

**Guilden Sutton Parish Council****Minutes of the meeting held Wednesday 1<sup>st</sup> February 2017 at 7.30pm**

Chairman: Cllr S Ringstead

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

Clerk: Mrs K Lowe

In attendance: Two members of the public.

1. PROCEDURAL MATTERS

- a. Apologies from Cllr Davis who had been held up at work, Cllr Davis joined the meeting later. Apologies from CWaC Cllr S Parker and Cllr M Parker.

Cllr Hughes gave apologies for the March meeting as he will be away on holiday.

- b. Declarations of Interest

Following the meeting Cllr Hughes declared an interest in item 3 C in relation to the discussion about the school playground as he is a school governor and item 15 A, the Village Hall CCTV Camera as he is a member of the Village Hall Management Committee.

Following the meeting Cllr Ringstead declared an interest in item 3 C Section 106 monies as she is the Guilden Sutton Community Secretary

Following the meeting Cllr Paterson declared an interest in item 15 A the Village Hall CCTV Camera as she is Treasurer of the Guilden Sutton Community Association.

- c. It was RESOLVED unanimously to accept the minutes of the meeting held on 4<sup>th</sup> January 2017 as a true and accurate record of the meeting. The Chairman signed the minutes of the meeting.
- d. Dates of future meetings. The Clerk has circulated a list of proposed meeting dates for 2017 as follows:

Wednesday 1<sup>st</sup> March

Wednesday 12<sup>th</sup> April

Wednesday 3<sup>rd</sup> May

Wednesday 7<sup>th</sup> June

Wednesday 12<sup>th</sup> July

Wednesday 6<sup>th</sup> September

Wednesday 4<sup>th</sup> October

Wednesday 1<sup>st</sup> November

Wednesday 6<sup>th</sup> December

- e. Late information report. There was no new information to update members on.

## 2. COMMUNITY ENGAGEMENT

- a. Visiting Officers – None were in attendance
- b. Visiting Members – None were in attendance
- c. Members of the public speaking time

Mr Lewin showed members a sign for the Defibrillator which he proposed to display on village noticeboards, there were no objections to the sign being posted and it was requested that the postcode of the defibrillator was also added to the sign so it clear where the machine is located.

Mr Stewart raised concerns about public participation at meetings and requested to meet with the Clerk and the Chairman to discuss the matter. The Clerk advised that as the Chairman of the council was not present due to work commitments she wished to confer with Cllr Davis and then either the Clerk or Cllr Davis would feedback to Mr Stewart on a way forward.

Mr Lewin asked that the Clerk consider how minutes are updated from draft to accepted on the website as he is presently publishing the draft minutes ahead of Parish Council meetings.

### d. Noticeboard

The Clerk updated members on her research into a new noticeboard for Guilden Sutton Lane.

Cllr Fished proposed accepting the Clerks recommendation and Cllr Brown seconded the motion.

It was RESOLVED unanimously to accept the Clerks recommendation of the recycled noticeboard from Marmax Products at a cost of £499 exc VAT

### e. Transparency Code

Members approved that the Clerk submit an application for the cost of a laptop and scanner/multi purpose scan, copy, print machine via ChALC.

### f. Website

The Clerk will arrange a meeting with Mr Lewin in the near future to discuss the Parish Council section of the village website.

Members would like the Clerk to have log in access to the new site.

**ACTION** – Mr Lewin to provide a login to the site for the Clerk.

### g. Surgery

The following matters were raised at the surgery prior to the Parish Council meeting:

- Speeding in the village
- Charity bags being stolen
- The community newsletter

The Clerk updated the meeting on a letter received from Christleton Parish Council who have been asked by Cllr Parker to seek out Parish Council representatives to collaborate about speeding traffic, Cllr Davis volunteered to be the contact for Guilden Sutton.

In relation to the community newsletter, the Parish Council clerk is new in post and has not yet tackled the newsletter while adapting to the new role and dealing with other pressing priorities. It is hoped that the newsletter can be re-started in the near future.

The next surgery will take place 25<sup>th</sup> February, Cllrs Fisher and Moulton will be available.

### 3. PLANNING

#### a. New/recent applications

- i. Cllr Paterson and Cllr Fisher had visited applicants at 6 Hickmore Heys in respect of an extension. There were no real concerns as the plot is big enough to take the extension. The plans for the extension may affect sunlight into the neighbouring property at number 4 who have a sun room and the visiting Cllrs suggested this could be dealt with by 'hipping' the roof. Cllrs also felt that the garage wall boundary should be maintained and not extended beyond to reduce the impact on neighbours.
- ii. Middlecroft – Cllr Davis and Hughes had visited and the extension seems to be to accommodate a relative. The neighbours did not have concerns and the visiting Cllrs did not have concerns providing the intention is to continue to maintain the property as a single dwelling.

#### b. New Planning Decisions

None

#### c. Section 106 monies

St John's Church had made enquiries about S106 funding to CWaC and had reported that monies available were for open spaces, play spaces and the Primary School. The Clerk is still following up confirmation of the sums available and details of how these can be accessed and will update at the next meeting

Cllr Hughes asked the Clerk to write to the school in the meantime and ask the Headteacher to raise with the governors whether there would be any support for an extension of the playground.

#### d. Neighbourhood Plan

The next meeting is 13<sup>th</sup> February.

#### e. New building / Affordable housing

There was no new information to report.

### 4. TRAINING.

Cllrs Paterson and Ringstead attended the Planning Forum at Cheshire View 30<sup>th</sup> January 2017. The new planning protocol for Cheshire West and Chester was discussed. The new CIL charges for new

developments will have rates set in March the current proposal is £110 per square metre. Improvements to the online planning system were also discussed.

#### 5. PARISH CAR PARK

Cllr Davis offered to cut the hedge and has already removed eight bags of leaves.

#### 6. LEISURE SERVICES

- a. Children's Playing field. There was no new information to report.
- b. Children's Play Area.

The Clerk will follow up with Mr Norbury the locking of the playground gate.

- c. Footpaths / Footways.

There was no new information to report.

- d. Grounds Maintenance

There was no new information to report

- e. Mobile Library – The mobile library will next visit on 13<sup>th</sup> February

#### 7. PUBLIC TRANSPORT.

Cllr Ringstead reported that no response had been received in relation to the bus service discussed for Summerfield House.

#### 8. HIGHWAYS

- a. SID Group –The SID group will resume speed monitoring in Spring.
- b. Reduced speed limits – Speeding in the village has been reported.
- c. Planters –Bulbs are now coming through and will be very attractive in the spring, dog fouling had been noticed around the planters.
- d. Verges – There was no new information to report
- e. School Parking – When the new high vis jackets are received it is proposed that Parish Councillors support the school and the police raise awareness of safety when parking near the school.
- f. Diversions – No new information to report
- g. Lighting - No new information to report

#### 9. FINANCE

Cllr Brown and Paterson have visited The Co-Operative Bank, Northgate Street, Chester since the last meeting and have requested a change of address for account correspondence.

- a. Income - £2.96 and £13.73 Bank interest (Scottish Widows) and £17 paid in by the Clerk to cover the cost of the Remembrance Wreath (Current Account)
- b. Payments
  - i. £68.05 High Visibility Jackets

- ii. £648.86 Lengthsman pay, 13 weeks
- iii. £35 ICO Data Protection Registration
- iv. £316.45 Clerk pay (Jan)

c. Balances

The most recent statement for account number 65226696 gave a closing balance of £31527.35.

The most recent statement Scottish Widows account number 80011553261 gave a closing balance of £4227.05

The most recent statement Scottish Widows account number 80011273460 gave a closing balance of £19428.99

The bank statements were checked by Cllr Hughes.

Cllr Hughes proposed the acceptance of the receipts, payments and balances, this was seconded by Cllr Roberts.

It was **RESOLVED** unanimously to accept the financial information and authorise the payments made or pending.

The Clerk advised Councillors that the latest guidance in terms of financial regulations was that bank statements and accounts are checked by someone who is not a signatory on the bank accounts. The Clerk will re-visit financial regulations at the start of the new financial year.

## 10. ENVIRONMENT

- a. Bulb Planting - There was no new information to report.
- b. Streetscene – There was no new information to report.
- c. Dog fouling – Cllr Paterson will resume the pink spray campaign in the next few days, Cllrs were asked to identify any problem areas and the area on Station Lane near the planter was raised.

## 11. TREES AND HEDGES

- a. Cllr Brown had contacted Mr Murray at CWaC regarding a neighbours concerns on Oaklands.

## 12. CWAC and other organisations

- a. ChALC/NALC - There was no new information to report.
- b. CPRE – There was no new information to report
- c. Defibrillator – The Chairman had asked members to consider giving the security code for the Defibrillator to the manager in the Post Office. This would be in a sealed envelope and only opened in an emergency.

It was proposed by Cllr Davis to provide the code to staff in the Post Office, this was seconded by Cllr Paterson. Seven members voted in favour and 1 against.

It was RESOLVED to provide the defibrillator code to the Post Office in case of emergency.

- d. Police and Fire – No new information to report
- e. Adoption of Phone Box – No new information to report

### 13. GILDEN SUTTON PRIMARY SCHOOL

Cllr Hughes reported that a Teaching and Learning exercise had taken place at the school and an advisor had been appointed to run a health check. This had been a day long exercise and the results had been positive.

### 14. COMMUNITY EVENTS

The next Cinema Club event is on 4<sup>th</sup> February when 'Trolls' will be showing.

There would be a village quiz on 4<sup>th</sup> March, at 7.30pm

The Village Fete will take place on 8<sup>th</sup> July

### 15. VILLAGE HALL MANAGEMENT COMMITTEE

Cllr Hughes reported that the committee are trying to formalise who is using the building at various times. There is a plan to set up an online calendar which will be added to the village website.

Cllr Hughes also reported that there had been an electrical fault causing the hall to lose power. An electrician had been called and the problem was identified to be a CCTV camera owned by the Parish Council.

It was proposed by Cllr Moulton and seconded by Cllr Davis to re-imburse the Village Hall for the call out charge

RESOLVED unanimously to re-imburse £50

It was proposed by Cllr Davis and seconded by Cllr Brown to spend up to £100 investigating the fault on the camera as it is owned by the Parish Council, Cllr Paterson will oversee this.

RESOLVED unanimously to spend up to £100

### 16. MEMBERS INFORMATION AND SPEAKING TIME

Cllr Davis apologised for being late and offered to install the new Parish Council noticeboard, the Clerk will liaise with Cllr Davis to arrange order and delivery of the new board. It was also asked whether the new board could be engraved with the Parish Council name, the Clerk will contact Mr Carswell for a quote.

Cllr Hughes queried the large sums of money involved in another CWaC residents survey. Cllr Hughes also requested that the Clerk forward to him the Clerk and Councils Review newsletter when she has finished with it.

## PART 2

### 1. CLERK PROBATIONARY PERIOD

Mrs Lowe offered to leave the room while members discussed this item. No members considered this to be necessary. The new clerk has now completed a probationary period of 13 weeks according to the contract. It was proposed by Cllr Roberts and seconded by Cllr Paterson to appoint the Clerk on a permanent basis.

It was RESOLVED unanimously to appoint Mrs Kirsty Lowe to the position of Clerk and RFO on a permanent basis.

## 2. Payments owing to Mr Norbury

A gratuity fund is now owing to Mr Norbury, former Clerk. It has been raised by the auditor that legal advice may be required due to a change in law during the time that Mr Norbury was in post. The council have already sought advice from the Cheshire Association of Local Councils. The Clerk will contact Jackie Weaver Chief Officer at ChALC and feedback to members.

The meeting closed at 9.35pm

Next Meeting Wednesday 1<sup>st</sup> March 2017 at 7.30pm

Draft