

Guilden Sutton Parish Council
Minutes of the Ordinary Parish Council meeting held on Wednesday 31st March
2021 at 7.30pm via Zoom

Chairman: Cllr D Hughes

Present: Cllr P M Paterson, Cllr I Brown, Cllr G Hardman, Cllr M Littlewood, Cllr S Proctor MBE, Cllr S Ringstead

In attendance: Mr B Lewin, Mrs S Jessop, Mrs V Downing, Mr R Norrie.

Clerk: Mr M Roberts

PART 1

1 Procedural matters.

(a) Apologies

Apologies were received and noted from Borough Cllr M Parker.

(b) Declarations of interest.

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

(c) Confirmation of the minutes of the Ordinary meeting of the Council held on Wednesday 3rd March 2021.

It was proposed by Cllr Proctor and seconded by Cllr Brown and agreed that the minutes of the Ordinary meeting of the Council held on Wednesday 3rd March 2021 should be approved. The minutes will be signed as soon as possible by the Chair as a true record of the meeting.

(d) Dates of future meetings.

2021

5th May (Annual)

9th June*

21st July*

1st September

6th October

3rd November

1st December

All meetings will be held on Zoom due to social distancing regulations until 7th May.

*Dates adjusted from normal 1st Wednesday of the month

(e) Clerk's IT

The council considered a procurement process undertaken by the Clerk to decide upon a printer for the council. It was proposed by Cllr Hughes, seconded by Cllr Paterson and agreed that the option of purchasing a HP Deskjet 2720 printer should be actioned by the Clerk.

2. Coronavirus

(a) Support Group.

Cllr Littlewood reported that a meeting had taken place regarding the development of the support group in the future. Cllr Littlewood proposed renaming the group to the Guilden Sutton Emergency Response Group. Cllr Littlewood felt that the Council should set up an emergency response plan and asked that the Clerk contact Borough Councillor Parker to see if Mickle Trafford would be willing to share information.

(b) VETS.

Cllr Littlewood felt VETS could be considered following a review as to how the above group developed over the coming months.

3. Community engagement/Communications:

(a) Visiting officers.

Mr Lewin wished to clarify that he did not wish the council to necessarily set up its own website – but felt it was important for the council to have a second person with access to the website should he be indisposed.

(b) Visiting Members.

There were no visiting members.

(c) Public speaking time.

Mrs V Downing expressed concern with regards to the appearance of the Village Hall area, including the Council noticeboard, landscaping and fencing. Mrs Downing had investigated the ownership of the fencing to the right of the Village hall, which the Land Registry shows is not under the ownership of either the Hall or the adjoining properties alongside the Hall. A CWAC Officer had confirmed that this was not adopted land from a Highways perspective, and that ordinarily it would be the responsibility of the party benefiting of the fence. Mrs Downing presented advice received from the Highways department that this was the Village Hall. Estimates had been received showing that the cost of repairing the fence would be in the region of £600-£1200.

Mr R Norrie paid tribute to the number of volunteers working hard within the Parish including those who collect litter and those who have been involved in the Green Space Project. Mr Norrie wished to form a working group to improve the visual appeal of the Villages of Guilden Sutton and Piper's Ash. He felt that the Village Hall area could benefit from such work, and asked if the Council would be willing to support such a party. Mr Norrie felt there would be sufficient interest to explore options of how volunteers could improve this area. He suggested that the working group should be limited to 6 people to comply with current Coronavirus regulations. He further suggested that he and Mrs Downing should be members of the group.

(d) Public correspondence

A member of the public had raised concerns regarding the appearance of the Village Hall area of the Parish and provided information to the council with regards to land ownership in the area to assist with rectifying issues.

A member of the public had contacted Cllr Ringstead with concerns regarding possible anti-social conduct on the footpaths around Oxen Lane. These concerns had been forwarded to the PCSO by the Clerk.

A member of the public raised concerns regarding vehicles parked on pavements and close to junctions within the Parish. These concerns had been forwarded to the PCSO by the Clerk.

Two members of the public had raised the issue of speeding within the Parish and an enquiry had been received regarding funding made available by the Police and Crime Commissioner. The Clerk confirmed with the PCSO that a speed gun would be available for use within the Parish and training would be offered. Two members of the Public and Cllr Hughes had agreed to be added to the register for future training.

(e) Village Surgery.
Not held due to Coronavirus restrictions.

(f) Website.
It was proposed by Cllr Hughes and seconded by Cllr Paterson that the Clerk register with Ionus to produce a website to hold the statutory information for the Council.

(g) Communications sub-committee
Nothing further.

(h) Noticeboards
Cllr Ringstead reported that a family member had carried out some refurbishment work on the Piper's Ash noticeboard. Previously this work had been carried out by men in sheds, which was currently not meeting. Cllr Hughes proposed and Cllr Paterson seconded an amount of up to £100 for relevant expenses in refurbishing the noticeboards, this was approved by members.

4. Guilden Sutton Green Space

Members approved a request from the Greenspace Group to fund mulch for the recently planted saplings, which had been previously agreed as part of the start-up costs.

Cllrs Hughes and Littlewood and the Clerk had attended a Zoom meeting with Jolliffe's with regards to the potential acquisition of land within the Parish.

5. Environment

(a) StreetCare.

(b) Dog Fouling.
Cllr Littlewood had circulated potential signage that could be deployed to deter dog fouling. Members agreed in principle to fund the purchase of signage.

(c) Trees and Hedges, planters and bulbs.

i) Bulb planting.
Nothing further.

(d) Lengthsman.

The Clerk reported a response from CWAC was awaited with regards to the provision of the equipment that had been ordered for use by the Lengthsman.

Members requested that the Clerk invite the Lengthsman to a future meeting.

Cllr Hughes circulated a report from the Lengthsman regarding work he has undertaken in the Parish.

Cllr Littlewood raised numerous instances of fly-tipping have taken place in the Village recently. She suggested an awareness campaign through social media and the website to encourage residents to report if they witness any activity.

The Clerk would look for a contact with regard to maintenance and inspection of defibrillators.

6. Planning.

(a) New/recent applications.

New planning Application

There were no new applications.

Awaiting Decision

20/04502/LBC	Hill Farm House Wicker Lane Guilden Sutton Chester Cheshire CH3 7EL Replacement windows, installation of a new window and door, replacement boiler and internal 1st floor alterations No Objection
21/00511/FUL	26 Cinder Lane Garden timber deck with handrails Cllr Hughes had reviewed the application online.

Decision made

21/00060/FUL	Wembrook Belle Vue Lane Guilden Sutton Chester Cheshire CH3 7EJ Addition of dormer to front, reduction of existing side extension and alterations. APPROVED
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(b) Neighbourhood Plan.

7. Training/Events/Meetings.

It was noted that the Clerk had attended a year end finance session at a cost of £30, this had been approved by the finance committee.

The Clerk noted that ILCA training was available on-demand and, as a newly appointed Clerk, felt that the cost of £120 would be a worthwhile investment for the Council.

It was proposed by Cllr Hughes and seconded by Cllr Ringstead that the Council would authorise the finance sub-committee to agree emergency training expenditure by correspondence with the decision to be ratified at the earliest opportunity by the full Council. The decisions above were ratified as part of this proposal.

The Clerk would circulate copies of the ChALC training schedule for members to consider.

8. Parish Car Park.

Nothing further.

9. Leisure Services.

(a) Playing field.

(b) Play Area.

i)Wet pour quotes.

ii)Extension

Cllr Hughes reported further on a suggestion of extending the Play Area. At a previous meeting the area at the top of Fox Cover had been discussed. An adjoining resident had been approached who expressed concern at the plans. Therefore alternative sites would be considered.

iii) Maintenance

Nothing further.

(c) Footpaths/Footways.

Nothing further.

(d) Mobile Library.

Nothing further.

10. Public Transport

(a) Bus stop renovation

The insurers had contacted the Clerk for additional information, which had been provided, the Clerk reported an outcome was awaited.

(b) New bus shelter in Pipers Ash

Nothing further.

(c) Cycling improvements.
Nothing further.

11. Highways

(a) SID Group
Nothing further.

(b) Standing consideration of Highways matter.
CWAC had agreed to repair signage on Wicker Lane/Cinder Lane.

Following concerns raised by a resident, CWAC stated the issues, including overgrown hedges and leaves obstructing the pavement on Guilden Sutton Lane, had been dealt with.

(c). Hill Top Road/Arrowcroft Road junction.
Cllr Hughes reported there had been some concern with regards to parking in the area.

(d) Village Hall area fencing and landscaping.
Cllr Ringstead supported suggestions from Mrs Downing and Mr Norrie in improving the Village Hall area. She had concerns with regards to the positioning of trees, but felt this could be accommodated.

Cllr Proctor thanked Mrs Downing and Mr Norrie for their contributions and felt that she would like to volunteer for the group. She felt that there was the potential for increasing parking in the Hall car park. It was noted the first step should be removal of the existing fence.

Cllr Paterson felt that the fence belonged to properties in Hilltop Road. She was concerned that any future plans should involve the volunteer who maintains the planters adjacent to the shops.

Cllr Brown noted that a similar unadopted footpath existed at the rear of Cathcart Green.

Cllr Hughes noted that the Car Park and some adjacent land was the property of the Community Association. He felt that the design of the carpark had been revisited with the Community Association. There were multiple ownership groups to be consulted, including residents of Hilltop Road, Oaklands, the Community Association, Highways, Summerfield Road and private owners of land around the shop area.

Cllr Ringstead suggested writing to the community association to ask if a member wished to be involved. The Clerk would write to the community association to ask if a member would be interested. The Clerk would also approach a further member of the community who has volunteered in the area in the past.

The Chairman noted that Mr Norrie had agreed to convene the first meeting of the group.

12. Finance

(a) Income.

None

(b) Payments.

	Amount
I Davenport (salary)	At agreed rate
L Tiplady (salary)	At agreed rate
M Roberts (salary)	At agreed rate
HMRC – PAYE Qtr 4	£584.83
Cllr Paterson (Zoom 3rd Mar)	£14.39
M Roberts (12x2nd Class Stamps)	£7.38
B Lewin (Website expenses)	£57.51
Playing Field Owner 1 (April rent)	£80.00
Playing Field Owner 2 (April rent)	£80.00
UK Landscapes	£120.00 (inc. £20 VAT)
Amber-It (Zoom training)	£25.00
Autella Payroll	£41.38
ChALC (Training for TP/MR)	£70.00

The Chairman noted that the Clerk had found an error in the February expenses in that an incorrect amount had been attributed to the ICO renewal. The correct amount of £35 was noted and added to the items to be approved with the above payments. The previous approved payment of £120 was to be expunged.

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

Members noted that PKF Littlejohn had been appointed as external auditors.

(c) Correction to February payments

Members noted that a correction to the payments made in February had been required. The Clerk had taken advice from ChALC and it was agreed that direct debit

payments for items previously agreed by the Council should be approved as payments ex post facto.

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

Account	Balance	Effective Date
Co-op current account	£13,284.42	01/03/2021
Co-op savings account	£30,066.76	31/01/2021
Scottish Widows Business Fund account 1	£19,440.73	28/02/2021
Scottish Widows Business Fund account 2	£4,229.64	28/02/2021

13. CWAC and other organisations

(a) CWAC correspondence

Nothing further.

(b) ChALC

CHALC newsletters had been distributed to members.

Cllr Paterson had attended a Zoom meeting on 16th March and circulated a report to members. The Clerk would follow up with CWAC as to the speed monitoring that has been taking place within the 20mph area on Oaklands.

The Clerk had responded to a request for debrief information regarding the flooding that had taken place in January.

(c) Defibrillators

Nothing further.

(d) Police and Fire services

Nothing further.

i) Nitrous oxide.

The Lengthsman had reported finding up to 20 Nitrous oxide cannisters in recent weeks.

14. Guilden Sutton Primary School

Cllr Hughes reported that a full governor's meeting had recently.

Cllr Littlewood reported on the work of the Trustees.

15. Community Event.

16. Village Hall Management Committee

17. Members information /speaking time.

Cllr Proctor had been informed by residents that the gullies are blocked on Wicker Lane and Belle Vue Lane, it was suggested the council could obtain the dates that they are due to be cleared so that cars can be removed in advance.

Cllr Proctor further reported that the Cheshire railings in Piper's Ash are becoming aged – they are owned by a charity and were installed in 1929. The cost of replacing them will be roughly £2,500-£3,000. The charity are willing to look into this, but are looking for contributions to this. Cllr Proctor asked that this be added to the next agenda. Cllr Ringstead noted that the railings on Guilden Sutton lane are in a similar condition, this was noted by members.

Cllr Brown enquired with regards to a book that may be of assistance to the Clerk, as it contains a schedule of key dates.

18. Exclusion of the Press and Public

It was proposed by Cllr Paterson and seconded by Cllr Hardman and agreed that members of the press and public be excluded to discuss urgent exempt items (contractual matters) as set out by the Local Government Act 1972.

Part 1 closed at 21:09