

GULDEN SUTTON PARISH COUNCIL

Minutes of the Ordinary Meeting of Guilden Sutton Parish Council held on Thursday 8th May 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 R Whelan.

Clerk: Mr M Roberts

In attendance: 6 members of the public

1. Procedural Matters

(a) Election of a Chairman for the 2025-26 municipal year.

It was proposed by Cllr Paterson, seconded by Cllr Ringstead and agreed that Cllr Davis would be elected Chairman for the coming year. Cllr Davis duly accepted office.

Cllr Davis in the Chair.

Cllr Davis thanked Cllr Ringstead for her efforts as Chair in the previous year.

(b) To receive apologies for absence.

Apologies were received and accepted Cllr Roberts.

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

(c) Vice Chairman

It was proposed by Cllr Ringstead, seconded by Cllr Hughes and agreed that Cllr Paterson be elected Vice Chairman for the coming year.

(d) 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.

(e) Committees

Employment Committee – Cllrs Hughes, Paterson, Ringstead

Finance Committee – Cllr Hughes, Cllr Davis, Cllr Paterson

GSGS Steering Group – Cllrs Hughes, Littlewood and Whelan

Neighbourhood Plan – Cllrs Paterson and Ringstead

Public Transport – Cllr Ringstead

Tree Warden – Cllr Whelan

SID and Speed Representative – Cllr Littlewood, Cllr Roberts, Cllr Hewitt

Footpaths – Mr B Lewin

Communications, community website and Facebook – Cllrs Littlewood, Ringstead and Whelan, Mr Lewin, the Assistant Clerk

Police Liaison Officer – Cllr Littlewood

Sustainability Lead – Cllr Whelan

Advisory Officer – Mrs S Proctor

(f) Confirmation of minutes

It was proposed by Cllr Whelan seconded by Cllr Ringstead and agreed that the minutes of the

ordinary meeting held on 2nd April 2025 be agreed as a true record of the meeting.

(g) Dates of future meetings.

5th June **

17th July **

3rd September

1st October

5th November

3rd December

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

2. Community Engagement/Communications

(a) Visiting members' speaking time

There were no visiting members.

(b) Visiting officers' speaking time

Mr Lewin reported that the Green Lane footpath is looking to be in good condition and a fallen tree had been removed thanks to the support of a landowner and resident.

(c) Public Speaking Time

A member of the public raised the issue of parking at the Primary School.

A member of the public had obtained a consent form with regards to voluntary work in public areas.

A member of the public showed recent communications from the Primary School with regards to their efforts to improve the parking situation.

A member of the public raised concerns with regards to parking on grass verges on Arrowcroft Road, causing churning of grass.

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

Correspondence had been received regarding HGVs using roads within the parish and the Community Safety grant.

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

Cllr Hewitt reported that residents had discussed the recent by-election and a number of positive comments had been recorded with regards to the village. A resident had raised concerns with regards to potholes.

Cllr Ringstead noted that the signage advertising the surgery was no longer in serviceable condition.

It was agreed that Cllrs Davis and Paterson would preside at the next surgery.

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

Cllr Littlewood noted that the next edition of the newsletter was being produced. The group had also organised signage for VE Day. Cllr Paterson noted that it could be beneficial to note about walking on the right side of the road.

(g) To receive a report from the Support Group

Cllr Littlewood noted that support had been provided following recent road accidents, road closures, a fire and issues with aggressive dogs.

(h) To consider matters regarding sustainability
Nothing further.

(i) Resilience Plan

Cllr Whelan reported that the resilience plan template was being updated.

9. Primary School

(a) Update

Cllr Hughes noted that the Quad at the centre of the school had been decorated. It was also noted that the SATs exams were commencing shortly.

Cllr Davis noted that a book fair had been held.

(b) Year 6 books

Cllr Hughes reported that the Year 6 teacher would compile a list of books and would provide this to the June meeting.

3. Open Spaces

(a) Guilden Sutton GreenSpace

The Clerk reported with regards to payment of the 2025-26 maintenance grant. It was noted that the Council would pay invoices directly, subject to the approval of quotes.

(b) Wildflower Garden

Cllr Paterson provided an update with regards to the installation of a planter.

It was proposed by Cllr Hewitt seconded by Cllr Ringstead and agreed that the Wildflower group be authorised to submit expenses for smaller items up to £100 each and a total of £250.

(c) Hilltop Road project

Cllrs Davis and Whelan would do some weeding over the coming weeks.

4. Transport and Highways

(a) To receive an update on Public Transport issues

Cllr Davis reported that the 1115 bus hadn't arrived earlier in the day.

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

Cllr Whelan had noted an attempt to contact the PROW officer at Cheshire West and Chester Council.

(c) To receive an update on Community Speedwatch

Cllr Littlewood noted that the approved device had arrived and a new training program was required.

(d) Parish Walk

Cllr Davis thanked the members who had attended the walk and provided the information that fed into the report to Highways. It was noted that we could request a walk on an annual basis and also

request a quarterly meeting.

(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 connected
TR684395257	Unauthorised obstruction Obstructed drains under A55 bridge	Reported Feb '25 ECH	Closed by CWAC PC to monitor
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	
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	
HW671903322	Gully/Drainage Junction of Arrowcroft Road and School Lane and the drain further up School Lane	Reported Apr '25 TP	

(f) A41 pedestrian crossing.

It was noted that this would be raised with the new MP, and had been raised at the Ward Walk.

(g) Dog fouling signage

Cllr Littlewood reported that this had been purchased and Cllr Hewitt had sited.

5. Planning

(a) New applications:

25/01268/TPO	1 The Hall School Lane To remove a large Beech tree (T1) located at 1 The Hall on the basis it is causing damage to the perimeter wall. To remove a Silver Birch tree (T2) that is showing large signs of decay	16 May 2025
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(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 maintain growth and overall health of the trees	NO OBJECTION
25/00593/FUL	4 Wood Farm Close Two storey rear extension	OBJECTION
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	OBJECTION

(c) Decision Notices

25/00450/PAA	The Summerhouse Land At Grid Ref 344190 368349 Guilden Sutton Lane Construction of vertical extension to create additional storey	DECIDED (Prior Approval required and refused)
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d) Neighbourhood Plan

Cllr Paterson noted that further meetings would take place. Cllr Ringstead noted that a survey would be taken at the fete.

6. Trees and Hedges

Cllr Paterson noted that some sycamores had self-seeded in the area of the Parish Car Park. It was noted that CWAC would provide cards where private trees and hedges were encroaching on

highways land.

7. Finance

(a) To note recent items of income:

Precept	£25,782.00
VAT Rebate	£1,118.77
Co-Op Deposit Account Interest	£111.07

(b) To approve recent items of spending:

M Roberts (Salary)	£399.96 (no VAT)
R Ringstead (Salary)	£202.47 (no VAT)
HMRC (Payroll)	£154.06 (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)	£23.40 (inc £3.90 VAT)
M Roberts (Phone)	£17.26 (inc VAT)
Mustard Print (Newsletter)	£90.00 (no VAT)
M Roberts (Wildflower Planter – Reserves)	£1,106.40 (inc. £184.40 VAT)
M Roberts (Trucam)	£136.05 (no VAT)
Mid Cheshire Footpath Society (Membership)	£8.00 (no VAT)
ChALC (Membership Renewal)	£492.57 (no VAT)
M Roberts (Stationery)	£3.23 (inc. £0.54 VAT)
M Roberts (Stationery)	£9.99 (inc. 1.67 VAT)
M Roberts (Defibrillator Battery)	£334.80 (inc. £55.80 VAT)
M Roberts (Compost)	£21.00 (inc. £3.50 VAT)
M Roberts (Postage)	£3.60 (no VAT)
M Littlewood (Dog Signs)	£11.97 (inc. £2 VAT)
M Littlewood (VE Day Signs)	£43.97 (inc. £7.32 VAT)

(c) To approve updated account balances

Co-Operative Current Account	£44,257.76
Co-Operative Deposit Account	£20,000.00
Scottish Widows Business Fund 1	£3.23
Scottish Widows Business Fund 2	£0 (Closed)
Cambridge Building Society Deposit Account	£60,290.39

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

(d) Internal Audit Report

The Clerk noted that the Internal audit report was awaited.

(e) Annual Governance Statement 2024-25

It was noted that the Annual Governance Statement would be presented following the conclusion of the internal audit.

(f) Accounting Statements 2024-25

It was noted that the Accounting Statement would be presented following the conclusion of the internal audit.

8. Grounds Maintenance

(a) Hare Lane Village Green

It was agreed that the Council would add the newly installed bench to the asset register.

(b) Beacon

Options for removal and storage were discussed.

10. Members Information

Cllr Whelan noted that she had submitted a letter of resignation to the previous Chairman which would take effect from the end of this meeting.

Cllr Littlewood noted that an idea had been submitted with regards to holding an Open Forum on the issue of School Parking in July.

Cllr Hewitt noted that the RUFC had offered a meeting with their community lead to see how they may be able to support with community projects.

11. Exclusion of the Press and Public

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

It was noted that the Council had expressed an interest in a piece of land within the Parish.

It was noted that a working group, consisting of the employment committee and the Chairman would be established to discuss a staffing matter.

A data management complaint was discussed and actions were agreed.
