

Guilden Sutton Parish Council
Minutes of the Ordinary Meeting held on 6th April 2022 at 7:30PM at Guilden Sutton Village Hall

Chairman: Cllr P M Paterson

Present: Cllr I Brown, Cllr D Hughes, Cllr D Kane, Cllr W Moulton, Cllr S Proctor, Cllr S Ringstead

Clerk: Mr M Roberts

In attendance: Borough Cllr M Parker and 2 members of the public

1 Procedural matters.

(a) Apologies

Apologies were received and accepted from Cllr Littlewood.

Apologies were received and noted from PCSO Bailey, Borough Cllr Heatley and Mr Lewin.

(b) Declarations of interest.

Cllrs Hughes and Littlewood declared an interest as a member of Guilden Sutton Green Space.

Cllrs Hughes and Paterson declared an interest as members of Guilden Sutton Community Association.

Cllr Ringstead declared an interest as a member of her household is a member of Men in Sheds.

Cllrs Brown and Proctor declared an interest as members of the Village Green Group.

(c) (i) Confirmation of the minutes of the Ordinary Meeting held on 2nd March 2022.

It was proposed by Cllr Moulton, seconded by Cllr Ringstead and agreed that the minutes of the meeting held on 2nd March be agreed as a true record of the meeting.

(ii) Confirmation of the minutes of the Extraordinary Meeting held on 10th March 2022. It was proposed by Cllr Moulton, seconded by Cllr Kane and agreed that the minutes of the meeting held on 10th March be agreed as a true record of the meeting, subject to an amendment correcting the number of votes in favour.

(d) Dates of future meetings. An asterisk indicates where a meeting is moved from the first week of the month.

4th May (annual)

8th June*

20th July*

7th September

5th October

2nd November

7th December

2Community engagement/Communications

(a) Visiting officers

There were no visiting officers.

(b) Visiting Members

Cllr Parker reported a severe backlog in terms of processing planning applications.

(c) Public speaking time

Mrs Downing thanked the Parish Council for agreeing to fund the noticeboards and noted that the planning process was continuing.

Mrs Downing enquired around the provision of CCTV in the area. It was also noted a local landowner had agreed that benches and wooden planters could be installed on their land.

Mr Norrie spoke with regards to the provision of a public footpath on Station Lane and asked if the two Parish Councils would be working together to work towards this and offered to help to support this.

(d) Public correspondence

A complaint had been raised regarding the Parish Council's contractor cutting grass early in the morning. A resident had contacted the Council with some ideas for the installation of a footpath on Station Lane along with some sources of funding that may be explored.

(e) Village Surgery

Cllr Moulton reported that a resident had raised concerns regarding a property in the village. Another resident had expressed a wish for the 1450 bus to be reinstated and a complaint was received with regards to trees overgrowing the footpath on Guilden Sutton Lane.

It was agreed that Cllr Fingsted and Cllr Proctor would preside at the next surgery to be held on 30th April.

(f) Communications sub-committee

It was proposed by Cllr Kane, seconded by Cllr Moulton and agreed that the agreed newsletter would be published and delivered as soon as possible.

(g) Noticeboards

Nothing further.

(h) Support Group

Nothing further.

(i) Training

Nothing further.

3. Guilden Sutton Green Space

(a) Request for an update of the transfer of the ownership of Hooks Wood from GSGS to GSPC.

It was noted that Mrs Jessop would provide an update for the next meeting.

4. Planning.

(a) New/recent applications.

There were no new applications.

Awaiting Decision:

| | |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 21/03995/TPO | 28 Cinder Lane Guilden Sutton Chester Cheshire CH3 7EN Hornbeam (01) - prune lower branches to lift crown and limit growth No objection. |
| 21/04393/FUL | Cedar Lodge, School Lane Demolition of existing extensions and construction extension to side and rear with first floor accommodation above including two dormers to front and side (amended description). Objection. |
| 21/04538/FUL | Vicars Cross Golf Club Proposed level changes of the driving range and short game area and extension to the existing driving range. |

(b) Decision Notices

| | |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 21/03973/LDC | Tile Farm, Wicker Lane Certificate of Lawfulness for mixed use of land at Tile Farm for agriculture and off road/quad bikes. Objection submitted. REFUSED |
| 21/04256/FUL | 4 Orchard Croft Removal of existing conservatory and replace with a single storey rear extension of domestic dwelling house No objection. APPROVED |

(c) Neighbourhood Plan.

Cllr Paterson reported that it had not been possible to arrange a meeting due to conflicting time commitments amongst volunteers, this would be arranged as soon as possible.

5. Transport and Highways

(a) Electric Vehicle Charging points

Nothing further

(b) Public Transport

It was noted that CWAC had bid for funding to improve public transport in the area, but this had been unsuccessful. The Council received a report suggesting an appeal

was being considered.

(c) Guilden Sutton Lane – Speed Limit
Nothing further.

(d) Guilden Sutton Lane – Landscaping
The Clerk would report the concerns regarding trees overgrowing the footpath in the area of the A55 bridge.

(e) Station Lane – Footpath
It was agreed that Cllr Littlewood and Cllr Ringstead would join the working party with Mickle Trafford Parish Councillors.

(f) Hare Lane – Safety Issues
The Clerk reported that the Highways consultant who had been approached to look into the safety issues was unable to carry out the work. The Clerk would continue to explore other options.

6. Village Green

(a) Section 115e application
Members noted that the public notice period for the S115 application has now expired and a response from Highways was awaited.

(b) Procurement of Planters and associated Plants
It was agreed that Cllr Ringstead would liaise with the Village Green group.

7. ChALC

It was proposed by Cllr Hughes, seconded by Cllr Ringstead and agreed membership would be renewed for 2022-23 at a cost of £455.20. Members noted that the hardcopy of the Local Government Review had been discontinued.

8. Finance

(a) Income.

| | Amount |
|-----------------------|---------|
| Graveyard Grant | £660.00 |
| Bank Interest (Co-Op) | £10.13 |

(b) Payments.

| | Amount |
|---------------------|---------------------------|
| M Roberts (Zoom) | £14.39 (inc £2.40 VAT) |
| Community Heartbeat | £120.00 (inc. £20.00 VAT) |

| | |
|-------------------------------------------------------------------|---------------------------|
| UK Landscapes Ltd | £120.00 (inc. £20.00 VAT) |
| Autella Payroll Services | £50.20 (inc. £8.40 VAT) |
| M Roberts (Salary) | At agreed rate |
| HMRC (PAYE) | £387.40 |
| M Roberts (Website) | £2.40 (inc 0.40 VAT) |
| St. Johns Church (Graveyard Grant) | £660.00 |
| ChALC | £455.40 |
| Playing Field Owner 1 | £80.00 |
| Playing Field Owner 2 | £80.00 |
| Morrall Play Services Ltd (Inspection) | £54.00 (inc £9 VAT) |
| Cheshire Wildlife Trust (Neighbourhood Plan Reserves) | £1,440 (inc £240 VAT) |
| Guilden Sutton GreenSpace (Year 2 Grant – GreenSpace reserves) | £4,098 |
| M Roberts (Zoom) | £14.39 (inc £2.40 VAT) |

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

| Account | Balance | Effective Date |
|-----------------------------------------|------------|----------------|
| Co-op current account | £6,160.70 | 06/04/2022 |
| Co-op deposit account | £60,092.53 | 06/04/2022 |
| Scottish Widows Business Fund account 1 | £19,440.73 | 28/02/2021 |
| Scottish Widows Business Fund account 2 | £4,229.64 | 28/02/2021 |

It was proposed by Cllr Hughes, seconded by Cllr Moulton and agreed that the above payments be made and the financial information as above be agreed. The Clerk would process and Cllr Hughes would authorise payments.

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(c) Public Consultation

The Clerk would re-circulate the final report. The Clerk suggested that ideas for next year's budget could be sought in the July newsletter, before proceeding to a similar consultation in October/November.

(d) Internal Audit

It was agreed that the Clerk would approach the existing Internal Auditor with regards to the 2021-22 audit. It was noted that the correct details had now been logged with Scottish Widows and statements were awaited.

(e) External Audit

It was noted that PKF Littlejohn have been appointed as external auditors.

(f) Annual Governance Statement

The Clerk intended to present the Annual Governance statement at the May meeting.

(g) Accounting Statement 2021-22

The Clerk noted that the statement would be circulated to the Finance Group imminently, subject to the receipt of statements from Scottish Widows.

9. Grounds Maintenance

(a) Parish Car Park

The Clerk was asked to register dissatisfaction with the contractor regarding the incomplete works at the Parish Car Park. Should this not yield a favourable response, the matter would be dealt with by Cllr Brown as Tree Officer.

The Clerk was authorised to discuss removal of a hedgerow on land leased by the Parish Council and consult with contractors to gain an indication of pricing.

(b) Trees to the rear and West of Hilltop Road

Nothing further.

(c) Hare Lane Noticeboard area

It was agreed that the Clerk would arrange a meeting between Cllr Proctor and Men in Sheds to discuss plans for the area including the installation of a second bench and adjustments to the Noticeboard ahead of a Section 115e application. It was also agreed that the Council would look to refurbish the noticeboard as part of the same scheme of works.

(d) Contract 2022/23

It was proposed by Cllr Proctor, seconded by Cllr Ringstead and agreed that the Grounds Maintenance contract would be renewed for 12 months. It was noted that the Council would seek to run a tender process for the contract from 1st April 2023 in the Autumn.

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10. Play Area

(a) Section 106 monies

Members asked that the Clerk contact the school with regards to purchasing or leasing land from the School - adjacent to the existing play area - to host exercise equipment for a variety of age ranges.

(i) Discussion regarding fitness equipment.

It was agreed that, pending discussions with the Primary School, that discussions should also be pursued with other groups in the area, to ensure further options could be taken up if necessary.

11. HM The Queen Platinum Jubilee – 2nd June 2022

The Clerk noted that the Beacon for the event had been ordered. It was noted that minor adjustments would need to be made for the proposed road closure.

Cllr Proctor reported that a minor event notification would be required for the beacon lighting and Cllr Littlewood would submit the application. It was felt that bunting

would be sufficient around the field hosting the beacon, on the Council's planters and on non-highways land around the Village Hall.

It was noted that the Town Crier had been booked and it was suggested that he may be able to appear at 11am to coincide with the Church coffee morning.

Cllr Proctor reported that there were further workshops in relation to the legacy project funding and that Cllr Paterson had registered for one.

12. Nature Recovery Strategy

It was noted that the proposed legacy project for the Jubilee would tie in to the Nature Recovery Strategy.

13. Primary School

Cllr Hughes reported that a member of staff had retired from the school after 24 years' service and that a coffee morning had been held.

14. Tree Planting Day

Nothing further.

15. Members information /speaking time.

Cllr Ringstead noted that in February 2018 former Cllr Roberts had written to the leader of CWAC regarding the provision of a footpath on Station Lane and asked if this letter could be updated and resubmitted.

Cllr Kane reported that the Duke of Edinburgh litter pickers were close to completing their service and further maintenance to the pavement at the Guilden Sutton Lane/School Lane corner had been agreed by CWAC. Cllr Kane suggested that the Parish Council website could host a link to the CWAC 'Report-It' system.

Cllr Brown enquired as to progress with the broken sign at Middlecroft.

Cllr Moulton noted that he had researched other Councils actions in relation to lamppost poppies. It was noted that in other areas, members of the public were encouraged to purchase and display Poppies.

Cllr Moulton enquired as to the situation with insurance in relation to the benches and planters that would be installed on third-party land.

16. Exclusion of the Press and Public

It was proposed by Cllr Paterson, seconded by Cllr Kane and agreed that members of the press and public be excluded from the meeting, in order that the Council discuss urgent exempt items under Schedule 12 of the Local Government Act 1972.