Police & Crime Plan.

A 1.99% increase in Council Tax would mean an increase of under 6p per week for an average Band D household. This would support an enhanced local policing service to support the new policing model and put extra officers on the streets as requested by the public. The consultation had closed on 16 January 2015.

(vi) Meeting With Parish & Town Council Representatives

Members noted correspondence from the Police and Crime Commissioner received via ChALC inviting the Council to a meeting of Parish & Town Council representatives from across Cheshire West & Chester to be held on Tuesday 27 January 2015 at 6.30pm in Weaverham. The Commissioner had said he was fully committed to working with partners in order to improve community safety and would welcome the views of Parish & Town Councils on these matters.

It had not been possible for the Council to be represented.

(vii) Rural Crime Conference Wednesday 25 February 2015.

Members noted the following correspondence.

Cheshire Constabulary is offering 100 places (on a first come first served basis) for their rural crime conference.

The event aims to provide delegates with an opportunity to hear from informed speakers, offering an overview of rural crime within Cheshire and a thorough understanding of how rural communities can protect themselves and work effectively in partnership to tackle rural crime.

(viii) Custody visitors.

Members noted advice from the Police and Crime Commissioner as to volunteers to fulfil the role of Custody Visitor. Custody Visitors were members of the public who visited one of the three police custody suites in Cheshire to check on the conditions and welfare of people being detained in police custody. They were impartial and independent of the police service.

The closing date for applications was Friday 23 January.

(b) Cheshire Fire Authority/Cheshire Fire and Rescue Service: Cheshire Fire Authority. Consultation On 'Planning For A Safer Cheshire 2015-2020', Cheshire Fire Authority's Draft Five Year Strategy. There was nothing further to report at this stage.

18 Newsletter. The Clerk informed a further issue would be prepared shortly. Further to Cllr Hughes suggesting the distributor should be requested to indicate the extent of deliveries in Pipers Ash, this was in hand, the distributor having kindly provided part of the information. **Action: The Clerk.**

19 Memorial Garden.

(a) Plaque. There was nothing further to report at this stage as to the interim replica plaque to the existing showing the fallen of the Great War which had been affixed in readiness for the Remembrance Sunday service.

(b) Garden. Further to the Chairman referring to the success of the installation at the Tower of London (where 888,246 ceramic poppies had been 'planted' to commemorate the British and Commonwealth dead of the Great War) and to him suggesting poppies might be planted in the garden, Cllr Moulton kindly agreed to make inquiries. **Action: Cllr Moulton.**

(c) Traffic arrangements. There was nothing further to report at this stage

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

21 Parish IT.

(a) Google Groups (Parish Plan and Bird in Hand). There were no action items to report.

(b) Ownership of site. Further to Members revisiting the ownership of the site and the excellent work being carried out by the webmaster and to it being agreed the primary purpose should be to provide information to the community and that comment should generally be avoided particularly on sensitive issues, further consideration would be given to the terms of any disclaimer.

(c) Business section. There was nothing further to report at this stage.

22 Primary School. Cllr Hughes reported further on school issues.

23 Land ownerships. 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.

(a) Community cinema nights. Cllr Paterson informed a further showing would take place on 7 March 2015.

(b) Christmas tree project. Further to the Council agreeing its annual contribution of £50 towards a community tree should continue under a transfer to the costs associated with the permanent tree in place in the grounds of the Village Hall, the Clerk would be advised as to whom the cheque should be paid.

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 Hughes reported further.

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, although it was noted at least one substation had been repainted.

29 Emerging proposal for a replacement Church Hall. Further to the Chairman informing he and the Vice Chairman had met the PCC at their request on November 6, 2014 at which the PCC had asked for background information to inform their deliberations, the Clerk was endeavouring to assist.

31 Members' information items.

Cllr D M Fisher. Cllr Fisher tendered his apologies for the March meeting.

32 Information correspondence. Members noted information items contained within the agenda and the late information report.

Matters considered in the absence of the press and public.

33 Highways issue. Further to a Member revisiting a highways issue which the previous Network Steward had understood would be resolved but on which no action had been taken and to the Clerk advising the issue has been re-referred to the highway authority, there was nothing further to report at this stage.

34 Footway, School Lane. The issue adjoining the footway on School Lane raised by Members remained with the Area Highways Manager and had been logged on 2128331 and passed to the relevant Network Steward.

33 Grounds maintenance contract and safety inspections 2015/16. Members noted and agreed the detailed figures provided within the proposed contract.

The meeting concluded at 2134.

Date of next meeting: Monday 2 March 2015.