

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 Monday 3rd June 2013. SPC/TF/048

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 Twelve

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/047 Tuesday 7th May 2013.**
The minutes were signed by the Chairman as a correct record of the meeting.
3. **Receive, approve and sign minutes of Annual Parish Council Meeting Monday 20th May 2013.**
The minutes were signed by the Chairman as a correct record of the meeting.
4. **Declarations of Interest**
There were no declarations of Personal or Prejudicial Interest, and no requests for new Disclosable Pecuniary Interest dispensations had been received.
5. **Question and Answer Session with Cllr Price (Deputy Leader Herefordshire Council)**
 - In reply to a question on the bus service Cllr Price highlighted action taken 2 years ago when services receiving a subsidy of more than £10 per person per journey ceased to be subsidised. Although no decision had yet been made regarding the local bus service, the overall decision will be made taking into account the subsidised cost per person per journey.
 - Regarding pot holes he informed the Parish Council that Herefordshire Council was in the final stages of the procurement process relating to the selection of the contractor who would carry out future highways work. It was anticipated that Cabinet would confirm who the new contractor was on 13th June 2013.
Cllr Price agreed that the current system relating to potholes did not work and that it was the intention that the new contractor would work more closely with Parish Councils and that the Lenghtsman would be a key player working with localised team under the contract.
 - There was a log of repairs/improvements to roads in the county on Herefordshire Website, however the upgraded website was not functioning as required and he was not able to say how this data could be accessed.

Sutton St. Nicholas Parish Council

- Over the next 12 months the aim of Herefordshire Council was to reduce the level of water on the roads, ensuring farmers carried out their responsibilities in relation to ditches and gullies under their control.
- Better use would be made of digital (text, email and telephone) communication, and it was intended under the new contract that the person reporting the pothole/repair would get a direct reply.
- Cllr Price was reminded that Herefordshire Council had a statutory obligation to keep the roads in good repair, in reply Cllr Price highlighted that Herefordshire Council also had other statutory obligations such as social care, and due to lack of funds had to prioritise what it did.

At the end of the session the Chairman thanked Cllr Price for attending.

6. Report from Clerk on actions from the last meeting

There were eight actions requiring completion 3 were completed, four were in progress and one was closed. (Appendix 1 refers).

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

7.1 Ward Councillors Report

Councillor Guthrie presented her report (Appendix 2 refers)

7.2 Local Police Report

There was no Local Police Report.

7.3 Questions from other members of the public

Keith Lawton informed the Parish Council that the Village Fate would be held on 13th July 2013 at Court Farm and as part of the proceedings there would be a celebration relating to Wergins Bridge's centenary, which would involve the closure of the road to enable a precession to take place. He also asked for the Parish Council's support in their quest to have a plaque sited on the bridge to celebrate its centenary.

The Parish Council resolved to support plaque initiate.

He also asked if the Parish Council would support the procurement of gravel stones, which would be used to top up the gravel on the church footpath. The PCC was looking for the cost of the gravel only as they would make arrangements for its spreading on the footpath.

Resolved that the Parish Council would support this project and that the PCC be requested to get a quote for the Parish Council to consider.

Mike Darley give an update on footpath issues in particular the issue of the tree in the brook by the Rhea adding that the land owner had been informed. He had walked the Rhea footpath with the Amey footpaths officer, there was a concern regarding 'off roading' on bridle paths. The Parish Council passed on their thanks to Mike Darley for the work being done regarding footpaths. The Parish also agreed that where off roading vehicles could be identified this would be passed on to Amey and the police for action.

8. Financial Report

8.1 Confirmation of Balances £29,906.54

8.2 Receipts - None

Sutton St. Nicholas Parish Council

8.3 Invoices for payments

- i. R.A. Ford £7.64 (Ink Cartridge)
- ii Clerks Salary £ 292.04

Resolved that the above payments be authorised and cheques signed

9. Village Website

The Parish Council gave consideration to which contractor should be chosen to upgrade the Village Website, having considered the likely cost, the flexibility of approach and the possible outcomes acceptable to the Parish Council.

Resolved that 'Janesplace' be asked to upgrade the Village Website in addition Cllr Stevenson, Cllr Andrews and the Clerk be authorised to bring the project to fruition and that Cllr Stevenson to act as project Leader.

10. **Community Led Plan**

The Community Led Plan Group met on Tuesday 21st May and considered the comments received, The Group agreed to a public consultation meeting to consider the outcome of the survey. Date to be confirmed. The Parish Council was asked to consider the procurement of items (rubbish clearance aids) for the environmental Group, the siting of notice boards by the bench at Sutton St. Nicholas Church, and by the Old Post Office in addition to upgrading the notice board at the bus stop.

Resolved not to procure additional noticeboards nor upgrade the noticeboard by the bus stop, however the Clerk was to liaise with Amey regarding the items for the Environmental Group.

11. **Community Garden**

The Parish Council considered its approach to future maintenance of the Community Garden and whether outside professional support was required.

Resolved that due to the urgency of the matter the Clerk ask the Lengthsman to carry out work on a one off basis to bring the garden up to a manageable standard and that the Clerk prepare for the next meeting a schedule of works for its future upkeep.

12. **The Parish Paths Partnership Scheme (P3)**

The Parish Council was informed that the scheme allows for the maintenance of the paths in a parish to be largely managed by a Parish Council, ensuing local solutions to local problems. By signing up to the scheme the Parish Council, using local contractors and volunteers, becomes responsible for vegetation clearance along with the opportunity to carry out improvements to the following:-

- Gates
- Stile cross-steps
- Ditch crossings and small bridges
- Signposts
- Waymarker posts
- Drainage and surfacing works

To join the scheme the Parish Council must have the following

- At least one Parish Paths Officer
- A Parish Clerk or Treasurer
- Public Liability insurance cover of at least £3,000,000
- Parish Path Officers

Sutton St. Nicholas Parish Council

Parish Council's within the scheme receives a P3 grant from Herefordshire Council.

The Parish Council considered the matter of joining the scheme in 2014/15 and requested further clarification on what was the possible grant level, how it was calculated, whether the Parish Council would take over Herefordshire Council statutory duties rather than acting as agents for the Council and is the scheme renewed on an annual basis automatically.

Resolved that the Clerk seek clarification from Amey

13. Herefordshire Association of Local Councils (HALC)

The Parish Council has received a request from HALC to publish a Democracy First Project article (Appendix 3) in the Sutton News. The project aims to get local people more involved in local decision making and encourage them to work closer with their local Town and Parish Council for the benefit of the local community. The Parish Council was of the view that as Sutton News was run by the Church they were not in a position to dictate editorial contents, however the **Resolved that the Clerk put the article on the Website and request that HALC contact the Editor Cecelia Arlett.**

14. Planning Decisions/Received

To receive a report on planning decisions and planning applications (Appendix 4 and Appendix 5 refers) relating to Sutton St. Nicholas received by Herefordshire Council and notified to the Clerk. The report was noted

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

15.1 Hereford Civic Society – Poster of events (Noted)

15.2 Herefordshire Council *– letter on planning Notices (Noted)

15.3 Cllr Guthrie – update on flooding issue on the Sutton to Marden Road. (Noted)

15.4 National Association of Local Councils (NALC)* - Chairman's Newsletter. (Noted)

15.5 Herefordshire Association of Local Councils (HALC)*- Information Corner 17/05/2013. (Noted)

15.6 Herefordshire Council – Big lottery workshop 19th June (7-9pm) (Noted)

15.7 Herefordshire Council – Neighbourhood Planning Newsletter no 3. (Noted)

16. Matters relayed to the Clerk for Agenda of Next Meeting

- Website update on progress.
- Community Garden update and work Schedule
- Community Led Plan update
- Neighbourhood Plan future action

17. Confirmation of Date, Time and Venue of the Next Meeting

Monday 1st July 2013 at 7.15pm in Room 2 at the Village Hall

Sutton St. Nicholas Parish Council

Appendix 1

Status of Actions from Previous Meetings

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
06/01	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.	Closed
06/02	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
06/03	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
06/04	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
06/05	07/05/13	14	Lengthsman Scheme	the Schedule of Work forms the basis of future work, which should be kept under review and the Lengthsman be informed	Clerk	Email Sent to the Lengthsman	Completed
06/06	07/05/13	15	Village Hall	the Clerk write to the ambulance service providers to thank them	Clerk	Email sent	Completed
06/07	07/05/13	17	Planning- Ordis Farm Sutton St. Nicholas HR1 3AY (130378/L)	Resolved there was no comments or objections and that the Clerk inform	Clerk	Email sent to Herefordshire Council	Completed

Sutton St. Nicholas Parish Council

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
				Herefordshire Council of the decision			
06/08	07/05/13	19	Grass Cutting Sutton St. Nicholas Church Yard	The relevant safety equipment is purchased and that Cllr Ann Burke carry out the checks and keep the required log.	Clerk/Cllr Ann Burke		Work in progress

Appendix 2

Ward Councillors Report

Highways Issues Update

Amey Herefordshire's Highways Supervisor is planning to send the Jetter to Churchway next week for a shorter term solution and one of their Engineers has carried out an investigation to determine the best way forward for a permanent fix. The Engineer is currently on leave this week, so I haven't been able to receive an update on the permanent fix solution prior to this Parish Council meeting but hope to have a full reply to the issue in the near future.

Pothole and water issue C1126

Following on from the site meeting with Amey Herefordshire Highways Engineers, Parish Councillors and Cllr. Atkinson – Amey have undertaken to do a further investigation of surrounding services. Subsequently, a programme of work with associated valuation was put together and approved. This means that this project is officially approved and (subject to unforeseen emergencies) should commence within the next 4 weeks.

Charity Jog for Herefordshire Vision Links

Just a reminder that I will be doing a solo run in aid of Herefordshire Vision Links on Sunday 16th June 2013 at 10.00 am and I will aim to complete 13 circuits (equal to a half marathon) of the Queenswood Country Park. I have a charity web link which Tony Ford (Parish Clerk) has the details of and a paper sponsorship form for anyone who would like to donate now. Many thanks for your support for this very worthy cause.

Meeting with the Leader of the Council

Sutton St. Nicholas Parish Council

I hope to arrange a meeting with the Leader of the Council in order to bring to his attention the main issues of concern within Sutton Walls Ward which have been brought to my attention by residents and all the Parish Councils accordingly

Appendix 3



DEMOCRACY FIRST – YOU CAN MAKE A DIFFERENCE

- Are you worried about how changes in services will affect those living in your local area?
- Would you like to take a more active role within your community?

Over the past year we have seen increasing opportunities for Parish and Town Councils to take more responsibility for the running of their communities. Herefordshire is 100% parished which means that the infrastructure is in place for everyone to play a part.

This means YOU! You can make a difference!!

Herefordshire Association of Local Councils (HALC) is currently running a project funded through Vital Herefordshire LEADER programme, which encourages people to work more closely with their Town and Parish Councils for the benefit of their local area.

The project offers information, training and support for Town and Parish Councils and for local people who would like to get more involved in their communities.

If you would like to be more involved in the work of your Town/Parish Council, either by putting yourself forward to become a Councillor, or by simply working closer together then the Democracy First project can help you to achieve that.

If you would like more information, or for a friendly, informal chat please contact Lynda Wilcox, Chief Executive, HALC on the Democracy First Information line 01432 355701 or by email on Lynda@halchereford.gov.uk. Lynda is also very willing to come out to give a talk to local community groups and if you feel this would be useful please contact her.

May 2013-05-13



Sutton St. Nicholas Parish Council

Appendix 4

Extract of Weekly list of Planning Applications received by Herefordshire Council

Ref. No	Planning Code	Site Address	Description	Applicants Name	Applicants address	Date Considered By Parish Council
130513	Planning Permission	The Talbots Farm, Sutton St. Nicholas, Hereford HR1 3BB	Demolition of existing barns (previously approved) and erection of two new dwellings (repeat application)	Mr Jay Stanley	Hibrey View Burley Gate Hereford Herefordshire HR1 3QL	20/05/2013
130378	Listed Building Consent	Ordis Farm Sutton St. Nicholas, Herefordshire HR1 3AY	Move stud partition wall 600mm and remove boarded over modern door	Ms Victoria Rouledge	Ordis Farm Sutton St. Nicholas, Herefordshire HR1 3AY	7/05/2013

Appendix 5

Extract of Weekly list of Application Decisions made by Herefordshire Council

Ref. No	Planning Code	Site Address	Description	Decision Date	Decision	Date Considered By Parish Council
130459	Works to trees in a Conservation Area	Barn House Sutton St. Nicholas HR1 3AT	Fell 4x Cherry trees, 1x Rowan, 1x Douglas Fir, 2 x Apple, 1x Prunus, 1x Field Maple and 2x Western Red Cedar Trees. Re-coppice 1x Ash coppice stool	28/03/2013	Trees in Cons Area can proceed	04/03/2013
123110	Outline	Land at Willow Croft, Sutton St. Nicholas, Hereford HR1 3AZ	Site for erection of four dwellings and construction of public footpath	03/04/2013	Approved with Conditions	11/12/2012
130568	Planning Permission	Sutton Primary Academy, Bayley Way, Sutton St. Nicholas HR1 3SZ	Proposed extension	25/04/2013	Approved with conditions	02/04/2013
130378	Listed Building Consent	Ordis Farm Sutton St. Nicholas, Herefordshire HR1 3AY	Move stud partition wall 600mm and remove boarded over modern door	30/04/2013	Approved with conditions	07/05/2013
122786	Planning Permission	Rose Villa Farm Sutton St. Nicholas HR1 3BJ	Proposed conversion of barns to 2no dwellings to be used in conjunction with Rose Villa Farm	29/05/2013	Approved with conditions	04/03/2013
123436	Full Householder	Wyatt Farm Cross Keys Hereford HR1 3NP	Siting of mobile home for a temporary period of two years (during restoration and renovation of the existing dwelling)	29/05/2013	Approved	02/04/2013