

Guilden Sutton Parish Council

Draft Minutes of the Ordinary Parish Council meeting held on Wednesday
6th May 2020 at 7.30pm via Zoom

PART 1

Chairman: Cllr D Hughes

Present: Cllr P Paterson, Cllr S Proctor, Cllr M Littlewood, Cllr S Ringstead, Cllr W Moulton and
Cllr D Broughton.

Clerk: Mrs L Tiplady

In attendance: Cllr G Heatley. 6 members of the public.

1 Procedural matters.

(a) Current Chairman stands down. Cllr Moulton stood down as Chair.

(b) To elect a Chairman for the year 2020/2021.

It was proposed by Cllr Paterson to nominate Cllr Hughes as the Chairman for the year ahead, this was seconded by Cllr Moulton. RESOLVED unanimously. Cllr Hughes accepted the role and took the Chair for the rest of the meeting. Cllr Hughes thanked Cllr Moulton for his hard work over the last 12 months and thanked the Clerk for her ongoing work.

(c) To elect a Vice-Chair for the year 2020/2021 It was proposed by Cllr Hughes to nominate Cllr Paterson as the Vice Chairman for the year ahead, this was seconded by Cllr Proctor. RESOLVED unanimously. Cllr Paterson accepted the role.

(d) Code of conduct and Member's interests. The Clerk reminded Councillors of the code of conduct and enquired if any amendments to the member's interest forms needed to be made. No amendments required.

(e) Appointment of sub-committees and representatives to external organisations.

Employment committee: Cllr Ringstead, Cllr Hughes and Cllr Brown.

Finance committee: Cllr Hughes, Cllr Moulton and Cllr Proctor.

GSGS steering group: Cllr Littlewood and Cllr Hughes.

Neighbourhood plan representatives: Cllr Proctor, Cllr Ringstead and Cllr Paterson.

Transport representative: Cllr Ringstead

Tree Warden: Cllr Brown

SID representative: Cllr Moulton

Footpaths: Brian Lewin and Cllr Broughton

Website and Facebook: Brian Lewin and Cllr Littlewood

Police liaison officer: Cllr Littlewood

Communications group: Cllr Littlewood, Cllr Proctor and Cllr Ringstead

It was proposed by Cllr Proctor and seconded by Cllr Paterson to accept the above appointments.

(f) Apologies. Apologies received from Cllr Brown. Apologies also received from PCSO Linda Bailey, PC Brown and Cllr Parker.

Cllr Hughes thanked Cllr Heatley for his attendance.

(g) Declarations of interest. Cllr Hughes declared an interest as members of the Guilden Sutton Green Space (GSGS) Group.

(h) Confirmation of the minutes of the Ordinary Parish meeting of the Council held on Wednesday 4th March 2020. Following amendments discussed it was proposed by Cllr Moulton and seconded by Cllr Hughes and agreed that the minutes of the Ordinary meeting of the Council held on 4th March 2020 should be approved. The minutes will be signed by the Chair after the meeting as a true record of the meeting.

(i) Dates of future meetings.

2020

3rd June

15th July (pushed back to account for August gap)

2nd September

7th October

4th November

2nd December

All meetings will be in the Village Hall at 7.30pm unless Zoom meetings are required due to social distancing regulations.

ACTION:Clerk to send 2019/2020 attendance register to all Councillors.

2. Coronavirus

- a) Support Group. The Support group was initiated by the Parish Clerk with help from St John's Church. The majority of calls have been for medication collections and food shopping. Cllr Proctor and Cllr Ringstead thanked the Clerk for her hard work in setting up the group. Cllr Littlewood enquired about the new SumUp machine. The Clerk is currently trying to get this working. Cllr Ringstead asked if the Parish Council would donate £100 for fabric to make NHS scrubs
- b) Insurance. It was noted that Parish Council insurance does not cover volunteers in their own cars. It was agreed that any fees associated with this could be covered by the grant.
- c) Grant. The grant so far has been spent on the SumUp machine, skipping ropes, skips, leaflet printing and spare defibrillator pads. Cllr Littlewood distributed skip feedback from Facebook prior to the meeting. Cllr Heatley confirmed he would be happy to support two skips for the village for green waste. Cllr Broughton raised concerns about the skips being overfilled. Following some complaints about the skip Cllr Broughton reminds all residents that the Clerk should not be subjected to verbal abuse. It was agreed that skips could be ordered for the Village Hall car park, Parish car park and Pipers Ash (subject to a suitable location being found). Cllr Heatley confirmed that recycling centres will not be opening soon.
- d) ACTION:Clerk to ask cars on the parish car park to move to one side of the car park. Clerk to order three more skips.

3. Community engagement/Communications

- (a) Visiting officers. No officers present.
- (b) Visiting Members. Cllr Heatley had no further updates
- (c) Public speaking time. Sarah Jessop gave an update on the Guilden Sutton Green Space Group (GSGS). She confirmed that there are still ongoing issues with access via the unadopted road. Joliffes solicitors have confirmed that the vendors solicitors are now happy to apply for a prescriptive easement.
- (d) Public correspondence. A resident from School Lane raised concerns about speeding on School Lane and also the impact changes to the A51 will impact on Hare Lane.
- (e) Report from surgery held on Saturday 28th March 2020. The surgery did not take place.
- (f) Website. Mr Lewin is constantly updating the website and it is attracting viewer numbers of approximately 200 per day. Mr Lewin also asked the Parish Council if he could purchase a strimmer to do some maintenance work on the footpaths. Mr Lewin believes he is covered under the Parish Council insurance. Tile Farm has noted an increase in the number of residents using the public footpath near their farm and have advised how they would prefer walkers to cross their fields.
- (g) Communications sub-committee. Nothing to report.

4. Guilden Sutton Green Space

- (a) Solicitors .A zoom meeting took place between the Clerk, Sarah Jessop and a representative from Joliffes. The prescriptive easement and overage clause were discussed. The current bill stands at approximately £1300.
- (b) Lease agreement. The Parish Council will discuss the lease agreement before the next meeting.
- (c) Greenspace Joint Working Group Representative. This was confirmed as Cllr Littlewood.

5. Environment

- (a) StreetCare. Nothing to report.
A resident complained about cigarette ends being deposited near the Pipers Ash noticeboard outside the hairdressers. The village clean up has been postponed due to the coronavirus.
ACTION: Clerk to get quotes for a cigarette bin.
- (b) Dog Fouling. Nothing to report.
- (c) Trees and Hedges, planters and bulbs.
The Clerk informed Tile Farm about fallen trees on the Dingle path between meetings. CWAC confirmed that Parish Councils are only consulted if trees are being felled and they would not take action if a fallen tree was removed by a member of the public A resident who regularly cuts the hedges on the steps between Church Lane and Fox Cover has raised concerns about cutting the hedges with social distancing. A resident has raised concerns about a large tree opposite 10 Cinder Lane. The tree is large and blocking out the street lights-the Clerk is currently awaiting a response from CWAC planning. A number of residents have enquired if they can cut weeds, hedges and grass on CWAC land. The Parish Council would be happy for

residents to help keep the village tidy. Cllr Heatley noted that before and after photos should be sent to CWAC Streetscene or Karen Shaw.

ACTION: Cllr Hughes, Mr Paterson and Mr Lewin to assist residents in cutting the hedges on the steps and diverting pedestrians near Fox Cover.

i) Hedge behind Village Hall. Postponed until June meeting as Cllr Brown unavailable.

6. Planning.

(a) New/recent applications.

New planning Application

20/01070/FUL	8 Moorcroft Crescent Guilden Sutton Chester Cheshire CH3 7HA Erection of rear conservatory Comments by 30/4/20
--------------	--

Decision made

19/04526/FUL	46 School Lane Guilden Sutton Chester Cheshire CH3 7ET Two storey rear extension Status:Approval
20/00419/FUL	28 Cinder Lane Guilden Sutton Chester Cheshire CH3 7EN Single storey front extension Status:Approval
19/03281/FUL	Bird In Hand Church Lane Guilden Sutton Chester CH3 7EW Replace the existing windows throughout the building and reduce the patio level to ground level Status:Approval
20/00671/FUL	8 Porters Croft Guilden Sutton Chester Cheshire CH3 7HQ Extension to side Status:Approval
19/03019/FUL	Fieldway Hare Lane Guilden Sutton Chester CH3 7ED Two storey front extension Status:Approval

It was noted that Wembrook, Belle Vue Lane are going to appeal for their refused planning application.

(b) Neighbourhood Plan.

Nothing to report due to coronavirus.

7. Training/Events/Meetings.

Nothing to report.

8. Parish Car Park.

The Parish Council decided that no further action would be taken to any of the trees in the car park.

9. Leisure Services.

(a) Playing field. Cllr Hughes will arrange the collection of cable ties from Cllr Davies for the football posts.

(b) Play Area. The Clerk noted issues with the bearings on the roundabout and has reported it to the company who recently did the repair work.

(c) Footpaths/Footways. Sustrans replied to the Clerks' concerns about the bridge under the greenway off Garners Lane. They are aware of the defects and monitor them at least once a year.

(d) Mobile Library.

This service is currently suspended due to social distancing measures.

10. Public Transport

Nothing to report.

11. Highways

(a) SID Group. Nothing to report.

(b) Standing consideration of Highways matter. Stuart Bateman from CWAC Highways emailed the Clerk with an update on Highways matters. The new grit bin should be in place shortly on Old Hall Park. The leaning wall on School Lane has been passed onto Building Control at CWAC. Mr Bateman will look at dropped kerbs in the new financial year.

The email also discussed the restrictions and costs associated with parking on the verge signage.

ACTION:Cllr Moulton to prioritise dropped kerb list and pass to the Clerk.

(c). Hill Top Road/Arrowcroft Road junction. Mr Bateman confirmed that double yellow lines could be introduced on the junction if a need could be proved. Cllr Littlewood asked if closing the gate at the top of Arrowcroft Road may alleviate the problem. Cllr Proctor suggested again a one way system.

ACTION:Cllr Hughes to discuss the gate closing and one way system with Miss Crowe.

12. Finance

(a) Income.

Churchyard Grant from CWAC	£463.88
Covid 19 support grant	£2000
Coronavirus volunteer support group Members Budget	£500
Precept	£24,000

(b) Payments.

Approved between meetings (1st April)

Lisa Tiplady (Wages)	At agreed rate	Online
David Norbury (Wages)	At agreed rate	Online
Mid Cheshire Grounds Maintenance (March)	£120 including £20 VAT	Online
Morral Play Services (Annual play area inspection)	£54.00 including £9.00 VAT	Online
Great Boughton Parish Council (Clerk cover)	£47.58	Online
O&S Electronic Services Ltd (Power supply to Defibrillator to be paid via the Church)	£300	Online
HMRC	£296.80	Online
Playing field owner 1	£80	Cheque
Playing field owner 2	£80	Online
Churchyard grant to St John's Church	463.88	Online
Lisa Tiplady (Defibrillator pads)	£145.20 including VAT	Online

May

Chester Handbooks	£120 including £20 VAT	Online
Lisa Tiplady (wages)	At agreed rate	Online
Deva Print	£10	Online
Mid Cheshire Grounds Maintenance Ltd	£120	Online
Lisa Tiplady (Sum up machine)	£154.80	Online
Lisa Tiplady (skipping rope-batch 1)	£54	Online
Lisa Tiplady (ink cartridge x 2)	£54.59	Online
Lisa Tiplady (Zoom subscription)	£14.39	Online
Lisa Tiplady (3 skips from Nick Brookes)	£675.96	Online
Lisa Tiplady (skipping rope-batch 2)	£60	Online
Deva Print	£54	Online

Prism Parfums Ltd (Hand sanitiser)	£216.00	Online
ChALC (Annual subscription)	£455.40	Online
Vivian Downing (Grant for scrubs fabric	£100.00	Online

It was noted that the Clerk's office costs will be paid for in future through payroll. It was noted that the Clerk has had to pay considerable amounts of money out for coronavirus related expenses. It was agreed that such payments if agreed by Council members between meetings could be authorised by the Chair and Vice Chair between meetings and paid online. Cllr Proctor and Cllr Ringstead declared a non-pecuniary interest in the scrubs fabric as they were sewers for the group.

It was proposed by Cllr Ringstead and seconded by Cllr Littlewood to accept the financial information and approve the payments put forward. Cllr Paterson to authorise transactions.

(c) Balances / Bank statements/Payment schedule cash book.

Co-op account current account (Balance Checked 4/5/20) £32,709.41

Co-op account savings account (Balance Checked 4/5/20) £30,036.16

Scottish Widows Business Fund deposit account 1. (Balance Checked 31/3/20) £19,438.77

Scottish Widows Business Fund deposit account 2.(Balance Checked 31/3/20)
£4229.20

(d) Finance Risk Assessment.

ACTION:Clerk to distribute to all Councillors

(e) Grant applications. Nothing to report.

(f) Internal Auditor. The accounts have been passed to Mr Tubman for internal audit. The report will be distributed to all Councillors between meetings. Cllr Hughes expressed his thanks to the Clerk for completing the accounts in a timely manner.

(g) Asset register. Cllr Proctor has queried whether the bench by the beacon was included in the register. It was decided it was but discussions then led to whether the bench on the junction of Green Lane and Hare Lane and the three benches on footpath 7 were assets, had been gifted to the parish or belonged to CWAC. It was noted that a number of the benches were in need or maintenance.

ACTION:Clerk to take photos of benches to review at the next meeting.

(h) To review and approve section 1 of the Annual return. It was proposed by Cllr Hughes and seconded by Cllr Paterson to approve section 1 of the Annual return.

(i) To review and approve section 2 of the Annual return It was proposed by Cllr Hughes and seconded by Cllr Ringstead to approve section 2 of the Annual return.

The public can view accounts between Monday 15 June 2020 and Friday 24 July 2020.

13. CWAC and other organisations

(a) CWAC correspondence. Nothing to report.

(b) ChALC. Nothing to report.

(c) Defibrillators. The new defibrillator is now working on the Church Hall and audits are completed regularly and reported using the NorthWest Ambulance Service website

(d) Police and Fire services

i) To receive updates and information from the Police and Fire service. The Clerk noted that a large fire had recently occurred on Porters Croft. Cllr Ringstead noted that PCSO Bailey has been checking on vulnerable residents in the parish.

ii) Nitrous oxide.

ChALC have informed the Clerk that paperwork for motions at the Annual meeting are distributed in July for the October meeting.

14. Guilden Sutton Primary School

Nothing to report..

15. Community Events

The Church has booked the Village Hall for the 4th October for a Harvest festival event. Cllr Littlewood confirmed the fete will be postponed until 2021.

16. Village Hall Management Committee

Nothing to report. Village Hall is currently closed.

17. Members information /speaking time.

Cllr Littlewood noted that on the Facebook page residents have reported children not adhering to social distancing rules and PCSO Bailey has been made aware. Cllr Paterson noted that the telephone mast by the steadings has been flooded recently. Cllr Ringstead noted an abandoned vehicle on the Village Hall Car Park.

Meeting closed: 21.55