

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 6th August 2012.

SPC/TF/038

Councillors Present

Cllr Bill Glover (Vice Chairman)

Cllr Richard Andrews

Cllr Anne Burke

Cllr Mike Winnell

Clerk Tony Ford

Member of the public One

1. Apologies for Absence

Apologies were received and accepted from Councillor Stevenson, Councillor Mansie and Councillor Gow.

2. Receive, approve and sign the Minutes of the Ordinary Parish Council Meeting no SPC/TF/037 Monday 2nd July 2012.

The minutes were signed by the Vice 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 12 actions required completion 5 were completed, 1 outstanding, 5 are in progress and 1 closed, (Appendix 1 refers) In addition the Clerk informed the Parish Council that Ruth Johnston has confirmed that she will continue as Licensee (ref 08/03). The Parish Council was also informed that with regards to Section 106 monies The Council's Planning Obligations Manager has confirmed that the Council receives the Section 106 monies and are the responsible authority for spending the money. They liaise with the Ward Councillor with regards to expenditure. (ref 08/06)

Resolved that Councillor Guthrie raise the matter of using Section 106, monies for traffic calming measures within the village.

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

5.1 Ward Councillors Report

Councillor Guthrie gave her report (Appendix 2 refers)

Resolved that in relation to Highways Matters Councillor Winnell attend the meeting with Councillor Guthrie

5.2 Local Police Report

The Parish Council was informed that PC James had retired and that no information had been received regarding his replacement.

Resolved that the Clerk write to PC James thanking him for his support.

5.3 Questions from other members of the public

John Murray the Landlord of the Golden Cross Pub informed the Parish Council that he had received a letter from Herefordshire Council relating to *Park & Share and Park & Cycle*, and that he had informed Herefordshire Council that he had no spare parking available, however he had asked Herefordshire Council's Project Officer (External Funding) to contact the Parish Clerk.

John Murray also informed the Parish Council that he was aware of a local Publican, who with the support of his local Parish Council is in the process of

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closing his overflow car park so that users can park on the road in the hope that this will help reduce the number of vehicles speeding through their village.

6. Financial Report

6.1 **Confirmation of Balances** £21,255.17

6.2 **Receipts** - None

6.3 **Invoices for payments**

i. Clerks Salary £271.18

Resolved that the above payment be approved and cheques signed

7. Village Hall

The Clerk has written to the Chairman of the Herefordshire Marches Federation of Schools and waiting for a reply

Resolved that this item was deferred to the next meeting.

8. Village Hall Management

In Councillors Gow's absence the Parish Council was informed that Councillor Gow had requested that the Parish Council considers the future management arrangements for the Village Hall.

Resolved that this item was deferred to the next meeting.

9. Footpaths within the Village

The Parish Council has received a letter of resignation from the Volunteer Parish Footpath Officer; there was now a need to advertise for a new volunteer.

Resolved that the Clerk put an advertisement in the Sutton News for a Volunteer Parish Footpath Officer.

10. Neighbourhood Development Plan

The Parish Council has received a request from Marden and Bodenham Parish Councils to produce a joint Neighbourhood Development Plan; however the Parish Council was mindful of the Local Government Boundary Commission changes.

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.

11. Local Government Boundary Commission

The Parish Council was informed that under the Local Government Boundary Commission review it was proposed that the Parish of Sutton St. Nicholas would be split from Marden and Moreton on Lugg, It was also intended that Sutton St. Nicholas Parish be in a ward with Withington and Ocle Pychard. Traditionally Sutton has had strong links with Marden, which will be affected by any separation. There was also a concern that Sutton would lose ward Councillor Cllr Guthrie. The Parish Council had also received notification from Herefordshire Council advising that at its meeting on 20th July the Council was to agree to proposals for a new pattern of wards.

Councillor Guthrie informed the Parish Council that at Herefordshire Council's Council Meeting on 20th July the proposed ward changes were not passed.

Resolved that the Clerk write to the Boundary Commission informing them that the Parish Council did not support the ward changes relating to the Sutton Ward. With copies of the letter be sent to the Parishes of Marden and Moreton on Lugg

12. Safeguarding Public Money

With the likely repeal of s.150 (5) of the Local Government Act 1972 relating to the requirement that every cheque or order for the payment of money shall be signed by two members of the Council, guidance on good practice has been has been

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published by the Joint Practitioners Advisory Council (JPAC) It should be noted that although two signatures might not be need, two signatures will remain good practice.

The Clerk recommended that compliance with the framework to safeguard public money for Councils in England becomes a Risk Register item and that two signatures continue to be the policy of the Parish Council.

Resolved that that the Clerk updates the Risk Register and that two signatures continue to be the policy of the Parish Council.

13. Equality and Diversity Policy

The Parish Council considered the draft Equality and Diversity Policy previously circulated.

Resolved that the Policy be adopted

14. Health and Safety Policy

The parish Council considered the draft Health and Safety Policy previously circulated.

Resolved that the Policy be adopted

15. Sutton Walls Closed Landfill

The report pertaining to Sutton Walls is still being reviewed by Herefordshire Council, the Environment Agency (EA), Health Protection Agency (HPA) and Herefordshire Primary Care Trust (PCT).

Whilst the draft report is being reviewed and finalised, consultants are putting together a scope for further works, which have been recommended within the conclusions of the report.

Herefordshire Council has written to residents of the properties in the areas, which may be affected by these further works and have invited them to a meeting to explain the findings of the report and discuss further works.

The final report will be publicly available in September.

The Parish Council needs to agree the way forward.

Resolved that the Parish Council wait until the report is made public, and then decide what action to take.

16. Broadband Project

The Parish Council was informed that the Borders Broadband project is reaching its final stages of the procurement process to secure a telecommunication company to design, build and operate a wholesale broadband network in rural Herefordshire and Gloucestershire. The update was noted

17. Community Garden

Councillor Andrews updated the Council on progress, it was agreed that the beds at the far side of the garden have been completed, however a bit of general tiding up was required. Councillor Andrews would up the Parish Council at the next meeting.

18. Sutton Playing Field

Councillor Andrews highlighted that the hedge required trimming.

Resolved that

- i. a quote for the work be presented to the next meeting and
- ii. The clerk tries to ascertain who is responsible for the border to the right looking from the road.

19. Lengthsman Scheme – Winter Maintenance Self-help Scheme 2012/13

The Parish Clerk informed the Parish Council that an application was received form from Amey relating to delivery of salt to Parish Councils enabling them to set

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priorities for road treatment by the Lengthsman If the Parish Council would like to be considered for this scheme an application must be returned by 7th September.

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 and ascertain the likely amount of salt involved.

20. Parish Councils Laptop

The Parish Council was informed that the cost of software upgrade will be £100 for Office 2010 and £50 for PDF a total of £150.

Resolved that £150 is spent on software

21. Parish Map

The Parish Council has received an A3 and A4 copy of the village 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.

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

Previously circulated

22.1 Herefordshire **Council** – Confirm that Herefordshire Council has adopted the Code of Conduct without amendment. (Noted)

22.2 **HALC** – Herefordshire Councils presentation and flowchart relating to the New Code of Conduct. (Noted)

22.3 **Department for Communities** and Local Government- Openness and transparency on personal interests a guide for councillors. (Noted)

22.4 **HALC** Information Corner 9th July 2012. Various topics. (Noted)

22.5 **HALC** Information Corner 18th July 2012. Various topics. (Noted)

22.6 **HALC** Information Corner 31st July 2012. Various topics. (Noted)

22.7 **HALC** Information Corner 3rd August 2012. Various topics. (Noted)

22.8 **NALC** Legal Topic Note on Neighbourhood Planning England. (Noted)

22.9 **Herefordshire Council** – changes to bring recycling Service. (Noted)

22.10 **Home Point** – Homepoint Advertising and newsletter. (Noted)

22.11 **Herefordshire Council** – Herefordshire Partnership – (Noted)

- A special news letter – Herefordshire Council's Root and Branch reviews
- Key Points reported by Cllr Bowen Police Authority Member to the full Herefordshire Council meeting on 20th July
- A brief statement regarding Safeguarding Adults
- The West Mercia Police Authority Newsletter (to be put on the Parish Council website.

22.12 **Herefordshire Council** – Pride of Herefordshire Awards. (Noted)

22.13 **Herefordshire Council** – Future delivery of the Registration Service of Births, Deaths and Marriages in Herefordshire. (Noted)

22.14 **Herefordshire Council** – Invitation to take part in a Housing Allocation Policy consultation. (Noted)

22.15 **Herefordshire Council** - News release relating to Review of Amey service delivery partnership. (Noted)

22.16 **Herefordshire Council** – Funding Opportunity VITAL Herefordshire LEADER grants. (Noted)

23. Matters related to the Clerk for Agenda of Next Meeting

- Village Hall
- Village Hall Management.
- NALC Advice

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

Monday 3rd September 2012 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
08/01	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 th June 2012. and has agreed to attend a future meeting to discuss in more detail	In Progress
08/02	05/12/11	9	Budget 2012/13 (participatory budgets)	Clerk to develop a process/timetable for the 2013/14 precept process	Clerk		Outstanding
08/03	22/04/12	8	Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them	The Clerk follow up the issue of the Licensee (Village Hall) as previously mentioned.	Clerk	There is a full licence in the name of Ruth Johnston. Regarding alcohol covered until 11pm if required after 11pm a temporary event notice is required. Ruth Johnston will to continue as Licensee	Completed
08/04	11/06/12	15	Village Hall	Enquire if Amey are contracted to cut the grass in the Community Garden.	Clerk	Emailed Amey awaiting reply	In Progress
08/05	11/06/12	15	Village Hall	Seek to identify the Chairman of Herefordshire Marches Federation of Academies	Clerk	Identified as Gaynor Corrick.	Completed
08/06	02/07/12	5	Questions from other members	the Clerk find out if	Clerk	The Council's Planning	Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
			of the public	Section 106 monies were available		Obligations Manager has confirmed that the Council receives the Section 106 monies and are the responsible authority for spending the money. They liaise with the Ward Councillor with regards to expenditure.	
08/07	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	Inprogress
08/08	02/07/12	7	Code of Conduct for Councillors	The New Code of Conduct is adopted and that the Chairman of the meeting signs a copy.	Cllr Glover	Code signed by Vice Chairman at the meeting	Completed
08/09	02/07/12	8	Footpaths within the Village	The Clerk inform Howard Prestage to pass all queries to the Clerk	Clerk	Howard Prestage has resigned, Agenda item for 6 th August	Closed
08/10	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
08/11	02/07/12	13	St Michaels	The Clerk raise	Clerk	Cheque	Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
			Churchyard	a cheque for £500.00 to be signed by authorised signatories The Clerk informs the Chairman of the Sutton St. Nicholas Parochial Church Council of the Parish Councils decision.		raised and sent to Treasurer with a covering letter.	
08/12	02/07/12	14	Queens Birthday Honours	The Clerk writes to Captain Gardner on behalf of the Parish Council, congratulating him on his MBE.	Clerk	Letter sent	Completed

Ward Councillor's Report – Sutton St. Nicholas Parish Council Meeting of 6th August 2012

Highways Matters

I have booked a meeting with Andrew Lee Jones (Lead Engineer – Traffic, Amey Herefordshire) in order to follow up on Highways matters within the Ward area. In particular I will bring to his attention the main issues with regard to Sutton St. Nicholas, such as the concerns around speeding traffic. I will seek his advice with regards to, whether there are any possible traffic calming measures to address this issue. In addition, I hope to arrange a meeting with PC Bob Haynes, West Mercia Police Traffic Management Adviser in order to discuss speed enforcement within the Ward area.

“Speed Watch”

Councillor Robertson has contacted me regarding “Speed Watch” which has been piloted in Bedfordshire, whereby volunteers are trained by Police to undertake speed monitoring. Cllr. Robertson has some people who would be willing to volunteer for this, if a “Speed Watch” initiative could be implemented. I am enquiring whether Sutton Parish Council would be interested in joining a possible “Speed Watch” scheme in the future (?)

Herefordshire Council Consultations

Herefordshire Council is consulting on the Housing Allocations Policy, which concerns the details of how affordable housing is allocated 3rd July to 1st October 2012. Adult Social Care Charging Policy. Herefordshire Council is reviewing how much people have to pay towards the cost of Adult Social Care Services 24th May to 20th August 2012. These consultations can be accessed via the Herefordshire Council website.