

GULDEN SUTTON PARISH COUNCIL

Minutes of the Ordinary Meeting of Guilden Sutton Parish Council held on 1st October 2025 at 7:30PM at Guilden Sutton Village Hall

Chairman: Cllr A Davis

Present: Cllr E-C Hewitt, Cllr D Hughes, Cllr M Littlewood, Cllr D Oxley, Cllr P M Paterson, Cllr S Ringstead.

Clerk: Mr M Roberts

In attendance: Mr B Lewin and 6 members of the public

1. Procedural Matters

(a) To receive apologies for absence.

Apologies were received and accepted from Cllr Roberts.

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.

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

Cllr Hughes as a governor of Guilden Sutton Primary School.

(c) Confirmation of minutes

It was proposed by Cllr Ringstead seconded by Cllr Paterson and agreed that the minutes of the ordinary meeting held on 3rd September 2025 be agreed as a true record of the meeting.

(d) Dates of future meetings.

5th November

3rd December

Prospective dates for 2026 were noted and would be discussed at the November meeting with new staff.

7th January

4th February

4th March

1st April

6th May

3rd June

15th July (or 1st July and 5th August)

2nd September

7th October

4th November

2nd December

(e) Devolution Update

Nothing further.

2. Community Engagement/Communications

(a) Visiting members' speaking time

None

(b) Visiting officers' speaking time
None.

(c) Public Speaking Time

A resident raised concerns with regards to an overgrown section of land causing a fly infestation.

A resident raised concerns with regards to the use of e-bikes and associated anti-social behaviour.

A resident noted that a residential property was for sale, and whether a footpath could be considered along Station Lane.

A resident noted that a neighbourhood plan meeting was taking place soon.

A resident noted that the Highways volunteer group had started some new projects. There may be bags of waste left that would be collected the following day by highways.

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

A comment had been received with regards to the Council's recent newsletter and blocked drains.

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

Cllrs Davis and Ringstead were joined by Cllr Paterson and reported that a bus had been cancelled without notice during September. A query had been made with regards to a patch of double fencing.

A resident raised concerns that the land Hilltop Road is now less diverse than it had been and suggested improvements. The resident felt the Fox Cover wildflower garden had been a waste of funds and lacked diversity. The resident asked with regards to the Council's COVID-safe policy.

A resident raised concerns with regards to lighting at the Village Hall.

It was noted that conduct towards Councillors and staff should be respectful and courteous at all times, and although disagreements may occur, this is no reason for personal attacks or unpleasantness.

It was agreed that Cllrs Davis and Hewitt would preside at the next surgery on 1st November.

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

Cllr Littlewood reported that a meeting had taken place. It was noted that personal resilience planning and the precept and budget would be matters for an upcoming newsletter.

It was suggested that groups within the community may be able to support residents in setting up phones or computers to aid communication in future.

(g) To receive a report from the Support Group

Cllr Littlewood reported that the support group had helped with delivering recent newsletters. Weeding had taken place on Hilltop Road.

(h) To consider matters regarding sustainability

Nothing further.

(i) Resilience Plan

Nothing further.

3. Open Spaces

(a) Guilden Sutton GreenSpace

It was noted pathway maintenance had taken place at Hooks Wood.

It was suggested bulb planting may take place at 2-4PM at Church Lane.

A hibernation awareness campaign would take place during the autumn and winter months.

(b) Wildflower Garden

Nothing further.

(c) Hilltop Road project

Nothing further.

(d) Play Area

The Clerk reported that discussions with suppliers were ongoing.

(e) Grit and Sandbags

It was proposed by Cllr Davis, seconded by Cllr Paterson and agreed that the Council would order 6 bags of grit and 3 buckets and spades. The provision of a further storage unit for Church Lane would be considered at the November meeting.

4. Transport and Highways

(a) To receive an update on Public Transport issues

Cllr Ringstead noted that the Upton school bus had been reported at the last meeting. The provider had noted in response that only a single-deck bus could be used on that route and was unable to provide additional resourcing.

The MP had been contacted but a response had not yet been received. Cllr Ringstead then contacted the leader of Cheshire West and Chester Council, as well as Cllrs Shore and Parker. A response had been received. Cllr Shore will consider Guilden Sutton for the next phase of the Rural Transport initiative scheme. The 2024 questionnaire responses had been shared with all parties.

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

Nothing further.

(c) To receive an update on Community Speedwatch

Cllr Littlewood noted that a session would be carried out in October.

(d) Highways Officer Engagement

Cllr Hewitt reported that there was a strong working relationship with Highways and this had been enhanced through the work of the volunteer group. The 'Give Way' sign at Station Lane and road markings along Hare Lane and Belle Vue Lane had been reported.

(e) Footpath 7

Cllr Davis had obtained a contact with regards to the work that may take place on Footpath 7.

(f) To review the Actions Log

The Actions Log was noted.

(g) A41 junction improvements
Nothing further.

(h) Community Led Minor Highway improvements
It was reported that Gowy Rural has not been included in the pilot scheme, and ward members would continue to push for inclusion in future schemes.

(i) Volunteer Scheme
Discussed prior.

5. Planning

(a) New applications:
None

(b) Awaiting Decision:

24/02614/OUT	18 Ash Bank Hare Lane Two storey dwelling	OBJECTION
25/00562/TPO	Church Farm Church Lane 2x Yew trees - Remove epicormic stem growth, reduce crowns by 1-2m to maintain growth and overall health of the trees	NO OBJECTION
25/00593/FUL	4 Wood Farm Close Two storey rear extension	OBJECTION

(c) Decision Notices

25/01546/FUL	The Old School Guilden Sutton Lane Construction of a detached garage	APPROVED
25/01627/FUL	84 Oaklands New garden wall	APPROVED
25/02299/TPO	1 The Hall Beech (T1), Birch (T2), 3x Holly (T3, T4, T6) and 2x Cyress (T5, T7) - Fell to ground level.	APPROVED
25/02243/FUL	8 Cinder Lane Demolition of existing conservatory, erection of single storey rear extension	APPROVED
25/02562/TPO	Land Rear of 10 Fox Cover Guilden Sutton Chester TPO area of: X/73/10011/ORD: Crown lift trees to reduce encroaching branches into the garden of 10 Fox Cover, Guilden Sutton. T1 - Sycamore Tree - crown reduction to 12m above garden level. T2 - Horse Chesnut Tree - crown reduction to 12m above garden level.	APPROVED

d) Neighbourhood Plan.

Cllr Paterson noted that a drop-in session would be held on 5th October 2-4pm.

e) Chester Green-Belt Alliance

It was noted that the Bloor Homes objection had been received.

6. Trees and Hedges

Nothing further.

7. Finance

(a) To note recent items of income:

None

(b) To approve recent items of spending:

M Roberts (Salary)	£479.89 (no VAT)
R Ringstead (Salary)	£34.85 (no VAT)
HMRC (Payroll)	£147.28 (no VAT)
Botanica Landscapes Ltd (Grounds Maintenance)	£312.00 (inc. £52.00 VAT)
Botanica Landscapes Ltd (Lengthsman)	£234.00 (inc. £39.00 VAT)
Botanica Landscapes Ltd (Fox Cover – Reserves)	£60.00 (inc. £10.00 VAT)
M Roberts (Website)	£22.80 (inc £3.80 VAT)
M Roberts (Phone)	£14.30 (inc £2.38 VAT)
Forest Tree Surgery (GreenSpace maintenance)	£390.00 (inc. £65.00 VAT)
Mustard Print Ltd (Newsletter)	£95.00 (no VAT)0
S Roberts (Playing Field Rent)	£80.00 (no VAT)
V A Jones (Playing Field Rent)	£80.00 (no VAT)

(c) To approve updated account balances

Co-Operative Current Account	£1,056.80
Co-Operative Deposit Account	£20,000.00
Scottish Widows Business Fund	£81.12
Cambridge Building Society Deposit Account	£85,000.00

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

8. Grounds Maintenance

(a) Hare Lane Village Green

The Clerk updated with regards to the application process.

(b) Beacon

Nothing further.

9. Primary School

Cllr Hughes noted that financial constraints were challenging for the School.

10. Remembrance Sunday

The Church have confirmed that the service will take place as usual. It was noted that Mrs Davies had ordered the wreath on behalf of the Council.

11. Members Information

Cllr Littlewood noted that a resident had raised concerns with regards to the culvert on Belle Vue Lane.

Cllr Littlewood noted that the Guilden Sutton Christmas cards were for sale and could they be provided for volunteers as usual.

Cllr Hughes noted overgrown grass at the junction of Church Lane and Wicker Lane.

12. Exclusion of the Press and Public

It was proposed by Cllr Davis, seconded by Cllr Hughes and agreed that the Council would exclude members of the public to discuss confidential information under the provisions of section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960.

(a) To confirm the appointment of a Clerk/Assistant Clerk

Cllr Paterson reported that the Council had received 4 applicants for the role of whom two were interviewed. The Employment Committee recommended the appointment {Redacted}. It was proposed by Cllr Oxley, seconded by Cllr Littlewood and agreed that {Redacted} would be appointed to the role and was duly appointed as a proper officer of the Council with effect from 1st November. It was noted that the starting salary would be assessed as SCP12 in light of the successful candidate's qualifications.

(b) To discuss the 2025 Salary award

It was agreed that the council would not review salary points at this meeting.

(c) To discuss potential land acquisition

A potential proposal would be submitted to the land agent.

(d) Parish Car Park

It was agreed that a Zoom meeting would be proposed.

Meeting closed at 2059.
