

GULDEN SUTTON PARISH COUNCIL

Minutes of the Annual Meeting of Guilden Sutton Parish Council held on Wednesday 4th May 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, Mrs S Jessop, Mr B Lewin, Mr R Norrie and 10 members of the public.

1. Procedural Matters

(a) Apologies were received and accepted from Cllr D Kane.

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

(b) It was proposed by Cllr Hughes and seconded by Cllr Ringstead that Cllr M Littlewood be elected Chairman of the Council until the next annual meeting of the Council. There being no further nominations, Cllr Littlewood was duly elected unanimously and accepted the office. **(22/001)**.

Cllr Littlewood in the Chair.

Cllr Littlewood thanked the outgoing Chairman for her service over the past 12 months.

(c) It was proposed by Cllr Littlewood, seconded by Cllr Paterson and agreed that Cllr S Proctor be elected Vice Chair until the next annual meeting of the Council. **(22/002)**.

(d) Members confirmed their standing interests as follows:

Cllrs Hughes and Littlewood as members of Guilden Sutton Green Space.

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

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

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

(e) The following appointments to working groups and sub committees were confirmed:

Employment committee – Cllrs Hughes, Paterson, Ringstead

Finance committee – Cllrs Hughes, Moulton, Proctor

GSGS steering group – Cllrs Hughes, Littlewood

Neighbourhood plan – Cllrs Paterson, Proctor and Ringstead

Public Transport – Cllr Ringstead

Tree Warden – Cllr Brown

SID and Speed Representative – *No nomination.*

Footpaths – Mr B Lewin

Communications, community website and Facebook Group – Cllrs Littlewood, Proctor, Ringstead and Mr B Lewin.

Village Green Group – Cllrs Brown, Proctor.

Police Liaison Officer – *No nomination.*

(f) It was proposed by Cllr Brown, seconded by Cllr Paterson and agreed that the minutes of the meeting held on 6th April be agreed as a true record of the meeting, subject to the addition of the word 'planters' to the item 2(c). **(22/003)**.

(g) Future meeting dates were noted as 8th June*, 20th July*, 7th September, 5th October, 2nd November, 7th December.

2. Community Engagement/Communications

(a) Mr Lewin noted that the village Facebook group was maintained by volunteers for the benefit of the community and was independent from the Parish Council.

(b) There were no visiting members.

(c) Mrs Jessop had circulated two reports to Parish Councillors relating to the previous year's activities for Guilden Sutton GreenSpace and would make the reports available to the public. Mrs Jessop also asked as to progress with the Neighbourhood Plan and noted it was 7 years since the project was started. Mrs Jessop requested that the Neighbourhood Plan group update the community with regards to the action that would be taken to complete the plan.

A member of the public referred to an objection that had been submitted to the Clerk regarding the Wildflower Meadow proposal and had concerns with regards to the pathway and seating, and how that may affect wildlife in the area.

Mrs Downing noted that the section 115e planning permission had been granted and that Men in Sheds had started production of the planters. Two plants had been bought for the troughs and a local resident had donated soil for the planters.

Mrs Downing also stated that two benches had been restored and would be covered under the Parish Council's insurance should they be adopted by the Parish Council, even if they were installed on private land. The landowner wished to check her own insurance status before giving permission for the benches to be installed.

(d) Correspondence had been received regarding the following issues:

A recent LDC planning appeal

The Wildflower meadow proposal

Traffic issues in an area of the Village

The Platinum Jubilee

Grass cutting

Incomplete work by the grounds maintenance contractor.

(e) Cllr Ringstead reported that she and Cllr Proctor had presided at the surgery and had been joined by the Chairman. A resident reported that the 12:50 bus service had been unreliable recently and suggested the Council could contact another provider. Another resident expressed serious concern regarding the removal of the 13:50 bus which severely limited his ability to visit nearby towns, the hospital and Blacon. A resident expressed support for the Wildflower meadow. Two residents had raised concerns in relation to two separate planning matters.

(f) The communications group noted that a recent newsletter had been published and thanked volunteers who had helped with distribution.

The Clerk reported that commercial materials had been removed from three of the noticeboards.

(h) Cllr Littlewood reported that members of the support group had been involved in the distribution of the newsletter.

3. Guilden Sutton GreenSpace

(a) Cllr Proctor enquired as to whether an earth closet could be provided on site. It was proposed by Cllr Paterson, seconded by Cllr Moulton and agreed that the Council would allow the Year 1 maintenance grant to carry forward to Year 2. **(22/004)**.

(b) It was noted that an update regarding the transfer of ownership to GSPC had been circulated.

4. Planning

(a) It was noted that there were no new applications and one appeal. In relation to 22/0037/REF it was proposed by Cllr Ringstead, seconded by Cllr Littlewood and agreed that the draft response to the planning appeal be submitted to the Planning Authority subject to the addition of Google Earth evidence and additional evidence submitted by a resident. **(22/005)**.

(b) There were 3 applications awaiting decision.

(c) There were no new decision notices.

(d) Cllr Paterson reported that the next meeting of the Neighbourhood Plan would take place on 31st May and following this a detailed action plan would be circulated.

5. Transport and Highways

(a) It was noted that CWAC were considering a funding appeal with regards to rural transport and the outcome of this would help to inform the Parish Council's next steps. It was agreed that the Clerk would write to the MP to outline the seriousness of the situation in Guilden Sutton. It was also agreed that the MP should be made aware of the ongoing safety issues in Hare Lane.

(b) It was noted that two Parish Councillors and a member of the public had joined the working party with Mickle Trafford Parish Council. It was agreed that the Clerk would further investigate ownership issues in the Townfield Lane area.

6. Village Green

(a) The Clerk reported that the Section 115e application had been approved and the Council was awaiting a copy of the licence to be signed.

(b) The Council had received an offer of two benches that could be installed on private land in the area. The Clerk had received a report from the Council's insurer as to the status of the benches. It was proposed by Cllr Moulton, seconded by Cllr Paterson and agreed that the Council would adopt the two benches subject to written permission being received from the relevant land owner.

(22/006).

(c) It was noted that production of the planters had commenced and some plants had been purchased. Cllr Ringstead noted she had prepared the Station Lane planter for the Jubilee.

7. Finance

(a) Income:

Precept	£23,880.00
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(b) Payments:

Deva Print (newsletter)	£49.00	(no VAT)
M Roberts (April salary)	At agreed rate	(no VAT)
UK Landscapes (Grounds maintenance)	£120.00	(£20.00 VAT)
M Roberts (IT expenses)	£299.00	(£49.83 VAT)
Bullfinch Gas Equipment (Jubilee beacon)	£588.00	(£98.00 VAT)
Autela Payroll Services (Professional services)	£0.20	(no VAT)
M Roberts (Website)	£16.80	(£2.80 VAT)

(c) Balances:

Co-Operative Current Account	£22,007.86
Co-Operative Deposit Account	£60,092.53
Scottish Widows Business Fund 1	£19,442.68
Scottish Widows Business Fund 2	£4,230.07

It was proposed by Cllr Proctor, seconded by Cllr Brown and agreed that the above payments be made and the financial information as above be agreed. **(22/007)**. The Clerk would process payments and Cllr Paterson would authorise.

It was noted that a payment for Jubilee road closures would need to be made between meetings and would be retrospectively approved at the June meeting.

It was proposed by Cllr Moulton, seconded by Cllr Ringstead and agreed that £25 vouchers would be purchased for each of the 3 Duke of Edinburgh volunteers as permitted under section 137 of the Local Government Act **(22/008)**. It was noted that the Council had saved a significant sum given a Lengthsman had not been employed since September.

(d,e,f) It was noted that the approval of the audit procedure would be deferred until the June meeting.

8. Grounds Maintenance

(a) The Clerk expressed disappointment that a request lodged with the contractor to rectify incomplete works at the Parish Car Park had been ignored. Cllr Brown also reported being unsuccessful in attempting to contact the Contractor. It was agreed that further efforts would be made and the issue revisited at the June meeting. The Clerk would obtain quotes prior to the next meeting for a tree health inspection for the Ash at the site, and a decision would be taken on this at the next meeting.

(b) The Clerk reported that Highways had believed the owner of the Village Hall was most likely responsible for the grassed area to the West of Hilltop Road as the party benefiting from the footpath. The Clerk had written to the Community Association to advise of this.

(c) It was noted that the Clerk, Cllr Proctor and Cllr Ringstead would arrange a site visit with Men in Sheds to begin the process of applying for changes in the area and the installation of a second bench. It was noted that the damaged phonebox door was due to be removed to storage shortly after the meeting.

9. Play Area

(a) The Clerk reported that the Headteacher of the Primary School had been contacted and advised of the Council's plan for the area, should a land purchase or lease be possible. The Clerk wished to thank the Headteacher for a helpful response and noted that the matter would need to be considered by the Full Governing Body before it could progress further. The Clerk would circulate information regarding potential equipment that could be installed that had been sighted in another area by chance.

10. Platinum Jubilee

(a) Cllr Proctor reported that plans had been submitted to CWAC for the long weekend events. It was noted that a decision would need to be taken as to who would light the beacon. The Council noted that street parties had been planned by several residents. It was agreed that the Council would run an awareness campaign in the lead up to the event.

(b) It was proposed by Cllr Ringstead, seconded by Cllr Brown and agreed that the Parish Council agreed in principle to take a lease on the land adjacent to Fox Cover, subject to the agreement of terms with CWAC. **(22/009)**.

11. Primary School

Cllr Hughes reported that a coffee morning had been held, raising £600 for the trustees. It was also reported that the Deputy Headteacher's post had been advertised. It was proposed by Cllr Proctor, seconded by Cllr Ringstead and agreed that a £10 book token would be purchased for each child in the current Year 6 class as permitted under section 137 of the Local Government Act 1972. **(22/010)**. Cllr Hughes would inform the Clerk as to how many vouchers were required.

12. Members Information Items

Cllr Paterson noted that a 5 day road closure would be in place on Belle Vue Lane.

Cllr Proctor noted that a resident had purchased topsoil from a premises within the Parish.

Cllr Littlewood reported that jubilee 'hooters' were available for purchase and the Council could consider obtaining a small number ahead of the Jubilee weekend.

13. Exclusion of the Press and Public

It was proposed by Cllr Littlewood, seconded by Cllr Paterson and agree 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. **(22/011)**.

Press and public excluded at 21:10.

Meeting closed at 21:28.