

## Guilden Sutton Parish Council

Minutes of the ordinary meeting of the Council held on Wednesday 10 October 2018 in Guilden Sutton Village Hall.

Present Councillors I Brown (Chairman), A Davis, D Hughes, W. Moulton, P M Paterson, M S J Roberts, S Ringstead.

Mr D Norbury, Acting Clerk/Responsible Financial Officer was in attendance. Cllr Hughes kindly expressed his appreciation for Mr Norbury's assistance at short notice.

Mr B Lewin, Public Paths Warden/Webmaster and Mrs S Jessop, Green Space Group, were also present.

### 1 Procedural matters.

(a) Apologies. An apology was received and accepted from Cllr S Hunt. Apologies were received from Cllr M Parker and Cllr S Parker.

#### (b) declarations of interest

Members were reminded they should declare any Disclosable Pecuniary Interest or any other Disclosable Interests 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 associate.

Cllr P M Paterson indicated that she was currently working for Cheshire West and Chester Council as a canvasser until 9 November 2018

(c) Confirmation of the minutes of the ordinary meeting of the Council held on Wednesday 5 September 2018. The minutes of the ordinary meeting of the Council held on Wednesday 5 September 2018 were proposed and seconded and agreed as a correct record.

(d) Dates of future meetings. It was noted that the dates for future meetings were presently 7 November and 5 December 2018.

### 2 Community engagement/communications.

(a) Visiting officers and voluntary officers of the Council. Cllr Davis informed Mr B Lewin, Public Paths Warden, of a tree down on Restricted Byway no 7.

Mr Lewin, Webmaster, referred to the national Transparency Code which required councils beneath the £25,000 thresholds for income or expenditure to publish minutes of their meetings, approved or otherwise, within one month.

Cllr Ringstead advised the PCSO was hoping to attend the November meeting.

(b) Visiting Members. There were no visiting Members.

(c) Public speaking time. Further issues were raised as to the application by the Council of the Transparency Code.

(d) Surgery 29 September, 2018. Cllr Davis reported reference had been made as to overgrown hedges around the parish. It was agreed the surgery to take place on Saturday November 3 would be attended by Cllrs Paterson and Ringstead.

(e) Website. Further to a request by Mrs S Jessop, Green Space Group, it was agreed there was no objection to the group having a link to the Guilden Sutton village website, Mr Lewin being present.

(f) Newsletter. There was nothing further to report at this stage.

3 Planning.

(a) Recent applications.

The Acting Clerk reported he had listed applications submitted and decided since 1 July 2018 for completeness. These were as follows:

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

Further inquiries will be made by Cllrs Paterson and Davis.

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. TPO Exemption.

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. Prior approval not required.

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: Awaiting decision

Cllr Ringstead reported this proposal had been assessed by herself and Cllr Hunt. There was no objection.

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: Awaiting decision

(b) Appeal

Ref: APP/A0665/W/18/3201490

Heather Cottage, Wicker Lane, Guilden Sutton, Chester CH3 7EL

Material change of use of land to land in association with Heather Cottage.

It was noted this appeal have been dismissed.

(c) Section 106 monies. There was nothing further to report at this stage

(d) Neighbourhood Plan. Cllr Paterson reported.

4. Training/Events/Meetings. There was nothing further to report at this stage

## 5. Parish Car Park

Tree, parish car park. The condition of a tree on the parish car park had been drawn to the Council's attention by a resident. Further inquiries would be made.

## 6. Leisure Services

(a) Playing field. Cllr Hughes reported that complementary remarks had been received as to the playing field and the roadside hedge which had been cut.

(b) Play Area. The Acting Clerk, as play area inspector, reported they had been no issues during the summer apart from the growth of briars although these had been less troublesome than during the previous year.

(c) Footpaths/footways Cllr Paterson referred to the unsatisfactory condition of footpaths and footways within the parish.

(d) Mobile Library. It was noted the next visit by the mobile library was due on Monday 15 October 2018.

7. Public Transport. There was nothing further to report at this stage.

## 8. Highways

(a) SID Group. Cllr Moulton reported he had expressed disappointment the equipment had not been adequately maintained in the recent past and was supported by Cllr Hughes. Cllr Hughes believed it was unacceptable for volunteers to be asked to use unsafe equipment. Cllr Moulton insisted there must be an improvement for 2019. It was noted there was no additional site available for monitoring to take place on Wicker Lane.

(b) Standing consideration of Highways matters including 20mph speed limit proposal. Cllr Davis understood the 20 mph proposal had been approved. The Acting Clerk indicated he had objected to the Order as a resident on the basis it did not include Oaklands and adjoining roads which were in the vicinity of access to the school.

## 9. Finance

(a) Income. The Acting Clerk/Responsible Financial Officer indicated the most recent Scottish Widows statements, for July, 2018, reported interest as follows:

|              |   |      |
|--------------|---|------|
| No 1 Account | £ | 0.48 |
| No 2 Account | £ | 0.11 |

(b) Payments.

The Chairman reported the following charge by the Co-operative Bank.

|                  |   |      |
|------------------|---|------|
| Fee stop payment | £ | 5.00 |
|------------------|---|------|

The Acting Clerk/Responsible Financial Officer reported the following payments would be made on receipt of a replacement cheque book.

|         |   |               |
|---------|---|---------------|
| HMRC Q1 | £ | 286.20        |
| HMRC Q2 | £ | <u>286.40</u> |
| Total   | £ | 572.60        |

Mr B Lewin  
Web hosting Feb - Aug 2018                      £ 41.93 (VAT £7.00)

Mr D Norbury  
Lengthsman Q2                                      £ 156.00 (net)

The following payment additional payment was agreed after consideration of a subsequent item.

Mrs M Lloyd-Kerfoot  
Christmas arrangements                      £ 150.00

(c) Balances

Co-operative Bank

31 August 2018                                      £42194.42  
1 October 2018                                      £41859.52

The Acting Clerk/Responsible Financial Officer indicated the most recent Scottish Widows statements, for July, 2018, reported balances as follows:

No 1 account                                      £19435.84  
No 2 account                                      £ 4228.55

(d) Audit matters. The Acting Clerk/Responsible Financial Officer reported the audit for 2017/18 was proceeding. He had confirmed both the Council's income and expenditure for 2017/18 were beneath the £25,000 threshold for exemption from external audit. The appropriate certificate to the external auditor to that effect was proposed by Cllr Brown, seconded by Cllr Moulton and agreed. The Acting Clerk/RFO confirmed that all other aspects of the annual audit, including the opportunity for constituents to examine documents and for these to be published, remained in place.

10. Environment

(a) Streetcare. Cllr Paterson hoped there would be a further visit by Cheshire West and Chester Council to deal with verges and public open space within the parish. This would be referred to Cllr S Parker. Action: The Acting Clerk.

(b) Dog Fouling Cllr Paterson referred to dog fouling issues. The Acting Clerk reported he had been approached by a resident of Summerfield House as to a complaint about dog fouling on the privately owned green space between Summerfield House and the shops

(c) Trees and Hedges, planters and bulbs. Cllr Paterson reported on bulb planting.

(d) 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

11. CWAC and other organisations.

(a) CWAC correspondence. The Acting Clerk indicated he was unable to report on correspondence due to the current interregnum.

(b) ChALC/NALC. The Acting Clerk indicated he was unable to report on correspondence due to the current interregnum.

(c) CPRE. The Acting Clerk indicated he was unable to report on correspondence due to the current interregnum.

(d) Defibrillators. Possible purchase of defibrillator for Pipers Ash. The Acting Clerk/Responsible Financial Officer had approached the ward members for a possible contribution towards the cost of this installation from their Member Budgets. He had been advised that as that part of the parish fell within the Great Boughton ward it would be for those Members to make a contribution or not. He understood that officers were kindly making an approach.

The Acting Clerk separately confirmed he made a visual assessment of the equipment at the Village Hall on most days of the week. It was understood the battery required replacement. This would be pursued by Cllr Ringstead and the Acting Clerk.

(e) Police and Fire services. The Acting Clerk indicated he was unable to report on correspondence due to the current interregnum.

12. GDPR There was nothing further to report at this stage and the matter would be removed from the agenda.

13. Guilden Sutton Primary School. Cllr Hughes reported.

14. Community Events.

Great War. Cllr Paterson reported the Hare Lane beacon was to be lit at 7pm on 11 November 2018 as part of the Great War centenary commemorations. The event would start at 5.30pm with the Last Post at 6.55pm. Mrs Raewyn Bailey would be invited to light the beacon.

Christmas. An application was received from Mrs M Lloyd-Kerfoot for a grant of £150 towards the Christmas celebrations at the village hall as in previous years. It was proposed, seconded and agreed this should be supported.

15. Village Hall Management Committee. There was nothing further to report at this stage.

16. Members information /speaking time

Mr Gordon Hamilton. Cllr Davis reported Mr. Hamilton was to be nominated for his splendid efforts in maintaining the memorial garden in such an attractive condition. He informed Mr Hamilton had asked that a backup should be available if he was unable at any time to maintain the garden.

Refuse bins. Cllr Paterson reported that refuse bins within the parish were not being emptied on a regular basis.

PART 2

Matters to be considered in the absence of the Press and Public.

It was proposed by Cllr Brown, seconded by Cllr Moulton and agreed that the Press and Public should be excluded as consideration of the following business would be likely to disclose exempt information.

17. Clerk - Vacancy. The Chairman reported that following the resignation of Mrs K Lowe, Mr D Norbury, a former Clerk of the Council, had been approached as to whether he would be able to assist in the interregnum with council matters and the annual audit. She was pleased to be able to say Mr Norbury had accepted under terms and conditions which had been agreed.

The Chairman further reported the vacancy for a Clerk/Responsible Financial Officer had been advertised. Mrs Lisa Tiplady, who lived in the village and was Clerk to other councils, had been interviewed by herself, Cllr Moulton and Cllr Ringstead. It was proposed and seconded and agreed that Mrs Tiplady should be appointed subject to terms and conditions be agreed.

18 Audit. The Acting Clerk/Responsible Financial Officer reported further on the progress of the audit.

The meeting concluded at 2111.

gspc 101018