

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 4th February 2013. SPC/TF/044

Councillors Present

Cllr Judy Stevenson (Chairman)

Cllr Richard Andrews

Cllr Ann Burke

Cllr Bill Glover

Cllr Ron Gow

Cllr Annette Mansie

Cllr Mike Winnell

Clerk Tony Ford

Members of the public None

1. Apologies for Absence

There were no apologies for absence.

2. Receive, approve and sign the Minutes of the Ordinary Parish Council Meeting no SPC/TF/043 Monday 7th January 2013.

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

Apologies to Cllr Bill Glover for omitting his attendance for meetings held on 3rd December 2012 and 7th January 2013 in the Parish Council Report in February 2013 edition of Sutton News were noted.

3. Declarations of Interest

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

4. Report from Clerk on actions from the last meeting

There were 15 actions requiring completion 4 were completed 10 were in progress 1 was pending. (Appendix 1 refers)

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

5.1 Ward Councillors Report

Councillor Guthrie tabled her report (Appendix 2 refers)

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

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6. Financial Report

6.1 Following discussion the Budget Monitoring Report was noted
(Appendix 4 refers)

6.2 Confirmation of Balances £23,885.67

6.3 Receipts £100.00 (HM Revenue & Customs)

6.4 Invoices for payments

i. Allianz £128.71 (Inspection Service)

ii. Richard Morgan £100.00 (Lengthsman Scheme Clearing
Snow/Gritting Footpaths)

iii. Clerks Salary £ 236.36

Resolved that the above payments be approved and the cheques signed.

7. Precept 2013/14

The Parish Council has received written confirmation that for a precept of £18,870 the band 'D' Council Tax has increased from £46.84 to £47.86.

8. Community Led Plan

The Community Led Plan group has reviewed the survey report and following discussions, issues were put in the following groups

- Highway Management
- Environment
- Growth
- Facilities
- Communication

The next step will be to firm up objectives and development actions to achieve objectives.

9. Dates of future Parish Council Meetings

The Parish Council considered dates for future Parish Council meetings.
(Appendix 5 refers) **Resolved to approve dates**

10. Village Website

The Parish Council was informed that requirements had been sent to the other two possible providers, the Parish Council is waiting for feedback, the Clerk to follow up for the next meeting.

11. Sutton Walls Closed Landfill

The Environment Agency has confirmed that there is no underspend available within the Capital Projects Fund to carry out the recommended works. The Agency's bid for money will be considered in the 2013/14 funding round.

12. Broadband Project

No change from last meeting

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- 13. Sutton Playing Field**
The Parish Council considered the work required to improve the entrance to the playing field.
Resolved the clerk gets quotes for the following work - supply and fit two metal gates, reinstate stone wall and concrete the entrance.
- 14. Planning**
To Parish Council considered the following:-
- 14.1 Field House Farm (field no 2028) Sutton Road HR1 3NL (S130159/F)** Erection of 4 no poly-tunnels, following consideration.
Resolved that there was no objection and the Parish Council was very supportive of the scheme.
- 14.2 The Pastimes, Old School Close Sutton St. Nicholas HR1 3DJ (S130052/F)** – Variation of Condition 1 of Planning Permission DMS/111778/F. Following consideration. **Resolved that that there were no objections or comments.**
- Resolved that the Clerk inform Herefordshire Council of the Parish Council's decision.**
- 15. Planning Decision/Received**
To receive a report on planning decisions and planning applications received by Herefordshire Council and notified to the Clerk (Appendix 6 refers). Report noted.
- 16. Village Footpaths**
Report circulated and noted (Appendix 7 refers). **Resolved that the Footpath Officer be thanked for his informative report.**
- 17. Flooding within The Village**
The Parish Council was informed that eight locations had been reported to Amey, that job numbers had been received for three locations and that the Clerk was following up on job numbers for the remainder. **Resolved that the report be noted and the Clerk ask the Lenthsmen to clear debris from the highway between Ordys Farm and the Cresswells**
- 18. Grit Bins**
The Parish Council had requested that Herefordshire Council locate grit bins at various location across the village, there were two locations that Amey felt did not require one :- Willow Rise/Millway junction and Tumpy Lakes. John Murray had indicated that he would be willing to pay for two grit bins from the Golden Cross Social fund. **Resolved that the Clerk follow up on the offer made by John Murray**
- 19. Correspondence (not covered by a separate agenda item and for information only)**
19.1 Hereford Civic Society - invite to Event (Noted)
19.2 Herefordshire Council – Budget Presentation slides (Noted)

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- 19.3 HALC – West Mercia Local Policing Information (Noted)
- 19.4 Herefordshire Council – Local council Tax Support and Precept (Noted)
- 19.5 Herefordshire Council – New Budget Consultation (Noted)
- 19.6 HALC – SAM Papers (Noted)
- 19.7 Herefordshire Council – Hereford Locality Meeting (Noted Chairman and Clerk to attend)
- 19.8 Herefordshire Council - The Planning Application Process (Noted)
- 19.9 HALC – Information Corner 18 – January 2013 (Noted)

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

- Community Led Plan
- Sutton Playing Field
- Lengthsman Scheme
- Footpaths
- Flooding
- Village Website

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

Monday 4th March 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
02/01	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
02/02	01/10/12	9	Parish Council Website	Resolved that- the Clerk liaise with designers with a view to the possible use of Facebook and Twitter as well	Clerk		Work in progress

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
02/03	01/10/12	11	Sutton Walls Closed Landfill	Resolved that the Parish Council would wait for the final report to be published before deciding when a meeting should be held.	Clerk	Final Report received to be circulated at meeting 7/01/13	Pending
02/04	01/10/12	13	Sutton Playing Field	Cllr Andrews was authorised to get the maintenance work recommended by Allianz done.	Cllr Andrews	Agenda Item for 7 th January 13	Work in Progress
02/05	03/12/12	5.1	Ward Councillors Report- Golden Cross Crossroads	The Clerk contact Andrew Lee-Jones (Amey) to arrange a site meeting regarding the junction at the Golden Cross	Clerk	Meeting arranged for 12 th February	Work in Progress
02/06	03/12/12	5.3	Questions from other members of the public – Lack of white lines on the Sutton to Hereford road.	Councillor Guthrie be requested to raise the matter with Amey	Councillor Guthrie	Councillor Guthrie has contacted Amey. White lining requests will get inspected then added to the list for prioritisation- the work schedule takes place every couple of months	Work in Progress
02/07	03/12/12	12	Section 106 monies- Sutton Playing Field	The Clerk gets the required quotes, which should be forwarded to Councillor Guthrie who will liaise with Herefordshire Council	Clerk	Quote received for work to the entrance, (given to Cllr Guthrie at meeting) seeking a quote for hard standing work	Work in Progress
02/08	07/01/13	5.1	Ward Councillors Report	Clerk follow up on the request by Marden and Bodenham Parish Councils to do a joint	Clerk	Email sent to Marden Clerk waiting for reply	Work in progress

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
				Neighbourhood Plan with Sutton St. Nicholas			
02/09	07/01/13	6	Village Hall	The Clerk to inform the school accordingly	Clerk	Email sent	Completed
02/10	07/01/13	8	Precept 2013/14	The Clerk inform Herefordshire Council accordingly.	Clerk	Return sent to Herefordshire Council (see agenda 04/02/13) item 7	Completed
02/11	07/01/13	9	Asset Transfer	the Clerk ask Herefordshire Council to consider transferring the following to the parish council •Sutton Playing Fields •Open land at Willow Rise/Millway	Clerk	Enquires made awaiting appointment	Work in progress
02/12	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	Contact made and requirements outlined.	Work in progress
02/13	07/01/13	16	Village Footpaths	The footpath officer have a look at Willowbrook Field entrance/footpath and report back	Footpath Officer		Work in progress
02/14	07/01/13	18.4	Correspondence	Clerk to attend Herefordshire Council Budget 13/14 second meeting	Clerk	Clerk attended	Completed
02/15	07/01/13	18.9	Correspondence-Council Tax Benefit Relief	The Chairman send the suggested letter to Mr Pickles, with a copy to Bill Wiggins	Chairman	Letter sent	Completed

Appendix 2

Ward Councillor's Update Report

Speedwatch

I hope to have a meeting with Cllr. Sally Robertson and the Cabinet Member Roger Phillips, in order to discuss the possibility of a Speedwatch pilot scheme in Herefordshire. This meeting will be arranged around the same time that the new Police Commissioner Bill Longmore is scheduled to talk to Members on 14th February 2013.

Finance Update

Overall position:-

- Government funding for Herefordshire cut by £5.5 million (6.9%)
- Overall savings required are nearly £10 million because we need to meet increased demand for services such as Adult Social Care

The Cabinet Member Cllr. Tony Johnson has advised me that he would be able to attend a future Parish Council (if Councillors request this) in order to give a talk on this matter and provide more details accordingly.

NHS 111 – New telephone Number

The new NHS 111 number will take over from the current NHS Direct 0845 4748 telephone number in March this year. NHS 111 will be for people needing medical assistance when it is not life threatening. NHS Direct will be responsible for delivering the 111 service in Herefordshire and the West Midlands.

Appendix 3

Local Policing Team

Hereford Rural North and East

Your local Policing Team consists of :-

Police Constable Neil James 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 1st to 31st January 2013.

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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

The Theft of a Motor Vehicle occurred between 5pm 2nd and 10am 3rd January at a Farm in Moreton on Lugg. The land owner runs a farming business at the location and there are a number of agricultural vehicles stored in an open metal shed. When the victim returned to the site they discovered that a large agricultural vehicle, a red Manitou Registration X 52 EBM, valued at £16,000, had been stolen. The offenders had attempted to drive the vehicle over the fields but due to bad weather it appears to have become stuck in the mud. They have then driven off through front gates. The vehicle is still outstanding.

Persons unknown have stolen a Pedal Cycle between 00.30am and 7am on 11th January from the rear garden of a property in Moreton on Lugg. The cycle, a 1950`s model, was in the process of being renovated and was left unlocked. Persons unknown have gained entry to the rear garden via a side gate which had been left open. The cycle is still outstanding.

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Appendix 4

Budget Monitoring Report as at 4th February 2013

Income	Actual 2010/11	Actual 2011/12	Budget 2012/13	Actual to date 2012/13	Variance
Precept	18,500.00	18,500.00	18,500	18,500.00	0.00
Bank Interest	0.00		0	0.00	0.00
Other	0.00	10.10	0	100.00	-100.00
Section 106 income claim	0.00	0.00	0	0.00	0.00
Playbuilder Grant	33,480.00	0.00	0	0.00	0.00
Hire of Hall	885.00	0.00	0	0.00	0.00
Technology Grant	0.00	0.00	0	446.80	-446.80
Community Led Plan Grant	750.00	0.00	0	0.00	0.00
Lengthsmans Scheme	1,153.10	1,070.11	1000	0.00	1,000.00
Bursary	0.00	62.50			
VAT recovered estimate	0.00	0.00	0	3,855.64	-3,855.64
Total Income	54,768.10	19,642.71	19,500	22,902.44	-3,402.44
Expenditure					
Clerks Salary	2,478.48	2,716.92	3,505.00	3,023.98	-481.02
Admin/Office Expenses	83.17	240.94	248.00	342.73	94.73
Training	0.00	215.00	200.00	9.00	-191.00
Cleaning (Not Village Hall)	0.00	0.00	300.00	0.00	-300.00
Subsidy to Village Hall	0.00	0.00	485.00	406.17	-78.83
Insurance	1,170.57	2,485.79	2,060.00	2,291.98	231.98
Membership Subs	265.76	247.04	260.00	300.20	40.20
Auditors	393.63	925.00	405.00	402.00	-3.00
Services Repairs and Maintenance	2,309.59	5,331.82	2,000.00	2,139.50	139.50
Lengthsman	1,140.46	552.90	1,000.00	390.00	-610.00
Donations	25.00	50.00	180.00	525.00	345.00
Elections	0.00	69.72	0.00	0.00	0.00
Loan repayment	8,597.74	8,597.74	8,600.00	8,597.74	-2.26
Parish Plan	0.00	915.75	0.00	595.26	595.26
SIDs	817.52	200.00	250.00	240.00	-10.00
Rent	251.00	5.00	7.00	0.00	-7.00
Legal Fees	3,437.50	250.00	0.00	0.00	0.00
Technology Grant	0.00	0.00	0.00	446.80	446.80
Village Hall Lease	200,000.00	0.00	0.00	0.00	0.00
Playground Project	20,007.00	18,778.45	0.00	0.00	0.00
Community Garden Project	1,500.00	379.99	0.00	0.00	0.00
Section 106 Exp	289.52	0.00	0.00	0.00	0.00
Hire Hall	0.00	0.00	0.00	0.00	0.00
Vat	0.00	4,055.85	0.00	0.00	0.00
Total Expenditure	242,766.94	46,017.91	19,500.00	19,710.36	210.36

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Appendix 5

Dates of future Parish Council Meetings

Date of Meeting	Type of Meeting	Stubs/Statement Sign off	Key Agenda Items	Comments
7 th January 2013	Parish Council	Clr Winnell		
4 th February 2013	Parish Council	Clr Mansie		
4 th March 2013	Parish Council	Clr Andrews		
26 th March 2013	Finance Committee		<ul style="list-style-type: none"> • Review Risk Register • Review of Internal Audit • Review Standing Orders • Review Financial Regulations • Review Asset Register 	
2 nd April 2013	Parish Council	Clr Burke		
7 th May 2013	Parish Council		<ul style="list-style-type: none"> • Adoption of Accounts • Review and sign off of Audit Commissions Annual Return 	
20 th May 2013	Annual Meeting of the Parish Council	N/a	<ul style="list-style-type: none"> • Election of Chair and Vice Chair • Appointment of members to the Finance Committee. • Appointment of members to the Planning Committee. 	Must be held during May of each year. During an election year it must take place on the forth day after the date of the election or within 14 days thereafter. The First agenda item be the election of the Chair.
20 th May 2013	Parish Meeting	N/a		The forum is for the Parish Council to engage with the local electorate. Must assemble annually on a day between 1 st March and 1 st June.
3 rd June 2013	Parish Council	Clr Gow	<ul style="list-style-type: none"> • Adoption of the minutes of the Annual meeting of the Parish Council. 	
1 st July 2013	Parish Council	Clr Glover		
5 th August 2013	Parish Council	Clr Winnell		
2 nd September 2013	Parish Council	Clr Mansie		
7 th October 2013	Parish Council	Clr Andrews		
4 th November 13	Pariah Council	Clr Burke		
2 nd December 13	Parish Council	Clr Gow		
9 th December 13	Finance Committee	N/a	<ul style="list-style-type: none"> • Budget Monitoring and Review • Consider Precept for 2014/15 	

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
113593	Planning Permission	The Lane Sutton St. Nicholas Hereford HR1 3AT	Conversion of two barns (one listed) into two dwellings and construction of new dwelling	15/01/13	Approved with Conditions	03/09/12
113584	Listed Building Consent	The Lane Sutton St. Nicholas Hereford HR1 3AT	Conversion of two barns (one listed) into two dwellings and construction of new dwelling	15/01/13	Approved with Conditions	03/09/12

Footpaths Officers Report

The Area Warden, Rachel Dixon, has recently inspected the footbridge at the rear of Freens Court (ST 3) and has informed me that it is still safe to use but during this bout of bad weather we've been having, I will be monitoring it on a regular basis. It is slightly twisted but this is down to the weathering that it has received and will be replaced in the coming months with a metal construction at a length of 7mts and gated at both ends. (last inspected 2 years ago)

Green Lane / Willowbrook - This looks like it could be one of those annoying little problems. This certainly is a problem and will need to be rectified as soon as the weather allows. The cause is more likely to be a blocked land drain and needs further investigation to find where it actually runs from and to. I will report it to the Area Warden and get advice on this and make enquiries in the village as to who the land owner is.

Sutton Walls (ST 2) - A few fallen trees to remove from over the path. The weather is against us at present and makes it a bit difficult to work. When we have a dry period, I'll make in roads to getting them removed.

I have introduced myself to some of the Farming Community and have others to visit. The information that they have given has been very useful and I thank them very much for this. I have had one request from Hill Farm. Would all walkers and dog owners please use the styles rather than walk through the big gates. This is down to people leaving gates unlocked and livestock being able to get out. He also reminded me to let everyone know that lambing season is underway or will be shortly and has asked that all dogs be kept on leads if in fields with livestock.

Old and damaged way markers - These will be replaced with new ones in the coming weeks.

Styles - At present, 3 have been identified for renewal and I will be contacting the Area Warden to have new ones sent out to the relevant land owners. These are sent out free of charge.