

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 2nd July 2012.

SPC/TF/037

Councillors Present

Cllr Bill Glover (Vice Chairman)

Cllr Richard Andrews

Cllr Anne Burke

Cllr Mike Winnell

Clerk Tony Ford

Member of the public Two

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/036 Monday 11th June 2012.

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

3. Declarations of Interest

Declarations of Personal interest were made by Councillor Andrews and Councillor Burke in agenda item 13.

4. Report from Clerk on actions from the last meeting

The Clerk informed the Parish Council that ten actions required completion five were completed, one outstanding, four are in progress, (Appendix 1 refers)

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

5.1 Ward Councillors Report

Apologies from Councillor Guthrie, in addition the Parish Clerk informed the Parish Council that Councillor Guthrie had nothing new to report and that she was chasing Amey regarding progress on a number of issues.

5.2 Local Police Report

Apologies from PC James and email inform the Parish Council of the two accidents at the Golden Cross junction.

5.3 Questions form other members of the public

Two questions were raised by the public, the first related to traffic calming matters and whether the Parish Council would give consideration to part funding any related traffic calming work.

Resolved that the Clerk would

- i. find out if Section 106 monies were available
- ii. make enquiries of Amey as to possible costing for traffic calming work and the possibility of the Parish Council making a contribution.

Regarding the second this related to the Parish Council being informed of the pending planning application for the building of five two bedroom houses at Willow Croft.

6. Financial Report

6.1 Confirmation of Balances - £22026.35

6.2 Receipts - None

6.3 Invoices for payments

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- i. Cole and Co £60.00 (Internal Audit
 - ii Clerks Salary £273.27
- 6.4 Budget Monitoring (Appendix 2 refers)

7. Code of Conduct for Councillors

The Parish Council considered the new Herefordshire Code of Conduct for Councillors. The Parish Council was informed that HALC in their Information Corner recommended that Parish Councils adopt the Code as soon as possible and if future amendments were made the previously adopted code could be updated.

Resolved that the New Code of Conduct is adopted and that the Chairman of the meeting sign a copy.

8. Footpaths Within the Village

Amey has informed the Parish Council that Landowners are legally responsible for maintaining stiles and gates on their land where they have public rights of way. Herefordshire Council provides free stiles and gates in order to fulfil the Highway Authority's statutory duty to provide 25% of the cost to landowners to help them with this requirement. Where a Parish Council nominates a Voluntary Parish Footpath Officer (PFO), part of the authorised role of that volunteer is then to liaise with landowners in order to arrange with the landowners what stiles/ gates need repairing/ replacing. Sutton St Nicholas has nominated Howard Prestage as their PFO, and consequently Amey have asked Howard to liaise directly with the landowners in order to arrange what needs to be done. The Parish Council was also informed that the role of PFO was very important as they are the eyes and ears on the ground, and can arrange important maintenance wherever necessary directly with landowners.

Resolved that the Clerk inform Howard Prestage to pass all queries to the Clerk

9. Sutton Walls Closed Landfill

The Parish Council was informed that there was no update received since the last meeting

10. Village Hall

The Clerk informed the Parish Council that he had an informal meeting with Colin Birks the schools representative and identified all the options available. The Parish reaffirmed its view regarding access through the Community Garden.

Resolved that the Clerk write to the Chairman of Herefordshire Marches Federation of Schools asking for a meeting to discuss the access issue

11. Broadband Project

The Parish Council was informed that there was no update received since the last meeting

12. Community Garden

The Clerk has agreed with Eileen Dilly that the following work will be paid for by the Parish Council.

- dispose of contents of compost bins
- Clear all beds of weeds and dig over all beds
- Trim edges of all borders

It was also suggested that a Parish Councillor act as the Parish Council representative to liaise with Eileen Dilly from the Gardening Club and oversee the work that needs to be done.

The Parish Council was informed that Councillor Andrews was willing to act in such a capacity.

Resolved that Councillor Andrews be nominated as the Parish Councils representative.

13. St. Michaels Churchyard

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The Parish Council was reminded that previously the Parish Council received a request for support and that no decision had been made. The Parish Council was informed that under the Local Government Act 1972 s.214 (6) there is a power to contribute towards expenses of cemeteries and that currently there is £2,000 in a reserve for the footpath at St. Nicholas Church and bearing in mind the likely cost to complete the suggested works the Clerk recommended that monies from this reserve be used to support the cost of grass cutting at St. Michaels if the Parish Council approved the request.

Resolved that

- i. **a £500 contribution be made to the cost of grass cutting at St Michaels Churchyard**
- ii. **The Clerk raise a cheque for £500.00 to be signed by authorised signatories**
- iii. **The Clerk informs the Chairman of the Sutton St. Nicholas Provincial Church Council of the Parish Councils decision.**

14. Queens Birthday Honours

The Parish Council was informed that Captain Richard John Gardner of the Royal Logistic Corps was awarded the MBE, he was a past resident of the Village and his parents still live in the Village.

Resolved that the Clerk write to Captain Gardner on behalf of the Parish Council, congratulating him on his MBE.

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

- 15.1 **John Murray** (Landlord Golden Cross) regarding accidents at the Golden Cross Junction. (Noted)
- 15.2 **Herefordshire Council** Regarding Queenswood Options (Noted)
- 15.3 **Herefordshire Council** Regarding Declaration of Interest Forms – no signatures will be published (Noted)
- 15.4 **Herefordshire Council** – Funding Update (Noted)
- 15.5 **Herefordshire Council** – Electoral Review asking for the public to have their say.(Noted)
- 15.6 **Les Smith** - Asking for the Hedge by the Old Rectory to be cut back, (Noted) .
- 15.7 **Herefordshire Council** Regarding Sandbags Policy (Noted)
- 15.8 **Herefordshire Council** – regarding Park and Ride.(Noted)
- 15.9 **Herefordshire Council** - update on Amey action during the bad weather road closures

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

- Village Hall
- Footpaths

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

Monday 6th August 2012 at 7.15pm in Room 2 at the Village Hall

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Appendix 1

Status of Actions from Previous Meetings

Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
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
05/12/11	9	Budget 2012/13 (participatory budgets)	Clerk to develop a process/timetable for the 2013/14 precept process	Clerk		Outstanding
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.	In progress
11/06/12	8.2	Local Police Report	The Clerks requests that if PC James is unable to attend a meeting that he sends in a written report, if there is nothing to report he informs the Clerk that there nothing to report.	Clerk	PC James has been notified of the Parish Council's request.	Completed
11/06/12	8.2	Local Police Report	The clerk raises the issue of dumping in the Rhea with Amey	Clerk	The issue has been raised with Amey	Completed

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Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
11/06/12	10	Lengthsman	The Clerk draws up an order to include the agreed programme.	Clerk	Order completed and sent	Completed
11/06/12	10	Lengthsman	Contacts Amey requesting that they inform the Lengthsman of future gutter cleaning allowing him time to visit and pre-prepare locations to be cleaned	Clerk	Email has been sent to Amey	Completed
11/06/12	15	Village Hall	Enquire if Amey are contracted to cut the grass in the Community Garden.	Clerk		In Progress
11/06/12	15	Village Hall	Seek to identify the Chairman of Herefordshire Marches Federation of Academies	Clerk		In Progress
11/06/12	20.1	Planning Application- Land adjacent to Wyatt House	The Clerk inform Herefordshire Council of the Parish Council's decision	Clerk	Email Sent	Completed