

Guilden Sutton Parish Council

Draft Minutes of the Ordinary meeting held Wednesday 7th November 2018 at 7.30pm

Chairman: Cllr I Brown

Present: Cllrs Brown, Davis, Hughes, Hunt, Moulton, Ringstead, Paterson

Acting Clerk: David Norbury. It was noted the new Clerk, Mrs L Tiplady, had commenced on 1 November, 2018 but was unable to attend this meeting although she would prepare the minutes from transcription.

In attendance: Mr B Lewin, Parish Paths Warden/Webmaster and two members of the public.

1 Procedural matters.

(a) Apologies from Cllr Roberts (work) were received and accepted.

(b) Declarations of interest. Cllr Hughes declared an interest as a member of the Green Space Group. Cllr Paterson confirmed her work with CWAC has now concluded.

(c) Confirmation of the minutes of the Ordinary meeting of the Council held on Wednesday 10 October 2018. Following helpful advice from the Chairman and Mrs Jessop, a small amendment to the minute relating to the Green Space Group was proposed by Mr Norbury on the basis of clarity. This is underlined beneath.

Green Space Group. The Chairman thanked the group for the presentation they had kindly made earlier in the month and reported the receipt of an e-mail from the group of issues the group wished the Council to consider. The group had indicated they would hope for outline support from the Council for the proposed Guilden Sutton Green Space in terms of their ongoing support for the project, the setting up of the group and the ongoing representation on the group of a Council Member together with a financial contribution to the overall project budget through available S106 monies from housing development. The Council noted the indicative budget was £96,000. Members discussed the project and gave their agreement in principle to the aspects raised by the group to include the available S106 monies and separately a possible financial contribution of £10,000 from the Council subject to the prior approval of the village following public consultation by the Council.

It was proposed by Cllr Hughes, seconded by Cllr Paterson and agreed that the minutes of the Ordinary meeting of the Council held on Wednesday 10 October 2018 should be approved with this amendment.

(d) Dates of future meetings: 2018 - Wednesday 5th December.

ACTION: Cllr Paterson to liaise with the Clerk in relation to future meeting dates.

(e) Transparency Code. Further to this matter being revisited at Public Speaking at the October meeting, Mr Norbury informed a formal request had been received from a constituent for the issue to be considered by the Council. To progress the matter he had consulted the Clerk and had taken advice from Members. As a result the matter had been resolved. In response to a later inquiry during Public Speaking Mr Norbury confirmed the relevant paragraphs of the code stood, as set out beneath and the Clerk was familiar with their application.

Smaller authorities should publish the draft minutes from all formal meetings (i.e. full council or board, committee and sub committee meetings) not later than one month after the meeting has taken place. These minutes should be signed either at the meeting they were taken or at the next meeting.

Smaller authorities should also publish meeting agendas, which are as full and informative as possible, and associated meeting papers not later than three clear days before the meeting to which they relate is taking place. This was noted by the Council.

(f) Public speaking time.

Prior to the Clerk taking meetings from December 2018 Mr Norbury suggested it may be helpful to note that 15 minutes was allocated for public speaking time divided by the number of speakers. If an item raised featured later in the agenda it would be discussed by councillors only at that point (or brought forward in the agenda if there were numbers of public present who wished to hear the discussion.) If it was not covered in the agenda for that meeting it could be discussed briefly by councillors and then added to the next agenda if appropriate unless it was a routine issue within policy which the Clerk could progress. The public speaker would be advised of what was to happen.

This was noted by the Council.

(g) Audit and Governance Group.

Audit and Governance Group. Members were invited to confirm this group would continue and would deal with the quarterly audit among other appropriate issues. This was noted by the Council.

(h) Transparency grant fund. It was noted the Clerk had requested approval for the purchase of a new laptop to the value of £300 from the £655 already received from the Transparency grant fund.

Proposed by Cllr Paterson and seconded by Cllr Hughes.

RESOLVED to allow Clerk to purchase a laptop up to the value of £300.

ACTION: Clerk to purchase laptop

2. Community engagement/Communications:

(a) Visiting officers. PC Boulton and PCSO Jack Makin were not in attendance.

(b) Visiting Members. Cllr S Parker was not in attendance.

(c) Public speaking time. A member of the public enquired as to whether the draft minutes for the meeting would be distributed before the next meeting. Mr Norbury confirmed that the Clerk will distribute the draft minutes to councillors initially and resolve any issues before distributing to the public in draft format on the Website.

Brian Lewin thanked the Parish Council for their engagement with the Green Space project and for the two councillors who sit on the steering group. Cllr Paterson has shared information regarding community shares with Sarah Jessop as a possible funding option. Another member of the public asked if details of the playing field owner could be passed to the Green Space group to allow them to contact the family to enquire if they would be willing to sell the land. This item will be discussed under item 6a.

(d) Village Surgery. Cllr T Paterson and Cllr S Ringstead were in attendance at the surgery held on Saturday 3 November, 2018. A member of the public had approached the No. 9 driver who is happy to work

Saturday and Sunday although this is not a representation of the company StageCoach.

Litter at the Rugby club was raised by another resident. Cllr Paterson has visited the site and could not find any litter. Other items discussed included overgrown hedges and poppies on lamp posts.

The Vicars Cross voice has now changed name to "Vicars Cross and Guilden Sutton Voice"

It was noted that the garden of remembrance was looking good. Cllr Paterson confirmed that Fredrick Wilbraham who is buried in the village cemetery has not been listed on the war memorial plaque. The next surgery will take place on Saturday 1st December 2018. Cllr Davis and Moulton will attend.

ACTION: Clerk to ask if No. 9 bus could operate at the weekend. Clerk to research where lamp post poppies can be purchased for next year. Clerk to investigate the cost of a new plaque.

(e) Website. Brian Lewin expressed concerns that he is currently the only person with access to the website and the ability to edit the website. He has been in contact with the Clerk to discuss this matter.

(f) Newsletter. Nothing to report.

3. Planning.

(a) New/recent applications. Members may find it helpful to be reminded that comments on applications within the parish can be found by visiting the Cheshire West and Chester Council web Site.

T1 (1x Ash Tree) - Crown Reduction of 30% - Reason: The large ash tree has been dropping small and large limbs for a few years now and the homeowner is becoming more scared regarding the trees health and stature, I recommended this work to them to maintain the tree in its situ but to bring it down to a more manageable shape and size and hopefully stop any future limb failures whilst keeping it healthy and safe for future years.

Paddock House School Lane Guilden Sutton Chester Cheshire CH3 7EU

Ref. No: 18/04111/TPO | Received: Mon 22 Oct 2018 | Status: Awaiting decision NEW APPLICATION
Single storey rear extension

62 Guilden Sutton Lane Guilden Sutton Chester Cheshire CH3 7EY

Ref. No: 18/03977/HHE | Received: Thu 11 Oct 2018 | Status: Awaiting decision NEW APPLICATION
2no Sycamore trees - To be felled due to excessive rotting

Firwood Guilden Sutton Lane Guilden Sutton Chester Cheshire CH3 7EX
Ref. No: 18/03809/TPO | Received: Mon 01 Oct 2018 | Status: Awaiting decision NEW APPLICATION
Discharge of conditions 4 (landscaping), 6 (external illumination), 7 (floor and site levels) and 8 (drainage) of planning permission 18/00592/FUL

Tile Farm Wicker Lane Guilden Sutton Chester Cheshire CH3 7EL
Ref. No: 18/03601/DIS | Received: Fri 14 Sep 2018 | Status: Awaiting decision. Cllr Paterson reported. There was no objection.

Fell Horse chestnut due to condition. Tree dead with decay in base.
Treetops School Lane Guilden Sutton Chester Cheshire CH3 7EU
Ref. No: 18/03495/TPE | Received: Tue 04 Sep 2018 | Status: Decided

Demolition of existing conservatory and erection of a single storey rear extension
34 Guilden Sutton Lane Guilden Sutton Chester Cheshire CH3 7EY
Ref. No: 18/02930/HHE | Received: Thu 26 Jul 2018 | Status: Decided

Demolition of rear extension, new rear extension, pitched roof over garage.
1 Old Hall Park Guilden Sutton Chester Cheshire CH3 7ER
Ref. No: 18/02674/FUL | Received: Wed 11 Jul 2018 | Status: Approved. NEW DECISION

Erection of a two storey rear extension and a rear detached double garage
Ash Villa Hare Lane Guilden Sutton Chester CH3 7ED
Ref. No: 18/02661/FUL | Received: Tue 10 Jul 2018 | Status: Decided. NEW DECISION.

(b) Section 106 monies. The Parish Council in principle supports the Green Space project. Cllr Hughes has advised the steering group that they may need to make a case for the project in order to unlock the S106 moneys.

(c) Neighbourhood Plan. The Neighbourhood Plan group are very close to completing their plan and submitting it to CWAC and the Parish Council. Cllr Paterson informed a meeting would take place shortly.

4. Training/Events/Meetings. Nothing to report.

5. Parish Car Park. Cllr Paterson has visited the site and two bushes are overgrown. It was noted that some vehicles are using the car park overnight.

6. Leisure Services.

(a) Playing field. Mr Norbury confirmed that the playing field is in a good state of repair. The Council discussed whether it would be more appropriate for the Parish Council to contact the family which owns the field and ask if they would be willing to sell rather than the steering group..

ACTION:-Clerk to write a sensitive letter to the landowner asking if she has any intentions of selling with reference to the Green Space group..

(b) Play Area: The annual inspection was carried out by the certified inspector on 8 September 2018 who reports that there have been no real changes to the site since the last annual inspection in 2016. The following aspects have been inspected and found to be in good order:

*Design Age, Traffic (Movement) Clashes, Orientation, Minimum Space.
Ancillary Items: Access/Pathways, Benches, Litter Bin (External), General Surfacing - Wetpour,
Cleanliness, Ownership/Information Signs, Planting, Access Gate.*

The only aspects drawn to the Council's attention were as follows:

*Bow Top Fencing – protruding fixing bolts evident – crop off and file down to nut level
Junior Multi-Play Unit Finger entrapments evident in the fixing lugs – monitor.*

The whole park was deemed “low risk” by the inspector.

Cllr Hughes expressed concerns about the number of leaves on the play area. Cllr Paterson noted that the wet pour area is due to be reviewed in March 2019.

ACTION: Clerk to contact Northwich Town Council to get a quote for the works.

(c) Footpaths/Footways. Leaves are causing an issue but Cllr Paterson confirmed CWAC will blow the leaves once in a year. If this has not been actioned by the December meeting the Clerk will contact CWAC.

(d) Mobile Library. The library will next visit the village on the 26th November and 17th December.

7. Public Transport. Discussed in section 2d.

8. Highways

(a) SID Group. Cllr Moulton had been approached by CWAC about having the SID w/c 25th November. It was agreed to cancel this due to daylight hour restrictions in November.

(b) Standing consideration of Highways matters inc 20mph speed limit proposal.

Cllr Davies passed on concerns from residents about the traffic on Station Lane and suggested a meeting with Mickle Trafford Parish Council, the owners of Meadow Lea Farm, Cllrs Stuart and Margaret Parker, Police and CWAC Highways to discuss pathway options. The proposed 20mph sites were discussed. Cllr Paterson asked if we could access the speed figures from the black boxes that had been used to assess the area.

ACTION: Clerk to arrange a meeting with Mickle Trafford PC, Meadow Lea Farm, CWAC Highways, Police and Cllrs Stuart and Margaret Parker. Clerk to contact CWAC to access black box speed limit data.

9. Finance

(a) Income. No new income had been received.

(b) Payments

The following payments were approved:

Mrs P M Paterson
Pink Dog poo spray £ 25.97*
Daffodils £ 15.00
£ 40.97

Northwich Town Council
Grounds maintenance
Invoice 2692 £260.40 (inc VAT £43.40)
Invoice 3078 £396.90 (inc VAT £66.15)
£657.30

PKF Littlejohn
Administration charges **£ 96.00** (inc £16.00 VAT).

Morral Play Services Ltd
Annual inspection **£ 54.00** (inc £9.00 VAT)

D Tubman Esq
Internal audit **£ 50.00**

Mrs P Blythe
Playing field rent July - Sept £160.00**
Playing field rent Oct - Dec £160.00
£320.00

Mr D Norbury
Audit matters/PC assistance September 2018***
3 hrs @ £15 per hr gross £ 36.00 (net)
Audit matters/PC assistance October 2018***
43.1 hrs @ £15 per hr gross £ 517.20 (net)

£ 553.20

*This payment originates from a previous year. There is no record of that cheque being cashed.

** The Acting RFO is unable to locate any indication the rent for July - Sept has been paid.

*** To comply with Payroll which has advised PAYE payments due will be recorded monthly.

(c) Balances / Bank statements/Payment schedule cash book. The bank statement was checked and signed. Cllr Hughes noted that the Scottish Widows account is currently on hold. A letter has been drafted by the Clerk asking for the account to be reinstated and the correspondence address and passwords to be changed. Cllr Hughes is currently the only signatory on the accounts. It was agreed that when the account is reinstated Cllrs Brown and Paterson would be added as signatories. The Clerk has the relevant forms required for this.

It was proposed by Cllr Ringstead and seconded by Cllr Davis to accept the financial information and approve the payments put forward. RESOLVED unanimously

ACTION: Cllr Hughes to sign and post letter to Scottish Widows.

(d) Audit matters. To note the Internal Auditor has completed the audit and has signed the required certificate.

A small number of minor alterations to the Supporting Notes are needed to meet suggestions by the Internal Auditor. The Clerk has provided Mr Norbury with a template purchase ledger to be used for the 18/19 finances.

10. Environment

(a) StreetCare. Cllr Paterson had contacted CWAC about grass cutting but no action has been taken.

ACTION: Clerk to contact CWAC to arrange the last cut before Winter

(b) Dog Fouling. A complaint has been received from a resident about dog faeces bags being deposited in a residents skip.

ACTION: Clerk to include a note about dog fouling in the newsletter. Clerk to respond to resident who raised the complaint.

(c) Trees and Hedges, planters and bulbs. A complaint has been received from a resident regarding an overgrown hedge on Belle Vue Lane. This has since been rectified. Cllr Ringstead and Mr Jebb have removed a fern from one of the planters. Cllr Hughes thanked Councillors for weeding the Village Hall car park during their recent daffodil planting session.

(d) Green Space proposal. The steering group are holding a drop in session at the Village Hall on Thursday 8 November 2018 from 6.30pm to 9pm. Sarah Jessop visited Guilden Sutton Primary School to deliver an assembly about the Green Space project and set homework to design a Green Space. A new website has been set up and they are currently researching how to set up a charity. To date approximately 70 households have registered an interest in the project.

(e) Smoke nuisance. The Clerk has received a complaint about a neighbours garden fire. The Clerk responded by advising that it is not a Parish Council matter and advised the resident to discuss this issue with their neighbour.

11. CWAC and other organisations

(a) CWAC correspondence. Cheshire West and Chester review of polling districts and stations deadline was 7th November

(b) ChALC/NALC. The Clerk attended the Annual Meeting and will distribute minutes when received. Cllr Hughes confirmed that the Clerk has informed ChALC of her appointment and notified the ChALC chair of the names of the current councillors.

(c) CPRE. Nothing to report.

(d) Defibrillators. Cllr Ringstead the Clerk met with N Blair Esq, Community Resuscitation Development Office of the North West Ambulance Service NHS Trust and have submitted the relevant audit paperwork. New pads have been ordered free of charge under the free consumables program.

Two quotes were received from Cardiac Science for two new defibrillators (£3,144 inc VAT £524, £3,781 inc VAT £630.20) The two prices differ due to an additional consumable package in price 2. The two boxes vary in price due to earthing issues relating to one being sited in an old phone box.

ACTION: Incoming Clerk to obtain two additional quotes and contact Great Boughton PC asking which company they used. Paperwork for NorthWest Ambulance Service to be signed by the clerk and posted.

(e) Police and Fire services.

Policing. The meeting between the Police and Parish & Town Council representatives from across Cheshire West & Chester will be held on Tuesday 13 November 2018 at 6.30pm at Ellesmere Port Police Station. Any councillors wishing to attend need to contact the Clerk for security entrance information.

Fire: The consultation period for the 2019/20 budget plan is until the 4th January 2019.

12. Guilden Sutton Primary School. Two new parent governors have been appointed. The Christmas fair is taking place on the 6th December.

13. Community Events.

Battle is Over evening. Hare Lane will be closed and hopefully police in attendance. 4 parish councillors in Hi-viz jackets will be required. Heather Carty will do a prayer and the Beacon will be lit by Mrs Raewyn Bailey, widow of the late Cllr Brian Bailey.

Cllr Paterson has arranged a handout leaflet to distribute on the evening.

Christmas light switch on. 1st December.

14. Village Hall Management Committee. The cleanliness of the Village Hall was discussed at the last Meeting.

15. Members information /speaking time.

Cllr Davis had seen new dog walking rules listed in the Standard. Cllr Davis believes the horse has been

removed from Arrowcroft Road but tractors and other machinery have been reported as being an issue on the road.

Cllr Ringstead reminded members of the Christmas tree disposal service by the Hospice of the Good Shepherd

in January. They are currently looking for volunteers to help and provide vans for the service.

Cllr Davis asked Cllr Ringstead for a progress update for the Men in Sheds notice board issues

Next agenda: Footpaths

Meeting closed: 9.21pm