

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 May 2014 (SPC/TF/060)

Councillors Present

Cllr Judy Stevenson (Chairman)
Cllr Richard Andrews
Cllr Ann Burke
Cllr Ron Gow
Cllr Annette Mansie
Cllr Mike Winnell

Clerk Tony Ford

Ward Councillor – Cllr Kema Guthrie

Members of the public Three

1. Apologies for Absence

Apologies were received and accepted from Cllr Bill Glover.

2. Receive, approve and sign the Minutes of the Ordinary Parish Council Meeting (no SPC/TF/059) held on Monday 7th April 2014.

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 nine actions requiring completion, 6 were completed 3 were in progress. (Appendix 1 refers)

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

5.1 Ward Councillors Report

A verbal report was received from Councillor Guthrie the Ward Councillor. (Appendix 2 refers)

5.2 Local Police Report

The Police report had been previously circulated and a copy would be put on the village website.

Action The Clerk put the report on the Village website.

5.3 Questions from other members of the public

1. The issue of flooding on The Rhea was raised by a member of the public, who highlighted the following:-
 - Flood water was on his drive some ten times a year
 - There was a need for a better balance to reduce minor flooding
 - There were capacity issues and the level of water routed to the rhea should be reduced,
 - The current system was not up to task

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The discussion that followed highlighted the following

- The size of the Culverts was an issue, they needed to be cleared on a regular basis and action was need to ensure that they did not get blocked with rubbish.
- Advice required on the work required to clear the watercourse.
- There was need to identify who was responsible for keeping the Culverts maintained and clear of rubbish.

Action

- Councillor Guthrie would correspond with officers of Herefordshire Council
- The Clerk would seek to identify who had responsibility for keeping the Culverts maintained and clear of rubbish. The Clerk to write to them asking for action to be taken.

2. A question was regarding the provision of a nursery in the village and whether Section 106 monies could be utilised. The parishioner felt that the Community Led Plan highlighted the need for a nursery and that the Parish Council was not giving serious thought to the matter. The Parish Council felt it was a matter of resources, and requested that the Clerk raise the matter at the Neighbourhood Planning Project Group with regarding the siting of a nursery for preschool children in the village.

6. Footpaths in the Village

Mike Darley give a short verbal update on footpaths (Appendix 3 refers) outlining work that had to be done.

The Parish Council thanked Mike Darley for all the work he had done.

7. Golden Cross Junction

Councillor Guthrie's report at Appendix 2 gave an updated position on this matter.

8. Neighbourhood Development Plan Project Group

The Parish Council was informed that there had not been a meeting since the last Parish Council Meeting. The next meeting was to be held on 7th May, and the agenda included

- Environmental Impact Assessments
- Funding Application Update
- Project Plan Update
- Community Strategy Update
- Use of Consultants

9. Neighbourhood Planning – Budget

As part of the process the Parish Council had to consider and approve the Neighbourhood Plan Budget submitted by the Neighbourhood Plan Development Project Group, having considered the matter the Parish Council **Resolved to approve the budget (Appendix IV refers) on the understanding that a grant application would be made to the National Lottery**

Action Clerk to submit an application to the National Lottery

10. Neighbourhood Planning – Project Plan

As part of the process the Parish Council had to consider and approve the Neighbourhood Plan Project Plan submitted by the Neighbourhood Plan

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Development Group. Having considered the matter the Parish Council
Resolved to approve the Project Plan (Appendix V refers).

11. Community Led Plan

It was agreed that the Clerk would update the schedule with recent updates of actions and present the fully updated version to the next Parish Council meeting.

Action The Clerk presents a fully updated action plan. To the next Parish Council meeting

12. Financial Report

121 Confirmation of Balances- £25,904.42 (Bank statement 28th March 2014
£27,334.85 less outstanding Cheques £1,430.43)

12.2 Receipts- None

12.3 Invoices for payments

i. Wicksteed Leisure Ltd £154.94 (Cradle seat for playground swing)

ii. R. A .Ford £16.45 (Paper and Ink Cartridge)

iii. Clerks Salary - £294.98

Resolved that the above payments be approved and the cheques signed

13. Community Resilience

The Parish Council considered email received from Herefordshire Council regarding Community Resilience, enclosing Guidance to complete the Community resilience Plan Template and Community Resilience Plan Template. Having considered the matter the Parish Council agreed that any upgrade of the Village Website should have a tabs on Flooding Updates and information relating to sandbags.

14. World War 1 Commemorations

Due to the absence of Councillor Glover the Parish Councils deferred until the next meeting it's consideration on its approach to the World War 1 Commemorations.

15. Donations

The Parish Council was informed that to date the Clerk had not received any applications and that copies of the Grants Policy has been sent to the relevant persons at the Citizen Advice Bureaux, the Gardening Club and the Sutton Parochial Church Council

16. Speed Indicator Device (SIDs)

The Parish Council had received correspondence from Balfour Beatty that the new costs would be £195.00 plus VAT per SID for one month's deployment.

The Parish Council considered the matter and

Resolved that SIDs should be located on the Marden Road during September 2014 and The Ridgeway during February 2015.

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

17.1 Campaign to Protect Rural England –News Letter March 2014 (Noted)

17.2 Hereford Civic Society – Design Review Panel event 17/04/14. Noted)

17.3 Herefordshire Council – Invite to meeting with the Leader and the Chief Executive. Noted)

17.4 Cllr Guthrie - Provisional dates for Highways meeting. Noted)

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17.5 Balfour Beatty – Annual Plan Presentation. (Noted)

17.6 Cllr Guthrie – Priority Roads for Sutton Walls Ward. (Noted)

17.7 Herefordshire Council - Explore Herefordshire Map. (Noted)

17.8 Herefordshire Council – Council Tax leaflet 2014/15. (Noted)

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

- Flooding on the Rhea
- Community Led Plan Actions Update
- Neighbourhood Plan Update
- World War 1 Commemorations
- Lengthsman Work Plan
- Footpaths Update

**19. Confirmation of the Date, Time and Venue of the next meeting.
Monday 2nd June 2014 at 7.15pm in Room 2 at the Village Hall**

Appendix 1

Status of Actions from last meeting

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
05/01	02/12/13	7	Neighbourhood Planning	Identify three possible providers of technical support.	Clerk	Use of Consultants is an agenda item for the Project Groups next meeting	Work in progress
05/02	03/02/14	14	Installation of Grit Bin	The lengthsman be requested to purchase and site a Grit	Clerk	After another follow up to the Locality Lead The Parish Council has received confirmation that this is currently been looked into	Work In progress
05/03	07/04/14	6.1	Planning - 5 Willow Rise, Sutton St. Nicholas HR1 3DH (P140877/K)	Clerk to inform Herefordshire Council of Parish Councils decision	Clerk	Email sent	Completed
05/04	07/04/14	6.2	Planning-The Talbots Farm, Sutton St. Nicholas HR1 3BB (P140378/F	Clerk to inform Herefordshire Council of Parish Councils decision	Clerk	Email sent	Completed
05/05	07/04/14	12	Community Led Plan	Clerk to update schedule	Clerk	Sent by email	Completed
05/06	07/04/14	17	Standing Orders	Clerk to send a copy of the approved Standing Orders	Clerk	Sent by email	Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
				to all Councillor and Cllr Guthrie			
05/07	07/04/14	18	Website	The Clerk to put a note in the Sutton News seeking a Volunteer Village Website Administrator	Clerk	Item put in the Sutton News	Completed
05/08	07/04/14	19	Sutton Playing Fields	Clerk to get relevant quotes	Clerk		Work In progress
05/09	07/04/14	20	Donations	Clerk to put a note in the Sutton news that applications be made in line with the Donation Policy	Clerk	Item put in the Sutton News	Completed

Appendix 2

Ward Councillor's Report

Re: Highways Matters

Re: Public Meeting Sutton Walls Ward – Highways Meeting 17th June 2014 at Marden Community Centre starting at 7.30 pm

I have arranged the above meeting in response to highways issues/concerns raised by Parish Councils and residents in the Ward area, ref: the timelines and quality of road repairs. Balfour Beatty Representatives, will be attending the meeting and hopefully they will be able to provide an update on the future maintenance programme for each of the Parishes and "Locality Working". A Herefordshire Council Highways Representative is able to attend and it is hoped the Cabinet Member for Highways will be able to attend too.

Indeed, I think It will be most helpful for all at the meeting to hear more about "Locality Working" and how this new process is going to work locally within the villages of Marden, Moreton on Lugg and Sutton St. Nicholas. Come along and have your say. All welcome.

Re: Crossroads at Sutton St. Nicholas

I have been advised by Balfour Beatty that Herefordshire Council's Accident Investigation Team have begun to investigate the issues at the crossroads and looking at a possible scheme to improve this site, which will hopefully be started this financial year. I will arrange a site meeting with the Senior Accident Investigation Engineer for Herefordshire Council at the crossroads to discuss local concerns, which will inform the investigation accordingly.

Re: Franklands Corner update – safety issues/concerns raised by residents

Balfour Beatty are looking at the Frankland Corner site, to improve road markings there and a new sign and plate is ready to be put in place on the Southbound approach. Hopefully, this sign is soon to be installed.

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The Rhea – Flooding Issue update

In response to residents' and the Parish Council's concerns regarding the ongoing flooding issue at this location. I will Herefordshire Council's Assistant Director responsible for Highways, stating the following; that in February this year there was extensive flooding at the Rhea, Sutton St. Nicholas. I will ask for clarification on who is in authority/responsible to maintain and keep the Rhea clear of blockages and for the flooding problem to be fully investigated.

(Report by Kema Guthrie 6th May 2014)

Appendix 3

Footpaths Officer Report

- Having walked The Rhea, ST 14 & 15, these are now drying up under foot and will need strimming, to keep the width and vegetation under control on ST 14 beyond the Gas pumping station.
- ST 15 needs a lot of work to repair the damage that has been done by the off road vehicles and the trees are still in situ for this purpose. I will get an update on the bollards for the junction with ST 15 / WT 35.
- ST 7 has had a new pedestrian gate and finger post at the request of the landowner. The old stile was removed to allow ease of access for less abled bodied ramblers. (photographs attached in an earlier correspondence)
- Burmarsh Orchards, ST 5, is due to have preparatory work, ready for the installation of a wooden gate. Again to aid access for less able walkers.
- ST 3, again, will be having preparatory work done in readiness for the new stile at the rear of the old post office.
- ST 2, Sutton Walls, is slowly drying up and can now be cleared of all fallen trees and is due to be strimmed, but I will be making enquiries as to when it will take place. (ST 3 is part of the trim list. Short section from the lane to the new bridge) At the request of the landowner, at a point where ST 2 crosses ST 1, they have asked for steps to be installed, so as to aid less abled bodied walkers, to walk up the banks on either side of the concrete access road. I think this is a good idea and will aid better access to the Walls in wet conditions.
- All other paths, will have snagging work carried out throughout the year, to keep them in tip top condition

Mike Darley

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Appendix 4

Neighbourhood Plan Budget

Budget period 2013/14 and 2014/15

Stage 1	Getting Started	£	Details / notes
	Defining neighbourhood area and formation of Steering Group and Project Planning		
	Development of Website	500.00	Consultant
	Stage 1 Admin costs postage, stationery, etc.	700.00	Mobile Display board
	Subtotal	£1,200.00	

Stage 2	Preparing draft Neighbourhood Development Plan	£	Detail / notes
	Gathering evidence and consultations		
	Obtaining, printing strategic evidence base	100.00	
	Refreshments for consultation events	100.00	
	Promotion of consultation events	100.00	Sutton News
	Parish maps for consultation	150.00	
	Consultation materials	200.00	
	Undertaking Primary surveys	500.00	Consultant £500
	Questionnaire - production and printing	900.00	450 copies
	Questionnaire - collation and analysis	500.00	Collected by hand analysed by Consultant £500
	Printing and production of any draft documents - initial plans/text	100.00	
	Preparation of consultation statement	450.00	Consultant £450
	Subtotal	£3,100.00	

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Stage 3	Draft Plan	£	Detail / notes
	Formalise findings, draft plan and consultation		
	Printing and production of draft plan for consultation	3,400.00	Printing £1000 plus Consultant £2400
	Consultation material	100.00	Leaflets
	Promotion of draft plan consultation	100.00	Sutton News /Leaflet drop
	Refreshments for consultation events	100.00	Coffee Tea biscuits
	Collation of comments	500.00	Consultants
	Analysis of comments	500.00	Consultants
	Redraft, printing and production of draft plan post consultation (prior to final submission version)	1,000.00	450 copies
	Subtotal	5,700.00	

Stage 4	Submission of Final Plan	£	Detail / notes
	Final revisions, submission material and consultation		
	Printing and production of Final Plan	200.00	20 copies
	Printing and production of consultation statement	200.00	20 copies
	Printing and production of 'basic requirements' statement	200.00	
	Subtotal	600.00	

Stage 5	Independent Examination	£	Detail / notes
	Publicity for examination. The administrative costs of organising and running the examination will be paid by Herefordshire Council		
	Printing copies of primary evidence for Inspector	100.00	
	Subtotal	100.00	

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Stage 6	Referendum	£	Detail / notes
	Publicity for referendum. The administrative cost of running the referendum will be paid by Herefordshire Council		

Stage 7	Adopted Plan	£	Detail / notes
	Printing and distribution of adopted plan - Herefordshire Council will only require an electronic copy of the final plan.		
	Printing and production of adopted plan for use in the local community	1,000.00	450 copies
	Distribution of adopted plan in the local community	0.00	<i>Hand delivery</i>
	Stage 7 Admin costs postage, stationery ,etc.	50.00	
	Subtotal	1,050.00	

TOTAL	11,750.00
Parish Precept	
NP Grants (if applicable)	6382.00
Frontrunner funding (if applicable)	
Other grants	
Donations	
Other funding (Parish Council)	5368.00
Total Income	11,750.00

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Appendix 5

Neighbourhood Plan Project Plan

Stage 1 Getting Started	From	To	Comments
Parish Council and community approval	March 2014	March 2014	
Defining the Neighbourhood Area	March 2014	March 2014	
Form Steering Group	March 2014	April 2014	
Stage 2 Initial Preparing of your draft Neighbourhood Development Plan			
Communication and engagement strategy	March 2014	March 2014	
General awareness and engagement Strategy	April 2014	July 2014	
Stage 3. - Information gathering - Getting to know your Neighbourhood Area and its context			
Key Stakeholder engagement	April 2014	October 2014	
Building the evidence base	April 2014	July 2014	
Scope and Content	April 2014	December 2014	
Stage 4 - Writing policies and identifying projects, and undertaking in depth community consultation			
In depth Community Consultation - (please note this should be done throughout the process to fully engage the community)	April 2014	September 2014	
Drafting the plan	August 2014	November 2014	
Finalise Draft Plan	October 2014	February 2015	
Stage 5 - Testing and approving your Neighbourhood Development Plan - ensure the Plan works for the community			
Pre-submission consultation and finalise Plan	February 2015	March 2015	
Submission of your Neighbourhood Plan	April 2015	April 2015	
Examination	May 2015	June 2015	
Referendum	July 2015	August 2015	
Adoption	September 2015	September 2015	
Stage 6 - Delivering and Monitoring the Plan			
Delivery	October 2015	October 2015	