GUILDEN SUTTON PARISH COUNCIL

Minutes of the Ordinary Meeting of Guilden Sutton Parish Council held on 7th October 2026 at

7.30 pm at Guilden Sutton Village Hall

Chairman: Cllr P M Paterson
Present: Cllr A Davis, 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 S Tiplady and two Members of the Public.

1. Procedural Matters

(a) To receive apologies for absence
An apology was received and accepted from Cllr Hewitt.

(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 Oxley and Cllr Davis as Sustainability Leads.

(c) Confirmation of minutes
It was proposed by Cllr Paterson seconded by Cllr Hughes and agreed that the minutes of the ordinary meeting held on 2nd September 2026 be agreed as a true record of the meeting.

(d) Dates of future meetings.
4th November
2nd December
6th January
3rd February
3rd March
7th April
5th May
2nd June
14th July
1st September
6th October
3rd November
1st December

(e) Devolution Update
Cllr Paterson expressed concern that the invitation, dated 7th October, related to a meeting held on 4th October. It was agreed that a letter would be sent raising the matter.

(f) To approve the IT Policy
Cllr Littlewood reported that she had created a Parish Council Facebook page, which now required content. Members noted that a WhatsApp group could be used for administrative purposes only, provided that no personal data was shared. Matters requiring a formal record should be communicated through the Parish Council email account. The volunteer group was considered

largely self-managing; members discussed whether it should be covered by the policy or whether a disclaimer should be added. Members were content to accept the policy in its current form, subject to several minor amendments relating to Parish Council email accounts. It was noted that most correspondence should be routed through the Clerk and that Council business should be conducted on a Council-owned phone. The policy currently required mobile phones to be secured with a six-digit PIN; members suggested that this should be amended to a four-digit PIN. The provisions relating to computers were noted to apply only to employees. Members also noted that inappropriate posts could inadvertently affect the Council. Cllr Littlewood was asked to amend and circulate the policy and submit it to the next meeting for approval.

(g) The Dignity at Work Policy
It was agreed that this item would be deferred to the next meeting.

2. Community Engagement/Communications
(a) Visiting members' speaking time
None.

(b) Visiting officers' speaking time

Work has resumed on Guilden Sutton Lane, with tree branches being cut back, particularly around street lamps. Further cutting has been carried out, still without the use of power tools. Highways is expected to collect the waste within a few days, but this has not yet happened. Cllr Paterson said that the matter would be raised with Highways.

(c) Public Speaking Time

The Bleeding Control Kit stored in the AED box contains several expired items, including patches, which need to be replaced. It was agreed that details of the kit and its location would be included in the next newsletter and publicised on the appropriate websites.

It was agreed that the expired supplies would be replaced in the Village Hall AED box only.

(d) To receive a report concerning recent Public Correspondence.
Correspondence had been received regarding:

Cadent Gas
Parking at Guilden Sutton Primary School
Defibrillator purchase

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

Cllr Ringstead reported concerns raised by some residents regarding increased traffic on Wicker Lane throughout the day. Concerns were also noted about a fridge/freezer being stored in a front garden and the garden being overgrown. Cllr Davis holds further information regarding the location. Cllrs Ringstead and Davis had spoken to several residents about the iTravel scheme. There were no further matters to report.

Cllr Ringstead said that there would be an iTravel leaflet drop with the newsletter and that some leaflets had been taken to Summerfield House. It would also be placed on the noticeboard.

It was agreed that Cllr Paterson and Cllr Littlewood, would preside at the next surgery – 31st October 2026.

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

Cllr Littlewood reported that the newsletter would focus primarily on sustainability. A further edition is planned for December and will include reminders about cyclist and pedestrian safety during the darker evenings, as well as noise concerns around the village. An iTravel survey on the regular bus service is expected shortly from the MP. If the website is available by December, the survey will be published there, and residents will be encouraged to complete the questionnaire and share information about their travel. Cllr Oxley's sustainability survey will also appear on the back page of the newsletter, with residents encouraged to respond. Members were asked to send any further comments to Cllr Littlewood. The newsletter is expected to be issued within the next week or so.

It was noted that Willington Parish Council has a postbox attached to its noticeboard. The Clerk will obtain quotations for a suitable postbox.

(g) To receive a report from the Support Group
Cllr Littlewood reported that two trees had fallen in the village and that mobile phone issues were ongoing. She also noted reports of lost parcels, shared information about food-waste arrangements and the availability of free food, and advised that a party would be held on Saturday to mark the retirement of the post office staff member. She concluded by thanking the volunteer group.

(h) Resilience Plan

It was reported that Cllr Roberts had been copied into correspondence concerning wider evacuation routes in the event of population growth and future development. Work on the plan was ongoing.

(j) To receive a report from the Cheshire Constabulary

There was nothing to report.

3. ChALC and CWAC Strategic Matters

It was reported that NALC has published useful articles on flooding and plans to issue new case studies explaining how flooding has been dealt with.

Cllr Paterson mentioned that there were some training sessions for the preparation for next year's election.

Also, there's a survey on the shaping of digital inclusion.

It was agreed that the Council supports the proposal to give parish and town councils the same right as principal authorities to pay a Dependants' Carers' Allowance to councillors attending council business.

4. Open Spaces
(a)Guilden Sutton GreenSpace
A few members had completed some general maintenance work during the summer.

(b) Wildflower Garden
It was reported that the Wildflower garden was quiet at this time of the year.

(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 prepared the sustainability survey.

He discussed a community energy network event and a solar farm at Bretton Hall, Flintshire.

The possibility of a similar community energy project in Guilden Sutton was considered. Reservations were expressed about the installation of solar panels in fields.

Members noted the People's Emergency Briefing screenings taking place locally in Willington, Tarporley and Tattenhall.

Cllr Littlewood referred to a short film concerning the national emergency, food sustainability and public awareness. Cllrs Littlewood and Oxley would attend a screening on the 18th November.

Members discussed publicising the screenings and via the School Lane residents' WhatsApp groups. It was also agreed that a village sustainability forum would be arranged in the new year.

(e) To discuss matters relating to trees and hedges.
Cllr Roberts reported that leaflets were available for distribution to residents.

(f) To discuss arrangements for grit and sandbags for 2026/27.

It was agreed that a stocktake would be undertaken and reviewed after the first cold snap. Cllr Hewitt would be asked to inspect the grit bin further up the road.

5. Transport and Highways
(a) To receive an update on Public Transport issues

It was reported that the MP's bus survey questionnaire would soon be distributed. Residents continued to request the reinstatement of the 10 past 10 bus service.

(b) To receive an update from Councillors involved in the footpath working group.
It was noted that Meadow Lea Farm had been sold. The new owners will be approached to establish whether they would be willing to sell a parcel of land.

(c) To receive an update on Community Speedwatch
Members discussed Willington Parish Council's portable speed indicator device (SID), which was described as lightweight and semi-portable. The device records substantial data, including vehicle volumes, and retains a month-by-month history. It was noted that the evidence collected could be shared with the police and had helped to support a reduction in the local speed limit.

Members noted that operating the device and analysing the data would require a significant time commitment. It was suggested that a suitable volunteer from the village might be identified.

It was emphasised that evidence and reliable information would be essential.

Members noted that the Council's previous speed data had been collected locally, whereas the proposed system would provide more advanced information. A person who was physically able to install and maintain the equipment would be required.

It was considered that the presence of a SID would also act as a deterrent. The indicative costs were reported as £2,400 for one SID, £2,250 per SID for two, and £2,200 per SID for three. Willington Parish Council had obtained funding through a grant from the Police and Crime Commissioner and crowdfunding support from CWAC. It was agreed that pricing information would be circulated. Training was awaited.

(d) Highways Officer Engagement

There was nothing to report.

(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

There was nothing further to report.

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.	NO OBJECTION.

(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.
25/04003/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
26/01105/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.
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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

26/00762/FUL	1 The Stables, Station Lane, Guilden Sutton Erection of pergola within the front garden	APPROVED.
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.	APPROVED.
26/01970/FUL	3 Porters Croft, Guilden Sutton Side extension above garage at first floor	APPROVED.
26/02246/TPO	10 Middlecroft Removal of Mature Oak Trees (T1 and T2) from the front garden.	APPROVED.
26/02446/TPO	The Lodge, School Lane Yew to reduce or fell to ground level (See full details in report).	APPROVED.
26/02320/FUL	Yew Tree House, Church Lane Two Storey Rear Extension	APPROVED.
26/01635/FUL	26 Arrowcroft Road, Guilden Sutton Single storey rear/side extension	APPROVED.
26/01700/FUL	8 Old Hall Park, Guilden Sutton	APPROVED.

	Single storey rear extension (demolition of existing conservatory).	

(d) Neighbourhood Plan
It was noted that the Neighbourhood Plan had been submitted to CWAC. Cllr Paterson was to reply to the comments received.

(e) To receive an update on the Local Plan
It was reported that the comments had been submitted on 28th September 2026.

(f) Chester Green-Belt Alliance & CPRE

There was nothing further to report.

(g) To receive an update on the Peak Cluster Scheme.
The Clerk to write and thank the MP for her support and coming to the village.

7. Finance
(a) To note recent items of income:

VAT Rebate	£828.51
Co-Op Deposit Account Interest	£94.49

(b) To approve recent items of spending:

M Roberts (Salary)	£151.02 (no VAT)
E Haspell (Salary)	£470.08 (no VAT)
HMRC (Payroll)	£175.77 (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)
PKF Littlejohn (External Audit)	£252.00 (inc. £42.00 VAT)
Play and Leisure Ltd (Play Area Repairs)	£3,542.26 (inc. £590.38 VAT)
S Roberts (Playing Field Rent)	£80.00 (no VAT)
V A Jones (Playing Field Rent)	£80.00 (no VAT)
R Wilkinson (Internal Audit)	£TBC

We will require a transfer of £1,094.49 from the Deposit Account to the Current Account to make this month's payments.

(c) To note an amendment to prior items of spending:
It was noted that the renewal with A J Gallagher for insurance was higher than approved at the September meeting, at a cost of £1991.20 rather than £1967.76.

Agreed.

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

Co-Operative Current Account	4,735.76
Co-Operative Business Deposit	20,094.49
Scottish Widows Deposit Account	82.00
Cambridge Building Society	86,428.81

It was proposed by Cllr Paterson 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 Hughes would authorise.

Members were advised that a Finance Review would take place at 7 pm prior to the November meeting.

(d) To approve the Financial Regulations.
The RFO to circulate the Financial Regulations.

(e) To consider the purchase of a Christmas tree for Piper's Ash.

It was agreed that the Parish Council contribute towards the installation of this year's Christmas tree at Piper's Ash, subject to the Christmas tree switch-on and the Village Hall event being held at different times or on different days.

(f) To discuss the funding/purchase of SIDs.

As discussed previously.

(g) To approve a quote for the hedge cutting at the Football Field.

Cllrs Davis and Littlewood to establish the precise requirements with the resident.

8. Grounds Maintenance
(a) Hare Lane Village Green
It was reported that the Ward Members had not had a response.

9. Primary School
(a) Cllr Hughes reported that the school was performing well, with 216 pupils and the Reception class at full capacity.

10. Remembrance Sunday
(a) To discuss any further arrangements for Remembrance Sunday.

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

(b) To purchase a Field of Poppies?

It was agreed that the Council would purchase fifty poppies at £250.00.

Members were informed that the Cinema club would pay for the plaque.

11. Members Information

Members agreed not to apply for the LCAS bronze Award at this moment in time.

Cllr Littlewood reported that she and Cllr Paterson had presented a rose and a card to the member of staff at the Post Office.

Cllr Oxley reported that several trees on Church Lane appeared precarious. The RFO advised that CWAC would not intervene where trees were on private property. Members suggested including an article in the next newsletter explaining residents' responsibilities and potential liability for trees on their property.

Meeting closed 21.15 pm.