

Guilden Sutton Parish Council**Minutes of the meeting held Wednesday 5th October 2016 at 7.30pm**

Chairman: Cllr A Davis

Present: Cllr I Brown, Cllr D Hughes, Cllr W Moulton, Cllr P Paterson, Cllr S Ringstead, Cllr M Roberts.

Clerk: Mr D Norbury

Minutes: Mrs K Lowe

In attendance: Cllr S Parker, (CWAC) PC Boulton, (Cheshire Police) and five members of the public.

Cllr Davis welcomed all to the meeting and explained that Mrs K Lowe would be taking the minutes. Mrs Lowe had previously met with the governance and audit committee and had provisionally accepted the position as Clerk to the Parish Council with effect from 1st October subject to ratification under Part 2 of the meeting.

1. PROCEDURAL MATTERS

- a. Apologies for absence were received and noted from Cllr D Fisher
- b. Declarations of Interest
 - i. Cllr Paterson declared a new pecuniary interest (general) in that she is doing temporary work for Cheshire West and Chester electoral services.
- c. It was RESOLVED unanimously to accept the minutes of the meeting held on 5th September 2016 as a true and accurate record of the meeting. The Chairman signed the minutes of the meeting.
- d. Code of Conduct – There was no new information to report.
- e. Dates of future meetings 2016: 2nd November and 7th December
- f. Late information report. The late information report was received and noted
- g. Review of handling of information correspondence. There was no new information to report
- h. Acquisition of tablet for planning applications. The clerk reported that an ipad mini had been purchased for use by the Parish Council and that arrangements would be made to reimburse Cllr Ringstead for the transaction.
- i. Pipers Ash Advisory Panel. There was no new information to report
- j. Transparency Code. There had been no movement on this pending the appointment of a new clerk
- k. Public speaking time. This will be taken up by the new Clerk in due course
- l. Parliamentary boundaries. Cllr S Parker and the Clerk reported that the new committees are still being established and it could take until 2019 to come to fruition. There would almost certainly be a reduction in the number of Councillors but the full ramifications are not yet clear.
- m. Presentation to Clerk. Mr D Norbury thanked Councillors for the presentations and send-off he had received pending his forthcoming retirement.

2. COMMUNITY ENGAGEMENT

- i. Lisa Tiplady and Sarah Carswell-Piers attended on behalf of the Guilden Sutton pre-school and made an approach to the Parish Council for assistance and possibly financial support for the pre-school. The Chairman suggested

that the pre-school apply formally to the council for a grant – **ACTION – Clerk to provide the relevant information about grants.** Cllr S Parker also indicated that there may be support available from members budget.

- b. Visiting Members/Officers
 - i. PC Boulton gave an update regarding the patch he is now covering. He has stopped working in the Elton area and has been allocated to other areas in the Gowy Ward. PC Boulton issued a warning around internet scams and suggested a reminder in the Parish newsletter. Letters have been sent out in response to data gathered by volunteers who use the Speed Indicator Device in the village, PC Boulton thanked volunteers for their assistance. There have been reports of suspicious males in other parts of rural Cheshire and a successful police operation was held recently in the Rowton/Christleton area. Cllrs and members of the public are encouraged to report any suspicious activity to the police.
 - ii. Cllr Parker gave an update noting the Northgate Scheme receiving approval from the Planning Board. He explained that both he and Cllr M Parker were supporting the restoration of the Church Hall and had jointly contributed £2000 towards the costs. Cllr Parker was asked by Cllr Hughes about Section 106 money that was ear marked for the area, Cllr Parker responded that the Planning Officer was on holiday when he last approached and that he would follow up with planning.
- c. Report of Surgery held on Saturday 1st October. The following issues were raised:
 - i. Safety issues with the Bus Stop at Moorcroft Crescent
 - ii. Residents at Willow Cottage had raised visibility issues due to overgrown hedging
 - iii. A complaint was received about the state of the pavement on Arrowcroft Road – **ACTION – Clerk to report**

The date of the next surgery was agreed as Saturday 29th October and Cllr Davis and Ringstead will preside.

- d. Noticeboards. It was noted that only re-painting and not complete refurbishment of the noticeboard is required

3. PLANNING

- a. Updates on new/recent applications
 - i. 16/04344/TPO Felling of a Silver Birch. This is still with Cllr Brown
 - ii. 16/04039/FUL Proposed new ramps and steps – Cllrs Davis and Paterson will visit. **ACTION – Clerk to seek an extension**
- b. Unconventional energy sources. The Clerk has replied to Upton Parish Council
- c. Draft Planning protocol. A draft protocol has been circulated to Parish Councils by ChALC for comments, all comments must be submitted by 18th November
- d. Community update
 - i. The NDP update circulated by Cllr Paterson was noted
 - ii. Pipers Ash. A proposal has been put forward by BT to remove the telephone kiosk at Green Lane South. It has been suggested by a local resident that the kiosk itself is used as a book exchange. The Clerk agreed to post a notice in the box with contact details for those local residents who wish to object.
ACTION – Clerk to post notice
- e. Affordable housing. There was no new information to report

- f. Cheshire West and Chester Local Plan Part 2. It was noted that there was an ongoing consultation.
 - g. Community Infrastructure Levy. The Parish Council await further information on this for future planning
- 4. QUALITY COUNCIL. It was noted that Quality Council status is something for the new Clerk to progress at the appropriate time.
- 5. PARISH CAR PARK
 - a. Grounds maintenance – no new information
 - b. Improvement scheme to boundary – no new information
 - c. Rear boundary wall – no new information
 - d. Blossom Trees. **ACTION – Clerk to contact Mr Birch to remind about funding for new trees.**
- 6. LEISURE SERVICES
 - a. Children’s Playing field. The matter concerning the conifer hedge has now been resolved.
 - b. Children’s Play Area. The annual report was accepted. Smoke free signage is not yet displayed
 - c. Public footpaths. Parts of the footpath off Green Lane have been improved
 - d. Grounds Maintenance – No new information
 - e. Public seats – Memorial benches are being progressed by the families concerned, there is no new information at the present time
 - f. Fox Cover landscaping – there was no new information to report
 - g. Provision for youth - there was no new information to report
 - h. Marsh Marigolds - there was no new information to report
 - i. Hare Lane beacon - there was no new information to report
 - j. Section 106 monies – Cllr Parker to follow up and report back to the Parish Council.
 - k. Sport Survey - there was no new information to report
 - l. Mobile library review. Cllr Ringstead had taken the opportunity on seeing the Mobile library van in the village to ask for the schedule of the van for future visits. Cllr Ringstead was informed that the next visit would take place on 31st October between 4pm and 5.30pm.
- 7. PUBLIC TRANSPORT. There was no new information to report.
- 8. HIGHWAYS
 - a. Data from the SID sessions was noted
 - b. There has been no improvement in problems associated with school parking
 - c. The uneven footway on School Lane was noted. **ACTION – Clerk to ask for a walkthrough to discuss uneven surface**
 - d. Lighting. It was noted that there is no street light on Station Lane at the end of the village, there is an absence of light, especially in winter and a street light also gives an indication that cars are entering a village which may cause them to reduce speed. **ACTION – Clerk to ask for advice from Highways**
- 9. FINANCE
 - a. Income.
 - i. VAT refund of £960.42
 - b. Payments
 - i. NWN Media £23.34
 - ii. Came and Company Insurance £995.50

iii. HMRC Q2 Payment	£380.40
iv. Clerk Salary and Payments	To be discussed in Part 2
v. Playing field rent	£160

It was proposed by Cllr Hughes and seconded by Cllr Ringstead to accept the financial information given by the Clerk.

RESOLVED unanimously

Arrangements for transfer of banking administration will be discussed with the new Clerk.

A date for the audit and governance group to meet to consider the external audit and arrangements for handover of finances with the new Clerk was agreed for Wednesday 26th October at 10am at Cllr Ringstead's House, Mr D Norbury and Mrs K Lowe will attend the meeting.

10. ENVIRONMENT SERVICES

- a. Waste Collection - there was no new information to report
- b. Streetscene - there was no new information to report
- c. Dog Fouling – A meeting with the dog warden, Cllr Davis and Cllr Paterson had taken place regarding dog fouling, it was agreed that Cllr Paterson would purchase pink marking spray and be reimbursed by the Parish Council. It was noted that despite a request for new bins, no new bins have yet been situated.
- d. Sewers - there was no new information to report

11. TREES AND HEDGES

- a. An issue with a tree that is on school land has been noted, this is dropping debris into a neighbours garden. Cllr Davis will visit and report back to a future meeting.

ACTION – Cllr Davis

- b. Cheshire Wildlife Trust - there was no new information to report

12. CHESHIRE ASSOCIATION OF LOCAL COUNCILS

- a. The Annual Meeting of ChALC takes place on Thursday 20th October from 7pm at Middlewich Community Centre. The Chairman and Mr D Norbury will represent Guilden Sutton Parish Council.

13. CHESHIRE WEST AND CHESTER COUNCIL

- a. Community resilience - there was no new information to report
- b. Ward priorities - there was no new information to report
- c. It was noted that St John's Church PCC had been successful in obtaining a rural support grant

14. CHESHIRE COMMUNITY ACTION - there was no new information to report

15. CPRE - there was no new information to report

16. HEALTH – The de-fibrilator training dates have been circulated. Cllr Hughes reported that a cover had been fitted to the de-fibrilator to reduce the potential for the machine to be vandalised so far this had been successful as additional protection.

17. POLICE AND FIRE – It was noted that the Police Commissioner is presently advertising a consultation on priorities.

18. NEWSLETTER – Cllr Paterson asked for a newsletter to go out prior to the Christmas Lights competition.

19. MEMORIAL GARDEN - there was no new information to report

20. BULB PLANTING – local residents have funded the cost of new daffodil bulbs

21. PARISH IT – This will be reviewed by the new Clerk in due course

22. PRIMARY SCHOOL – It was noted that the Primary School had raised over £500 at their recent Macmillan Coffee Morning.
23. LAND OWNERSHIPS - there was no new information to report
24. COMMUNITY EVENTS –
 - i. It was noted that a Community Cinema event will take place on 15th October 2016, Cllr Paterson has tickets available.
 - ii. It was noted that no application for a Fete Grant had been received
25. LAND REGISTRY - there was no new information to report
26. VILLAGE HALL MANAGEMENT COMMITTEE – Cllr Hughes reported that a Structural Engineer had been engaged to advise the committee regarding building regulations.
27. SUB STATIONS - there was no new information to report
28. BIRD IN HAND – It was noted that the lighting on the path near to the Bird in Hand has been obscured almost completely by the hedging. It is currently hedge cutting time of year so it may be that this is resolved, for the time being this will be kept under observation.
29. MEMBERS INFORMATION ITEMS
 - a. Cllr Moulton reported that he would be reducing his co-ordinator role with the SID volunteers but would still be involved as the link Parish Councillor. Cllr Moulton will still be involved in collecting the data. Mr R Stewart will take over co-ordinating the rota and volunteers who man the SID.
 - b. Cllr Ringstead reported that there were roadworks on Station Lane. Cllr Ringstead asked the Council to note that Christmas Tree Recycling would be available again and would take place on 7/8th January and 14th/15th January. The Hospice of the Good Shepherd is the co-ordinating organisation. Cllr Ringstead also noted that the Quad Bike business had generated a lot of noise recently in the afternoons and asked if anyone else had issues with this. Cllr Ringstead also noted that she had experienced a tractor operating at high speed on Wicker Lane, exiting Cinder Lane. The tractor did not belong to the local farm Arderns and was a red tractor with green trailer.
 - c. Cllr Paterson noted that she had read on an e-bulletin that there may be funding options for a community bus
30. INFORMATION CORRESPONDENCE – Correspondence received was noted

MEMBERS OF THE PUBLIC WERE ASKED TO LEAVE THE MEETING AT THIS POINT DUE TO THE CONFIDENTIAL NATURE OF THE BUSINESS TO BE DISCUSSED

PART 2

31. APPOINTMENT OF CLERK – It was Proposed by Cllr Paterson and seconded by Cllr Moulton to accept the recommendation of the Audit and Governance Group to appoint Mrs K Lowe with effect from 1st October 2016. RESOLVED unanimously. The new clerk will work alongside Mr D Norbury until 31st October to allow for a suitable handover period.
32. CLERKS RENUMERATION – It was RESOLVED unanimously to accept the calculation of the payments due to Mr D Norbury.

Mr D Norbury expressed thanks to Councillors for his presentations as he comes to retire at the end of a 34 year tenure as Clerk to Guilden Sutton Parish Council.

The Chairman said that Mr Norbury would be greatly missed and gave a final thank you on behalf of the Parish Council for all the hard work out in during his time as Clerk.

Mr Norbury will formally retire as Clerk with effect from 31st October 2016.

The Meeting Closed at 9.25pm

Next Meeting Wednesday 2nd November at 7.30pm