

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 6th January 2014 (SPC/TF/055)

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 one

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/054 Monday 2nd December 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 11 actions requiring completion five were completed, three were in progress and three closed (Appendix 1 refers).

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

5.1 Ward Councillors Report

Apologies were received from Councillor Guthrie and there was no Ward Councillor Report.

5.2 Local Police Report

There was no local police representative present. The Parish Council noted the Police Newsletters. (Appendix 2 and 3 refers).

Action – The Clerk to put Police Newsletter on the Village website as soon as it is received

5.3 Questions from other members of the public

5.3.1 An accident occurred outside Green Bank on the Sutton to Marden Road. At the time of the accident there was ice on the road. The problem is that the sunken service trench by The Creswells is always full of water. Water from this trench is then dragged along the road and freezes over when the temperature falls, this is compounded by the fact that this part of the road is not on Balfour Beatty's gritting schedule.

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5.3.2 There was a high level of potholes on Churchway.

Action – Clerk to raise the above matters with Balfour Beatty.

6. Planning Applications

The Parish Council considered the following application:-

6.1 Hommehurst, Sutton Road, Hereford, Herefordshire HR1 3NL (P133241/FH) Demolition of the existing UPVC conservatory to the rear and erection of single story extensions to the side and rear elevations.

Resolved In favour of application no other comments

Action Clerk to inform Herefordshire Council of the decision

7. Footpaths In the Village

The Footpath Officer to attend for this item and gave a verbal update (Appendix 4 refers).

8. Neighbourhood Development Planning

The Parish Council was informed that a letter had been delivered to parishioners and that consultation on the designated area ends on 14th January 2014. The decision on designation will be made by Herefordshire Council within two weeks of the end of the consultation period.. The Clerk has emailed the Clerk at Bodenham Parish Council to see who they will be using for Technical support. The update was noted.

9. Financial Report

9.1 Confirmation of Balances £27,835.76

9.2 Receipts - £50 (NALC Bursary)

9.3 Invoices for payments

- i. Richard Morgan - £1286.00 (Work on Community Garden)
- ii. Print Plus - £58.80 - (Neighbourhood Plan Letters)
- iii. HALC - £72.00 – (Training Planning and Community Action)
- iv. Clerks Salary 294.28
- v. Mrs E Dilly £92.99 (Purchases for the Community Garden)
- vi. Richard Morgan £182.00 (Work on Village Hall Building)

Noted Direct Debit payment to Public Works Loan Board £4,298.87
(Loan repayment)

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

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10. **Budget and Precept 2014/15**

The Parish Council was informed that the Finance Committee met on 9th December 2013 and considered the budget for 2014/15 (Appendix 5 refers). If the precept was increased from £18,870 to £19,250 in 2014/15 the annual Band D charge would rise from £47.86 in 2013/14 to £48.76 in 2014/15 an increase of £0.90p per annum.

Having considered the budget (Appendix 5 refers)

Resolved that the budget for 2014/15 (Appendix 5 refers) be approved and that the precept for 2014/15 should be £19,250

Action Clerk to inform Herefordshire Council

11 **Installation of Grit Bins**

The Parish Council was informed that Balfour Beatty had given a quote of £395.95 plus VAT for the provision and installation of 2 grit bins. Following a discussion it was agreed that the location at Tumpy Lakes was outside the Parish Boundary and that the Clerk liaise with John Murray regarding the purchase of one grit bin to be located at Willow Rise/ Millway

12 **Sutton Playing Field**

The Inspection Report from Allianz showed that there were no defects affecting safety., however there were six other defects and observations (Appendix 6 refers).

13. **Community Garden**

All required work has been completed in addition the Gardening Club does not require any further support at the present time. The Parish Council expressed their thanks to Richard Morgan for getting the garden into to a manageable state.

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

14.1 Hereford Civic Society – Invite to talk on Hereford Historic Pubs.(Noted)

14.2 Herefordshire Council – Update on Sutton Walls Closed Landfill site – 2/12/13 (noted)

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

- **Neighbourhood Plan**
- **Sutton Playing Field**
- **Grit Bins**
- **Footpaths**

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16. Confirmation of the Date, Time and Venue of the next meeting. Monday 3rd February 2014 at 7.15pm in Room 2 at the Village Hall

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 Agenda item	Closed
01/02	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. Latest inspection report an agenda item	Closed
01/03	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. There is a risk that Herefordshire's obligations could be transferred to the Parish Council.	Closed
01/04	02/12/13	5.1	Ward Councillors Report	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	Clerk	Actioned on Line	Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
01/05	02/12/13	6	Footpaths in the Village – across from the playing fields	The Clerk was asked to inform Balfour Beatty	Clerk	Balfour Beatty Informed Job number received	Completed
01/06	02/12/13	7	Neighbourhood Planning	Clerk Draft the required letter based upon the views of the Parish Council and circulate to Councillors for comment.	Clerk	Drafted and printed	Completed
01/07	02/12/13	7	Neighbourhood Planning	Clerk arrange an Extraordinary meeting for Monday 13 th January 2014 @ 7.30pm	Clerk		Work in Progress
01/08	02/12/13	7	Neighbourhood Planning	Identify three possible providers of technical support.	Clerk	Agenda Item 8	Work in progress
01/09	02/12/13	7	Neighbourhood Planning	Complete the relevant grant application form	Clerk	Before the application can be completed there is a need to confirm that designation has been approved	Work In Progress
01/10	02/12/13	9	Community Garden	Liaise with the Chairman of the Gardening Club to see if any additional support was needed.	Clerk	Additional support not needed	Completed
01/11	02/12/13	9	Community Garden	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	Clerk	Cheque raised	Completed

Safer Neighbourhood Team
Hereford Rural North
(Christmas Edition 2013)

.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 30th November 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 (1)

Moreton on Lugg, Marden and Sutton St Nicholas

A Theft by Employee occurred at 2.22pm Saturday 23rd November 2013 at M and M Sports, Moreton Business Park. Two employees working on site have both attempted to leave the premises at the end of the working shift with clothing concealed on their person to the value of +£300. They were detained pending the arrival of Police.

Your Safer Neighbourhood Team consists of:-

Police Sergeant Emma Freer

Police Constable Neil James

Police Community Support Officer Dean Wall and

Police Community Support Officer Elena Ekanite (Author of newsletter)

The incidents that are 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 December 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.

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Sutton Walls (11)

Moreton on Lugg, Marden and Sutton St Nicholas

Moreton on Lugg - Between 17:00 Sat 30th Nov and 09:00 Sun 1st Dec. The victim's vehicle has been parked on the roadside overnight. Person's unknown have thrown a stone at the vehicle causing it to smash. No items taken and no attempt to take vehicle.

Moreton on Lugg –At 02:15 on Wed 18th Dec - A staff member of the Post Office was alerted that the alarm to the premises had been activated. On arrival to the location, damage to the front counter was noticed and a rear window had been forced open. Damage caused to plaster work of surrounding window. No entry was gained and no property stolen.

Footpaths Officers Report

As you are aware, the weather has been a serious issue and work has halted on some of the paths around the Parish.

At the rear of Freens Court (ST 3) a new metal bridge is to be installed, replacing the existing wooden one. This would have been done last Tuesday (07/01/14) but the fields were flooded and making it impossible for Balfour Beatty to actually get on site. I will have updated information as when possible for this action.

The rear of Court Farm (ST3) from the main road to The Lane, will see a new style at the Western end and across the road will see repairs to its style at the same time.

ST 14/15 The Rhea, off road vehicles still pose a problem in this location and it has now been decided, that Balfour Beatty, will install, anti-vehicular bollards, beyond the old canal bridge, still allowing landowners access to their ground. This action has come about, after 4x4 enthusiasts have caused serious damage to the bridle way and it is not in any fit state for the public or horse owners to use safely. Once this action has taken place, I will be able to remove the downed tree and reopen the right of way fully

ST5/MR29, a few issues with trees along the MR29 section but in very good condition.

ST10 on the Wyatt Road, will be having its style repaired and a new marker post erected.

As previously reported, all way marking are up to date and Network Rail have kindly donated 12 sleepers for use on footpath repairs.

Parish Footpaths Officer

Mike Darley

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Appendix 5

Budget Report 2014/15

Income	Actual 2010/11	Actual 2011/12	Actual 2012/13	Budget 2013/14	Budget 2014/15
Precept	18,500.00	18,500.00	18500.00	18,870.00	19,250.00
Other	0.00	10.10	100.00	0.00	0.00
Playbuilder Grant	33,480.00	0.00	0.00	0.00	0.00
Hire of Hall	885.00	0.00	0.00	0.00	0.00
Technology Grant	0.00	0.00	446.80	0.00	0.00
Community Led Plan Grant	750.00	0.00	0.00	0.00	0.00
Lengthsmans Scheme	1,153.10	1,070.11	0.00	1,000.00	1,000.00
Bursary	0.00	62.50	87.50	0.00	50.00
Neighbourhood Planning Grant	0.00	0.00	0.00	0.00	5,000.00
VAT recovered	0.00	0.00	3855.64	0.00	263.00
Total Income	54,768.10	19,642.71	22989.94	19,870.00	25,563.00
Expenditure					
Clerks Salary	2,478.48	2,716.92	3,123.54	3,590.00	3,590.00
Admin/Office Expenses	83.17	240.94	419.57	289.00	289.00
Training	0.00	215.00	159.00	250.00	250.00
Cleaning -bus Shelter	0.00	0.00	0.00	200.00	200.00
Community Garden/Playing Field maintenance	0.00	0.00	406.17	500.00	1,100.00
Insurance	1,170.57	2,485.79	2,185.27	2,210.00	2,210.00
Membership Subs	265.76	247.04	300.20	307.00	400.00
Auditors	393.63	925.00	335.00	200.00	200.00
Village Hall Building Repairs	00.00	00.00	00.00	00.00	500.00
Services Repairs and Maintenance	2,309.59	5,331.82	2,101.25	2,040.00	500.00
Website Support	0.00	0.00	0.00	0.00	250.00
Lengthsman	1,140.46	552.90	390.00	1,000.00	1,000.00
Donations	25.00	50.00	525.00	180.00	180.00
Elections	0.00	69.72	0.00	0.00	0.00
Loan repayment	8,597.74	8,597.74	8,597.74	8,598.00	8,598.00
Parish Plan projects	0.00	915.75	595.26	200.00	340.00
SIDs	817.52	200.00	240.00	300.00	300.00
Rent	251.00	5.00	0.00	6.00	6.00
Technology Grant	0.00	0.00	446.80	0.00	0.00
Legal Fees	3,437.50	250.00	0.00	0.00	0.00
Neighbourhood Plan Development	0.00	0.00	0.00	0.00	5,630.00
Village Hall Lease	200,000.00	0.00	0.00	0.00	0.00

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Income	Actual 2010/11	Actual 2011/12	Actual 2012/13	Budget 2013/14	Budget 2014/15
Playground Project	20,007.00	18,778.45	0.00	0.00	0.00
Community Garden Project	1,500.00	379.99	0.00	0.00	0.00
Section 106 Exp	289.52	0.00	0.00	0.00	0.00
VAT	0.00	4,055.85	263.30	0.00	0.00
Total Expenditure	242,766.94	46,017.91	20,088.10	19,870.00	25,543.00

Appendix 6

Sutton Playing Field - Allianz Inspection

Item Number	Defect/Observation	Action
PG1	Fencing damaged and incomplete at rear border leading to field of cattle behind.	Keep under review
	Branches and timber pieces on the ground adjacent to the metal climbing frame should be removed	Pass to Lengthsman
	Access gate latch missing	Being replaced
A	One rubber cap displaced at climbing net to ground anchor point	Pass to Lengthsman
F	Recommends that the excessively worn ground beneath this item be reinstated	Defer until April 2014
H	Shock absorbing surface beneath swings has filled up with mud and grass rendering it ineffective	Keep under review
	Infant seat was not fitted to the chains at the time of inspection	Purchase a new seat
L	Shock absorbing surface beneath swings has filled up with mud and grass rendering it ineffective	Keep under review
M	The Mushrooms/Toadstools growing in the woodchip beneath the climbing net should be removed	Pass to Lengthsman
	Recommends that the woodchip depth be kept to the correct level particularly around the edging	Keep under review

Judy Stevenson
Chairman

3rd February 2014