

GUILDEN SUTTON PARISH COUNCIL

Minutes of the Ordinary Meeting of Guilden Sutton Parish Council held on 3rd June 2026 at

7.30 pm at Guilden Sutton Village Hall

Chairman: Cllr P M Paterson

Present: Cllr A Davis, Cllr E-C Hewitt, Cllr D Hughes, Cllr M Littlewood, Cllr D Oxley and Cllr V Roberts.

Clerk: Mrs E Haspell

Finance Officer: Mr M Roberts

In attendance: Mr B Lewin, Mr S Tiplady and several Members of the Public.

1. Procedural Matters

(a) To receive apologies for absence

Apologies were received and noted from Ward 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 Littlewood & Paterson as members of the Wildflower Garden project group

Cllr Hughes as a governor of Guilden Sutton Primary School.

Cllr Ringstead registered her interest in planning application 26/00762/FUL, 1 The Stables, Guilden Sutton Lane.

(c) Confirmation of minutes

It was proposed by Cllr Paterson seconded by Cllr Littlewood and agreed that the minutes of the ordinary meeting held on 6th May 2026 be agreed as a true record of the meeting.

(d) Dates of future meetings.

15th July

2nd September

7th October

4th November

2nd December

(e) Devolution Update

Cllr Paterson reported that the launch conference would take place on Friday 26 June at the Apiary, Alderley Park. It was agreed that the Clerk would register Cllrs Hughes and Paterson.

(f) To approve the IT Policy

The Council discussed the use of the village Facebook page and noted that it is currently unclear who is responsible for posting content. It was agreed that matters relating to highways and similar issues may be tagged to the Parish Council page. It was also noted that posts may appear on the village page; however, Councillor Littlewood reminded members that this is not the official site and this should be made clear.

It was agreed that Cllr Littlewood and the Clerk will set up a separate Facebook page. Councillors or employees of the Council may volunteer to assist with this.

Mr Tiplady raised concerns regarding the use of WhatsApp for sharing personal information.

Members noted that where names, places, or enforcement notices are mentioned, this may give rise to data protection or governance concerns. It was suggested that the IT Policy should include a clause excluding the volunteer group from the Council's WhatsApp and social media policy where appropriate. Members also noted that the Council has its own WhatsApp admin group, and that a short disclaimer should be pinned at the top to help protect the Council. It was further agreed that any important matters should be communicated by email in order to maintain an appropriate record and safeguard the Council's position.

The Parish Council website was discussed, including the need to set up an accessibility page. It was noted that a tick box currently needs to be unticked in order for the website to be visible. Members agreed that further amendments and adjustments are required before approval can be given, and that the matter should therefore be deferred pending the proposed changes.

It was noted that the former Gmail email address needs to be discontinued.

It was agreed that approval of the IT Policy be deferred to the next meeting.

(g) To consider a vacancy for a Sustainability Lead and vacancy/Lead for the Wildflower Garden Project.

It was agreed that Cllrs Davis and Oxley be appointed as Sustainability Lead. It was also agreed that Tim Price is asked regarding the Wildflower Garden project.

2. Community Engagement/Communications

(a) Visiting members' speaking time
None.

(b) Visiting officers' speaking time

Mr Lewin reported that someone had lit a fairly large fire near the seats on Footpath 7. It was suggested that a notice should be included in the newsletter to address the issue. Members also noted that installing a seat in Hooks Wood could potentially lead to similar problems. It was therefore agreed that additional signs should be put up, and suitable signage would be explored.

Mr Tiplady reported that there was little to update in relation to Highways, but noted an issue with a tree branch leaning across the path at the back of the school. This had been dealt with in coordination with the school, with consideration given to who was permitted to use power tools, and the branch had now been removed. It was also noted that, as it is currently nesting season, care must be taken when carrying out such work. A few other areas around the village were also identified as requiring attention.

Members discussed the mechanical brush used by Streetcare (CWAC). Cllr Hewitt asked whether any grants might be available to help fund the purchase of such equipment and commented that being able to borrow one would make the work easier. He added that the brush had cost just under £1,000. Possible sources of funding mentioned included Cllr Parker's budget and a community budget. Insurance implications were also discussed, and it was noted that insurance cover is in place, although any use of the equipment would need to be risk assessed and approved by the Council.

Mr Lewin confirmed that he has the Parish Council strimmer. Cllr Hewitt said that she would speak to Streetcare, and it was agreed that grant opportunities for a mechanical brush would be investigated.

(c) Public Speaking Time

Speaker One - Spoke on behalf of the Chair of the Guilden Sutton Parish planning residents' group.

They read from the proposal for a planning policy statement.

It was agreed that these points would be considered when looking at it later.

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

It was agreed that Cllr Davis, accompanied by Cllrs Oxley and Ringstead, would meet Mr Jenkins and walk around the village to discuss his suggestions. It was also agreed that an electronic copy of his letter should be sent to the Greenspace group and the Wildflower project group.

It was reported that the pavement edges and road gutters of Old Hall Park had been weed treated by CWaC.

Dog fouling at Fox Cover Wildflower Meadow was reported. It was agreed that a notice would be placed on the noticeboard and an item included in the newsletter.

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

Cllr Oxley reported that, it had been a quiet Saturday, a resident had raised two issues: overgrown hedges forcing her and her dog into the road, and uneven pavements in the area around the Methodist Chapel. Cllr Paterson also reported nettles by the bus stop and along the footpath. Mr Tiplady advised caution where work may affect a resident's boundary. Cllr Davis proposed that these areas be trimmed.

It was agreed that Cllr Davis and Ringstead or Cllr Paterson, would preside at the next surgery.

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

Councillor Littlewood reported on items for inclusion in the next newsletter, including the Chair's report, dog fouling, fires, Councillor Stuart Parker. It was agreed that these items would be circulated by email. It was also agreed to note the planning applications in the autumn newsletter.

The Council discussed the website and the IT Policy. Volunteer Day was also discussed, with further consideration to follow.

There was nothing to report on transport.

Additional items suggested for the Parish Council website included bus timetables and police reports. It was also agreed that the PCSO should be contacted to explore what further support could be provided for community engagement.

(g) To receive a report from the Support Group

Cllr Littlewood reported on road closures, accidents in and around Chester over the past few months, lost dogs, and lost toys. She also noted the positive response from residents completing the Resident's Voice and raised the issue of wildfires. She thanked the support group for its assistance.

(h) Resilience Plan

There was nothing further to report.

3. Open Spaces

(a) Guilden Sutton GreenSpace

Cllrs were informed that a Bee day had been organised for the 14th June and that the details were in the Marigold. It was reported that Greenspace were replacing the fence at Hooks Wood.

(b) Wildflower Garden

Cllr Paterson reported that the Wildflower Garden was in good condition. She further reported that the bench had been cleaned and the planters watered.

(c) Hilltop Road project

Cllr Paterson said that there had been some great work by the cubs on the bug hotel and that they had done some weeding.

d) To consider matters regarding sustainability

There was nothing to report.

(e) To discuss matters relating to trees and hedges.

Members noted that there is a blind corner on Heath Bank and that the trees and branches require cutting back. Members were advised that Highways will not carry out the work during the nesting season. Cllr Hewitt requested that a note be included in the newsletter.

It was also noted that there were a few bad hedges particularly on Bellevue Lane and that the Council was consulting with CWAC if leaflets could be posted regarding this.

(f) RoSPA reports

It was resolved that the Clerk contact Play and Leisure regarding the potential finger entrapment issue on the Junior Multi Gym, request servicing of the bearings on the rotator pole, and ask them to inspect the wet pour edgings. The Clerk was also asked to enquire whether they provide a power-washing service.

4. Transport and Highways

(a) To receive an update on Public Transport issues

It was agreed to enquire about the survey with Sarah Pochin MP and to offer to share it on the Council's Facebook page.

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

Nothing to report.

(c) To receive an update on Community Speedwatch

Cllr Littlewood reported that a request had been received for work to be undertaken on Guilden Sutton Lane within the 40 mph area, and confirmed that this would be addressed. She also advised that the PCSO would provide refresher training for the group.

Cllr Littlewood noted that the Residents' Voice initiative had proved useful. The main issues raised were infrastructure concerns at the top of Guilden Sutton Lane, particularly at the junction, together with speeding. It was noted that speed monitoring would be undertaken.

It was agreed that the newsletter should include a reminder to residents about the Residents' Voice initiative.

It was considered that further information was required regarding the new SIDs, and that community funding might be available to support the purchase of one.

It was agreed that Cllr Littlewood would make enquiries regarding a SID in a nearby village.

(d) Highways Officer Engagement

Cllr Hewitt reported that she had contacted the Highways Officer regarding the use of mirrors at the junction of School Lane and Station Lane. The Highways Officer advised that mirrors are discouraged due to concerns about glare and reflected light.

Cllr Ringstead requested a copy of the email response for her neighbour and asked whether any alternative options were available.

Cllr Hewitt reported that a new contact had been identified within Streetcare and that she would make enquiries regarding the use of the mechanical brush. She also indicated that she wished to undertake a site walk with the officer.

(e) Footpath 7

It was reported that a letter of thanks had been sent to the Highway's team.

It was reported that positive comments had been received regarding the improvements to Footpath 7, and that increased use of the path had been observed,

(g) A41 junction improvements

It was noted that the Highways Team had objected to the School Lane planning application, and that one proposed mitigation was the Section 106 improvements to the A41 junction. It was further noted that the Education team at CWAC had applied for £1,163,333.00 in relation to the remaining education shortfall and had advised that a detailed assessment of safe and suitable walking routes should be undertaken.

(h) Volunteer Scheme

Cllr Davis reported that the barrier scheme was coming to an end. He noted that it had initially been operated by School Street and was now being managed by Cheshire West. Overall, the scheme had been very successful, although there had been some issues affecting elderly residents who require taxi access.

The next stage will involve the introduction of a camera and number plate recognition system.

5. Planning

(a) New Applications:

26/00762/FUL	1 The Stables, Station Lane, Guilden Sutton, Erection of pergola within the front garden. 23 rd June for comments.	
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Cllr Davis and Cllr Paterson would undertake a site visit.

(b) Awaiting Decision:

24/02614/OUT	18 Ash Bank, Hare Lane Two storey dwelling	OBJECTION
25/00562/TPO	Church Farm, Church Lane	NO OBJECTION.

	2x Yew trees – Remove epicormic stem growth, reduce crowns by 1-2m to maintain growth and overall health of the trees.	
25/04003/OUT	Land at School Lane, Guilden Sutton, Chester. Outline planning application for the erection of up to 2 dwellings (with all matters reserved for future approval) landscaping and associated infrastructure. Called in.	OBJECTION
26/00081/PIP	Land at Hare Lane, Guilden Sutton Chester, Permission in principal for one dwelling.	OBJECTION
26/00015/RPA	The Summerhouse, Guilden Sutton Lane – Construction of vertical extension to create additional storey.	TO NOTE (comments not accepted).
26/01105/PIP	Newhall Rise, Land at School Lane, Guilden Sutton Erection of a maximum of 5 dwellings and a minimum of 3 dwellings.	RECOMMENDED FOR REFUSAL.

(c) Decision Notices

It was reported that the application 26/00830/OUT – School Lane would be discussed at a future CWAC Planning Committee meeting.

(d) To adopt a planning statement

Following a detailed discussion, it was agreed that the Greenbelt Alliance should be asked for their advice.

(e) Neighbourhood Plan

It was noted that the Neighbourhood Plan would be submitted to CWAC shortly.

(f) Chester Green-Belt Alliance & CPRE

The Green belt alliance have sent a Solicitors letter to CWAC and have sent another one regarding Piper's Ash.

(g) To receive an update on the Peak Cluster Scheme.

Cllr Paterson said that the Phase 2 consultation would take place towards the end of the year.

6. Finance

(a) To note recent items of income:

(b) To approve recent items of spending:

M Roberts (Salary)	£151.02 (no VAT)
E Haspell (Salary)	£470.08 (no VAT)
HMRC (Payroll)	£175.77 (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)
Botanica Landscapes Ltd (Hooks Wood – Reserves)	£300.00 (inc. £50.00 VAT)
M Roberts (Website)	£22.80 (inc £VAT)
M Roberts (Phone)	£16.80 (inc £VAT)
Playsafety Limited (ROSPA Inspection)	£199.20 (inc. £33.20 VAT)
Christleton Parish Council (Consultancy Fees)	£925.70 (no VAT)

(c) To approve updated account balances (at 01/04/2026)

Co-Operative Current Account	16,525.84
Co-Operative Business Deposit	20,000.00
Scottish Widows Deposit Account	81.59
Cambridge Building Society	86,428.81

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

(d) Internal Audit

It was reported that it had not arrived.

(e) AGAR

Members approved the AGAR for 2025/26

(f) Accounting Statement 2025/2026

Members approved the Accounting Statement for 2025/2026.

Review of the Financial Regulations and Standing Orders.

It was resolved that the Responsible Financial Officer would review and update the Financial Regulations.

It was further resolved that the Clerk would review the Standing Orders and return them to the next meeting for consideration.

7. Grounds Maintenance

(a) Hare Lane Village Green

Members were informed that there had not been a response from CWAC planning and that they were having to take legal advice. It was interesting to note that this area had been excluded from the planning application.

8. Primary School

Cllr Hughes reported that he was waiting for a list of books but that he should be receiving them soon.

Councillor Davis reported that a school disco would take place the following week.

9. Members Information

Cllr Hewitt asked regarding the procedure for Remembrance Sunday. It was reported that the CWAC Event notice should be submitted eight weeks before the event.

Cllr Roberts reported that there had been an application for a Rector at the Church.

It was noted that there is currently no buoyancy aid at the pond in Hooks Wood. Councillor Littlewood raised the matter, and Greenspace is aware.

A resident raised concerns regarding the culvert. The matter was referred to Streetscene, which advised that a resolution could take up to one year.

She also asked whether consideration could be given to making a donation to the resident who provided the soldier for the War Memorial. This could be discussed at the next meeting.

Cllr Ringstead thanked the two residents who had provided the plants for the planters on Station Lane. She also thanked Cllr Davis for weeding the War Memorial.

She also mentioned that the main Guilden Sutton noticeboard needed replacing. The RFO reported that a new noticeboard would cost approximately £1,066.10 incl. Vat. The RFO said that he would take some measurements and obtain some quotes.

Cllr Paterson mentioned the abandoned bike and Cllr Davis said that he would remove it.

Cllr Paterson raised the Code of Conduct training.

It was announced that Mr Tiplady would assist the RFO with the defibrillator checks.

10. Exclusion of the Press and Public

It was proposed by Cllr Paterson, seconded by Cllr Davis 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) Planning Enforcement matters

A planning enforcement matter was discussed.

Meeting closed 21.38 pm.
