

GUILDEN SUTTON PARISH COUNCIL

Minutes of the Annual Meeting held on Wednesday 10th May 2023 at 7:30PM at Guilden Sutton Village Hall.

Chairman: Cllr M Littlewood

Present: Cllr D Hughes, Cllr P M Paterson, Cllr S Ringstead

Clerk: Mr M Roberts

In attendance: Mrs S Proctor, Mrs S Jessop and 5 members of the public.

1. Procedural Matters

(a) Apologies

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

(b) Election of a Chairman for the Council year 2023-24

It was proposed by Cllr Paterson and seconded by Cllr Ringstead that Cllr Derek Hughes be elected chairman for the 2023-24 Council year. Having indicated a willingness to serve, Cllr Hughes was unanimously elected Chairman.

Cllr Hughes in the Chair

(c) To consider the election of a Vice Chairman for the Council year 2023-24

It was proposed by Cllr Paterson, seconded by Cllr Littlewood and agreed that Cllr Susan Ringstead be appointed Vice Chairman for the 2023-24 Council year. Cllr Ringstead accepted the office.

(d) To consider the Code of Conduct and Members' interests

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.

Cllr Paterson, Cllr Littlewood and Cllr Ringstead as members of the Wildflower Garden project group.

Cllr Ringstead declared an interest in the appointment of an Assistant Clerk

(e) To consider the appointment of sub-committees, working groups, officers and representatives to external organisations

Employment Committee – Cllrs Hughes, Paterson, Ringstead

Finance Committee – Cllr Hughes, Cllr Littlewood, Cllr Paterson

GSGS Steering Group – Cllrs Hughes, Littlewood

Neighbourhood Plan – Cllrs Paterson and Ringstead

Public Transport – Cllr Ringstead

Tree Warden – Vacant

SID and Speed Representative – Cllr Littlewood

Footpaths – Mr B Lewin

Communications, community website and Facebook – Cllrs Littlewood and Ringstead, Mr Lewin

Village Green Group – Cllr Ringstead

Police Liaison Officer – Vacant

Advisory Officer – Mrs S Proctor

It was noted that the Council would re-visit the appointments once new members were co-opted.

(f) Confirmation of the minutes of the Ordinary meeting held on 5th April 2023.

It was proposed by Cllr Paterson, seconded by Cllr Ringstead and agreed that the minutes of the ordinary meeting held on 5th April 2023 be agreed as a true record of the meeting.

(g) Dates of future meetings.

7th June

12th July *

6th September

4th October

1st November

6th December

(i) Co-Option to fill four vacancies

It was agreed that the Council would attempt to fill the vacancies at the June meeting. It was agreed that the Council would set a deadline of 31st May for applications. If four or fewer candidates were nominated, a simple 'for or against' ballot would be held. If more than four candidates were nominated, a runoff ballot (or series of ballots) would be held until the vacancies were filled.

(j) Mid Cheshire Footpath Society

It was proposed by Cllr Hughes, seconded by Cllr Ringstead and agreed that the Council renew its membership of MCFS at a cost of £8.

(k) Assistant Clerk

It was noted that the employment committee had recommended the appointment of an Assistant Clerk. The new Assistant Clerk would not require a computer, but it was noted that an encrypted USB drive may be required in order to ensure compliance with the Data Protection Act. The Clerk noted that this would fall within the monthly expenses budget and could be purchased when a specification was agreed.

2. Community Engagement/Communications

(a) Visiting Members

There were no visiting members.

(b) Visiting Officers

Nothing further.

(c) Public Speaking

There was no public speaking.

(d) Correspondence

Correspondence had been received regarding:

Speeding traffic on School Lane

Multiple letters with regards to damage to a Tree in the Parish Car Park

The Old School Field

(e) Surgery

Cllr Ringstead reported that a resident had asked if the Council could request a weekend bus service. It was suggested that Cllr Ringstead could invite the portfolio holder to a future meeting. A resident enquired as to progress with the Neighbourhood Plan. A resident had enquired as regards to a development on Belle Vue Lane, a further resident had enquired with regards to a planning enforcement issue. A resident had raised issues with the Bus stop at Guilden Sutton Lane. Further issues raised included a hedge on Wicker Lane and Potholes on Station Lane.

(f) Communications

Cllr Littlewood noted that the group would need to be restructured due to the retirement of Cllr Proctor. A newsletter would be produced to advertise the vacancies for co-option.

(g) Support Group

Cllr Littlewood noted that some new volunteers had come forward following a request in the recent newsletter.

(h) Sustainability

The Clerk noted that the Council had asked to be included on an advice request regarding the installation of electric car charging points.

3. Open Spaces

(a) Guilden Sutton Greenspace

It was noted that revised items of expenditure for Year 2 had been incurred and therefore payment of the Year 3 grant would be deferred until such a time that the revised accounts were available.

(b) Wildflower Garden

It was noted that an update had been provided by Mrs Proctor to the Annual Parish Meeting.

(c) Old School Field

It was noted that the Clerk had been in contact with the contractor who had confirmed that the land was still too wet for the agreed works to be completed.

(d) Section 106 monies

Cllr Littlewood reported that a further 12 month extension had been secured in order to facilitate the use of the S106 monies. A working group consisting of Cllrs Littlewood, Hughes and Mrs Whelan would be convened in order to achieve this.

(e) Land at Hilltop Road

Nothing further.

(f) Dog fouling

Cllr Littlewood noted that new signs would be sited in the next few weeks.

(e) Graveyard Grant

The Clerk reported that a grant application had been received, however having identified a discrepancy with the explanation from CWAC regarding the short-payment, further information had been requested. The grant application would therefore be considered at the next meeting.

4. Transport and Highways

(a) Public Transport

It was noted that the matter had been raised again at the recent surgery, and the Clerk would advise Cllr Ringstead of the most appropriate contact at CWAC.

(b) Footpath Station Lane

Nothing further.

(c) Community Speedwatch

Cllr Littlewood reported that five speedwatch sessions had been completed. Cllr Littlewood was meeting with the PCSO to discuss the findings. Two further volunteers had come forward and this would be progressed when the new Councillors were appointed, as it was noted that new members may also wish to be trained.

Cllr Littlewood noted that further risk assessments to cover Guilden Sutton Lane and Wicker Lane had been requested from Ian Rutherford.

Cllr Littlewood Add purchasing our own trucam to next agenda.

5. Planning

(a) New applications:

There were no new applications.

(b) Awaiting Decision:

22/02039/FUL	Land At Belle Vue Lane A new farm access track and a drainage/conservation pond	OBJECTION
22/04685/FUL	The Lodge School Lane Two storey rear extension	NO OBJECTION
23/00203/FUL	Foot of The Hill Church Lane Single storey porch extension and reinstatement of garage	NO OBJECTION
23/00017/ENF	Tile Farm, Wicker Lane Without planning permission a material change of use of the Land from agricultural use to a mixed use of agriculture and MX Motorcross/Quad bike use and Clay Pigeon Shooting use ["the Unauthorised Development"].	OBJECTION
23/00808/TPO	The Lodge School Lane 2x Lawson Cypress trees (T1, T2) - Reduce by 40 to 50% or fell to ground level. Yew (T3) - Reduce radial limbs by 2 to 2.5m.	NO OBJECTION
23/00907/FUL	99 Oaklands Demolition of conservatory, construction of single storey side extension	NO OBJECTION

(c) Decision Notices:

22/03683/FUL	2 The Stables Erection of detached garage	APPROVED
22/04510/FUL	5 The Vetches Single storey front and side/rear extensions. Alterations to external doors and windows with proposed photovoltaics to roof.	APPROVED
22/04078/FUL	Holly Lodge Belle Vue Lane Porch extension, first floor front extension, first floor side extensions, demolition of existing conservatory and two storey rear extension	APPROVED
23/00010/FUL	4 Moorcroft Crescent Loft conversion extension	APPROVED
23/00460/FUL	16 Oaklands Single storey rear/side extension, part garage conversion and insulation to roof area.	APPROVED

(d) Neighbourhood Plan

Cllr Paterson reported that further drafting work was continuing.

6. Village Green

It was noted that Mrs Downing had written to the Council to note that some Village Green members had facilitated the installation of two standard photinia trees on the Village Hall terrace. They wished to thank the Guilden Sutton Players, who disbanded last year, for donating the trees to commemorate their many years of activity in the village.

Mrs Downing noted that Village Green members looked forward to a decision being made regarding the siting of benches near the shops.

7. Finance

(a) Income:

Precept	£24,043.00
Coronation Grant	£166.50
Interest (Co-Operative Deposit)	£270.47
Interest (Scottish Widows 1)	£30.59
Interest (Scottish Widows 2)	£6.65

(b) Payments:

M Roberts (Website)	£22.64	(inc. £3.77 VAT)
Deva Print (Newsletter)	£65.00	(no VAT)
Mid-Cheshire Footpath Society	£8.00	(no VAT)
M Roberts (Salary)	£580.27	(no VAT)
Botanica Landscapes (Grounds Maintenance)	£240.00	(inc. £40.00 VAT)

M Roberts (Zoom)	£15.59	(inc. £2.60 VAT)
W Moulton (Coronation Flowers)	£29.16	(inc £4.86 VAT)
W Lloyd (Coronation Flowers)	£19.98	(inc. £3.33 VAT)

(c) Balances:

Co-Operative Current Account	£32,349.51
Co-Operative Deposit Account	£60,431.74
Scottish Widows Business Fund 1	£19,511.91
Scottish Widows Business Fund 2	£4,245.12

It was proposed by Cllr Paterson, seconded by Cllr Littlewood and agreed that the above payments be made and the financial information as above be agreed. Following a cash-flow recommendation from the Clerk, £10,000 would be transferred from the Current Account to the Deposit Account. The Clerk would process payments and Cllr Hughes would authorise.

8. Grounds Maintenance

(a) Hilltop Road Area

Nothing further.

(b) Hare Lane Village Green

It was noted that a quote for the refurbishment of the noticeboard had been received, but a decision would be deferred until the approval of the s115e application.

9. Coronation

Cllr Littlewood noted that a number of street parties had been held. Cllr Littlewood expressed disappointment that somebody had vandalised the display at the Parish Council noticeboard.

10. Primary School

Cllr Hughes noted that the Cinema group had provided litter pickers for the primary school's project which had been held on 29th April. The pupils had walked 2.5km of the parish collecting litter.

It was proposed by Cllr Paterson, seconded by Cllr Ringstead and agreed that £10 book tokens would be provided for Year 6 pupils under section 138 of the Local Government Act. Cllr Hughes would confirm the number of tokens required and inform the Clerk.

Cllr Hughes reported that SATS test had been conducted in the past week.

11. Members Information

Cllr Littlewood reported that a garden box may be required to store grit in the area of the Village Hall, it was noted that this would be included on the agenda for next meeting. It was noted that an approach could be made to the Community Association prior to the meeting.

Cllr Ringstead noted that there was waterlogging at Wicker Lane.

12. Exclusion of the Press and Public

It was proposed by Cllr Littlewood, 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.

Part 1 closed 2030

13. PART 2 (for publication)

Assistant Clerk

It was noted that the Employment Committee had recommended the appointment of Rachel Ringstead as Assistant Clerk. The Council confirmed the appointment and appointed Ms Ringstead as a Proper Officer of the Council.

Damage to Parish Asset

It was noted that advice had been received from PC Hughes and Jackie Weaver at ChALC. It was agreed that the Council's advisor be asked to visit and assess the damage.

Part 2 closed at 2105

GUILDEN SUTTON PARISH COUNCIL
Minutes of the Ordinary Meeting of Guilden Sutton Parish Council held at Guilden Sutton Village Hall at 7:30PM on Wednesday 7th June 2023

Chairman: Cllr D Hughes

Present: Cllr M Littlewood, Cllr P M Paterson, Cllr S Ringstead

Clerks: R Ringstead, M Roberts*

In attendance: Mr B Lewin, Mr A Davis, Mr W Moulton, Mr D Walters, Mrs R Whelan and 7 members of the public.

1. Procedural Matters

(a) Apologies

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

(b) To consider the Code of Conduct and Members' interests

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

Cllr Hughes as a member of Guilden Sutton Community Association.

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

Cllr Ringstead as a representative of the Village Green Group.

Cllr Paterson, Cllr Littlewood and Cllr Ringstead as members of the Wildflower Garden project group.

(c) Confirmation of the minutes of the Ordinary meeting held on 10th May 2023.

It was proposed by Cllr Paterson, seconded by Cllr Ringstead and agreed that the minutes of the ordinary meeting held on 10th May 2023 be agreed as a true record of the meeting.

(d) Dates of future meetings.

12th July *

6th September

4th October

1st November

6th December

(e) Co-Option to fill four vacancies

(i) Mr Alan Davis - It was proposed by Cllr Paterson, seconded by Cllr Ringstead and approved that Mr Davis be co-opted to the Council until the quadrennial elections in May 2027.

(ii) Mr William Moulton – It was noted that Mr Moulton had withdrawn his application for co-option at this time.

(iii) Mr David Walters - It was proposed by Cllr Hughes, seconded by Cllr Ringstead and approved that Mr Walters be co-opted to the Council until the quadrennial elections in May 2027.

(iv) Mrs Rachael Whelan - It was proposed by Cllr Littlewood, seconded by Cllr Paterson and approved that Mrs Whelan be co-opted to the Council until the quadrennial elections in May 2027.

Cllrs Davis, Walters and Whelan signed the declaration of acceptance of office and joined the meeting.

(f) It was proposed by Cllr Littlewood, seconded by Cllr Hughes and agreed that the Clerk be authorised to arrange courses for new members and staff up to the total cost of £100.

2. Community Engagement/Communications

(a) Visiting Members

There were no visiting members.

(b) Visiting Officers

Mr Lewin reported that there were some overgrown areas on footpaths that would be addressed with the trimmer.

(c) Public Speaking

Mrs V Downing queried as to the Parish Council's representative on Village Green and asked if any progress had been made with regards to the siting of benches close to the shops.

Mrs Y Kirk thanked the individual who had been responsible for cutting an overgrown hedge.

Mr R Norrie reinforced the continuing interest in the community in the provision of a footpath on Station Lane.

Mr W Moulton raised concerns with regards to overgrown trees and hedges at the A55 bridge approaching Guilden Sutton as growth is encroaching onto the road.

(d) Correspondence

Correspondance had been received with regards to:

The condition of Station Lane and possible footpath provisions.

Broken street signs at Orchard Croft

Gutter clearance on Oaklands

The Neighbourhood Plan

The Wildflower Garden

A broken road sign at the A41

The planter at Cinder Lane

The Parish Car Park

(e) Surgery

A resident had raised concerns regarding the bin next to the bus stop. A resident noted an overgrown tree within the school grounds. A resident raised the issue of weeds in Arrowcroft Road. A resident suggested that the Parish Council could write to the local authority regarding weekend and bank holiday buses. A resident asked that other residents take care that their bins are not left in the middle of the road.

It was agreed that Cllrs Paterson and Ringstead preside at the next surgery on 1st July.

(f) Communications

It was noted that Newsletter 177 had been printed and distributed.

(g) Support Group

Cllr Littlewood reported that there had been a number of issues that the support group had been involved in, including the evacuation of 15 homes in the area. A few properties had been affected by a water stoppage. There had been requests for help in locating a lost dog. A request help at the fete had been sent out.

(h) Sustainability

Cllr Littlewood asked if the briefing on electric cars could be circulated to new members.

3. Open Spaces

(a) Guilden Sutton Greenspace

Nothing further.

(b) Wildflower Garden

It was agreed that the Clerk would obtain a quote from the contractor for grass cutting around the border and opposite side of the site.

(c) Old School Field

The Clerk would request a fixed date from the contractor for the works to commence to remove the border hedge.

(d) Section 106 monies

Cllr Littlewood noted that a further 12 month extension had been received and that a working group meeting would be convened prior to the next meeting of the Council. It was noted that the Hilltop Road site was the leading candidate for siting the equipment.

(e) Land at Hilltop Road

Nothing further.

(f) Dog fouling

Cllr Littlewood asked for assistance with placing dog fouling signs. Cllrs Davis and Whelan expressed an interest in supporting with this.

Cllr Paterson noted that the public footpath on Belle Vue Lane was heavily littered in dog waste, there had also been a significant amount on the footpath adjacent to the school, both short distances from existing bins.

Cllr Ringstead noted that there were issues with full bags being left on Porters Hill.

(e) Graveyard Grant

It was proposed by Cllr Paterson, seconded by Cllr Ringstead and agreed that the Council approve the grant application for £88.40 in top-up funding in respect of expenditure incurred by St. Johns for the maintenance of the graveyard.

4. Transport and Highways

(a) Public Transport

Cllr Ringstead had received correspondence from the Transport and Infrastructure manager at CWAC, having provided context of the local bus service.

It was suggested that the portfolio holder at CWAC could be invited to a future meeting. Cllr Littlewood suggested residents of Summerfield House could be involved.

(b) Footpath Station Lane

Cllr Littlewood noted that the Parish Council's involvement was presently on hold due to external

circumstances.

(c) Community Speedwatch

Cllr Littlewood reported that dates were awaited for the PCSO training session.

(d) Purchase of a TruCam

Cllr Littlewood noted that the suggestion of purchasing a trucam was on the agenda, but at the current time this was not necessary as other areas had not requested the use of the existing TruCam.

(d) Grit Box

Cllr Littlewood had sourced a possible grit box. The Clerk advised that a s115e application would be required if this was placed on the highway. It was agreed that Cllr Littlewood would approach the Community Association with regards to contributing to the cost and siting the box on Village Hall land.

5. Planning

(a) New applications:

23/01514/FUL	63 Oaklands +First floor side and rear wrap around extension	NO OBJECTION
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(b) Awaiting Decision:

22/02039/FUL	Land At Belle Vue Lane A new farm access track and a drainage/conservation pond	OBJECTION
22/04685/FUL	The Lodge School Lane Two storey rear extension	NO OBJECTION
23/00203/FUL	Foot of The Hill Church Lane Single storey porch extension and reinstatement of garage	NO OBJECTION
23/00017/ENF	Tile Farm, Wicker Lane Without planning permission a material change of use of the Land from agricultural use to a mixed use of agriculture and MX Motorcross/Quad bike use and Clay Pigeon Shooting use ["the Unauthorised Development"].	OBJECTION

(c) Decision Notices:

23/00808/TPO	The Lodge School Lane 2x Lawson Cypress trees (T1, T2) - Reduce by 40 to 50% or fell to ground level. Yew (T3) - Reduce radial limbs by 2 to 2.5m.	APPROVED
23/00907/FUL	99 Oaklands Demolition of conservatory, construction of single storey side extension	APPROVED

(d) Neighbourhood Plan

Cllr Paterson reported that a meeting had taken place and further work was ongoing. A further meeting was planned prior to the next PC meeting.

6. Village Green

Nothing further.

7. Finance

(a) Income:

VAT Reclaim	£1309.18
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(b) Payments:

M Roberts (Website)	£6.16	(inc. £1.40 VAT)*
M Roberts (Salary)	£580.27	(no VAT)
S Ringstead (Coronation Plants)	£24.95	(inc. £4.15 VAT)
M Littlewood (Coronation Signs)	£51.59	(inc. £8.60 VAT)
M Roberts (Phone Bill)	£14.00	(inc. VAT)
Botanica Landscapes (Grounds Maintenance)	£240.00	(inc. £40.00 VAT)
Deva Print (Newsletter)	£65.00	(no VAT)
M Roberts (Zoom)	£15.59	(inc. £2.60 VAT)
St. John's Church	£88.40	(no VAT)
Derek Tubman (Internal Audit)	£55.00	(no VAT)

(c) Balances:

Co-Operative Current Account	£22,598.05
Co-Operative Deposit Account	£70,431.74
Scottish Widows Business Fund 1	£19,511.91
Scottish Widows Business Fund 2	£4,245.12

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

(d) Internal Audit

It was noted that the outcome of the internal audit had been received and would be published in due course by the Clerk.

(e) Accounting Statements 2022-23

It was proposed by Cllr Hughes, seconded by Cllr Littlewood and agreed that the accounting statement presented by the Clerk were agreed and would be published in due course. Cllr Hughes duly signed the accounting statements as Chairman.

(f) Annual Governance Statement

It was proposed by Cllr Hughes, seconded by Cllr Littlewood and agreed that the Council answer statements 1-8 of the Annual Governance Statement as Yes, and statement 9 be answered as not applicable.

8. Grounds Maintenance

(a) Hilltop Road Area

It was noted that the Contractor had commenced mowing of the grassed area.

(b) Hare Lane Village Green

It was proposed by Cllr Littlewood, seconded by Cllr Paterson and agreed that the quotation from Men in Sheds to refurbish the noticeboard be approved at a cost of £500.

9. Primary School

Cllr Hughes had attended a finance meeting and that positive intake numbers were expected next year.

10. Members Information

Cllr Walters requested an update on the Tile Farm planning appeal. Cllr Walters noted that there had been a number of badger deaths on Station Lane, that did not appear to have been caused by vehicles.

Cllr Paterson noted that CWAC now appear to cut grass monthly and reported an overhanging tree on Oaklands. Cllr Paterson reported that the footpath from Oaklands to the Primary School, surface broken.

Cllr Hughes asked if there should be a deadline for applications for the remaining vacant seat. In response to a statement at Public Speaking Time, Cllr Hughes noted that the Council had received an offer of hedge cutting on Guilden Sutton Lane, the Clerk would raise this with the new tree officer.

11. Exclusion of the Press and Public

It was proposed by Cllr Littlewood, 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.

Part 1 closed 2039

13. PART 2

Cllr Littlewood updated new members on the latest situation with regards to a planning enforcement matter.

It was agreed that the Clerk would approach the planning officer with regards to disclosing information to the public.

It was noted that professional advice was awaited with regards to damage to a Parish Asset.

Meeting closed at 2107

GUILDEN SUTTON PARISH COUNCIL
Minutes of the Ordinary Meeting of Guilden Sutton Parish Council held at Guilden Sutton
Village Hall at 7:30PM on Wednesday 12th July 2023

Chairman: Cllr D Hughes

Present: Cllr A Davis, Cllr M Littlewood, Cllr P M Paterson, Cllr D Walters, Cllr R Whelan

Clerks: R Ringstead*, M Roberts

In attendance: 4 members of the public, Borough Cllr D Heatley

1. Procedural Matters

(a) Apologies

Apologies were received and accepted from Cllr Ringstead.

Apologies were received and noted from Borough Cllr Parker.

(b) To consider the Code of Conduct and Members' interests

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

Cllr Hughes as a member of Guilden Sutton Community Association.

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

Cllr Ringstead as a representative of the Village Green Group.

Cllr Paterson, Cllr Littlewood and Cllr Ringstead as members of the Wildflower Garden project group.

(c) Confirmation of the minutes of the Ordinary meeting held on 7th June 2023.

It was proposed by Cllr Littlewood, seconded by Cllr Paterson and agreed that the minutes of the ordinary meeting held on 7th June 2023 be agreed as a true record of the meeting.

(d) Dates of future meetings.

6th September

4th October

1st November

6th December

(e) Co-Option to fill one vacancies

No further applications to join the Parish council have been made and one vacancy remains.

2. Community Engagement/Communications

(a) Visiting Members

Borough Cllr Heatley provided an update from the Borough Council, outlining that new members are receiving onboarding training and flagging the ongoing challenges for departments including Highways and the backlog on gully cleaning and planning applications. Cllr Paterson highlighted the recent rise in requests for gully cleaning that have been required and expressed concern that the response received back that these would be handled as part of the next routine maintenance would not be adequate. Cllr Heatley encouraged any issues to be reported on the CWAC reporting app and suggested

that any holdups following this could be reported to himself and Cllr Parker, who would do their best to help.

(b) Visiting Officers

Cllr Hughes flagged that Mr. Lewin had mentioned a tree had fallen down obstructing a path on a right of way. While emergency work was undertaken by a local farmer, this will need addressing.

(c) Public Speaking

Mr Peacock asked if the minutes from the Annual Parish Meeting will be published and if so when.

(d) Correspondence

Noise in the village originating from commercial premises.
A vehicle collision with a HGV on the A56 crossroads junction

It was agreed that the vehicle collision would be referred to Highways Department, to explore whether third party vehicles are permitted to use the Station Lane access route to visit local businesses, and Cllr Heatley recommended sharing this also with planning departments to explore permitted transport schedules. The matter will also be referred to Mickle Trafford Parish Council where the incident took place.

(e) Surgery

Cllr Paterson and Ringstead presided at the surgery on 1st July where the provision of the local bus service was discussed, requesting additional weekend services.

It was agreed that Cllrs Davis and Waters will preside at the next surgery on 2 September.

(f) Communications

It was confirmed by Cllr Littlewood that the next meeting of the communications working group will take place in September, and the newsletter will be developed over the summer.

(g) Support Group

Cllr Littlewood reported that the support group continues to be helpful, with many volunteers having helped with the fete and delivering leaflets, as well as in terms of supporting with a local flood. Cllr Littlewood updated that this flood had been referred to the CWAC Highways team and an officer inspected and recommended continuing to monitor and notify on any recurring issues.

(h) Sustainability

Cllr Whelan expressed interest in leading on the creation of a sustainability working group, with Cllr Walters expressing interest in being involved. Cllr Whelan suggested the remit of this could include items such as exploring opportunities to improve sustainability of community buildings, renewable energy efficiency, EV charging, encouraging pedestrian access and community recycling schemes. Cllr Littlewood suggested this could potentially also include community conservation items as part of a broader green agenda.

(i) To consider the renewal of Cheshire Community Action membership at a cost of £50.

It was Proposed by Cllr D Hughes and seconded by Cllr Paterson that the membership of Cheshire Community Action membership should be renewed and retained, at a cost of £50.

3. Open Spaces

(a) Guilden Sutton Greenspace

Nothing further

(b) Wildflower Garden

It was agreed that the clerk will find out more details about the recent quote for additional grounds maintenance at the Wildflower Garden and update further.

(c) Old School Field

It was noted that the maintenance of the border hedges at Old School Field Farm is still outstanding, but the contractor plans to commence this work shortly, pending no further rainfall.

Cllr Littlewood offered to chase up sourcing new goal nets.

(d) Section 106 monies

Cllr Whelan updated that a meeting to progress plans for the 106 monies is in development. It was proposed by Cllr Paterson and seconded by Cllr Walters that Cllr Whelan will purchase drainage plan records for Hilltop Road site to ascertain suitability, at a cost of £60.

(f) Dog fouling

Cllr Littlewood updated that herself and Cllr Davis are in the process of placing anti dog fouling signs around the village to raise awareness with dog walkers.

It was proposed by Cllr Littlewood and seconded by Cllr Paterson that anti dog fouling stickers on bins can be purchased for placing on local bins, for an approx. cost of £3.

(e) Graveyard Grant

It was noted that this has been paid and that an answer regarding the shortfall was still awaited from CWAC.

4. Transport and Highways

(a) Public Transport

Cllr Paterson updated on the number of complaints about the local bus service, particularly the lack of weekend service.

In her absence, it was noted that Cllr Ringstead had met with community transport officials and hosted a meeting at Summerfield House to discuss this issue, where the negative impact on residents and their sense of isolation was reported. It was also reported that Cllr Ringstead has commenced plans to run a survey to gather feedback from local residents on the bus service, with a view to sharing the findings with StageCoach to support conversations about boosting further service provision options. Contact details for this survey were gathered at the village fete and a form to gather more contact details is now available at the local post office.

Cllr Paterson said that the community transport team would be happy to come to the next meeting to present on options.

Cllrs Whelan suggested this activity could link in with the work of the sustainability worksteam, and suggested a call to action to sign up for the survey consultation could be gathered via the local school newsletter. Cllr Littlewood suggested putting the item in the local Facebook group and in the September newsletter.

(b) Footpath Station Lane

Cllr Littlewood updated that progress has been made on identifying landowners to approach for a potential permissive footpath, although one field's owner remains unknown. Cllr Davis offered to support in identifying this. It was discussed that the alternative route of exploring a pathway via CWaC was also discussed, as well as discussing the possibility of enquiring about chicanes.

It was suggested that an Open Forum on Highways and Transport is held before the next parish council meeting, with a member of the CWaC Highways team and Community Transport team to be invited to attend.

(c) Community Speedwatch

Cllr Littlewood updated that further sessions have been held, but the local PCSO has now asked that the community speedwatch is suspended until further notice. Cllr Littlewood to update on status.

(d) Purchase of a TruCam

On hold – as above

(d) Grit Box

Cllr Littlewood will approach the Community Association with regards to contributing to the cost and siting the box on Village Hall land.

e) To consider overgrown trees and hedges at the A55

Clerk updated that there could be scope to maintain unadopted land via a volunteer. Enquiries are being made.

5. Planning

(a) New applications:

23/01730/FUL	Land At Belle Vue Lane Erection of detached bungalow with associated landscaping works	10 July 2023 EXTENSION AGREED to 24/07
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The Parish Council's policy to oppose building on the greenbelt was discussed and confirmed.

(b) Awaiting Decision:

23/00017/ENF	Tile Farm, Wicker Lane Without planning permission a material change of use of the Land from agricultural use to a mixed use of agriculture and MX Motorcross/Quad bike use and Clay Pigeon Shooting use ["the Unauthorised Development"].	OBJECTION
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The Parish Council will stay in touch with CWaC on any further updates for residents regarding this and the above planning application throughout the summer, and encourage residents to also share views with CWaC.

(c) Decision Notices:

22/02039/FUL	Land At Belle Vue Lane A new farm access track and a drainage/conservation pond	REFUSED
22/04685/FUL	The Lodge School Lane Two storey rear extension	APPROVED
23/00203/FUL	Foot of The Hill Church Lane Single storey porch extension and reinstatement of garage	APPROVED
23/01514/FUL	63 Oaklands +First floor side and rear wrap around extension	APPROVED

Members discussed the continuation of its policy to undertake planning visits, with Cllr Hughes noting that individuals are not obliged to undertake these if they would prefer not.

(d) Neighbourhood Plan

Cllr Paterson will arrange a further update meeting on the Neighbourhood plan.

6. Village Green

Cllr Littlewood updated that books available for loan in the letter box have been refreshed following donations made at the village fete.

7. Finance

(a) Income:

(b) Payments:

M Roberts (Website)	£8.40	(inc. £1.40 VAT)
M Roberts (Phone Bill)	£14.00	(inc. £2.33 VAT)
Cheshire Community Action (Membership)	£50.00	(no VAT)
M Roberts (Book Tokens)	£316.95	(inc. £1.15 VAT)
M Roberts (Salary)	At agreed rate	(no VAT)
R Ringstead (Salary)	At agreed rate	(no VAT)
HMRC (Payroll)	£488.00	(no VAT)
Botanica Landscapes Ltd (Grounds Maint)	£240.00	(inc. £40.00 VAT)
Autela Payroll Services (Payroll)	£54.58	(inc. £9.10 VAT)
M Roberts (Zoom)	£15.59	(inc. £2.60 VAT)
Playing Field Owner 1 (Playing Field Rent)	£80.00	(no VAT)
Playing Field Owner 2 (Playing Field Rent)	£80.00	(no VAT)
ChALC (Training)	£50.00	(no VAT)
M Roberts (July Salary*)	At agreed rate	(no VAT)
R Ringstead (July Salary*)	At agreed rate	(no VAT)

* to be post-dated to 28th July

(c) Balances:

Co-Operative Current Account	£21,457.09
Co-Operative Deposit Account	£70,431.74
Scottish Widows Business Fund 1	£19,511.91
Scottish Widows Business Fund 2	£4,245.12

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

8. Grounds Maintenance

(a) Hilltop Road Area

Nothing further

(b) Hare Lane Village Green

Clerk updated that revised plans for Hare Lane Village Green have been sent to CWaC's Highways team and an update is awaited.

9. Primary School

Cllr Hughes updated that the school's end of year celebration was successful and the Parish council has purchased book tokens to give to year 6 pupils, which have been shared with the school for presentation.

10. Members Information

It was noted that former ward member Stuart Parker received an MBE.

It was flagged that a correction to the profile picture of a member on the community association website is needed. The Assistant Clerk noted that she will gather further suggestions for amends to the website to be discussed at next communication working group.

11. Exclusion of the Press and Public

It was proposed by Cllr Littlewood, 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.

Part 1 closed 2049

13. PART 2 (for publication)

A. Planning Control

The number of public enquiries and complaints in relation to a planning matter was noted.

Cllr Littlewood updated that correspondence has been received from CWaC with regards to next steps, and updated new members with regards to the current situation.

It was agreed that members would await the outcome of the planning application and undertake a further review at the next meeting.

B. Parish Asset

It was noted that professional advice had been requested with regards to damage to a Parish Asset.

Meeting closed at 2107

GUILDEN SUTTON PARISH COUNCIL
Minutes of the Ordinary Meeting of Guilden Sutton Parish Council held on Wednesday 6th
September 2023 at 7:30PM at Guilden Sutton Village Hall

Chairman: Cllr D Hughes

Present: Cllr A Davis, Cllr M Littlewood, Cllr P M Paterson, Cllr S Ringstead, Cllr R Whelan

Clerks: M Roberts*, R Ringstead

In attendance: Mr B Lewin, PCSOs Bailey and Netherton, and 5 members of the public

1. Procedural Matters

(a) Apologies

Apologies were received and accepted from Cllr D Walters.

(b) To consider the Code of Conduct and Members' interests

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

Cllr Hughes as a member of Guilden Sutton Community Association.

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

Cllr Ringstead as a representative of the Village Green Group.

Cllr Paterson, Cllr Littlewood and Cllr Ringstead as members of the Wildflower Garden project group.

(c) Confirmation of the minutes of the Ordinary meeting held on 12th July 2023.

It was proposed by Cllr Davis, seconded by Cllr Ringstead and agreed that the minutes of the ordinary meeting held on 12th July 2023 be agreed as a true record of the meeting.

(d) Dates of future meetings.

4th October

1st November

6th December

2. Community Engagement/Communications

(a) Visiting Members

There were no visiting members.

(b) Visiting Officers

Mr Lewin noted that most footpaths were in good condition but there was concern with the overgrowth with the footpath at the rear of Oaklands.

Mr Lewin reported that there had been a near miss with regards to a fallen branch in the village to which CWAC had responded to quickly.

PCSO Bailey reported that there had been a number of burglaries in other villages in the rural Chester area. It was reported that new operating guidelines have been implemented for Community Speedwatch and these would be circulated. PCSO Bailey would attend the Remembrance Day service.

(c) Public Speaking

Mr M Peacock referred to the proposal for a footpath along Station Lane, and felt that the first 100 metres proved the greatest risk in terms of pedestrian safety.

A member of the public noted that there had been a near miss at the site earlier in the day.

Mr Lewin noted that there were increasing incidents of inconsiderate parking on Oaklands.

(d) Correspondence

Correspondence had been received with regards to:

An overgrown verge (resolved)

Station Lane Footpath proposal

The local bus service

Nettle growth at Fox Cover

Growth in gutters on Oaklands

Parking

Weeds at the Railway bridge

Football nets at the Old School Field

Ragwort on the Greenway

Vegetation overgrowing a footpath

Grit Boxes

Event planning

(e) Surgery

Cllr Davis reported that he and Cllr Walters had attended the recent surgery. A resident had raised concerns with regards to parking on Oaklands, overgrowth on Guilden Sutton Lane and loose paving on Heath Bank.

It was agreed that Cllrs Littlewood and Davis would preside at the surgery to be held on 30th September.

(f) Communications

Cllr Littlewood reported that a draft newsletter had been developed.

It was agreed that an open forum would be held in November to consider ideas for the 2024-25 budget.

(g) Support Group

Cllr Littlewood had reported that the summer had been relatively quiet but some concerns had been raised with regards to cold calling.

(h) Sustainability

Cllr Whelan reported that the sustainability group had communicated by correspondence.

3. Open Spaces

(a) Guilden Sutton Greenspace

The Clerk reported that an invoice had been received with regards to some works, and these would

be deducted from the Year 3 grant.

(b) Wildflower Garden

Cllr Paterson reported that a report had been received from Mrs Proctor.

(c) Old School Field

The Clerk reported that the works at the Old School Field had been completed. A number of remedial works had been suggested which would be considered in due course following advice from ChALC.

(d) Section 106 monies

Cllr Whelan had reported that drainage searches had been completed. Details of potential contractors had been obtained and consultations would be booked.

(e) Dog fouling

Cllr Littlewood reported that a number of signs had been installed with the support of Cllr Davis.

4. Transport and Highways

(a) Public Transport

It was noted that the open forum had taken place at which a number of ideas had been shared. It was agreed that approaches would be made to other Councils in the area to see if any collaboration for community led transport was possible.

(b) Footpath Station Lane

It was proposed by Cllr Hughes, seconded by Cllr Davis and agreed that the working group had the Councils support in principle to progress the installation of a permissive footpath on Station Lane.

(c) Community Speedwatch

Cllr Littlewood reported changes to the Speedwatch working procedures were expected after which point the group could reconvene.

(d) Grit Box

Cllr Littlewood reported that discussions were ongoing. The Community Association had offered materials in order to build a bespoke box.

(e) A55

It was noted a volunteer had started work in the area, the Clerk would approach the volunteer to offer out-of-pocket expenses, and give the Council's thanks.

5. Planning

(a) New applications:

23/02244/FUL	Newhall Rise School Lane First floor side extension to create new bedroom and stairwell, single storey front extensions, side porch extension to include new canopy. window alterations and replacement/new windows, creation of first floor side balcony,	DH/SR NO OBJECTION
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	replacement of existing rear balcony. Partial replacement roof to include solar panels and rooflights, cladding to all external elevations (ground and first floor).	
23/02270/FUL	3 Wood Croft Demolition of the existing conservatory, erection of single storey side extension, alterations to existing openings	AD/TP NO OBJECTION

(b) Awaiting Decision:

23/01730/FUL	Land At Belle Vue Lane Erection of detached bungalow with associated landscaping works	OBJECTION
23/00017/ENF	Tile Farm, Wicker Lane Without planning permission a material change of use of the Land from agricultural use to a mixed use of agriculture and MX Motorcross/Quad bike use and Clay Pigeon Shooting use ["the Unauthorised Development"].	OBJECTION

(c) Decision Notices:

There were no new decision notices.

(d) Neighbourhood Plan

Cllr Paterson reported that it had not been possible to arrange a meeting over the summer. A landowner had been in contact to discuss the plan.

6. Village Green

(a) Consideration of a proposal to lease land for seating.

Cllr Littlewood updated new Councillors on progress to date. Councillors felt that the likely costs involved would not be an appropriate use of public funds. It was agreed that alternative solutions would be explored.

7. Finance

(a) Insurance Quote 2023-24

It was proposed by Cllr Hughes, seconded by Cllr Paterson and agreed that the Council accept the quote of £1,775.77 obtained by the insurance broker for the Council's insurance for 12 months from 1st October. The policy will be held by Hiscox. The Council noted that a £50.00 brokerage fee was also due.

(b) Income:

Scottish Widows 1 Interest	£44.93
Scottish Widows 2 Interest	£6.65

(c) Payments:

M Roberts (Website)	£8.40	(inc. £1.40 VAT)
M Roberts (Phone Bill)	£14.00	(inc. £2.51 VAT)
R G Groundwork (Grounds Maintenance)	£1,982.00	(no VAT)
M Roberts (Zoom)	£15.59	(inc. £1.60 VAT)

B Lewin (Website)	£97.09	(inc. £16.20 VAT)
Botanica Landscapes Ltd (Lengthsman)	£234.00	(inc. £39.00 VAT)
Botanica Landscapes Ltd (Grounds Maint)	£240.00	(inc. £40.00 VAT)
M Roberts (Website)	£8.40	(inc. £1.40 VAT)
M Roberts (Salary)	At agreed rate	(no VAT)
R Ringstead (Salary)	At agreed rate	(no VAT)
Botanica Landscapes Ltd (Lengthsman)	£234.00	(inc. £39.00 VAT)
Botanica Landscapes Ltd (Grounds Maint)	£240.00	(inc. £40.00 VAT)
A J Gallagher (Insurance Premium)	£1,825.77	(no VAT)
M Roberts (Defibrillator supplies)	£466.80	(inc. £77.80 VAT)
Man Coed VM Ltd (GreenSpace Works)	£1986.00	(inc. £331.00 VAT)
M Roberts (Zoom)	£15.59	(inc. £1.60 VAT)
M Roberts (Phone Bill)	£15.10	(inc. £2.33 VAT)
PKF Littlejohn (External Audit)	£252.00	(inc. £42.00 VAT)
M Roberts (Stationery)	£2.49	(inc. £0.41 VAT)

(d) Balances:

Co-Operative Current Account	£18,914.62
Co-Operative Deposit Account	£70,431.74
Scottish Widows Business Fund 1	£19,556.84
Scottish Widows Business Fund 2	£4,254.90

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 payments and Cllr Paterson would authorise.

8. Grounds Maintenance

(a) Hare Lane Village Green

It was noted that the Section 115e application had been approved by highways and would proceed to public consultation in September.

The refurbished noticeboard had been installed.

9. Primary School

Cllr Hughes reported that he had been invited to the Year 6 leavers' service. The book tokens provided by the Parish Council had been mentioned in the event program and had received a mention from the Headteacher.

10. Remembrance Sunday

The Clerk had submitted an event plan to Cheshire West and Chester Council for the memorial event and associated road closure. Amberon TM had again been contacted in order to service the road closure.

It was agreed that, per tradition, the Chairman would undertake the readings at St John's and at the memorial service.

It was agreed that lamppost poppies would be displayed again this year. It was proposed by Cllr Paterson, seconded by Cllr Littlewood and agreed that a further 20 lamppost poppies would be ordered.

11. Defibrillators

The Clerk reported that the Hare Lane defibrillator had required replacement battery during August. The emergency expenditure had been authorised by the Audit and Governance Group. It was noted that the Council previously had a maintenance plan with an organisation that was no longer trading. It was noted that the Council would need to take responsibility for maintaining the equipment going forward.

The Hare Lane and Village Hall defibrillators both required replacement pads at the end of September. Due to the shortage of electrical parts, it was noted that delays were anticipated. The Clerk had received advice that expired pads should still be used in an emergency and were serviceable for several months beyond their listed expiry date.

12. Members Information

Cllr Paterson noted that 20MPH speed limits were to be enforced in Wales from 17th September. These changes would not necessarily be signed.

Cllr Paterson reported that a tree on The Dell had fallen and another on Oaklands for which debris was still in situ.

Cllr Paterson reported that 6th February 2024 was the 80th anniversary of D Day.

Ms Ringstead reported that Upton PC had been in touch to request information on Event planning and had been referred to the Fete Committee.

Cllr Davis was concerned that a member of the public had been struck off the register for the Dental Surgery and asked if the Council could provide support.

Cllr Hughes was concerned about the speed of private contractor vehicles through the Village.

Cllr Whelan reported recent utilities work should be completed by the end of the

Cllr Hughes enquired as to the sale of land close to Hoole Hall.

Cllr Hughes asked that the volunteer be thanked for their work on the A55 hedgerow.

Meeting closed at 2111.

GUILDEN SUTTON PARISH COUNCIL

Minutes of the Ordinary Meeting of Guilden Sutton Parish Council held on 4th October 2023, at 7:30PM at Guilden Sutton Village Hall

Chairman: Cllr D Hughes

Present: Cllr A Davis, Cllr P M Paterson, Cllr S Ringstead, Cllr R Whelan

Clerk: M Roberts

In attendance: Mrs S Proctor, Mr B Lewin, Mrs V Downing, Mr W Moulton, Mr R Norrie, and 4 other members of the public.

1. Procedural Matters

(a) Apologies

Apologies were received and accepted from Cllr M Littlewood and Cllr D Walters.

Apologies were received and accepted from Cllr G Heatley. Cllr M Parker and PCSO Bailey.

(b) To consider the Code of Conduct and Members' interests

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

Cllr Hughes as a member of Guilden Sutton Community Association.

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

Cllr Ringstead as a representative of the Village Green Group.

Cllr Paterson, Cllr Littlewood and Cllr Ringstead as members of the Wildflower Garden project group.

(c) Confirmation of the minutes of the Ordinary meeting held on 6th September.

It was proposed by Cllr Paterson, seconded by Cllr Ringstead and agreed that the minutes of the ordinary meeting held on 6th September 2023 be agreed as a true record of the meeting.

(d) Dates of future meetings.

1st November

6th December

The following dates were agreed as outline dates for 2024, along with selected dates for Open Forums and Committee meetings:

Date	Proposed 7pm meeting
10 th January *	
7 th February	Open Forum
6 th March	Communications Group
3 rd April	Annual Parish Meeting
1 st May (Annual)	
5 th June	Open Forum
17 th July *	
4 th September	Communications Group
2 nd October	Open Forum (Budget)
6 th November	
4 th December	Open Forum

2. Community Engagement/Communications

(a) Visiting Members

There were no visiting members.

(b) Visiting Officers

Mr Lewin provided an update regarding public rights of way.

(c) Public Speaking

Mr Norrie asked if the Council would be prepared to fund winter pansies for the planters in the Village Hall car park area as had been done last year.

Mr Norrie noted that the Community Association had not been approached by the Council with regards to the proposal to install a Grit Box.

Mrs Downing noted that a decision had been made with regards to lease land in the Village for the citation of benches and to improve the general appearance of the area.

Mrs Downing noted that the Council recorded items under 'Village Green', relating to the Pipers Ash Village Green, that was not related to the Village Green Group.

Mrs Proctor noted that the most dangerous area of Hare Lane had not been resurfaced in recent works. There was a puddle on the motorway bridge and damage has not been repaired on Belle Vue Lane. Where tarmac had been laid over manhole covers, this had not been removed.

(d) Correspondence

Correspondence had been received regarding:

The Wildflower garden lease

The Bus Service

The Community Association

Hare Lane resurfacing

Community Speedwatch

Parish Council vacancy

(e) Surgery

Cllr Davis reported that he had attended with Cllr Littlewood. Concerns had been raised with regards to trees in the Parish Car Park. A resident had asked about a light on the side of the Village Hall. A resident had requested a reinstatement of the 1350 bus service.

It was agreed that Cllrs Whelan and Ringstead would preside at the next surgery to be held on 28th October.

(f) Communications

It was noted that the Communications group would meet in November.

(g) Support Group

Cllr Littlewood had informed the Council by correspondence that the Support Group had helped to raise awareness of the change in days for highways work, and had responded to a leak in the Village Hall and an escaped snake.

(h) Sustainability

Cllr Whelan reported that a number of topics had been identified with regards to sustainability and suggested that a working group may be required. The opportunity to tie into the Neighbourhood Plan would be considered. Cllr Whelan noted that volunteers would be needed to join the new working group.

3. Open Spaces

(a) Guilden Sutton Greenspace

Nothing further.

(b) Wildflower Garden

The Clerk noted that the revised lease was still outstanding. The Clerk would try to progress with CWAC.

(c) Old School Field

The Clerk reported that a Contractor had been identified to inspect the condition of the wall and gates and it was hoped this work would be carried out within the next week.

A member of the public had offered to remove the damaged football nets.

(d) Section 106 monies

Cllr Whelan noted that the drainage system on the proposed site was historic but a meeting with United Utilities had been cancelled at short notice. Potential plans had been discussed with prospective contractors and illustrations were circulated.

(e) Dog fouling

It was noted that an increase in dog fouling had correlated with the return of the Primary School. It was agreed that The Clerk would write to the primary school to see if attention could be drawn to this in a future newsletter.

4. Transport and Highways

(a) Public Transport

Cllr Ringstead reported that further requests for information had been received. A draft questionnaire had been obtained from Cheshire Community Action/

It was reported that CWAC had introduced a pilot scheme called iTravel for on demand public transport, but Guilden Sutton was not included.

Cllr Ringstead noted that the outcomes of the survey would inform next steps which could include community-based transport or an improved public bus service.

(b) Footpath Station Lane

It was proposed by Cllr Davis, seconded by Cllr Paterson and agreed that the Council would support the recommendation to progress the installation of a permissive footpath from The Stables junction with Station Lane to Footpath 7.

(c) Community Speedwatch

Cllr Littlewood had circulated the new guidelines and was waiting for a response from members. Cllr Ringstead noted that there may be additional risks with regards darker mornings and evenings from the end of October.

(d) Grit Box

It was reported that Cllr Littlewood would contact the Community Association. It was noted that the executive meeting of the Community Association would be held next week.

The Clerk clarified that there had been a misunderstanding at the previous meeting and that the Community Association had not sourced materials for the construction of the box. The minutes of the meeting were not amended as they were an accurate reflection of what had been discussed.

(e) A55

The Clerk reported having contacted the contractor to pass on thanks from Councillors.

5. Planning

(a) New applications:

23/02727/FUL	Holly Lodge Belle Vue Lane Demolition of existing conservatory. Porch extension, first floor side extension and single storey rear extension. Dormers to front and rear and render (re-submission of 22/04078/FUL)	3 October RW/DH No Objections
23/02804/TPO	Guilden Sutton Church of England Primary School Ash (T8) - Remove crown to form pollard in order to make safe. The decay fungus <i>Inonotus hispidus</i> (Shaggy polypore) was present in the main fork and with this type of fungus present there is always a risk that the tree will fail.	9 October 2023 DH/AD

(b) Awaiting Decision:

23/01730/FUL	Land At Belle Vue Lane Erection of detached bungalow with associated landscaping works	OBJECTION
23/00017/ENF	Tile Farm, Wicker Lane Without planning permission a material change of use of the Land from agricultural use to a mixed use of agriculture and MX Motorcross/Quad bike use and Clay Pigeon Shooting use ["the Unauthorised Development"].	OBJECTION
23/02244/FUL	Newhall Rise School Lane First floor side extension to create new bedroom and stairwell, single storey front extensions, side porch extension to include new canopy. window alterations and replacement/new windows, creation of first floor side balcony, replacement of existing rear balcony. Partial replacement roof to include solar panels and rooflights, cladding to all external elevations (ground and first floor).	NO OBJECTION
23/02270/FUL	3 Wood Croft Demolition of the existing conservatory, erection of	NO OBJECTION

	single storey side extension, alterations to existing openings	
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(c) Decision Notices:

There were no new decision notices.

(d) Neighbourhood Plan

Cllr Paterson reported that a further request for dates had been circulated.

6. Village Green

A request had been received for funding for plants for the planters at the noticeboard and nearby bicycle. It was proposed by Cllr Hughes, seconded by Cllr Davis and agreed that the Council would reimburse costs up to £30.

In response to an enquiry the Clerk explained that the 'Village Green' budget heading had been used for many years, but prior to 2021 the breakdown of the budget had not been published in the minutes of meetings, so this may not have been obvious to members of the public.

It was noted that the Council supports the maintenance of the Hare Lane Village Green and a number of other open public spaces in the area, and this budget heading reflected the forecast spending in these areas.

It was further noted that the detailed budget does not indicate an assignment of funds to a particular project or item of expenditure – but is an indication of the Council's anticipated expenditure in particular areas. It was noted that regardless of the budget, all proposed items of expenditure require the Council's agreement prior to being incurred.

7. Finance

(a) Income:

None

(b) Payments:

M Roberts (Website)	£8.40	(inc. £1.40 VAT)
M Roberts (Phone Bill)	£15.10	(inc. £2.51 VAT)
M Roberts (Salary)	At agreed rate	(no VAT)
R Ringstead (Salary)	At agreed rate	(no VAT)
M Roberts (Poppies)	£85.00	(inc. £14.17 VAT)
Botanica Landscapes Ltd (Lengthsman)	£234.00	(inc. £39.00 VAT)
Botanica Landscapes Ltd (Grounds Maint)	£240.00	(inc. £40.00 VAT)
Autela Payroll Services (Payroll)	£54.58	(inc. £9.10 VAT)
Playing Field Owner 1	£80.00	(no VAT)
Playing Field Owner 2	£80.00	(no VAT)
R Whelan (Drainage Searches)	£22.34	(inc. £3.72 VAT)
Men In Sheds (Noticeboard Refurbishment)	£500.00	(no VAT)
HMRC (Payroll)	£384.40	(no VAT)
M Roberts (Zoom)	£15.59	(inc. £2.60 VAT)
Deva Print (Newsletter)	£65.00	(no VAT)

(c) Balances:

Co-Operative Current Account	£10,664.78
Co-Operative Deposit Account	£70,431.74
Scottish Widows Business Fund 1	£19,556.84
Scottish Widows Business Fund 2	£4,254.90

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

8. Grounds Maintenance

(a) Hare Lane Village Green

The Clerk reported that the S115e application had been due to progress to public consultation, but it did not appear that this had happened. The Clerk would make relevant enquiries with CWAC.

9. Primary School

Cllr Hughes reported that school had resumed in September. It was agreed that The Clerk would thank PCSO Bailey for her attendance to support responsible parking and would ask that she continued to do so when available. Cllr Davis reported that a barbecue had been held.

10. Remembrance Sunday – 12th November

Cllr Hughes reminded Councillors that it was traditional to contribute £2 per member for the Council's wreath. Cllr Paterson noted that the poppies had been obtained but volunteers were now needed to display them. The Clerk had obtained new poppies and Mr Moulton had provided the dates on which they should be displayed, which Cllr Paterson would circulate to volunteers.

The Clerk reported that the cost of road closure would be £160.

11. Defibrillators

The Clerk reported having received new defibrillator pads sooner than anticipated, having been warned of delays due to the shortage of electrical components. These had been installed and records updated.

12. Members Information

Cllr Ringstead noted that reports of Parish Councils being unable to contact CWAC officers should be investigated further.

Cllr Ringstead noted that the lease option for a seating area had not been further progressed due to the impact on public funds.

Cllr Paterson noted that attention was needed to the Hilltop Road grassed area for which the Council had taken on responsibility.

Cllr Paterson felt that generally Cadent contractors had done a good job and asked that the Council write to thank the contractors.

Cllr Whelan noted that the associated work was due to finish next week.

12. Exclusion of the Press and Public

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

13. Part Two (for publication)

It was noted that a commercial premises in the Parish had been issued with an enforcement notice and separately a site visit was due to be carried out with regards to another planning enforcement issue.

The Clerk made a recommendation with regards to a HR matter.

Meeting closed at 21:12

GUILDEN SUTTON PARISH COUNCIL

**Minutes of the Ordinary Meeting of Guilden Sutton Parish Council held on 1st November 2023, at
7:30PM at Guilden Sutton Village Hall**

Chairman: Cllr D Hughes

Present: Cllr A Davis, Cllr M Littlewood, Cllr S Ringstead, Cllr R Whelan

Clerk: R Ringstead

In attendance: Mr B Lewin, Mrs V Downing, Mr R Norrie, and 6 other members of the public.

1. Procedural Matters

(a) Apologies

Apologies were received and accepted from Cllr Paterson and Cllr D Walters.

Apologies were received and accepted from Cllr G Heatley. Cllr M Parker and PCSO Bailey.

(b) To consider the Code of Conduct and Members' interests

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

Cllr Hughes as a member of Guilden Sutton Community Association.

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

Cllr Ringstead as a representative of the Village Green Group.

Cllr Paterson, Cllr Littlewood and Cllr Ringstead as members of the Wildflower Garden project group.

(c) Confirmation of the minutes of the Ordinary meeting held on 4th October.

It was proposed by Cllr Hughes seconded by Cllr Ringstead and agreed that the minutes of the ordinary meeting held on 4th October 2023 be agreed as a true record of the meeting.

(d) Dates of future meetings.

6th December

10th January *

Q3 Audit

7th February

Open Forum

6th March

Communications Group

3rd April

Annual Parish Meeting

1st May (Annual)

Q4 Audit

5th June

Open Forum

17th July *

Q1 Audit

4th September

Communications Group

2nd October

Open Forum (Budget)

6th November

Q2 Audit

4th December

Open Forum

(e) To consider an application for co-option

(i) Mrs Victoria Roberts -It was proposed by Cllr Hughes, seconded by Cllr Ringstead and approved that Mrs Roberts be co-opted to the Council until the quadrennial elections in May 2027.

2. Community Engagement/Communications

(a) Communications

It was noted that the Communications group would meet in November. Work is in progress for the next newsletter and to develop social media activity.

It was also noted that work is underway to gather resident views on the need for an improved bus service, which will be gathered via an online survey and a hand-delivered questionnaire.

QR codes.

(a) Visiting Members.

There were no visiting members.

(b) Visiting Officers

Mr Lewin provided an update regarding public rights of way. In particular the need to follow-up with Cheshire West and Chester Council (CWAC) to arrange for the Dingle footpath to be swept.

(c) Public Speaking

Mr Peacock followed up on the support from the Parish Council regarding the installation of a permissive footpath on Station Lane – particularly progressing the first 100 meters. He asked for an update on the outcome of the meeting with the Cheshire Association of Local Councils (ChALC), the support from CWAC and funding available, as well as response from relevant landowners and whether members of the footpath group can take on responsibility for aspects of the project.

Mr Peacock also noted his support for the new sustainability working group and asked how members of the public volunteer to get involved.

Mrs Downing noted that the football goal nets need to be replaced.

(d) Correspondence

Correspondence had been received regarding:

Recent flooding and future flood risks in the village

Accessibility on walkways for disabled residents

Haulage vehicles on Belle Vue Lane

(e) Surgery

Cllr Whelan reported that she had attended the recent surgery with Cllr Ringstead. Concerns had been raised with regards to the bus service and ongoing planning situations.

It was agreed that Cllr Davis and Cllr Littlewood would preside at the next surgery to be held on 2 December.

(g) Support Group

Cllr Littlewood updated on the work by the local support group during the recent flooding in the village. Discussion followed about steps that can be taken to help guard against future flood risks, including identifying responsibility for drainage that may be failing in the village.

(h) Sustainability

Cllr Whelan reported that a number of topics are being explored with regards to sustainability, such as becoming a Terracycle Scheme. Cllr Whelan confirmed that volunteers would be needed to join the new working group and invited local residents to put themselves forward.

3. Open Spaces

(a) Guilden Sutton Greenspace

Nothing further.

(b) Wildflower Garden

It was noted that the revised lease was still outstanding. The Clerk will continue to progress with CWAC. Interim funding for bulbs and seeds was discussed.

(c) Old School Field

Cllr Whelan reported that replacement football nets have been identified. It was proposed by Cllr Whelan and seconded by Cllr Davis that these nets are purchased and replaced.

(d) Section 106 monies

Cllr Whelan reported that three prospective contractors have provided quotes for play equipment in response to a brief and illustrations were circulated. Following consultation with children in the village a more detailed brief will be given to the contractors to ascertain final costs and progress with the best option.

e) Dog fouling

Cllr Littlewood noted that an increase in dog fouling has continued and reported that Cllr Davis has put more signage up in the village and updates have been posted on social media. There was further discussion on potentially increasing the number of bins in areas where they are lacking.

f) Hilltop Road area

Cllr Littlewood reported that after the Beavers planted wildflowers on Hilltop Road the area has become overgrown. It was agreed that the advice of the grounds maintenance team would be sought regarding whether it is appropriate to cut the area back and check the expense for doing so.

4. Transport and Highways

(a) Public Transport

It was proposed by Cllr Hughes and seconded by Cllr Davis that £150 in contingency funding will be made available for printing a research questionnaire to ascertain what improvements to the bus service are needed.

(b) Footpath Station Lane

Cllr Littlewood reported that it has been agreed that a permissive footpath from The Stables junction with Station Lane to Footpath 7 will be pursued and is being progressed, with The Clerk due to follow up with Chalc and CWAC on the matter.

(c) Community Speedwatch

Cllr Littlewood updated that community speed watch volunteer agreements have been returned and shared with PCSO Bailey, with a view to getting volunteers trained in advance of spring when speedwatch activity will resume.

(d) Grit Box

Cllr Littlewood reported that it has been agreed with the Community Association that the cost of a grit box will be split with the Parish Council to store grit bags and sandbags for village use. This will be in addition to an additional grit box that the Community Association will also purchase for use around the Village Hall. It was proposed by Cllr Littlewood and seconded by Cllr Ringstead that the Parish Council go back to the Community Association with a recommendation for which grit box should be purchased and once agreed to move ahead and jointly purchase.

Cllr Littlewood will also investigate and share ideas for further, smaller grit boxes that can be placed in other parts of the village to ensure ease of access during weather challenges.

(e) A55

Nothing further.

5. Planning

(a) New applications:

(b) Awaiting Decision:

23/01730/FUL	Land At Belle Vue Lane Erection of detached bungalow with associated landscaping works	OBJECTION
23/00017/ENF	Tile Farm, Wicker Lane Without planning permission a material change of use of the Land from agricultural use to a mixed use of agriculture and MX Motorcross/Quad bike use and Clay Pigeon Shooting use ["the Unauthorised Development"].	OBJECTION
23/02244/FUL	Newhall Rise School Lane First floor side extension to create new bedroom and stairwell, single storey front extensions, side porch extension to include new canopy. window alterations and replacement/new windows, creation of first floor side balcony, replacement of existing rear balcony. Partial replacement roof to include solar	NO OBJECTION

	panels and rooflights, cladding to all external elevations (ground and first floor).	
23/02727/FUL	Holly Lodge Belle Vue Lane Demolition of existing conservatory. Porch extension, first floor side extension and single storey rear extension. Dormers to front and rear and render (re-submission of 22/04078/FUL)	NO OBJECTION
23/02804/TPO	Guilden Sutton Church of England Primary School Ash (T8) - Remove crown to form pollard in order to make safe. The decay fungus Inonotus hispidus (Shaggy polypore) was present in the main fork and with this type of fungus present there is always a risk that the tree will fail.	NO OBJECTION

(c) Decision Notices:

23/02270/FUL	3 Wood Croft Demolition of the existing conservatory, erection of single storey side extension, alterations to existing openings	APPROVED
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(d) Neighbourhood Plan

Nothing further.

6. Village Green

It was reported that Village Green members have replanted the flower troughs by the Parish Council Notice Board in the car parks with winter pansies. The group's support of any plans to install a permissive footpath along Station Lane, and to raise the Parish Precept to fund more maintenance of open spaces, especially if it included more frequent gutter clearing, was noted.

7. Finance

(a) Income:

Bank Interest (Co-Op Deposit) £485.90

(c) Payments:

M Roberts (Website)	£8.40	(inc. £1.40 VAT)
M Roberts (Phone Bill)	£15.10	(inc. £2.51 VAT)
M Roberts (Salary)	£356.16	(no VAT)
R Ringstead (Salary)	£176.45	(no VAT)
Amberon TM (Road Closure)	£192.00	(inc. £32.00 VAT)
Botanica Landscapes Ltd (Lengthsman)	£234.00	(inc. £39.00 VAT)
Botanica Landscapes Ltd (Grounds Maint)	£240.00	(inc. £40.00 VAT)
M Roberts (Stationery)	£1.79	(inc. £0.30 VAT)
Community Heartbeat Trust (VETS System) (paper invoice)	£120.00	(inc. £20.00 VAT)

ChALC (Training)	£25.00	(no VAT)
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(d) Balances:

Co-Operative Current Account	£8,427.46
Co-Operative Deposit Account	£70,917.64
Scottish Widows Business Fund 1	£19,556.84
Scottish Widows Business Fund 2	£4,254.90

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 payments and Cllr Hughes would authorise.

8. Grounds Maintenance

(a) Hare Lane Village Green

Nothing further.

9. Primary School

Cllr Hughes updated that he has relinquished his role as Chair of the School resources committee. He reported that the children are rehearsing for remembrance day, and that he had accompanied children on a visit to Chester Cathedral. Cllr Littlewood updated that School Trustees have organised a shopping fundraising event on 30 November.

10. Remembrance Sunday – 12th November

Cllr Hughes noted that members of the Council have contributed £2 for the Council's wreath. It was noted that Cllr Whelan has put up poppies around the village. Cllr Hughes and Cllr Davis will put further poppies around the village as needed.

11. Members Information

Cllr Davis and Cllr Littlewood will share the update with residents that the local dentist has flagged that it currently has capacity to take on more local patients.

Cllr Whelan and Cllr Davis will investigate the drainage plans of a local golf club

Cllr Littlewood updated that the Church is planning a live nativity in partnership with the Bird in Hand on Christmas Eve. Marshals are being sought and the Parish council will loan high visibility jackets to marshals. There are plans for the Church Hall car park to be closed for a short period during the nativity, with leaflets being shared locally to notify local residents.

Cllr Ringstead shared an update on the work of Men in Sheds, which will be publicised on social media groups.

12. Exclusion of the Press and Public

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

13. Part Two (for publication)

It was noted that a commercial premises in the Parish had been issued with an enforcement notice and separately a site visit was due to be carried out with regards to another planning enforcement issue.

Commercial quotes for the purchase of potential playground equipment were shared for evaluation.

A HR matter was agreed

Policy guidelines for communications were agreed

Meeting closed at 21:52

GUILDEN SUTTON PARISH COUNCIL

**Minutes of the Ordinary Meeting of Guilden Sutton Parish Council held on 6th December 2023, at
7:30PM at Guilden Sutton Village Hall**

Chairman: Cllr D Hughes

Present: Cllr A Davis, Cllr M Littlewood, Cllr P M Paterson, Cllr S Ringstead, Cllr V Roberts, Cllr R Whelan

Clerk: M Roberts

In attendance: Mr B Lewin, Mrs V Downing, Mr R Norrie and 2 members of the public.

1. Procedural Matters

(a) Apologies

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

(b) To consider the Code of Conduct and Members' interests

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

Cllr Hughes as a member of Guilden Sutton Community Association.

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

Cllr Ringstead as a representative of the Village Green Group.

Cllr Paterson, Cllr Littlewood and Cllr Ringstead as members of the Wildflower Garden project group.

(c) Confirmation of the minutes of the Ordinary meeting held on 1st November 2023.

It was proposed by Cllr Ringstead seconded by Cllr Littlewood and agreed that the minutes of the ordinary meeting held on 1st November 2023 be agreed as a true record of the meeting.

(d) Dates of future meetings.

6th December

10th January *

Q3 Audit

7th February

Open Forum

6th March

Communications Group

3rd April

Annual Parish Meeting

1st May (Annual)

Q4 Audit

5th June

Open Forum

17th July *

Q1 Audit

4th September

Communications Group

2nd October

Open Forum (Budget)

6th November

Q2 Audit

4th December

Open Forum

2. Community Engagement/Communications

(a) Visiting Members.

There were no visiting members.

(b) Visiting Officers

Mr Lewin noted that issues had been caused on some footpaths due to recent weather. A number of ditch issues were being investigated.

(c) Public Speaking

Mrs Downing noted that the new football nets were in situ.

Mr Norrie asked if any progress had been made with regards to the grit box. Mr Norrie noted that the supply of grit had been depleted in recent weather.

Mr Lewin noted the situation with regards to regular flooding on Station Lane.

(d) Correspondence

Correspondence had been received regarding a local Archery club.

(e) Surgery

Cllrs Davis and Littlewood had presided. A resident had raised some concerns with regards to disability access between Fox Cover and Church Lane. It was reported that the Belle Vue Lane culvert had been cleared.

It was agreed that Cllrs Paterson and Ringstead would preside at the next surgery due to be held on 5th January 2024.

(f) Communications sub-committee

Cllr Littlewood reported that the communications group had met and agreed a strategy with regards to the public transport questionnaire.

It was suggested that sustainability could be the topic for the open forum in February 2024.

(g) Support Group

The support group had notified residents of flooding and had supported in informing CWAC of issues. The support group had also delivered invitations to the light switch on and the event had been successful.

(h) Sustainability

Cllr Whelan reported that a number of members of the public had registered their interest in being a part of the group and meetings would commence in 2024.

3. Open Spaces

(a) Guilden Sutton Greenspace

Nothing further.

(b) Wildflower Garden

The Clerk reported that the revised lease was still awaited.

(c) Old School Field

Cllr Whelan reported that the new goal nets have been installed. It was noted that further investigations would be required with regards to the boundary wall and enquiries would be made with regards to ownership. The Clerk would continue to obtain quotes in relation to replacement or refurbishment of the gate.

(d) Section 106 monies

Cllr Whelan had consulted with local children as to design preferences and three designs and associated quotes were circulated. Following exclusion of the press and public, it was proposed by Cllr Davis, seconded by Cllr Littlewood and agreed that the second quote would be accepted. The

Clerk would progress the order, and Cllr Whelan would make enquiries as to the release of the Section 106 monies.

(e) Dog fouling

Cllr Littlewood had reported that a resident had said the village looked tidier since the erection of additional signage.

(f) Hilltop Road area

Cllr Davis reported that weed growth had continued in the area. Councillors discussed the potential options for restoring the area to grass.

4. Transport and Highways

(a) Public Transport

Cllr Ringstead noted that that additional costings may be incurred in order to produce a quality and professional survey. It was proposed by Cllr Paterson, seconded by Cllr Littlewood and agreed that the Clerk be authorised to spend up to £500 on survey activity subject to normal procurement practices.

(b) Footpath Station Lane

It was reported that advice has been received from ChALC and NALC. Cllr Littlewood would follow up with the landowner with regards to the legal position. A further meeting was scheduled for January.

(c) Community Speedwatch

Cllr Littlewood noted that community speedwatch sessions had taken place. Initial data showed that there were fewer incidents of speeding compared to previous sessions, but it was felt there were still too many.

(d) Grit Box

Cllr Littlewood reported that a grit box had been obtained. It was noted that a site had not yet been agreed for its installation. A meeting had taken place between the Community Association, Cllr Littlewood and the Clerk to find a suitable site. A natural recess had been identified in the current bushes. It was proposed by Cllr Littlewood, seconded by Cllr Ringstead and agreed that 10 bags of grit would be ordered at a cost of £85, and 40 sandbags would be ordered at a cost of £229.95. It was suggested that a further box could be installed in the Church Lane area in the future.

It was noted that the Finance Group had the authority to place an emergency order for further grit should it be required.

(e) A55

It was noted that the local volunteer was continuing to work in the area.

5. Planning

(a) New applications:

There were no new applications.

(b) Awaiting Decision:

23/01730/FUL	Land At Belle Vue Lane Erection of detached bungalow with associated landscaping works	OBJECTION
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23/00017/ENF	Tile Farm, Wicker Lane Without planning permission a material change of use of the Land from agricultural use to a mixed use of agriculture and MX Motorcross/Quad bike use and Clay Pigeon Shooting use [“the Unauthorised Development”].	OBJECTION
23/02244/FUL	Newhall Rise School Lane First floor side extension to create new bedroom and stairwell, single storey front extensions, side porch extension to include new canopy. window alterations and replacement/new windows, creation of first floor side balcony, replacement of existing rear balcony. Partial replacement roof to include solar panels and rooflights, cladding to all external elevations (ground and first floor).	NO OBJECTION

(c) Decision Notices:

23/02727/FUL	Holly Lodge Belle Vue Lane Demolition of existing conservatory. Porch extension, first floor side extension and single storey rear extension. Dormers to front and rear and render (re-submission of 22/04078/FUL)	APPROVED
23/02804/TPO	Guilden Sutton Church of England Primary School Ash (T8) - Remove crown to form pollard in order to make safe. The decay fungus Inonotus hispidus (Shaggy polypore) was present in the main fork and with this type of fungus present there is always a risk that the tree will fail.	APPLICATION NOT REQUIRED

(d) Neighbourhood Plan

Cllr Paterson noted that 2 meetings had been held and work was being undertaken on adopting some of the recommendations previously made.

6. Village Green

Nothing further.

7. Finance

(a) Income:

Bank Interest (Scottish Widows 1)	£67.42
Bank Interest (Scottish Widows 2)	£14.67

c) Payments:

M Roberts (Zoom)	£15.59	(inc. £2.60 VAT)
M Roberts (Phone Bill)	£15.10	(inc. £2.51 VAT)
Cheshire West and Chester Council (Election RC)	£197.00	(No VAT)

M Roberts (Website)	£8.40	(inc. £1.40 VAT)
R Whelan (Goal Net Pegs)	£17.93	(inc. £3.01 VAT)
R Whelan (Goal Nets)	£45.97	(inc. £7.66 VAT)
M Roberts (Salary)	At agreed rate	(no VAT)
R Ringstead (Salary)	At agreed rate	(no VAT)
M Roberts (Grit Box - Half)	£39.50	(inc. £6.58 VAT)
Botanica Landscapes Ltd (Lengthsman)	£234.00	(inc. £39.00 VAT)
Botanica Landscapes Ltd (Grounds Maint)	£240.00	(inc. £40.00 VAT)
M Roberts (Zoom)	£15.59	(inc. £2.60 VAT)

(d) Balances:

Co-Operative Current Account	£6,978.66
Co-Operative Deposit Account	£70,917.64
Scottish Widows Business Fund 1	£19,624.26
Scottish Widows Business Fund 2	£4,269.57

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

(e) Budget 2024-25

Initial costings had been circulated by the Clerk. A discussion was held regarding the overarching principles of the budget in order that the Clerk be able to formulate a draft prior to the next meeting. It was felt that a substantial increase in the precept would not be appropriate at the current time due to the rising cost of living, although to supplement grounds maintenance in the area would still form part of the Council's long-term strategic objectives. The Clerk would continue to work on formulating a budget accounting for inflationary increases against the Council's current activities.

8. Grounds Maintenance

(a) Hare Lane Village Green

It was noted that a request for progress on the public consultation had not received a response.

9. Primary School

Cllr Hughes reported having attended the nativity, and will attend another next week. Cllr Davis had attended in his capacity as a trustee.

10. Members Information

Cllr Whelan had taken the poppies down and would retain them for next year.

Cllr Whelan noted that a number of volunteers worked within the Parish and whether any sort of acknowledgement was provided.

Cllr Davis reported that a local farmer at Blackburn's Corner had cleared the culvert on a field.

Cllr Littlewood circulated a poster for the Christmas Eve event.

11. 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 would be excluded in order that the Council discuss urgent exempt items under the Local Government Act 1972.

12. Part Two

(a) NALC Pay Scales

It was proposed by Cllr Littlewood, seconded by Cllr Paterson and agreed that the Council would retrospectively adopt the NALC pay scales for 2023-24, effective from 1st April 2023.

It was proposed by Cllr Davis, seconded by Cllr Littlewood and agreed that the Council would extend the Assistant Clerk's contract for a further 6 months, retrospectively from 1st November.

(b) Planning Enforcement

Cllr Littlewood reported further on a planning enforcement matter.

GUILDEN SUTTON PARISH COUNCIL

Minutes of the Ordinary Meeting of Guilden Sutton Parish Council held on 10th January 2024, at 7:30PM at Guilden Sutton Village Hall

Chairman: Cllr D Hughes

Present: Cllr A Davis, Cllr M Littlewood, Cllr P M Paterson, Cllr S Ringstead, Cllr V Roberts

Clerk: M Roberts

In attendance: PCSO Bailey, Mr B Lewin, Mr R Norrie and 2 members of the public.

1. Procedural Matters

(a) Apologies

Apologies were received and accepted from Cllr Whelan.

(b) To consider the Code of Conduct and Members' interests

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

Cllr Hughes as a member of Guilden Sutton Community Association.

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

Cllr Ringstead as a representative of the Village Green Group.

Cllr Paterson, Cllr Littlewood and Cllr Ringstead as members of the Wildflower Garden project group.

(c) Confirmation of the minutes of the Ordinary meeting held on 6th December 2023.

It was proposed by Cllr Paterson seconded by Cllr Ringstead and agreed that the minutes of the ordinary meeting held on 6th December 2023 be agreed as a true record of the meeting.

(d) Dates of future meetings.

7 th February	Open Forum (Sustainability)
6 th March	Communications Group
3 rd April	Annual Parish Meeting
1 st May (Annual)	Q4 Audit
5 th June	Open Forum
17 th July *	Q1 Audit
4 th September	Communications Group
2 nd October	Open Forum (Budget)
6 th November	Q2 Audit
4 th December	Open Forum

(e) Training

It was noted that ChALC had advertised a number of free webinars on a variety of topics.

2. Community Engagement/Communications

(a) Visiting Members

None

(b) Visiting Officers

PCSO Bailey had circulated a newsletter.

(c) Public Speaking

Mr Norrie thanked the Parish Council for the construction of the grit box and for Cllr Whelan for her support with regards to the installation of Solar Panels at the Village Hall.

Mr Lewin thanked the Council's contractors for their work in clearing leaves from the Parish.

(d) Correspondence

Correspondence had been received regarding:

A request for a cycle ramp at the Fox Cover steps.

Disposal of Garden Waste.

Dog fouling.

Damage to the noticeboard.

(e) Surgery

Cllrs Paterson and Ringstead reported that a resident was looking forward to receiving the Public Transport questionnaire and would help to encourage residents to complete it. Concerns had been raised with regards to a drain close to the Oaklands/School Lane bus stop. A resident raised the issue of dog fouling. A number of residents had noted the recent flooding, particularly on Station Lane. A resident had raised concerns with regards to the narrow footpath on Porters Hill.

It was agreed that Cllrs Davis and Whelan would preside at the next surgery on 3rd February.

(f) Communications sub-committee

Cllr Littlewood reported that a draft of the next newsletter had been circulated.

(g) Support Group

Cllr Littlewood reported that a lot of help had been received with regards to recent flooding matters. The support group had also helped with the Nativity event at Church, Parish Car Park and Bird in Hand.

(h) Sustainability

Cllr Whelan had reported by correspondence.

(i) Grant Application

It was proposed by Cllr Davis, seconded by Cllr Ringstead and agreed that a grant application of £350 be approved.

3. Open Spaces

(a) Guilden Sutton Greenspace

Nothing further.

(b) Wildflower Garden

It was noted that the lease was still awaited, but a positive response had been received from the localities officer.

(c) Old School Field

Nothing further.

(d) Section 106 monies

The Clerk reported that the play equipment order had been confirmed with the contractor. The application for the release of the S106 funds had been completed. Cllr Whelan had advised by correspondence that an installation date would be agreed. The Clerk had approached the insurer to assess the new equipment and a quote had been received.

(e) Dog fouling

The Council noted a number of complaints particularly over the Christmas period. Cllr Davis noted that this might be due to the darker mornings and evenings.

(f) Hilltop Road area

It was noted that clearance work had been carried out, and long-term objectives would be agreed.

4. Transport and Highways

(a) Public Transport

Cllr Ringstead reported that the Public Transport survey had been finalised. It was noted that the survey was comprehensive, but necessarily so. It was noted that this would be used as evidence to try to improve the local bus services.

(b) Footpath Station Lane

Cllr Littlewood had reported having attempted to make contact with the landowner. A working group meeting would be organised in January.

Cllr Davis noted that some noticeboards had been erected with regards to providing information about farming in the area.

(c) Community Speedwatch

Cllr Littlewood reported that a meeting would take place with PCSO Bailey to arrange further training for volunteers.

(d) Grit Box

It was noted that the grit box had been installed.

(e) A55

The Council noted its continued appreciation for the volunteer carrying out work in the area.

5. Planning

(a) New applications:

There were no new applications.

(b) Awaiting Decision:

23/01730/FUL	Land At Belle Vue Lane Erection of detached bungalow with associated landscaping works	OBJECTION
23/00017/ENF	Tile Farm, Wicker Lane Without planning permission a material change of use of the Land from agricultural use to a mixed use of agriculture and MX Motorcross/Quad bike use and Clay Pigeon Shooting use [“the Unauthorised Development”].	OBJECTION
23/02244/FUL	Newhall Rise School Lane First floor side extension to create new bedroom and stairwell, single storey front extensions, side porch extension to include new canopy. window	NO OBJECTION

	alterations and replacement/new windows, creation of first floor side balcony, replacement of existing rear balcony. Partial replacement roof to include solar panels and rooflights, cladding to all external elevations (ground and first floor).	
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(c) Decision Notices:

There were no new decision notices.

(d) Neighbourhood Plan

Cllr Paterson reported that a meeting would be scheduled in January.

6. Village Green

Nothing further.

7. Finance

(a) Income:

None

(b) Payments:

M Roberts (Phone Bill)	£15.10	(inc. £2.51 VAT)
M Roberts (Website)	£9.00	(inc. £1.50 VAT)
M Roberts (Grit)	£85.00	(inc. £14.17 VAT)
M Roberts (Sandbags)	£195.46	(inc. £32.58 VAT)
Guilden Sutton Community Association (Grant)	£350.00	(no VAT)
HMRC (Payroll)	£438.80	(no VAT)
M Roberts (Salary)	£572.93	(no VAT)
R Ringstead (Salary)	£176.65	(no VAT)*
Botanica Landscapes (Grounds Maintenance)	£240.00	(inc. £40.00 VAT)
Botanica Landscapes (Lengthsman)	£234.00	(inc. £39.00 VAT)
Autela Payroll Services (Payroll)	£54.58	(inc. £9.10 VAT)
M Roberts (Zoom)	£15.59	(inc. £2.60 VAT)
M Roberts (Survey Subscription)	£75.00	(inc. £12.50 VAT)
S Roberts (Playing Field Rent)	£80.00	(no VAT)
V A Jones (Playing Field Rent)	£80.00	(no VAT)
P M Paterson (Christmas Lights Prizes)	£14.00	(no VAT)

(d) Balances:

Co-Operative Current Account	£5,616.97
Co-Operative Deposit Account	£70,917.64
Scottish Widows Business Fund 1	£19,624.26
Scottish Widows Business Fund 2	£4,269.57

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

(e) Budget 2024-25

The Council noted the draft budget circulated prior to the meeting. It was noted that further anticipated cost rises had occurred in the New Year. The Clerk advised that the precept request must be submitted to the billing authority by 31st January, and that 24th January had been set aside as a contingency date should further discussions be necessary.

It was proposed by Cllr Hughes, seconded by Cllr Littlewood and agreed that the decision on the precept be deferred to an extraordinary meeting on 24th January.

8. Grounds Maintenance

(a) Hare Lane Village Green

A response to the S115e application was awaited.

9. Primary School

Cllr Hughes reported that school had returned from the recent Christmas break.

10. Members Information

Cllr Paterson reported that a fence had started to collapse at the top of Guilden Sutton Lane.

Cllr Paterson reported concerns with reported that there were a number of pedestrians who were poorly illuminated, and asked if this could be included in a future newsletter.

Cllr Hughes reported that concerns had been raised with regards to the charging of electric cars using cables across pavements.

11. 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 would be excluded in order that the Council discuss urgent exempt items under the Local Government Act 1972.

12. Part Two

(a) Planning Enforcement

A query was raised with regards to an enforcement notice.

GUILDEN SUTTON PARISH COUNCIL

**Minutes of the extraordinary Meeting of Guilden Sutton Parish Council held on 24th January 2024
at 7.30pm at Guilden Sutton Village Hall**

Chairman: Cllr D Hughes

Present: Cllr A Davis, Cllr M Littlewood, Cllr P M Paterson, Cllr S Ringstead

Minutes: Cllr M Littlewood

In attendance: Mr B Lewin and 2 members of the public

1.Procedural Matters

(a) Apologies

Apologies were received and accepted from Cllr V Roberts and Cllr R Whelan.

Apologies were received and noted from the Clerk.

(b) To consider the Code of Conduct and Members' interests

Cllrs Hughes and Littlewood as members of Guilden Sutton Green Space

Cllr Hughes as a member of Guilden Sutton Community Association

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

Cllr Ringstead as a representative of the Village Green Group

Cllrs Paterson, Littlewood and Ringstead as members of the Wildflower Garden Project Group

2.Community Engagement

(a) Public Speaking

A member of the public expressed a desire for further progress on the wildflower garden so residents wouldn't think it had been forgotten.

3. Open Spaces

(a) To agree the lease for the Fox Cover Wildflower Garden

It was proposed by Cllr Ringstead, seconded by Cllr Littlewood and agreed that the updated lease agreement was to be approved.

4. Finance

(a) Income

(b) Payments

M Roberts (Phone Bill)	£15.10 (inc. £2.51 VAT)
M Roberts (Website)	£9.00 (inc. £1.50 VAT)
M Roberts (Salary)	At agreed rate
R Ringstead (Salary)	At agreed rate

It was proposed by Cllr Hughes, seconded by Cllr Davis and agreed that the above payments be approved. The Clerk would process and Cllr Paterson would authorise.

(c) Budget and Precept 2024-2025

It was proposed by Cllr Hughes, seconded by Cllr Littlewood and agreed that the draft budget be approved and the precept for 2024-25 be set at £24,852.

5. Members Information

Cllr Paterson mentioned that the play area has been bought forward and is due to start on Monday January 29th

Cllr Ringstead reported that a Saturday bus service was to be given a trial w/c 24th February

Cllr Littlewood commented on the increased fly tipping along the Dingle Path and reported that both CWaC and PCSO Bailey had been informed

GUILDEN SUTTON PARISH COUNCIL

Minutes of the Ordinary Meeting of Guilden Sutton Parish Council held on 7th February 2024, at 7:30PM at Guilden Sutton Village Hall

Chairman: Cllr D Hughes (absent)

Present: Cllr A Davis, Cllr M Littlewood, Cllr P M Paterson, Cllr V Roberts, Cllr R Whelan

Clerk: M Roberts

In attendance: Mr B Lewin, Mrs S Proctor and 3 members of the public.

MOTION: It was proposed by Cllr Paterson, seconded by Cllr Whelan and agreed that, in the absence of the Chairman and Vice Chairman, Cllr M Littlewood would be appointed to chair the meeting.

Cllr Littlewood in the chair.

1. Procedural Matters

(a) To receive apologies for absence.

Apologies were received and accepted from The Chairman and the Vice Chairman.

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

(b) To consider the Code of Conduct and Members' interests

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

Cllr Hughes as a member of Guilden Sutton Community Association.

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

Cllr Ringstead as a representative of the Village Green Group.

Cllr Paterson, Cllr Littlewood and Cllr Ringstead as members of the Wildflower Garden project group.

(c) Confirmation of the minutes of the Ordinary meeting held on 10th January 2024.

It was proposed by Cllr Paterson seconded by Cllr Whelan and agreed that the minutes of the ordinary meeting held on 10th January 2024 be agreed as a true record of the meeting.

(d) Confirmation of the minutes of the Extraordinary meeting held on 24th January 2024.

It was proposed by Cllr Paterson seconded by Cllr Davis and agreed that the minutes of the ordinary meeting held on 24th January 2024 be agreed as a true record of the meeting.

(e) Dates of future meetings.

6 th March	Communications Group
3 rd April	Annual Parish Meeting
1 st May (Annual)	Q4 Audit
5 th June	Open Forum
17 th July *	Q1 Audit
4 th September	Communications Group
2 nd October	Open Forum (Budget)
6 th November	Q2 Audit
4 th December	Open Forum

2. Community Engagement/Communications

(a) Visiting members' speaking time

There were no visiting members.

(b) Visiting officers' speaking time

Mr Lewin noted that a new gate was to be installed at the Tile Barn footpath entrance and that there was a fallen tree adjacent to Summerfield House.

(c) Public Speaking Time

Mr Peacock noted that the additional play space had been installed.

Mrs Proctor thanked the Clerk with regards to recent progress on the Wildflower garden. Following a public vote, the garden had been named 'Fox Meadow'. Cheshire West and Chester Council had agreed to supply a new tree for the site. Bird boxes and new seeds were ready and planters and seating would follow on from this.

(d) To receive a report concerning recent Public Correspondence.

Correspondence had been received regarding:

The new play equipment

Parking at the Primary School

Pest control

Church lane highways matter

A cycle ramp between Fox Meadow and Church Lane

A maintenance issue at Fox Meadow (which had since been resolved)

(e) To receive a report from Councillors presiding at the recent Surgery

Cllr Whelan reported that 3 residents had spoken at the recent surgery, two of whom had complimented play space, and another who thanked the Council for work on ensuring an unused property was brought back into use.

(f) To receive a report from the Communications sub-committee

Cllr Littlewood reported that the latest newsletter had been distributed with the bus survey, to which there had been a very strong response.

(g) To receive a report from the Support Group

The support group had co-ordinated the delivery of the newsletter.

(h) To consider matters regarding sustainability

Cllr Whelan reported that an open forum had taken place.

3. Open Spaces

(a) Guilden Sutton GreenSpace

Nothing further.

(b) Wildflower Garden LAMA agreement

Cllr Roberts reported on the updated LAMA agreement. It was agreed that further discussions would take place with the Clerk.

(c) Old School Field

Cllr Whelan reported with regards to the adjacent wall. It was noted that the issue of the gate would be revisited upon agreement of the grounds maintenance contract.

(d) Play Area Extension and S106 monies

Cllr Whelan reported that the new trim trail had now been installed adjacent to the existing play area. Cllr Whelan had raised concerns with regards to the matting with the contractor, the contractor will re-grass the area if required. There would be the possibility of having the whole area matted in order to prevent mud spreading. Seating would be installed shortly. It was suggested that the Council could consider installing signage.

(e) Dog fouling

Cllr Paterson reported that there were increased issues with regards to dog fouling.

(f) Hilltop Road area

Nothing further.

(g) Graveyard Green Waste

It was proposed by Cllr Davis, seconded by Cllr Roberts and agreed that the Parish Council would reimburse the Church the amount of £50 incurred for subscribing to the green waste collection service. It was noted that this item was not covered as part of the Graveyard grant recovered from Cheshire West and Chester Council.

4. Transport and Highways

(a) To receive an update on Public Transport issues and recent survey

Cllr Littlewood reported that a very strong response had been received to the survey, around 300 completed responses had been received across the paper and online returns. Cllr Paterson noted that it would be very important to support the new Saturday service in order to ensure its viability.

(b) To receive an update from Councillors involved in the footpath working group.

Cllr Littlewood reported that the relevant land owner was still supportive of the proposal in light of the legal matters surrounding the proposed footpath.

(c) To receive an update on Community Speedwatch

It was reported that two further volunteers were awaiting training.

5. Planning

(a) New applications:

24/00019/FUL	3 The Stables Erection of wooden cabin within rear garden	13 February 2024 TP/RW
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(b) Awaiting Decision:

23/00017/ENF	Tile Farm, Wicker Lane Without planning permission a material change of use of the Land from agricultural use to a mixed use of agriculture and MX Motorcross/Quad bike use and Clay Pigeon Shooting use [“the Unauthorised Development”].	OBJECTION
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(c) Decision Notices:

23/01730/FUL	Land At Belle Vue Lane Erection of detached bungalow with associated landscaping works	REFUSED
23/02244/FUL	Newhall Rise School Lane First floor side extension to create new bedroom and stairwell, single storey front extensions, side porch extension to include new canopy. window alterations and replacement/new windows, creation of first floor side balcony, replacement of existing rear balcony. Partial replacement roof to include solar panels and rooflights, cladding to all external elevations (ground and first floor).	APPROVED

(d) Neighbourhood Plan.

Cllr Paterson reported that a meeting had taken place and another was scheduled for February. A stall was planned for the fete.

6. Village Green

Nothing further.

7. Finance

(a) To note recent items of income

Bank Interest (Scottish Widows 1)	£76.23
Bank Interest (Scottish Widows 2)	£16.58

(b) To approve recent items of spending

Botanica Landscapes (Grounds Maintenance)	£240.00	(inc. £40.00 VAT)
Botanica Landscapes (Lengthsman)	£234.00	(inc. £39.00 VAT)
M Littlewood (Printing)	£11.00	(no VAT)
DevaPrint (Newsletters)	£65.00	(no VAT)
M Roberts (Zoom)	£15.59	(inc. £2.60 VAT)
M Roberts (Survey Subscription)	£75.00	(inc. £12.50 VAT)
Deva Print (Bus Surveys)	£342.00	(inc. £57.00 VAT)
St John’s Church (Green Waste Subscription)	£50.00	(no VAT)

(c) To approve updated account balances

Co-Operative Current Account	£2,362.37
Co-Operative Deposit Account	£70,917.64
Scottish Widows Business Fund 1	£19,700.49
Scottish Widows Business Fund 2	£4,286.15

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

(d) To discuss arrangements for the Grounds Maintenance contract for 2024-25

It was proposed by Cllr Davis, seconded by Cllr Paterson and agreed that the contract with Botanica Landscapes would be renewed for the next two years.

It was proposed by Cllr Paterson, seconded by Cllr Whelan and agreed that the Council would place an advertisement to recruit an employed Lengthsman and a decision would be taken with regards to this at the March meeting.

8. Grounds Maintenance

(a) Hare Lane Village Green

It was noted that the S115e application was still outstanding with the Borough Council.

9. Primary School

Cllr Davis reported that a Bingo night would be taking place. Cllr Whelan reported that there appeared to have been increased problems with parking and traffic.

10. Members Information

Cllr Paterson reported that the gullies on Oaklands had been cleared.

Cllr Littlewood suggested that business cards could be produced in order to support communications with residents.

11. Exclusion of the Press and Public

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

12. Part Two

(a) Planning Enforcement

Two planning enforcement matters were discussed. It was noted that one matter did not require planning permission. Two members would visit another site within the Parish in order to determine whether a referral should be made to the Borough Council.

GULDEN SUTTON PARISH COUNCIL

Minutes of the Ordinary Meeting of Guilden Sutton Parish Council held on 6th March 2024, at 7:30PM at Guilden Sutton Village Hall

Chairman: Cllr D Hughes

Present: Cllr A Davis, Cllr P M Paterson, Cllr V Roberts, Cllr R Whelan

Clerk: Mr M Roberts

In attendance: Mrs V Downing, Mr B Lewin and two members of the public.

MOTION: The Chairman reported the recent passing of former Councillor David Kane. Mr Kane's contributions as a Councillor were noted and members stood as a mark of respect.

1. Procedural Matters

(a) To receive apologies for absence.

Apologies were received and accepted from Cllrs Littlewood and Ringstead

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

(b) To consider the Code of Conduct and Members' interests

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

Cllr Hughes as a member of Guilden Sutton Community Association.

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

Cllr Ringstead as a representative of the Village Green Group.

Cllr Paterson, Cllr Littlewood and Cllr Ringstead as members of the Wildflower Garden project group.

(c) Confirmation of the minutes of the Ordinary meeting held on 7th February 2024.

It was proposed by Cllr Davis seconded by Cllr Paterson and agreed that the minutes of the ordinary meeting held on 7th February 2024 be agreed as a true record of the meeting.

(e) Dates of future meetings.

3 rd April	Annual Parish Meeting
1 st May (Annual)	Q4 Audit
5 th June	Open Forum
17 th July *	Q1 Audit
4 th September	Communications Group
2 nd October	Open Forum (Budget)
6 th November	Q2 Audit
4 th December	Open Forum

2. Community Engagement/Communications

(a) Visiting members' speaking time

None

(b) Visiting officers' speaking time

Mr Lewin reported a fallen tree in the Summerfield House area.

(c) Public Speaking Time

None.

(d) To receive a report concerning recent Public Correspondence.
None.

(e) To receive a report from Councillors presiding at the recent Surgery
Cllrs Davis and Paterson reported that a resident had enquired with regards to the new bus timetable. It was agreed that Cllrs Davis and Roberts would preside at the next surgery on 30th March.

(f) To receive a report from the Communications sub-committee
It was agreed that the Council would order business cards to aid communication with residents, particularly at the regular surgeries.

(g) To receive a report from the Support Group
Nothing further.

(h) To consider matters regarding sustainability
Cllr Whelan reported that an initial group meeting had taken place. Cllr Whelan noted an intention to start a social media page.

3. Open Spaces

(a) Guilden Sutton GreenSpace
Nothing further.

(b) Wildflower Garden LAMA agreement
The response from CWAC was noted. It was agreed that the LAMA could be signed subject to successful agreement of any dispute resolution processes.

(c) Old School Field
Cllr Whelan reported that a meeting would be arranged with a nearby resident.

(d) Play Area Extension and S106 monies
A discussion took place with regards to signage and a quotation was being obtained to install matting in the future.

It was proposed by Cllr Davis, seconded by Cllr Hughes and agreed that Cllr Whelan would be authorised to secure signage up to the amount of £50.

The Clerk reported that the new installation would need to be insured, and a quote had been received in the region of £50 to cover the Council until the annual renewal in October. It was proposed by Cllr Hughes, seconded by Cllr Whelan and agreed that the additional premium could be paid on receipt of a formal quote.

(e) Dog fouling
Nothing further.

(f) Hilltop Road area
Nothing further.

4. Transport and Highways

(a) To receive an update on Public Transport issues and recent survey

Cllr Paterson reported that the new Saturday service had been very well received. 14 people had taken one service on the day. Cllr Paterson noted thanks to Cllr Ringstead for her work with regards to liaison with CCA, production of the survey and campaigning on the matter.

The survey results had been computed and analysed in order to produce a report which could help to secure funding for maintenance and expansion of the service.

(b) To receive an update from Councillors involved in the footpath working group.

A working group meeting would be arranged.

(c) To receive an update on Community Speedwatch

It was reported that PCSO Bailey was no longer working in the Parish and that PC Hughes had been contacted to see if further training could be arranged.

5. Planning

(a) New applications:

None

(b) Awaiting Decision:

23/00017/ENF	Tile Farm, Wicker Lane Without planning permission a material change of use of the Land from agricultural use to a mixed use of agriculture and MX Motorcross/Quad bike use and Clay Pigeon Shooting use [“the Unauthorised Development”].	OBJECTION
24/00019/FUL	3 The Stables Erection of wooden cabin within rear garden	NO OBJECTION

(c) Decision Notices:

None

d) Neighbourhood Plan.

Cllr Paterson reported on further progress.

6. Village Green

Nothing further.

7. Finance

(a) To note recent items of income

None

(b) To approve recent items of spending

Botanica Landscapes (Grounds Maintenance)	£240.00	(inc. £40.00 VAT)
Botanica Landscapes (Lengthsman)	£234.00	(inc. £39.00 VAT)

M Roberts (Salary)	At agreed rate	(no VAT)
R Ringstead (Salary)	At agreed rate	(no VAT)
M Roberts (Website)	£9.00	(inc. £1.50 VAT)
Pentagon Sport Limited (Trim Trail)	£16,512.00	(inc. £2,752.00 VAT)
Information Commissioner (Registration)	£35.00	(no VAT)
M Roberts (Phone Bill)	£15.10	(inc £2.51 VAT)
ChALC (Training)	£25.00	(no VAT)
M Roberts (Zoom)	£15.59	(inc £2.60 VAT)
Pentagon Sport Limited (Seating)	£1,068.00	(inc. £178.00 VAT)

(c) To approve updated account balances

Co-Operative Current Account	£1,214.78
Co-Operative Deposit Account	£70,917.64
Scottish Widows Business Fund 1	£19,700.49
Scottish Widows Business Fund 2	£4,286.15

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

(d) To discuss arrangements for the Grounds Maintenance contract for 2024-25

It was proposed by Cllr Hughes, seconded by Cllr Paterson and agreed that Botanica Landscapes Ltd be appointed to carry out lengthsman duties in the Parish until 31st March 2026.

(e) Appointment of an internal auditor

It was proposed by Cllr Roberts, seconded by Cllr Paterson and agreed that Mr Robert Wilkinson be appointed to act as the Council's internal auditor for 2023/24.

8. Grounds Maintenance

(a) Hare Lane Village Green

It was noted that the public consultation for seating had been placed on 16th February.

9. Primary School

Cllr Hughes reported having visited the Primary School in his capacity as Governor.

10. Members Information

Cllr Whelan reported having received correspondence with regards to the restricted byway.

11. 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 would be excluded in order that the Council discuss urgent exempt items under the Local Government Act 1972.

12. Part Two

(a) Planning Enforcement

Cllrs Davis and Paterson had visited a resident regarding development concerns. It was agreed that referrals would be made to the planning department of Cheshire West and Chester Council with regards to this and a further potential change of use matter.

Meeting closed: 2050

GILDEN SUTTON PARISH COUNCIL

Minutes of the Ordinary Meeting of Guilden Sutton Parish Council held on 3rd April 2024, at 7:30PM at Guilden Sutton Village Hall

Chairman: Cllr D Hughes

Present: Cllr A Davis, Cllr M Littlewood, Cllr P Paterson, Cllr S Ringstead, Cllr V Roberts

Clerk: Ms R Ringstead

In attendance: Borough Cllr M Parker Mrs V Downing, Mr B Lewin, Mr. R Norrie and four members of the public.

1. Procedural Matters

(a) To receive apologies for absence.

Apologies were received and accepted from Cllr Whelan

Apologies were noted from Borough Cllr Heatley

(b) To consider the Code of Conduct and Members' interests

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

Cllr Hughes as a member of Guilden Sutton Community Association.

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

Cllr Ringstead as a representative of the Village Green Group.

Cllr Paterson, Cllr Littlewood and Cllr Ringstead as members of the Wildflower Garden project group.

(c) Confirmation of the minutes of the Ordinary meeting held 6th March 2024.

It was proposed by Cllr Paterson seconded by Cllr Davies and agreed that the minutes of the ordinary meeting held on 6th March 2024 be agreed as a true record of the meeting.

(e) Dates of future meetings.

1 st May (Annual)	Q4 Audit
5 th June	Open Forum
17 th July *	Q1 Audit
4 th September	Communications Group
2 nd October	Open Forum (Budget)
6 th November	Q2 Audit
4 th December	Open Forum

2. Community Engagement/Communications

(a) Visiting members' speaking time

Cllr Parker notified that some budget from Cheshire West and Chester Council (CWaC) should be available for Parish Council members to apply for from May, and it was suggested

that as in previous years councillors may apply in relation to the Summer fete and Christmas activities. It was also noted that CWaC is now in purdah.

(b) Visiting officers' speaking time

Mr Lewin reported a fallen tree on Green Lane, and also that the fallen tree in the Summerfield House area has not been resolved. Cllr Parker agreed to follow-up with CWaC and the Assistant Clerk will follow-up with Summerfield House.

(c) Public Speaking Time.

On behalf of the Community Association Mr Norrie thanked the Parish Council, particularly Cllr Whelan, for the success of the Trim Trail.

(d) To receive a report concerning recent Public Correspondence.

Correspondence had been received regarding:

- Proposed footpath along Station Lane
- Highway improvement works for Station Lane
- Grounds maintenance along Guilden Sutton Lane
- Accessibility on the footpath at the junction of Guilden Sutton Lane and the A41
- Stalled progress on the Fox Cover license and release of Spacehive funds
- Positive feedback on the new Saturday bus service
- Privacy and noise concerns from local residents living near to the new Trim Trail
- News of a Public inquiry in relation to a commercial premises in the Parish

(e) To receive a report from Councillors presiding at the recent Surgery

Cllrs Davis and Roberts had presided. A resident had raised some concerns with regards to local hedges needing to be cut back, grids blocked on School Lane and effluent in a ditch on Belle Vue Lane.

It was agreed that Cllrs Paterson and Littlewood would preside at the next surgery due to be held on 27th April 2024.

(f) To receive a report from the Communications sub-committee

It was agreed that the Chairman's Report from the Annual Meeting will be summarised for the next newsletter.

Cllr Littlewood shared an update on progress for Parish Council business cards

(g) To receive a report from the Support Group

Cllr Littlewood thanked the support group for sending out leaflets recently and updated activity in relation to a broken-down vehicle, raising awareness around a pothole on Church Lane that is experiencing worsening water damage related to a drain.

Cllr Parker updated that the Highways team is working with Sustrans to plan work around this pothole and along Station Lane more generally.

Discussion around flooding under the bridge by the Greenway also took place.

(h) To consider matters regarding sustainability

Nothing further

(i) Cheshire association of Local Councils

It was agreed that the Parish Council would like to renew its membership of Cheshire association of Local Councils at a cost of £479.94.

(j) Village Hall Booking Service

The Parish Councillors will review the new booking arrangements and conditions of hire for the Village Hall, including a proposed nominal fee of £1.

2. Open Spaces

(a) Guilden Sutton GreenSpace

Nothing further

(b) Wildflower Garden LAMA agreement

It was agreed that the Clerk would propose a virtual meeting with CWaC and Cllr Roberts to discuss the amends to the document and share an update for agreement over email with Councillors, given the need to expedite as soon as possible.

(c) Old School Field

Nothing further

(d) Play Area Extension and S106 monies

Given some concern from a small number of local residents regarding noise and privacy, it was agreed that the Parish Council will ask the local residents to monitor and record specific issues taking place. The Parish Council will also reach out to the school to remind those parking and using the play areas to consider local residents.

The council discussed amending the positioning of the playground signage and potentially also installing a further sign reminding users to consider local residents.

(e) Dog fouling

Given several reported incidents of dog fouling, it was agreed that another reminder to dog owners on removing any dog-fouling on public footpaths will be included in the next newsletter.

(f) Hilltop Road area

Clerk to reach out again to Botanica Landscapes regarding suggestions for maintaining this area.

4. Transport and Highways

(a) To receive an update on Public Transport issues and recent survey

It was agreed that Cllr Ringstead will reach out to Chester Community Action to share the results and analysis of the survey to support any opportunities to encourage further improvements to the service.

(b) To receive an update from Councillors involved in the footpath working group.

Cllr Littlewood and Cllr Ringstead will look to re-engage the landowner on this topic, with an aim to progressing and hosting a meeting.

(c) To receive an update on Community Speedwatch

Cllr Littlewood to reach out to PCSO Hannath, who is new in post, regarding reinstating Community Speedwatch.

(d) Mid-Cheshire footpath society renewal

It was agreed membership to the Mid-Cheshire footpath society would be renewed at a cost of £8.

5. Planning

(a) New applications:

24/00806/FUL	86 Oaklands, Guilden Sutton, Chester, CH3 7HG Single storey rear extension	24 April 2024
24/00444/FUL	The Old School Guilden Sutton Lane Change of use of agricultural land to residential to extend garden curtilage.	28 March 2024 (Extension requested)

(b) Awaiting Decision:

23/00017/ENF	Tile Farm, Wicker Lane Without planning permission a material change of use of the Land from agricultural use to a mixed use of agriculture and MX Motorcross/Quad bike use and Clay Pigeon Shooting use [“the Unauthorised Development”].	OBJECTION
24/00019/FUL	3 The Stables Erection of wooden cabin within rear garden	NO OBJECTION

(c) Decision Notices:

None

d) Neighbourhood Plan.

Cllr Paterson reported on further progress with regular meetings in place.

6. Village Green

Nothing further

7. Finance

(a) To note recent items of income

Graveyard Grant	£660.00
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(b) To approve recent items of spending:

Arthur J Gallagher (Insurance Amendment)	£50.66	(no VAT)*
M Roberts (Website)	£9.00	(inc. £1.50 VAT)
M Roberts (Phone Bill)	£15.10	(inc. £3.02 VAT)
St. John’s Church (Graveyard Grant)	£660.00	(no VAT)
HMRC (Payroll)	£437.20	(no VAT)
M Roberts (Salary)	At agreed rate	(no VAT)
R Ringstead (Salary)	At agreed rate	(no VAT)
Botanica Landscapes Ltd (Grounds Maintenance)	£288.00	(inc. £48.00 VAT)
Botanica Landscapes Ltd (Lengthsman)	£234.00	(inc. £39.00 VAT)
Mid-Cheshire Footpath Society (Membership)	£8.00	(no VAT)
ChALC (Membership)	£479.94	(no VAT)

S Roberts (Playing Field Rent)	£80.00	(no VAT)
V A Jones (Playing Field Rent)	£80.00	(no VAT)

*Paid as interim payment in 2023-24 financial year

(c) To approve updated account balances

Co-Operative Current Account	£1,214.78
Co-Operative Deposit Account	£70,917.64
Scottish Widows Business Fund 1	£19,700.49
Scottish Widows Business Fund 2	£4,286.15

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

(d) Audit Process 2023-24

Nothing further

8. Grounds Maintenance

(a) Hare Lane Village Green

It was agreed that Cllr Roberts will follow-up on results of a recent consultation regarding a new bench at Hare Lane.

9. Primary School

Cllr Hughes reported on a recent discussion by Cllr Whelan with the primary school about replacing the Parish Council's previous gift of £10 book tokens for school leavers with a physical copy of a book. It was agreed that this could go ahead provided the school is happy to facilitate and the cost does not exceed the amount spent under the existing arrangement.

10. Members Information

Cllr Paterson mentioned the repeated challenges with a drain down School Lane which remains unresolved.

11. 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 would be excluded in order that the Council discuss urgent exempt items under the Local Government Act 1972.

12. Part Two

(a) Planning Enforcement

Next steps on a local planning enforcement matter were discussed.

(i) Planning Application

A visit will take place by councillors regarding a planning application.

(ii) Commercial Premises

A local commercial premises was discussed.
