

## **GULDEN SUTTON PARISH COUNCIL**

### **Minutes of the Ordinary Meeting of Guilden Sutton Parish Council held on 3<sup>rd</sup> September 2025 at 7:30PM at Guilden Sutton Village Hall**

**Chairman:** Cllr A Davis

**Present:** Cllr E-C Hewitt, Cllr D Hughes, Cllr M Littlewood, Cllr D Oxley, Cllr P M Paterson, Cllr S Ringstead.

**Clerk:** Mr M Roberts

**In attendance:** 3 members of the public

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

(a) To receive apologies for absence.

Apologies were received and accepted from Cllr V Roberts, it was proposed by Cllr Hewitt, seconded by Cllr Ringstead and agreed that Cllr Roberts was excused from attendance until the November meeting.

Apologies were received and noted from 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 17<sup>th</sup> July 2025 be agreed as a true record of the meeting.

(d) Dates of future meetings.

1<sup>st</sup> October

5<sup>th</sup> November

3<sup>rd</sup> December

(e) Devolution Update

The Clerk reported.

(f) To agree the Council's insurance policy for 2025-26

It was proposed by Cllr Hughes seconded by Cllr Ringstead and agreed that the Council would accept the quote of £1967.76 per annum for the next 3 years. It was noted that this included the broker fee of £50.

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

(a) Visiting members' speaking time

None

(b) Visiting officers' speaking time

None

(c) Public Speaking Time

A member of the public noted that a pothole in Old Hall Park had been repaired and the white lines

reinstated. It was noted that the Give Way sign at Porters' Hill had not been replaced. A preference was recorded for not including plastic decorations in planters.

A member of the public noted that the Upton school bus had been problematic at the start of term with a lack of capacity and timetabling issues. It was noted this was also a public transport service. The Highways volunteer scheme was continuing to progress well and had received positive responses from the public and highways department.

It was noted that Christmas lights would again be displayed on School Lane to raise funds for the Primary School.

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

None

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

Cllrs Hewitt and Paterson reported that a number of positive comments about the Council's recent activity had been received.

It was agreed that Cllrs Davis and Ringstead would preside over the next surgery on 27<sup>th</sup> September.

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

Cllr Littlewood noted that a draft newsletter had been circulated. It was agreed that a communications meeting would be held in October. It was proposed by Cllr Littlewood, seconded by Cllr Ringstead and agreed that Cllr Oxley would join the Communications sub-committee.

(g) To receive a report from the Support Group

Cllr Littlewood reported that a deceased cat had been found and traced to the owner. Updates had been shared with regards to roadworks, accidents, e-bikes and graffiti.

(h) To consider matters regarding sustainability

Cllr Hewitt noted that there may be a gap with regards to a sustainability lead.

(i) Resilience Plan

Nothing further.

### **3. Open Spaces**

(a) Guilden Sutton GreenSpace

Nothing further.

(b) Wildflower Garden

It was noted that cutting had taken place and some seeds had been ordered.

(c) Hilltop Road project

It was noted that sunflowers had been successfully planted.

(d) Play Area

Cllr Paterson reported that the ROSPA report had been received. Concern was noted with regards to potential finger traps within the play area. It was agreed that the Clerk would approach the original contractors with regards to remediation.

(e) Bulb Planting

It was agreed that the GreenSpace group were prepared to purchase bulbs on behalf of the community. It was proposed by Cllr Hughes seconded by Cllr Paterson and agreed that the purchase of bulbs be authorised up to a cost of £50.

#### 4. Transport and Highways

(a) To receive an update on Public Transport issues

Cllr Ringstead reported that a number of communications to CWAC had not received a response and contact would be made with the MP. It was noted that perhaps the bus stops could be improved to provide a better appeal for potential passengers. Other options for community transport links would also be considered.

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

Cllr Ringstead reported that the situation was under review with the landowner.

(c) To receive an update on Community Speedwatch

Cllr Littlewood noted that sessions would recommence in September.

(d) Parish Walk

Cllr Hewitt reported that a meeting had been held with Highways. It was noted that all reports have been taken into consideration and responses had been received to note that the works could not be completed or remained under review. Where works could not be completed due to budgetary constraints they would still be placed under consideration in future financial periods.

(e) Footpath 7

It was noted nothing further had been received with regards to Footpath 7.

(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

Nothing further.

(h) Community Led Minor Highway improvements

It was noted that the request and supplementary information had been sent to CWAC officers.

(i) Volunteer Scheme

It was noted that a report had been received during public speaking and activities would resume during the Autumn.

(j) School Lane – Speed Limit reduction

It was noted that a study had shown the area did not qualify for a speed limit reduction.

## 5. Planning

(a) New applications:

25/00593/FUL	4 Wood Farm Close Two storey rear extension	OBJECTION
25/02299/TPO	1 The Hall Beech (T1), Birch (T2), 3x Holly (T3, T4, T6) and 2x Cyress (T5, T7) - Fell to ground level.	NO OBECTION
25/01546/FUL	The Old School Guilden Sutton Lane Construction of a detached garage	OBJECTION
25/02243/FUL	8 Cinder Lane Demolition of existing conservatory, erection of single storey rear extension	NO OBJECTION
25/02562/TPO	Land Rear of 10 Fox Cover Guilden Sutton Chester TPO area of: X/73/10011/ORD: Crown lift trees to reduce encroaching branches into the garden of 10 Fox Cover, Guilden Sutton. T1 - Sycamore Tree - crown reduction to 12m above garden level. T2 - Horse Chesnut Tree - crown	NO OBECTION

	reduction to 12m above garden level.	
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(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
25/01546/FUL	The Old School Guilden Sutton Lane Construction of a detached garage	OBJECTION
25/01627/FUL	84 Oaklands New garden wall	NO OBJECTION

(c) Decision Notices

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	REFUSED
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d) Neighbourhood Plan.

Cllr Paterson noted that a meeting would be held on Monday 8<sup>th</sup> September. It was noted that a future drop-in session could be held with Summerfield House, which could also be opened to the public.

e) Chester Green-Belt Alliance

The Clerk noted that the Council's response to the S18 consultation had been submitted.

## 6. Trees and Hedges

Cllr Littlewood informed the Council that notices had been received from CWAC that could be delivered to addresses where hedges were impeding the highway.

## 7. Finance

(a) To note recent items of income:

VAT Rebate	£841.19
Scottish Widows Interest	£9.80

(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)	£11.40 (inc £1.90 VAT)
M Roberts (Phone)	£14.30 (inc £2.38 VAT)
Playsafety Limited (Play Inspection)	£462.00 (inc. £77.00 VAT) *
ChALC (Training)	£50.00 (no VAT)
Autela Payroll Limited (Payroll Service)	£84.00 (inc. £14.00 VAT)
PKF Littlejohn LLP (External Audit)	£378.00 (inc. £63.00 VAT)
M Roberts (Stationery)	£5.65 (inc. £0.94 VAT)
Guilden Sutton Pre-School (Grant)	£2,500 (no VAT)
A J Gallagher Ltd (Insurance Renewal)	£1,967.76 (no VAT)
R H Wilkinson (Internal Audit)	£100.00 (no VAT)

\* Paid as interim payment

(c) To approve updated account balances

Co-Operative Current Account	£7,530.40
Co-Operative Deposit Account	£20,000.00
Scottish Widows Business Fund	£81.12
Cambridge Building Society Deposit Account	£85,000.00

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

(d) Audit Process 2024-25

It was noted that the external audit had been returned with no areas for improvement. It was agreed that the notice of conclusion of audit could be sited with no fee payable.

## **8. Grounds Maintenance**

(a) Hare Lane Village Green

It was noted that the appeal for witness statements had been very successful. It was noted that the Council's advisors had not dealt with an application like this previously. It was noted that the Clerk would begin work on the formal submission.

(b) Beacon

Nothing further.

## **9. Primary School**

Cllr Hughes reported that the new term had started. A pre-term governors meeting had taken place with school staff setting achievements and priorities for the year ahead.

## **10. Remembrance Sunday**

It was agreed that Cllr Littlewood would approach first aiders. It was noted that the price of the road closure would be £200+VAT. The Clerk noted that the application had been submitted and that CWAC did not currently require any further information.

## **11. Members Information**

Cllr Littlewood noted the issue of leaking water from a telecoms cover. It was noted that two members of the public had slipped there during the winter when the water froze.

Cllr Ringstead noted the surgery sign had been damaged and a temporary replacement was in situ.

Cllr Hughes noted that the Community Association had a clear-out session and could the Council review the contents of its cupboard.

Cllr Davis noted that the Sutton Six was approaching. Anti-social behaviour with regards to the removal of grid covers had taken place last year and could members please be vigilant.

Cllr Paterson noted that the Government's emergency alert would be tested at the weekend

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

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

11(a) Cllr Littlewood noted concerns with a minority of households leaving bins out all the time. It was agreed that the Clerk would raise a report with CWAC.

### **A) Staff vacancy**

Interview plans for the staff vacancy were confirmed, along with induction planning.

### **B) NJC Pay Award**

It was proposed by Cllr Hewitt seconded by Cllr Paterson and agreed that the revised NJC pay scales would be adopted with effect 1<sup>st</sup> April 2025.

### **C) Land Acquisition**

Cllr Davis reported on a prospective land acquisition. It was agreed that the Council would contact the land agent.

### **D) Networking offer**

It was noted that the Council had been offered a membership of a local club for the purposes of networking. It was noted that potential alternative proposals could be considered.

Meeting closed at 2119.

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