

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 December 2013. (SPC/TF/054)

Councillors Present

Cllr Judy Stevenson (Chairman)

Cllr Richard Andrews

Cllr Ann Burke

Cllr Bill Glover

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 Ron Gow.

2. Receive, approve and sign the Minutes of the Ordinary Parish Council Meeting no SPC/TF/053 Monday 4th November 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 six actions requiring completion three were completed, three 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 to the Parish Council (Appendix 2 refers). As part of the Budget Consultation mentioned by Herefordshire Council the Parish Council expressed their support for Herefordshire Citizens Advice Bureaux.

Resolved that the Clerk write to Herefordshire Council expressing the Parish Councils support for Herefordshire CAB requesting that their grant should be retained at its present level.

Councillor Guthrie left the meeting at this point.

5.2 Local Police Report

Due to the date of the meeting there was no Newsletter, however Police Community Support Officer Elena Ekanite informed the Parish Council that the police would follow up on the speeding complaint made, which

Sutton St. Nicholas Parish Council

could include enforcement action. With regards to the last newsletter and the August 2013 incident PCSO Ekanite confirmed that the appropriate authorities would have been automatically informed.

5.3 Questions from other members of the public

There were no questions from the public.

6. Footpaths In the Village

The Parish Clerk highlighted the Footpaths Officers report (Appendix 3 refers). The Clerk was asked to pass on the thanks of the Parish Council to Mike Darley.

Councillor Andrews raised the issue of the overgrowth on the entrance to the public footpath leading from Orchard Close to Fieldway (entrance across the road from Sutton Playing Field).

Resolved The Clerk was asked to inform Balfour Beatty

7. Neighbourhood Planning

Having considered the matter the Parish Council was of the view that external technical support would be needed. The Parish Council agreed that rather than send out another questionnaire, information from the recent Community Led Plan would form the basis of developing the Neighbourhood Plan. A letter would be delivered (29 and 30th December 2013) to every household in the village asking all parishioners over 18 years old who wished to declare an interest in joining the Neighbourhood Planning Steering Group to do so by noon on Friday 10th January 2014. To ensure that a cross section of parishioners was on the steering group they would be asked to outline the skills, attributes and contribution they feel they could make to the project. The steering group would be open to every person currently resident in the parish. The Parish Council would then have an Extraordinary Meeting to choose the Neighbourhood Planning steering group which would be limited to 11 Parishioners. Draft terms of reference of the steering group and an outline project plan was also considered by the Parish Council.

Resolved that the Clerk

- i. Draft the required letter based upon the views of the Parish Council and circulate to Councillors for comment.**
- ii. Arrange an Extraordinary meeting for Monday 13th January 2014 @ 7.30pm.**
- iii. Identify three possible providers of technical support.**
- iv. Complete the relevant grant application form**

8. Financial Report

8.1 Confirmation of Balances £34, 070.70

8.2 Receipts - None

8.3 Approved Invoices for payments

- i. HALC –£30.00 – Training- Risk Management/Insurance

Sutton St. Nicholas Parish Council

ii. Clerks Salary £ 294.98

Resolved that the above payments be approved for payment and that the cheques be signed.

9. Community Garden

The Parish Clerk has communicated with the Lengthsman and carried out a site visit, all of the work required has been completed except for the laying of the plastic matting and the bark (additional cost) to the flower bed by the school, which should be completed soon. The cost of the bark would be in the region of £200. The Clerk also informed the Parish Council that there might be a need to give some additional support to get the rose bed by the entrance sorted. The Clerk was asked to pass on the thanks of the Parish Council to the Lengthsman.

Resolved that the Clerk

(1) Liaise with the Chairman of the Gardening Club to see if any additional support was needed.

(2) Be authorised to raise a cheque to pay the Parish Council's share of the invoice when received up to a limit of £1500. All councillors to be informed of the amount to be paid.

10. World War 1 Centenary

The Chairman informed the Parish Council of events/activities that were being considered nationally and in Herefordshire, various options were discussed, it was agreed that the Parish Council would consider the matter fully at a future meeting.

11. Sutton Playing Field Entrance

There was no change since the last update, as priority was given to the Community Garden.

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 refers). The report was noted.

13 Vehicles Speeding through the Village

The Parish Council had received a letter from a Parishioner relating to vehicles speeding along The Ridgeway. The Clerk has passed this letter on to the police, who will visit the village and look at the speeding issue. In addition Councillor Guthrie has been in contact with the Traffic Management Officer – Hereford Police. Councillor Guthrie had previously given an update regarding the issue of Lorries driving through the village.

Sutton St. Nicholas Parish Council

14. Correspondence (Not covered by a separate agenda item and for information only)

14.1 Herefordshire Council – Budget meeting for Parish Councils(Noted)

14.2 Herefordshire Council- Invite to Lets go Digital workshop. (Noted)

14.3 Hereford Civic Society – invite to meeting on The Local Plan Progress so far.(Noted)

14.4 West Mercia Police - reply to thank you letter. (Noted)

14.5 Herefordshire Council – Invite to Healthy Herefordshire Communities Event.(Noted)

14.6 HALC – Information Corner (Noted)

15 Matters relayed to the Clerk for the Agenda of the next meeting.

- **Footpaths**
- **Neighbourhood Planning**
- **Community Garden**
- **Sutton Playing Field**
- **Precept/Budget Report 2014/15**

16 Confirmation of the Date, Time and Venue of the next meeting.

Monday 6th January 2014 at 7.15pm in Room 2 at the Village Hall

Judy Stevenson

**Chairman
2014**

6th January

Sutton St. Nicholas Parish Council

Appendix 1

Status of Actions from Previous Meetings

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
11/01	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
11/02	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
11/03	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
11/04	04/11/13	6.1	Planning- Land adjacent to Willowcroft, Sutton St. Nicholas, Herefordshire (132374/O)	The Clerk inform Herefordshire Council of the Parish Councils decision	Clerk	Email sent	Completed
11/05	04/11/13	6.2	Planning - Talbots Farm, The Rea, Sutton St. Nicholas HR1 3BB (132221/O)	The Clerk inform Herefordshire Council of the Parish Councils decision	Clerk	Email sent	Completed
11/06	4/11/13	6.3	Planning - Land adjacent to Woodbine Cottage Sutton St. Nicholas HR13BJ (132702/O)	The Clerk inform Herefordshire Council of the Parish Councils decision	Clerk	Email sent	Completed

Ward Councillor's report

Herefordshire Council Budget 2014/15 Consultation

The council has to make savings of £15m next year in order to balance its budget. On 7th February 2014 the Council will be setting the budget for 2014/15.

Your views are important. To take part in the consultation, go to www.herefordshire.gov.uk/budget2014 in order to access the Consultation information, the Budget Proposal Document and the Online Survey Form. Responses can be made online, or the document may be downloaded.

Paper copies and alternative versions are available on request. By post, return paper copies to Budget Consultation, Herefordshire Council, Brockington, 35 Hafod road, Hereford HR1 1SH. The consultation closes on 20th December 2013. Indeed, the council will do its best to take responses into account even if they are received after this date.

Concerns raised Ref: Speeding Traffic (mostly cars) on the Ridgeway Road

I alerted Bob Haynes (Traffic Management Advisor – Hereford Police) to the problem. He advised that he would liaise with the Special Inspector regarding “speed enforcement” and bring the matter to the attention of the Local Officers.

I discussed the concerns with S & A Produce who were most understanding. I duly requested (like Moreton on Lugg and Marden villages) that S & A lorries and other lorries going to S & A travel at 20 mph through Sutton St. Nicholas as well. This request is being considered and I will report back on the matter at the next Parish Council meeting accordingly.

Footpath Officers Report

I met with Rachel Dixon on Wednesday 27/11/13 and discussed various options for the Rhea, (ST 14 & 15). She has advised, that Balfour Beatty will put in place, traffic curbing measures in the form of removable bollards. These will be placed beyond the last 2 fields that were identified as needing access after the old canal bridge. (heading in a southerly direction to meet up with WT 35 bridleway). The same measures will be placed at WT 35 heading in a northerly direction on ST 15 bridleway. Rachel informed me, she will be writing to the Parish Council to inform them of the action they will take.

Steven Harris of Shelwick, took delivery of a new stile today (Friday 29/11/13) This is to replace the damaged one on ST 4 at the edge of the River Lugg. It is to be moved further up the hedge line and preventing individuals falling into the river. Further stiles are due to be identified for renewal or repair and will have new markers on them as they are replaced.

2 more way posts have been delivered and are due to be put out in the coming weeks and a full walk will be undertaken towards the end of January next year.

I have also had donated by Network Rail, some old sleepers that are in good condition and will make use of them, to repair damaged foot boards and rails on the stiles

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
131434	Planning Permission	Wyatt Farm, Wyatt Road, Cross Keys HR1 3NP	Renovation of farm house, change of use of former Kiln to additional accommodation and construction of linking hallway to buildings	24/10/2013	Approved with conditions	05/08/2013
131435	Listed Building Consent	Wyatt Farm, Wyatt Road, Cross Keys HR1 3NP	Renovation of farm house, change of use of former Kiln to additional accommodation and construction of linking hallway to buildings	24/10/2013	Approved with conditions	05/08/2013