

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 4th November 2013. (SPC/TF/053)

Councillors Present

Cllr Judy Stevenson (Chairman)

Cllr Richard Andrews

Cllr Ann Burke

Cllr Bill Glover

Cllr Ron Gow

Cllr Annette Mansie

Cllr Mike Winnell

Clerk Tony Ford

Members of the public 17

1. Apologies for Absence

There were no absences.

2. Receive, approve and sign the Minutes of the Ordinary Parish Council Meeting no SPC/TF/052 Monday 7th October 2013.

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

3. Declarations of Interest

Councillor Burke declared an Disclosable Personal interest in agenda item 6.2.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 7 actions requiring completion four 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 Kema Guthrie sends her apologies, there was no report to be considered, however the Clerk reminded the Parish Council that Cllr Guthrie had updated Councillors on her follow up with Balfour Beatty regarding pot holes on the Sutton to Hereford road.

5.2 Local Police Report

Pc Neil James sent his apologies, an extract of the report was tabled (Appendix 2 refers). The Parish Council was also informed that the full report will be put on the Village Website.

5.3 Questions from other members of the public

A parishioner informed the Parish Council that his shed had been broken and he had not reported it to the police. The Chairman requested that he report the matter to the police.

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6. Planning matters

The Parish Council considered the following Applications

6.1 Land adjacent to Willowcroft, Sutton St. Nicholas, Herefordshire (132374/O) - Proposed erection of 15nos. Dwellings. (Previously considered by the Planning Committee)

- Parishioners from Willowcroft informed the Parish Council that they had not received a copy of the flyer. The Chairman apologised for this omission;
- A Parishioner highlighted that the Community Led Plan showed that 70% of villagers wanted smaller homes. The Chairman commented that the Community Led Plan did not say where and that the Neighbourhood Plan would be the document that would indicate where new houses could be built;
- It takes a long time to find affordable homes in the village, had friends who could not afford homes in the village;
- Fantastic idea £60,000 going into village amenities.
- For the younger generation a good idea;
- All the S106 monies should be used for a footpath to St. Michael Church;
- Herefordshire Council's Planning Committee would not allow a piecemeal development;
- Local Housing Association would have to bid for affordable homes;
- Two bedrooms would cost £96,000 and 3 bedrooms would cost £108,000;
- Les Chambers commented that Herefordshire Council has an assumption that sustainable development outside the village envelope would be looked on favourably.
- Observation that there was less environmental damage for a development of 15 houses than 15 individual builds;
- Looking to the future would it be an appropriate site for houses even though it was currently outside the village envelope;
- Les Chambers highlighted the approval of the four dwellings on the same site;
- There would be recovery of a lot of runoff water, recycling of rain water to flush toilets, there would be a new pumping station, which would be adopted by Welsh Water after two years, phosphate levels would be ok;
- Affordable homes would have to comply with Code 3 Sustainable Developments.
- Traffic issues as the entrance to site would be just within the 30 mph limit, noting speeding through the village;
- The Council would adopt the road, which meant certain criteria would have to met.

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- The development would only extend the village envelope by 100 metres;
- Only development land in the village according to Herefordshire Council.

Resolved to object as it is outside the village envelope and the Parish Council is waiting for its Neighbourhood plan to be developed, and the Clerk inform Herefordshire Council of the Parish Councils decision.

6.2 Talbots Farm, The Rea, Sutton St. Nicholas HR1 3BB (132221/O) Site for proposed dwelling. (Previously considered by the Planning Committee)

Councillor Burke left the meeting.

The Parish Council considered the matter and bearing in mind the Parish Councils position on building outside the village envelope, however it was noted that the site did not have good access, with no direct access to a main road, the problem of current access users was also noted.

Resolved to object as it is outside the village envelope and the Parish Council is waiting for its Neighbourhood plan to be developed. There is no independent access to the main highway. The Clerk inform Herefordshire Council of the Parish Councils decision.

6.3 Land adjacent to Woodbine Cottage Sutton St. Nicholas HR13BJ (132702/O) - Site for proposed erection of 2 dwellings.

Councillor Burke returned to the meeting.

The Parish considered the matter and received various comments from members of the public relating to the Environmental impact on the surrounding area.

Resolved to object due to the adverse environmental impacts on the surrounding area. The Clerk inform Herefordshire Council of the Parish Councils decision.

7. Financial Report

7.1 Confirmation of Balances £34,395.68

7.2 Receipts – none

7.3 Invoices for payments

i. Print Plus £1,097.40 (Printing Community Led Plan £996.00,Covering letter £86.40, Planning Application Leaflets £15.00).

ii. HALC £30.00 (Neighbourhood Planning Seminar)

iii. Richard Morgan £ 136.50 (Lenghtsman)

iv. R. A . Ford - £8.95. (Ink Cartridge)

v. Clerks Salary £ 294.98

vi. Royal British Legion £25.00

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8. Standing Orders

The Parish Council considered the update the Parish Council's Standing Orders to align it to the new Code of Conduct (England). (Appendix 3 refers)

Resolved that the Councils Standing Orders be updated

9. Community Garden

Work has started on the Community garden and the requirements of the Parish Council taken on board. The New quote based upon the revised requirements in the sum of £1623 was considered. The Parish Council was also reminded that this was the third quote received,

Resolved that the quote from the Lengthsman be accepted.

10. Transfer of Herefordshire Assets

The Clerk informed the Parish Council that he met with Herefordshire's Head of Asset Management and has received verbal confirmation that the Council is willing to transfer for a nominal sum the freehold of Sutton Playing Field and open land off Millway. The Clerk also informed the Parish Council that he was waiting for written confirmation as to the amount and any conditions attached to any transfer, as soon as these are to hand the Parish Council will be informed and an agenda item put on the next agenda. The report was noted.

11. Sutton Playing Field Entrance

The Lengthsman has been given the go ahead for work to commence, the Parish Council will be kept inform of progress. The report was noted.

12. Planning Applications Decisions/Received

The Parish Council received 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)

13. To Designate Neighbourhood Area

The Clerk informed the Parish Council that this was the first step in the Neighbourhood Planning process and it was required that the Parish Council the need to designate the Neighbourhood Area. The Parish Clerk also informed the Parish Council that information from the Community Led Plan would also feed into the process. The Parish Council passed on their thanks to everyone who had work on the project, they also thanked Herefordshire Council for the grant from the Parish and Community Plan Grant Scheme.

Resolved that

- 1. Sutton St. Nicholas Parish be designated the Neighbourhood Area.**

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- 2. The Councillors arrange a date to meet to get the Neighbourhood Plan group started and consider the process for the way forward.**
- 14. Neighbourhood Planning Questionnaire**
The Neighbourhood Planning Questionnaire was completed by the Parish Council, and the Clerk was asked to forward the completed form to Herefordshire Council.
- 15. Herefordshire Council – Budget Consultation 2014/15**
Councillors were requested to complete the budget consultation Document on an individual basis.
- 16. Herefordshire Citizens Advice Bureaux**
The Parish Council was informed that an application for a grant in 2014/2015, had been received.it was agreed that the Finance Committee would give consideration to the matter as part of it 2014/15 budget considerations
- 17. Correspondence (not covered by a separate agenda item and for information only)**
- 17.1 Mike Darley** - regarding tree down on Rhea Bridle Path. (Noted)
17.2 Herefordshire Council – Hereford and Worcestershire Fire Service Consultation. (Noted)
17.3 Herefordshire Council = Workshop feedback – assessment of rural housing needs. (Noted)
17.4 Herefordshire Council = Fastershire Project Update no 3. (Noted)
17.5 Cllr Guthrie – Pot Holes Update. (Noted)
17.6 Aon Ltd –Guidance on Snow Clearance, salting and Gritting (Noted)
17.7 Aon Ltd – guidance on Fireworks, Bonfires and Beacons. (Noted)
17.8 Community First - Invite to AGM. (Noted)
17.9 Herefordshire Council – Update on Sutton Walls Closed Landfill Site. (Noted)
17.10 HALC – Invite to their AGM. (Note)
- 18. Matters relayed to the Clerk for Agenda of Next Meeting**
- Neighbourhood Plan;
 - Community Garden;
 - Playing Field entrance;
 - Budget 2014/15 and Precept.
- 19. Confirmation of Date, Time and Venue of the Next Meeting**
- Monday 2nd December 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	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	To be completed by the end of November 2013 Agenda Item 9	Completed
10/05	7/10/13	5.2	Local Police Report	Resolved that the Clerk write to West Mercia police to thank them for the actions taken to find Mr Black	Clerk		Completed
10/06	7/10/13	5.3	Letter from Mrs Black	The Chairman writes to Mrs Black and the Clerk to forward Mrs Black's comments to Sutton News	Chairman/Clerk		Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
10/07	7/10/13	6	Community Garden	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.	Clerk/Chairman		Completed

Appendix 2

Safer Neighbourhood Team

Hereford Rural North

Changes to Local Policing

From the 30th September 2013, the delivery of Local Policing Services serving 745,000 households across Warwickshire and West Mercia changed. As a result of the Government's comprehensive Spending Review the forces were required to identify £30.3 million in savings by 2015. This new policing model is designed to deliver the maximum protection possible to communities throughout Warwickshire and West Mercia.

Local Policing will now be known as Safer Neighbourhoods, in line with Warwickshire Police. Herefordshire will be split into ten Policing areas, each covered by a Safer Neighbourhood Team (SNT), comprising Police Officers, Police Community Support Officers (PCSO's) and Special Police Constables. Our primary role will continue to be to work with local people and partners to identify, tackle and solve issues of day-to-day crime and anti-social behaviour.

As part of these changes, the Hereford Rural East and Hereford Rural North have been merged. Our area will now be known as **Hereford Rural North**.

New Powers for Police Community Support Officers

Historically, the PCSO role has been to be a highly visible local presence and to lead on community consultation and engagement with local people.

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Based upon eight years of practical policing experience and feedback from PCSO`s, both Forces have decided to increase their powers in certain areas as permitted by law and to allow them (when operationally necessary) to work longer hours.

PCSO`s will be now be able to patrol until midnight (previously 10pm) and the extended powers include:

Power to issue fixed penalty notices for truancy
Power to issue fixed penalty notices for graffiti and fly-posting
Power to detain
Power to deal with begging
Power to enforce certain licensing offences
Power to disperse groups and remove persons under 16 to their place of residence
Power to remove truants to designated premises
Power to search for alcohol and tobacco
Power to seize drugs and require name and address for possession of drugs
Limited power to enter licensed premises

Your local Policing Team consists of:-

Police Sergeant Emma Freer

Police Constable Neil James (Author of newsletter)

Police Community Support Officer Dean Wall and

Police Community Support Officer Elena Ekanite

The incidents that 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 October 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 (11)

Moreton on Lugg, Marden and Sutton St Nicholas

Incidents of Child Cruelty, which occurred between 1st Jan and 24th October 2013 in Marden, have recently come to light. As a result of enquiries by Police and Social Services persons are currently subject of an investigation regarding their children.

In August 2013 a child was interviewed by specialist officers in Hereford regarding several Child Cruelty issues in Sutton St Nicholas which had occurred between March and August 2013. As a consequence of these revelations the mother was served with three CAUTIONS.

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A Theft occurred between 7am and 6.50pm Friday 27th September 2013 at Moreton Business Park. The victim left a Nokia mobile phone inside a jacket pocket which was hung up in the locker. On their return the item was missing.

A Burglary non Dwelling occurred between 6pm Saturday 28th Sept and 10am Thursday 3rd October 2013 near Wergins Bridge, Sutton St Nicholas. A three sided building with a roof was accessed by cutting a padlock and a metal gate, 3 rolls of wire, a roll of barbed wire and 1.5 tonnes of wood were removed.

An Assault Occasioning Actual Bodily Harm occurred at 5pm on Tuesday 1st October 2013 in Moreton on Lugg. Children from the village were playing in a nearby park. As a consequence of verbal taunts and actions it resulted in a physical confrontation with minor injuries.

A Theft from Motor Vehicle occurred between 8pm Sunday 6th and 8am Monday 7th October 2013 in Moreton on Lugg. Unknown offenders climbed over the side fence and forced an entry into the victim's vehicle which was securely parked at the side of the property in the side garden. Property was stolen from the vehicle.

An offence of Taking a Motor vehicle without consent occurred at 10.15pm Thursday 10th October 2013 in Sutton St Nicholas.. The victim parked a black motor vehicle outside their home address and at the material time heard the engine start and the vehicle was driven away. The Police were informed and a short while later the vehicle was found abandoned on the A49 near to Leominster undamaged.

On Sunday 13th October 2013 a female, living in Sutton St Nicholas, reported that whilst on Facebook chatting to an `unknown male` received indecent images of the offender. She nearly reciprocated. It is importance to stress the need to monitor internet usage by children in the household if they have their own internet access.

An offence of Criminal Damage occurred between midday Monday 14th and 10am Tuesday 22nd October 2013 in Moreton on Lugg whereby a chain link fence at the rear of a property was cut.

An offence of Criminal Damage occurred between 8.15am and 9.30am Thursday 17th October 2013. in Cross Keys, Withington. Unknown offenders pushed down a piece of construction fencing to gain entry to a building site. The victim's dog has then broke free from its chain and chased the offenders, direction unknown.

On Wednesday 23rd October a motorcyclist was involved in a Serious Injury Road Traffic Collision between Sutton St Nicholas and the Amberley Arms Public House. The road was closed for some 30 minutes and the rider was conveyed to Hereford hospital for treatment. Due to the severity of the injuries the young rider was transferred to a specialist hospital.

Extract of Standing Orders Considered and Approved

Code of conduct (England)

See also model standing orders 1(d)-(i) above

A revised statutory code of conduct is expected to come into force in 2010

- a **All councillors shall observe the code of conduct adopted by the Council.**
- b All councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.
- ~~c If paragraph 12(2) of the code of conduct contained in the Local Authorities (Model Code of Conduct) Order 2007 (SI No.1159) has been adopted by the Council or pursuant to relevant provisions in a statutory code of conduct in force at the time, councillors may exercise the rights contained in standing order 7(d) below only if members of the public are permitted to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.~~
- ~~d Councillors with a prejudicial interest in relation to any item of business being transacted at a meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber.~~
- c. Councillors with a Disclosable Pecuniary Interest (DPI) will leave the room when the item in which they have an interest is discussed by the council.
- d. Councillors may apply for dispensation in writing to the Clerk of the Council at least one clear day before the date of the meeting. The request will be clearly minuted and included in the Register of Disclosable Interests.
- e. The nature and duration of any dispensation granted will be clearly minuted and included in the Register of Disclosable Interests.

30 Allegations of breaches of the code of conduct

- a On receipt of a notification that there has been an alleged breach of the code of conduct the Proper Officer ~~Clerk to the Parish shall~~Council shall refer it to the Monitoring Officer of Herefordshire Council. Parish Council

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- b Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of the Parish Council of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in the remainder of this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.
- c Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.

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
132702	Outline	Land Adjacent to Woodbine Cottage Sutton St. Nicholas HR1 3BJ	Site for proposed erection of 2 dwellings	Mr & Mrs Rogers		4 th November 2013
132374	Outline	Land Adjacent to Willowcroft, Sutton St. Nicholas Hereford	Proposed erection of 15 Dwellings	Mr & Mrs Chambers	Co/ Agent	4 th November 2013
132221	Outline	Talbots Farm, The Rea, Sutton St. Nicholas HR1 3BB	Site for proposed dwelling	Mrs C D Major	Green Acre The Row Wellington Hereford HR4 8AW	4 th November 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
132144	Full Householder	Ormston Churchway, Sutton St. Nicholas Hereford HR1 BD	Single Story extension + a single story out building	30/09/13	Approved with Conditions	2 nd September 2013