

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 October 2013. (SPC/TF/052)

Councillors Present

Cllr Judy Stevenson (Chairman)
Cllr Richard Andrews
Cllr Ann Burke
Cllr Bill Glover
Cllr Ron Gow
Cllr Annette Mansie

Clerk Tony Ford

Members of the public one

1. Apologies for Absence

Apologies were received and accepted from Councillor Mike Winnell

2. Receive, approve and sign the Minutes of the Ordinary Parish Council Meeting no SPC/TF/051 Monday 2nd September 2013.

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

3. Declarations of Interest

There were no declarations of interest by members in respect of items on the agenda, and there were no requests for new Disclosable Pecuniary Interest dispensations.

4. Report from Clerk on actions from the last meeting

The Parish Clerk informed the Parish Council that there were 9 actions requiring completion five were completed, four were in progress. (Appendix 1 refers)

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

5.1 Ward Councillors Report

Councillor Guthrie gave a verbal report to the Parish Council (Appendix 2 Refers)

5.2 Local Police Report

Police Community Support Officer Elena Ekanite attended for this Item. (Appendix 3 refers). Councillor Glover asked for assurance that the relevant support agencies had been contacted with regards to the incidents of the lost and found parishioner, CSO Ekanite would subject to confidentiality protocols confirm to the Clerk action taken.

The Chairman read out a letter of thanks from **Mrs Black**

Resolved that the Clerk write to West Mercia police to thank them for the actions taken to find Mr Black

5.3 Questions from other members of the public

i. Email received from Mr John Murray

- Regarding the Community Garden upgrade work as he felt the requirements of the Gardening Club would not produce a low

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maintenance garden. It was agreed that his comments would be considered under agenda item 9.

- Regarding his comments relating to the poor state of the notice board by the bus shelter and the ownership of the bus shelter would be considered as part of the discussions on the Community Led Plan.
- Requesting that Councillor Guthrie ask Bill Wiggins (Local MP) if he would be willing to hold surgeries with local publicans to discuss licensing issues. Councillor Guthrie agreed to follow up on this matter.

- ii. Email from Mr Stuart Dove raising his concerns about the number of deep potholes between the Golden Cross and the Aylestone Hill Roundabout, as he felt they were dangerous now but would become worse during the winter months.

Resolved that the Clerk write to Balfour Beatty regarding the matter.

- iii. Letter from Mrs Black thanking villagers for their help in relation to her husband.

Resolved that the Chairman writes to Mrs Black and the Clerk to forward Mrs Black's comments to Sutton News.

6. Financial Report

6.1 Confirmation of Balances- £35,988.51

6.2 Receipts

- i. £9,435 (Second instalment of Precept)
- ii. £4,163.55 (VAT refund)

6.3 Invoices for payments

- i. K. Lawton - £234.00 (Tudors Building Supplies Invoice for Church Yard gravel)
- ii. Allianz - £547.34 (Inspection Service Playground and Playground furniture)
- iii. Clerks Salary - £294.98
- iv. J. A. Buckley £745.00 (Work on new Website and one years Hosting)

Resolved that the above payments be authorised and cheques signed

7. Parish Council Precept 2014/15

The Parish Clerk reported that the Parish Council had received notification from Herefordshire Council requiring the relevant notification of the precept amount to be returned by 31st January 2014.

Resolved that a Finance Committee should be called and its recommendation be submitted to the December Parish Council meeting for consideration.

8. Footpaths

The Parish Council received a verbal update from Mike Darley the Footpath Officer

- Way markings almost finished

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- To meet with Balfour Beatty's Footpaths officer regarding off roading issues.
- There is a backlog regarding styles maintenance linked to the changeover to Balfour Beatty.
- A Footpaths map has been given to the police.

The Parish Council thanked Mike Darley for all his work related to footpaths within the village.

9. Community Garden

The Parish Council was informed that Eileen Dilley (Chairman Gardening Club had met with the Lengthsman and recommend the work to be carried out based upon the original design previously agreed by the Parish Council. The Parish Clerk advised that the work to be funded should be in line with the original quote with gravel being laid around the benches located next to the village hall. The Parish Council also considered the comments of Mr John Murray.

Resolved that option B was accepted, gravel be laid as previously mentioned, the large border adjacent to the school to be covered with a rubber membrane and covered with bark before low maintenance scrubs are planted, in addition the large border next to the bins be turfed. The Clerk to arrange a site visit with the Lengthsman to agree and arrange for the required work to be completed. The Chairman to inform Eileen Dilley of the action being taken by the Parish Council.

10. Village Website

The Parish Council was informed that the new Village Website was up and running. The Parish Council thanked the project group, Jane Buckley from 'Janesplace' and Mrs Elaine Andrews for allowing the project group to meet at Court Farm.

11. Community Led Plan

The Community Led Plan report has been printed and had just been collected from the printers, the Community Led Plan group will be meeting on Friday 11th October to organise the delivery of the report to each household in the village. The Parish Council thanked the Community Led Plan Group for completing the project.

12. Sutton Playing Field Entrance

The Parish Council considered and agreed the revised quote from the Lengthsman regarding the above relating to the additional work required to remove more concrete than expected. Once approved by Herefordshire Council work could commence. It was hoped that this would be completed soon so that a quote for the tarmacking could be requested.

13 Planning Decisions/Received

To receive a report on planning decisions relating to Sutton St. Nicholas received by Herefordshire Council and notified to the Clerk (Appendix 4 refers) The report was noted.

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14 Neighbourhood Planning

To date no reply had been received from Marden and Moreton on Lugg Parish Councils regarding the joint procurement of planning expertise. The Neighbourhood Planning flyer had been sent to the printers and will be delivered to every household in the village.

15 Flooding Update

The Parish Clerk informed the Parish Council that the list with the locations previously being actioned by Amey had been sent to Balfour Beatty and a reply was outstanding. Councillor Guthrie and the Parish Clerk will chase Balfour Beatty.

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

- 16.1 **Herefordshire Council** - School Transport Consultation. (Noted)
- 16.2 **Herefordshire Association of Local Councils** – Information Corner 6/09/2013. (Noted)
- 16.3 **Balfour Beatty** – Communication Update. (Noted)
- 16.4 **Herefordshire Council** – Letter from Chief Executive Community First. (Noted)
- 16.5 **Mr Jones** – Promulgating Information. (Noted)
- 16.6 **Herefordshire Council** – Hereford Locality. (Noted)
- 16.7 **Herefordshire Association of Local Councils** – Information Corner 21/09/2013. (Noted)
- 16.8 **Herefordshire Association of Local Councils** – Herefordshire Voluntary Organisation Support Service Minibus Brokerage Feasibility Study. (Noted)
- 16.9 **Hereford Civic Society** – Invitation to event. (Noted)
- 16.10 **Balfour Beatty** – Newsletter. (Noted)
- 16.11 **Herefordshire Council** – Funding update October 2013. (Noted)
- 16.12 **Mrs Black** – Thank you letter to the residents of Sutton St. Nicholas. (Noted)
- 16.13 **Sutton St. Nicholas with St. Michael Parochial Church Council**- Thank you letter. (Noted)
- 16.14 **Lloyds Bank** – Update on bank split. (Noted)
- 16.15 **Balfour Beatty** – Winter Maintenance Parish self-help Scheme. (Noted)
- 16.16 **Lloyds Bank** – Regarding online banking. (Noted)
- 16.17 **Herefordshire Council** – Update on Sutton Walls Closed Landfill Site. (Noted)

17 Matters relayed to the Clerk for Agenda of Next Meeting

- Community Garden
- Playing Field Entrance.
- Neighbourhood Plan

18 Confirmation of Date, Time and Venue of the Next Meeting

Monday 4th November 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
10/01	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 has been received, however no action can be taken until September	Work In Progress
10/02	04/03/13	10	Sutton Playing Field	Write to Allianz requesting information on what plants they deemed poisonous.	Clerk	Email sent waiting for reply Follow up email sent to insurance Company.	Work in progress
10/03	03/06/13	12	The Parish Paths Partnership Scheme (P3)	The Clerk seek clarification from Amey	Clerk	Email sent to Amey awaiting reply, Due to the change of contractor will need to ask Balfour	Work In progress
10/04	05/08/13	6	Community Garden	The Clerk request the Lenthsmen liaise with Eileen Dilly and take her requirements on board and revise the quote accordingly	Clerk	Email sent to Lengthsman Agenda item 9	Completed
10/05	02/09/13	8	Community Garden	Resolved that a time table for getting the Community Garden up to standard be submitted to the next Parish Council meeting.	Lengthsman	Agenda Item 9	Work In Progress
10/06	02/09/13	11	Planning Decisions- 11.1 Longbarn Cottage, Ordis Court, Sutton ST. Nicholas	Resolved no objections or comments and the Clerk inform Herefordshire	Clerk	Email sent	Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
			HR1 3AY- (132086/FH and 132088/L)	Council of their decision			
10/07	02/09/13	11	Planning Decisions-2 Ormston, Churchway, Sutton St. Nicholas HR1 3BD (132144/FH) –	Resolved no objections or comments and the Clerk inform Herefordshire Council of their decision	Clerk	Email sent	Completed
10/08	02/09/13	13	Neighbourhood Planning	Resolved that the Clerk would do a briefing paper outlining what a Neighbourhood Plan was	Clerk	Briefing paper will be sent with the Community Led Plan	Completed
10/09	02/09/13	17	Annual Town and Parish Council Survey	Resolved that the Parish Clerk submit the completed survey form.	Clerk	Survey submitted	Completed

Appendix 2

My update Report for Sutton Parish Council Meeting 7th October 2013

Ward Councillor's Update Report

Re: Highways Matters

I attended the Balfour Beatty Launch event on 10th September 2013. After the presentation I was able to meet with a Senior Representative with whom I highlighted the priority Ward issues for Sutton St. Nicholas – Churchway Flooding issue, Moreton on Lugg – potholes in St. Peter's Close and Marden - repairs to Laystone bridge. In addition to highlighting the key concerns, I sent onto Balfour Beatty via email a comprehensive list of all the highways issues within the Ward and where appropriate I incorporated photographs of defects accordingly. Tony Ford (Parish Clerk) likewise has sent a full list of all the flooding issues onto Balfour Beatty as well.

With reference to my email and meeting with a Balfour Beatty Senior Representative – I have received log numbers for each issue raised, now I am awaiting responses on all the issues and I will keep pressing for the much needed highways work to be done.

Hereford Rural North

Your Safer Neighbourhood Team consists of:-

Police Constable Neil James
Police Community Support Officer Elena Ekanite
Police Community Support Officer Dean Wall (author of report)

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 30th September 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

Between Wednesday 18th September 2013 and Thursday 19th September 2013
 Offender(s) have approached a vehicle parked up in Sutton St Nicholas and removed the catalytic converter.

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
123048	Full Householder	Gwynfe House Wyatt Road Cross Keys HR13NP	Put a chimney on north facing wall to allow a new log burning stove	28/08/2013	Approved with Conditions	5/08/2013
132086	Full Householder	Longbarn Cottage, Ordis Court, Sutton St. Nicholas HR1 3AY	Construction of porch on north elevation and single storey extension on west elevation and internal alterations	24/09/2013	Approved with Conditions	02/09/2013
132088	Listed Building Consent	Longbarn Cottage, Ordis Court, Sutton St. Nicholas HR1 3AY	Construction of porch on north elevation and single storey extension on west elevation and internal alterations	24/09/2013	Approved with Conditions	02/09/2013