

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 September 2013. (SPC/TF/051)

Councillors Present

Cllr Judy Stevenson (Chairman)

Cllr Richard Andrews

Cllr Mike Winnell

Clerk Tony Ford

Members of the public None

1. Apologies for Absence

Apologies received and accepted from Cllr Ann Burke, Cllr Bill Glover, Cllr Ron Gow and Cllr Annette Mansie

2. Receive, approve and sign the Minutes of the Ordinary Parish Council Meeting no SPC/TF/050 Monday 5th August 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

There were 13 actions requiring completion nine 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 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

There were no questions from the public.

6. Financial Report

6.1 Confirmation of Balances £24,211.28

6.2 Receipts - None

6.3 Invoices for payments

i. Grant Thornton £120.00 (Audit of 2013 Annual Return).

ii. Annette Mansie £29.99 (Ink Cartridges –Community Led Plan)

iii. R.A.Ford £9.99 (Ink Cartridge)

iv, Hoople Ltd £22.20 (Community Led Plan A4 Map of Sutton St. Nicholas)

v. Clerks Salary £243.03

vi. St. Nicholas with St. Michael PCC (Contribution to maintenance Churchyard)

Resolved that the above payments be authorised and cheques signed

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- 7. Audit Commission Annual Return 2012/13**
Grant Thornton the Parish Councils External Auditors has completed the audit of the 2013 Annual Return, there were no concerns that relevant legislation and regulatory requirements had not been met. In addition there were no matters to bring to the attention of the Parish Council. The relevant notice was put on the noticeboard on 19th August 2013. The report was noted.
- 8. Community Garden**
The Parish Council was informed that the Lentsman has had informal discussions with Mrs Dilly and is in the process of arranging a site meeting. The Clerk recommended that a time table for getting the garden improved be submitted with any revised quote. **Resolved that a time table for getting the Community Garden up to standard be submitted to the next Parish Council meeting.**
- 9. Village Website**
The Project Group met on 20th August 2013 and reviewed the first draft of the proposed new Website. The Parish Council has also received confirmation from its current host that the current Website will cease to exist after 25th September 2013. The update was noted and the Parish Council thanked Cllr Andrews and Mrs Andrews for allowing the Project Group to meet at Court Farm.
- 10. Community Led Plan**
The Community Led Plan Group met on 19th August and approved photographs to be included in the final report. The OS map of Sutton St, Nicholas would also be included in the report. The next meeting of the group will be held on 3rd September with the agenda to include discussion of quotes received and agree final layout of plan report. The Parish Council was given an update on the quotes received. **Resolved that the Parish Council would cover the cost of printing the Community Led Plan subject to grants received.**
- 11. Planning Decisions**
The following applications were considered:-
- 11.1 Longbarn Cottage, Ordis Court, Sutton ST. Nicholas HR1 3AY-(132086/FH and 132088/L)** Construction of porch on north elevation and single storey extension on west elevation and internal alterations.
Resolved no objections or comments and the Clerk inform Herefordshire Council of their decision.
- 11.2 Ormston, Churchway, Sutton St. Nicholas HR1 3BD (132144/FH)** – Single storey extension + a single storey outbuilding.
Resolved no objections or comments and the Clerk inform Herefordshire Council of their decision

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12 Planning Decisions/Received

To receive a report on planning decisions and planning applications relating to Sutton St. Nicholas received by Herefordshire Council and notified to the Clerk. (Appendix 4 and 5 refers). The report was noted.

13 Neighbourhood Planning

The Clerk has informed Marden and Moreton on Lugg Parish Councils regarding the employment of a qualified planner to date no reply has been received. It was agreed that this item be deferred until the next meeting. **Resolved that the Clerk would do a briefing paper outlining what a Neighbourhood Plan was.**

14 Flooding Update

The Clerk was not able to give an update due to the change of contractor at Herefordshire Council. The Clerk will follow up this matter with the new contractor and report to the next meeting of the Parish Council

15 Sutton St. Nicholas Churchyard

The Parish Council considered the quotes for gravel for the churchyard footpaths.

- Quote 1 £195.00 (Ex VAT)
- Quote 2 £218.50 (Ex VAT)
- Quote 3 £502.00 (Ex VAT)

Resolved that the Parish Council would pay the cost of quote 1 and Keith Lawton be asked to purchase the gravel and a bill made out to Sutton St. Nicholas Parish Council be forwarded to the Council.

16 Sutton St. Nicholas and St. Michael Flower Festival

The Parish Council had received a request for support as part of this year's theme **All is safely Gathered In**, both churches in the village will be open on 14th and 15th September between 10am and 6pm for visitors to enjoy the flowers, teas and cakes will be served on both days. **Resolved that the Parish Council donate £30.00 towards the maintenance of the church yard**

17 Annual Town and Parish Council Survey

The Parish Council considered and completed the survey from the Police and Crime Commissioner for West Mercia, **Resolved that the Parish Clerk submit the completed survey form.**

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

18.1 Herefordshire Council – New contract announcement 1st September 2013 – Balfour Beatty. (noted)

18.2 West Mercia Police – Police Report. (Noted)

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18.3 Hereford Civic Society – Invite to Herefords Future Plans Event.(Noted)

18.4 Herefordshire Council – Balfour Beatty launch event Invitation. (Noted)

18.5 Herefordshire Council – Amey Print Unit closure.(Noted)

18.6 Councillor Guthrie – Church Flooding Issue.

18.7 Herefordshire Council – Communities are us event.

19 Matters relayed to the Clerk for Agenda of Next Meeting

- Community Led Plan update
- Community Garden update
- Website update
- Flooding
- Neighbourhood Plan

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

Monday 7th October 2013 at 7.15pm in Room 2 at the Village Hall

Appendix 1

Status of Actions from Previous Meetings

09/01	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
09/02	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
09/03	07/05/13	19	Grass Cutting Sutton St. Nicholas Church Yard	The relevant safety equipment is purchased and that Cllr Ann Burke carry out the checks and keep the required log.	Clerk/Cllr Ann Burke	Equipment /letter given to Councillor Burke	Completed
09/04	03/06/13	7.3	Questions form the public - The PCC was looking for the	The Parish Council would support this project and that the PCC be	Keith Lawton	Parish Council 2/09/13 Agenda Item 15	Completed

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			cost of the gravel only as they would make arrangements for its spreading on the footpath	requested to get a quote for the Parish Council to consider.			
09/05	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
09/06	05/08/13	6	Community Garden	The Clerk request the Lentsman liaise with Eileen Dilly and take her requirements on board and revise the quote accordingly	Clerk	The Lentsman has had informal discussions with Mrs Dilly in the process of arranging a site meeting	Work in progress
09/07	05/08/13	9	Village Website	The Clerk be authorised to give notice to the current provider	Clerk	Email sent and reply received	Completed
09/08	05/08/13	11.1	Planning Decision - Sutton Court Sutton St. Nicholas HR1 3AT (131956/K)	Resolved No Objections or comments and that the Clerk inform Herefordshire Council	Clerk	Email sent	Completed
09/9	05/08/13	11.2	Planning Decision - 2 Annexe, Arranback, Sutton St. Nicholas HR1 3AX (131525/FH)	Resolved No Objections or comments and that the Clerk inform Herefordshire Council	Clerk	Email sent	Completed
09/10	05/08/13	11.3	Planning Decision- Gwynfe House, Wyatt	Resolved No Objections or comments and	Clerk	Email sent	Completed

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			Road, Cross Keys HR1 3NP (123048/FH)	that the Clerk inform Herefordshire Council			
09/11	05/08/13	11.4	Planning Decisions Wyatt Farm Wyatt Road, Cross Keys – HR1 3NP (131435/L)	Resolved No Objections or comments and that the Clerk inform Herefordshire Council	Clerk	Email sent	Completed
09/12	05/08/13	11.5	Planning Decision- Wyatt Farm Wyatt Road Cross Keys – HR1 3NP (131434/F)	Resolved No Objections or comments and that the Clerk inform Herefordshire Council	Clerk	Email sent	Completed
09/13	05/08/13	13	Neighbourhood Planning	The Clerk write to the Clerk of Moreton on Lugg and Marden parishes asking if they would be willing to work together and jointly employ a qualified planner.	Clerk	Email Sent waiting for reply	Completed

Ward Councillors Report

Re: Highways

I am very pleased to see that progress has been made, this is indeed “good news”. The repair/improvement works to the C1126 Marden to Sutton St. Nicholas road have now been completed and the many potholes on this section of road have been filled in.

Re: Flooding Issue at Churchway

I have followed this issue up with Amey Herefordshire highlighting the need for this problem to be resolved before the winter months. However, Amey continued to advise that the matter could not be further investigated or resolved until the vegetation had died back. Therefore, I will now draw this matter to the urgent attention of someone senior at Balfour Beatty. I will be attending the “Balfour Beatty” launch event on 10th September 2013 and hope to progress the urgent highways matters for Sutton Walls Ward with Balfour Beatty accordingly.

Re: Countryside Services Review – update (Queenswood)

Officers are preparing a report for Cabinet in September, on all the future options regarding the Countryside Service and Queenswood with the aim of reducing costs.

Rural Fair Share Petition

A petition is currently being run for a fairer share of funding from Westminster to rural areas like ours. I have brought along a paper copy of the petition for Parish Councillors attention accordingly.

Urgent Care Services Review

The Herefordshire Clinical Commissioning Group are looking at the future provision of urgent care across Herefordshire. There are a series of consultation meetings which have been listed in an information leaflet. I have emailed Tony Ford (Parish Clerk) the leaflet for the information of the Parish Council.

Sponsored Run for Herefordshire Vision Links

I am very pleased to announce that the final total of money raised is £705. Once again many thanks to all those who supported me.



Hereford Rural North and East

Your local Policing Team consists of:-

Police Constable Neil James and

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 31st August 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

During the last month an address in Moreton on Lugg has suffered damage to fencing surrounding an open field. Offenders have cut through chain-link perimeter fence around the owner's field using a tool such as wire clippers. The first instance occurred between 08:00 04/08/13 and 12:00 06/08/13. The damage was repaired. Then sometime between 16:00-19:00 offenders have returned and cut through the repairs.

Between 08/08/2013 08:00 and 08/08/2013 18:00 persons unknown have stolen a parcel that was left outside of an address in Sutton St Nicholas. The parcel was left for the collection of a delivery company, but it was stolen before the company picked it up.

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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
132144	Full Householder	Ormston. Churchway Sutton St. Nicholas, Hereford HR1 3BD	Single storey extension + a single storey outbuilding	Mr S Berry	Ormston. Churchway Sutton St. Nicholas, Hereford HR1 3BD	02/09/2013
132086	Full Householder	Longbarn Cottage, Ordiss Court, Sutton St. Nicholas, Hereford HR1 3AY	Construction of porch on north elevation and single storey extension on west elevation and internal alterations	Mr R Simpkin	Longbarn Cottage, Ordiss Court, Sutton St. Nicholas, Hereford HR1 3AY	02/09/2013
132088	Listed Building Consent	Longbarn Cottage, Ordiss Court, Sutton St. Nicholas, Hereford HR1 3AY	Construction of porch on north elevation and single storey extension on west elevation and internal alterations	Mr R Simpkin	Longbarn Cottage, Ordiss Court, Sutton St. Nicholas, Hereford HR1 3AY	02/09/2013

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
131525	Full Householder	Annexe Arranbeck, Sutton St. Nicholas Hereford HR13AX	Erection of conservatory at rear	14/08/2013	Approved with conditions	05/08/2013
131438	Planning Permission	Three Acres Nurseries, Wyatt Road, Cross Keys, Hereford HR1 3NP	Proposed removal of condition 3 of SH930905PO, Erection of horticultural workers residence.	05/08/2013	Withdrawn	22/07/2013