

GUILDEN SUTTON PARISH COUNCIL

Minutes of the Ordinary Meeting of Guilden Sutton Parish Council held on Wednesday 4th June 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 P M Paterson, Cllr S Ringstead, Cllr V Roberts.

Clerk: Mr M Roberts

In attendance: Mr B Lewin and 2 members of the public

1. Procedural Matters

(a) To receive apologies for absence.

Apologies were received and noted from Borough Cllr M 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) Committees – Updates

It was proposed by Cllr Littlewood, seconded by Cllr Ringstead and agreed that Cllr Davis would be added as a member of the employment committee.

(d) Confirmation of minutes

It was proposed by Cllr Ringstead seconded by Cllr Paterson and agreed that the minutes of the ordinary meeting held on 8th May 2025 be agreed as a true record of the meeting.

(e) Dates of future meetings.

17th July**

3rd September

1st October

5th November

3rd December

**** Note that the July meeting will be held on a Thursday**

(f) Vacancy

It was proposed by Cllr Paterson, seconded by Cllr Ringstead and agreed that the Council would approach a previous applicant for co-option should no by-election be called.

(g) Devolution Update

It was noted that the plan for a combined authority mayor was being progressed.

2. Community Engagement/Communications

(a) Visiting members' speaking time

None

(b) Visiting officers' speaking time

Mr Lewin reported that a PROW officer had visited with regards to Footpath 7.

(c) Public Speaking Time

A member of the public from Piper's Ash referred to the Village Green area in Piper's Ash and felt that there was a potential threat to the Village Green. It was asked if the Parish Council would be prepared to consider adopting the green in order to protect its future, or to register it formally as a Village Green. It was noted that the area is well maintained by residents.

A resident referred to a number of road closures on Wicker Lane and asked if the Borough Council were obligated to inform local businesses when closures were to take place.

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

Correspondence had been received regarding Community Speedwatch.

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

Cllr Davis reported that two PCSOs had attended the surgery. A resident had raised concerns with regards to HGVs using Wicker Lane and e-bikes on the Greenway. A resident had noted there were very few bungalows available for residents wanting to downsize.

It was agreed that Cllrs Hewitt and Roberts would preside at the next surgery on Sunday 13th July.

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

Cllr Littlewood had circulated a draft of the upcoming newsletter. It was also noted that an open forum would be held prior to the next meeting.

(g) To receive a report from the Support Group

Cllr Littlewood reported that the support group was assisting with a fundraising event. A planting event had been held at the wildflower garden. An incident of anti-social behaviour had been reported. An incident had occurred with an aggressive dog. Concerns had been raised with regards to overgrown hedges and weeds.

(h) To consider matters regarding sustainability

Nothing further.

(i) Resilience Plan

Cllr Roberts reported that Mrs Whelan had completed a handover with the resilience plan. A draft would be circulated towards the end of the summer.

(j) Grant Application

It was agreed that a triangulated meeting would take place between the preschool and Community Association.

3. Open Spaces

(a) Guilden Sutton GreenSpace

Cllr Littlewood reported that an event had been held for World Bee Day.

(b) Wildflower Garden

Cllr Littlewood reported that the new planter had been installed and local groups had been involved in the planting process.

(c) Hilltop Road project

It was proposed by Cllr Hughes, seconded by Cllr Davis and agreed that the Council would order a ROSPA inspection at a cost of £385+VAT and place a standing order for an annual inspection.

(d) Self-Help

It was noted that the Council had supported in facilitating a group of residents in registering for the self-help scheme.

4. Transport and Highways

(a) To receive an update on Public Transport issues

It was agreed that the matter would be progressed with the MP. It was noted that this topic could fall within the remit of the combined authority mayor.

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

Cllr Ringstead reported that it had not been possible to progress the matter.

(c) To receive an update on Community Speedwatch

Cllr Littlewood reported that the new co-ordinator had approved the training that had been undertaken previously and therefore Speedwatch activities would resume shortly.

(d) Parish Walk

Cllr Hewitt reported that a response from CWAC was awaited. A further report regarding trees and hedges on Guilden Sutton Lane had been responded to and the tree officer would be assessing if any work was required.

(e) Footpath 7

An update was provided with regards to a site visit for Footpath 7. It was noted that up to 19 sections could be gravelled in order to aid drainage. It was noted that funds may not be available for the Borough Council to complete all of the works and the Parish Council would receive costing advice for any work not undertaken.

(f) 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	Resolved
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	

(f) A41 pedestrian crossing.

It was noted that a design and feasibility study would commence from September.

(g) Dog fouling signage

Cllr Hewitt reported having sited a number of dog fouling signs. Cllr Roberts noted that there had been an incident close to the Primary School.

5. Planning

(a) New applications:

None

(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 causing damage to the perimeter wall. To remove a Silver Birch tree (T2) that is showing large signs of decay	NO OBJECTION

(c) Decision Notices

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	APPROVED
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	services to National Grid and local electricity Distribution Network Operator (DNO) SP Manweb	
25/00934/FUL	2 Oaklands Guilden Sutton Single storey side and front extensions, alterations to rear window/door openings, rendering of external walls, erection of detached home office and new boundary fence	APPROVED

d) Neighbourhood Plan

Cllr Paterson reported an intention to consult informally at the fete.

6. Trees and Hedges

Cllr Paterson noted an overhanging tree on Belle Vue Lane had been damaged.

7. Finance

(a) To note recent items of income:

Scottish Widows Account 1	£68.09
Scottish Widows Account 2	£14.81
Scottish Widows Account 2 (Settlement)	£2.09

(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)	£264.00 (inc. £44.00 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)
Mrs W Lloyd (Plants)	£10.00 (inc. VAT)
M Roberts (Zoom)	£15.59 (inc. £2.80 VAT)
Mrs S Proctor (Fox Cover Expenses – Reserves)	£34.00 (inc. £2.33 VAT)
ChALC (Training)	£25.00 (no VAT)
Oaklands Fencing & Landscapes (Groundwork)	£774.00 (inc. £129.00 VAT)

(c) To approve updated account balances

Co-Operative Current Account	£40,593.03
Co-Operative Deposit Account	£20,000.00
Scottish Widows Business Fund 1	£71.32
Scottish Widows Business Fund 2	£0 (Closed)
Cambridge Building Society Deposit Account	£60,290.39

It was proposed by Cllr Hughes, seconded by Cllr Paterson 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) Internal Audit Report

The Clerk circulated a copy of the internal audit report to members.

(e) Annual Governance Statement 2024-25

It was proposed by Cllr Hughes, seconded by Cllr Paterson and agreed that the Annual Governance Statement would be completed and agreed by the Council, answering 'Yes' to questions 1-8 and n/a to question 9. The document was duly signed by the Clerk and Chairman.

(f) Accounting Statements 2024-25

The Clerk presented the Accounting Statements for agreement and provided an analysis to the Council. It was proposed by Cllr Hughes, seconded by Cllr Paterson and agreed that the Accounting Statements would be approved. The document was duly signed by the Chairman.

8. Grounds Maintenance

(a) Hare Lane Village Green

It was agreed that the possibility of adopting the green would be progressed with the Ward members and localities.

(b) Beacon

Nothing further.

9. Primary School

(a) Update

Cllr Davis reported on a scheme run by Cheshire West and Chester Council with regards to parking outside schools. A visit was due to take place in the near future, and this would be the topic of the open forum prior to the July meeting.

(b) Year 6 books

It was proposed by Cllr Hughes, seconded by Cllr Ringstead and agreed that the Clerk be authorised to purchase books up to the value of £350 upon receipt of a list from the Primary School. This expenditure would be under section 137 of the Local Government Act, 1972.

10. Members Information

Cllr Roberts noted concerns with regards to the speed of traffic and noted that the Parish Council could be a sponsor to request the speed limit in the area be reviewed.

Cllr Hewitt noted a successful approach to the Rugby Club and a meeting would be held in the coming weeks.

Cllr Ringstead noted that road closure signs on Station Lane were placed before houses along Station Lane itself, meaning residents of Station Lane and the Stables

Cllr Paterson noted there was insufficient notice for a previous informal meeting held by CWAC.

Cllr Paterson noted that the side gate to the school from Orchard Croft was no longer opened for school drop-offs.

Cllr Paterson noted that cyclists were often on the wrong side of the road at the School Lane/Wicker Lane/Station Lane interchange.

Cllr Littlewood noted that the fete would be held on 12th July.

11. Exclusion of the Press and Public

It was proposed by Cllr Ringstead, 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.

The Clerk circulated a job description for a staff vacancy. It was agreed that the vacancy would not be advertised until a secondary matter had been resolved.

Meeting closed at 2100.
