

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 3rd March 2014 (SPC/TF/056)

Councillors Present

Cllr Judy Stevenson (Chairman)
Cllr Ann Burke
Cllr Bill Glover
Cllr Ron Gow
Cllr Annette Mansie
Cllr Mike Winnell

Clerk Tony Ford

Ward Councillor – Cllr Kema Guthrie

Members of the public One

1. **Apologies for Absence**
Apologies for absence received and accepted from Cllr Richard Andrews.
2. **Receive, approve and sign the Minutes of the Ordinary Parish Council Meeting (no SPC/TF/056) held on Monday 3rd February 2014.**

The minutes were signed by the Chairman as a correct record of the meeting
3. **Receive and approve and sign the Minutes of the Extraordinary Parish Council Meeting held on Monday 10th February 2014**

The minutes were signed by the Chairman as a correct record of the meeting
4. **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.
5. **Report from Clerk on actions from the last meeting**
There were ten actions requiring completion, seven were completed three were in progress. (Appendix 1 refers)
6. **Questions/Issues on any matter, from members of the public present.**
 - 6.1 **Ward Councillors Report**
A verbal report was received from Councillor Guthrie the Ward Councillor. (Appendix 2 refers)
 - 6.2 **Local Police Report**
PC Neil James (West Mercia Police) informed the Parish Council that there nine reported incidents none were criminally related incidents, however he did highlight the incident of the police being called out regarding a parked lorry outside a bungalow which was blocking the Sutton to Marden Road. He also highlighted that there had been a number of incident in the city relating to stolen metal gates.
 - 6.3 **Questions from other members of the public**
There were no questions from the public.

Sutton St. Nicholas Parish Council

7. Planning

To consider the following application

7.1 Longbarn Cottage, Ordys Court, Sutton St. Nicholas HR1 3AY (132088)

–Amendment to permission 132088/L to include canopy adjoining porch on north elevation.

Resolved To support amendment to permission 132088

Action – Clerk inform Herefordshire Council of Parish Councils decision.

8. Flooding In the Village

The Clerk informed the Parish Council that he had reported to him or was aware of flooding at the following locations:

- The Rhea
- Millway entrance to St Nicholas Church
- Sutton Marsh
- Church Way
- Ridgway Road – just past the village sign
- Marden Road – Just past St. Michaels Church

The Parish Council was also informed that the Lenghtsman had been requested to ensure that drain covers across the village were free of debris. Councillor Guthrie informed the Parish Council that the Lugg Drainage Board was responsible for The Rhea and the Environment Agency being responsible for the Lugg and the drainage ditch, however the Lugg Drainage Board would like to take over responsibility for the Lugg and drainage ditch. The Parish Council expressed their support to the Lugg Drainage Board. The Clerk was asked to write to Mr Harrison of the Lugg Drainage Board expressing the Parish Councils Support.

Action Clerk to write to The Lugg Drainage Board

9. Golden Cross Junction

At the site visit on Monday 24th February 2014. It was agreed that the white lines on the junction needed to be repainted. A number of options were put forward for improvements to the junction, including coloured tarmac, ‘slow’ warnings on the tarmac and flashing warning signs, in addition to a stop sign. However the engineer will need to discuss options with the highways department. The site visit was expanded to include issues along the Sutton to Marden Road such as drainage to gullies, the running water and the sunken service trench outside the Cresswells. The engineer also confirmed that he would look into the issue of flooding just past St Michaels Church. An inspection was also carried out on the verge parallel to the footpath running from the back of the old school to the Playing Field entrance where the overgrowth was overhanging the highway, Balfour Beatty would cut back the overgrowth. The report was noted.

10. Section 106 Monies

The Parish Council considered how future 106 monies should be spent. And highlighted the following, which would be considered at the next meeting.

- Water drainage across the village
- New Bus shelter by the Village Hall
- Refurbish Bus shelter by the Golden Cross
- Mains sewage drainage on the Sutton to Marden Road.(C1126)

Sutton St. Nicholas Parish Council

11. Highways Repairs

Having given consideration to priorities for highways repairs in the village it was agreed that priority should be given to the C1126 (Sutton to Marden Road). Improving the camber of the road by The Creswells and surrounding area to improve water flow to drains and to improve the camber of the road on the other side of St Micheals to help reduce flooding on the corner.

Action Clerk to write to Balfour Beatty.

Neighbourhood Development Plan Project Group

The first meeting of the group was held on 18th February 2014 a Chairman and Secretary is in place the next meeting to be held on 4th March and will cover Specialist, Technical Support, Grant Application, Project Plan and Communication Strategy.

12. Community Led Plan

This matter was deferred to the next meeting and the Clerk was asked to compile a schedule of all immediate and short-term priority actions, so that the Parish Council can carry out the review.

Action Clerk to produce schedule as indicated.

13. Financial Report

14.1 Confirmation of Balances £27,278.60 made up as follows Bank statement (20th January 2014 £28,585.76 less outstanding Payments of £1,307.16)

14.2 Receipts - None

14.3 Invoices for payments

i. Herefordshire Council - £52.00 (Paper copies Planning Applications)

ii. Clerks Salary £294.98

iii. R.A. Ford £8.95 (Printer Cartridge)

iv. HALC £56.25 (reference book – Charles Arnold Baker)

14. Grants Policy

The Parish Council considered the draft Grants Policy (Appendix 3 refers)

Resolved that the Grants Policy be adopted

Action- Clerk to put policy on the Village Website.

15. St. Michael Church

The Parish Council received a request for a grant of £992.00 towards the cost of the churchyard maintenance. The Clerk informed the Parish Council that Under the Local Government Act 1972 section 214 there was the power to contribute towards expenses of cemeteries. Last year a donation of £500.00p was made towards these costs. Having considered the matter the Parish Council highlighted that the payment last year should be seen as a one off as there was no legal obligation or duty on the Parish Council. The Parish was mindful of it Grants Policy.

Resolved that no grant be paid to the PCC.

Action The Clerk inform The PCC of the Councils decision.

Sutton St. Nicholas Parish Council

16. 1st Withington Brownies

The Parish Council has received a grant request from 1st Withington Brownies relating to a sleepover at the Science Museum to celebrate the Brownie Centenary. Several of the Brownies live in Sutton St. Nicholas. Payment could be considered under Section 137 of the Local Government Act 1972, the council must first be satisfied that there is a direct benefit to the area or part of the area, or to some or all of the inhabitants. The use of "some" in relation to the inhabitants means that the council cannot use the power to benefit a single individual. Expenditure incurred by a council under section 137 is open to challenge by the auditor, or by a local government elector objector at audit (pursuant to section 16 Audit Commission Act 1998), having considered the matter the Parish Council

Resolved that no grant be paid to 1st Withington Brownies

Action The Clerk inform 1st Withington Brownies of the Councils decision.

17. Litter Collection

The Parish Council was informed that Litter collection formed part of the Community Led Plan actions, The Parish Council's insurer's state the following 'We are able to confirm that providing all employees and volunteers will be working at the sole request of and under the sole control of the Parish Council, using tools materials and equipment provided by the Parish Council that the existing Public and Employers Liability Sections of the policy would apply.

We would only expect Employees and Volunteers to be involved with the less hazardous work involved in path maintenance, grass cutting or litter collection, with the use of non-powered tools only, other than lawnmowers/grass cutting equipment and trimmers, when stout footwear should be worn and also safety goggles in the case of trimmers. Cleaning materials must be not stronger than those available on shop shelves. Employees and Volunteers must be physically fit and able to carry out the work expected of them. Anyone under the age of 15 will require an adult to be present and will require parental permission.'

Specialist litter picking equipment will be supplied by Balfour Beatty

Having considered the matter it was:

Resolved that that the Parish Council request volunteers to carry out litter picking in the village and that the conditions stated by the Councils insurers be complied with, the clerk to be informed of the date so that arrangements can be made with Balfour Beatty regarding the specialist equipment.

Action Clerk to inform Les Smith of the Parish Councils decision

18. Purchase of Reference Books

The Parish Council authorised the purchase of reference book Charles Arnold Baker as recommended by HALC. In the sum of £56.25.

19. Sutton Playing Fields

Status of actions

- Branches and timber pieces on the ground adjacent to the metal climbing frame should be removed- Done

Sutton St. Nicholas Parish Council

- One rubber cap displaced at climbing net to ground anchor point- waiting for dryer weather before it is done.
- The Mushrooms/Toadstools growing in the woodchip beneath the climbing net should be removed- Done
- Purchase of Infant seat- outstanding

The update was noted

Action Clerk to ask the Lengthsman to ease the gate latch

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

21.1 Balfour Beatty – Newsletter (Noted)

21.2 Herefordshire Council – Press Release –Changes to the way affordable housing is allocated (Noted)

21.3 Hereford Civic Society- Invite to meeting 20-02-14. (Noted)

21.4 Herefordshire Council – Healthy Herefordshire Community. (Noted)

21.5 Herefordshire Council- Planning site inspections. (Noted)

21.6 HALC- Information Corner 18-02-14. (Noted)

21.7 Herefordshire Council- Flood Recovery Group (household and business support).- (Noted)

21.8 Briefing Note –Severe weather funding. (Noted)

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

- Neighbourhood Planning
- Community Led Plan
- Website Upgrade
- Golden Cross junction
- Sutton Playing Field
- Use of future Section 106 monies
- Donation to Gardening Club
- Footpaths

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

7th April 2014 at 7.15pm in Room 2 at the Village Hall

Judy Stevenson

Chairman

7-04-14

Sutton St. Nicholas Parish Council

Appendix 1

Status of Actions from last meeting

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
03/01	02/12/13	7	Neighbourhood Planning	Identify three possible providers of technical support.	Clerk	Refer to Project Group	Work in progress
03/02	02/12/13	7	Neighbourhood Planning	Complete the relevant grant application form	Clerk	Refer to Project Group	Work In Progress
03/03	03/02/14	6.2	Local Police Report	The Clerk write to West Mercia Police raising the Parish Councils disappointment in relation to the lack of detail in the new report format	Clerk	Email sent	Completed
03/04	03/02/14	6.3	Questions from other Members of the Public-Potholes	The Clerk was asked to write to the parishioner and update him	Clerk	Email sent	Completed
03/05	03/02/14	7	Planning-Land adjacent to 19 Fieldway Sutton St. Nicholas (P140067/F)	Clerk to inform Herefordshire Council of the Parish Councils decision	Clerk	Email sent	Completed
03/06	03/02/14	8	Accident at the Golden Cross Junction	Cllr Guthrie to arrange a site meeting to discuss the matter	Cllr Guthrie	Meeting held on Monday 24 th February	Completed
03/07	03/02/14	8	Accident at the Golden Cross Junction	The Clerk to request that the white lines are remarked	Clerk	Request made	Completed
03/08	03/02/14	9	Footpaths in the village	The Clerk write to Balfour Beatty raising the Parish Council's concern	Clerk	Email sent	Completed
03/09	03/02/14	11	Neighbourhood Development Plan Project Group	Clerk to send a copy of the approved terms of reference to the project group members	Clerk	Sent	Completed
03/10	03/02/14	14	Installation of Grit Bin	The lengthsmen be requested to purchase and site a Grit	Clerk	Waiting for confirmation from Balfour Beatty on the arrangements	Work In progress

Sutton St. Nicholas Parish Council

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
						for getting it filled.	

Ward Councillors Report

Appendix 2

Highways Issues

A site meeting was held with Balfour Beatty on 24th February 2014 to look at the issues/concerns regarding the crossroads. In addition, drainage problems on the C1126 were discussed. Balfour Beatty are going to investigate what possible improvements can be made and report back accordingly.

Potholes

I have sent a list of highways concerns that have been raised by constituents regarding the timing of and quality of repairs, to Cllr. Philip Price (Cabinet Member for Highways) Currently, I have not received a response.

Flooding Issues

I have been in contact with Parish Clerks, the River Lugg Drainage Board, the Environment Agency, Herefordshire Council Highways Engineers and Balfour Beatty regarding flooding concerns/issues in the Ward area. In general, I hope to press for improvements in flood defences and a better preparedness in the future.

Hereford and Worcester Fire Authority

I have recently been placed on the Fire Authority, as Cllr. Peter Watts's replacement.

(Report by Cllr. Kema Guthrie 03/03/14)

SUTTON ST. NICHOLAS PARISH COUNCIL

GRANTS POLICY

1. The maximum sum set aside each financial year for grants, is to be agreed on annually at the full Parish Council meeting in which the precept is set.
2. All applications for grants must be made in writing and submitted to the Clerk by 31st May each year.
3. All grant applications must be decided by a full parish council meeting.
4. The Parish Council will satisfy itself that the grant will benefit the area and a significant number of residents. Ideally there should be clear evidence of local need or demand for the proposed project / activity.
5. Each **application** must be accompanied by supporting documents:
 - a. Summary of the applicant's accounts for the last financial year.
 - b. Proposed project details including a breakdown of costs.
 - c. Details of the applicant's organisation, committee and meeting structure, appointed officers, etc. (Councillors must feel confident that appropriate management mechanisms and financial controls are in place within the applicant's organisation)
 - d. Other funding sources / grants applied for in relation to the project concerned
6. If the grant requests received exceed the grant monies available in a financial year, then councillors will target projects / grants which benefit as many people as possible within the parish.

GRANTS CONDITIONS

1. Grants will not be awarded to individuals.
2. Grants will not be made retrospectively.

Sutton St. Nicholas Parish Council

3. Grants will not be awarded to fund activities of a political nature, nor activities considered to be the responsibility of the principal authority.
4. Grants will not be awarded to organisations that make, or attempt to make, profit for the benefit of members or owners over and above revenue expenditure, e.g. running costs, staff costs, premises maintenance and general overheads.
5. Organisations applying for a grant should be properly constituted, with appointed officers.
6. Grants will be awarded on the assumption that other sources of income have been sought.
7. Grants will only be considered accompanied by sufficient and appropriate documentation, including financial records. If there is insufficient documentary evidence the application will not be considered.
8. If the organisation / body is unable to use the grant for the stated purpose, monies must be returned to the Parish Council.
9. The grant must be used for the purpose for which the application was made
10. Any applicant receiving a grant is required to acknowledge Sutton St. Nicholas Parish Council's contribution and explain how this will be done.
11. All applicants receiving a grant must provide an End of Project Report, including a breakdown of expenditure, together with (copy) receipts within 3 months of the project completion. (Unless agreed otherwise, projects should be completed within 1 year of a grant offer).
12. Failure to comply with the above may result in the rescinding of the grant and a request for its return.

Sutton St. Nicholas Parish Council

13. These conditions will be included in a letter offering a grant from the Parish Council. The applicant must sign and return to the Parish Council, a copy of this letter, to indicate they will comply with the conditions, before the grant is issued.

14. All grants are awarded at the Parish Council's discretion, the Parish Council's decision is final and there is no right of appeal.

Considered and approved by the Parish Council on 3st March 2014

Judy Stevenson

Chairman

Date