

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 November 2014 (SPC/TF/067)

Councillors Present

Cllr Richard Andrews
Cllr Ann Burke
Cllr Bill Glover
Cllr Judy Stevenson
Cllr Mike Winnell

In attendance

Cllr Guthrie (Ward Councillor)
The Clerk
Footpaths Officer

Members of the Public -four

1. Apologies for Absence

Apologies for absence was received and accepted from Cllr Ron Gow. Cllr Bill Glover took the Chair

2. Receive, approve and sign the Minutes of the Meeting of the Parish Council Meeting (no SPC/TF/066) held on Monday 6th October 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, there were no requests for new Disclosable Pecuniary Interest dispensations.

4. Report from Clerk on actions from the last meeting

There were 15 actions requiring completion, seven were completed, eight were in progress. (Appendix 1 refers).

Agenda item 7 was considered at this point.

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).

Members of the public thanked Cllr Guthrie for her efforts with regards to flooding in Churchway.

5.2 Local Police Report

Although the local police were not in attendance the Clerk informed the Parish Council that the latest newsletter (previously circulated) did not show any incidents in Sutton St. Nicholas. The newsletter would be put on the village website.

5.3 Questions from other members of the public

There were no questions from the public.

6. Bus Service

The Clerk informed the Parish Council that a complaint had been received regarding the level of service received by parishioners, particular mention was made of the service on the morning of 10th October 2014. A Parishioner informed the Parish Council that:-

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- Regarding the incident of the 10th he was waiting at the temporary lights on Ridgeway, when the bus went past, and did not stop, as was going to town he offered a lift to some of the stranded passengers (five) who confirmed that the driver did not stop.
- More than one incident of people missing the service as the bus had arrived early and left before the time stated in the bus timetable:
- In the past the not stopping at Woodville if requested, this being contrary to notices on the bus.
- Driver did not stop for a blind passenger at Shelwick.
- Bus was not suitable for prams/wheelchairs and standing passengers over 5ft;

Having considered the matter the Parish Council requested that the Clerk invite Paul Williamson to attend the next meeting of the Parish Council, and put a note in the Sutton News that any parishioner who has had a problem with the bus service to contact the Parish Clerk, Paul Williamson (Herefordshire Council) and First Direct.

Action- A request be sent to Paul Williamson and a note put in the Sutton News,

7. Footpath in the village

A short verbal update was received from the Footpaths Officer

- Action needs to be taken to restrict 4X4 activity at ST6.
- Bollards in place at the Rhea.
- Gate at ST3 requires urgent replacement
- The spare gate to be located where it is most needed.

8. Village Bonfire

The Council's insurers have laid down a number of conditions, having considered the comments of the Clerk. **The Council resolved that the Sutton Events Committee be nominated to run the bonfire on behalf of the Parish Council and that Councillor Winnell be nominated to join the committee.**

9. Precept Budget Report 2015/16

The Parish Clerk informed the Parish Council that the Finance Committee met on Monday 20th October and considered the budget for 2015/16, and drafted a budget for the Parish Council to consider. (Appendix 3 refers). The Parish Council was also informed that although Herefordshire Council had requested that they be informed of the precept request by the 31st December 2014 the legal requirement was the end of February 2015 and recommended that the final decision was made at the January 2015 Parish Council meeting.

With regards to the draft budget the Parish Clerk highlighted the following expenditure;-

- Services Repairs and Maintenance- £500.00 this related to grass cutting at St. Michael's churchyard.
- New Lengthsman Scheme £5970.00 – Net cost to the Parish Council was £2,388;
- Garden/Playing Field/Open Space £2,300 breakdown –
 - Community Garden £500.00
 - Playing Field- £600.00
 - Millway/Willow Rise- Grass Cutting £500.00, Tree Maintenance £500.00;
 - Playing Field Inspection £200.00.

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- Footpath Maintenance - -£1078.00 equal to the amount received from Herefordshire Council.

10. New Lengthsman Scheme

Herefordshire Council has upgraded the Lengthsman scheme, which now has three levels

Level one – A budget of £100 per kilometre (funded by Herefordshire Council) to be used to employ a suitably trained Lengthsman to carry out duties in line with the annual plan. – Cost to Parish Council £Nil

Level two – A addition sum of up to a maximum of £100 per kilometre (funded by Herefordshire Council) to be used to employ a suitably trained Lengthsman to carry out duties in line with the annual plan.- **Cost to the Parish Council up to £1194.00**

Level three - A match funded budget of up to £100 per kilometre (funded by the Parish Council) to be used to employ a suitably trained Lengthsman to carry out duties in line with the annual plan. **Cost to the Parish Council- up to £1194.00**

The Parish Council was mindful of the risks relating to potholes from the Parish Council point of view- ie who has the liability.

Having considered the matter the Parish Council

Resolved to defer the matter until more information was received from Balfour Beatty

11. Sand Bags

In view of the likely impact of flooding at certain locations in the village, such as The Rhea and Churchway, the Parish Council considered the matter and agreed to order sand bags for parishioners to collect from the Village Hall.

Action – Clerk to put a notice in Sutton News

12. Street Lights at Willow Croft

The Parish Council had received a request from Herefordshire Council to consider whether street lights should form part of the Willow Croft Development.

Having considered the matter the Parish Council

Resolved that street lights should not form part of the development.

Action -The Parish Clerk to inform Herefordshire Council

13. Transfer of open spaces

There was no update on progress to report.

14. Neighbourhood Development Plan Project

There has not been a Project Group meeting since the last Parish Council meeting, however the group is in the process of collecting questionnaires and updating the village website. Positive comments regarding the questionnaire had been received.

15. Financial Report

15.1 Confirmation of Balances £38,282.26 (Bank Statement 30/09/14 £43,722.00 less outstanding cheques £5,439.74).

15.2 Receipts £9,625.00 second instalment of precept

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15.3 Invoices for payments

Ref	Payee	Amount £	Detail
1	Royal British Legion	30.00	Poppy Wreath
2	ABC Print	412.80	Neighbourhood Plan questionnaire
3	ABC Print	163.20	Printed envelopes for Neighbourhood questionnaire
4	Richard Morgan	126.00	Lengthsman duties
5	Dr D Nicholson	997.50	Technical Support Neighbourhood Plan
6	R. A. Ford	294.98	Clerk Salary
7	Richard Morgan	47.00	Signs @ the Village Hall and Playing Field.

Resolved Approved for payment and cheques to be signed.

16. Herefordshire Local Plan Core Strategy 2011-2031

Under Regulation 22 of the Town and County Planning Regulation Herefordshire Council has submitted the Core Strategy to the Secretary of State for examination, if all goes well it is likely to be approved by June/July 2015. (Noted)

17. Affordable Warmth/Fuel Poverty Information afternoon

The Parish Council has been invited to attend a Keep Herefordshire Warm free information session on 12th November 2014. (Noted)

18. Flooding on the Rhea

On behalf of the Parish Council the Clerk wrote to The Lugg Drainage Board, who have confirmed that they will not be carrying out any de-silting work due to the cost involved. As part of the resurfacing Balfour Beatty would be putting additional grips to help drain off. Cllr Guthie has written to Bill Wiggins the local MP and awaits a reply, she also suggested that the Council consider whether volunteers could be used to clear drainage ditches.

19. Herefordshire Council P3 Scheme

The Parish Council at its last meeting decided to join the scheme and that payments made previously made to be refunded, the Clerk has informed Balfour Beatty of the decision and has been informed of the officer dealing with the matter.

20. Balfour Beatty Work Update

The Parish Clerk will be meeting with the Locality Steward on 5th November to walk the village, an update will be given to the next Parish Council meeting.

21. Purchase of Grit Bin

As previously resolved the Clerk has asked the Lengthsman to order the Grit bin and fill it with grit at a cost of £185.00.

22. BT Consultation to remove Public Pay Phone in the parish

The Parish Council had received a request to comment on BT's request to remove the telephone box at Burmarsh Sutton St. Nicholas. It was noted that no calls were made from this box in the last 12 months. Having considered the matter the Parish Council –

Resolved that it had no objections to its removal.

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

23. Sutton Playing Field

With regards to the hard standing Cllr Winnell informed the Parish Council that he had spoken to the parishioner who could be contacted if the need arose.

24. Sutton Walls Presentation at Marden Parish Council

The Parish Council had received an invitation to attend the presentation on Monday 10th November 2014 @ 7.00 pm. It was agreed that Councillors would inform the Clerk if they wanted to attend.

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

25.1 Balfour Beatty – Weekly Briefing 24-10-14 (Noted)

25.2 HALC – HALC Conference and AGM 1/11/14 (Noted)

25.3 Herefordshire Council – Licencing Policy Consultation (Noted)

25.4 Balfour Beatty – Locality Briefing 17/10/14 (Noted)

25.5 HALC- Information Corner 25/10/14 (Noted)

25.6 West Mercia Police – Emergency Tax Disc (Noted)

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

- New Lengthsman Scheme
- Transfer of open spaces
- Flooding on the Rhea
- Herefordshire Council P3 Scheme
- Balfour Beatty Work Update
- Precept Budget Report 2015/16

**27. Confirmation of the Date, Time and Venue of the next meeting.
Monday 1st December 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
11/01	03/02/14	14	Installation of Grit Bin	The lengthsman be requested to purchase and site a Grit	Clerk	Confirmation to purchase has been given to the Lengthsman	Completed
11/02	06/05/14	5.3	Questions from other members of the public	Cllr Guthrie would correspond with officers of Herefordshire Council	Cllr Guthrie	Cllr Guthrie has spoken to offices at Herefordshire and fed back to the Parish Council	Completed
11/03	06/05/14	9	Neighbourhood Planning – Budget	Clerk to submit an application to	Clerk	Herefordshire Councils Grants Officer is ill and	Work in progress

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
				the National Lottery		of work at present	
11/04	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
11/05	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
11/06	01/09/14	5.3	Question from Members of the Public	Resurfacing of the Ridgeway	Cllr Guthrie		Work In progress
11/07	01/09/14	20	Planning E-consultation	Purchase a projector and signs up to e-consultation	Clerk	Signed up to e-consultation, projector to be purchased	Work in progress
11/08	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	Will do a site visit with the Locality Steward on	Work in progress
11/09	06/10/14	9	Herefordshire Council P3 Scheme (Footpaths maintenance)	The Clerk inform Balfour Beatty of the Parish Councils decision and request that monies already spend be reimbursed under the scheme	Clerk	Email sent to Balfour Beatty waiting for reply	Completed
11/10	06/10/14	10	Dispensations	The Clerk to produce a Dispensation Template	Clerk		Work in progress
11/11	06/10/14	15	Neighbourhood Development Plan Project	The Clerk was asked to pass on the thanks of the Parish	Clerk	Email Sent to members of the project group	Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
				Council to the Neighbourhood Plan Project Group			
11/12	06/10/14	17	Parish Precept 2015/16	The Clerk to arrange a Finance Committee meeting in October	Clerk	Committee meeting arranged	Completed
11/13	06/10/14	19	Sutton Playing Field	Councillor Winnell to contact the relevant parishioner	Councillor Winnell		Work in progress
11/14	06/10/14	20	Councillor Annette Mansie	The Clerk was authorised to send a letter of thanks to Annette Mansie	The Clerk		Completed
11/15	06/10/14	20	Councillor Annette Mansie	The Clerk to put a notice in Sutton News informing Parishioners of the vacancy for a Co-opted member. Interested parishioner to inform the clerk by Monday 24 th November 2014	The Clerk		Completed

Ward Councillor's Report

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Ward Highways Update

On 10th October 2014 I had a meeting with Balfour Beatty, Cllr. Paul Rone (Cabinet Member for Highways) and representatives from Parish Councils too. I am pleased to report that a small amount of progress has been made on some of the longstanding highways issues within the Ward area. The key points are as follows; Laystone Bridge, to receive lime mortar repairs on 17th October 2014 & Moreton on Lugg Bridge to be repaired hopefully in the first part of the New Year. I am pleased to report that Laystone Bridge has indeed had some repairs done but disappointingly the major work with regard to the repointing of the whole bridge has not been done and therefore, I will continue to pursue this matter with Balfour Beatty accordingly. Unfortunately, Moreton on Lugg bridge has been struck again in the same place, most probably by a combine harvester. I have requested that repairs to the bridge are done as soon as possible. Sutton St. Nicholas, the improvement works at the crossroads are being carried out now, the "buff" coloured surface treatment is programmed for Monday 3rd November (depending on weather conditions) once completed, the white lining will be done and the signage will be installed later on. Flooding problems on Hayward Lane & the barriers were discussed along with all the concerns. I am keen to see this problem resolved as soon as possible before we have any heavy rainfall and I am pressing for the remedial works to go ahead. Currently, I am awaiting feedback on this issue.

Drainage issues on C1126 1) pooling water on approach to St. Michaels Church 2) Previous drainage repairs done by Balfour Beatty where the tarmac appears to be breaking up 3) Issue of floodwater on the Ridgeway road – all will be investigated by Steve Churchill our Balfour Beatty Locality Steward. Other flooding problems were discussed such as Flooding at the Rhea (although, good news road scheduled for resurfacing & bollards to be installed soon) and Churchway (at the meeting) was deemed unresolvable. However, recently I received some more positive news from Steve Churchill regarding the Churchway flooding problem, he advised that he hoped to meet up with Tony Ford (Parish Clerk) to view the ditches at Churchway. He told me, he hoped that it could be arranged for the Lengthsman to clear out the ditch at the top of the lane and then once this is done, he advised that Balfour Beatty would be able to clear out the pipe and recut the grips. 4) Freens Court Footbridge, to be inspected. There were a few other matters which Balfour Beatty are going to report back on such as what has happened about the possible Frankland's Corner improvements & what was the rationale behind the recent resurfacing on the Ridgeway Road, Sutton St. Nicholas and at Hayward Lane, Marden – so far no response on these issues.

C1120 Road - Old School House to Moreton Bridge

This road had been identified (in particular) by Marden Parish Council as a priority road for the area. Indeed, Moreton on Lugg & Sutton Nicholas Parish Councils have raised concerns about the condition of this road too.

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Balfour Beatty stated that "Recent Jet Patching works carried out along edge of carriageway. There is some fretting down the centre of the carriageway and defect noted on the first bend before Old School House. However overall the carriageway does not appear to be in need of urgent attention". Unfortunately, the outcome of the discussion was that, this road has not been listed for resurfacing but routine maintenance will be carried out.

Watery Lane – Steve Churchill is going investigate the parts of the lane that the Council are responsible for.

Reminder - Black General Rubbish Bins

Remember we are changing to alternate weekly collections from November 2014, meaning general waste will be collected one week and recycling the following week. Please refer to the collection calendar recently delivered to you or go online to check whether your collection days have changed. www.herefordshire.gov.uk/collection-lookup

Meeting with the Highways Agency ref: A49 - Update

The recent scheduled meeting (ref: to receive progress on a Safety Review of the Northern section of the A49) with the Highways Agency was cancelled presumably because no update was available. The Cabinet Member, Cllr Price is working on this matter and is in discussions with the Highways Agency. Once he has identified how things will progress it is hoped that the relevant Ward Councillors will meet with him to discuss how to progress appropriately.

Street Lighting - update

"Herefordshire Council in partnership with Balfour Beatty Living Places will replace the county's 9,000 existing streetlights with energy saving LED lighting over the next twelve months. By replacing and upgrading existing street lighting, the council will reduce the maintenance and running costs of street lighting, reduce carbon emissions, and alleviate the existing £3 million cost to repair street lighting in need of replacement. The extended lifespan of an LED bulb, 24 years, compared to a traditional bulb, 3 years, means lighting will be more reliable and have a reduced maintenance costs".

For more information visit the Herefordshire Council website: www.herefordshire.gov.uk/environmental-protection/conservation-and-sustainability/led-street-lights

Report by Councillor Kema Guthrie, Sutton Walls Ward

COUNCILLOR KEMA GUTHRIE

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Appendix 3

Precept Budget Report 2015/16

Income	Actual 2012/13	Actual 2013/14	Budget 2014/15	Actual 2014/15- Oct 14	Budget 2015/16
Precept	18,500.00	18,870.00	19,250.00	9,625.00	20,008.00
Other -	100.00	750.00	0.00	0.00	0.00
Technology Grant	446.80	0.00	0.00	0.00	0.00
New Lengthsman Scheme	0.00	0.00	0.00	0.00	3,582.00
Old Lengthsmans Scheme	0.00	301.25	1,000.00	569.00	0.00
Bursary	87.50	50.00	50.00	0.00	50.00
VAT recovered / estimate	3,855.64	4,163.55	263.00	0.00	357.00
P3 Scheme	0.00	0.00	0.00	0.00	1,078.00
Neighbourhood Plan Grant	0.00	0.00	5,000.00	6,290.80	0.00
Total Income	22,989.94	24,134.80	25,563.00	16,484.80	25,075.00
Expenditure					
Clerks Salary	3,123.54	3,350.53	3,590.00	1,978.92	3,590.00
Admin/Office Expenses	419.57	244.56	289.00	195.95	291.00
Training	159.00	97.00	250.00	0.00	150.00
Cleaning (Bus Shelter)	0.00	0.00	200.00	0.00	0.00
Subsidy to Village Hall	406.17	1,378.99	500.00	0.00	500.00
Insurance	2,185.27	2,058.77	2,210.00	743.13	800.00
Membership Subs	300.20	282.30	400.00	354.44	362.00
Auditors	335.00	150.00	200.00	150.00	250.00
Services Repairs and Maintenance	2,101.25	1,034.12	500.00	0.00	500.00
Lengthsman	390.00	509.00	1,000.00	650.25	0.00
New Lengthsman Scheme	0.00	0.00	0.00	0.00	5,970.00
Donations	525.00	0.00	180.00	793.00	180.00
Elections	0.00	0.00	0.00	0.00	0.00
Purchase of Open Spaces	0.00	0.00	0.00	600.00	0.00
Loan repayment	8,597.74	8,597.74	8,598.00	4,298.87	8,598.00
Community Led Plan	595.26	1,039.49	340.00	36.00	0.00
SIDs	240.00	0.00	320.00	0.00	300.00
Rent	0.00	5.00	6.00	5.00	6.00
Computer/software	0.00	495.81	0.00	0.00	0.00
Legal Fees	0.00	0.00	0.00	0.00	0.00
Technology Grant	446.80	0.00	0.00	0.00	0.00
New Website/maintenance	0.00	720.00	250.00	0.00	200.00
Neighbourhood Plan	0.00	130.80	5,630.00	2,371.27	0.00

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Income	Actual 2012/13	Actual 2013/14	Budget 2014/15	Actual 2014/15- Oct 14	Budget 2015/16
Playground Project	0.00	0.00	0.00	0.00	0.00
Community Garden/Playing Field/Open Space	0.00	0.00	1,100.00	129.12	2,300.00
Footpath Maintenance	0.00	0.00	0.00	556.00	1,078.00
Vat	263.30	357.52	0.00	172.71	0.00
Total Expenditure	20,088.10	20,451.63	25,563.00	13,034.66	25,075.00