

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 March 2013. SPC/TF/045

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 Two

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/044 Monday 4th February 2013.

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

3. Declarations of Interest

Councillor Richard Andrews declared a Personal Interest, in Agenda item 14.1; there were no requests for new Disclosable Pecuniary Interest dispensations.

4. Herefordshire Council Cabinet Member

Councillor Johnson (Cabinet Member Financial Management) gave a talk on Herefordshire Council's Finance:-

- For 2013/14 the council will have to fund £16.5m additional expenditure/loss of grants
- Council Tax up by 1.90% which will increase a band D house by 45p per week.
- Council Tax represents 45% of the Council's income, with the remainder being made up of government grants and other income.
- The council currently spends £8.7m subsidising bus fares.
- Herefordshire Council gets less per head of population when compared to urban and city councils.
- Currently the Council's reserves stand at £6.1m reducing to some £4.9m by the end of 2013/14.
- It is likely that the reductions for 2014/15, 2015/16 will have a bigger impact than those made in 2013/14.

The Parish Council thanked Cllr Johnson for his presentation.

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

There were seventeen actions requiring completion 8 were completed, 6 were in progress and 3 were closed. (Appendix 1 refers)
6. **Questions/Issues on any matter, from members of the public present.**
 - 5.1 **Ward Councillors Report**

Councillor Guthrie presented 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**

Cllr Glover informed the Parish Council that he had received a query from a Kim Carter regarding the lack of dog litter bins across the village. The Parish Council was also informed that this issue was being looked at as part of the Community Led Plan process. The Parish Council requested that dog owners continued to take their litter home until the outcome of the Community Led Plan process was known.
7. **Financial Report**
 - 7.1 **Confirmation of Balances** £23,595.43
 - 7.2 **Receipts**
 - i. National Association of Local Councils - £87.50 (Clerks training Bursary)
 - 7.3 **Invoices for payments**
 - i. SLCC £150.00 (Registration for the Certificate in Local Council Administration
 - ii. R. A. Ford £28.18 (Ink cartridges and Paper)
 - iii. Clerks Salary £ 199.56

Resolved that the above payments be approved and the cheques signed
8. **Community Led Plan**

The Parish Council was informed that work was continuing on firming up actions for each objective identified and that the next meeting would be held on 12th March 2013.
9. **Village Website**

The Parish Council was informed that one presenter was able to do a presentation; however a wireless connection would be needed, which was not available at the Village Hall, the other presenter had been chased and the Clerk was waiting for a reply.

Resolved that

 - i. **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.**
 - ii. **The presenters be informed that the deadline for presentations was the April 2013 Parish Council meeting.**

10. Sutton Playing Field

Councillor Andrews informed the Parish Council that all the required work had been completed except for the following issues:-

- A survey be made of the plants around the border to determine the presence of poisonous plants.
- Shock absorbing surface beneath swings has filled up with mud and grass rendering it ineffective.

Resolved that the Clerk:-

- i. Write to Allianz requesting information on what plants they deemed poisonous.**
- ii. Request from Herefordshire Council the cost of carrying out such a survey.**
- iii. Write to Active Gardens getting confirmation that the action by the Council regarding surface under the swing was effective.**

11. Golden Cross Junction – Traffic Regulation Order

Councillor Guthrie informed the Parish Council of the new process relating to Traffic Regulation Orders, which included Ward Members consulting locally with any resident that may be affected by an order. The Ward Member was also required to establish whether the introduction of a Traffic Regulation Order would achieve the desired objectives. A discussion followed during which both members of the public (John Murray and Anna Toon) objected to the installation of double yellow lines.

Resolved

- i. That the Parish Council supported the introduction of double yellow lines at the junction and that Councillor Guthrie be requested to formally request a Traffic Regulation Order.**
- ii. The Clerk to put notices in the Sutton News, on the Village Website and on the notice board by the bus stop and the Village Hall notice board requesting parishioner's views regarding double yellow lines at the junction be sent to Councillor Guthrie.**

12. HM Revenue & Customs- Real Time information(RTI)

From 6th April 2013 it will become a requirement

- To send to the HMRC details every time the Parish Council pays an employee, at the time they are paid.
- Use payroll software to send the details electronically as part of the Parish Councils payroll process.

As the Parish Council has less than nine employees the Parish Council is allowed to use one of the free payroll software packages or HMRC's free basic PAYE Tool. It should be noted that the RTI version of Basic PAYE Tools for 2013-14 is not yet available. The Risk Register has been updated. The Clerk recommended that the Parish Council use HMRC's free basic PAYE Tool.

Resolved- that the Parish Council should use the HMRC's free basic PAYE Tool.

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13. Laptop Computer

The Parish Council considered the need for a new Laptop Computer

Resolved that the Clerk be authorised to spend up to £500, and that a cheque be signed by authorised signatories on the production of a valid receipt..

14. Planning

The Parish Council considered the following;-

14.1 Barn House Sutton St. Nicholas Hereford HR1 3AT-

(DMS/130459/K) Fell 4 x Cherry trees, 1 x Rowan, 1 x Douglas Fir, 2 x Apple, 1 x Prunus, 1 x Field Maple and 2 x Western Red Cedar trees, Re-coppice 1 x Ash coppice stool.

Resolved that there were no objections or comments

14.2 Old School House, Old School Close Sutton St. Nicholas, HR1 3DJ- (130289/FH) Proposed two storey extension to side of property.

Resolved that there were no objections and comments that the current design was not in keeping with the current building (eg the Garage doors.)

14.3 Rose Villa Farm, Sutton St. Nicholas HR1 3BJ- (122786/F) – Proposed conversion of barns to 2 no. dwellings to be used in conjunction with Rose Villa Farm.

Resolved - that there were no objections or comments.

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

15. Planning Decision/Received

The Parish Council received a report on planning decisions and planning applications received by Herefordshire Council and notified to the Clerk (Appendix 4 refers)

16. Village Footpaths

Bearing in mind the detailed report presented to the last meeting and the likely work load of the footpath officer the Parish Council felt that in future quarterly reports would be in order.

Resolved - that the Clerk agrees the future reporting requirements with the Footpaths Officer.

17. Flooding within The Village

The Parish Council was informed that 9 locations had been identified within the village and that 5 had Amey job numbers. (Appendix 5 refers)

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Councillor Guthrie informed the Parish Council that she would be arranging for Councillor Hamilton (Cabinet Member Environment Housing and Planning) to visit Sutton St. Nicholas to discuss flooding issues within the village.

18. **Grit Bins**

The Parish Council was informed that the Clerk had requested from Amey the cost for two grit bins, once received John Murray would be informed.

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

19.1 **Sutton Primary Academy** – Notification of Planning Application (Noted)

19.2 **Hereford Civic Society** – Invite to Early Years of Hereford Civic Society at 40. (Noted)

19.3 **HALC** – Information Corner- 26/02/13 (Noted)

19.4 **Herefordshire Council** – Invite to Assessing Rural Need Workshop. (**Councillors Burke and Mansie to attend Clerk to inform Herefordshire Council**)

19.5 **Herefordshire Council** – Invite to Faster Broadband Project Launch Event.(Noted)

19.6 **Herefordshire Council** – Herefordshire Council Local Plan – Core Strategy Drop in meeting. (Noted)

19.7 **Marden Parish Council** – Requesting dates for joint meeting to discuss joint Plan. (**Councillors Mansie and Stevenson to attend Clerk to inform Marden Parish Council**)

19.8 **Herefordshire Council** – Neighbourhood Planning Newsletter and Questionnaire results. (Noted)

19.9 **NALC** – invite to Putting Communities First Conference. (Noted)

19.10 **Councillor Guthrie** – Met Office Cold Weather Alerts. (Noted)

19.11 **HALC** – Information Corner – 11/02/13 (Noted)

19.12 **Councillor Guthrie** – Herefordshire Council Chairman's Newsletter. (Noted)

19.13 **HALC** – Real Information Event.(Noted)

19.14 **Boundary Commission for England** – Postponement of the Parliamentary Constituency Boundary review until 2018. (Noted)

19.15 **Herefordshire Council** – Herefordshire Diamond County Awards.(Noted)

19.16 **Herefordshire Council** – Records Office Development. (Noted)

19.17 **Community First** – Cheaper Energy Partnership.

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

- Village Website
- Sutton Playing Field entrance improvements.
- Flooding within the village

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

Tuesday 2nd April 2013 at 7.15pm in Room 2 at the Village Hall

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Appendix 1

Status of Actions from Previous Meetings

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
03/01	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	Completed
03/02	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		Closed linked to 3/10
03/03	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 and circulated at meeting 7/01/13	Closed
03/04	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 4 th March 13	Work in Progress
03/05	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 held on 12 th February	Completed
03/06	03/12/12	5.3	Questions from other members of the public – Lack of white lines on the Sutton to	Councillor Guthrie be requested to raise the matter with Amey	Councillor Guthrie	Councillor Guthrie has contacted Amey. White lining requests will	Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
			Hereford road.			get inspected then added to the list for prioritisation- the work schedule takes place every couple of months	
03/07	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	Waiting for quotes	Closed linked to 03/12
03/08	07/01/13	5.1	Ward Councillors Report	Clerk follow up on the request by Marden and Bodenham Parish Councils to do a joint Neighbourhood Plan with Sutton St. Nicholas	Clerk	Marden Members have requested a meeting	Work in progress
03/09	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	Previous appointment with David Powell cancelled at the last moment . Clerk to make another appointment	Work in progress
03/10	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. Update agenda item 9	Work in progress
03/11	07/01/13	16	Village Footpaths	The footpath officer have a look at Willowbrook Field entrance/footpath	Footpath Officer	Formed part of the Footpath Officers report and now on the village flood	Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
				and report back		list.	
03/12	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		Work in Progress
03/13	04/02/13	14	Planning - Field House Farm (field no 2028)	The Clerk informs Herefordshire Council of the Parish Council's decision.	Clerk	Email sent	Completed
03/14	04/02/13	14	Planning - The Pastimes,	The Clerk informs Herefordshire Council of the Parish Council's decision.	Clerk	Email sent	Completed
03/15	04/02/13	16	Village Footpaths	the Footpath Officer be thanked for his informative report.	Clerk	Email sent	Completed
03/16	04/02/13	17	Flooding within the Village	the Clerk ask the Lenthsmen to clear debris from the highway between Ordis Farm and the Cresswells	Clerk	Email sent	Completed
03/17	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

Ward Councillor's Update Report

Highways Matters

A site meeting was held on 12th February 2013 with Andrew Lee-Jones (Lead Engineer – Traffic) Amey Herefordshire, in order to discuss with him the concerns relating to the crossroads (ref: speeding and parking) and how the problems might be resolved. He suggested that double yellow lines possibly might be a solution to the parking problem at the crossroads. He then advised of a new consultation process regarding Traffic Regulation Orders. The new process involves the Local Ward Member becoming the first port of call for information of the Parish Council and to liaise with residents where appropriate, in order to achieve a shared view or general consensus.

After viewing the crossroads Andrew Lee-Jones visited several areas that flood regularly. These were duly documented and forwarded onto the Amey Team that deal with flood issues.

Speedwatch

On 14th February 2013, Cllr. Sally Robertson and I had an opportunity to speak to the new Police Commissioner (Bill Longmore) about piloting a Speedwatch Scheme. We hope to arrange a meeting with him to further discuss the possibility of a potential Speedwatch Scheme.

Herefordshire Council Consultations

Herefordshire Local Plan – Core Strategy 2011 – 2031 (draft)
Community Infrastructure Levy (CIL) – preliminary draft charging schedule

Have your say on these draft documents. The consultations will run from 4th March to 22nd April 2013. Supporting documents to the Core Strategy and CIL can be found on the Council's website at www.herefordshire.gov.uk/ldf or can be obtained at any library or info centre in the County.

Comment online, by post or call 01432 383357 for a copy of the questionnaire.

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 28th February 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

An Assault occasioning Actual Bodily Harm occurred between 6.50pm and 7.06pm on 10th February at Marden. Between these times a family were seated having dinner. An argument began between two family members, which culminated in the offender hitting the victim in the face with the right fist causing a swollen and reddened left eye, and an injury to the forehead. As a consequence the offender was arrested and issued with a REPRIMAND on 11th February.

A Wounding with Intent to do Grievous Bodily Harm occurred between 4.30 and 4.43pm 19th February at Sutton St Nicholas. The victim was walking his daughter and their dog past the offender's house. One of the offender's dogs jumped the gate and attacked the victim's dog. The victim has entered the offender's driveway to inform him. An argument then occurred between both persons and the end result was that the victim was struck with a metal implement multiple times. The victim sustained a bump to back of the head and gash to the front left of his forehead where the skin was broken. The offender was subsequently arrested and is currently on Police Bail with conditions.

A Burglary Non Dwelling occurred between 9am 24th December 2012 and 4pm 21st February 2013 at Sutton St Nicholas. Persons unknown entered the farm workshop, which may have been open, and stole two Stihl strimmers and two chainsaws

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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
130459	Works to trees in a conservation	Barn House Sutton St. Nicholas HR1 3AT	Fell 4 x Cherry trees, 1 x Rowan, 1 x Douglas Fir, 2 x Apple, 1 x Prunus, 1 x Field Maple and 2 x Western Red Cedar trees, Re-coppice 1 x Ash coppice stool.	Mr. M Andrews	Barn House The Lane Sutton St. Nicholas HR1 3AT	4 th March 2013
130159	Planning	Field House Farm (Field no 2028), Sutton Road, Cross Keys HR1 3NL	Erection of 4 no polytunnels	Mr G Creed-Newton	Sheperds Cottage Eastwood Ledbury Herefordshire HR8 2RP	4 th February 2013.

Appendix 5

Locations of Reported Floods within the Village

No	Location	Amey Job Number
1	Outside Brook House(New Vicarage)	Yes
2	Junction Ridgeway/Millway	No
3	Sutton to Marden Road after the Sutton St. Nicholas sign	Yes
4	Outside Pool House	No
5	Churchway (Elmstone)	No
6	Sutton/Marden Road outside Watersheep	Yes
7	Marden side of the Post Office	No
8	The Rea – (WillowBrook)	Yes
9	Between Ordis Farm and the Cresswells	Yes