

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 4th August 2014 (SPC/TF/064)

Councillors Present

Cllr Ron Gow (Chairman)
Cllr Richard Andrews
Cllr Ann Burke
Cllr Bill Glover
Cllr Judy Stevenson
Cllr Mike Winnell

In attendance

The Clerk
Footpaths Officer

1. **Apologies for Absence**
Apologies for absence received and approved from Cllr Annette Mansie
2. **Receive, approve and sign the Minutes of the Meeting of the Parish Council Meeting (no SPC/TF/063) held on Monday 7th July 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. **Dispensations**
In view of the new Standing Orders and misunderstanding at a previous meeting. To make it clear the clerk requested that all previous dispensations be rescinded. These relate to the Village Hall, Sutton Parochial Church Council, flooding matters in addition to the discussion and approval of the Annual Precept previously agreed at the Parish Council meeting on 9th November 2012. Cllr Winnell wanted to know if the Parish Council could in the future consider dispensations, the clerk informed the Parish Council was free to consider this. **Resolved that the dispensations previously granted be rescinded.**
5. **Report from Clerk on actions from the last meeting**
There were nine actions requiring completion, 3 were completed, 6 were in progress. (Appendix 1 refers).
6. **Questions/Issues on any matter, from members of the public present.**
6.1 Ward Councillors Report
The Clerk informed the Parish Council that Cllr Guthrie was running late, but would be attending. Cllr Guthrie arrived at 7.40pm and this item was considered after agenda item 7. A verbal report was received from Councillor Guthrie the Ward Councillor. (Appendix 2 refers)

Sutton St. Nicholas Parish Council

6.2 Local Police Report

There was police officer in attendance, the Clerk informed the Parish Council that the latest newsletter had been put on the Village Website.

Action The Clerk to ascertain the name of the local beat police officer

6.3 Questions from other members of the public

There were on members of the public

7. Footpaths in the Village

The Parish Council considered the Footpaths Officer's work plan (previously circulated, (Appendix 3 refers). The Parish Council was informed that item 17 was being actioned by the land owner. The Clerk informed the Parish Council that they must be mindful that there will now be two roles, Volunteer Footpath Officer and Contractor. In addition The Volunteer Footpath Officer role comes under the Parish Council insurance, we will therefore need to be able to identify the different roles, and inform Balfour Beatty as to the dual role. Having considered the work plan. **Resolved that the Contractor cost the schedule of works and priority be given to works relating to strimming and works the Parish Council has the power to do. The Clerk being authorised to approve work up to £500.**

Action 1 Clerk inform Balfour Beatty of the dual role.

Action 2 An update to be presented to the next Parish Council meeting

Action 3 The Clerk write to Balfour Beatty regarding item 4 due to the adverse safety impact on users.

Action 4 Regarding item 10 the Clerk write to the relevant landowners regarding the clearing of the footpath bordering their property.

8. Watercourse Clearance

The Clerk informed the Parish Council that a request had been made to Balfour Beatty for the location of the area impacted by flooding as per their letter to parishioners. At the time of the meeting a reply had not been received.

9. Flooding On the Ridgeway Road

The contents of Cllr Winnell's email was noted and it was agreed that this item was linked to agenda item 8 above.

10. Flooding on the Rhea

Following a parishioner's complaint sent to Herefordshire Council regarding flooding on the Rhea and the clearing of a Calvert under the Bridleway. The Clerk informed the Parish Council that an email has been sent to Balfour Beatty requesting that they clear the Calvert at location SO 53599 44588 Junction ST14/15 paths.

Action The Clerk purchase a map showing Footpaths, drains in the village

11. Golden Cross Junction

Councillor Guthrie informed the Parish Council that the proposed work at the junction was due to start in mid-August. .

12. Neighbourhood Development Plan Project Group

Since the last Parish Council meeting there had not been a meeting of the group, however the Parish Council was informed that a meeting with the Parish Council appointed consultant was to be held on 19th August .

Sutton St. Nicholas Parish Council

13. Transfer of open spaces

The Parish Council was informed that Herefordshire Council has agreed to draw up the legal conveyance, contract and deed of surrender on the current lease for free, The Clerk was still waiting for a reply from HALC regarding solicitors. With regards to the cost of cutting the grass at Willow Rise/Millway a quotation was due.

Action- Clerk to inform Herefordshire Council that although the Parish Council intended to go through with the transfer the Parish Council was trying to find solicitors with local government (parish council experience) and establish legal and running costs. As soon as these were to hand the Parish Council will get back to them. .

14. Financial Report

14.1 Confirmation of Balances £33,469.48 (Bank Statement as 30/06/14 £40,001.36 less outstanding Payments £6,531.88)

14.2 Receipts - None

14.3 Invoices for payments

i. **Richard Morgan** £231.75p (Lengthsman Duties)

ii. **Print Plus** - £36.00 (100 Sutton Looks Forward Leaflets)

iii. **Clerks Salary** – £231.23

Resolved that the above payments be approved and the cheques signed

15. World War 1 Commemorations

Councillor Stevenson informed the Parish Council that with the Help of Alan Russell the Environment and History Group had raised funds to restore a Belgium Flag previously given to the City Council. Alan Russell had also volunteered to do further research.

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

16.1 Balfour Beatty – Parish Council PROW Update/P3 scheme (Noted)

16.2 Herefordshire Council – Parish Clerk- Grass Cutting Letter. (Noted)

16.3 Herefordshire Council – World War 1 Exhibition (Noted)

16.4 Cllr Guthrie – re various issues in parish (Noted)

16.5 Herefordshire Council – Strategic Environmental Assessment Scoping Report Consultation.(Noted)

16.6 Ian Nicholas – Open space Millway/Willow Rise (Noted)

16.7 HALC – Information Corner 21/07/14 (Noted)

16.8 HALC – Sothern Area Meeting (SAM) Papers (Noted)

16.9 Sutton St. Nicholas with St. Michael Parochial Church Council – Thanking the Parish Council for grant payment. (Noted)

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

- West Mercia Police- Crime Commissioner Survey
- Golden Cross Junction- Car Parking Outside the Golden Cross Public House.
- Flooding on the Rhea
- Flooding on Ridgeway Road
- Flooding on Churchway
- Consider Dispensations for Councillors
- Play Ground – Hard standing, Signs, Basketball Hoop ,

Sutton St. Nicholas Parish Council

- 18. Confirmation of the Date, Time and Venue of the next meeting.
Monday 1st September 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
07/01	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
08/01	07/04/14	19	Sutton Playing Fields	Clerk to get relevant quotes	Clerk		Work In progress
08/02	06/05/14	5.3	Questions from other members of the public	Cllr Guthrie would correspond with officers of Herefordshire Council	Cllr Guthrie	Email sent to Herefordshire Council, waiting for reply	Work in progress
08/03	06/05/14	9	Neighbourhood Planning – Budget	Clerk to submit an application to the National Lottery	Clerk	Information requested by Herefordshire Councils Grants Officer sent awaiting reply.	Work in progress
08/04	02/06/14	8	Flooding on the Rhea	Clerk to arrange a meeting with landowners and the Parish Council.	Clerk	Working with Footpath Officer to arrange, asked Cllr Andrews for help	Work in progress
08/05	07/07/14	6	Footpaths in the village	Footpath Officer Work Plan to be presented to the next meeting	Footpath officer	Agenda item 7 meeting 4 th August	Completed
08/06	07/07/14	6	Footpaths in the village	Clerk to write to Herefordshire Council reminding them of their legal obligation to keep footpaths clear.	Clerk	Email sent - Holding reply received	Work in progress.

Sutton St. Nicholas Parish Council

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
08/07	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	Work in progress
08/08	07/07/14	11	Transfer of open spaces	Clerk to write to Herefordshire Council requesting that they consider paying the Parish Council's legal costs	Clerk	Email sent Agenda item 13	Completed
08/09	07/07/14	12	Community Led Plan Action Plan	Clerk to arrange for 100 copies of the agreed newsletter to be printed	Clerk		Completed

Appendix 2

Ward Councillor's Report

Re: Highways Matters

Improvement Scheme at the Crossroads – when I was last updated on this issue, it was hoped that work will start mid-August.

Churchway Flooding issue – update from Balfour Beatty as follows:-

“As for the flooding issues at Churchway in Sutton St Nicholas, I was discussing this with our drainage team on Wednesday. Originally the idea was to see if we could obtain landowners permission to cut some grips into the field about 50 yds up from the last house. However, we have since noted that there appears to be an existing ditch a little further up the lane. My understanding is that the drainage team now proposes that we clear this ditch out and extend it 5 mtrs if required, then cut new grips into the existing ditch. They are also proposing to put a soakaway near the entrance the fields on the right hand side (looking up the lane from the houses) to capture any water running off the fields. In addition there is an existing gully on the right hand side that will be cleared out, and if necessary a new gully added on the left hand side of the lane with pipe work connecting to the right hand side gully, These measures should resolve the flooding issue. Again I have no indication of the timing of these works as of yet but will endeavour to update as soon as I know”

Ward Issues Meeting I had a meeting with Richard Ball (Assistant Director Placed Based Commissioning) 23/07/14 to discuss Ward issues in particular flooding issues. He suggested that the Parish Council contact Bodenham Flood Group who might like to come and talk to the Parish Council on what they have done in Bodenham.

Watery Lane

I've reported potholes on this lane to Balfour Beatty and the Locality Steward will inspect the area in due course.

Sutton St. Nicholas Parish Council

Overgrown Hedges on C1126 near to Poole House

I've reported this matter to Balfour Beatty and again it is for the attention of the Locality Steward accordingly.

Motorbike Noise Nuisance

I've had a complaint about motorbike noise coming from the outskirts of Moreton on Lugg. I have duly reported the concerns to the Environmental Health Team for the matter to be investigated.

Fire Authority

As a new member of the Hereford & Worcester Fire Authority, I have been pressing for some alternative options for in particular Hereford (other than the removal of the 2nd whole time pump) to be put forward for consideration. I am pleased that at a recent Workshop Seminar, other options were being looked at.

Councillor K Guthrie

Appendix 3

Sutton St Nicholas Parish Council Public Rights of Way job sheet.

Work outstanding & to undertake.

- 1, ST 2 – Sutton Walls; 2nd cut to allow for access and keep width. (MD)
2. ST 2 – Sutton Walls; fallen trees to remove. (Orchard side/Eastern edge MD)
- 3, ST 1 - Sutton Walls; access road to cut. (strim at the top. MD)
4. ST 3 – Freens Court; 7.5mtr metal bridge to replace the existing construction that has been lifted out by the flooding. (BBLP)
5. ST 3 – rear of St Michaels Church. A new gate to the field is being put installed by the landowner and a new stile will be installed at the same time. (LO/MD)
6. ST 3 – Rear of Old Post Office / Court Farm 2nd & 3rd cuts Top rail to repair on stile. (main road access. MD)
7. ST 4 – Wergins bridge to St Michaels. Strim access at Bridge and waymark at new stile. (MD)
8. MR 42 – Wergins Bridge to Railway line. Strim access and replace top rail on stile, cut hedge back around access and cut back at railway, footbridge and over track to its junction with PL 1& PL 3. (MD)
9. ST 13 – Main Rd access to cut and hedge to trim & cut path at Rhea side. (MD)
10. ST 12 – The Craft to The Rhea; hedge to trim and over hangs to remove.(MD)
11. ST 11 – The Rhea to Ridgeway road, stile @ The Rhea to strim. (MD)
12. ST 15 junction with WT 35; traffic calming bollards to install, (BBLP) over hangs to remove and general tidy up. (MD)
13. ST 14 – 2nd cut to keep width and access open (MD)
14. ST 16 - main access of mixed stone. Ditches either side to cut. (EA/LO)
15. ST 17 – Cut around stiles and trim hedges. (MD)

Sutton St. Nicholas Parish Council

16. ST 10 – Green Lane to Ridgeway Rd. New way post to install and way mark. Landowner has cut. (MD)
17. ST 10 – Ridgeway Rd to Wyatt Rd. Way mark update. Cut back over growth at new build on Wyatt Rd side, to original line. Total of 4 mtrs to de-veg. (MD)
18. ST 9 – 2nd cut to keep width of bridleway to Preston Wynne & Clear fallen trees and vegetation. (MD)
19. ST 7 – Monitor footbridge at junction with PW 13 (MD)
20. ST 8 – New stile to install above Hill Farm. 1 of 3 from Church Rd to ST 6/MR 41 Old Quarry Junction. (MD)
21. ST 6/MR41 Below quarry stiles either side of bridleway to hedge trim around access. (MD)
22. MR 29 to ST 5 Parish boundary bridleway to junction with ST 5 to cut. New 3 way finger post to install. Stile to clear and over hanging bows to remove from tree close by. Way post to re-site nearer to stile. (MD/RA)
23. ST 5/MR 28 from stile @ ST 5 to Burmarsh Orchards. Cut and install new gate on parish boundary. Cut back over hangs Sutton side of boundary at new gate. Way mark. (MD)

Legend

RA – Richard Andrews
MD – Mike Darley
LO – Land owner
EA – Environment Agency
BBLP – Balfour Beatty Living Places

NOTE

A number of stiles will require modifications to allow for dogs and others will need rails and cross steps