

GUILDEN SUTTON PARISH COUNCIL

**Minutes of the Ordinary Meeting of Guilden Sutton Parish Council held on 7th January 2026 at
7:30PM at Guilden Sutton Village Hall**

Chairman: Cllr A Davis

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

Clerk: Mrs E Haspell, Mr M Roberts

In attendance: Mr B Lewin, Mr S Tiplady and 1 member of the public

1. Procedural Matters

(a) To receive apologies for absence.

Apologies were received and accepted from Cllr Littlewood.

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 Hewitt seconded by Cllr Paterson and agreed that the minutes of the ordinary meeting held on 3rd December 2025 be agreed as a true record of the meeting.

(d) Dates of future meetings.

4th February

4th March

1st April

6th May

3rd June

15th July (or 1st July and 5th August)

2nd Septmber

7th October

4th November

2nd December

(e) Devolution Update

Cllr Roberts noted that the process to set up the combined authority was underway, with the new shadow authority taking responsibility for certain matters from as early as February.

(f) Appointment of Volunteer Scheme Officer

It was proposed by Cllr Paterson, seconded by Cllr Roberts and agreed that Mr S Tiplady be appointed as an officer for the Council.

2. Community Engagement/Communications

(a) Visiting members' speaking time

None

(b) Visiting officers' speaking time

Mr Lewin reported that the Community Association were looking to hold an open day for volunteers.

Mr Lewin noted that correspondence had been received regarding Footpath 7.

(c) Public Speaking Time

A member of the public asked a question with regards to a Part 2 matter.

Mr Tiplady noted that the residents' group regarding the School Lane development had been established.

Mr Lewin noted that the Community Association had installed a cabinet to store historical photo albums, including the Arthur Willis collection.

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

Church Lane Steps

Footpath to the rear of Oaklands

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

Cllrs Davis and Paterson reported that the following issues had been raised:

The potential to widen Wicker Lane and a footpath on Station Lane

Parking at the corner of Hilltop Road and the Village Hall Car Park

It was agreed that Cllrs Oxley and Ringstead would preside at the surgery on 31st January.

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

Cllr Littlewood reported via correspondence.

(g) To receive a report from the Support Group

Cllr Littlewood reported via correspondence.

(h) To consider matters regarding sustainability

Nothing further.

(i) Resilience Plan

Cllr Roberts suggested that the resilience plan could be a topic for a future open forum.

3. Open Spaces

(a) Guilden Sutton GreenSpace

It was noted that a report was due to be presented to the February meeting.

(b) Wildflower Garden

Nothing further.

(c) Hilltop Road project

Nothing further.

(d) Grounds Maintenance and Lengthsman contract 2026/27

It was proposed by Cllr Paterson seconded by Cllr Hewitt and agreed that the Council would agree a 12-month extension to the current contract.

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

Nothing Further.

(d) Highways Officer Engagement

Cllr Hewitt reported that a meeting had been held with the Highways Officer. It was suggested the next meeting could be held in person and as a Parish walk.

(e) Footpath 7

Mr Lewin reported that a walk had been held with a CWAC Officer and Cllr Davis. It was reported that a contractor visit had taken place and 15 areas for improvement had been identified, including lifting of the crowns of the trees to 3m. Costings had been received, but it was reported that funding was an issue for CWAC and could be considered from April, and it was asked if the PC could consider contributing to the works.

(f) To review the Actions Log

It was noted that this was considered as part of Highway Officer Engagement.

(g) A41 junction improvements

Nothing further.

(h) Volunteer Scheme

It was reported that the volunteers would walk the area and consider which projects would be prioritised in the current year.

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

(c) Decision Notices

25/03158/TPO	22 Oaklands Oak (T1) - To carry out a crown clean of 20% to the specimen.	APPROVED
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d) Neighbourhood Plan

Cllr Paterson reported meetings were ongoing. It was noted that the Green-Belt Alliance had been in correspondence. A further meeting is scheduled for 13th January.

e) Chester Green-Belt Alliance

It was reported that the Alliance had secured 3 x 5 minute speaking slots at the CWAC Scrutiny Committee on 12th January.

6. Trees and Hedges

Nothing further.

7. Finance

(a) To note recent items of income:

Cambridge Building Society Interest	£1,428.81
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(b) To approve recent items of spending:

M Roberts (Salary)	£413.05 (no VAT)
E Haspell (Salary)	£209.36 (no VAT)
HMRC (Payroll)	£161.97 (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)	£30.00 (inc. £5.00 VAT)
M Roberts (Website)	£15.60 (inc £2.60 VAT)
M Roberts (Phone)	£14.30 (inc £2.38 VAT)
M Roberts (CPRE Subscription)	£60.00 (no VAT)
Mustard Print (Newsletter)	£95.00 (no VAT)
Forest Tree Surgery (Grounds Maintenance -RES)	£390.00 (inc. £65.00 VAT)*
Playing Field Owner 1 (Playing Field Rent)	£80.00 (no VAT)
Playing Field Owner 2 (Playing Field Rent)	£80.00 (no VAT)

* Paid as interim payment.

(c) To approve updated account balances

Co-Operative Current Account	£1,001.42
Co-Operative Deposit Account	£19,130.45
Scottish Widows Business Fund	£81.12
Cambridge Building Society Deposit Account	£86,428.81

It was agreed that the Clerk would arrange the transfer of £1,130.45 from Co-Op deposit Account to Current Account. It was noted that the Q3 VAT return has been completed in the amount of £559.63.

It was proposed by Cllr Hewitt, 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 Paterson would authorise.

(d) Budget 2026-27

It was proposed by Cllr Hughes, seconded by Cllr Paterson and agreed that the draft Budget for 2026-27 that was presented to the meeting be adopted (see appendix A).

(e) Precept 2026-27

It was proposed by Cllr Hughes, seconded by Cllr Hewitt and agreed that the precept for 2026-27 be set at £26,685, an increase of 3.5%. It was noted that following a change to the Council's tax base, the impact on the household charge would be 4.2%.

(f) Graveyard Grant 2025

It was noted that the application has now been submitted.

8. Grounds Maintenance

(a) Hare Lane Village Green

Nothing further.

(b) Beacon

Nothing further.

9. Primary School

Cllr Hughes noted that budgetary constraints continued to be a concern.

Cllr Davis noted that a meeting was due to take place with School Street.

10. Defibrillators

It was proposed by Cllr Paterson, seconded by Cllr Hewitt and agreed that the defibrillator pads for the Village Hall and Hare Lane be replaced at a cost of £139.20. It was agreed that the possibility of stocking paediatric pads at the Village Hall would be added to the agenda for the next meeting.

11. Members Information

Cllr Paterson reported that CWAC were holding a contaminated land session on 13th January, and noted that the fence at the top of Guilden Sutton Lane was collapsing. Cllr Paterson also noted that there are insufficient volunteers for School Street.

Cllr Oxley noted that the crossing at the A41 was poorly lit.

12. Exclusion of the Press and Public

It was proposed by Cllr Ringstead, seconded by Cllr Hughes 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) Highways concern

It was noted that a referral had been made to highways.

Meeting closed at 21:12

Appendix A - Agreed Budget for 2026/27

Expenditure		
Employees	A	£11,520.61
Office	B	£390.00
Grounds Maintenance	C	£5,700.00
Communications	D	£380.00
Website	E	£269.99
Professional Services	F	£3,370.00
Subscriptions	G	£796.51
Play area	H	£500.00
Training	I	£420.00
Mileage/Parking	J	£50.00
Graveyard grant	K	£700.00
Phonebox renovations	L	£0.00
Insurance	M	£1,767.76
Grants	N	£3,430.00
Playing field rent	O	£640.00
Phone	P	£0.00
Defib	Q	£334.00
Meeting costs	R	£100.00
Events	S	£375.00
Election	T	£0.00
Plants and Bulbs	U	£200.00
Contingency	V	£2,091.13
Adjustment	W	£0.00
S137	X	£480.00
TOTAL		£33,515.00
Funding		
Precept		£26,685.00
Graveyard Grant		£650.00
Reserves		£5,380.00
Bank Interest		£800.00
TOTAL		£33,515.00
