

## Sutton St. Nicholas Parish Council

Minutes of the Ordinary Meeting of Sutton St. Nicholas Parish Council, held in Room 2, The Village Hall, Sutton St. Nicholas on Tuesday 7<sup>th</sup> May 2013. SPC/TF/047

### Councillors Present

Cllr Judy Stevenson (Chairman)  
Cllr Richard Andrews  
Cllr Ann Burke  
Cllr Bill Glover  
Cllr Ron Gow  
Cllr Mike Winnell

Clerk Tony Ford

Members of the public None

**1. Apologies for Absence**

Apologies for absence were received and accepted from Cllr Annette Mansie

**2. Receive, approve and sign the Minutes of the Ordinary Parish Council Meeting no SPC/TF/046 Tuesday 2<sup>nd</sup> April 2013.**

The minutes were signed by the Chairman as a correct record of the meeting.

**3. Declarations of Interest**

There were no declarations of Personal or Prejudicial Interest, and no requests for new Disclosable Pecuniary Interest dispensations had been received.

**4. Report from Clerk on actions from the last meeting**

There were 12 actions requiring completion seven were completed, four were in progress and one was closed. (Appendix 1 refers)

**5. Questions/Issues on any matter, from members of the public present.**

**5.1 Ward Councillors Report**

Cllr Guthrie presented her report (Appendix 2 refers). Regarding Section 106 monies Cllr Guthrie was asked to pass on the quote to Herefordshire Council from Richard Morgan in relation to the replacement gate at Sutton Playing Field.

**Resolved to invite Cllr Powell (Herefordshire Council) to the next meeting of the Parish Council.**

**5.2 Local Police Report**

The Local Police Report was tabled and the clerk gave a summary to the meeting (Appendix 3 refers)

**5.3 Questions from other members of the public**

There were no questions from the public

**6. Financial Report**

6.1 Confirmation of Balances £33,114.64

6.2 Receipts

i. £9,435.00 (1<sup>st</sup> instalment of the precept)

ii £ 301.25 (Lengthsman Scheme claim)

6.3 Approve Invoices for payments

i. Clerks Salary £292.04

ii R. A. Ford £594.97 (Laptop/software/bag and mouse)

iii Richard Morgan £115.00 (Clearing debris, strimming verges)

**Resolved that the above payments be authorised and cheques signed**

## Sutton St. Nicholas Parish Council

- 7. Village Website**  
The Parish Council has had presentations from two possible providers, with no reply from a third, it was agreed that the next step was to compare full cost and that this would be carried out at the next Parish Council meeting.
- 8. Footpaths**  
The Parish Council considered the Footpaths Officer Report (Appendix 4 refers)  
**Resolved that the report be noted and that the Footpaths Officer be thanked for his report and hard work regarding footpaths in the village.**
- 9. Audit Commission's Annual Return for year ended 31<sup>st</sup> March 2013**  
Section 1 Accounting Statement for year ending 31<sup>st</sup> March 2013 showing a balance £23,596 was considered and approved by the Parish Council and the relevant part signed by the Chairman of the Council. It was also noted that the section 9 agreed with the Asset Register.  
Section 2 Annual Governance Statement was considered and approved by the Parish Council and the relevant part signed by the Chairman and the Clerk.
- 10. Review of Internal Audit**  
The Parish Council received a report on the Review of Internal Audit previously carried out by the Finance Committee.  
**Resolved that the report be noted and that Cole and Co continue to be the Parish Council's Internal Auditors**
- 11. Risk Register**  
The Parish Council received a report on the review of the Risk Register previously carried out.  
**Resolved that the report be noted**
- 12. Community Led Plan**  
The Parish Council was informed that some feedback had been received on the draft action plan, and that the feedback received would be considered at the next meeting of the Community Led Plan Group.
- 13. Neighbourhood Plan**  
Representatives from Sutton St. Nicholas Parish Council, Marden Parish Council and Moreton and Lugg Parish Council met to consider a joint approach to Neighbourhood Planning. In addition the Chairman and Clerk attended a Herefordshire Council seminar on Neighbourhood Planning, where it was highlighted that a joint approach/plan would not be beneficial due to its adverse impact on grants available, the difficulties of allocating future Community Infrastructure levies and the uniqueness of each parish. The Clerk also informed the Parish Council that there was also a need to start informing parishioners of the advantages of a Neighbourhood Plan and the differences it has when compared to the Community Led Plan.  
**Resolved that Sutton St. Nicholas Parish Council work together with Marden and Moreton and Lugg Parish Councils on Neighbourhood Planning, but produces a separate plan for Sutton St. Nicholas.**
- 14. Lengthsman Scheme**  
The Parish Council was informed that the allocation for 2013/14 amounted to £1,179. Consideration was also given to future work (Appendix 5 refers) to be done under the Lengthsman Scheme.  
**Resolved that the Schedule of Work forms the basis of future work, which should be kept under review and the Lengthsman be informed**

## Sutton St. Nicholas Parish Council

### 15. Village Hall

The Village Hall Management Committee gave a verbal report to the Parish Council, the main points being:-

- The village hall is well used;
- List of events published in Sutton News;
- Working towards a £1,000 sinking fund;
- A request for a hearing loop is being investigated

The Parish Council thanked the Village Hall Management Committee for their work and noted the report.

The matter of having the Village Hall post code in an accessible place was also mentioned and the example given happened on Wednesday 14<sup>th</sup> April 2013 at Gardeners Club meeting when there was a need for an ambulance to attend and the post code could not be found. It was also reported that when the ambulance arrived the emergency staff dealt with the incident in a kind and sympathetic manner and the ill parishioner was well looked after.

**Resolved that the Clerk write to the ambulance service providers to thank them**

### 16. Parish Council Insurance

A review was carried out on the insurance cover of the Parish Council.

**Resolved to renew insurance cover with Aon UK Limited**

### 17. Planning

The Parish Council considered the following:-

**17.1 Ordis Farm Sutton St. Nicholas HR1 3AY (130378/L)** - Move stud partition wall 600mm and remove boarded over modern door.

**Resolved there was no comments or objections and that the Clerk inform Herefordshire Council of the decision.**

### 18. Grass Cutting

Grass cutting at Sutton St. Nicholas Church will done by a volunteer, Verges as required will be done by the Lenghtsman. Regarding the playing field a quote has been received from the current contractor, which was the same price as last year and bearing in mind the work done related to play equipment and key holder responsibilities it was agreed to accepted the quote for the current year on the understanding that quotes from other contractors would be sort for 2014/15

### 19. Grass Cutting Sutton St. Nicholas Church Yard

The Parish Council has received confirmation that the volunteer parishioner would be considered to be an employee and therefore covered under the employer's liability insurance. The Clerk recommends that the Parish Council procure the following safety equipment such as ear defenders, gloves, safety glasses, hard hat and facemask, in addition with the insurance requirements the mower is checked by a council member before the individual uses it and a log kept.

**Resolved that the relevant safety equipment is purchased and that Cllr Ann Burke carry out the checks and keep the required log.**

### 20. Correspondence (not covered by a separate agenda item and for information only)

**20.1 Aon Co.uk-** Email regarding St. Nicholas Churchyard (Noted)

**20.2 Cllr Guthire-** Correspondence to Parishioner regarding yellow lines at the Golden Cross Junction. (Noted)

**20.3 Fastershire –** Broadband project update Issue 1(Noted)

## Sutton St. Nicholas Parish Council

- 20.4 Neil James – West Mercia newsletter (Noted)  
 20.5 Herefordshire Council – Funding update. (Noted)  
 20.6 Herefordshire Council – Open letter from the Chief Executive. (Noted)  
 20.7 Herefordshire Council - Invite to Hereford Cathedral Service 2/06/13.  
 (Noted)  
 20.8 Hereford Civic Society- Invite to Civic Society event. (Noted)  
 20.9 Herefordshire Council – Information from Neighbourhood Planning event.  
 (Noted)  
 20.10 Herefordshire Council – Outcome of the review of support for parish and  
 town councils. (Noted)  
 20.11 Herefordshire Council – Notification of review of polling stations. (Noted)  
 20.12 HALC – SAM meeting 24/04/13. (Noted)  
 20.13 HALC – Local Policing teams who's who. (Noted)  
 20.14 Herefordshire Council – Changes to recycling services. (Noted)  
 20.15 HALC – Information Corner 19/04/13. (Noted)  
 20.15 Cllr Guthrie – regarding water jetting in the village. (Noted)  
 20.16 Herefordshire Council – Community Infrastructure levy. (Noted)  
 20.17 Herefordshire Council – Significant roared closure in Hereford. (Noted)  
 20.18 Herefordshire Council – Neighbourhood Planning (One Year On). (Noted)
21. **Matters relayed to the Clerk for Agenda of Next Meeting**
- Website
  - Cllr Powell (Herefordshire Council)
22. **Confirmation of Date, Time and Venue of the Next two Meeting**

Monday 3rd June 2013 at 7.15pm in Room 2 at the Village Hall  
 Monday 1<sup>st</sup> July 2013 at 7.15pm in Room 2 at the Village Hall

## Appendix 1

### Status of Actions from Previous Meetings

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
05/01	07/01/13	9	Asset Transfer	the Clerk ask Herefordshire Council to consider transferring the following to the parish council •Sutton Playing Fields	Clerk	Clerk meet with David Powell, of Herefordshire Council .Property Services to contact the Clerk	Completed

**Sutton St. Nicholas Parish Council**

<b>Meeting Ref</b>	<b>Date of Meeting</b>	<b>Agenda Item</b>	<b>Reference</b>	<b>Action</b>	<b>Action Owner</b>	<b>Action Taken</b>	<b>Status</b>
				•Open land at Willow Rise/Millway			
05/02	07/01/13	11	Village Website	the Clerk ask the remaining two interested parties to present their ideas on a possible Village Website to a Parish Council meeting	Clerk		Completed
05/03	04/02/13	13	Sutton Playing Field	The clerk gets quotes for the following work - supply and fit two metal gates, reinstate stone wall and concrete the entrance.	Clerk	Quotes requested from three contractors (including Amey) at present only 1 quote received.	Work in Progress
05/04	04/02/13	18	Grit Bins	Resolved that the Clerk follow up on the offer made by John Murray	Clerk	Requested from Amey the cost of supplying two grit bins	Work in progress
05/05	04/03/13	9	Village Website	The Clerk asks Sutton Primary Academy if they had a wi fi connection and whether the Parish Council would be able to use it in this instance	Clerk	Email sent to Academy and reply received	Completed
05/06	04/03/13	10	Sutton Playing Field	Write to Allianz requesting information on what plants they deemed poisonous.	Clerk	Email sent waiting for reply	Work in progress
05/07	04/03/13	10	Sutton Playing Field	Request from Herefordshire Council the cost of carrying out such a survey.	Clerk	Herefordshire Council do not do surveys due to the lack of insurance, waiting for a reply from the insurance company.	Work in progress
05/08	04/03/13	13	Laptop Computer	Resolved that the Clerk be authorised to	Clerk		Closed see 5.10 below

**Sutton St. Nicholas Parish Council**

<b>Meeting Ref</b>	<b>Date of Meeting</b>	<b>Agenda Item</b>	<b>Reference</b>	<b>Action</b>	<b>Action Owner</b>	<b>Action Taken</b>	<b>Status</b>
				spend up to £500, and that a cheque be signed by authorised signatories on the production of a valid receipt.			
05/09	02/04/13	5.1	Ward Councillors Report	Resolved that the clerk contact Andrew Lee-Jones (Amey) to ascertain if there were other options to solve the parking issue at the Golden Cross junction	Clerk	Amey have confirmed that there are no other options other than police enforcement	Completed
05/10	02/04/13	12	Laptop Computer	Resolved that the allowance be increased to £700 and the Clerk be authorised to spend up to this amount and that a cheque be signed by authorised signatories on the production of a valid receipt.	Clerk	Laptop and accessories purchased	Completed
05/11	02/04/13	13.1	Planning- Wyatt Farm, Cross Keys Hereford HR1 3NP (123436/FH)	The Clerk inform Herefordshire Council of the Parish Council's decision	Clerk	Email sent	Completed
05/12	02/04/13	13.2	Planning -Sutton Primary Academy, Bayley Way, Sutton St. Nicholas HR1 3SZ (130568/F)	The Clerk inform Herefordshire Council of the Parish Council's decision	Clerk	Email sent	Completed

Appendix 2

Ward Councillor's Report

Re: Highways

1) Sutton St. Nicholas C1126 Water/Pothole issue

Previously Amey Herefordshire had advised that they would investigate whether the drainage systems and gullies were running correctly. Then the Drainage Engineer would be able to assess the situation and decide what would be the most appropriate course of action. I

## **Sutton St. Nicholas Parish Council**

requested an update on this matter but unfortunately had not received any further information prior to the Parish Council meeting and I am still waiting for a reply.

### 2) General state of the roads within the Ward area

A number of constituents have contacted me with concerns over the condition of the roads in the Ward area. I have been reporting the many potholes to Amey Herefordshire. In addition, I have also been out photographing the worst of the potholes for the information and action of Amey accordingly.

### 3) Highways Concerns

In response to the mounting concerns about potholes, I have spoken to Cllr. Graham Powell (Cabinet Member for Education and Infrastructure) and asked him if he would be able to visit Sutton Walls Ward. Indeed, I asked him if he would be able to attend the next meeting of Sutton St. Nicholas Parish Council on 3rd June 2013, in order to give a talk on highways issues. He advised me that he would be happy to do so but would like to be notified in advance of specific topics/issues.

### Re: Charity Jog for Herefordshire Vision Links

I will be doing a sponsored solo run for Herefordshire Vision Links (HVL) on 16<sup>th</sup> June 2013 at Queenswood Country Park, starting at 10 am. HVL is a charity who help and support people who are visually impaired or blind. Your support will be much appreciated and I will update you further on the details nearer the time.

Kema Guthrie 7<sup>th</sup> June 2013

COUNCILLOR KEMA GUTHRIE

Tel: 01432 830577 or Tel: 01568 797148

Email: [kguthrie@herefordshire.gov.uk](mailto:kguthrie@herefordshire.gov.uk)

**Local Policing Team**

**Hereford Rural North and East**

**Your local Policing Team consists of :-**

**Police Constable Neil James (Author of report) and**

**Police Community Support Officer Dean Wall**

The incidents that I have compiled below are not a comprehensive list by any means but I have attempted to select those which are of importance to the community as a whole.

It covers the period from 1<sup>st</sup> March to 30<sup>th</sup> April 2013.

If anyone has any information regarding any of the incidents I urge you to make contact on the telephone numbers listed at the end of this publication.

**Sutton Walls**

Moreton on Lugg, Marden and Sutton St Nicholas

A Theft occurred between 10am 1<sup>st</sup> March and 9.30am 2<sup>nd</sup> March at a farm in Moreton on Lugg. Persons unknown removed two car batteries and an unknown quantity of plastic stakes which were attached to wires which acted as electric fencing to keep stock in the field. The batteries were located in a secure box in the field. No other property taken, no damage caused.

A Theft occurred between midday 2<sup>nd</sup> March and 5am 10<sup>th</sup> March at an address in Sutton St Nicholas. The victim monitors the heating oil in the tank. At approx 5am on 10<sup>th</sup> he was woken by his dogs barking. He then checked the tank the following day and discovered there was only a very small amount of oil at the bottom of the tank. Total value £400.

A Burglary occurred in Cedar Close, Moreton on Lugg between midday 13<sup>th</sup> March and midday 23<sup>rd</sup> March. It would appear that offenders forced a garage door to a block of Housing association garages. Entry was gained but nothing was stolen.

A Theft occurred between 7.30am 25<sup>th</sup> March and 7.30pm 28<sup>th</sup> March at Moreton on Lugg. The cap to an oil container, situated next to the house, was unscrewed and the contents of the tank was drained.

A Theft from a shop occurred between 8.30pm and 8.45pm 25<sup>th</sup> March in Moreton on Lugg. An unknown person is captured on CCTV reversing a vehicle onto the fore court. A male ran towards the Calor gas cage and disappears out of view from the camera. It later transpires that 4 Calor Gas bottles were stolen.

An incident of Harassment occurred between midday 9<sup>th</sup> April and midday 19<sup>th</sup> April in Sutton St Nicholas. A couple had been in a relationship for the past 4 months. Due to a break down the male repeatedly contacted the female although he had been advised to the contrary. The Police became involved and a 1<sup>st</sup> Warning for Harassment was issued.

A Criminal Damage occurred between 7.30pm 21<sup>st</sup> April and 8.45am 22<sup>nd</sup> April at Marden. The victim parked the vehicle on the driveway overnight and discovered that the two front tyres had been slashed the following morning.



## Footpaths Officer Report

Updates on paths as follows;

ST 10 Green Lane / Moyles Cottage- Rhea Lane, The lane is slowly drying up but water is still running and having spoken to various people in the village about it, I'm going to inform the area Warden so it can be looked at.

ST 11 Next to Fieldhurst, Ridgeway Road. Both ends of the path have wooden styles that are in good repair but the top end from Ridgeway Road has a step on the lean. Nothing serious but caution is advised.

MR 42 Wergins Bridge to Railway - ELR: SHL 48 m 159.691 ch. As you can see, I've manage to get the Engineers Line Reference and mileage for the foot crossing over the track. Hereford Signal Box- 01432 277 083 Moreton On Lugg Signal Box- 01432 761 231. New concrete steps have been built upto the track crossing with a metal hand rail. The foot boards across track, have had anti slip applied to them as has the foot steps on the style. A short concrete path has also been put down. The styles are in good condition, as are the two foot bridges

ST 7 Wyatt Road. The post is loose but still upright and the style has a broken board but in a reasonable condition.

ST 9 Wyatt Rd. Bridlepath. Very rutted but that is down to the weather and vehicular activity. A few over hanging trees to de-limb and general tidy up. All gates and style in good order.

ST 3. Waiting for confirmation on the new bridge from the Warden.

ST 2. The path around the Walls is still wet in places and the trees need to be removed. I'll update in my next quarterly report.

ST 5. No action has been taken on the style at the orchard side of the path. The land owner is aware of the situation.

ST 14,15,16 Sutton Rhea. 14 & 15 have had a lot of work done on them but a lot still needs to be done. Ruts from vehicular activity need to be filled in and the timber that has been taken Down and left needs to be removed. I will mention to the Warden about how we can resolve the vehicle activity. Horse and pony riders have complained about the state of the tracks. Some overhanging branches need taking care of.

At present all other paths are in good condition and further visits to land owners are planned for later in the year. I will be out and about with the clippers and small branches will be removed.

Regards

Mike Darley

## Sutton St. Nicholas Parish Council

Lengthsman Maintenance Schedule 2013/14

Appendix 5

Job	Frequency	Approximate Duration of Job (each time)
Cutting back vegetation obscuring road signs	4 – 5 times a year or as needed	0.5 day
Trimming overhanging hedges , trees and branches over footways	2 – 3 times a year or as needed	1 day
Spraying weeds and gutters on kerbside and footways	3 – 4 times a year or as needed	1.5 days
Strimming verges, ditches. banks	4 – 6 times a year or as needed	1 day
Cleaning gully's ,drains etc	as needed	0.5 to 1 day
Road sign cleaning/inspection	Once or as needed	0.5 to 1 day
Cutting back vegetation on blind junctions	As needed	0.5 to 1 day
Essential maintenance /repairs as required by Parish Council	As needed	1 day