

## 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 3<sup>rd</sup> September 2012.

SPC/TF/039

#### Councillors Present

Cllr Judy Stevenson (Chairman)

Cllr Anne Burke

Cllr Bill Glover

Cllr Ron Gow

Cllr Annette Mansie

Cllr Mike Winnell

Clerk Tony Ford

**1. Apologies for Absence**

Apologies were received and accepted from Councillor Andrews

**2. Receive, approve and sign the Minutes of the Ordinary Parish Council Meeting no SPC/TF/038 Monday 6<sup>th</sup> August 2012.**

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 Interests

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

The Clerk informed the Parish Council that there were 18 actions requiring completion 6 were completed, 1 outstanding, 7 were in progress and 4 closed, (Appendix 1 refers)

**5 Parish Council Website**

The Parish Council received a presentation from, Roger Withnell, Partner - Upper Bridge Enterprises (current Website Host) on how the current website could be improved. The Parish Council thanked Mr Withnell and agreed that they would consider the matter formally at the next meeting.

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

**6.1 Ward Councillors Report**

Councillor Guthrie sent her apologies as the meeting with Amey was later in the month and she was still waiting for information from Councillor Robertson (Herefordshire Council).

**6.2 Local Police Report**

The Clerk informed the Parish Council that the Community Support Officer (CSO) had sent his apologies; in addition there was nothing to report.

**6.3 Questions form other members of the public**

On behalf of a parishioner Councillor Glover raised the issue of a dangerous drain in the road backing on to the old school development, the Clerk was asked to report the matter to Amey.

**Resolved - that the Clerk inform Amey of the drain.**

**7. Financial Report**

**7.1 Confirmation of Balances £20,655.77**

**7.2 Receipts - Nil**

**7.3 Invoices for payments**

i. R. P Services £ 102.00 (work carried out at Village Hall Garden)

ii. R. A. Ford £12.50 ( Paper)

iii. Herefordshire Council £240 (related to SID's located in the Village, a reminder has been received but not the original invoice seems to have been sent to previous clerk.) Cheque to be held until copy invoice received)

iv. R. A. Ford £244.90 Clerks Salary

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8. **Village Hall**  
The Clerk has written to the Chairman of the Federation and was waiting for a reply.  
**Resolved that the Clerk send a reminder via email.**
9. **Village Hall Management**  
This item was tabled at the request of Councillor Gow for the Parish Council to consider the future management arrangements for the Village Hall  
The Parish Council minutes for the 1st March 2010 states that '*The Parish Council agreed that the Sutton St. Nicholas Village Hall Charity should take over the running of the hall from 1<sup>st</sup> April 2010. The Chairman signed the interim agreement.*  
The Parish Council was of the view that no agreement had been signed, it was also of the view that the management of the Village Hall was for the Charity. It was agreed that the Charity would call a meeting to discuss the matter.
10. **Sutton Walls Closed Landfill**  
There had been a meeting with affected households within the parish, nothing detrimental had been found to date, however bore holes would be made at affected properties, which would allow closer monitoring of such properties.  
There was to be a meeting at Marden Village Hall on 16<sup>th</sup> September.
11. **Broadband Project**  
There was no up date to report.
12. **Sutton Playing Field**  
The Parish Council has received a quotation from R. P Services in the sum of £224 for hedge trimming.  
Herefordshire Council Property Services have confirmed that under the lease the Parish Council has to maintain all boundaries and keep site secure.  
**Resolved - that the clerk seek clarification on the current status with regards to the quote.**
13. **Lengthsman Scheme – Winter Maintenance Self-help Scheme 2012/13**  
At the last meeting the Parish Council was informed that Amey had sent an application form to the Parish Council requesting that the Parish Council consider the above scheme, which relates to the delivery of salt to Parish Councils enabling them to set priorities for road treatment by the Lengthsman. The application form to be returned by 7<sup>th</sup> September. Follow up information from Amey indicated that joining the scheme would not reduce the roads that they salted, in addition they would continue to salt priority routes. The scheme was for roads that Amey did not cover with salt, such as footpaths, and steep driveways. The salt available to Parish Council was up to 10 tons per parish. Although the Parish Council was happy to take part in the scheme, it was felt that the storage of large quantities of salt was a major issue. **Resolved – that the Clerk find out from Amey if more grit bins could be located within the village**
14. **Parish Councils Laptop**  
At its last meeting the Parish Council agreed the expenditure of £150, however Office Home and Business is required and not Home and Student. The total cost for Office Home and Business plus PDF software totals £219.98.  
**Resolved - that the Clerk was authorised to spend £219.98**
15. **Localities Meeting January 2013**  
A request has been received from the Localities Team for the use of the Sutton St. Nicholas Village Hall for free for their Localities meeting to be held in January 2013, it is recommended that this be passed to the Village Hall Management Committee to consider.  
**Resolved - that the Localities Team be informed of the likely cost and that contact should be made with the Management Committee.**
16. **Planning**  
The Parish Council considered the following applications  
16.1 **The lane, Sutton St. Nicholas, Hereford (S113593/F)** Conversion of two barns (one listed) into two dwellings and the construction of new dwellings.  
Following consideration there were no comments or objections.

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**Resolved- that the Clerk inform Herefordshire Council of the Parish Council's decision**

16.2 **5 Fieldway, Sutton St. Nicholas, Hereford (S122054/FH)** Conservatory to rear. Following consideration there were no comments or objections.

**Resolved- that the Clerk inform Herefordshire Council of the Parish Council's decision**

16.3 **The Pastimes, Old School Close, Sutton St. Nicholas Hereford – (S122026/FH)** Single Garage and store to side of house. Following consideration there were no comments or objections.

**Resolved- that the Clerk inform Herefordshire Council of the Parish Council's decision**

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

**17.1 Herefordshire Council** - Land at Lower Lyde – siting of temporary living accommodation for agricultural worker. Appeal allowed and planning permission granted subject to conditions.(Noted)

**17.2 Local Government Boundary Commission for England** Confirming receipt of submission.(Noted)

**17.3 Herefordshire Council** –Council tax Support Scheme Consultation.(Noted)

**17.4 Herefordshire Council** – Root and Branch Reviews / Have your say events (Noted)

**17.5 Herefordshire Council** – letter from Councillor Hamilton on sandbags.(Noted)

**17.6 Hereford Civic Society** – Invite to visit Amey (Noted)

**17.7 Herefordshire Council** - The Planning Application Process. Noted and the Clerk to inform the Parish Council of decisions relating to Sutton St. Nicholas Parish.

**17.8 Herefordshire Council** – Local Government Boundary Review.(Noted)

**17.9 Herefordshire Council** - Deadline for precepts for 2013/14 is 31<sup>st</sup> January 2013. (Noted)

**17.10 Mrs Norma Sydney** – Entrance to Children's playing Field and access to stile.(Noted)

**17.11 Unknown** – New to the Village poem. The poem was read to the Parish Council by the Chairman, who informed the Parish Council that copies had been sent to the Editor of Sutton News and the relevant Church Warden

**17.12 Sutton St. Nicholas PCC** – thank you letter for donation.(Noted)

**17.13 Audit Commission - Confirming** Grant Thornton UK LLP as external auditor to audit the Annual return of the Parish Council. (Noted)

**17.14 Herefordshire Council** – Funding update. (Noted)

**17.15 Lloyds TSB-** Changes to banking products from the Parish Council's Bank.(Noted)

### **18. Matters relayed to the Clerk for Agenda of Next Meeting**

- Village Hall
- Sutton Walls Closed Landfill
- Sutton Playing Field
- Upgrade Parish Council Website
- Lengthsman Scheme- Winter Maintenance Self-help Scheme 2012/13.
- Community Led Plan
- Notification of planning applications decisions/received by Herefordshire Council relating to Sutton St. Nicholas.

### **19. Confirmation of Date, Time and Venue of the Next Meeting**

Monday 1<sup>st</sup> October 2012 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
09/01	03/10/11	6	Local Police Report	Cllr Guthrie to take up the issue of parking with Amey	Cllr Guthrie	Amey representative attended the Parish Council meeting on 11 <sup>th</sup> June 2012. and has agreed to attend a future meeting to discuss in more detail	Closed Linked to 09/07 below
09/02	05/12/11	9	Budget 2012/13 (participatory budgets)	Clerk to develop a process/timetable for the 2013/14 precept process	Clerk		Outstanding
09/03	11/06/12	15	Village Hall	Enquire if Amey are contracted to cut the grass in the Community Garden.	Clerk	Cut on a 2/3 week cycle	Completed
09/04	02/07/12	5	Questions from other members of the public	The Clerk make enquiries of Amey as to possible costing for traffic calming work and the possibility of the Parish Council making a contribution	Clerk	Email from Andrew Lee Jones requesting a meeting to discuss all	Closed Linked to 09/07 below
09/05	02/07/12	10	Village Hall	The Clerk write to the Chairman of Herefordshire Marches Federation of Schools asking for a meeting to discuss the access issue	Clerk	Letter sent waiting for reply	Work In Progress
09/06	06/09/12	4	Report from Clerk on actions from the last	Resolved that Councillor Guthrie raise the	Cllr Guthrie		Work in progress

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
			meeting	matter of using Section 106, monies for traffic calming measures within the village			
09/07	06/09/12	5.1	Questions/issues on any matter, from members of the public present.	Resolved that in relation to Highways Matters Councillor Winnell attend the meeting with Councillor Guthrie	Cllr Winnell		Work in progress
09/08	06/09/12	5.2	Questions/issues on any matter, from members of the public present.	Resolved that the Clerk write to PC James thanking him for his support	Clerk	The Clerk has been that PC James circumstances has changed and he will no longer retire and will continue his duties.	Closed
09/09	06/09/12	9	Footpaths within the Village	Resolved that the Clerk put an advertisement in the Sutton News for a Volunteer Parish Footpath Officer.	Clerk	An advertisement has been placed in the Sutton News	Completed
09/10	06/08/12	10	Neighbourhood Development Plan	Resolved that this item be deferred until the outcome of the Local Government Boundary Commission review, in addition the Clerk inform Marden and Bodenham Parish Council of the decision	Clerk	Parish Council Informed of decision	Work in Progress
09/11	06/08/12	11	Local Government Boundary Commission	Resolved that the Clerk write to the Boundary Commission informing them that the Parish Council did not support the ward	Clerk	Emails sent to the Chief Executive of Herefordshire Council and the Boundary Commission. The Clerk of	Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
				changes relating to the Sutton Ward. With copies of the letter be sent to the Parishes of Marden and Moreton on Lugg		neighbouring Parishes informed	
09/12	06/08/12	12	Safeguarding Public Money	Resolved that that the Clerk updates the Risk Register and that two signatures continue to be the policy of the Parish Council	Clerk	Risk Register being updated	Work in progress.
09/13	06/08/12	15	Sutton Walls Closed Landfill	Resolved that the Parish Council wait until the report is made public, and then decide what action to take.	Clerk		Work in progress
09/14	06/08/12	18	Sutton Playing Field	a quote for the work be presented to the next meeting	Cllr Andrews	Quote received and to be tabled at the meeting	Completed
09/15	06/08/12	18	Sutton Playing Field	The clerk tries to ascertain who is responsible for the border to the right looking from the road.	Clerk	Herefordshire Council's Property Services has confirmed that the parish Council has to maintain all boundaries and keep site secure. Agenda item 12 refers.	Completed
09/16	06/08/12	19	Lengthsman Scheme- Winter Maintenance Self-help Scheme 2012/13	Resolved that the Clerk ask Amey for clarification on which roads will continue to be supported by Amey if the Parish Council was successful in an application	Clerk	Agenda item 13 refers	Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
				and ascertain the likely amount of salt involved.			
09/17	06/08/12	20	Parish Council Laptop	Resolved that £150 is spent on software	Clerk	The costs quoted related to Home and student use, Agenda 14 refers.	Closed
09/18	06/08/12	21	Parish Map	Resolved that all Councillors are sent a electronic version of the map in addition Councillor Burke and Councillor Glover are sent a hard A3 copy of the map	Clerk	Electronic version sent. A3 copies to be completed	Work in progress