

**GUILDEN SUTTON PARISH COUNCIL**

**Minutes of the Ordinary Meeting of Guilden Sutton Parish Council held on 3<sup>rd</sup> December 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.

**Clerk:** Mr M Roberts & Mrs E Haspell

**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 Ringstead and Cllr Roberts.

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 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 Hewitt seconded by Cllr Oxley and agreed that the minutes of the ordinary meeting held on 5<sup>th</sup> November 2025 be agreed as a true record of the meeting.

(d) Dates of future meetings.

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> Septmber

7<sup>th</sup> October

4<sup>th</sup> November

2<sup>nd</sup> December

(e) Devolution Update

Nothing further.

(f) CPRE Membership

It was proposed by Cllr Paterson, seconded by Cllr Davis and agreed that the Council would join CPRE at a cost of £60 per annum.

**2. Community Engagement/Communications**

(a) Visiting members' speaking time

None

(b) Visiting officers' speaking time

Mr Lewin asked if there was any further information on Footpath 7.

(c) Public Speaking Time

None

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

Correspondence had been received regarding:

The Santa Float

Christmas Tree at Hare Lane

Planning

PCSOs

Housing Needs Survey

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

Cllrs Davis and Oxley reported that there had been no reports at the Surgery.

It was agreed that Cllrs Paterson and Davis would preside at the next surgery on 3<sup>rd</sup> January.

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

Cllr Littlewood reported that a draft of the next newsletter was ready for circulation. It was noted that One View would be updated by CWAC with road closures.

(g) To receive a report from the Support Group

Cllr Littlewood reported that the support group had helped with delivering, road information and lost parcels.

(h) To consider matters regarding sustainability

Nothing further.

(i) Resilience Plan

Nothing further.

### **3. Open Spaces**

(a) Guilden Sutton GreenSpace

Nothing further.

(b) Wildflower Garden

Nothing further.

(c) Hilltop Road project

Nothing further.

(d) Parish Car Park

Cllr Oxley reported that a site visit had taken place. It was agreed that no further action was required.

### **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.  
Nothing further.

(c) To receive an update on Community Speedwatch  
Cllr Littlewood reported that a further session had taken place. Concern was raised that if PCSO numbers were reduced it may be difficult to train new volunteers.

(d) Highways Officer Engagement  
Cllr Hewitt reported that a meeting was due to take place on 11<sup>th</sup> December.

(e) Footpath 7  
Nothing further.

(f) To review the Actions Log  
The action log was noted.

(g) A41 junction improvements  
Nothing further.

(h) Community Led Minor Highway improvements  
Nothing further.

(i) Volunteer Scheme  
It was reported that communication with Highways had been more difficult, and that bags had not been quickly collected after recent sessions.

## 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
25/03143/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.	NO OBJECTION
25/03158/TPO	22 Oaklands Oak (T1) - To carry out a crown clean of 20% to the specimen.	NO OBJECTION

(c) Decision Notices

25/00593/FUL	4 Wood Farm Close Two storey rear extension	APPROVED
25/03105/PAA	The Summerhouse Guilden Sutton Lane Construction of vertical extension to create additional storey	DECIDED (Prior approval required and REFUSED)

d) Neighbourhood Plan

Cllr Paterson reported that a meeting had taken place. Information had been sought from neighbouring parishes.

e) Chester Green-Belt Alliance

Cllr Paterson reported over 2200 signatures had been received through the petition. It was noted that this entitled the alliance to present to Full Council on 11<sup>th</sup> December.

**6. Trees and Hedges**

Cllr Paterson noted that a number of hedges had been cut back recently.

**7. Finance**

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(a) To note recent items of income:

Community Infrastructure Levy	£4,414.14
Scottish Widows (Deposit Account) Interest	£0.24

(b) To approve recent items of spending:

M Roberts (Salary)	£413.25 (no VAT)
E Haspell (Salary)	£209.56 (no VAT)
HMRC (Payroll)	£161.57 (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)	£15.60 (inc £2.60 VAT)
M Roberts (Phone)	£14.30 (inc £2.38 VAT)
Autela Payroll Services (Payroll)	£102.00 (inc. £17.00 VAT)
M Roberts (Printer Ink)	£38.00 (inc VAT)
Christleton Parish Council (Green Belt Alliance)	£80.50 (no VAT)

(c) To approve updated account balances

Co-Operative Current Account	£3,032.20
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 Hughes, 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 Paterson would authorise.

## **8. Grounds Maintenance**

### **(a) Hare Lane Village Green**

It was noted that a standalone Christmas Tree would require a s115e application, therefore it would be preferable for the tree to be sited in the planter.

### **(b) Beacon**

Nothing further.

## **9. Primary School**

Cllr Hughes reported that preparations were underway for the nativity services.

## **10. Remembrance Sunday**

Cllr Davis thanked Cllrs Paterson and Ringstead for their support at the service.

## **11. Members Information**

Cllr Littlewood noted the plans for the Santa Float and asked if any route was planned.

Cllr Paterson noted the prospective removal of aged signage and asked if drain covers could be monitored. It was noted that school street required additional volunteers. It was asked whether the Christmas Light competition would be held.

Cllr Paterson noted that Christleton's NP focussed on air quality and there may be the possibility of carrying out a study.

Cllr Hewitt noted the possibility of re-siting the waste bin close to the Oaklands and School Lane bin. It was agreed that this could be placed at the corner of Arrowcroft Road.

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

It was proposed by Cllr Davis, 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.

### **(a) Salary Review**

It was proposed by Cllr Davis, seconded by Cllr Hewitt and agreed that the Assistant Clerk's salary be increased from SCP 13 to SCP 14 as per the contractual arrangement.

### **(b) Highways concern**

Cllr Davis reported concerns regarding a garden wall. It was agreed advice would be sought from Highways.

### **(c) Public/Officer participation in meetings with Highways**

The benefits of including PC officers and members of the public in meetings with Highways were discussed.

Meeting closed at 2149.

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