

GUILDEN SUTTON PARISH COUNCIL

Minutes of the Ordinary Meeting of Guilden Sutton Parish Council held on Thursday 17th July 2025 at 7:30PM at Guilden Sutton Village Hall

Chairman: Cllr A Davis

Present: Cllr D Hughes, Cllr P M Paterson, Cllr S Ringstead.

Clerk: Mr M Roberts

In attendance: Mr B Lewin and 4 members of the public

1. Procedural Matters

(a) To receive apologies for absence.

Apologies were received and accepted from Cllrs Hewitt, Littlewood and 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 4th June 2025 be agreed as a true record of the meeting.

(d) Dates of future meetings.

3rd September

1st October

5th November

3rd December

(e) Vacancy

It was proposed by Cllr Ringstead, seconded by Cllr Paterson and agreed that Mr D Oxley be co-opted on to the Council until the next quadrennial election in 2027.

Mr Oxley duly signed the Declaration of Acceptance of Office.

Cllr Oxley joined the meeting

(f) Devolution Update

Nothing further.

2. Community Engagement/Communications

(a) Visiting members' speaking time

None.

(b) Visiting officers' speaking time

Mr Lewin noted that the nettles on the footpath to the rear of Oaklands had been cut back. It was noted that a tree was overhanging a residence on Oaklands.

(c) To Consider the suspension of standing orders

It was noted that a suspension was not necessary.

(d) Public Speaking Time

A member of the public noted that the recent fete had been a success.

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

Correspondence had been received regarding:

The Parish Car Park

The recent newsletter

A note of thanks to the Highways volunteer group.

The A41 crossing project

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

Cllr Ringstead reported that there were no comments from the surgery.

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

Cllr Ringstead reported that the newsletter had been circulated and that Cllr Littlewood was seeking articles for the next issue.

(h) To receive a report from the Support Group

It was noted that the support group had provided help with the fete.

(i) To consider matters regarding sustainability

Nothing further.

(j) Resilience Plan

Nothing further.

(k) Grant Application

It was proposed by Cllr Hughes, seconded by Cllr Ringstead and agreed that the sum of £2500 would be made available to fund new safety fencing for the preschool.

(l) Cheshire Community Action

It was proposed by Cllr Ringstead, seconded by Cllr Hughes and agreed that the Council would renew its membership at a cost of £50.

(m) Training, first aid training

It was noted that there was no requirement for the Council to undertake first aid training. It was agreed that the subject would be revisited should the Community Association, or another group, organise local training in the future.

(n) To discuss upgrading email accounts

It was proposed by Cllr Hughes, seconded by Cllr Ringstead and agreed that the Council would upgrade its email capacity at a cost of £6 per month.

3. Open Spaces

(a) Guilden Sutton GreenSpace

It was noted that the tree works and groundwork ordered by the Council in lieu of the annual grant had taken place.

(b) Wildflower Garden

It was noted that the seating had arrived and a number of different locations would be trialled before its siting. The Council noted that a successful official opening had been held and expressed its thanks to Mrs Proctor and the Wildflower team.

(c) Hilltop Road project

It was noted that further planting had taken place.

4. Transport and Highways

(a) To receive an update on Public Transport issues

Nothing further.

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

It was noted that the landowner is currently reviewing the situation.

(c) To receive an update on Community Speedwatch

It was agreed that a session would take place during the summer.

(d) Parish Walk

Cllr Paterson noted that a follow up meeting had taken place with highways.

(e) Footpath 7

It was noted that the Chairman and Mr Lewin were to be copied in on future correspondence with the PROW officer to arrange a meeting.

(f) To review the Actions Log:

Reference	Issue	Details	Status
HW671903322	Grid/Drain – Blocked School Lane	Reported December '24 TP	
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	
TR726895453	Hare Lane	Reported Jun '25 ECH	
TR726896125	30mph sign on GS Lane	Reported Jun '25 ECH	

(g) A41 junction improvements

It was noted that the recent survey had scored quite highly for pedestrian usage.

(h) Community Led Minor Highway improvements

It was proposed by Cllr Davis, seconded by Cllr Ringstead and agreed that the overhanging growth on the A55 underpass would be listed as the Council's preference for such works.

(i) Volunteer Scheme

Cllr Davis reported that the volunteer scheme had been undertaking work in the area. It was noted that all work was carried out with the approval of CWAC. It was noted that CWAC had used the work undertaken in the Parish to further promote the scheme.

(j) School Lane – Speed Limit reduction

It was agreed that the Council would continue to pursue this matter through the ward members.

5. Planning

(a) New applications:

25/01546/FUL	The Old School Guilden Sutton Lane Construction of a detached garage	OBJECTION
25/01627/FUL	84 Oaklands New garden wall	NO OBJECTION

(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
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	NO OBJECTION

	causing damage to the perimeter wall. To remove a Silver Birch tree (T2) that is showing large signs of decay	
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(c) Decision Notices

None

d) Neighbourhood Plan

Cllr Paterson reported a questionnaire had been undertaken at the fete.

e) To discuss the submissions from a representative of Christleton Parish Council

It was noted that Cllrs had received a briefing from members of two nearby Parish Council. It was proposed by Cllr Paterson, seconded by Cllr Ringstead and agreed that the Council would join the Chester Greenbelt Alliance at an initial cost of up to £600.

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)	£399.76 (no VAT)
R Ringstead (Salary)	£202.47 (no VAT)
HMRC (Payroll)	£154.26 (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)	£11.40 (inc £1.90 VAT)
M Roberts (Phone)	£17.36 (inc £2.90 VAT)
Forest Tree Surgery and Grounds Maintenance (GSGS rs)	£1,992.00 (inc. £332.00 VAT)
M Roberts (Safety Signage)	£53.34 (inc. £8.89 VAT)
M Roberts (Printer Ink)	£35.11 (inc. £5.85 VAT)
Mustard Print Ltd (Newsletter)	£90.00 (no VAT)
Cheshire Community Action (Membership Fee)	£50.00 (no VAT)
Glasdon Ltd (Bench – Fox Cover Reserves)	£774.71 (inc. £129.12 VAT)
M Roberts (Y6 Books)	£176.34 (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) *
S Roberts (Playing Field Rent)	£80.00 (no VAT)
V A Jones (Playing Field Rent)	£80.00 (no VAT)
Mrs V Downing (Wildflower Event – Reserves)	£22.00 (inc VAT)
Mr T Price (Bench Fixings – Wildflower Reserves)	£19.03 (inc. £3.17 VAT)
Mrs V Downing (Wildflower Event – Reserves)	£50.54 (inc. VAT)
M Roberts (Website)	£11.40 (inc. £1.90 VAT)
Mrs S R Proctor (Seed Shakers – Wildflower Res.)	£20.00 (inc. VAT)

M Roberts (Phone Bill)	£11.34 (inc. VAT)
M Roberts (July Salary)	£399.76 (no VAT) *
R Ringstead (July Salary)	£202.47 (no VAT) *
HMRC (July Payroll)	£154.26 (no VAT) *
M Roberts (Paper)	£12.95 (inc. £2.16 VAT)

* Payment deferred to 28th July.

(c) To approve updated account balances

Co-Operative Current Account	£13,369.68
Co-Operative Deposit Account	£20,000.00
Scottish Widows Business Fund	£71.32
Cambridge Building Society Deposit Account	£85,000.00

It was proposed by Cllr Hughes, seconded by Cllr Ringstead 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) Audit Process 2024-25

It was noted that the Clerk had responded to the External Auditor's queries.

8. Grounds Maintenance

(a) Hare Lane Village Green

It was agreed that the Clerk be authorised to progress the formal registration of the Village Green and the Council would collect evidence in order to support the application.

(b) Beacon

Cllr Davis noted that discussions would take place with a local farmer.

9. Primary School

(a) Update

Cllr Hughes reported that a celebration had taken place for the retirement of a member of staff with 27 years of service.

(b) Year 6 books

Cllr Hughes reported that the books had been selected from a shortlist and had been presented to the Year 6 leavers.

10. Remembrance Sunday

The Clerk noted that initial discussions had taken place with the traffic management contractor. Forms had been received from CWAC and the Church would be approached with regards to confirming arrangements.

11. Members Information

Cllr Ringstead asked that the Council write to Mrs Proctor in respect of the Wildflower Garden and opening ceremony.

Cllr Paterson noted having attended a CWAC Communities meeting. It was noted that volunteer schemes, public transport, footpaths and a number of other issues important to the Parish Council were discussed.

12. Exclusion of the Press and Public

It was proposed by Cllr Davis, 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 agreed that a staff vacancy would be advertised with a view to making an appointment in September.

It was noted that an enquiry about land usage would be held on file until the conclusion of the Local Plan consultation.

Meeting closed at 2130.
