

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 7th January 2013. SPC/TF/043

Councillors Present

Cllr Judy Stevenson (Chairman)

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

Apologies were received and accepted from Councillor Richard Andrews.

2. Receive, approve and sign the Minutes of the Ordinary Parish Council Meeting no SPC/TF/042 Monday 3rd December 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 Interest, and no requests for new Disclosable Pecuniary Interest dispensations had been received.

4. Report from Clerk on actions from the last meeting

There were 14 actions requiring completion 5 were completed 6 were in progress 1 was pending and 2 were closed, (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). **Resolved that the Clerk follow up on the request by Marden and Bodenham Parish Councils to do a joint Neighbourhood Plan with Sutton St. Nicholas.**

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.

6. Village Hall

The Clerk informed the Parish Council that a planning application would be submitted in the near future on the basis that the matter of the gate was not a planning issue, but a tenancy issue between the two parties. Copies of the drawings were tabled and the Parish Council was given a chance to look at them. It was noted that the drawings did not have a gate accessing to the Community Garden.

Resolved - that the drawings were viewed positively and thanked the school for allowing the Parish Council to see the drawings before they were submitted to the Planning Department, and look forward to receiving the planning application. The Clerk to inform the school accordingly.

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7. Financial Report

7.1 Confirmation of Balances-£24,242.74

7.2 **Receipts** - None

7.3 Invoices for payments

i. **Jason Corrick**- £600.00 (Grass cutting at Playing Field)

ii. **Richard Morgan** - £314.67 (Supply and Installation (Free) of Baby changing unit £202.17p, clearing drains and removal of debris in kerb edge £112.50

iii. **Isobel Gibson** - £250.00 (Analysis and report for Community Led Plan)

iv. Clerks Salary - ££291.34

Resolved that the above payments be approved and the cheques signed in addition noted the loan repayment (Direct Debit) of £4,298.87 to the Public Works Loan Board.

8. Precept 2013/14

The draft 2013/14 budget was considered by the Parish Council. **Resolved that the Budget for 2013/14 (Appendix 4) be approved and that the precept for 2013/14 be set at £18,870, in addition the Clerk inform Herefordshire Council accordingly.**

9. Asset Transfer

The Parish Council was informed that Herefordshire Council had a scheme where they would transfer to Parish Councils publicly owned assets and that the process was by negotiation usually at an under value basis.

Resolved that the Clerk ask Herefordshire Council to consider transferring the following to the parish council

- **Sutton Playing Fields**
- **Open land at Willow Rise/Millway.**

10. Community Right to bid.

The Parish Council was informed that under this scheme communities had a statutory right to identify buildings or land that they considered to be of importance to their community's social well-being. The aim was if the asset came up for sale, the community would be given a fair chance to make a bid to buy it on the open market. If the nominated asset/s met the definition of an asset of community value, the local authority will list it; with the owner having a right to an internal review by the council, and a right of appeal to an independent tribunal against the result of the internal review.

Nothing further will happen unless and until the owner decides to dispose of the asset, either through a freehold sale or the grant or assignment of a lease, granted for at least twenty-five years.

Property would remain on the list for five years however a further application may then be made by the community.

Resolved that the Parish Council would wait and see how the scheme progressed.

11. Village Website

The Parish Council was informed that a request for ideas had been put in the Sutton News and that to date no replies had been received.

Resolved that the Clerk ask the remaining two interested parties to present their ideas on a possible Village Website to a Parish Council meeting..

12. Sutton Walls Closed Landfill

The final report (disc) had been received and was circulated at the meeting. The Environment Agency was waiting to hear whether there was any underspend available from their capital projects fund, which they could use to carry out further works as recommended in the conclusion of the report. Although Herefordshire

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Council, the Environment Agency and the Health Protection Agency are working together to scope further work, this may need to be adjusted in line with the amount of funding that could become available.

13. **Broadband Project**

The Clerk informed the Parish Council that Herefordshire Council, Gloucestershire County Council and BT had signed a £56.6m deal, which should enable 90% of homes and businesses in the two counties to have access to fibre broadband by the end of 2016, with the ultimate aim being to provide access to broadband speeds of 24 megabits per second (Mbps) or above for all who wanted it by 2018.

14. **Sutton Playing Field**

As Councillor Andrews had sent his apologies this item was deferred until the next meeting.

15. **Planning Decision/Received**

To receive a report on planning decisions made by Herefordshire Council and notified to the Clerk (Appendix 5 refers)

16. **Village Footpaths**

Herefordshire Councils Footpath Officer is to have a look at the footbridge at the rear of Freens Court (ST3 footpath). No other walks had taken place due to the flooding of some paths; once footpaths are dry logging will continue. In addition it was identified that there was a possible problems at Willowbrook Field entrance /footpath.

Resolved that the footpath officer have a look at Willowbrook Field entrance/footpath and report back.

17. **Flooding within The Village**

Amey has been informed of the following flood locations

- Outside Brook House
- Junction of Ridgeway Road and Millway
- Sutton to Marden Road after the Sutton St. Nicholas Sign.
- Outside Pool House
- Church Way
- Sutton/Marden Road, outside 'Watersheep
- Marden side by the old Post Office

The Clerk and the Ward Councillor will be monitoring progress.

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

18.1 **Mr Dove** – Copy of letter from Western Power Distribution explaining the reasons for interruptions. Contact number - Local Team Manager – Gary Lambert 01432 349141.

18.2 **Mr Nicholas** – Copy of letter to Bill Wiggin MP regarding road markings. -Amey informed. (Noted)

18.3 **Herefordshire Council** - Contact details regarding and help available in relation to Neighbourhood Plans. (Noted)

18.4 **Herefordshire Council** – Invite to Herefordshire Council Budget 13/14 second meeting on 17th January 2013.(Clerk to attend)

18.5 **Hereford Civic Society** - invite to Contemporary Libraries event.(Noted)

18.6 **Herefordshire Council** – link to the results of the recent 'Your Community Your say'.(Noted)

18.7 **Cllr Guthrie** – Flood Guidance Statement Update (Noted).

18.8 **Herefordshire Council** - Informing of a £4.00 charge for paper copies of planning applications. (Noted)

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18.9 **Herefordshire Association of Local Councils**- Information Corner information on Lenhthsmen Service, Precepts for 2013/14, Capping of Parish Councils, Council Tax Benefit Relief and suggested letter to Mr Pickles MP.
Resolved that the Chairman send the suggested letter to Mr Pickles, with a copy to Bill Wiggins .

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

- Community Led Plan.
- Village Website.
- Finance Committee.

20. Confirmation of Date, Time and Venue of the Next Meetings

Monday 4th February 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
01/01	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	Linked to 01/07	Closed
01/02	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
01/03	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
01/04	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
01/05	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
01//06	05/11/12	5.1	Ward Councillors Report- Golden Cross Crossroads	The Clerk liaises with Councillor Guthrie regarding the meeting with Amey.	Clerk	Linked to 01/07	Closed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
01/07	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	Email sent waiting for confirmation of date.	Work in Progress
01/08	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
01/09	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		Work in Progress
01/10	03/12/12	15.1	Planning - Land adjacent to Woodbine Cottage, Sutton St. Nicholas HR1 3BJ	Clerk informs Herefordshire Council of the Parish Councils decisions.	Clerk	Herefordshire Council notified	Completed
01/11	03/12/12	15.2	Planning - Automatic BT Exchange, Ridgeway Road, Sutton St. Nicholas HR1 3BA	Clerk informs Herefordshire Council of the Parish Councils decisions.	Clerk	Herefordshire Council notified	Completed
01/12	03/12/12	16	Local Government Boundary Commission report	The Clerk writes to the Commission agreeing with their recommendation and put a copy	Clerk	Email sent copy to Cllr Guthrie	Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
				of the summary on the website			
01/13	03/12/12	18.1	Correspondence (not covered by a separate agenda item and for information only) Mr Batchelor - Informing the Parish Council that he would not be putting in a quote	Clerk to write to him thanking him for his service over the years	Clerk	Letter Sent	Completed
01/14	03/12/12	18.3	Correspondence (not covered by a separate agenda item and for information only) Dean Wall (Community Support Officer	Clerk to put notice on Website)	Clerk		Completed

Appendix 2

Ward Councillor's Report

Extraordinary Meeting of the Council 4th January 2013

Electoral Review of Herefordshire – The Council considered and approved the proposals of the Local Government Boundary Commission for warding arrangements and a Council size of 53 a reduction from 58. Sutton Walls Ward remains exactly the same with no change.

Neighbourhood Planning

A questionnaire was sent out to all Parish Councils on 18th September 2012, whereby they were asked for their initial intention with reference to submitting a Neighbourhood Plan. Responses were requested by 16th November 2012. However, the Council's Neighbourhood Planning Team are happy to receive any additional completed questionnaires early in the New Year. It is important to note that "a register of intention at this stage is not a commitment to undertake a plan".

Highways

Regarding a site meeting to be scheduled (to discuss concerns relating to the crossroads) with Andrew Lee-Jones, Lead Engineer (Traffic) Amey Herefordshire, I would like to include a flooding issue at Churchway as well.

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 December 2012.

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.

In the past month there has been a sharp increase in the number of reported Dwelling Burglaries within the Territorial Policing area of Herefordshire. Although some of these Burglaries feature in the following pages this may be a prudent time to remind everyone the necessity to be vigilant and secure your own property/residence. In addition any suspicious activity of persons and/or vehicles should be reported as they occur to the Police on 0300 333 3000 rather than at a later stage.

Sutton Walls

Moreton on Lugg, Marden and Sutton St Nicholas

Due to recent publicity involving celebrities in the public eye a report has been received of an allegation of an historic sexual incident which occurred in the mid 70`s. The victim who lives on the Sutton Walls Ward has come forward. Enquiries are currently being investigated by a dedicated team.

An assault occurred between 8pm and 8.50pm on 7th December at Brook Farm, Marden. At the time both the victim and the suspect (both foreign Nationals) were employed and resided within the same caravan at the farm. The female sustained minor injuries to her head which required hospital treatment. The matter is currently being investigated.

An incident of Criminal Damage occurred to a glass panel adjacent to a front door of a property in Cedar Close, Moreton on Lugg at 11.10pm on 15th December. Police attended the scene and following enquiries a neighbour was arrested

Between 1am and 2.40am on 16th December a serious sexual assault occurred whilst the victim, a female, was en route from a night out in Hereford to her home address in the

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Sutton Walls Ward. The male offender has been arrested and interviewed regarding the matter and is currently on Bail pending further enquiries.

Between 9am and midnight on 18th December a theft occurred at Sutton St Nicholas. Unknown offenders accessed the property and stole a quantity of copper piping and a copper water cylinder which had been left leaning against an outbuilding.

Appendix 4

APPROVED BUDGET 2013/14

Income	2012/13	2013/14	Notes
Precept	18,500	18,870	2% increase
Lengthsman Scheme	1,000	1,000	
Total Income	19,500	19,870	
Clerks Salary	3,505	3,590	
Admin/Office Expenses	248	289	
Training	200	250	
Cleaning (Bus Shelter)	300	200	
Subsidy to Village Hall	485	500	
Insurance	2,060	2,210	
Membership Subs	260	307	
Auditors	405	200	
Services, Repairs and Maintenance	2,000	2,040	
Lengthsman	1,000	1,000	
Donations	180	180	
Loan Repayment	8,600	8,598	
Parish Plan	0.0	200	
SIDs	250	300	
Rent	7	6	
Total Expenditure	19,500	19,870	

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
122987	Outline	Land adjacent to Woodbine Cottage, Sutton St. Nicholas Herefordshire HR1 3BJ	Proposed erection of 4 dwellings	10/12/2012	Withdrawn	03/12/2012
123220	Non Material Amendment	Land Adjacent to Wyatt House, Wyatt Road, Cross Keys. Hereford	Non- Material amendment to planning permissionS120971/F Window to South East gable, Staircase revised. Windows to porch omitted, adjust utility to incorporate ground source heat pump	17/12/2012	Approved with Conditions	11/06/2012 Under referenceS1200971/F