

Guilden Sutton Parish Council**Minutes of the meeting held Wednesday 6th September 2017 at 7.30pm**

Chairman: Cllr S Ringstead

Present: Cllrs Davis, Fisher, Hughes, Moulton and Roberts.

Clerk: Mrs K Lowe

In attendance: 3 members of the public.

1. PROCEDURAL MATTERS

- a. Apologies from Cllr Brown, (family commitments) Cllr Paterson, (holiday) and ward Cllrs S and M Parker.
- b. Cllr Ringstead declared an interest in the noticeboard item as her husband is a volunteer at Men in Sheds where a quote has been received from.
- c. It was proposed by Cllr Moulton and seconded by Cllr Davis to accept the minutes of the previous meeting. RESOLVED unanimously to accept the minutes of the meeting held on 12th July 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 previously circulated a list of proposed meeting dates for 2017 as follows:

Wednesday 4th October

Wednesday 1st November

Wednesday 6th December

2. COMMUNITY ENGAGEMENT

- a. Visiting Officers – Mr Lewin as the Voluntary Footpath Officer for the Parish Council reported that a local resident had offered the use of a JCB to add stone chippings to the footpath on Green Lane. Mr Lewin will approach CWaC about obtaining some stone chipping and the matter will be discussed at the next Parish Council meeting in October.
- b. Visiting Members – Cllr S Parker and Cllr M Parker had sent their apologies for the meeting.
- c. Members of the public speaking time – A member of the public spoke to inform the Parish Council that there is a dangerous situation at a bus stop in Pipers Ash, the name of the bus stop is Moorcroft Crescent. Children board a school bus here and have no protection from the traffic passing sometimes at high speeds and from the weather. It is estimated the cost of a bus shelter would cost approximately £2500. Cllrs queried where the boundary sits with Mickle Trafford Parish Council and whether potential costs could be shared and agreed to discuss the item at the next meeting. The resident concerned has already been in touch with several officers at Cheshire West and Chester Council and will forward the details of this to the Clerk.
- d. Noticeboard

A quote had been received from Age UK, 'Men in Sheds' for 395+VAT for the installation of a new noticeboard. There were some concerns about the size of the noticeboard although the dimensions quoted had been expressed as approximate for the purposes of giving a quote. Cllr Davis reported that the legs of the old noticeboard have gone rotten and would need replacing in addition to the work to replace the board. It was proposed that the amount of money set aside for replacing the noticeboard be increased to £700 inclusive of VAT.

ACTION: Clerk to contact Men in Sheds to update about the need to replace the legs and ask for a new quote. If the quote comes within the £700 allocated the Clerk is authorised to action this matter prior to the next meeting.

e. Website

There was no new information to update.

f. Newsletter

The Clerk had circulated the draft provided by Mr Norbury, members were broadly in agreement with the content however there were some minor changes to the Operation Shield article.

ACTION: Clerk to contact Mr Norbury to discuss.

g. Report from Local Surgery

Cllr Hughes, Davis and Moulton had been available to meet local residents. A resident had raised the issue of the overgrown hedge outside The Orchard and who is responsible for cutting it back. Members thought this had been previously explored by Cllr Paterson, Mr Lewin offered details of the land owner and will email them to the Clerk.

The next surgery will take place on Saturday 30th September and will be attended by Cllr Davis and Cllr Fisher.

3. PLANNING

a. New/recent applications

The Clerk had circulated the latest planning register.

b. New Planning Decisions

None

c. Section 106 monies

Cllr Hughes expressed his view that other members were not contributing to the proposed project to extend the playground and that he feels unable to progress the matter without assistance. Cllr Davis stated that he had been available to assist with measuring land and discussing plans. Other members have been busy with other important projects including the Neighbourhood Development Plan which is a big piece of work. The Clerk reported she had considered Cllr Hughes comfortable to take the lead

on the project due to his role as a school governor in natural liaison with the school and governors. The Parish Council will reflect on whether to progress the matter and discuss at the next meeting.

d. Neighbourhood Plan

The NDP Group are working on Policies and Protocols.

e. New building / Affordable housing

There was no new information to update.

4. TRAINING.

The Clerk has previously circulated detail and repeated the information about a training session on Planning on 3rd October. Cllrs Ringstead and Paterson have registered to attend the event.

5. PARISH CAR PARK

No new information to report.

6. LEISURE SERVICES

a. Grass cutting

There was no new information to report.

b. Playing Field

The hedge on the playing field needs to be cut. ACTION – Clerk to ask for the hedge to be cut next time a grass cut is done.

c. Children's Play Area.

The Clerk reported that the playground gate mechanism has now been fixed.

d. Footpaths / Footways.

The footpath at the back of Oaklands needs attention as there are roots of trees coming through the pavement.

The footpath on Cinder Lane which is situated between the hedge and the field is overgrown from both sides.

e. Grounds Maintenance

There was no new information to update.

f. Mobile Library – The mobile library is next in the village on 11th September.

7. PUBLIC TRANSPORT.

Cllrs were disappointed at the lack of progress for residents of Sumerfield House but due to changes in management felt the discussions about a bus service were starting from the beginning again.

8. HIGHWAYS

- a. SID Group –The SID group will meet in September and October, volunteers are needed.
- b. Reduced speed limits – ACTION – Clerk to follow up with the new Highways officer for the area.
- c. Planters –No New information to report.
- d. Verges – No New information to report.
- e. School Parking – Cllrs remain concerned about dangerous parking at the school, however, the school have been on holiday over summer and attempts to improve the situation will continue.
- f. Diversions – No new information to report.
- g. Lighting – No new information to report.

9. FINANCE

Cllr Hughes had taken away the accounts at the July meeting, 12th July to consider Q1 transactions and returned the paperwork and cheque books to the Clerk at the September meeting.

Cllr Hughes made the following comments in his report:

No balance figures were shown in the May minutes – The Clerk response was that Cllr Hughes had all the paperwork to inspect year end accounts, the meeting was early in the month, 3rd May before the bank statement for the end of April was received and the Clerk had taken holiday in April notified at the time of appointment but with no cover.

On checking bank statements to payments Cllr Hughes noted the following:

Cheque 662 had been cashed for £160.90 when it should be £160.00, the Clerk assumes this is a bank error and will query with the bank as this is a long standing payment of £160.00 per quarter for rental of the Playing Field.

Cheque 665 The amount required was £442.74 but a cheque was for £442.75, the Clerk confirmed that the invoice, cheque stub and bank statement all record £442.75.

Cheques 663 and 664 Cllr Hughes suggested these had not been recorded in the minutes. Both cheques related to the payment of employees salary April net pay. The Clerk explained that the individual payments did not need a separate resolution on each occasion unless there were changes to hourly rate or hours worked as long as the payments are listed in the payment schedule and accounts. The Council are contractually bound in legal terms by Contracts of Employment to pay employees. Cllr Hughes disputed this and moved that all net payments to Clerk and other employees must be resolved separately, Cllr Moulton seconded this, there was some confusion amongst members about the best way to proceed, Cllr Roberts expressed concern that the council would be breaching data protection regulations by publicising net

payments to the Clerk and other employees individually each month. No vote was held and therefore this motion cannot be recorded as carried.

Cllr Hughes reported that no payments were authorised at the May meeting – The Clerk’s response is that she took holiday in April, agreed prior to appointment, the meeting was early in the month 3rd May so no bank statement had been received and that the accounts and cheque books had resided with Cllr Hughes for inspection of end of year accounting and not available to the Clerk for work.

Cllr Hughes reported there were no pre-signed cheques and all Scottish Widows Statements up to 1st July were present and inspected.

- a. Income – No income had been received
- b. Payments

41.92 – Mr Lewin, cost of website services re-imbursment

323.40 – Northwich Town Council (July)

791.40 – Northwich Town Council (August) incorporating playground gate repair previously approved

50.00 – Mr D Tubman, Internal Audit

329.60 – Clerk Pay August

Cllr Roberts proposed that the payments information was accepted, this was seconded by Cllr Ringstead, RESOLVED that the above payments are approved.

It was RESOLVED unanimously to agree payment of the Parish Council insurance at a cost of £1033.87, Cllr Hughes queried the amount and whether the three year deal was valid.

ACTION: Clerk to circulate insurance details to all members

10. ENVIRONMENT

- a. Bulb Planting – The provisional date of Sunday 1st October in the afternoon was agreed for a bulb planting day meeting at Porters Hill at 2pm. Cllr Paterson has previously offered to purchase bulbs in advance. It was RESOLVED unanimously to allow the sum of £50 for the purchase of bulbs.
- b. Streetscene – Hedging on Green Lane is 18ft high and needs cutting, this will be reported to streetscene
- c. Dog fouling – No new information to report.

11. TREES AND HEDGES

It has been reported that tree branches are hanging over on Church Lane causing pedestrians to have to walk in the road as well as vehicles which end up in the centre of the road presenting a hazard as the T junction itself is on a bend.

12. CWAC and other organisations

It was RESOLVED unanimously to send a letter based on the model document circulated in support of the twin trails.

Members discussed the Boundary Commission proposals briefly but agreed to form a response at the next meeting and hopefully after some discourse with Cllr S Parker about the implications.

- a. ChALC/NALC – No new information to report
- b. CPRE – There was no new information to report
- c. Defibrillator – Cllr Davis had previously reported he could not repair the glazing easily and the box is still presently in need of repair, this will be discussed at the October meeting.
- d. Police and Fire – No new information to report
- e. Adoption of Phone Box – The glazing on the phone box is broken and the Parish Council would like this to be repaired, see minute 12C above.

13. GULDEN SUTTON PRIMARY SCHOOL

The Primary School have mostly been on holiday since the last meeting and there was nothing new to report for September.

14. COMMUNITY EVENTS

The Toddler Group had held a successful fundraising event on the 4th August in the village. The community cinema has ceased trading and alternative options are being looked into.

15. VILLAGE HALL MANAGEMENT COMMITTEE

Cllr Hughes reported that the booking secretary had resigned and the committee were looking for a new person to take on the job.

16. MEMBERS INFORMATION AND SPEAKING TIME

Cllr Moulton reported that hedges on Green Lane and Guilden Sutton Lane were overgrown, he also said he felt the meeting had dragged on due to various interruptions.

The meeting closed at 9.55pm

Next Meeting Wednesday 4th October 2017 starting at 7.30pm

Draft