

**GUILDEN SUTTON PARISH COUNCIL
BRIEFING**

**Minutes of the Ordinary Meeting of Guilden Sutton Parish Council held on Wednesday, 5th
March 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 V Roberts, Cllr R Whelan.

Clerk: Mr M Roberts

In attendance: 6 members of the public

1. Procedural Matters

(a) To receive apologies for absence.

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

(b) 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.

(c) Confirmation of the minutes of the Ordinary meeting held 5th February 2025.

It was proposed by Cllr XXX seconded by Cllr XXX and agreed that the minutes of the ordinary meeting held on 5th February 2025 be agreed as a true record of the meeting.

(d) Dates of future meetings.

2nd April (including Annual Parish Meeting)

8th May**

5th June **

17th July**

3rd September

1st October

5th November

3rd December

8th May

5th June

17th July

3rd September

1st October

5th November

3rd December

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

(e) Training

Training requests from Cllr Roberts and the Clerk were noted. It was proposed by Cllr Littlewood, seconded by Cllr Ringstead and agreed that five courses would be approved.

2. Community Engagement/Communications

(a) Visiting members' speaking time

There were no visiting members.

(b) Visiting officers' speaking time

Mr Lewin reported that a fallen tree on Green Lane was still present but that he was making enquiries to have it moved.

(c) Public Speaking Time

A member of the public asked about progress regarding the proposed pedestrian crossing at the A41 junction. The MP and Chief Executive of the Local Authority had been contacted. The resident offered to help support the Council if required.

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

Correspondence had been received regarding:

The Station Lane footpath proposal

The Parish Car Park surface

The A41 pedestrian crossing.

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

Cllrs Davis and Ringstead reported that a member of the public had asked enquired as to the possibility of additional speed limit signs on School Lane and asked if existing signs could be cleaned. A resident raised concerns with regards to flooding on Wicker Lane. A compliment was made with regards to the planters outside the shops.

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

Cllr Littlewood reported that there had been a successful meeting prior to the full council meeting and that a draft newsletter would be circulated to councillors for comment prior to publication in April. The PC website had also been discussed.

(g) To receive a report from the Support Group

The support group had helped with reporting the need for hedge cutting on Guilden Sutton Lane, help with finding a lost cat, thanking the volunteers that are currently cutting back the overgrown hedges, circulating information with regards to a fallen tree on the A51 and offers of help for the Birds & Boxes event.

(h) To consider matters regarding sustainability

Nothing further.

3. Open Spaces

(a) Guilden Sutton GreenSpace

Cllr Whelan reported that a Bird & Box event had been held. This had been successful with a good attendance. Another event was upcoming and a new management plan was under development.

(b) Wildflower Garden

Cllr Ringstead reported that there had been a site meeting with regards to the positioning of seating. Cllr Paterson provided an update and noted that a planter had been ordered.

(c) Old School Field
Nothing further.

(d) Dog fouling
Nothing further.

(e) Grit Box
It was noted that the grit boxes had arrived and Cllr Davis had completed groundworks for one of them.

(f) Hilltop Road Wildflowers
Cllr Whelan noted that the members' budget funds had been received and a plan was being devised to begin work in the next few weeks.

4. Transport and Highways

(a) To receive an update on Public Transport issues and additional government funding
Cllr Paterson suggested that proposals with regards to devolution may eventually yield additional funding.

(b) To receive an update from Councillors involved in the footpath working group.
Cllr Ringstead noted that communications with a landowner had been established. It was noted that another landowner had expressed concerns with regards to dog fouling and leptospirosis. Cllr Littlewood noted that there was also potential to improve footpath 7.

(c) To receive an update on Community Speedwatch
Cllr Littlewood noted that the PCSO had conducted a session of speedwatch recently. It was noted that the purchase of a TruCam could be discussed at the next meeting.

(d) To consider the offer of a ward walk with the Highways and StreetCare teams.
The offer of a ward walk was considered and a time and meeting place agreed.

(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	
TR684395257	Unauthorised obstruction Obstructed drains under A55 bridge	Reported Feb '25 ECH	Closed by CWAC PC to monitor
TR684395863	Street Lighting – Light out/not working	Reported Feb '25 ECH	
TR684396379	Street Lighting – Light out/not working	Reported Feb '25 ECH	
TR685597338	Tree/Hedge – Heath Bank	Reported Feb '25 ECH	

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	
SS690514661	Broken Bin	Reported Mar '25 ML	

(f) A41 pedestrian crossing.

It was noted that the Clerk would follow up with Ward Members.

5. Planning

(a) New applications:

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	AD/SR
25/00450/PAA	The Summerhouse Land At Grid Ref 344190 368349 Guilden Sutton Lane Construction of vertical extension to create additional storey	DH/ML

(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
24/03409/FUL	Cheshire West and Chester Council Chester Area Highways Office Guilden Sutton Lane	NO OBJECTION
25/00246/TPO	1 The Hall School Lane	NO OBJECTION

(c) Decision Notices

25/00119/TPO	8 Oaklands Tree Preservation Order application	APPROVED
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d) Neighbourhood Plan

Cllr Paterson that a potential new member of the group had been approached.

6. Trees and Hedges

Cllr Whelan noted that a response from a tree officer was awaited.

7. Finance

(a) To note recent items of income:

Cheshire West and Chester Council (Members Grant)	£392.00
Scottish Widows Account 1 (Interest)	£73.96
Scottish Widows Account 2 (Interest)	£16.09

(b) To approve recent items of spending:

M Roberts (Salary)	£399.76 (no VAT)
R Ringstead (Salary)	£202.47 (no VAT)
HMRC (Payroll)	£145.60 (no VAT)
Botanica Landscapes Ltd (Grounds Maintenance)	£312.00 (inc. £52.00 VAT)
Botanica Landscapes Ltd (Lengthsman)	£234.00 (inc. £39.00 VAT)
M Roberts (Grit Bins)	£251.88 (inc. £41.98 VAT)
M Roberts (Website)	£11.40 (inc VAT)*
M Roberts (Phone)	£16.30 (inc VAT)
M Roberts (Printer Ink)	£34.40 (inc. £5.73 VAT)
B Lewin (Website Expenses)	£81.51 (inc VAT)

*It was noted that the payment in respect of the website would be lowered by 47p to correct a prior overpayment.

(c) To approve updated account balances

Co-Operative Current Account	£6,524.54
Co-Operative Deposit Account	£10,543.76
Scottish Widows Business Fund 1	£20,003.23
Scottish Widows Business Fund 2	£4,352.02
Cambridge Building Society Deposit Account	£60,000.00

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

The Clerk reported on the process for drawing funds from Scottish Widows. It was proposed by Cllr Hughes, seconded by Cllr Paterson and agreed that existing funds would be withdrawn in full from Scottish Widows but the accounts would be left open should they be needed in the future.

(d) Appointment of an internal auditor for the year 2024/25

It was proposed by Cllr Hughes, seconded by Cllr Littlewood and agreed that Mr Robert Wilkinson be approached with regards to the upcoming internal audit.

(e) Graveyard Grant

The Clerk noted that a letter of thanks had been received regarding the Council's funding of the Green bin for the St. John's Church.

8. Grounds Maintenance

(a) Hare Lane Village Green

The Clerk reported that the works were on track for completion by the end of March.

(b) Beacon

The potential of recovering the beacon was discussed and potential sites would be considered.

(c) Parish Car Park

Cllr Whelan noted that there was a pothole within the Car Park area. It was agreed that solutions would be explored.

Cllr Littlewood noted that the daffodils were starting to flower.

9. Primary School

Cllr Hughes noted that a recent fire drill had been completed in 1m37s.

Cllr Hughes noted that financial challenges existed and further meetings were to take place.

Cllr Whelan noted that two traffic near misses had occurred in recent weeks, one where a vehicle had mounted the narrow section of pavements in Hilltop Road.

10. War Memorial

Cllr Davis would clear the area. Cllr Whelan noted a response from the tree officer was awaited.

11. Members Information

Cllr Whelan noted that there were a number of new residents in the village and would deliver welcome packs.

Cllr Davis noted that there was a new firm in the area offering roofing services.

Cllr Ringstead noted a requirement for more business cards.

Cllr Paterson noted concerns with regards to footpaths in the area particularly the surface of the footpath to the side of the primary school.

Cllr Paterson noted an incident of green waste fly tipping at the rear of Oaklands.

Cllr Hewitt enquired with regards to no dog fouling signs in the Guilden Sutton Lane/Heath Bank area.

Cllr Hewitt asked with regards to a dog waste bin with a corroded base.

12. Exclusion of the Press and Public

It was proposed by Cllr Ringstead, seconded by Cllr Littlewood 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 a planning enforcement matter had not been progressed by the planning authority.

Meeting closed at 20:45
