

## **GULDEN SUTTON PARISH COUNCIL**

### **Minutes of the Ordinary Meeting of Guilden Sutton Parish Council held on 5<sup>th</sup> November 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 S Ringstead, Cllr V Roberts.

**Clerk:** Mr M Roberts

**In attendance:** Mr B Lewin and 1 member of the public.

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

(a) To receive apologies for absence.

Apologies were received and accepted from Cllr Paterson.

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 Oxley and agreed that the minutes of the ordinary meeting held on 1<sup>st</sup> October 2025 be agreed as a true record of the meeting.

It was proposed by Cllr Ringstead seconded by Cllr Oxley and agreed that the minutes of the extraordinary meeting held 20<sup>th</sup> October 2025 be agreed as a true record of the meeting.

(d) Dates of future meetings.

3<sup>rd</sup> December

7<sup>th</sup> January

4<sup>th</sup> February

4<sup>th</sup> March

1<sup>st</sup> April

6<sup>th</sup> May

3<sup>rd</sup> June

15<sup>th</sup> July (or 1<sup>st</sup> July and 5<sup>th</sup> August)

2<sup>nd</sup> September

7<sup>th</sup> October

4<sup>th</sup> November

2<sup>nd</sup> December

(e) Devolution Update

Cllr Roberts reported that the new mayoral combined authority would be in place from May 2027. A shadow authority may be in place from as early as February 2026.

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

(a) Visiting members' speaking time

None

(b) Visiting officers' speaking time

Mr Lewin asked with regards to the Councils points of contact. It was noted that all correspondence should be directed to [clerk@guildensuttonpc.co.uk](mailto:clerk@guildensuttonpc.co.uk).

(c) Public Speaking Time

A member of the public asked with regards to the prospective School Lane planning application. It was asked if CPRE could be involved.

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

Correspondence had been received regarding:

Graffiti on Guilden Sutton Lane

The CIL Grant

Hedges

Burning from agricultural land

Changes to a hedgerow

The Parish Car Park

Affordable Housing

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

Cllrs Davis and Hewitt reported that a resident had raised concerns with regards to the bin adjacent to the Oaklands bus stop and the play area. A resident raised concerns with regards to speed on School Lane. A resident had raised concerns with regards to leaves from private gardens being moved onto the highway.

It was agreed that Cllrs Davis, Littlewood and Oxley would preside at the next surgery on 29<sup>th</sup> November.

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

Cllr Littlewood reported that work had started on the next newsletter.

(g) To receive a report from the Support Group

Cllr Littlewood reported that there had been a fallen tree on Station Lane, graffiti on Guilden Sutton Lane (for which a meeting had taken place with the PCSO). Residents had been reporting use of illegal e-bikes which had led to a number of confiscations. Bulb planting had also taken place.

(h) To consider matters regarding sustainability

Nothing further.

(i) Resilience Plan

Cllr Roberts reported that research had taken place with regards to other areas with similar challenges, and this would be used to inform a draft plan.

### **3. Open Spaces**

(a) Guilden Sutton GreenSpace

Nothing further.

(b) Wildflower Garden

It was proposed by Cllr Ringstead, seconded by Cllr Hewitt and agreed that the Wildflower group be

authorised to incur expenditure of £150+VAT for installation of seating and for seeds to the value of £50 to be funded from crowdfunding reserves.

(c) Hilltop Road project  
Nothing further.

(d) Play Area

The Clerk updated and notified Councillors that a Community Infrastructure levy would be paid in the amount of £4,414.14, which potentially could be used to fund any repairs.

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

(a) To receive an update on Public Transport issues

Cllr Ringstead reported that the area was still in consideration for the shared transport scheme. It was reported that the Upton school bus route has now changed.

(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 number of sessions had taken place. It was noted that very few drivers had been observed exceeding the speed limit.

Cllr Ringstead reported an increase in HGVs using routes within the Village.

(d) Highways Officer Engagement

Cllr Hewitt reported that a meeting would take place in December.

(e) Footpath 7

Cllr Davis reported that contact had been made with an officer.

(f) To review the Actions Log

Cllr Hewitt reported that a number of reports had been made on 'Report-It'. It was felt that improved progress had been made compared to previous years. It was noted that a further Parish walk could take place in the summer. It was noted that the water leak on Oaklands had been resolved following a number of years of pressure from the Parish Council.

(g) A41 junction improvements

Nothing further.

(h) Community Led Minor Highway improvements

Nothing further.

(i) Volunteer Scheme

It was reported that communications had occasionally been difficult with Highways which had resulted in delays to collecting waste. It was noted that other residents were also very supportive through matters such as litter picking.

#### **5. Planning**

(a) New Applications:

25/03105/PAA	The Summerhouse Guilden Sutton Lane Construction of vertical extension to create additional storey	OBJECTION
25/03143/FUL	Frogmore Cottage and Primrose Hill Cottage Church Lane Erection of greenhouse to side of dwelling and external alterations associated with the merging of Primrose Hill & Frogmore Cottage.	AD/SR
25/03158/TPO	22 Oaklands Oak (T1) - To carry out a crown clean of 20% to the specimen.	11 November 2025

(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

(c) Decision Notices

None

d) Neighbourhood Plan

Nothing further.

e) Chester Green-Belt Alliance

It was noted that a petition was due to be distributed.

## 6. Trees and Hedges

Nothing further.

## 7. Finance

(a) To note recent items of income:

Co-Operative Deposit Account Interest	£130.45
VAT Rebate	£960.83

(b) To approve recent items of spending:

M Roberts (Salary)	£413.05 (no VAT)
HMRC (Payroll)	£109.57 (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)	£22.80 (inc £3.80 VAT)

M Roberts (Phone)	£14.30 (inc £2.38 VAT)
M Roberts (Bulbs)	£61.99 (inc. £8.33 VAT)
ChALC (Training)	£25.00 (no VAT)
M Roberts (Stamps)	£6.96 (no VAT)
ChALC (Training)	£50.00 (no VAT)
M Roberts (Computer – Assistant Clerk)	£259.00 (inc. £43.17 VAT)
Christleton Parish Council (Consultancy)	£426.00 (no VAT)
Core Highways Ltd (Road Closure)	£290.00 (no VAT)
Community Heartbeat Trust (VETS system)	£120.00 (inc. £20.00 VAT)
M Roberts (Grit)	£50.50 (inc VAT)
M Roberts (Wildflower Seeds – Reserves)	£50.00 (No VAT)
M Littlewood	£5.25 (inc. VAT)

(c) To approve updated account balances

Co-Operative Current Account	£1,147.51
Co-Operative Deposit Account	£19,130.45
Scottish Widows Business Fund	£81.12
Cambridge Building Society Deposit Account	£85,000.00

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

## **8. Grounds Maintenance**

(a) Hare Lane Village Green

It was noted that the Council's application to register the Village Green had been submitted. A request had been submitted for a Christmas Tree, the Council would require additional information prior to any decision.

(b) Beacon

Nothing further.

## **9. Primary School**

It was noted that the Headteacher of the Primary School had raised concerns with a rope swing in the vicinity of a fence.

## **10. Remembrance Sunday**

It was noted that Cllr Davis would take a reading at the Church service and participate in the act of Remembrance at the memorial.

## **11. Members Information**

Cllr Hewitt noted having business cards for PC use, and thanked those members who had displayed poppies. It was noted that there was an issue with parking on the footpaths in Guilden Sutton Lane. A fire had been reported in the woodlands on Guilden Sutton Lane, and information had been sent to the PCSO.

Cllr Littlewood noted the PCSO had reported an attempted burglary.

Cllr Davis noted a report of a suspicious vehicle.

Cllr Hughes noted thanks to Cllr Paterson, having reported to highways the pathway to the rear of Orchard Croft, which had resulted in some repairs.

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

It was proposed by Cllr Davis, seconded by Cllr Roberts 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 proposed by Cllr Ringstead, seconded by Cllr Hewitt and agreed that the Assistant Clerk's starting salary would be increased to SCP13 by virtue of qualifications attained.

A fly tipping concern was noted and the Council agreed that this had already been reported to the relevant authorities.

The Clerk noted positive progress on unauthorised parking at the Parish Car Park.

It was agreed that Land Registry searches would be carried out on a site within the Parish and advice would be sought from planning with regards to a potential enforcement issue.

Meeting closed at 2149.

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