

## **GULDEN SUTTON PARISH COUNCIL**

### **Minutes of the Ordinary Meeting of Guilden Sutton Parish Council held on Wednesday, 2<sup>nd</sup> April 2025 at 7:30PM at Guilden Sutton Village Hall**

**Chairman:** Cllr S Ringstead

**Present:** Cllr A Davis, Cllr E-C Hewitt, Cllr D Hughes, Cllr M Littlewood, Cllr P M Paterson, Cllr V Roberts, Cllr R Whelan.

**Clerk:** Mr M Roberts

**In attendance:** Borough Cllr G Heatley, Mr B Lewin and 3 members of the public

#### **1. Procedural Matters**

(a) To receive apologies for absence.

Apologies were received and noted from Borough Cllr Parker and PCSO Netherton.

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

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

Cllrs Hughes and Whelan 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 the minutes of the Ordinary meeting held 5<sup>th</sup> March 2025.

It was proposed by Cllr Davis seconded by Cllr Hewitt and agreed that the minutes of the ordinary meeting held on 5<sup>th</sup> March 2025 be agreed as a true record of the meeting.

(d) Dates of future meetings.

8<sup>th</sup> May\*\*

5<sup>th</sup> June \*\*

17<sup>th</sup> July\*\*

3<sup>rd</sup> September

1<sup>st</sup> October

5<sup>th</sup> November

3<sup>rd</sup> December

**\*\* Note that the summer meetings will be held on Thursdays**

(e) Training

It was proposed by Cllr Davis, seconded by Cllr Paterson and agreed that Cllr Hewitt attend the Induction training on 2<sup>nd</sup> July and roles and responsibilities on 16<sup>th</sup> September.

#### **2. Community Engagement/Communications**

(a) Visiting members' speaking time

Cllr Heatley noted issues with the condition of roads in the area.

(b) Visiting officers' speaking time

Mr Lewin noted a concern with making any changes to Footpath 7 as it was a linear woodland.

(c) Public Speaking Time

A member of the public noted that a commercial premises did not have permission to expand activities as a result of a recent public enquiry.

A member of the public noted noise had been heard from commercial premises earlier in the day.

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

Speeding Traffic

Station Lane footpath

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

Cllr Davis reported that a resident had raised concerns with a protruding branch on Wicker Lane.

It was agreed that Cllrs Davis and Ringstead would preside at the next surgery to be held on 3<sup>rd</sup> May.

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

Cllr Littlewood reported that the latest newsletter was being distributed. It was noted that the Chairs' report would be included in a future newsletter. It was noted that signage had been added to all noticeboards advising how CWAC could be contacted and a similar sign would be designed for the police report it.

(g) To receive a report from the Support Group

Cllr Littlewood reported that the support group had helped with lost dogs and cats, distributed information with regards to road issues and events. Members of the group had offered to help residents affected by recent power cuts.

(h) To consider matters regarding sustainability

Nothing further.

(i) Grant Application

Cllrs Paterson, Hughes, Whelan and Littlewood declared an interest as members of the Guilden Sutton Fete Committee.

It was proposed by Cllr Davis, seconded by Cllr Roberts and agreed that a grant of £350 be made towards the summer Fete.

(j) New Parishioners

It was proposed by Cllr Ringstead seconded by Cllr Paterson and agreed that Cllr Whelan be authorised to purchase welcome cards at a cost of £7.59 inc. VAT.

(k) Resilience Plan

Cllr Whelan reported that work had commenced on a revised resilience plan.

### **3. Open Spaces**

(a) Guilden Sutton GreenSpace

Nothing further.

(b) Wildflower Garden

It was proposed by Cllr Paterson, seconded by Cllr Whelan and agreed that the Council suspend Financial Regulation 9.4 in order that the Clerk be able to order a planter using a card payment. The purchase of a planter

(c) Hilltop Road Wildflowers

Cllr Whelan noted that bark had been spread with the help of Cllr Davis and a member of the public.

#### 4. Transport and Highways

(a) To receive an update on Public Transport issues and additional government funding

Cllr Ringstead reported that the Saturday service was being very well used, across a wide demographic of residents.

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

Cllr Ringstead noted that the landowner was reviewing the proposal. It was noted that the Council was reliant on the support of the landowner. Cllr Davis noted a concern with the exit from Footpath 7 onto Station Lane. Cllr Whelan noted that a PROW officer had visited with a view to improving the footpath.

(c) To receive an update on Community Speedwatch

Cllr Littlewood noted that PCSO Netherton had confirmed the correct specification for a speed gun. It was noted another PCSO had taken responsibility for training of new volunteers. It was proposed by Cllr Paterson, seconded by Cllr Davis and agreed that a speed gun be purchased at a price of £136.05 inc. VAT.

(d) To consider the offer of a ward walk with the Highways and StreetCare teams.

It was noted that arrangements had been made with a member of Highways. Cllr Ringstead requested that Cllrs Littlewood and Paterson convene with regards to planning a route and issues that need to be raised. Cllr Littlewood had started to compile an aide memoire for the event and would circulate to members to contribute to.

(e) To review the Actions Log:

Reference	Issue	Details	Status
HW671903322	Grid/Drain – Blocked School Lane	Reported December '24 TP	
HW682243728	Street Light – War memorial	Reported January '25 ML	New street light installed, not yet connected
TR684395257	Unauthorised obstruction Obstructed drains under A55 bridge	Reported Feb '25 ECH	Closed by CWAC PC to monitor
TR684395863	Street Lighting – Light out/not working	Reported Feb '25 ECH	Resolved
TR684396379	Street Lighting – Light out/not working	Reported Feb '25 ECH	Resolved
TR685597338	Tree/Hedge – Heath Bank	Reported Feb '25 ECH	Referred to National Highways
TR685685008	Hedge & Shrubs	Reported Feb '25 ECH	

TR685715574	Streetcare & Grounds – Tree Work – Guilden Sutton Lane	Reported Feb '25 ECH	
TR6854098	Footway flooding leaking water pipe	Reported Feb '25 RW	
TR668771	Trees next to a road – Debris on Road – School Lane/Station Lane junction	Reported Dec '24 RW	
SS690514661	Broken Bin	Reported Mar '25 ML	Resolved
TR694344264	Footpath covered in mud Guilden Sutton Lane	Reported Mar '25 ECH	
TR69470900	Trees/branches next to road or footway Oaklands	Reported Mar '25 ECH	

(f) A41 pedestrian crossing.

It was noted that a new executive member for Highways was in place at CWAC who may be able to assist further.

(g) Dog fouling signage

It was proposed by Cllr Littlewood, seconded by Cllr Hewitt and agreed that the Council purchase additional dog fouling signage.

## 5. Planning

(a) New applications:

25/00593/FUL	4 Wood Farm Close Two storey rear extension	15 April 2025
25/00934/FUL	2 Oaklands Guilden Sutton Single storey side and front extensions, alterations to rear window/door openings, rendering of external walls, erection of detached home office and new boundary fence	25 April 2025

(b) Awaiting Decision:

24/00935/FUL	Land Adjacent To Electricity Substation and A55 Belle Vue Lane Guilden Sutton Chester Construction of a Battery Energy Storage System (BESS) designed to provide grid network services to National Grid and local electricity Distribution Network Operator (DNO) SP Manweb	NO OBJECTION
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	NO OBJECTION

	maintain growth and overall health of the trees	
25/00450/PAA	The Summerhouse Land At Grid Ref 344190 368349 Guilden Sutton Lane Construction of vertical extension to create additional storey	OBJECTION

(c) Decision Notices

24/03409/FUL	Cheshire West and Chester Council Chester Area Highways Office Guilden Sutton Lane	APPROVED
25/00246/TPO	1 The Hall School Lane	APPROVED

d) Neighbourhood Plan

Cllr Paterson reported that work was continuing.

**6. Trees and Hedges**

Cllr Whelan reported that the tree officer has reported S154 notices have been served with regards to unsafe trees on private land. At risk trees owned by CWAC would be monitored on an annual basis. A number of trees under CWAC ownership were scheduled for works.

Cllr Davis noted that a number of volunteers wished to support with regards to groundwork in communal areas, for example grass verges. It was agreed that this would be raised on the Parish walk with Highways.

**7. Finance**

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(a) To note recent items of income:

Graveyard Grant	£660.00
Cambridge Building Society (Interest)	£290.39

(b) To approve recent items of spending:

M Roberts (Salary)	£399.96 (no VAT)
R Ringstead (Salary)	£202.47 (no VAT)
HMRC (Payroll)	£145.40 (no VAT)
Botanica Landscapes Ltd (Grounds Maintenance)	£312.00 (inc. £52.00 VAT)
Botanica Landscapes Ltd (Lengthsman)	£234.00 (inc. £39.00 VAT)
M Roberts (Website)	£11.40 (inc VAT)
M Roberts (Phone)	£16.30 (inc VAT)
M Roberts (Stamps)	£6.80 (no VAT)
M Roberts (GreenSpace Plants – From Grant funding)	£234.00 (inc. £39.00 VAT)
M Roberts (Cromwell – Pot Hole)	£25.14 (inc. £3.36 VAT)
M Roberts (Tarmac)	£11.95 (inc. £1.99 VAT)
M Roberts (Bitumen)	£9.75 (inc. £1.63 VAT)
St. John's Church (Graveyard Grant)	£660.00 (no VAT)
Guilden Sutton Fete Committee (Grant)	£350.00 (no VAT)
R Whelan (Welcome Cards)	£7.59 (inc. £1.33 VAT)

R Whelan (Tarmac)	£10.14 (inc. £1.69 VAT)
Autela Payroll Services (Payroll)	£94.56 (inc. £15.76 VAT)
M Roberts (Wildflower Seeds – from members grant)	£189.99 (inc. £31.66 VAT)
S Roberts (Rent)	£80.00 (no VAT)
V A Jones (Rent)	£80.00 (no VAT)
Guilden Sutton Community Association (Hall Hire)	£1.00 (no VAT)

(c) To approve updated account balances

Co-Operative Current Account	£5,415.69
Co-Operative Deposit Account	£10,543.76
Scottish Widows Business Fund 1	£20,003.23
Scottish Widows Business Fund 2	£4,352.02
Cambridge Building Society Deposit Account	£60,290.39

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

It was proposed by Cllr Hughes, seconded by Cllr Davis and agreed that Cllrs Hughes and Paterson, as signatories to the Scottish Widows account be authorised to sign instruments to close the Scottish Widows Business Fund 2 account and transfer £20,000 from Scottish Widows Business Fund 1 to the Current Account. It was agreed that upon receipt of the precept that the Clerk would transfer £9,456.24 to the Co-Operative Deposit Account. Upon receipt of funds from Scottish Widows, the Council would transfer the sum of £24,709 to the Cambridge Building Society account.

The Clerk noted that BACS advice with regards to the precept had arrived earlier in the day.

The Clerk noted that the VAT return for the period 1st October 2024 – 31<sup>st</sup> March 2025 had been submitted.

The Clerk provided a financial report for 2024/25 noting the Council was in a healthy financial position despite increased costs, which meant that future increases in the precept, to meet an anticipated gap in grant funding identified in the Council's strategic plan, would be spread over a number of years.

(d) Audit process for the year 2024/25

The Clerk reported that the initial balance sheet and accounting statements had been completed and internally verified, meaning that the accounts could be passed to the internal auditor.

(e) Graveyard Grant

It was noted that the graveyard grant had been received from CWAC in full and the payment had been remitted to St. John's.

## 8. Grounds Maintenance

(a) Hare Lane Village Green

It was proposed by Cllr Whelan, seconded by Cllr Ringstead and agreed that the Council fund compost at a cost of up to £40 for the Hare Lane planter.

(b) Beacon  
Nothing further.

(c) Parish Car Park

Cllr Whelan noted that the pothole in the Parish Car Park had been fixed. Cllr Hughes proposed a vote of thanks to the member of the public who had worked with the Council to fix the pothole.

### **9. Primary School**

Cllr Hughes noted that funding had been secured to improve the quadrangle. It was noted that the mural that the Council had contributed to would be incorporated into the new design.

It was noted that the Council would seek a list of approved books with regards to funding these for school leavers.

### **10. War Memorial**

Cllr Davis would start to maintain the memorial.

### **11. Members Information**

Cllr Roberts noted that a Cheshire and Warrington nature recovery strategy was being produced this year.

Cllr Whelan reported that the Primary School were implementing a new waste system requiring waste to be separated on site. This would result in an increase in bins, traffic to the site, an increase in work for school staff and pupils, an increase in cost to the school and loss of jobs with the private contractor. Cllr Whelan noted that this appeared to be seen to be doing something, rather than having any practical or environmental benefit.

Cllr Hewitt noted concerns that a mini-quadbike had been used in the area, including on the highway. It was noted that this had been reported to the police.

Cllr Hewitt noted that there was an overgrown hedge on Guilden Sutton Lane, that was encroaching the footpath.

Cllr Paterson noted that part of a fallen tree at The Dell had been removed, but some parts remained.

Cllr Paterson noted that a devolution consultation had been held on 26<sup>th</sup> March.

Cllr Paterson noted a case of potentially unlawful parking.

Part 1 closed at 2048.

### **12. Exclusion of the Press and Public**

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

Advice regarding a data protection matter was noted.

**Meeting closed at 2054.**

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