

## **GULDEN SUTTON PARISH COUNCIL**

### **Minutes of the Annual Meeting of Guilden Sutton Parish Council held on 1<sup>st</sup> May 2024, at 7:30PM at Guilden Sutton Village Hall**

**Chairman:** Cllr D Hughes

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

**Clerk:** Mr M Roberts

**In attendance:** Mr B Lewin, and one member of the public.

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

(a) To receive apologies for absence.

Apologies were received and accepted from Cllr Davis.

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

Cllr Hughes reported that a seat had become vacant by virtue of a member having not attended a meeting in the last 6 months. It was proposed by Cllr Hughes, seconded by Cllr Ringstead and agreed that the Council declare a vacancy in the office of Councillor and that the Clerk would inform the returning officer.

(b) Election of a Chairman for the 2024-25 municipal year.

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

#### **Cllr Ringstead in the Chair.**

Cllr Ringstead congratulated the outgoing Chairman on a successful year where a number of long-term projects had come to fruition.

(c) Vice Chairman

It was proposed by Cllr Hughes, seconded by Cllr Whelan and agreed that Cllr Davis be elected Vice Chairman for the coming year. The Clerk would contact Cllr Davis to confirm he is happy to accept office.

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

(e) Committees

Employment Committee – Cllrs Hughes, Paterson, Ringstead (Cllr Davis as an alternate member)

Finance Committee – Cllr Hughes, Cllr Ringstead, Cllr Paterson

GSGS Steering Group – Cllrs Hughes, Littlewood

Neighbourhood Plan – Cllrs Paterson, Ringstead and Whelan

Public Transport – Cllr Ringstead

Tree Warden – Cllr Whelan

SID and Speed Representative – Cllr Littlewood, Cllr Roberts

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 the minutes of the Ordinary meeting held 3<sup>rd</sup> April 2024.  
It was proposed by Cllr Paterson seconded by Cllr Littlewood and agreed that the minutes of the ordinary meeting held on 3<sup>rd</sup> April 2024 be agreed as a true record of the meeting.

(g) Dates of future meetings.

12 <sup>th</sup> June	Open Forum
17 <sup>th</sup> July *	Q1 Audit
4 <sup>th</sup> September	Communications Group
2 <sup>nd</sup> October	Open Forum (Budget)
6 <sup>th</sup> November	Q2 Audit
4 <sup>th</sup> December	Open Forum

Councillors confirmed that the June meeting would move from the 5<sup>th</sup> June to 12<sup>th</sup> June.

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

(a) Visiting members' speaking time

There were no visiting members.

(b) Visiting officers' speaking time

Mr Lewin referred to having inspected most footpaths in the Parish, and had arranged the removal of a fallen tree on the Green Lane. Flooding had continued to be an issue.

(c) Public Speaking Time.

Mr Lewin was pleased that the appointment of a tree officer had been confirmed and raised the issue of several dangerous trees within the area including a fallen tree in the grounds of Summerfield House.

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

Correspondence had been received regarding:

A Change of use application

Flooding

Grant applications from the Primary School~

The Village Green Group

It was confirmed that the Clerk would invite a member of the CWAC Highways team to the next Open Forum meeting. Cllr Littlewood would provide the Clerk with a contact.

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

Cllr Littlewood reported that issues had been raised regarding:

Planning enforcement

Play equipment

Gutter cleaning

Overgrown trees

It was agreed that Cllrs Ringstead and Whelan would preside at the next surgery on 1<sup>st</sup> June.

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

Cllr Littlewood reported that the latest newsletter had been produced. Cllr Littlewood noted with sadness that Deva Print, who had produced the newsletter for many years, had ceased trading.

It was suggested that if a positive response was received from Highways, flooding could be considered as the topic for the next Open Forum.

(g) To receive a report from the Support Group

Cllr Littlewood reported that evidence regarding recent flooding had been gathered. In addition, an electrical fire had been reported.

(h) To consider matters regarding sustainability

Cllr Whelan reported that a number of meetings had taken place with regards to sustainability. Potential sites for additional wildflower areas in the Parish were discussed.

### **3. Open Spaces**

(a) Guilden Sutton GreenSpace

Nothing further.

(b) Wildflower Garden LAMA agreement

It was proposed by Cllr Paterson, seconded by Cllr Ringstead and agreed that the Wildflower group would be authorised to incur additional spending of £2,500 subject to agreement of the LAMA. It was noted that these funds would be remitted to the Council, and would be held on behalf of the Wildflower group. It was further noted that this sum does not form part of the budget or precept, as it was raised from the Wildflower groups' crowdfunding efforts.

(c) Old School Field

Cllr Whelan would purchase deeds for the Old School Field to determine ownership of the party wall.

(d) Play Area Extension and S106 monies

Cllr Whelan reported that the sign at the Trim Trail had been stolen. It was proposed by Cllr Whelan, seconded by Cllr Paterson and agreed to authorise expenditure of up to £65 for 3 signs, including one to prevent climbing on the grit box.

(e) Dog fouling

Nothing further.

(f) Noticeboard

Cllr Ringstead reported that the main noticeboard is still out of action. Men in Sheds had relocated premises and therefore repairs could not commence until around the end of May.

### **4. Transport and Highways**

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

Cllr Ringstead noted that the results of the questionnaire had been sent to CWAC, who had indicated favourably over the high response rate.

Cheshire Community Action had also been sent the questionnaire but specific numbers would need to be demonstrated in terms of negotiating with providers. It was noted the fete may provide an

ideal time to obtain this information.

(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 reported that a meeting had taken place with the interim PCSO.

## 5. Planning

(a) New applications:

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24/00806/FUL	86 Oaklands Single storey rear extension	Extension agreed to 8 <sup>th</sup> May
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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
24/00019/FUL	3 The Stables Erection of wooden cabin within rear garden	NO OBJECTION
24/00444/FUL	The Old School Guilden Sutton Lane Change of use of agricultural land to residential to extend garden curtilage.	OBJECTION

(c) Decision Notices:  
None

d) Neighbourhood Plan.

Cllr Paterson reported that there was an opportunity for a drone and operator to attend and take aerial pictures for the Neighbourhood plan. Hook’s Wood and the Primary School were considered as potential options.

## 6. Village Green

Nothing further.

## 7. Finance

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(a) To note recent items of income

Precept	£24,852.00
Bank Interest (Co-Operative Deposit Account)	£553.85

(b) To approve recent items of spending:

M Roberts (Phone Bill)	£16.20	(inc. VAT)
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M Roberts (Website)	£23.40	(inc. £3.90 VAT)
Autela Payroll Services (Payroll)	£73.73	(inc. £12.29 VAT)
HMRC (Payroll)	£136.60	(no VAT)
M Roberts (Salary)	At agreed rate	(no VAT)
R Ringstead (Salary)	At agreed rate	(no VAT)
M Roberts (Zoom)	£15.59	(inc. £2.60 VAT)
Botanica Landscapes (Grounds Maintenance)	£312.00	(inc. £52.00 VAT)
Botanica Landscapes (Lengthsman)	£234.00	(inc. £39.00 VAT)
M Littlewood (Deva Print)	£65.00	(no VAT)

(c) To approve updated account balances

Co-Operative Current Account	£23,129.13
Co-Operative Deposit Account	£53,553.85
Scottish Widows Business Fund 1	£19,700.49
Scottish Widows Business Fund 2	£4,286.15

It was agreed that the Clerk would transfer the sum of £16,446.15 to the deposit account pending the receipt of S106 monies and the VAT rebate in order to reinstate the balance to £70,000.

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.

(d) Audit Process 2023-24

Cllr Hughes thanked the Clerk for completing the end of year process, and it was noted that the Annual Return would be dealt with at the next meeting.

## 8. Grounds Maintenance

(a) Hare Lane Village Green

The Clerk reported that public consultation had concluded and the report was awaited from the relevant officer.

(b) Summerfield House Tree

Clerk reported as to the Councils legal position. It was agreed that the Clerk would make enquiries as to the actions taken to date by the adversely affected landowner.

## 9. Primary School

Cllr Hughes reported that the Year 6 teacher had suggested a list of 10 books for pupils to chose from. A list would be provided and it was agreed that the Clerk would place the order when available.

Cllr Whelan reported that the school had made an initial enquiry with regards to funding two items of expenditure. Cllr Hughes noted that such expenditure would require the completion of a grant form.

## 10. Members Information

Cllr Hughes noted a tree at the junction of School Lane and Oaklands was causing an obstruction. Previously highways had reduced risings and it was enquired as to whether this could be requested again.

Cllr Roberts noted a concern with regards to dropped kerbs in a public area.

Cllr Paterson reported that the grass had been cut but strimming had not taken place. The condition of the footpath alongside the school was raised.

**11. 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.

**12. Part Two**

Cllr Paterson raised a potential breach of permitted development.

Cllr Littlewood that the Borough Council were preparing to take action on an enforcement notice.

Cllr Roberts reported that an enforcement officer has been assigned to another development in the Village.

Meeting closed at 2112.

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