

GULDEN SUTTON PARISH COUNCIL

Minutes of the Ordinary Meeting of Guilden Sutton Parish Council held on 2nd September 2026 at

7.30 pm at Guilden Sutton Village Hall

Chairman: Cllr P M Paterson

Present: Cllr A Davis, Cllr E-C Hewitt, Cllr D Hughes, Cllr M Littlewood, Cllr D Oxley, Cllr S Ringstead and Cllr V Roberts.

Clerk: Mrs E Haspell

RFO: Mr M Roberts

In attendance: Mr B Lewin, Mr S Tiplady and a Member of the Public.

1. Procedural Matters

(a) To receive apologies for absence

An apology was received and noted from Cllr Parker.

(b) To consider the Code of Conduct and Members' interests

Cllr Hughes and Littlewood as members of Guilden Sutton Green Space.

Cllr Hughes as a member of Guilden Sutton Community Association.

Cllr Littlewood & Paterson as members of the Wildflower Garden project group

Cllr Hughes as a governor of Guilden Sutton Primary School

Cllr Ringstead as a member of her household is a member of Men in Sheds.

Cllr Davis and Cllr Oxley as Sustainability Leads.

(c) Confirmation of minutes

It was proposed by Cllr Davis seconded by Cllr Ringstead and agreed that the minutes of the ordinary meeting held on 21st July 2026 be agreed as a true record of the meeting.

(d) Dates of future meetings.

7th October

4th November

2nd December

(e) Devolution Update

Cllr Oxley reported on the members' engagement event he had attended. A series of talks had been given by people involved in the new Cheshire and Warrington Combined Authority, which will comprise Cheshire East Council, Cheshire West and Chester Council and Warrington Borough Council. A new Mayor is yet to be appointed and the selection process is ongoing. The event focused mainly on investment, transport and related opportunities. It was reported that £650 million is to be invested over thirty years. The Combined Authority will seek to work with industry to bring more jobs into the area and improve education and skills provision so that local people are equipped for future employment opportunities. In relation to transport, the aim is to make journeys quicker, improve connectivity across the region and improve access to public transport in rural areas.

(f) To approve the IT Policy

It was agreed that this item would be deferred to the next meeting.

(g) To consider signing up to the Civility and Respect Pledge

The Council resolved to adopt and sign up to the Civility and Respect Pledge.

2. Community Engagement/Communications

(a) Visiting members' speaking time

The RFO spoke on behalf of Cllr Parker and reported that new rules were being introduced from 31st October which would make it more difficult for individual Councillors to call in planning applications. Applications would be subject to a gateway test, with decisions on whether they should be referred to a meeting resting with a nominated Planning Officer and a nominated Member. It was noted that this would create a much narrower window for calling in an application. However, a large scale development may trigger an automatic referral to the Planning Committee. The proposal had been considered by CWAC's Planning Committee on 1st September and had been supported by the Committee. It would now need to proceed to Full Council. There was nothing further to report regarding the major applications in the village, and Cllr Parker would provide updates as appropriate.

(b) Visiting officers' speaking time

Mr Lewin reported that the footpaths were satisfactory. He advised that the residents at Meadow Lea Farm were willing to remove trees and overgrowth where required. It had been reported at the previous meeting that the tree at Footpath 7 had not been removed; however, it was now understood that this work had been completed. It was agreed that the Council would thank them verbally for carrying out the work.

Mr Lewin also referred to publicity for Girlguiding and Scouts. He noted that the forthcoming edition of the Marigold would include an article regarding the shortage of leaders for the Scouts, and advised that he would publicise the Girlguides in the Marigold. He also commented that the village noticeboards looked untidy, both in terms of their content and state of repair. It was noted that the noticeboard adjacent to the Post Office was being replaced.

Cllr Littlewood agreed that they required some attention, particularly with winter approaching. She reported that a survey had been undertaken and that village residents had indicated that they wished to retain the noticeboards. Cllr Paterson suggested that individual Councillors could adopt a noticeboard and take responsibility for it. It was agreed that Cllr Oxley would be responsible for the noticeboard on Guilden Sutton Lane, Cllr Hewitt for the noticeboard at Piper's Ash, and Cllr Littlewood for the noticeboard on Church Lane.

Mr Tiplady reported that the number of volunteers had reduced slightly and that he had contacted two people who had previously expressed an interest. He advised that CWAC Highways needed to know who the volunteers were in case of any issues. He reported that there was not as much work taking place at present, and referred to moss on the path by the school. It was noted that any work undertaken would depend on who was available, who had their own tools and what tools were available. Cllr Paterson suggested that this information should be included in the Resilience Plan, including details of who should be contacted. It was noted that the hedges and bushes along the path at Guilden Sutton Lane would need to be referred to CWAC Highways. The steps at Heath Bank were also discussed, where bushes had encroached to the extent that pedestrians had to walk on the grass rather than the path. It was noted that the area had last been cut back two to three years ago and that permission should be sought for the Council to arrange the work itself. Cllr Roberts asked Mr Tiplady to provide the relevant details for inclusion in the Resilience Plan.

(c) Public Speaking Time

Mr Lewin stated that he was particularly interested in agenda item 4(g), regarding declaring a carbon neutral Council. He referred to the consultation on the new Local Plan and noted that there was currently a consultation on the sustainability appraisal and environmental report. This was the

Sustainability Scoping Report, which was open for public consultation from 24th August to 28th September. There was also a Local Plan scoping consultation from 7th September to 28th September. Cllr Roberts advised that she would forward any information she found to Members.

Cllr Littlewood and Mr Lewin to liaise regarding the content of the newsletter.

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

Correspondence had been received regarding:

The church graveyard – St John’s church

Hedge maintenance

Cadent Gas

Defibrillator purchase

Girlguiding poster publication.

(e) To consider a request from a resident to put a lighted walkway over a public footpath.

Members expressed their full support for the project. The Clerk was asked to contact the resident and advise them to get in touch with the Highways Team and Cheshire West and Chester Council as soon as possible.

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

There was nothing to report.

It was agreed that Cllr Davis and Cllr Ringstead, would preside at the next surgery – 3rd October 2026.

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

Cllr Littlewood reported that she was in the process of producing an autumn newsletter. She stated that she would prepare a draft and circulate it to Members. Cllr Paterson suggested that items be included encouraging residents to maintain, rather than remove, trees, and reminding residents that workers in the village may arrive from 8.00 am to begin work. Cllr Davis suggested including an item about visibility, particularly as the evenings were becoming darker.

(h) To receive a report from the Support Group

Cllr Littlewood thanked everyone who had helped with deliveries and assisted with issues including road traffic accidents, potholes and road closures. She also thanked those who had contacted the Support Group and noted that there had been a number of reports of parcels going missing.

(i) Resilience Plan

Cllr Paterson agreed to forward correspondence to Cllr Roberts. Mr Lewin or Cllr Paterson would also forward a map of the boundary to Cllr Roberts. Cllr Paterson suggested that the Resilience Plan should include a list of people who could assist in an emergency, including those with the appropriate tools and equipment, such as chainsaws, and who were authorised to use them. It was also suggested that details of suitable vehicles should be included, in case they were needed to help remove fallen trees from the road.

(j) To receive a report from the Cheshire Constabulary

There was nothing to report.

Members felt that it was disappointing to no longer receive a monthly report.

3. ChALC and CWAC Strategic Matters

Cllr Hewitt said that she would complete the National Public Confidence in policing survey.

Cllr Paterson reported on iTravel and advised that the scheme was being extended to rural communities. She asked whether enquiries could be made about Guilden Sutton being included.

Cllr Paterson also reported that a Community Energy Network event would take place on 17th September in Warrington. It was agreed that the Clerk would register Cllr Oxley.

Members decided to rescind their previous objection regarding the permission to sell alcohol at the Post Office, but still had concerns and requested that they be kept informed of the times of alcohol sales.

4. Open Spaces

(a) Guilden Sutton GreenSpace

Cllr Littlewood reiterated that the Bee Day, held in June, had been an excellent event.

(b) Wildflower Garden

Cllr Paterson reported that the Wildflower Garden had been cut back and that there would probably be nothing further to report until the spring.

She also reported that a Seed Swap would be held in the Storeyhouse meeting room on Saturday 3rd October. She said that she would advertise on the Wildflower Garden noticeboard and advised that she would add a reminder for people to bring their own pots.

(c) Hilltop Road project

Cllr Paterson requested that the Clerk seek a report or update on the next steps for the Hilltop Road project.

d) To consider matters regarding sustainability

Cllr Oxley reported that he had undertaken research into how sustainability could be applied by parish councils. He noted that parish councils could promote sustainability by managing local assets, influencing planning matters and encouraging community action, including the protection of green spaces, support for green travel, the installation of LED lighting and solar panels in village halls, the maintenance of buildings to reduce energy loss, the planting of new trees and hedges, and ensuring that paths were safe for walkers. He also referred to the provision of bike racks and electric vehicle charging points, and to encouraging sustainable design in new developments.

It was suggested that the Council produce a Climate Action Plan and engage with the community through a survey. Cllr Oxley advised that he had prepared a draft survey and requested that it be included in the newsletter. It was also suggested that a sustainability forum meeting could be arranged.

(e) To discuss matters relating to trees and hedges.

As previously discussed, it was agreed that an item regarding the maintenance of trees would be included in the newsletter. It was also agreed that the bushes at Heath Bank would be reported, and that Cllr Hewitt would discuss separately with Mr Tiplady the area on the motorway side. Cllr Hewitt advised that she would report the anti-social behaviour to the PCSO. It was reported that a leaflet would be distributed to the resident adjacent to the bus stop on Oaklands regarding their hedge.

(f) To review the litter bin provision and collection frequency near the school playground and Guilden Sutton Lane bus stop

Cllr Hewitt reported that she had met with Salty from Streetcare to discuss bin provision and collection frequency. She advised that placing a bin on the grassed area on Guilden Sutton Lane was unlikely to be doable, and that any bin would need to be located at a specified distance from where the collection vehicle could stop. The location of the bin at the Hilltop Road play area was also discussed. It was noted that the main issue appeared to be the frequency of emptying the litter bins, and that collections were being reduced. Cllr Hewitt suggested that the matter should be deferred for the time being. Cllr Littlewood suggested that an additional bin on Oaklands could be considered and that a quotation for a bin should be sought.

(g) To consider and approve a resolution declaring a climate emergency committing the Council to carbon neutrality by 2045 and agreeing immediate next steps.
Members felt that the Council was not in a position to commit to the resolution at the present time. It was suggested that a Sustainability Forum could be arranged for February or March, and that speakers could be invited to give presentations on climate change. The Council agreed that further consideration would need to be given to the matter.

5. Transport and Highways

(a) To receive an update on Public Transport issues

Cllr Hewitt reported that she had sent the 2025 survey to the MP's office. She had subsequently spoken to Ms Rooney and advised that there appeared to have been some confusion, as the MP's office had understood the request to relate to the provision of a new bus service rather than increased bus frequency. Cllr Hewitt was informed that the MP's website was being updated and that the survey could not be added at the present time. Cllr Ringstead indicated that she was content for the matter to proceed.

(b) To receive an update from Councillors involved in the footpath working group.
Nothing to report.

(c) To receive an update on Community Speedwatch
Cllr Hewitt advised that the Council needed to obtain data and consider the purchase of a Speed Indicator Device. She also noted that other councils had sought funding for their devices.

The Clerk was asked to contact Willington Parish Council to arrange a visit for the Council to review the reporting process and discuss the matter further.

(d) Highways Officer Engagement

Cllr Hewitt reported that she had discussed a walkaround with Salty from Streetcare. She advised that she would prepare an agenda setting out the matters to be discussed and establish what actions Streetcare may be able to take.

(e) Footpath 7

Cllr Davis enquired as to the possibility of a beware of the road sign. The Clerk was asked to obtain some quotes.

(f) A41 junction improvements

There was nothing further to report.

(g) Volunteer Scheme

Mr Tiplady advised that he needed to organise the tasks and identify who the volunteers he would be working with.

6. Planning

(a) New Applications:

26/02290/FUL	The Old School, Guilden Sutton Lane Replacement dwelling and outbuilding and the relocation of the existing garage associated with The Old School and associated landscaping works. Cllrs Hughes and Littlewood would undertake a site visit.	
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(b) Awaiting Decision:

26/02320/FUL	Yew Tree House, Church Lane Two Storey Rear Extension	NO OBJECTIONS
26/02446/TPO	The Lodge, School Lane Yew to reduce or fell to ground level (See full details in report).	NO OBJECTIONS
26/02246/TPO	10 Middlecroft Removal of Mature Oak Trees (T1 and T2) from the front garden.	OBJECTION
26/01970/FUL	3 Porters Croft, Guilden Sutton Side extension above garage at first floor	NO OBJECTIONS
26/02147/TPO	3 Wood Croft Guilden Sutton Oak tree (T1) - 2.5-3 m reduction on over extended specific limbs and to reduce the rest of the canopy to match in with the new pruning point on the over extended limbs. This will include a height reduction of 1.5m. The majority of the works will be taken on branches and limbs that are on 3 Wood Croft, the tree does overhang onto 6 Hickmore Heys but a overall reduction on their side is not necessary due to their side already being in line with the proposed new canopy formation due to having maintenance on that side previously.	NO OBJECTIONS.
26/00762/FUL	1 The Stables, Station Lane, Guilden Sutton, Erection of pergola within the front garden.	MEMBERS RAISED NO OBJECTIONS. HOWEVER, NEIGHBOURING RESIDENTS HIGHLIGHTED THE CLOSE

		PROXIMITY OF THEIR HOMES AND EXPRESSED CONCERN ABOUT THE POTENTIAL IMPACT OF SMELL, SMOKE AND NOISE.
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.
25/04003/OUT	Land at School Lane, Guilden Sutton, Chester. Outline planning application for the erection of up to 2 dwellings (with all matters reserved for future approval) landscaping and associated infrastructure. Called in.	OBJECTION
26/00081/PIP	Land at Hare Lane, Guilden Sutton Chester, Permission in principal for one dwelling.	OBJECTION
26/00015/RPA	The Summerhouse, Guilden Sutton Lane – Construction of vertical extension to create additional storey.	TO NOTE (comments not accepted).
26/01105/PIP	Newhall Rise, Land at School Lane, Guilden Sutton Erection of a maximum of 5 dwellings and a minimum of 3 dwellings.	RECOMMENDED FOR REFUSAL.

(c) Decision Notices

26/01635/FUL	26 Arrowcroft Road, Guilden Sutton Single storey rear/side extension	APPROVED
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(d) Neighbourhood Plan

It was noted that the Neighbourhood Plan had been submitted to CWAC.

(e) To receive an update on the Local Plan

CLlr Roberts to check on the consultations and report back.

(f) Chester Green-Belt Alliance & CPRE

There was nothing further to report.

(g) To receive an update on the Peak Cluster Scheme.

There was nothing further to report.

7. Finance

(a) To note recent items of income:

Scottish Widows Interest	£0.19
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(b) To approve recent items of spending:

M Roberts (Salary)	£151.02 (no VAT)	
E Haspell (Salary)	£469.88 (no VAT)	
HMRC (Payroll)	£175.97 (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)	£60.00 (inc. £10.00 VAT)	*
Botanica Landscapes Ltd (Hooks Wood – Reserves)	£300.00 (inc. £50.00 VAT)	*
M Roberts (Website)	£22.80 (inc £3.80 VAT)	
M Roberts (Phone)	£16.80 (inc £2.79 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)	*
Botanica Landscapes Ltd (Hooks Wood – Reserves)	£300.00 (inc. £50.00 VAT)	*
Autela Payroll Services (Payroll)	£72.00 (inc. £12.00 VAT)	
A J Gallagher (Insurance – Y2 Renewal)	£1967.76 (no VAT)	*
Greenbarnes (Noticeboard Replacement)	£2041.38 (inc. £340.23 VAT)	

(c) To approve updated account balances (at 01/08/2026)

Co-Operative Current Account	10,723.50
Co-Operative Business Deposit	20,000.00
Scottish Widows Deposit Account	82.00
Cambridge Building Society	86,428.81

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

(d) Internal Audit

There was no further information.

(e) To approve the Financial Regulations.

It was agreed that this item would be deferred to the next meeting.

(f) To approve a quotation for the traffic management for Remembrance Sunday

Members agreed to approve the quotation from Core Highways for £480.00.

It was further agreed that alternative quotations would be sought for next year's traffic management, as the cost had increased significantly. The Clerk was also asked to write to NALC to raise the Council's concerns regarding the increase.

8. Grounds Maintenance

(a) Hare Lane Village Green

The RFO reported that he had asked the Ward Members to follow up on the matter. It was noted

that the officer responsible was away until the end of August and that a response was expected shortly.

9. Primary School

(a) Cllr Hughes reported that he had distributed the school leavers' books and had given a presentation. He had taken the opportunity to ask the children for their views on potential new developments in the village and what they wished the village to be like in the future. The children indicated that they were happy with the village as it was.

Cllr Hughes also reported that he had attended a staff and governors' new term event. He noted that staff and the Buildings Manager had given some informative and well received presentations. The Buildings Manager had given a presentation on the work undertaken at the school, including repairs to the flooring in one of the outside buildings, which had been completed with the assistance of his father. Members noted that the work had been carried out to a very professional standard. Positive comments were also made regarding the school's place within the community and its relationship with the Parish Council. It was further reported that the school's SATs results and wider statistics remained excellent and had improved further. Cllr Hughes commented that the school supported well-rounded pupils and was not solely focused on academic achievement.

10. Remembrance Sunday

(a) It was agreed that the church readings would be confirmed and that the school would be asked if they could provide a microphone.

11. Members Information

Cllr Hewitt asked whether an article could be included in the newsletter regarding the number of delivery vans parking on Guilden Sutton Lane, particularly in the run-up to Christmas.

It was also noted that the Rugby Club had hosted a triathlon a couple of weeks previously, and that details of any future events hosted by the Club could be included in the newsletter.

The Clerk and Cllr Hewitt would write to Cadent Gas to enquire whether any charitable funding may be available in recognition of the works undertaken in the area. It was further noted that Severn Trent Water could also be contacted regarding potential funding.

It was reported that the School Street scheme would operate for three days that week. It was also noted that portable cameras were to be installed to prevent parents from driving through the restricted area, and that any breaches may result in the issue of a fixed penalty notice.

Cllr Littlewood advised that she would provide Cllr Oxley with a spare litter picker.

12. Exclusion of the Press and Public

It was proposed by Cllr Paterson, seconded by Cllr Davis 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) To discuss the recent NJC pay award

It was proposed by Cllr Paterson seconded by Cllr Ringstead and agreed that the revised NJC pay scales would be adopted with effect from 1st April 2026.

Meeting closed 21.50 pm.
