

Guilden Sutton Parish Council
Minutes of the Annual Meeting of the Council
Wednesday 5th May 2021 on the rising of the Annual Parish Meeting, via Zoom

Chairman: Cllr D Hughes

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

In attendance: Mr B Lewin, Mrs S Jessop, Mrs V Downing, Mr R Norrie, Borough Cllr M Parker, Borough Cllr G Heatley and 8 members of the public.

Clerk: Mr M Roberts

1 Procedural matters.

(a) HRH The Prince Phillip, Duke of Edinburgh

Members noted that the Clerk had written to Her Majesty the Queen to express condolences on behalf of the Parish on the passing of HRH The Duke of Edinburgh.

(b) To elect a Chairman for the year 2021/22.

It was proposed by Cllr Brown and seconded by Cllr Moulton that Cllr P M Paterson be elected Chairman for the municipal year 2021-22. There being no further nominations, Cllr Paterson was unanimously elected and accepted the office.

Cllr Paterson in the Chair.

(c) To consider the election of a Vice Chairman for the year 2021/22.

It was proposed by Cllr Moulton and seconded by Cllr Proctor that Cllr Littlewood be elected to the post of Vice Chairman for the municipal year 2021-22. Cllr Littlewood indicated she would accept office and was duly elected unanimously.

(d) Code of Conduct and Member's interests.

Cllrs Hughes and Littlewood declared an ongoing interest as members of the Guilden Sutton Green Space Steering Group.

(e) Appointment of Sub-Committees and representatives to external organisations.

It was proposed by Cllr Proctor and agreed that the Communications group invite the Webmaster to join to create a larger group with overall responsibility for Communications, the Village Website and Facebook.

(i) Employment committee – Cllrs Paterson, Littlewood, Ringstead

(ii) Finance committee – Cllrs Hughes, Proctor, Moulton

(iii) GSGS steering group – Cllrs Hughes, Littlewood

(iv) Neighbourhood plan – Cllrs Paterson, Proctor and Ringstead

(v) Public transport – Cllr Ringstead

(vi) Tree warden – Cllr Brown

(vii) SID and Speed representative – Cllr Moulton

(viii) Footpaths – Mr Lewin

(ix) Communications, Village Website and Facebook Group – Cllrs Littlewood, Proctor, Ringstead

(x) Police liaison officer – Cllr Hardman

(xi) Village Green Group – Cllrs Proctor, Brown

(f) Apologies.

Apologies were received and noted from PCSO Bailey.

(g) Declarations of interest.

Cllrs Hughes and Littlewood declared an interest as members of the Guilden Sutton Green Space Steering Group.

(h) Confirmation of the minutes of the Ordinary Meeting held on 31st March 2021.

It was proposed by Cllr Hughes and seconded by Cllr Ringstead and agreed that the minutes of the Ordinary meeting of the Council held on Wednesday 31st March 2021 should be approved. The minutes will be signed as soon as possible by the Chair as a true record of the meeting.

(i) GDPR

Members noted that The Council has apologised to a resident who was identified in the draft November 2020 minutes. The council has reviewed procedures for the publication of draft minutes and noted that this should have been considered exempt information under the Local Government Act 1972

(j) Dates of future meetings.

9th June*

21st July*

1st September

6th October

3rd November

1st December

All meetings will be held at 7:30PM at Guilden Sutton Village hall unless otherwise stated.

*Dates adjusted from normal 1st Wednesday of the month

2. Coronavirus

(a) Support Group.

The support group would become a new rapid response group with a separate group for village activities.

(b) VETS.

Nothing further.

(c) Community Resilience

Cllr Hardman, Proctor, Paterson expressed an interest in forming a community resilience plan. Cllr Hardman to liaise with CWAC and JCEPT.

The Clerk reported that Mickle Trafford Parish Council had kindly supplied a copy of their plan as a starting point.

3. Community engagement/Communications:

(a) Visiting officers.

Mr Lewin stated he was pleased that the communications groups had merged. Mr

Lewin was thanked for some amenity work he had carried out adjacent to a footpath.

(b) Visiting Members.

Cllr Parker noted that her member's budget would re-open on 7th May and is prepared to contribute to fencing projects. It was stated that there was a new interim Highways officer and an advert had been placed for a Director of Highways.

Cllr Parker confirmed that CWAC were also returning to face-to-face meetings and that mitigations and risk assessments would be required.

(c) Public speaking time.

Mrs Downing addressed the matter of the broken fence close to the Village Hall and the information that had been presented at the previous meeting. It was reported Cllr Parker and Heatley had agreed to donate £250 each from their respective member's budgets. Mrs Downing hoped that the Council could liaise with the Community Association to resolve the matter within the next couple of months.

Mr Lathaen noted agreement with Mrs Downing's points and would like to see action taken immediately.

Mr Norrie noted that further members of the public and community association had agreed to join the Village Green group. Mr Norrie reported that an initial meeting had taken place and had been liaising with members of the public and CWAC Officers. Mr Norrie noted the need for further engagement and promotion of the group with residents. Mr Norrie further noted that funding opportunities had been explored. The opportunity for 'quick wins' was discussed, which included the salt/sand that was located in the car park area and where they could be better located. Mr Norrie had written to CWAC with regards to storing them in bins.

A resident of Wicker Lane raised the issue of noise from a commercial site within the Parish. It was reported an environmental officer from CWAC had been appointed to look into the matter.

A resident noted and accepted the Council's apology for a breach of GDPR, the resident was also keen to offer support to the community resilience group.

A Wicker Lane resident stated that there is a wall on Wicker Lane that looks unsafe.

Mr Lewin raised a concern with regards to returning to in-person meetings and how those who are unable or have concerns with regards to attendance are able to participate.

(d) Public correspondence.

A request for advice regarding school places had been received and the Clerk had provided information regarding the process.

The Council had received a request for disclosure of its last 3 years accounts and precept information. The Clerk noted that, being new in post, the information may take some time to gather but had responded with the Precept information.

The Clerk had received a complaint regarding an incident of anti-social behaviour and had referred this to the PCSO.

(e) Village Surgery.

It was agreed that surgeries would resume from next month and that Cllr Hughes and Paterson would preside.

(f) Website.

Members noted that the Clerk had registered a new domain name and web hosting service and would begin work on a new Parish Council website to run alongside the Village website.

(g) Communications sub-committee

Cllr Proctor reported the group had not met but asked if it would be worthwhile drafting an article for the upcoming A41 magazine. This was agreed by members.

(h) Noticeboards

Cllr Ringstead noted that Men In Sheds had resumed activities and that as a result work should begin on noticeboards soon.

4. Guilden Sutton Green Space

Cllr Hughes asked the Clerk to arrange a Zoom meeting to explore opportunities for the Council to further develop amenity space within the Parish. This was arranged for 4PM on Thursday 6th May and a report would be prepared for the Council.

5. Environment

(a) StreetCare.

Cllr Paterson reported that grass had been cut on 19th April but strimming had not been done.

Cllr Ringstead reported that the management committee of the Hall and Stables had agreed to maintain the adjoining grassed area. Cllr Ringstead had taken over the maintenance of the planter in the area.

Cllr Ringstead reported that a bathtub had been fly tipped on Belle Vue Lane.

(b) Dog Fouling.

Cllr Littlewood presented the new signage that had been delivered since the last meeting and invited suggestions for where these could be sited.

(c) Trees and Hedges, planters and bulbs.

It was felt there are a number of hedges encroaching on the Highway and these would need to be reported to CWAC.

(d) Lengthsman.

The Lengthsman had reported a recent upturn in dog fouling within the Parish and would liaise with Cllr Littlewood.

(e) Village Hall area fencing
Discussion deferred to 11(d)

(f) Village Hall area landscaping
Discussion deferred to 11(e)

6. Planning.

(a) New/recent applications.

21/01466/FUL	28 Oaklands Replacement of an existing glazed conservatory roof with a tiled roof.
21/00938/OUT	Land On The South of Holly House Guilden Sutton Lane Erection of two dwellings Members wished to object to this application as encroachment on the Green Belt.
21/01518/TPO	4 Orchard Croft Pollard the Poplar tree No objection

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
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Decisions

21/00511/FUL	26 Cinder Lane Garden timber deck with handrails APPROVED
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(b) Neighbourhood Plan.

Cllr Paterson reported that sustainability had formed a part of the Neighbourhood plan and is looking forward to being able to share more information with residents when gatherings are possible.

7. Training/Events/Meetings.

Cllr Proctor agreed to attend a meeting with regards to getting the most out of Facebook.

It was proposed by Cllr Hughes and seconded by Cllr Littlewood that two training courses were approved for Cllr Hardman to attend as follows.

Training	Member/Employee	Cost	Date
Roles & Responsibilities	Cllr Hardman	£25	10 th June
Meetings and Procedures	Cllr Hardman	£25	6 th July

8. Parish Car Park.

Members discussed the possibility of a tree planting program in the Parish Car Park area. It was felt these must be aesthetically pleasing as well as slow growing and easy to maintain. It was felt this item should be considered in October to align with the planting season.

Cllr Ringstead felt the car park was well used.

9. Leisure Services.

(a) Playing field.
Nothing further.

(b) Play Area.

Cllr Littewood reported that this would be open at weekends in line with a discussion with the Primary school to prevent mixing of household bubbles. Cllr Hughes reported the Headteacher had requested that the play area remain closed during the school week.

(c) Footpaths/Footways.
Nothing further.

10. Public Transport

(a) Bus stop renovation

The Clerk reported that the insurance company had agreed to the claim for a replacement bus stop.

It was proposed by Cllr Paterson, seconded by Cllr Hughes, and agreed to proceed with the purchase of a 2-bay cantilever, bench and timetable case at a total cost of £2,022. The Clerk noted this amount had been approved by the insurer.

11. Highways

(a) SID Group and Speed Matters

Cllr Moulton suggested that SID would need to be halted until September due to Coronavirus concerns, members offered to support should an earlier return to speed monitoring become possible.

The PCSO had offered speed gun training to members and members of the public. Cllr Hughes and a resident of School Lane had offered to be trained.

(b) Standing consideration of Highways matter.
Nothing further.

(c) Hill Top Road/Arrowcroft Road junction.

Cllr Hughes reported that there were some small planters by the small roundabout on Caldley Valley road, which could be used on Arrowcroft Road/Hilltop Road to help alleviate the parking situation. The Clerk would make enquiries.

(d) Village Hall area fencing

Cllr Proctor reported that £500 had been raised from Borough Councillors, and felt that the existing fence could be removed as soon as possible.

Cllr Paterson felt that further investigation was needed, and that fencing should not be removed until a replacement was sourced.

Guidance had been received suggesting a replacement would be in the region of £600-£1200.

Cllr Ringstead suggested that the Council could agree to fund the difference between the funds already raised and the total cost.

Cllr Hughes noted that the Council could not commit a separate organisation to any particular action. Cllr Hughes stated it would be important to agree exact specifications, costings and funding prior to agreeing to a particular course of action.

Cllr Littlewood suggested this could be delegated to the finance committee.

It was proposed by Cllr Paterson and seconded by Cllr Ringstead and agreed that the finance committee would liaise with the Community Association with regards to providing top-up funding for the fence, agree a specification and have delegated authority to order the works should an agreement be reached with all parties.

Cllr Proctor suggested that the Village Green group should be in a position to provide a quote by 19th May and present this to the Finance Committee.

Cllr Ringstead left the meeting.

(e) Village Hall area landscaping

Cllr Proctor reported a further meeting would take place on 19th May.

12. Finance

(a) Income.

	Amount
Cheshire West and Chester (Graveyard Grant)	£592.80
Cheshire West and Chester (Precept)	£23,621

(b) Payments.

	Amount
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I Davenport (salary)	At agreed rate
M Roberts (salary)	At agreed rate
Cllr Paterson (Zoom)	£14.39
M Roberts (Printer)	£44.99
D Hughes (GiffGaff)	£10.00
UK Landscapes Ltd	£120.00 (inc. £20.00 VAT)
Man Coed VM Ltd (Green Space Start-Up Cost)	£1,080 (inc. £180.00 VAT)
St. John's Church (Graveyard Grant)	£592.80
Guilden Sutton Greenspace (Year 1 Costs)	£3,384.00
M Roberts (Postage)	£1.81
M Roberts (Website)	£2.40 (inc £0.40 VAT)
M Roberts (Printer ink)	£19.98 (inc £3.99 VAT)
Cllr Paterson (Zoom)	£14.39
Man Coed VM Ltd (Green Space Start-Up Cost)	£1,080 (inc. £180.00 VAT)

It was proposed by Cllr Hardman, seconded by Cllr Moulton and agreed that the above payments would be made. They would be processed by Cllr Paterson and approved by Cllr Hughes.

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

Account	Balance	Effective Date
Co-op current account	£7,241.94	01/04/2021
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

(d) End of Year Finance

The Clerk reported arrangements had been made with the internal auditor to review the previous financial year. This was slightly later than usual due to delays in the Clerk obtaining bank statements, due to personnel changes.

Cllr Proctor suggested that the audit group should meet to review the budget for the current year given additional expenditure that had occurred with regards to the Council's HR and additional matters. Cllr Hughes asked that forbearance be given to allow last year's financial information to be finalised.

13. CWAC and other organisations

(a) CWAC correspondence

Cllr Paterson noted that there was the possibility for land to be designated as 'Village

Green', which will ensure they cannot be built on in perpetuity.

(b) ChALC/NALC

Cllr Paterson reported that a consultation was open to canvas opinions on Virtual meetings. There was a separate consultation on Rural Broadband.

Cllr Proctor felt that that broadband was less effective in Piper's Ash and would complete the consultation.

Cllr Littlewood would complete the Virtual meetings survey and supported the continuation of hybrid meetings.

Cllr Paterson would respond to the Electronic communications survey.

(c) Defibrillators.

The Clerk reported having ordered new pads for the two defibrillators and had carried out the replacement. It was noted that these were provided under our service arrangement.

The Clerk would contact NWS to confirm the change of details and ensure both defibrillators are listed.

(d) Police and Fire service

Nothing further.

14. Guilden Sutton Primary School

Cllr Hughes reported that a new Headteacher had been appointed. The Clerk would write to the appointee to offer congratulations.

15. Community Event

Cllr Littlewood had spoken to the Rector who was hoping to hold an apple festival on 3rd October, the Rector wished for the Council to be involved.

Cllr Littlewood reported that in the absence of the fete, and suggested that a cream tea could be held during the school holidays should Coronavirus restrictions have come to an end. The school had provisionally agreed for access to the field and kitchens. Again, Councillors were invited to be involved.

16. Village Hall Management Committee

Cllr Hughes reported that the local branch of the WI had disbanded, but envisaged most groups would return by September.

17. Centenary Poppies

Cllr Paterson reported that poppies were already in stock and suggested ordering around 10 for November to replace those that had been lost.

18. Members information /speaking time.

Cllr Littlewood reminded members that the Council had awarded book tokens to Year 6 pupils and asked whether this would be repeated. Cllr Hughes requested that this be added to the agenda for the next meeting.

Cllr Paterson reported that CPRE had requested support for the rural bus services.

19. Exclusion of the Press and Public

It was proposed by Cllr Littlewood, seconded by Cllr Hardman and agreed that members of the press and public be excluded in order to conduct exempt business (contractual matters and commercial negotiation) as required by the Local Government Act, 1972.

Part 1 closed at 21:12

PART 2

20. Clerk's Terms

It was proposed by the employment committee that the Clerk be appointed on SCP [redacted] for [redacted] hours per week. It was proposed by Cllr Hughes, seconded by Cllr Proctor and agreed to formalise the appointment. The Clerk thanked members for their consideration.

Guilden Sutton Parish Council
Minutes of the Ordinary Meeting held on
Wednesday 9th June 2021 at 7:30PM at Guilden Sutton Village Hall

Chairman: Cllr P M Paterson

Present: Cllr I Brown, Cllr G Hardman, Cllr D Hughes, Cllr W Moulton

Clerk: Mr M Roberts

In attendance: Mr B Lewin, PCSO L Bailey, Mrs V Downing, Mrs S Jessop, Mr R Norrie

1 Procedural matters.

(a) Apologies

Apologies were received and accepted from Cllr M Littlewood, Cllr S Proctor and Cllr S Ringstead.

Apologies were received and noted from Cllr M Parker and Cllr G Heatley.

(b) Declarations of interest.

Cllrs Hughes declared an interest as a member of the Guilden Sutton GreenSpace steering group.

Cllr Hughes declared an interest as Chairman of Guilden Sutton Community Association. Cllr Paterson declared an interest as a member of Guilden Sutton Community Association.

(c) Confirmation of the minutes of the Ordinary Meeting held on 5th May 2021.

It was proposed by Cllr Moulton and seconded by Cllr Hughes and agreed that the minutes of the meeting held on 5th May 2021 be agreed as a true record of the meeting. The minutes will be signed by the Chairman as soon as possible.

(d) Dates of future meetings.

21st July*

1st September

6th October

3rd November

1st December

All meetings will be held at 7:30PM at Guilden Sutton Village hall unless otherwise stated.

*Dates adjusted from normal 1st Wednesday of the month

2 Community engagement/Communications:

(a) Visiting officers.

Mr Lewin reported overgrowth in various areas around the Village, including the Green Lane and the Dell.

(b) Visiting Members.

There were no visiting members.

(c) Public speaking time.

Mr R Norrie reported that the Village Green group were clearing the path adjacent to the Primary school on 19th June and a large number of residents had volunteered.

Mr Norrie requested the Council enquire as to whether a solution had been reached for the sandbags currently located underneath the noticeboard.

Mr Norrie felt that Cllrs Parker, Heatley and the Community Association should be thanked for their contribution towards the costs of replacing the Village Hall area fencing.

Mrs S Jessop requested that comments she made on the Climate Emergency and Sustainability at the Annual Parish Meeting be minuted as part of a Parish Council meeting. She requested that the Council consider climate and sustainability as part of its decision-making process, for example considering the materials used in items ordered and using an environmental filter when awarding contracts. Mrs Jessop felt the council could adopt an interim sustainability policy in anticipation of the Neighbourhood Plan.

Mrs Jessop noted that the tree survey had been completed on the Green Space. Whilst it was not currently possible to hold an opening event, it was probable that the facility would be open within the next 2-3 weeks.

PCSO Bailey reported that she had visited the Primary School regarding safety and e-safety. She reported that speeding continued to be an issue within the Parish and enforcement activities had been carried out on Guilden Sutton Lane and School Lane. There would be an online speed watch training seminar later in the month and a speed gun had been issued to be shared between Parishes in her area. Some litter picking equipment had been donated and would be stored by Rowton Parish Council, which GSPC could borrow if needed.

PCSO Bailey reported that, in case of suspicious behaviour, it is useful to have descriptions and car number plates. PCSO Bailey reported instances of anti-social behaviour and fly-tipping on Hare Lane.

(d) Public correspondence.

Members noted that correspondence had been received regarding the reopening of Play Area. There were two complaints regarding grass cutting and one complaint regarding speeding and traffic.

(e) Village Surgery.

Cllr Paterson reported that a member of the public reported possible criminal activity within the car park area.

It was agreed that Cllr Moulton and Cllr Ringstead would preside at the next surgery.

(f) Communications sub-committee

Nothing further.

(g) Noticeboards

Cllr Ringstead had provided an update to members prior to the meeting by correspondence.

(h) Support Group
Nothing further.

3. Guilden Sutton Green Space

Members noted Mrs Jessop's comments that the facility may be open within the next few weeks.

4. Planning.

(a) New/recent applications.

New:

21/01376/FUL	1 Wood Croft Replacement of existing garage flat roof with new pitched roof. Cllrs Paterson and Hardman.
21/02006/FUL	18 Ash Bank Two storey extension to side. Cllrs Paterson and Hardman.

Decisions:

21/01518/TPO	4 Orchard Croft Pollard the Poplar tree No objection Refused
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(b) Neighbourhood Plan.

5. Public Transport

(a) Bus stop renovation

It was proposed by Cllr Brown and seconded by Cllr Hughes and agreed that the Council pay the £400 excess in respect of the insurance policy, pending investigation as to whether that amount can be reclaimed. It was agreed that the shelter be coloured 'bottle green'.

6. Village Green

(a) Village Hall area landscaping

Nothing further.

(b) Village Hall area fencing

Members noted that the Community Association have agreed to fund the balance of the project up to a maximum of £250. The Clerk noted that an application for grants would be made as soon as the specifications had been received.

7. Finance

(a) Payments.

Members noted that a payment of £14.39 to the former clerk in respect of the Zoom subscription had been approved but not paid in February and that this transaction would be paid with the June payments.

	Amount
I Davenport (May salary)	At agreed rate
M Roberts (May salary)	At agreed rate
UK Landscapes Ltd	£240.00 (inc £40 VAT)
M Roberts (Website)	£2.40 (inc £0.40VAT)
Man-Coed (GreenSpace Start-Up Costs)	£2,160 (inc £360 VAT)
Man-Coed (GreenSpace Start-Up Costs, Tree Survey)	£432 (inc £72 VAT)
Cllr Paterson (Zoom)	£14.39 (inc 2.80 VAT)
ChALC (Training)	£25.00
M Roberts (June salary)	At agreed rate
I Davenport (June salary)	At agreed rate
Community Heartbeat Ltd (VETS)	£120 (inc £20 VAT)

It was proposed by Cllr Hughes, seconded by Cllr Moulton and agreed that the above payments be made subject to the Clerk making enquiries regarding the invoices to UK Landscapes. Payment of the June salaries was to be post-dated to 28th June.

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

Account	Balance	Effective Date
Co-op current account	£22,297.98	01/06/2021
Co-op savings account	£60,066.76	31/05/2021
Scottish Widows Business Fund account 1	£19,440.73	28/02/2021
Scottish Widows Business Fund account 2	£4,229.64	28/02/2021

(c) Audit

It was proposed by Cllr Hughes, seconded by Cllr Moulton and agreed that the AGAR forms presented by the Clerk be approved, and that the Chairman be authorised to sign the Governance Statements and Financial Statements.

Cllr Hughes requested that a meeting of the audit group be convened to review the first quarter finances.

8. Defibrillators

Members agreed that, due to the low chance of the defibrillator being deployed, spare pads were not required.

9. Play Area

Members decided that due to an increase in Coronavirus cases in the local area that the Play Area should remain closed on schooldays until at least 21st June. Further, a decision on whether to reopen after this date would be delegated to the Chairman and Vice Chairman.

10. Members information /speaking time.

The Clerk noted that Guilden Sutton, along with the entire Gowy Rural ward, is proposed to become part of the new Runcorn and Helsby Parliamentary Constituency from 2023.

Cllr Hardman reported that the dead-end notice at the bottom of Church Lane was obscured. Cllr Hardman enquired as to whether a no-turning sign or an access only sign could be installed. Cllr Hardman reported that flooding had dislodged the unadopted section of the road. The Clerk would make enquiries with Highways as to what options may be available.

11. Exclusion of the Press and Public

It was proposed by Cllr Hughes and seconded by Cllr Brown that members of the press and public be excluded to transact urgent exempt items under the Local Government Act 1972.

Part 1 closed at 20:12

**Guilden Sutton Parish Council
Ordinary Meeting
Wednesday 21st July 2021 at 7:30PM at Guilden Sutton Village Hall**

MINUTES

Chairman: Cllr P M Paterson

Present: Cllr D Hughes, Cllr M Littlewood, Cllr W Moulton, Cllr S Proctor MBE, Cllr S Ringstead.

Clerk: Mr M Roberts

In Attendance: Mr R Stewart, Mrs V Downing, Mr R Norrie.

1 Procedural matters.

(a) Apologies

Apologies were received and accepted from Cllr I Brown.

Apologies were received and noted from Cllr M Parker, Cllr G Heatley and Mr B Lewin (officer).

(b) Declarations of interest.

Cllrs Hughes and Littlewood declared an interest as members of Guilden Sutton GreenSpace Group and the Community Association.

(c) Confirmation of the minutes of the Ordinary Meeting held on 9th June 2021.

Cllr Moulton, Cllr Hughes.

(d) Dates of future meetings.

1st September

6th October

3rd November

1st December

All meetings will be held at 7:30PM at Guilden Sutton Village Hall unless otherwise stated.

*Dates adjusted from normal 1st Wednesday of the month

2 Community engagement/Communications:

(a) Visiting officers.

There were no visiting officers, the Council received a report from PCSO Bailey by correspondence.

(b) Visiting Members.

There were no visiting members.

(c) Public speaking time.

(d) Public correspondence.

The Council had received and resolved correspondence regarding suspected Giant Hogweed, sandbags, visibility regarding the right hand turn onto Church Lane, overhanging branches from an address within the Parish and a broken handrail on the footpath adjacent to Heath Bank.

The council had received a complaint regarding noise from maintenance work at non-residential premises within the Parish.

Two complaints had been received regarding the appearance of the Village, including hedges and verges obstructing the footpaths and weed growth in gutters.

Two residents had raised separate concerns with trees in the Parish Car Park area.

A resident had raised matters including speed monitoring, verges, hedges and wood burning stoves.

(e) Village Surgery

A resident raised concerns regarding the handrail between Heath Bank, hedges alongside the crash barrier on Guilden Sutton Lane, and brambles at the top of Guilden Sutton Lane.

The next surgery will be 28th August, and presided over by Cllr Littlewood and Cllr Proctor.

(f) Communications sub-committee

Cllr Proctor stated that there would be a report to the October meeting and that she had attended Facebook training.

(g) Noticeboards

Cllr Ringstead reported that the work carried out by men in sheds was guaranteed for 12 months. The contractors had offered to do a full overhaul of the noticeboard, including replacement signage. Cllr Ringstead reported that the total cost of such a project would be around £400.

(h) Support Group

Nothing further.

(i) Resignation

The Chairman reported that she had received the resignation of Cllr Gaynor Hardman with effect from 19th July. The Clerk would display the notice of casual vacancy as soon as possible.

3. Guilden Sutton Green Space

The Chairman reported that the opening event for Hook's Wood was well attended. Cllr Hughes reported almost 200 people had visited during the day.

4. Planning.

(a) New/recent applications.

New applications:

21/02441/TPO	4 Wood Farm Close Oak tree - crown reduction and/or thinning to remove overhanging branches No objection.
21/02270/FUL	Chester Rugby Club Installation of new lighting columns along with LED lighting, also removal of the current lighting columns and lighting. No objection.

21/02549/FUL	105 Oaklands Erection of side conservatory Cllrs Paterson and Hughes
21/02564/FUL	Halfways, Hare Lane Single Storey Front Extention Cllrs Paterson and Hughes

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
21/00938/OUT	Land On The South of Holly House Guilden Sutton Lane Erection of two dwellings Members wished to object to this application as encroachment on the Green Belt. Objection submitted.
21/10736/FUL	Claremont, Belle Vue Lane Two storey side and rear extension.
21/01376/FUL	1 Wood Croft Replacement of existing garage flat roof with new pitched roof Cllrs Paterson and Hardman. No objection
21/02006/FUL	18 Ash Bank Two storey extension to side Concerns submitted

New decisions:

21/01466/FUL	28 Oaklands Replacement of an existing glazed conservatory roof with a tiled roof. No objection. APPROVED
21/01570/FUL	40 Cinder Lane Single storey rear extension and enclosed porch to front No objection APPROVED

(b) Neighbourhood Plan.

5. Public Transport

(a) Bus stop renovation

The Clerk reported that the insurer had agreed to pay the claim net of the excess and would endeavour to recover the excess in due course.

6. Village Green

(a) Village Hall area landscaping

(b) Village Hall area fencing

The Chairman reported that the new fence had been installed. Cllr Hughes reported that some items of additional expenditure had been paid by the Community Association. Cllr Littlewood noted that she had received positive comments via the Facebook Group.

7. Finance

(a) Payments.

	Amount
I Davenport (salary)	At agreed rate
M Roberts (salary)	At agreed rate
Playing Field Owner 1 (Rent)	£80.00
Playing Field Owner 2 (Rent)	£80.00
ChALC (Training)	£25.00
M Roberts (Website)	£2.40
HMRC (Payroll)	£544.19
D Tubman (Internal Audit)	£50.00
Advantage Commercial North Ltd (for BC Energy) (Bus Shelter)	£2536.80 (inc. £422.80 VAT)
Chester Handbooks (July issue)	£120.00 (inc 20.00 VAT)
M Roberts (Book Tokens)	£328.95 (inc £1.49VAT)
M Roberts (Zoom)	£14.39 (inc 2.40 VAT)
Man-Coed (GreenSpace Start-Up)	£1,080 (Inc £180 VAT)
UK Landscapes	£120.00 (inc £20 VAT)
ChALC (Training)	£25.00
Autella Payroll	£50.40 (inc 8.40 VAT)
M Roberts (Website)	£2.40 (Inc 0.40 VAT)
M Roberts (Lengthsman supplies)	£8.59 (inc 1.43 VAT)

D Hughes (Gift Voucher)	£25.00
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The above payments were proposed by Cllr Hughes and seconded by Cllr Rinsgstead. The transactions would be approved by Cllr Paterson.

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

Account	Balance	Effective Date
Co-op current account	£19,898.53	01/07/2021
Co-op savings account	£60,066.76	31/06/2021
Scottish Widows Business Fund account 1	£19,440.73	28/02/2021
Scottish Widows Business Fund account 2	£4,229.64	28/02/2021

(c) External Audit

The Clerk reported that the external audit had been completed and submitted.

8. Parish Car Park

In light of comments made by members of the public with regards to maintenance of the larger trees and suspected dead trees, the Clerk would arrange a site meeting with Cllrs Brown and Hughes.

9. Play Area

The Council agreed to engage Morrel Play Services to carry out the annual inspection at a cost of £45+VAT.

10. HM The Queen Platinum Jubilee

Cllr Proctor asked if any further members would be willing to be involved with the planning of an event.

There is a new restriction that beacons cannot be lit within 60m of a highway. A55 nearby. There are a number of shrubs that would need to be pruned for the beacon to be serviceable.

Cllr Proctor enquired as to whether it would be worthwhile approaching the Rugby club to facilitate parking for a larger event.

11. Piper's Ash Substation Area

Nothing further.

12. Cheshire Community Action

Members agreed to renew membership at a cost of £50.

13. Members information /speaking time.

Cllr Littlewood thanked the finance committee and wider council for the gift vouchers sent to Year 6 leavers.

Cllr Hughes received a letter regarding the Year 6 book tokens and had received a letter from representatives of the class. Cllr Hughes had attended an event at the school to mark the retirement of the long serving Headteacher.

Cllr Hughes reported that he had a session with the PCSO using the speed gun. He felt this would be a more effective use of time than the SID.

Cllr Moulton felt that communication could be sent to Mickle Trafford Parish Council regarding the hedge on the opposite side of Guilden Sutton Lane.

14. Exclusion of the Press and Public

It was proposed by Cllr Paterson and seconded by Cllr Littlewood that members of the press and public be excluded from the meeting to allow the discussion of urgent exempt items in accordance with the Local Government Act, 1972.

Meeting closed 20.13

Guilden Sutton Parish Council
Minutes of the Extraordinary Parish Council Meeting
held on 19th August 2021 at 8:30PM in Guilden Sutton Village Hall

Chairman: Cllr P M Paterson

Present: Cllr D Hughes, Cllr M Littlewood, Cllr W Moulton, Cllr S Proctor

Clerk: Mr M Roberts

1. Apologies

Apologies were received and accepted from Cllrs Brown and Ringstead.

2. Declarations of Interest

Cllrs Hughes and Littlewood declared an interest as members of Guilden Sutton Green Space Group.

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

3. Exclusion of the Press and Public

It was proposed by Cllr Hughes, seconded by Cllr Littlewood and agreed that the press and public be excluded to allow urgent exempt items to be discussed as permitted under the Local Government Act 1972 (commercial negotiation).

Guilden Sutton Parish Council
Minutes of the Ordinary meeting held on 1st September 2021 at 7:30PM at
Guilden Sutton Village Hall

Chairman: Cllr P M Paterson

Present: Cllr I Brown, Cllr D Hughes, Cllr S Proctor

Clerk: Mr M Roberts

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

1 Procedural matters.

(a) Apologies

Apologies were received and accepted from Cllrs Littlewood, Moulton and Ringstead.

Apologies were received and accepted from Borough Cllrs Heatley and Parker, and PCSO Bailey.

(b) Declarations of interest.

Cllr Hughes 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 Paterson declared an interest in a matter of public correspondence by virtue of being well known to the correspondent.

(c) (i) Confirmation of the minutes of the Ordinary Meeting held on 21st July 2021.

It was proposed by Cllr Hughes and seconded by Cllr Proctor and agreed that the minutes of the meeting held on 21st July be agreed as a true record of the meeting.

(ii) Confirmation of the minutes of the Extraordinary Meeting held on 19th August 2021.

It was proposed by Cllr Paterson and seconded by Cllr Hughes and agreed that the minutes of the meeting held on 19th August be agreed as a true record of the meeting.

(d) Dates of future meetings.

6th October

3rd November

1st December

All meetings will be held at 7:30PM at Guilden Sutton Village hall unless otherwise stated.

*Dates adjusted from normal 1st Wednesday of the month

2 Community engagement/Communications:

(a) Visiting officers.

Mr Lewin reported that the restricted byway was in need of clearance.

(b) Visiting Members.

There were no visiting members.

(c) Public speaking time.

Mr R Norrie provided an update as to the Village Green group, informing the Council that a survey of residents would take place at the end of September.

(d) Public correspondence.

Correspondence had been received from the Village Green group with regards to maintenance issues around the Parish, both on public and private property.

Correspondence had been received with regards to noise from a commercial site within the Parish.

Correspondence had been received with regards to a hedge that was the responsibility of the Parish Council. It was agreed that Cllr Hughes would liaise with the resident affected.

(e) Village Surgery.

Matters raised with Councillors included possible hygiene issues with the bin adjacent to the bus stop on School Lane, parking on Arrowcroft Road during the 11:30am -1pm period and a tree in the Arrowcroft Road area blocking light to residential gardens.

It was agreed that Cllrs Hughes and Proctor would preside at the next surgery on 2nd October.

(f) Communications sub-committee

Cllr Proctor requested that a meeting of the communications group be arranged for the last week in September.

(g) Noticeboards

The Clerk reported that the Church Lane noticeboard was in a state of disrepair. It was agreed men in sheds would be approached once the Village Hall noticeboard works were complete.

(h) Support Group

No requests had been received since the last meeting.

(i) Vaccancy

The Clerk noted that an advertisement had been placed advertising the Vacancy for a Parish Councillor. The Council hoped to co-opt at the October meeting. It was agreed that the Clerk would approach the Post Office to promote the vacancy there, in addition to the Village website and Facebook page.

3. Guilden Sutton Green Space

4. Planning.

(a) New/recent applications.

New applications:

21/02878/TPO	Cedar Lodge, School Lane Holly (T4) - Fell, dead. Western Red Cedar (T6) - Fell, size and proximity to other trees. Holly (T7) - Fell, declining condition. Copper Beech (T2) - Crown lift to clear roof. Yew (T3) - Crown lift to clear building. No objections.
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21/03418/TPO	Floreyns. Belle Vue Lane Weeping Ash (T10) – Trimming and removal of overhanging branches and deadwood. Cllrs Brown and Hughes.
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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
21/00938/OUT	Land On The South of Holly House Guilden Sutton Lane Erection of two dwellings Members wished to object to this application as encroachment on the Green Belt. Objection submitted.
21/10736/FUL	Claremont, Belle Vue Lane Two storey side and rear extension.
21/01376/FUL	1 Wood Croft Replacement of existing garage flat roof with new pitched roof Cllrs Paterson and Hardman. No objection
21/02006/FUL	18 Ash Bank Two storey extension to side Concerns submitted
21/02441/TPO	4 Wood Farm Close Oak tree - crown reduction and/or thinning to remove overhanging branches
21/02270/FUL	Chester Rugby Club Installation of new lighting columns along with LED lighting, also removal of the current lighting columns and lighting.
21/02549/FUL	105 Oaklands Erection of side conservatory

(b) Neighbourhood Plan.
Nothing further.

5. Public Transport

(a) Bus stop renovation

The Clerk updated members with regards to the insurance claim.

Cllr Hughes noted that the 150 bus had been stopped and asked if the Council could investigate why this had happened.

6. Village Green

(a) Village Hall area landscaping

Members requested that the Clerk seek written confirmation as to whether individuals carrying out voluntary work with the Council's support were covered under the insurance policy.

(b) Village Hall area fencing

7. Finance

(a) Payments.

	Amount
I Davenport (salary)	At agreed rate
M Roberts (salary)	At agreed rate
M Roberts (zoom)	£14.39
M Roberts (website)	£2.40
UK Landscapes Ltd	£120.00 (inc £20.00 VAT)
Cheshire Community Action	£50.00

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

Account	Balance	Effective Date
Co-op current account	£14,256.32	01/08/2021
Co-op savings account	£60,072.78	01/08/2021
Scottish Widows Business Fund account 1	£19,440.73	28/02/2021
Scottish Widows Business Fund account 2	£4,229.64	28/02/2021

It was proposed by Cllr Hughes, seconded by Cllr Brown 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.

(c) External Audit

The Clerk confirmed that enquiries had been made by the external auditor and that these had been responded to.

8. Parish Car Park

Members asked that the Clerk obtain quotes for tree surveys in the area.

9. Play Area

Cllr Paterson had removed some litter from the area.

Cllr Brown noted that some of the flooring appears to be coming away at the edges.

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

Cllr Proctor noted that any potential event would need to be registered with CWAC. The Council would be able to request the services of the Town Crier to make a declaration at 1PM. This would cost £75. The beacon would be lit at 9:09PM. A mobile beacon could be obtained at a cost of £490. Cllr Proctor noted that the council could consider the hire of a PA System and consider organising competitions for the event.

11. Piper's Ash Substation Area

Cllr Proctor noted that a new gate had been installed in the area of the Piper's Ash noticeboard.

12. Cheshire Community Action

Members noted that the membership had been renewed.

13. A41 Pedestrian Safety

Cllr Proctor noted that a new version of the Highway Code had been produced, giving priority to pedestrians and cyclists at junctions.

Concerns had been raised as to the pedestrian crossing between Guilden Sutton Lane, Hare Lane and the A41. Cllr Proctor noted that new pedestrian crossings had been installed in Waverton and at Pearl Lane along the same stretch of road. Since the Council had last sought action in the area, the speed limit had been lowered to 50MPH. Members felt this strengthened the case for a pedestrian crossing. In the past, the proximity to the Hoole roundabout had been provided as a reason for not installing a pedestrian crossing. Members noted that the distance from the roundabout was similar to distances where pedestrian measures had been installed.

14. Members information /speaking time.

Cllr Hughes reported that the Council had received a card from the recently retired Headteacher who thanked the Council for their support and gift upon her retirement.

Cllr Paterson reported that PAT testing for the defibrillators was due. The Clerk would resume weekly checking of the defibrillators until a new lengthsman was in post.

15. Exclusion of the Press and Public

It was proposed by Cllr Hughes, seconded by Cllr Paterson and agreed that members of the press and public be excluded in order that urgent exempt items be considered under the Local Government Act 1972.

Part 1 closed at 20:20.

Guilden Sutton Parish Council
Minutes of the Ordinary Meeting held on Wednesday 6th October 2021 at
7:30PM in Guilden Sutton Village Hall

Chairman: Cllr P M Paterson

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

Clerk: Mr M Roberts

In Attendance: Mr D Kane, Mrs V Downing, Mr R Norrie, Mr R Stewart and 3 members of the public.

1 Procedural matters.

(a) Apologies

Apologies were received and noted from Mr B Lewin, Cllr G Heatley, Cllr M Parker and PCSO Linda Bailey.

(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.

(c) (i) Confirmation of the minutes of the Ordinary Meeting held on 1st September

It was proposed by Hughes, seconded by Proctor and agreed that the minutes of the meeting held on 1st September be agreed as a true record of the meeting.

(d) Dates of future meetings.

6th October

3rd November

1st December

All meetings will be held at 7:30PM at Guilden Sutton Village Hall unless otherwise stated.

2022 meeting dates:

Members agreed to the following provisional dates for 2022.

5th January

2nd February

2nd March

6th April

4th May

8th June*

20th July

7th September

5th October

2nd November

7th December

2 Community engagement/Communications:

(a) Visiting officers.

There were no visiting officers.

(b) Visiting Members.

There were no visiting members.

(c) Public speaking time.

Mr Stewart requested an update on the status of the Neighbourhood Plan.

Mrs V Downing updated the Council on the activities of the Village Green Group including a survey, the results of which will be shared with the Parish Council.

Mrs Downing, on behalf of another resident referenced the hedge at the front of the Parish Car Park on Church Lane, and noted that it was overgrown. Further, there was overgrowing vegetation on the south side of Guilden Sutton Lane on the footpath running towards the A55 bridge.

A member of the public asked the Council for an update with regards to the Green Space and associated precept.

A member of the public noted that the pathway leading to the Millennium Greenway was flooded and this was an area that flooded regularly. He would be very grateful for any support that the Parish Council could give.

(d) Public correspondence.

The Council had received correspondence regarding the Bus Stop at the junction of Oaklands, an issue of pedestrian safety in Piper's Ash and use of the Old School Field. All of these had been actioned by the Clerk and a report would be made to the PCSO regarding the Piper's Ash issue.

(e) Village Surgery

Cllr Proctor reported that a resident had complained about the state of the gulleys. These were due to be cleared at an upcoming date. The Council would use communication channels to advertise this so vehicles can be moved.

It was again reported that the Village had lost the 1:50PM bus. Enquiries by the Clerk were ongoing.

A possible abandoned car in the area was reported.

It was agreed that Cllr Hughes and Cllr Moulton will preside at the upcoming surgery on 30th October.

(f) Communications sub-committee

Cllr Proctor reported that the communications sub-committee had met since the last meeting to review the communications plan.

Cllr Proctor felt that one area that could be strengthened was links with local businesses.

Cllr Proctor noted that the Clerk may require upgraded equipment to meet the Councils communication strategy.

(g) Noticeboards

It was noted that the Village Hall noticeboard had been re-installed and that the Church Lane noticeboard had been removed for urgent repairs.

(h) Support Group

Cllr Littlewood reported that the group had dealt with a small number of requests since the last meeting.

(i) Co-Option

The Clerk reported that the Council had received one application for co-option.

It was proposed by Cllr Littlewood and seconded by Cllr Ringstead that Mr D Kane be co-opted to the Parish Council until the next elections in May 2023.

Mr Kane confirmed acceptance of office.

Cllr Kane joined the meeting.

3. Guilden Sutton Green Space

4. Planning.

(a) New/recent applications.

New applications:

21/03173/FUL	2 Old Hall Park Guilden Sutton Chester Cheshire CH3 7ER Demolition of Garage, erection of single story side extension
21/03962/TPO	4 Orchard Croft, Guilden Sutton Chester CH3 7SL Prune overhanging branches of Poplar tree (in Council land) back in line with the property boundaries.

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
21/00938/OUT	Land On The South of Holly House Guilden Sutton Lane Erection of two dwellings Members wished to object to this application as encroachment on the Green Belt. Objection submitted.
21/10736/FUL	Claremont, Belle Vue Lane Two storey side and rear extension.

21/01376/FUL	1 Wood Croft Replacement of existing garage flat roof with new pitched roof Cllrs Paterson and Hardman. No objection
21/02006/FUL	18 Ash Bank Two storey extension to side Concerns submitted
21/02549/FUL	105 Oaklands Erection of side conservatory
21/03418/TPO	Floreyns. Belle Vue Lane Weeping Ash (T10) – Trimming and removal of overhanging branches and deadwood. Cllrs Brown and Hughes.

(iii) Decision Notices

21/02878/TPO	Cedar Lodge, School Lane Holly (T4) - Fell, dead. Western Red Cedar (T6) - Fell, size and proximity to other trees. Holly (T7) - Fell, declining condition. Copper Beech (T2) - Crown lift to clear roof. Yew (T3) - Crown lift to clear building. No objections. APPROVED
21/02441/TPO	4 Wood Farm Close Oak tree - crown reduction and/or thinning to remove overhanging branches APPROVED
21/02270/FUL	Chester Rugby Club Installation of new lighting columns along with LED lighting, also removal of the current lighting columns and lighting. APPROVED

(b) Neighbourhood Plan

5. Public Transport

(a) Bus stop renovation

The Clerk reported that the insurance payment had been received net of the excess. Work to recover the excess was ongoing.

6. Village Green

(a) Village Hall area landscaping

It was reported that a walkabout had been arranged with Cllrs Parker and Heatley. The Clerk would attend on behalf of the Parish Council.

(b) Village Hall area fencing

The Clerk had enquired with the Community Association as to whether grant monies had been paid by CWAC.

7. Finance

(a) Payments.

	Amount
M Roberts (salary)	At agreed rate
M Roberts (zoom)	£14.39
M Roberts (website)	£2.40
UK Landscapes Ltd	£120.00 (inc £20.00 VAT)
PKF Littlejohn	£360.00 (inc. £60.00 VAT)
Men in Sheds	£400.00
Man-Coed (Green Space Start Up)	£576 (inc. 96.00 vat)
Man-Coed (Green Space Start Up)	£792 (inc. 132.00 vat)
Autela Payroll Services	£53.54 (inc 8.92 VAT)
M Roberts (Zoom)	£14.39 (inc 2.40 vat)
Arthur Gallagher (Insurance)	£1364.46
Playing Field Owner 1	£80.00
Playing Field Owner 2	£80.00
Internal Auditor	£5

Income:

Insurance	£1714.00
Interest (Co-Op)	£ 9.62

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

Account	Balance	Effective Date
Co-op current account	£13,709.98	01/10/2021
Co-op savings account	£60,082.40	01/10/2021
Scottish Widows Business Fund account 1	£19,440.73	28/02/2021
Scottish Widows Business Fund account 2	£4,229.64	28/02/2021

It was proposed by Cllr Ringstead, seconded by Cllr Hughes and agreed that the

above payments be made and the financial information as above be agreed. The Clerk would process and Cllr Paterson would authorise payments.

(c) External Audit

The Clerk reported that the external audit had been approved with no comments.

(d) Insurance

Members noted that three quotes for insurance had been received to meet the councils needs for the 12 months commencing 1st October. The finance group had agreed to accept the quotation from Hiscox of £1314.46 and noted an administration fee of £50 was due to Came and Co. Members noted there had been an increase in the premium due to the claim that had been made in the previous year. The Clerk reported having researched the premiums of similar councils and found that we were paying a similar amount.

8. Parish Car Park

In response to concerns raised with the Council, the Clerk would approach the contractors for a quote to maintain the bushes at the front of the car park.

The process of obtaining quotations from tree surgeons for pruning and dead tree removal was ongoing.

9. Play Area

Cllr Hughes reported frustration at the lack of progress in acquiring new play space within the Parish as options considered so far had not been viable for a variety of reasons.

Members expressed a desire to see options to discuss at the next meeting. Cllr Paterson would contact the school to discuss options.

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

Cllr Proctor provided an update with regards to plans for the event.

11. Piper's Ash Substation Area

Cllr Proctor reported that volunteers had continued to undertake amenity work in the area of the noticeboard and book swap.

12. Cheshire Community Action

Nothing further.

13. A41 Pedestrian Safety

Members noted disappointment that there had been no response to the Council's letter to CWAC regarding possible improvements in this area.

14. Poppies

The Clerk reported that a request for a road closure on Remembrance Sunday had been submitted to CWAC. The Parish Council were no longer permitted to staff the road closure independently.

The Clerk had started to obtain quotes from local traffic management companies.

It was proposed by Cllr Hughes, seconded by Cllr Ringstead and agreed that the Council would order 10 replacement poppies and authorise the Clerk to arrange traffic management for the Remembrance service subject to a maximum cost of [redacted until publication of full minutes – LGA 1972 s12.4].

15. Nature Recovery Strategy

Cllr Paterson reported that NALC had circulated a briefing regarding DEFRA's Local Nature Recovery Strategies and that members should email a response to NALC by 15th October.

16. Members information /speaking time.

Cllr Proctor reported a potential change of use at a premises within the Parish. This would be investigated by the Clerk and Cllr Proctor would approach the premises concerned.

Cllr Ringstead reported that the Marigold newsletter had not been received by residents of The Stables. The Clerk would report this to the Community Association.

Cllr Ringstead further reported that Chester had won a 'staycation' award.

Cllr Littlewood reported that a tree had splintered in Porter's Croft. The Clerk would make enquiries.

Cllr Moulton asked for an update regarding a hedge on the Mickle Trafford side of Guilden Sutton Lane. The Clerk noted that this was private property.

17. Exclusion of the Press and Public

It was proposed by Cllr Proctor, seconded by Cllr Ringstead 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.

Guilden Sutton Parish Council
Minutes of the Ordinary Meeting held at Guilden Sutton Village Hall at 7:30PM
on Wednesday 3rd November.

Chairman: Cllr P M Paterson

Present: Cllr I Brown, Cllr D Hughes, Cllr D Kane, Cllr M Littlewood, Cllr S Proctor, Cllr S Ringstead

Clerk: Mr M Roberts

In Attendance: Mr B Lewin, Mr R Stewart and 2 members of the public.

1 Procedural matters.

(a) Apologies

Apologies were received and accepted from Cllr W Moulton

Apologies were received and noted from Borough Cllrs Parker and Heatley and PC Boulton.

(b) Declarations of interest.

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

Cllrs Hughes and Paterson declared an interest as members of Guilden SuttonCommunity 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 a member of the Village Green Group.

(c) Confirmation of the minutes of the Ordinary Meeting held on 6th October.

It was proposed by Cllr Proctor, seconded by Cllr Brown and agreed that the minutes of the meeting held on 6th October be agreed as a true record of the meeting.

(d) Dates of future meetings.

1st December

2022 meeting dates:

5th January

2nd February

2nd March

6th April

4th May (annual)

8th June*

20th July*

7th September

5th October

2nd November

7th December

2 Community engagement/Communications:

(a) Visiting officers

Mr Lewin referred to the ownership of the Village website as the Parish Council was planning to launch a separate website.

Mr Lewin referred to recent works on the Millennium Greenway to alleviate the flooding situation and ditch works on Green Lane.

(b) Visiting Members

There were no visiting members.

(c) Public speaking time

There were no members of the public who wished to speak.

(d) Public correspondence

Correspondence had been received regarding the following issues:

Trees in the Parish Car Park

Parking in a non-residential area of Hare Lane

Suspicious activity

Members also noted that the Police and Crime Plan had been received.

(e) Village Surgery

Cllr Hughes reported that a resident had raised concerns with regards to a Caravan site in the Village. Another resident had referred to the bin adjacent to the bus stop near Arrowcroft Road.

(f) Communications sub-committee

Cllr Proctor had attended two-way communications training earlier in the day and would report back to Councillors in due course.

(g) Noticeboards

Cllr Ringstead reported that the Church Lane noticeboard had been reinstalled following recent refurbishment works.

(h) Support Group

Cllr Littlewood reported that the support group was ongoing and continuing to work on a wider range of issues within the Parish.

(i) Training

Members noted the decision of the Finance and Audit group to authorise training sessions for Cllr Proctor (building two-way communications) and The Clerk (VAT for Parish Councils) at a cost of £30 each.

3. Guilden Sutton Green Space

Cllr Littlewood reported that a tree planting day was scheduled for 27th November and said that members would be welcome to attend.

4. Planning.

21/03995/TPO	28 Cinder Lane Guilden Sutton Chester Cheshire CH3 7EN Hornbeam (01) - prune lower branches to lift crown and limit growth Cllrs Hughes and Brown had visited and had no concerns.
21/03755/FUL	Meadow Lea Farm Station Lane Mickle Trafford Chester Cheshire CH24EH Agricultural access track
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. It was agreed that the Council would seek to canvass the views of a wide range of residents on this application due to the number of residents this may concern.

(a) New/recent applications.

Awaiting Decision

21/02006/FUL	18 Ash Bank Two storey extension to side Concerns submitted
21/02549/FUL	105 Oaklands Erection of side conservatory No objection
21/03962/TPO	4 Orchard Croft, Guilden Sutton Chester CH3 7SL Prune overhanging branches of Poplar tree (in Council land) back in line with the property boundaries. No objection.

(b) Decision Notices

21/03418/TPO	Floreyns. Belle Vue Lane Weeping Ash (T10) – Trimming and removal of overhanging branches and deadwood. Cllrs Brown and Hughes. APPROVED
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 APPROVED

21/00938/OUT	Land On The South of Holly House Guilden Sutton Lane Erection of two dwellings Members wished to object to this application as encroachment on the Green Belt. Objection submitted REFUSED
21/10736/FUL	Claremont, Belle Vue Lane Two storey side and rear extension. APPROVED
21/01376/FUL	1 Wood Croft Replacement of existing garage flat roof with new pitched roof Cllrs Paterson and Hardman. No objection APPROVED
21/03173/FUL	2 Old Hall Park Guilden Sutton Chester Cheshire CH3 7ER Demolition of Garage, erection of single story side extension APPROVED

(c) Neighbourhood Plan.

Cllr Paterson reported that she had been following up with members of the group and hoped to report to the next meeting.

5. Transport

(a) Bus Stop Renovation

The Clerk reported that the solicitors working on recovering the costs of the replacement bus shelter had managed to recover most of the excess. The cost to the Council of the renovation was therefore £28.80, reflecting the percentage of the total costs recovered by the insurer.

(b) Average Speed Cameras

The Clerk reported that the pilot for community funded Average Speed Cameras was already oversubscribed, but had asked that our details be kept on file for future schemes. Members expressed a desire to consult the wider community on the issue, so that the Council would be in a position to act based on the views of residents should future schemes be available.

6. Village Green

Members considered a proposal from the Village Green group to install planters in the area of the noticeboard near the Village Hall, and as to whether the Council would be willing to fund such a project.

Members were supportive of the general idea, subject to consent from Highways and possibly the Community Association, but wished to see additional information before agreeing to any financial contributions. Cllr Ringstead suggested that the Group could obtain a quote from Men in Sheds.

The Clerk reported attendance at a walk-around arranged by the Group and also attended by the Borough Councillors. A number of matters arising were referred to CWAC.

7. Finance

(a) Payments.

	Amount
M Roberts (salary)	£536.46
M Roberts (Website)	£2.40 (inc 40p VAT)
UK Landscapes Ltd	£120.00 (inc £20VAT)
Amberon Traffic Management	£150.00 (inc £25 VAT)
ChALC (Training)	£30.00
HMRC (Payroll)	£433.80
Men in Sheds	£400.00

(b) Income

	Amount
Keoghs LLP (Insurance excess rebate)	£371.20

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

Account	Balance	Effective Date
Co-op current account	£11,126.80	01/11/2021
Co-op savings account	£60,082.40	01/11/2021
Scottish Widows Business Fund account 1	£19,440.73	28/02/2021
Scottish Widows Business Fund account 2	£4,229.64	28/02/2021

It was proposed by Cllr Kane, seconded by Cllr Hughes 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.

It was agreed that the Audit group would assume responsibility for a decision regarding the Scottish Widows accounts.

8. Parish Car Park

(a) Grounds maintenance

The Clerk reported having met with the contractor and Cllr Hughes at the Parish Car Park. It was noted that there was the possibility of saving the four smaller trees in the area as although unhealthy, they were still alive. In response to queries raised by residents, the possibility of lifting the trees on the left and centre of the car park was considered and the potential for the removal of the lower right limb of the right-hand tree was noted. The Clerk reported a quote for such works was awaited.

The Clerk reported that work to trim the bushes at the front of the car park would be undertaken by the contractor as soon as possible.

(b) Trees

Members noted that complaints had been received regarding the trees in the area. They noted that most local authorities have a policy of not actively maintaining trees unless the tree had health issues, but that tree husbandry would normally be carried out to improve the visual appeal of the area and support tree health. This would be taken into account when deciding upon any works to be carried out.

9. Play Area

(a) Section 106 monies

Cllr Paterson reported that a company had been found that provides concrete play equipment, such as table tennis tables, that could be installed on Community Association land subject to their support.

Cllr Kane felt that this would not be a worthwhile use of funds.

Cllr Littlewood asked if the possibility of installing fitness equipment could be revisited and could be installed in the same area.

Cllr Kane asked if this could be included as part of the 2022-23 budget consultation.

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

Cllr Proctor reported that she had visited the fire station and felt that the existing beacon may be too close to the A55. The existing beacon could be moved, but this may involve the removal of trees. There was also the possibility of moving it to the area of the Hare Lane noticeboard.

Cllr Proctor noted the possibility of involving the primary school and also organizing a raffle for the privilege of lighting the beacon – to support the funding of the event.

Cllr Proctor had contacted CWAC to see if there was a nominated officer for the event and enquire about road closures

11. Piper's Ash Substation Area

Cllr Proctor reported that volunteers from Village Green and Pipers Ash residents had been involved in a clean-up day in the area.

12. A41 Pedestrian Safety

The Clerk reported that Cllr Parker had agreed to raise the issue with the appropriate Cabinet member.

13. Remembrance Sunday

Members agreed to engage the services of Amberon TM to manage the road closures for Remembrance Sunday. The Clerk reported that CWAC had granted the relevant closures that would run from 10:30am to 11:30am. It was noted that whilst advance warning signs were not required, the Council would publicise the closure in advance.

It was agreed that Cllr Hughes would attend the Church service as the Council's representative and that Cllr Paterson would sign the wreath and undertake the reading of the names of the fallen.

14. Nature Recovery Strategy

Nothing further.

15. Members information /speaking time.

Cllr Paterson drew members attention to Climate Change and that an event was to be held at the Cathedral between 9am and 5pm on 5th November. CWAC were organizing an online event on Climate

Cllr Paterson noted thanks to the Badminton club for being willing to re-arrange their session at short notice to accommodate the Council meeting.

16. Exclusion of the Press and Public

It was proposed by Cllr Ringstead, seconded by Cllr Paterson 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.

Guilden Sutton Parish Council
Minutes of the Ordinary Meeting held at Guilden Sutton Village Hall on
Wednesday 1st December 2021, at 7:30PM

Chairman: Cllr P M Paterson

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

Clerk: Mr M Roberts

In attendance: Mrs V Downing, Mrs S Jessop, Mr R Norrie and 4 members of the public.

1 Procedural matters.

(a) Apologies

Apologies were received and noted from PCSO Bailey, Borough Cllrs G Heatley and M Parker.

(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 a member of the Village Green Group.

(c) Confirmation of the minutes of the Ordinary Meeting held on 3rd November. It was proposed by Cllr Ringstead, seconded by Cllr Moulton and agreed that the minutes of the meeting held on 3rd November be agreed as a true record of the meeting.

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

5th January

2nd February

2nd March

6th April

4th May (annual)

8th June*

20th July*

7th September

5th October

2nd November

7th December

2 Community engagement/Communications

(a) Visiting officers

There were no visiting officers.

(b) Visiting Members

There were no visiting members.

(c) Public speaking time

Mrs V Downing thanked the Council for their support with regards to planters close to the noticeboard.

Mrs Downing noted that the CCTV at the Village Hall could be improved in order to improve safety in the area and cover the planters when they were installed.

Mrs Downing enquired as to the insurance status of Village Green volunteers.

Mr Norrie mentioned Section 106 monies and felt that outdoor gym equipment would be supported by the Village Green group.

A member of the public referred to the Parish Council's response to a recent LDC application and would email further details to the Clerk.

(d) Public correspondence

The Clerk reported the receipt of a significant amount of correspondence regarding a LDC application.

Communication had also been received regarding the legislation surrounding exemption certificates for caravan sites.

(e) Village Surgery

A member of the public had noted the conditions of gutters and hedges obstructing the footpath.

A member of the public thanked the Council for their support of the Village Green fencing project.

It was agreed that Cllr Paterson and Cllr Hughes would preside at the surgery on Monday 3rd January at 10am.

(f) Communications sub-committee

The Chairman noted the most recent newsletter had been received from the printers. Cllr Proctor reported from recent training and noted that the Parish Council could operate a regular Q&A session on Zoom, alongside using Facebook to conduct polls. It was agreed that Cllr Littewood would look into options for the delivery of

(g) Noticeboards

The Chairman reported that quotes had been received for cork boards. The Council authorised expenditure of up to £80 to purchase sufficient materials.

(h) Support Group

Cllr Littlewood reported that the group had undertaken various activities since the last meeting.

(i) Training

The Clerk reported having undertaken VAT training.

Cllr Ringstead reported having attended a session on personal security. The Chairman reminded members that they should not carry out Council duties alone.

3. Guilden Sutton Green Space

Cllr Littlewood reported that 180 trees had been planted at the Volunteer day.

4. Planning.

(a) New/recent applications.

21/04482/TPO	Floreyns Belle Vue Lane CH3 7EJ Removal of Weeping Ash (T10) due to suffering an advanced stage of Ash dieback Cllrs Hushes and Brown would make enquiries.
21/04393/FUL	Cedar Lodge, School Lane Demolition of existing extensions and construction of extension to side and rear of existing dwelling. Cllrs Paterson and Ringstead reported. It was reported that there were privacy concerns with regards to adjoining properties. It was agreed that the Council would object on grounds of privacy and space on the existing plot.
21/04256/FUL	4 Orchard Croft Removal of existing conservatory and replace with a single storey rear extension of domestic dwelling house Cllrs Paterson and Ringstead reported.

Awaiting Decision:

21/02006/FUL	18 Ash Bank Two storey extension to side Concerns submitted
21/02549/FUL	105 Oaklands Erection of side conservatory No objection
21/03962/TPO	4 Orchard Croft, Guilden Sutton Chester CH3 7SL Prune overhanging branches of Poplar tree (in Council land) back in line with the property boundaries. No objection.
21/03755/FUL	Meadow Lea Farm Station Lane Mickle Trafford Chester Cheshire CH24EH Agricultural access track

21/03973/LDC	<p>Tile Farm, Wicker Lane</p> <p>Certificate of Lawfulness for mixed use of land at Tile Farm for agriculture and off road/quad bikes.</p> <p>It was agreed that the Council would seek to canvass the views of a wide range of residents on this application due to the number of residents this may concern.</p>
21/03995/TPO	<p>28 Cinder Lane Guilden Sutton Chester Cheshire CH3 7EN Hornbeam (01) - prune lower branches to lift crown and limit growth</p> <p>Cllrs Hughes and Brown had visited and had no concerns.</p>

(b) Decision Notices

(c) Neighbourhood Plan.
Nothing further.

5. Transport

(a) Electric Vehicle Charging points

Cllr Littlewood had circulated information from CWAC regarding the Climate emergency. She reported that Parish Councils could recover 75% of the cost of a charging point. There would be an option for this to be free or pay as you go.

It was agreed that the Clerk would make further enquiries.

Cllr Paterson noted proposals to the planning system to ensure new build houses had charging points.

6. Village Green

The Clerk reported that Highways had been contacted with regards to the installation of planters.

7. Finance

(a) Payments.

	Amount
M Roberts (salary)	At agreed rate
M Roberts (Zoom)	£14.39 (inc. £2.40 VAT)
UK Landscapes Ltd	£120.00 (inc. £20 VAT)
M Roberts (Website)	£2.40 (inc £0.40 VAT)
ChALC (Training)	£30.00
Deva Print (Newsletter)	£35.00

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

Account	Balance	Effective Date
Co-op current account	£11,126.80	01/11/2021
Co-op savings account	£60,082.40	01/11/2021
Scottish Widows Business Fund account 1	£19,440.73	28/02/2021
Scottish Widows Business Fund account 2	£4,229.64	28/02/2021

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

Cllr Hughes reported on recent contact with Scottish Widows. Cllrs Brown and Paterson were signatories and would action the closure of the account and transfer of funds to the Co-Operative.

(c) Budget and Precept 2022/23

The Clerk circulated initial figures with regards to committed expenditure for 2022/23. It was agreed that the audit and governance group would meet and circulate a report to the full Council prior to decisions being taken at the next meeting.

(d) Grant Application

The Council agreed to fund a grant of £150 for the Christmas Tree lights switch on. Cllr Hughes noted that an organiser had noted increased costs for this year. It was proposed by Cllr Kane and seconded by Cllr Hughes to approve the grant application.

8. Parish Car Park

(a) Grounds maintenance

Nothing further.

(b) Trees

It was agreed that the Clerk would obtain an additional quote for the tree work at the Parish Car Park and Old School Field.

9. Play Area

(a) Section 106 monies

Cllr Hughes reported ongoing discussions with the Primary School with regards to providing additional space adjacent to the existing play area.

Cllr Proctor felt that the Council should explore additional opportunities that would appeal to a wider section of the community.

Cllr Kane noted that the newsletter had been published with the objective of canvassing public opinion.

The Clerk would make enquiries with regards to whether gym equipment would meet the criteria for S106 monies.

(b) Inspection

The inspection report had been received and circulated. The Clerk would make enquiries with the contractor as to the recommendations contained in the report.

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

Cllr Proctor reported that a potential alternative location had been found for the Beacon.

Cllr Proctor noted that information with regards to lottery funding had been received, and expressed interest in applying for this to fund moving the beacon.

Cllr Kane asked if there was a deadline for applying for funding and asked that the Council take that into consideration.

11. Piper’s Ash Substation Area

Nothing further.

12. A41 Pedestrian Safety

It was agreed that the Clerk would make enquiries with the MP and Great Boughton Parish Council with regards to the suggestions that have been put forward.

13. Remembrance Sunday

Cllr Paterson reported that the new process for closing the roads was very efficient and discrete. Positive feedback had been received with regards to the research into those named on the memorial.

14. Nature Recovery Strategy

Cllr Paterson reported that the consultation had closed.

15. Primary School

Cllr Hughes reported attendance at school had remained strong despite the COVID-19 pandemic.

16. Members information /speaking time.

Cllr Ringstead asked if the Christmas lights competition was taking place this year.

Cllr Proctor asked that the newsletter be added to the Website.

Cllr Hughes congratulated the Clerk on the launch of the new website.

Cllr Paterson asked if the ChALC mental health questionnaire could be publicised on Facebook.

17. Exclusion of the Press and Public

It was proposed by Cllr Littlewood, seconded by Cllr Hughes 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.

Guilden Sutton Parish Council
Minutes of the ordinary meeting held on Wednesday 19th January 2022 at
7:30PM at Guilden Sutton Village Hall

Chairman: Cllr P M Paterson

Present: Cllr I Brown, Cllr D Hughes, Cllr M Littlewood, Cllr W Moulton, Cllr S Proctor, Cllr S Ringstead.

Clerk: Mr M Roberts

In attendance: Mrs V Downing, Mr B Lewin and 1 member of the public.

1 Procedural matters.

(a) Apologies

Apologies were received and noted from Borough Cllrs Heatley and Parker.

(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 a member of the Village Green Group.

(c) Confirmation of the minutes of the Ordinary Meeting held on 1st December.

It was proposed by Cllr Ringstead, seconded by Cllr Moulton and agreed that the minutes of the meeting held on 1st December be agreed as a true record of the meeting.

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

2nd February

2nd March

6th April

4th May (annual)

8th June*

20th July*

7th September

5th October

2nd November

7th December

2. Community engagement/Communications

(a) Visiting officers

Mr Lewin noted that there had been flooding at the footpath off Belle Vue Lane which had caused two members of the public to fall.

(b) Visiting Members

There were no visiting members.

(c) Public speaking time

Mrs V Downing asked for an update regarding planters and associated funding, CCTV on the Village Hall and the insurance status of volunteers.

(d) Public correspondence

The Council had received correspondence on:

A proposal to reduce the speed limit on Guilden Sutton Lane to 30mph.

Information relating to a recent LDC application.

Flooding on Church Lane.

An overgrown hedge.

Issues relating to traffic on Hare Lane.

A request for a pavement to be installed on Station Lane.

Landscaping on Guilden Sutton Lane, in the area of the A55 dip.

An environmental issue for investigation.

Day burning Street Lights.

The Clerk noted that all highways matters had been reported to the Highways authority. Members agreed to approach Mickle Trafford Parish Council to see if they would support a joint request to CWAC for a footpath on Station Lane.

(e) Village Surgery

Cllrs Littlewood and Hughes reported that there were temporary changes to the bus service.

Another member of the public had reported that the pathway at the back of the School and at Heath Bank was slippery due to fallen leaves.

It was agreed that Cllr Ringstead would preside at the next surgery with another member to be decided.

3 Village Green

(a) Section 115e application

The Clerk reported that the Section 115e application for a planter had been submitted and a response was awaited.

4. Finance

(a) Payments.

	Amount
M Roberts (December salary)	At agreed Rate
Community Association (Grant – Christmas Event)	£150.00
UK Landscapes (Grounds Maintenance)	£120.00 (inc. £20.00 VAT)
M Roberts (Zoom)	£14.39 (inc £2.40 VAT)
HMRC (PAYE)	£387.40

M Roberts (Website)	£2.40 (inc 40p VAT)
SLCC (ILCA Training)	£144.00 (inc £24.00 VAT)
Autela Payroll Services	£53.54 (inc £8.92 VAT)
M Roberts (Zoom)	£14.39 (inc. £2.40 VAT)
B Lewin (Website)	£68.30 (inc. £11.40)
Information Commissioners Office	£35.00
M Roberts (January Payroll)	At agreed Rate
UK Landscapes (Ground Maintenance)	£120.00 (inc. £20.00 VAT)
M Roberts (Website)	£2.40 (inc £0.40 VAT)
M Roberts (Cork Roll for Noticeboards)	£53.98 (inc. £9.00 VAT)
Playing Field Owner 1 (Rent)	£80.00
Playing Field Owner 2 (Rent)	£80.00

Income:

	Amount
Sum-Up Payment	£0.98

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

Account	Balance	Effective Date
Co-op current account	£8,636.87	01/01/2022
Co-op savings account	£60,082.40	01/11/2021
Scottish Widows Business Fund account 1	£19,440.73	28/02/2021
Scottish Widows Business Fund account 2	£4,229.64	28/02/2021

It was proposed by Cllr Ringstead, seconded by Cllr Hughes 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, with the exception of the items paid by cheque or direct debit. January salaries would be post-dated to the 28th January.

Cllrs Paterson and Brown noted that actions were continuing to close the Scottish Widows accounts.

(c) Budget and Precept 2022/23

(i) Public Consultation

The Council noted the receipt of the outcomes of the public questionnaire, which would be discussed in detail at the next meeting.

(ii) Budget Report

The Clerk had circulated items of forecast expenditure for the 2022-23 financial year to members.

(iii) Precept 2022/23

A draft budget was circulated to members. Cllr Proctor felt that it would be appropriate to increase the precept by the sum of £259, resulting in a freeze to the household charge, at £35.43 for an average Band D property.

It was proposed by Cllr Kane, seconded by Cllr Ringstead and agreed, to amend the draft budget to account for an increase to the precept of £259, reducing contingency by £100 and increasing the budget for Grants by £359.

The total precept requested is therefore £23,880. The council agreed to fund additional expenditure of £4098 from reserves and anticipated the receipt of a Graveyard Grant, which would be paid directly to the Church.

(d) Grant Application

The Clerk confirmed that the Graveyard Grant application had been submitted. The Council wished to thank the Church Treasurer for the clarity of information contained within the application.

5. Parish Car Park

(a) Trees

It was proposed by Cllr Hughes, seconded by Cllr Paterson and agreed that the quote received from UK Landscapes Ltd be accepted and the relevant work ordered.

6. A41 Pedestrian Safety

Since the last meeting letters had been received from the MP and were circulated to members. Cllr Hughes thanked the Clerk for making contact with the MP and CWAC.

7. Business Continuity Plan

Members agreed to adopt the Business Continuity Plan should the Council be unable to make a quorum at a future meeting in light of the Coronavirus situation.

8. Members information items

Cllr Moulton raised the issue of the trees on the Hoole side of Guilden Sutton Lane.

Cllr Ringstead noted that there was no budgetary allowance for electric vehicle charging points.

Cllr Hughes noted that the gully cleaner had visited the Village twice in recent weeks.

Cllr Proctor reported that a suggestion had been made as to whether the Beacon could be moved from Hare Lane to the GreenSpace.

Cllr Paterson reported that CWAC were organising a Crowdfunding seminar, Cllr Proctor would make attempts to attend.

Meeting closed at 20:18

APPENDIX A
Agreed budget for 2022-23

Employees	A	£9,670
Office	B	£270
Grounds Maintenance	C	£1,440
Communications	D	£600
Website	E	£140
Professional Services	F	£724
Subscriptions	G	£585
Play area	H	£500
Training	I	£860
Mileage/Parking	J	£50
Graveyard grant	K	£0
Phonebox renovations	L	£0
Insurance	M	£1,365
Grants	N	£1,500
Playing field rent	O	£640
Phone	P	£120
Defib	Q	£100
Meeting costs	R	£0
Events	S	£2,150
Election	T	£0
GreenSpace	U	£0
Other	V	£800
Adjustment	W	£0
Contingency	X	£2,107
TOTAL		£23,621

This will result in a 0% increase to the household charge in comparison to 2021-22. The total precept is increased by £259.

The Council has agreed to fund the Year 2 GreenSpace grant from reserves (£4,098). In addition, the Council anticipates the receipt of a Graveyard Grant from CWAC (£600). The total benchmark budget is therefore **£28,578**.

The Council agreed to consider the proposals laid out in the recent consultation and that should any be taken forward, the Year 1 costs would be funded from Contingency reserves, with the exception of Village Green activities which are included in the budget.

Guilden Sutton Parish Council
Minutes of the Ordinary Meeting held on 2nd February 2022 at 7:30PM at
Guilden Sutton Village Hall

Chairman: Cllr P M Paterson

Chair of the Meeting: Cllr M Littlewood

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

Clerk: Mr M Roberts

In attendance: Mr B Lewin and 1 member of the public

1 Procedural matters.

(a) Apologies

Apologies were received and accepted from The Chairman.

Apologies were received and noted from PCSO Bailey and Borough Councillors Heatley and Parker.

(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) Confirmation of the minutes of the Ordinary Meeting held on 19th January 2022.

It was proposed by Cllr Ringstead, seconded by Cllr Moulton and agreed that the minutes of the meeting held on 19th January be agreed as a true record of the meeting.

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

2nd March

6th April

4th May (annual)

8th June*

20th July*

7th September

5th October

2nd November

7th December

2 Community engagement/Communications

(a) Visiting officers

Mr Lewin noted improvements to the safety of the footpath on Belle Vue Lane that had been carried out with the support of the PROW officer from Cheshire West and Chester Council.

Mr Lewin noted that work still needed to be carried out in the area of the Greenway and that work was required to establish ownership and responsibility.

(b) Visiting Members

There were no visiting members.

(c) Public speaking time

No members of the public wished to speak.

(d) Public correspondence

A comment had been received regarding storm damage and the possible provision of a bench in Hare Lane.

(e) Village Surgery

Cllr Ringstead reported. A resident had requested an update on a recent LDC application, which is still being dealt with by the Planning Authority.

A resident had raised concerns with regards to the local bus service.

A resident raised concerns regarding long term parking in the Summerfield Road car park.

A resident had asked a question regarding a public right of way between Station Lane and a substation, where a wooden fence had fallen away.

It was agreed that Cllr Kane and Cllr Moulton would provide at the surgery on 26th February.

(f) Communications sub-committee

Cllr Proctor had circulated an update to members with regards to updating residents on the budget process. The Communications group would meet online prior to the next Parish Council meeting and report back.

(g) Noticeboards

Cllr Ringstead reported that the noticeboard close to the Post Office had some condensation and raised potential solutions with the contractor.

(h) Support Group

There was nothing further, but the group had been consulted on plans for celebrating the diamond Jubilee.

(i) Training

The Clerk reported having completed the ILCA course. It was agreed the Employment sub-committee would look at options for progression of this and report to the next meeting.

3. Guilden Sutton Green Space

There was nothing further to report.

4. Planning.

(a) New/recent applications.

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). Cllrs Ringstead and Paterson.
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Awaiting Decision:

21/03755/FUL	Meadow Lea Farm Station Lane Mickle Trafford Chester Cheshire CH24EH Agricultural access track
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.
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 of extension to side and rear of existing dwelling. Objection.
21/04256/FUL	4 Orchard Croft Removal of existing conservatory and replace with a single storey rear extension of domestic dwelling house No objection.
21/04576/FUL	Claremont, Belle Vue Lane Extensions and replacement porch (Amendment to planning permission)
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

21/00164/FUL	Yew Tree House Church Lane, CH3 7EW Single storey front extension APPROVED
21/02549/FUL	105 Oaklands Erection of side conservatory No objection APPROVED
21/03962/TPO	4 Orchard Croft, Guilden Sutton Chester CH3 7SL Prune overhanging branches of Poplar tree (in Council land) back in linewith the property boundaries. No objection. APPROVED
21/04482/TPO	Floreyans Belle Vue Lane CH3 7EJ Removal of Weeping Ash (T10) due to suffering an advanced stage of Ash dieback No objection. APPROVED
21/02006/FUL	18 Ash Bank Two storey extension to side Concerns submitted REFUSED

(c) Neighbourhood Plan.

In the absence of the Chairman, there were no further reports.

5. Transport and Highways

(a) Electric Vehicle Charging points

The Clerk reported that further advice was awaited.

(b) Public Transport

The Clerk had investigated the contract for the current bus service and further information was awaited. A resident had informed the Council that the 10:15 service had now been reinstated.

(c) Guilden Sutton Lane – Speed Limit

The Clerk reported that a response had been received that Guilden Sutton Lane would most likely not qualify for a reduction in the speed limit from 40MPH to 30MPH.

Cllr Moulton did not wish to see the speed limit reduced due to issues with overnight parking. Cllr Littlewood suggested that resources may be better used tackling the disregard for the existing speed limit, rather than reducing it further.

It was agreed that the Clerk would enquire as to what data the speed survey would need to reveal to result in a recommendation for a lower limit.

(d) Guilden Sutton Lane – Landscaping

The overgrown hedgerows had been reported and CWAC had advised that this was on the schedule for action.

(e) Station Lane – Footpath

The Clerk reported that initial enquiries regarding the provision of a footpath on Station Lane had not received support.

Cllr Littlewood noted that the road incorporated a public right of way, a café and that the route was extremely well used by walkers and cyclists, and felt that there was room to install a pavement in the area between the Greenway and Meadow Lea.

Cllr Hughes noted the issue had been discussed with Highways several times in the past and had not been progressed.

Cllr Ringstead noted that additional land could be obtained from a landowner, but this had also met opposition in the past on safeguarding grounds.

Cllr Kane noted that a link between the Greenway and Meadow Lea was a different concept to that raised previously. Cllr Ringstead noted that area was in Mickle Trafford.

With regards to flooding in the area, CWAC had advised The Clerk that a program of maintenance was planned, including gulley emptying.

(f) Hare Lane – Safety Issues

The Clerk had made contact with an independent Highways consultant, further information was awaited.

6. Village Green

(a) Section 115e application

The Clerk reported that the Section 115e application had been approved by Highways and now will proceed to a 28 day public consultation.

(b) Procurement of Planters and associated Plants

Members reviewed three quotes received from the Village Green group for the procurement of planters. It was proposed by Cllr Hughes, seconded by Cllr Littlewood and agreed that the quote of £250 from Men in Sheds would be accepted.

It was further agreed that the Village Green group could procure plants and be reimbursed by the Council, subject spending limits to be agreed.

Cllr Moulton noted that there were other planters in the Village that were maintained by volunteers, who provided plants at their own expense.

It was further agreed that should the volunteers who look after other planters could request funds from the Parish Council could do so in order to support Jubilee

designs.

7. Finance

(a) Payments.

	Amount
M Littlewood	£13.00
M Roberts (ILCA Qualification)	£144.00 (inc. £24 VAT)
M Roberts (Land Registry Searches)	£21.00

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

Account	Balance	Effective Date
Co-op current account	£8,636.87	01/01/2022
Co-op savings account	£60,082.40	01/11/2021
Scottish Widows Business Fund account 1	£19,440.73	28/02/2021
Scottish Widows Business Fund account 2	£4,229.64	28/02/2021

It was proposed by Cllr Brown, seconded by Cllr Hughes 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.

(c) Budget and Precept 2022/23

(i) Public Consultation

It was agreed to close the consultation as at 28th February.

(ii) Precept 2022/23

The Clerk reported that the precept request had been submitted and the calculations agreed.

8. Grounds Maintenance

(a) Parish Car Park

The Clerk reported that the relevant works had been ordered and a date was awaited.

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

It was agreed that the Council would inform the Community Association of the request to tidy the trees and bushes to the side of the Village Hall.

It was noted residents had also requested work to be carried out on the fence in the same area. Members noted that the Council had not replaced the fence further along in the car park but had facilitated discussions between Village Green and the Community Association, and further The Clerk had supported in submitting an application to CWAC members budgets.

It was agreed that The Clerk would write to the presumed owners of the land to the West of Hilltop Road to ask if they would be prepared to maintain the area.

Members were disappointed that the Parish Council had been wrongly identified as the owner of some of the trees in the area by the representative of another organisation, but were supportive of helping residents to find a solution.

Cllr Brown left the meeting at 20:44.

9. Play Area

(a) Section 106 monies

It was agreed that members would discuss potential options for the use of the S106 monies and report back to the next meeting.

(b) Inspection

The Clerk noted that an invoice had not been received for the previous inspection and would seek to engage with the provider.

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

Cllr Proctor noted that there had been some opposition to the plans in the public consultation. Two sites were under consideration for placement of the beacon. Given the existing beacon has aged, it would not be appropriate to re-site it. There was the possibility of obtaining a gas beacon for the event.

It was noted that the deadline for applications for Crowdfunding was 23rd March. There was also the opportunity to apply for funding for a permanent amenity to mark the event, for example a sensory garden. Public support would need to be sought for such a project.

Cllr Littlewood noted that she had experience in applying for Temporary Event notice, and also suggested that the school grounds could be considered for the event, to overcome some of the logistical problems presented in other areas.

The Clerk noted that should a road closure be required, the Council had made use of a contractor for the Remembrance event who would also deal with license applications. Cllr Proctor noted that CWAC had agreed to waive the fees for the occasion.

Further logistics would be discussed by members and reported back to the next meeting.

11. Piper's Ash Substation Area

Nothing further.

12. A41 Pedestrian Safety

Members noted that a review of the area was planned for Spring/Summer 2022 and it was agreed to revisit this after this review had taken place.

13. Nature Recovery Strategy

Nothing further.

14. Primary School

Nothing further.

15. Tree Planting Day

Nothing further.

16. Members information /speaking time.

Cllr Kane noted that the fire service had attended an incident at the Guilden Sutton Lane woods.

Cllr Hughes noted that residents had expressed concerns regarding the new refuse collection arrangements.

Cllr Littlewood wished to thank Duke of Edinburgh volunteers who had worked hard to clear litter within the Parish.

17. Exclusion of the Press and Public

It was proposed by Cllr Kane, seconded by Cllr Moulton 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.

Part 1 closed at 21:16

Guilden Sutton Parish Council
Minutes of the Ordinary Meeting held on 2nd March 2022 at 7:30PM at Guilden Sutton Village Hall

Chairman: Cllr P M Paterson

Chair of the Meeting: Cllr M Littlewood

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 G Heatley, Mr B Lewin and 2 members of the public

1 Procedural matters.

(a) Apologies

Apologies were received and accepted from The Chairman.

Apologies were received and noted from Borough Cllr Parker, PC Boulton and PC Bailey.

(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) Confirmation of the minutes of the Ordinary Meeting held on 2nd February 2022.

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

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

6th April

4th May (annual)

8th June*

20th July*

7th September

5th October

2nd November

7th December

2 Community engagement/Communications

(a) Visiting officers

Mr Lewin noted that there had been flooding and trees down on footpaths around the Village as a result of recent rain and storms.

(b) Visiting Members

Cllr Heatley reported that CWAC had increased local Council Tax, both he and Cllr Parker had voted against this. The new green waste collection service was also referred to.

(c) Public speaking time

Mrs Y Kirk referred to the idea of a footpath along Station Lane and felt the Parish Council should take the plan forward.

(d) Public correspondence

Public Correspondence had been received regarding CCTV provision, overgrown hedges, and proposals for a wildflower meadow.

Correspondence had also been received regarding the Parish Council's decision to provide funding for planters in the area. Cllr Hughes noted that there has always been the provision for those who look after planters in the area to apply for funding from the Parish Council.

(e) Village Surgery

Cllrs Kane and Moulton reported that three residents had approached the surgery with regards to public transport.

A resident of School Lane had reported a potential dangerous tree and this had been reported to CWAC.

Another resident had reported concerns with regards to the pavement at the transition between Guilden Sutton Lane and School Lane.

A number of residents had attended with regards to concerns regarding developments at an agricultural site, it was noted that the Parish Council had been in contact with the Planning Authority over the past year.

It was agreed that Cllr Proctor and Cllr Moulton would preside at the next surgery to be held on 2nd April.

(f) Communications sub-committee

Cllr Proctor noted that some areas of the website gave the impression that the Parish Council had more rights and responsibility than was actually the case and this would be a priority for the communications group.

(g) Noticeboards

Nothing further.

(h) Support Group

Nothing further.

(i) Training

Cllr Rinstead reported that there had been a discussion with the Clerk and the

Chairman and Cllr Hughes that the group would recommend to the Council that the Clerk would take the intermediate qualification as a route to register for the CiLCA qualification in 12 months. It was proposed by Cllr Ringstead, seconded by Cllr Hughes and agreed that the Clerk would register for the ILCA to CiLCA qualification with a view to completing it in the next Council year.

3. Guilden Sutton Green Space

Correspondance had been received from the GreenSpace group regarding the Queen's Jubilee.

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

Cllr Kane referenced past minutes that had referenced a potential transfer of ownership to the Parish Council. Cllr Hughes agreed to follow up further with the GreenSpace group.

4. Planning.

(a) New/recent applications.

22/00255/LDC	17 Vicarage Close, CH3 7EA Demolition of an existin rear extension, erection of a single story rear extension. Cllrs Hughes and Ringstead.
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Awaiting Decision:

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.
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.
21/04256/FUL	4 Orchard Croft Removal of existing conservatory and replace with a single storey rear extension of domestic dwelling house No 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.
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(b) Decision Notices

21/04576/FUL	Claremont, Belle Vue Lane Extensions and replacement porch (Amendment to planning permission) APPROVED
21/03755/FUL	Meadow Lea Farm Station Lane Mickle Trafford Chester Cheshire CH24EH Agricultural access track APPROVED

(c) Neighbourhood Plan.

In the absence of the Chairman, there was nothing further on this item.

5. Transport and Highways

(a) Electric Vehicle Charging points

Nothing further.

(b) Public Transport

Cllrs Ringstead and Hughes noted that they had previously investigated the possibility of the provision of a mini-bus which had not been progressed.

Cllr Proctor noted that Cheshire Voluntary Action had a scheme whereby residents could arrange a car share at a cost of 50p, which is for anybody who does not have access to transport and that a Guilden Sutton hub could be set up.

Cllr Kane had investigated various opportunities for local or community schemes and would report back.

It was agreed that the Clerk would contact St. John's Church to discuss their arrangements for parishioners and further investigate the Plus Bus service.

(c) Guilden Sutton Lane – Speed Limit

It was noted that, following the Parish Council's query, CWAC would be conducting a speed survey in the coming months.

(d) Guilden Sutton Lane – Landscaping

The Clerk reported that some hedge cutting had taken place on Guilden Sutton Lane following the Parish Council's report.

(e) Station Lane – Footpath

It was agreed that the Clerk would establish communications with CWAC with regards to the installation of a footpath in the area.

(f) Hare Lane – Safety Issues

The Clerk reported that a contractor had been identified to investigate the safety issues at Hare Lane but had failed to provide a quote for services. It was agreed that the Clerk would attempt to identify further providers.

6. Village Green

(a) Section 115e application

The Clerk reported that the S115e application had progressed to a public consultation.

(b) Procurement of Planters and associated Plants

The Clerk noted that the Village Green group were in a position to order the planters as soon as final approval had been granted by Highways.

7. Finance

(a) Payments.

	Amount
M Roberts (Zoom)	£14.39
UK Landscapes Ltd	£120 (inc £20 VAT)
M Roberts (Website)	£2.40 (inc 0.40 VAT)
M Roberts (Salary)	At agreed rate
ChALC (Training)	£35
UK Landscapes Ltd	£1,134 (inc. £189 VAT)

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

Account	Balance	Effective Date
Co-op current account	£6,618.95	12/02/2021
Co-op savings account	£60,082.40	01/11/2021
Scottish Widows Business Fund account 1	£19,440.73	28/02/2021
Scottish Widows Business Fund account 2	£4,229.64	28/02/2021

It was proposed by Cllr Brown, seconded by Cllr Kane and agreed that the above payments be made and the financial information as above be agreed. The Clerk would process and Cllr Paterson would authorise payments, with the second payment to UK Landscapes Ltd subject to an inspection of works by Cllr Hughes and the Clerk.

(c) Budget and Precept 2022/23

It was noted that ChALC had launched a double taxation questionnaire and it was agreed that members would forward any comments to the Clerk prior to submission.

(i) Public Consultation

It was noted that the public consultation had closed and that the Clerk would collate any final responses prior to circulating to members.

8. Grounds Maintenance

(a) Parish Car Park

Members noted that the work in the Parish Car Park and Old School Field had been carried out. The Clerk had raised a query with regards to maintenance of the Ash tree.

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

In light of the information received from the presumed owner from the land, further enquires would be made with the Highways department by the Clerk.

(c) Hare Lane Noticeboard area

It was noted that the Clerk and Cllr Proctor would meet with a resident in the area on 5th March.

(d) Wild Flower Meadow Proposal

It was agreed that the Clerk would contact CWAC with regards to whether the suggested piece of land would be available to host such a proposal.

9. Play Area

(a) Section 106 monies

(i) Request for details of previous communication between members of the PC/school/Church Commission about the purchase of land adjoining the play area. It was noted that the Clerk had referenced previous minutes with regards to a member discussing the purchase of land.

(ii) Discussion regarding fitness equipment.

It was agreed that the idea of fitness equipment would be considered in line with the possibility that other locations could be considered.

It was further agreed that the idea of sourcing additional land from the Primary School would continue to be considered alongside this and that Cllr Hughes would endeavour to arrange a site meeting.

It was agreed that GreenSpace, the Community Association and CWAC would also be contacted.

(b) Inspection

Nothing further.

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

Cllr Proctor reported that a number of responses had been received to the Jubilee surgery and a community Zoom meeting would take place on 7th March at 8PM.

It was proposed by Cllr Proctor, seconded by Cllr Moulton and agreed that the Beacon, gas, town crier and road closures could be ordered by the Council subject to a spending limit of £1,000 (plus VAT).

It was agreed that The Clerk would look to arrange an extraordinary meeting on 10th March at 7:30PM.

11. Nature Recovery Strategy

Nothing Further.

12. Primary School

Cllr Hughes reported that the school held a successful open day. Cllr Proctor asked if traffic cones could be sited on Arrowcroft Road on such days.

13. Tree Planting Day

Nothing further.

14. Members information /speaking time.

Cllr Brown noted that a large tree had fallen during recent storms. It was suggested that a reminder to tree owners could be included in an upcoming newsletter.

Cllr Ringstead reported fly tipping at Porter's Hill, and the Ukrainian relief fund. It was noted that St Francis' Church was organising a shipment to Ukraine at the coming weekend. It was agreed that this information would be shared with the Volunteer group.

15. Exclusion of the Press and Public

It was proposed by Cllr Moulton, seconded by Cllr Hughes 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.

Part 1 closed at 9:28PM

Guilden Sutton Parish Council
Minutes of the Extraordinary Meeting of Guilden Sutton Parish Council to be held on Thursday 10th March 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 Ringstead

Clerk: Mr M Roberts

In attendance: Mr B Lewin, Mrs S Jessop and 5 members of the public

1 Procedural matters.

(a) Apologies

Apologies were received and accepted from Cllr M Littlewood and Cllr S Proctor

(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.

2. Community engagement/Communications

(a) Public speaking time – Jubilee matters

Mrs S Jessop asked the Council to give its support to at least one large legacy project to commemorate the Jubilee.

Mr B Lewin noted that a survey of residents was still ongoing, and further noted support for a lasting project perhaps for those who had been disadvantaged.

(b) Public correspondence – Jubilee matters

Members noted two pieces of correspondence regarding legacy projects.

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

Cllr Ringstead updated members on the conditions required for the grant application.

It was proposed by Cllr Paterson that the Sensory/Wildflower Garden project be moved for the grant application, this proposal was seconded by Cllr Moulton. This was approved by the Council with ~~four~~ votes in favour and one against.

five

4. Members information /speaking time.

Cllr Hughes noted that the Primary School had agreed to a site visit in relation to the Section 106 monies.

Cllr Paterson referred to a broken fence on agricultural land.

Cllr Brown referred to a damaged road sign at Middlecroft.

Meeting closed at 20:11

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

planters

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 Ringstead 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.

(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.

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 that 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.