GUILDEN SUTTON PARISH COUNCIL

Minutes of the Ordinary Meeting of Guilden Sutton Parish Council held on 4th November 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 and Cllr S Ringstead.
Clerk: Mrs E Haspell
RFO: Mr M Roberts
In attendance: Mr P Bulmer (Chair), Great Boughton Parish Council, Mr B Lewin, Mr S Tiplady and two Members of the Public.

1. Procedural Matters

(a) To receive apologies for absence
Apologies were received and accepted from Cllrs Hewitt and Roberts.

(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 Davis seconded by Cllr Ringstead and agreed that the minutes of the ordinary meeting held on 7th October 2026 be agreed as a true record of the meeting.

(d) Dates of future meetings.
2nd December
6th January
3rd February
3rd March
7th April
12th May

(e) Devolution Update
There was nothing to report.

(f) To approve the IT Policy
Members approved the IT Policy, with a few minor amendments to be added.

(g) The Dignity at Work Policy
Members approved the Dignity at Work Policy in principle.
They agreed to look at the Equality and Diversity policy.

2. Community Engagement/Communications

(a) Visiting members' speaking time
None.

(b) Visiting officers' speaking time

Mr Lewin reported that Footpath 7 had been resurfaced to a reasonable standard. He cautioned that making it too accessible could cause problems and highlighted the value of the woodland and the need to monitor the footpath. Guilden Sutton Parish Council was contributing towards a sign. He suggested undertaking a tree survey and a wildlife survey, noting that Cheshire Wildlife Trust had previously undertaken a survey for the Neighbourhood Plan.

Mr Tiplady discussed a request relating to the DofE award. The agreement had been amended to cover those aged sixteen and over. However, the young person's school hours coincided with the times when work was undertaken. Road sweeping and litter picking were suggested as possible activities. Cllr Littlewood expressed support, noting that similar arrangements had worked well previously and that she would review what had been done. Mr Tiplady would reply to the young person's mother.

Concerns were raised about cycling on the path alongside the school field leading to Oaklands and the absence of a barrier at the end, as with Footpath 7. Cllr Paterson reported that the school safety officer was looking into the matter, but that the path was too narrow to accommodate a barrier. It was stated that cycling should not take place along the path.

The lack of dropped kerbs in the village, particularly at Oaklands, was raised in relation to a family using a mobility scooter. It was reported that private driveways were being used to access dropped kerbs. It was felt that this should be raised with CWAC Highways.

It was reported that the blood kit had been replenished, but this had not yet been publicised.

Mr Peter Bulmer of Great Boughton Parish Council spoke about the forthcoming elections. He asked whether Great Boughton Parish Council and Guilden Sutton Parish Council could collaborate on handbooks, social media, leaflets, workshops in February and March, and associated costs. Each parish would run its own workshop. The Chair indicated that the Council would respond to him.

Mr Tiplady was informed that the basketball hoop on the football field would not be replaced.

The RFO read a statement on behalf of Cllr Parker, who thanked those who had attended the planning committee meeting. Speaking in a personal capacity, the RFO raised concerns about the advice provided by CWAC officers at the previous day's meeting. He considered that members might have been steered towards approval, particularly by advice that the Council was very likely to lose an appeal. He requested a thorough review of the meeting and a full professional transcript, which he estimated would cost £250–£300 plus VAT. He indicated that some Ward Members would contribute towards the cost and Mr Lewin said that he could produce a transcript. The RFO also proposed making FOI or EIR requests concerning communications between planning officers and Becks Homes to establish the full context of advice given to the applicants before the meeting. He explained that a further purpose of the transcript would be to identify alleged factual inaccuracies and inconsistencies, including those relating to footpaths and bridleways, for these to be addressed before the application returned to committee. He questioned whether the applicants' evidence was entirely fact-based and stated that there was still no deliverable scheme for improvements to the A41. He reported that officers had suggested the provision for improvements might be used for measures as limited as road markings if more substantive improvements could not be secured. He agreed that the applicant was not entirely responsible for improvements to the A41, but considered that it would be responsible for the impact of its development.

(c) Public Speaking Time
None.

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

LDK Group – a UK-wide parking operator
Parking at Guilden Sutton Primary School
Residential Christmas lights
Christmas Lights Trail around Guilden Sutton in support of Little Joy Big Journey.
Christmas Tree purchase
Land request

(e) To receive a report from Councillors presiding at the recent Surgery
Cllrs Littlewood and Paterson attended the surgery. Residents raised concerns about speeding on Guilden Sutton Lane and asked whether the 30-mph sign could be relocated. Cllr Paterson indicated that these matters would be investigated and reported to Highways. A resident enquired about the destinations served by itravel, following reports that the service only travelled to the zoo. Cllr Ringstead would contact itravel to clarify the destinations served. Satisfaction was expressed with the longer opening hours at the Post Office. Cllr Paterson reported that Mr Reid had advised that an opening ceremony for the newly painted sign at the Bird would take place on 9 November at 6.30 pm, with any profits from drinks going to the Hospice. A resident also raised the planning application at School Lane.
It was agreed that Cllr Davis and Hewitt, would preside at the next surgery – 28th November 2026.

(f) To receive a report from the Communications sub-committee
Cllr Littlewood reported that the newsletter had been delivered and that she would issue an appeal for additional newsletter volunteers. There had been a good response to the sustainability survey, and Cllr Oxley had received all responses and would review and analyse them. A further newsletter was proposed before the end of the year, noting that items such as the survey and the bus stop had occupied considerable space in the previous edition. Suggested content for a December edition included Christmas lights, the emergency screening, the budget and the forthcoming elections in 2027. The IT Policy was discussed, including the setting up of a new Facebook page named Guilden Sutton Parish Council. It was reported that a Communications sub-committee meeting would take place in December 2026 at 7 pm.

(g) To receive a report from the Support Group
Cllr Littlewood reported on matters raised through the Support Group, including a crash on the A41 where a tree was down and information about the emergency briefing. Concerns remained about internet and mobile network services. Other matters reported included the visibility of pedestrians wearing dark clothing after the clocks had gone back, a lost dog which had subsequently been found, and suspicious activity. Mr Lewin had cleared up a broken light.
She concluded by thanking all members of the Support Group for their assistance.

(h) Resilience Plan
There was nothing to report.

(i) To receive a report from the Cheshire Constabulary
There was nothing to report.

3. ChALC and CWAC Strategic Matters
(a) Let's Talk Budget Consultation

It was reported that the Consultation was open until the 2nd December.

(b) It was reported that there was a LANTRA one day basic Tree Survey training course which Members could attend.

4. Open Spaces

(a)Guilden Sutton GreenSpace
There was nothing to report.

(b) Wildflower Garden
There was nothing to report.

(c) Hilltop Road project
There was nothing to report.

d) To consider matters regarding sustainability
Cllr Oxley reported that he had received a number of completed sustainability surveys and would report back.

Members were informed that Cllrs Littlewood and Oxley would attend the National Emergency Briefing Screening on the 18th November at Willington.

(e) To discuss matters relating to trees and hedges.
Cllr Davis reported a visit to School Lane and raised safety concerns about overhanging trees on both sides of the lane. The Clerk would write to CWAC Highways to raise these concerns. Cllr Hughes reported similar concerns about overhanging trees in Oaklands.

(f) To discuss issues relating to the Dell.
Cllr Littlewood was asked to report the issue initially to the school.

5. Transport and Highways

(a) To receive an update on Public Transport issues
Cllr Ringstead to clarify how the Itravel bus service works.

(b) To receive an update from Councillors involved in the footpath working group.
There was nothing further to report.

(c) To receive an update on Community Speedwatch
There was nothing further to report.

(d) Highways Officer Engagement
There was nothing further to report.

(e) Footpath 7
There was nothing further to report.

(f) A41 junction improvements
There was nothing further to report.

(g) Volunteer Scheme
There was nothing further to report.

(h) School safety and parking
There was nothing further to report.

6. Planning
(a) New Applications:

(b) Awaiting Decision:

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.	OBJECTION.
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 principle 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

(d) Neighbourhood Plan
Cllr Paterson reported that the view had been expressed that, under the new NPPF 2026, Neighbourhood Plans would not be accepted without site allocations. She had challenged this interpretation in her response but had not yet received a reply.

(e) To receive an update on the Local Plan
Cllr Paterson reported that CWAC was currently seeking site allocations. Cllr Paterson and the Clerk had attended a seminar with the Head of Planning, at which emphasis was placed on housing development around railway stations. The view was expressed that potential housing development should be concentrated in such locations.

(f) Chester Green-Belt Alliance & CPRE
It was reported that the Green-Belt Alliance had been reviewing the plans submitted for Mannings Lane and had identified aspirations dating from 2014 for development near the station. The Alliance considered that the development could form part of a mayoral development initiative associated with devolution.

(g)To receive an update on the Peak Cluster Scheme.
Cllr Paterson reported that the Peak Cluster Scheme was still going through the village; and that it was going through Tile Farm and not Hook's Wood. Cllr Paterson had signed up for a webinar on the 30th November.

(h) Millenium Greenway Policy Statement
It was agreed that the Council adopts the Policy and that the Clerk –

- Submits the formal Position Statement to the Head of Planning at Cheshire West and Chester Council to be held on file as the Parish Council's standing policy framework for local allocations.
- Append this resolution text to every future Parish Council consultee response submitted on the CWAC Planning portal for applications impacting the area.
- Engage Guilden Sutton Council to seek the adoption of a mirrored, joint policy statement, creating a unified cross-parish protection corridor and to
- Distribute copies to the CWAC Ward Councillors, the local Member of Parliament, Sustrans, and the Chester Cycling Campaign to secure wider political and advocacy backing.

(i) Cheshire West and Chester Design Code
Members were asked to respond to this individually.

7. Finance
(a) To note recent items of income:
None

(b) To approve recent items of spending:

M Roberts (Salary)	£176.95 (no VAT)
E Haspell (Salary)	£576.91 (no VAT)
HMRC (Payroll)	£229.25 (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)
Botanica Landscapes Ltd (Hooks Wood – Reserves)	£300.00 (inc. £50.00 VAT)
Botanica Landscapes Ltd (Hedge Cutting – Trim Trail)	£240.00 (inc. £40.00 VAT)
M Roberts (Website)	£22.80 (inc £3.80 VAT)
M Roberts (Phone)	£16.80 (inc £2.79 VAT)
R Wilkinson (Internal Audit)	£100.00 (no VAT)
Mustard Print (Newsletter)	£98.00 (no VAT)
Core Highways Ltd (Road Closure)	£TBC
Morecambe Town Council (Poppies)	£265.00 (no VAT) *
E Haspell (Bleed Kit Renewal)	£40.43 (inc. £6.74 VAT)

*Paid as interim payment

We will require a transfer of £3,000 from the Deposit Account to the Current Account to make this month's payments (including a buffer for Core Highways when invoice is received)

(c) To approve updated account balances (at 01/11/2026)

Co-Operative Current Account	398.72
Co-Operative Business Deposit	18,500.00
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.

(d) To approve the Financial Regulations.
To approve the Financial Regulations and review them next April.

(e) Budget 2027/2028
The Chair asked if there was anything to add to the budget 2027/2028.

(f) To discuss the funding/purchase of SIDs.
It was reported that the MPs office were pursuing this funding.

8. Grounds Maintenance
(a) Hare Lane Village Green
There was nothing further to report.

9. Primary School
(a) Cllr Hughes reported that the children were back after half-term and that there were some good readers and that Cllr Davis would be the DJ at the School disco.

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

It was reported that it was ten past ten at the Church and ten to eleven at the War Memorial.

It was agreed that Cllr Littlewood would send a card on behalf of the Parish Council to Mr Williams who had donated the plaque.

It was reported that the poppies had arrived and that they would be planted in the Parish Car Park's grassy borders the following day. Also, to place some in the Memorial Garden.

11. Members Information
Cllr Oxley reported that he had spoken to a contact at the Chalc meeting regarding playground repairs. The Clerk was asked to retain the contact details on file.

Cllr Oxley also reported that he had obtained information about electronic noticeboards from Pigeon online.

It was reported that the new noticeboard was due to be delivered on Friday.

The Clerk was asked to add the live bus service to the website.

Cllr Hughes thanked those who had put up the poppies.

Cllr Paterson reported that the Lord Mayor would be holding a carol concert at Chester Town Hall on 1 December and that all were invited.

It was reported that a telephone switchover would take place in January 2027. Information about the switchover was to be included in the newsletter.

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) Environmental issue
It was agreed that the Clerk would report this issue to Cheshire West and Chester Council.

Meeting closed 21.15 pm.