

**Guilden Sutton Parish Council**  
**Minutes of the Ordinary Parish Council meeting held on Wednesday 5th June**  
**2019 at 7.30pm in Guilden Sutton Village Hall**

**PART 1**

Chairman: Cllr D Hughes

Present: Cllr P Paterson, Cllr A Davis, Cllr Littlewood, Cllr Proctor, Cllr Ringstead

Clerk: Ms L Tiplady

In attendance: 6 members of the public.

**1 Procedural matters.**

(a) Apologies. Apologies received from Cllr Moulton (ChALC training), Cllr Brown (Family). It was agreed due to security risk that the reason for not attending a meeting would not be discussed at a meeting but would be documented in the minutes.

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

(c) Confirmation of the minutes of the Annual Parish meeting of the Council held on Wednesday 16th May 2019. It was proposed by Cllr Paterson and seconded by Cllr Ringstead and agreed that the minutes of the Ordinary meeting of the Council held on Thursday 16th May 2019 should be approved. The minutes were signed by the Chair as a true record of the meeting.

(d) Dates of future meetings.

Wednesday 17th July

Wednesday 4th September

Wednesday 2nd October

Wednesday 6th November

Wednesday 4th December

All meetings will be in the Village Hall at 7.30pm.

**2. Community engagement/Communications:**

(a) Visiting officers. Apologies sent from PCSO Makin. PC Boulton encouraged residents to report suspicious vehicles/people in the village. There has been one incident of number plate theft in the village and one case of tyre slashing on Willis Close. Cllr Paterson asked if speed enforcement could be targeted at Wicker Lane between 7-9 am. PCSO Makin confirmed via email that he must hold a 1 hours police surgery a week in his community base (Mickle Trafford) He will arrange a surgery in Guilden Sutton but he noted that the last one no-one attended.

ACTION:Clerk to email PCSO Makin about Wicker Lane.

(b) Visiting Members. Cllr Parker confirmed that she has been re-elected alongside Cllr Graham Heatley for the next 4 years. Cllr Parker confirmed that Jenny Poynton has been appointed as Case Office for the School Lane planning application. Cllr Parker confirmed that she does have a members budget for the coming year. She noted that she has recently spoken to the locality officer about the s106 monies which she has agreed should be released.

(c) Public speaking time. Mrs Jessop from the Guilden Sutton Greenspace (GSGS) group confirmed that she had distributed some information to Councillors prior to the meeting. The contents of which will be discussed in Part 2 of the meeting.

Mr Lewin expressed concerns about the weeds on the Dingle Path. The Council discussed whether residents would be covered by the Parish Councils insurance if undertaking weed killing, mowing and other duties

ACTION: Clerk to contact Came and Company to clarify insurance rules.

(d) Public correspondence.

A resident noted concerns regarding leaking water on the junction of Oakland. The Clerk has already reported this to CWAC.

Another resident has emailed expressing concerns about weeds and grass cutting in the Village. The resident had met up with the Senior manager for Streetcare and Environmental commissioning. These concerns were also confirmed by another resident by email.

ACTION:Clerk to contact CWAC for more information about this scheme.

A resident expressed concerns about weeds growing up the handrail from the Bird in Hand to Cinder Lane and trees cut down at a property on Wicker Lane. The Clerk confirmed that no Tree Preservation Orders were in place in this area.

A resident has enquired about a grant form for Church renovations. The Clerk has provided the grant application form to the resident between meetings.

A resident expressed concerns about Parish Council agenda items not staying on topic and residents not knowing the status of the Neighbourhood plan. The same resident asked if the Parish Council would consider paying for Wifi to be introduced into the Church Hall and meetings to take place in the Church Hall in future.

A resident who had received a questionnaire emailed to outline her main areas of concern on Arrowcroft Road/Hilltop Road and to thank the Parish Council for looking at this problem.

(e) Report from surgery held on Saturday 1st June 2019. Cllr Paterson and Cllr Proctor attended the surgery and no residents raised any concerns. The next surgery will take place on the 6th July and Cllr Davis and Cllr Proctor will be in attendance.

(f) Website.

Mr Lewin is currently working on a new and improved website which will be simpler to use and more relevant. Statistics show that the website was receiving a high number of hits in May possibly due to the elections. The most popular page on the website is the Village Hall bookings. The Clerk and Mr Lewin are currently looking at a group email address.

(g) Newsletter. The Clerk is currently working on the June submission. Cllr Proctor asked for the gully sweeping dates to be added to a future edition.

ACTION:Clerk to obtain gully sweeping timetable from CWAC.

### **3. Environment**

(a) StreetCare. It was noted that weeds and grass cutting are still an issue all around the two villages. Cllr Davis noted that CWAC have stopped cutting under the road signs.

(b) Dog Fouling. The Clerk confirmed that CWAC had not responded to the request for new bins.

ACTION:Clerk to contact locality officer with complaints list.

(c) Trees and Hedges, planters and bulbs. Cllr Paterson noted that tree cuttings have been left near the path between Orchard Croft and Oaklands.

ACTION:Clerk to report fly tipping to CWAC.

(d) Guilden Sutton Green Space. The GSGS group are still waiting on a response from the land agent regarding the School Lane field. The Councillors discussed a PWLB loan for the site and ongoing maintenance. Concerns were raised about Parish Council money being used for 3rd party land. It was decided that the Parish Council would be willing to apply for a PWLB subject to further research. The Parish Council joint working group will next meet on the 13th June at 7pm.

ACTION:Clerk to contact Jackie Weaver (ChALC) for clarification on issues raised.

### **4. Planning.**

(a) New/recent applications.

New planning Application

19/01656/FUL	<p>2 Railway Cottages Hare Lane Guilden Sutton Chester CH3 7EF</p> <p>Single storey side extension</p> <p>Comments by 18th June 2019</p> <p>Cllr Proctor, Cllr Littlewood and Cllr Paterson visited the site.</p> <p>Response: No objections as long as two parking spaces are maintained.</p>
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#### Awaiting Decision

18/04140/FUL	<p>Bunnies Day Nursery Chester Rugby Union Football Club Hare Lane Guilden Sutton Chester CH3 7DB</p> <p>Demolition of existing nursery building and erection of new single storey nursery building with associated play areas with 1.8m high railings and car parking</p> <p>Status: Awaiting decision</p>
18/04703/OUT	<p>Land At School Lane Guilden Sutton Chester</p> <p>Outline application with some matters reserved for erection of two dwellings and associated access works</p> <p>Status: Awaiting decision</p>
18/04641/OUT	<p>Land adjacent to 18 Ash Bank, Hare Lane, Pipers Ash, Chester</p> <p>Erection of one two storey dwelling.</p> <p>Status: Awaiting decision</p>
19/00416/FUL	<p>The Woodlands Wicker Lane Guilden Sutton Chester Cheshire CH3 7EL</p> <p>Demolition/removal of existing outbuildings and erection of single storey extensions to sides of dwelling and addition of new outbuilding</p> <p>Status: Awaiting decision</p>
19/00941/FUL	<p>Linton Hare Lane Guilden Sutton Chester CH3 7ED</p> <p>Proposed two storey side extension, single storey rear and roof alterations to</p> <p>provide second floor</p> <p>Comments by 17th May 2019</p> <p>Status: Awaiting decision</p>
19/01359/FUL	<p>7 Moorcroft Crescent Guilden Sutton Chester Cheshire CH3 7HA</p> <p>Two storey side extension</p> <p>Comments by 23rd May 2019</p>

	Status: Awaiting decision
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#### Decision made

19/00394/FUL	Guilden Sutton Church Of England Primary School Arrowcroft Road Guilden Sutton Chester CH3 7ES Single storey extension and external free standing canopy Status: Approved
18/04775/FUL	9 Oaklands Guilden Sutton Chester Cheshire CH3 7HE Single storey side extension, re-fenestration to whole property and cladding to front elevation. Status: Awaiting decision

#### (b) Neighbourhood Plan.

Cllr Paterson confirmed that the Neighbourhood Plan (NP) group are still waiting on the Cheshire Wildlife Trust report to add weight to the NP and to enable the Parish Council to have an informed opinion on any future planning applications. A joint meeting with Operation Shield will take place in September.

#### **5. Training/Events/Meetings.**

Cllr Moulton is attending the Chairman's training course organised by ChALC on the 5th June.

ACTION:Clerk to distribute ChALC training course information to all Councillors.

#### **6. Parish Car Park.**

Cllr Brown and Cllr Hughes visited the car park and took photos but did not have any concerns. No cutting of the trees will take place in the near future.

#### **7. Leisure Services.**

(a) Playing field. To be discussed in Part 2.

(b) Play Area. Nothing to report.

(c) Footpaths/Footways. As discussed in section 2c

(d) Mobile Library.

The mobile library will be visiting the parish on:

24 June, 15 July, 5 August, 16 September, 7 October, 28 October, 18 November, 9 December

Stopping at: Hare Lane (post box) 9.30 - 9.50am, Moorcroft Crescent 10.00 – 10.15am and Village Hall Car Park 10.30 – 12.00 noon.

## 8. Public Transport

Nothing to report.

## 9. Highways

(a) SID Group. Cllr Moulton between meetings distributed dates when the Parish Council can have the SID machine. It was decided to target Wicker Lane.

(b) Standing consideration of Highways matters .

The Clerk had made contact with a landowner whose field edges Wicker Lane. The residents would be happy to dedicate a strip of land for a footpath.

ACTION:Clerk to inform Highways contact of the agreement. Cllr Davis to obtain contact details of other land owners.

(c). Hill Top Road/Arrowcroft Road junction. The Clerk has distributed 50 questionnaires along Hilltop Road and Arrowcroft Road with a reply date of the 16th June. Cllr Hughes confirmed that the Primary Schools homework for the half term was related to road safety in this area.

## 10. Finance

(a) Income. No income received.

(b) Payments.

Lisa Tiplady (Wages)	As agreed
Chester Handbooks (April)	£120 including £20 VAT
Chester RUFC (grant)	£250
ICO	£35 to be paid via Direct Debit
Lisa Tiplady (Ink cartridges+stationary)	£27.44
Derek Tubman (Internal audit)	£50.00
Autela (Payroll)	£144.99 including £16.08

The Clerk had researched phones as discussed in the last meeting. It was proposed by Cllr Paterson and seconded by Cllr Littlewood to buy a pay as you go mobile phone for Parish Council business for the Clerk for £14.69.

It was decided to pay Autela yearly in future to benefit from a discounted rate.

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

ACTION:Clerk to contact Autela to arrange yearly invoicing.

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

No new bank statements available.

(d) Internal audit. The internal audit was completed by Derek Tubman. The account viewing period will take place from Monday 17 June 2019 to Friday 26 July 2019.

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

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

## **11. CWAC and other organisations**

(a) CWAC correspondence. Nothing to report.

(b) ChALC/NALC. Nothing to report

(c) CPRE. Nothing to report

(d) Defibrillators.

The Clerk discussed locations of a potential new defibrillator with the Church Warden of St John's Church. After discussions it has been decided that the best location would be on the side of the Church Hall on the external cloakroom wall.

ACTION: Clerk to email Northwest Ambulance Service about location and get electrician quote and email Church Warden about signage.

(e) Police and Fire services

i) Operation Shield.

PCSO Makin or PC Boulton are happy to present information on Operation Shield.

ACTION: Cllr Paterson to arrange a Sunday afternoon date in September and arrange for the date to be added to the Marigold magazine.

ii) To receive updates and information from the Police and Fire service.

Nothing to report.

## **12. Guilden Sutton Primary School**

Cllr Hughes discussed the Parking Charter at the School Governors meeting.

## **13. Community Events**

It was noted that no Council members were available to attend the VE day event.

The village Fete will take place on the 13th July.

Cllr Littlewood advised the Council that 2020 will mark 125 years of the Parish Council and asked if the village should consider celebrating the event.

## **14. Village Hall Management Committee**

Cllr Hughes noted that at the Annual meeting two new members were voted on to the Executive Committee.

### **15. Members information /speaking time.**

Cllr Paterson has trimmed the Willow in the Dell to avoid complaints.

Cllr Littlewood suggested that the Parish Councillors individual photos be put on the website, facebook and on the wall of the Village Hall.

Cllr Proctor emphasised that no decisions should be made at a joint meeting. She brought to the attention of Councillors that StoryHouse are producing events to combat loneliness. She also asked if Councillors could have badges for events and planning visits. Cllr Proctor had been made aware that BBQ debris had been found near the Gowy.

ACTION:Clerk to ask Mr Lewin for prices for new ID badges. Clerk to inform Cllr Parker of BBQ issues.

Meeting closed: 9.58pm