

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 1st December 2014 (SPC/TF/068)

Councillors Present

Cllr Ron Gow
Cllr Richard Andrews
Cllr Ann Burke
Cllr Bill Glover
Cllr Mike Winnell

In attendance

Cllr Guthrie (Ward Councillor)
The Clerk

Members of the Public - one

1. Apologies for Absence

Apologies for absence was received and accepted from Cllr Judy Stevenson.

2. Receive, approve and sign the Minutes of the Meeting of the Parish Council Meeting (no SPC/TF/067) held on Monday 3rd November 2014.

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

3. Declarations of Interest

Cllr Ann Burke declared a Disclosable Pecuniary Interest in Agenda item 6 Planning –The Old Farmhouse, Talbots Farm, there were no requests for new Disclosable Pecuniary Interest dispensations.

4. Report from Clerk on actions from the last meeting

There were twelve actions requiring completion, eight were completed, four were in progress. (Appendix 1 refers).

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

5.1 Ward Councillors Report

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

5.2 Local Police Report

Due to the date of the meeting there was no local police report.

5.3 Questions from other members of the public

There were no questions from the public, however Cllr Burke raised the issue fly-tipping and sited the incident of an elderly couple seen attempting to fly-tip by her gate fortunately, the couple realised that they were being observed, they collected the their rubbish and left.

6. Planning

Having previously declared an interest in the agenda item Cllr Burke took no part in the consideration of the application: relating to The Old Farmhouse, Talbots Farm, Sutton St. Nicholas, HR1 3BB (P143411/FH) -Proposed single storey extension to form garden room. Having considered the application the Parish Council **Resolved – To support the Application**

Action – Clerk to inform Herefordshire Council of the Parish Council's decision.

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7. Bus Service

Following consideration at the last meeting of the complaint, the Parish Council was informed that correspondence had been received from Paul Williamson (Herefordshire Council) that due to annual leave he would be unable to attend the meeting tonight, however he would be pleased to attend a subsequent meeting if the Parish Council considers there were issues that still needed to be addressed.

Action - The Clerk to send to Paul Williamson the comments from the meeting of 3rd November 2014.

8. Footpath in the village

The Parish Council was informed that the Clerk had spoken to the Footpath Officer who has confirmed that there was nothing to report.

9. Village Bonfire

The Clerk informed the Parish Council that The Village Bonfire held on Saturday 8th November 2014 was a success, however for future reference consideration would be needed to be given to the insurance requirement of dousing the fire at the end of the event and the possibility of boarding along the entrance to the field, John Murray thanked the Parish Council and reported a surplus of income over expenditure with donations made to Marden School and Sutton Academy. The Parish Council would be sent a copy of the final figures.

Action John Murray to send to the Parish Council the final figures.

10. New Lengthsman Scheme

The Parish Council was informed that an update had been received and that the maximum the Parish Council would have to contribute would be £1,319.00, which would be match funded by Herefordshire Council, in addition the Parish Council would also receive £1,582.80 as the basic allowance. The Parish Council must be mindful that there would need to be an annual maintenance plan to be agreed between the Parish Council and the locality steward. In addition a new contract outlining requirements, responsibilities, training, equipment, insurances and liabilities would need to be signed. As it was still not clear as to the requirements, responsibilities and liabilities, the Clerk recommended that this matter be deferred until the next meeting. It was agreed that the matter be deferred.

11. Precept Budget Report 2015/16

In the last draft previously considered by the Parish Council an indicative figure of £2,488.00 was put in the budget relating to the new Lengthsman scheme, however the latest information indicates that only £1319.00 will be required. The Clerk recommended that the new figure of £1319.00 be included in the draft budget in place of the original figure and that the final decision to be made at the January Parish Council meeting. Having considered the matter the Parish Council agreed to the Clerks recommendation.

12. Transfer of open spaces

The Parish Council was informed that the Clerk had been informed that the relevant searches are being carried out.

13. Neighbourhood Development Plan Project

The questionnaires are being collated and collation should be completed by the end of December 2014.

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14. Financial Report

14.1 Confirmation of Balances £36,646.79 (bank statement 31/10/14 £40403.74 less outstanding cheques £3,756.95), Councillors raised the matter of late receipt of bank statement.

Action – The Clerk to draft a letter to the Councils Bank requesting that the yearend statement (31st March) be sent as soon as possible after the year end.

14.2 **Receipts** - None

14.3 **Invoices for payments**

Ref	Payee	Amount £	Detail
1	Dr D. Nicholson	727.50	Technical Support – Neighbourhood Plan
2	Richard Morgan	363.00	Lengthsman Duties/ New Grit Bin with salt
3	R.A. Ford	249.99	Projector
4	R. A. Ford	294.98	Clerks Salary

Resolved - Approved for payment and cheques to be signed

15. Flooding on the Rhea

Following on from the Briefing from Councillor Guthrie, the Parish Council was asked to consider whether letters should still be sent to landowners. Having considered the matter it was agreed that the letter should not be sent.

16. Herefordshire Council P3 Scheme

The Parish Council noted that the Clerk continues to chase Balfour Beatty.

17. Balfour Beatty Work Update

The update is as follows

No	Location/Query	Action
1	Tree in Willow Rise/Millway open space.	Locality Steward to check with Parks department
2	Churchway flooding	Lengthsman to cut Grips and Balfour Beatty to Clear pipe.
3	Ridgeway Flooding	Balfour Beatty to Speak to Mr Williams about clearing a gully and to look at how to get the water to run directly to the drain. To clear drains at the entrance to Willow Rise.
4	Hedge on main road	Locality Steward to get highways to speak to property owner.
5	Broken Drain on Ridgeway by Millway.	To be repaired, completed
6	Broken Drain on Sutton to Marden Road	Locality Steward to look at it
7	Road surface outside The Creswells.	This requires resurfacing
8	Watery Lane	Pot Holes to be filled in and a request to land owner that

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No	Location/Query	Action
		private road notice to be moved back to correct position
9	Footbridge behind Freens Court (ST3)	Clerk to report via Herefordshire Council logging system
10	Slippery Service on new road surface by Golden Cross	Locality Steward to report to Highways

18. Sutton Playing Field

Update on works

- No dogs sign has been ordered through the Lengthsman.
- The Specification for the hard standing has been drafted and has been sent to Stan for comment, having considered the matter the clerk was asked to get a quote from the contractor doing the road works on the Willowcroft site.

Action – Clerk to send specification as requested.

19. Automatic Enrolment

This related to the requirement for all employers to have pension arrangements in place. The Parish Council Staging date is 1st May 2017 and the declaration deadline is 2nd October 2017. The Parish Council considered the matter and was informed by Cllr Winnell that the Clerk had the option to request or not request that the Parish Council put in place pension requirements. The Clerk informed the Parish Council that he would be requesting that the Parish Council do not make pension arrangements at this time.

Action Clerk to write to the Chairman of the Council

20. Parish Council Elections.

The Parish Council was informed that correspondence had been received from Herefordshire Council that the estimated cost would £1,140.00, at present the Parish Council has a reserve of £1,400.00. (Noted)

21. Grass Cutting

The Parish Council has received correspondence from Centigen a subsidiary of Two Rivers Housing asking if they could be considered for cutting our grass.

Having considered the matter the Parish Council

Resolved that formal quotations be sort for Grass cutting at Millway/Willow Rise open space and Sutton Playing Field, and that Centigen be included.

Action Clerk sent out requests for quotes

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

22.1 Balfour Beatty - Weekly Briefing 21/11/14. (Noted)

22.2 Balfour Beatty - Weekly Briefing 14/11/14. . (Noted)

22.3 Balfour Beatty - Factsheets (Noted)

22.4 Balfour Beatty - Weekly Briefings 7/11/14. (Noted)

22.5 Herefordshire Council – Golden Cross Junction. (Noted)

Action – With regards to Agenda 22.5 the Clerk will put reply in Sutton News

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

- Village Hall Utilities
- Bus service
- New Lenghtsman Scheme
- Precept Budget Report 2015/16
- Herefordshire P3 Scheme

24. Confirmation of the date, time and venue of the next meeting Monday 5th January 2015 at 7.15pm 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
12/01	06/05/14	9	Neighbourhood Planning – Budget	Clerk to submit an application to the National Lottery	Clerk	Herefordshire Councils Grants Officer is ill and of work at present	Work in progress
12/02	07/07/14	7	Watercourse Clearance	Clerk get confirmation from Balfour Beatty as to the location of the knock on flooding	Clerk	Email sent – waiting for reply. Follow up email sent.	Work in progress
12/03	04/08/14	5	Report on actions	Clerk to write to relevant landlords	Clerk	Consulted with Cllr Andrews on Draft letter, on hold as landowner representation is being made to Lugg drainage Board.	Work in Progress
12/04	01/09/14	5.3	Question from Members of the Public	Resurfacing of the Ridgeway	Cllr Guthrie		Work In progress
12/05	01/09/14	20	Planning E-consultation	Purchase a projector and signs up to e-consultation	Clerk	Signed up to e-consultation, projector purchased	Completed
12/06	06/10/14	7.3	Questions from other members of the public The parishioner also highlighted the concern of a property owner relating to his hedge backing on to the highway	Clerk to visit the property owner	Clerk	Locality Steward to liaise with highways	Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
12/07	06/10/14	10	Dispensations	The Clerk to produce a Dispensation Template	Clerk		Completed
12/08	06/10/14	19	Sutton Playing Field	Councillor Winnell to contact the relevant parishioner	Councillor Winnell		Completed
12/09	03/11/14	7	Bus Service	A request be sent to Paul Williamson and a note put in the Sutton News,	Clerk		Completed
12/10	03/11/14	11	Sand Bags	Cleek put a note in Sutton News	Clerk		Completed
12/11	03/11/14	12	Street Lights at Willow Croft	Clerk to inform Herefordshire Council	Clerk		Completed
12/12	03/11/14	22	BT Consultation to remove Public Pay Phone in Parish	Clerk to inform Herefordshire Council of the Parish Councils decision	Clerk		Completed

Ward Councillor's Report

Re: Bus Service Issues

I spoke to Paul Williamson (Transport Co-Ordinator Public Transport) with reference to the concerns regarding the bus service, which were raised at the previous Parish Council meeting. I sent on an invitation to him to attend this evening's meeting but unfortunately he is not able to attend because he is on leave tonight. However, he is happy to attend another meeting of the Parish Council, if the concerns/problems with the bus service are still occurring. He has advised that complaints will be investigated accordingly.

Re: Update on Level Crossing & Floodgates, Hayward Lane, Marden

Some progress has been made on this issue, in that the Council now plan to gate the road and install new gates before Christmas.

Re: The Rhea Flooding Issues

At a recent meeting, Balfour Beatty advised that they have carried out some debris removal from a culvert on the Rhea and that they have consulted with Les Harrison of the River Lugg Drainage Board. Les Harrison advised that nothing more can be done. Generally, there was an overall opinion that any further clearing of debris from culverts will have little or no effect in respect of reducing or minimising the flooding problem. I mentioned the possibility of a group of volunteers carrying out some work to clear the culverts but the consensus at the meeting was that this still wouldn't really make any difference.

I also stated that I spoke to Bill Wiggin MP for over an hour explaining all the issues. He was of the view that the Riparian Owners should take more responsibility for clearing the Rhea. Balfour Beatty advised that as the River Lugg Drainage Board has taken responsibility for the Rhea that they are effectively the Riparian Owners and of course they are of the view that nothing more can be done.

I asked what the Council's Role is as "Lead Flood Authority" in all of this and I was advised that as the "Lead" the Council seek to influence/liaise with other agencies with regard to flooding issues.

Report by Cllr. Kema Guthrie
01/12/24