

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 October 2014 (SPC/TF/066)

Councillors Present

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

In attendance

Cllr Guthrie (Ward Councillor)
The Clerk
Footpaths Officer

Members of the Public -one

1. Apologies for Absence

Apologies were received and accepted from Councillor Ron Gow and Councillor Bill Glover. Councillor Judy Stevenson was elected to chair the meeting.

2. Receive, approve and sign the Minutes of the Meeting of the Parish Council Meeting (no SPC/TF/065) held on Monday 1st September 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.

Agenda item 5 was considered at this point.

4. Balfour Beatty Attendance

The Parish Council received a update from Shane Hancock and Steve Church from Balfour Beatty, and Bruce Evens (Herefordshire Council). (Appendix 1 refers)

5. Fastershire Broadband Project

The Parish Council received an update on the broadband project relating to the parish, from Cllr Powell – responsible Cabinet Member, Matt Lloyd (BT Programme Manager) and Natalia Silver – Project Director attending.(Appendix 2 refers)

6. Report from Clerk on actions from the last meeting

There were 10 actions requiring completion, three were completed, seven were in progress. (Appendix 3 refers).

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

7.1 Ward Councillors Report

A brief verbal report was received from the Ward Councillor (Appendix 4 refers)

7.2 Local Police Report

There was no police officer in attendance, the Clerk informed the Parish Council that the latest newsletter would be put on the Village Website. The Clerk informed the Parish Council that PC Brian Hillstead 397.the new Village PC, has been ill and is off work at the present time.

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The Parish Council sent their best wishes to PC Hillstead and signed a get well card.

7.3 Questions from other members of the public

- A parishioner raised his concern regarding the speed with which the work at the crossroads was being completed.
- The parishioner also highlighted the concern of a property owner relating to his hedge backing on to the highway.
Action – Clerk to visit the property owner
- The parishioner also commented on the use of section 106 monies

8. Footpaths in the Village

The Parish Council was informed that although there a few minor issues to be sorted, the footpaths in the village were in a satisfactory condition.

Councillor Ann Burke gave her apologies and left the meeting at this point.

9. Herefordshire Council P3 Scheme (Footpaths maintenance)

The Parish Council was informed that having queried the previous length of paths proved by Balfour Beatty, discussion had taken place between Balfour Beatty and The Footpath Officer, The figure had now been agreed at 21.55 km, which meant a grant of £1077.50 Monies were to be spent on

- 1) Maintenance works to keep paths open, particularly cutting back of vegetation(excluding crops)
- 2) Maintenance and installation of gates, stile cross steps and other PROW furniture.
- 3) Signposting and waymarking
- 4) Surveys and inspections associated with above
- 5) Purchase/hire/maintenance of tools.

Having considered the matter the Parish Council felt that monies previously spent should be reimbursed from the scheme.

Resolved the Parish Council signed up to the P3 scheme.

Action - The Clerk inform Balfour Beatty of the Parish Councils decision and request that monies already spend be reimbursed under the scheme.

10. Dispensations

The Parish Council was informed that:-

1. The Parish Council can grant Dispensations in the following circumstances
 - Without the dispensation the number of members voting would leave the council inquorate.
 - Granting the dispensation is in the interests of persons living in the parish.
 - It is otherwise appropriate to grant the dispensation.
2. Dispensation requests must be in writing and submitted to the Clerk as soon as possible before the meeting, or failing that at the start of the meeting for, which the dispensation is required.
3. A dispensation request should confirm

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- The description and the nature of the disclosable pecuniary interest or other interest to which the request for dispensation relates.
 - Whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote.
 - The date of the meeting or the period (not exceeding four years) for which the dispensation is sought and
 - An explanation as to why the dispensation is sought.
4. Dispensation requests should be considered by the proper officer before the meeting or if this is not possible at the start of the meeting for, which the dispensation is required.
5. A decision as to whether to grant a dispensation shall be made by a meeting of the council, or committee for which the dispensation is required and that decision is final.

Having considered the matter the information was noted.

Action - The Clerk to produce a Dispensation Template.

11. **Flooding on Churchway**

An update was received from Balfour Beatty under item 4.

12. **Flooding On the Ridgeway Road**

An update was received from Balfour Beatty under item 4.

13. **Flooding on the Rhea**

The Clerk updated the Parish Council:-

1. **Letter to Landowners**- on hold
2. **Request to Herefordshire Council** - Balfour Beatty has now been given the location and Grid reference of the Culvert, in addition the Footpath Officer has highlighted the location with a paint spray.
3. **Clearing Gully running parallel to the Rhea**, Lugg Board informed, however not aware of it existence. The Clerk thinks the confusion is due to the word gully previously used. The Clerk has emailed Les Harrison and informed it that it is a drainage ditch.

Update noted.

14. **Transfer of open spaces**

The Parish Council was informed that correspondence had been received from Caldicott Gallimore Solicitors having considered the matter the Parish Council

1. Confirmed both parcels of land and authorised the Chairman of the meeting to sign the relevant plans,
2. Agreed the transfer price of £5.00 for each piece of land.
3. Considered whether a specialist environmental consultant should be employed at this stage and agreed that this should be considered after the outcome of the desktop exercise.
4. Considered the Terms of business and authorised the Chairman of the meeting to sign them.
5. With regards to the Purchase and Mortgage questionnaire
 - a. What do you understand the land current use to be?

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Land west side of Willow Rise - *Open Space*

Land southwest side of 8 Orchard Close – *Playground*

b. What do you intend to do with the land - *Keep them as they are now*

c. Do you intend to develop the land - *No*

d. Do you intend to change the lands use- *No*

e. The Clerk be authorised to complete and sign the form.

15. Neighbourhood Development Plan Project

- Three drop in session had been held
- The questionnaire had been drafted
- The process for questionnaire drop and collection had been agreed.
- A letter was being sent to landowners in the parish.

Action The Clerk was asked to pass on the thanks of the Parish Council to the Neighbourhood Plan Project Group.

16. Financial Report

16.1 Confirmation of Balances- £30,728.74 (Bank Statement as at 29/08/14
£34,585.48 less Outstanding Cheques £3856.74)

16.2 Receipts £569.00 (Herefordshire Council Lengthsman Grant)

16.3 Invoices for payments

Ref	Payee	Amount £	Detail
1	Ian Nicholas	34.77	Fete- Neighbourhood Plan Photo Album
2	Dr D. Nicholson	1,957.50	Neighbourhood Plan – consultant
3	Hoople Ltd	180.40	Neighbourhood Plan Parish – Parish Constraint Map
4	Hoople Ltd	90.20	Public Footpath Map
5	Print Plus	21.60	Printing Minutes
6	M Darley	138.00	Footpath Maintenance
7	Sutton News (PCC)	50.00	Neighbourhood Plan Colour Photo Sutton News).
8	R. A. Ford	272.78	Clerks Salary
9	Caldicott Gallimore Solicitors	600.00	On account – Costs transfer of Open spaces from Herefordshire Council.
10	Hoople Ltd	23.00	Neighbourhood Plan –Digital Map for questionnaire

16.4 Budget Report 30/09/14

The Parish Council reviewed the Budget Report (Appendix 6 refers), the report was noted.

17. Parish Precept 2015/16

The Parish Council was informed that it had received a request from Herefordshire Council to submit the precept request by 31st December 2014, this is earlier than previous years. Herefordshire Council will continue the council tax reduction scheme.

Action – The Clerk to arrange a Finance Committee meeting in October.

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18. Inspection of Sutton Playing Field

Our Insurers have recommended The Play Inspection Company to carry out inspections at Sutton Playing Field. A quotation in the sum of £195.00 plus VAT has been received from The Play Inspection Company, this covers 3 quarterly Operational inspections and one annual inspection. This was much lower than the cost of one annual inspection.

Resolved that the quotation from The Play Inspection be accepted

19. Sutton Playing Field

The Clerk has asked Balfour Beatty for a price for a 'No dogs' sign
The Clerk is also requested professional support with regards to the laying of the hard standing by the entrance to the Playing Field and asks for authority to contact Colin Birks for a cost for professional support. Having considered the matter the Parish Council was of the view that volunteer professional support should be sought.

Action Councillor Winnell to contact the relevant parishioner.

20. Councillor Annette Mansie

Due to timing her resignation could not be formally considered at the last meeting. It was agreed that the resignation be accepted with reluctance.

Action - The Clerk was authorised to send a letter of thanks to Annette Mansie.

Action – 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 24th November 2014.

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

21.1 Herefordshire Council – New Community Speed Watch (Noted)

21.2 Balfour Beatty – Weekly Briefing 5/09/14 (Noted)

21.3 Balfour Beatty – Weekly Briefing 12/09/14 (Noted)

21.4 Balfour Beatty – Weekly Briefing 19/09/14 (Noted)

21.5 Balfour Beatty – Weekly Briefing 26/09/14 (Noted)

21.6 Marden Parish Council – Sutton Walls presentation Monday 10th November 2014. (Noted)

21.7 Hereford Civic Society – Invite to Hereford Tomorrow Presentation (Noted)

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

- Footpaths Update
- Herefordshire Council P3 Scheme.
- Balfour Beatty Work update
- Neighbourhood Plan
- Budget Report 2015/16
- Transfer of open spaces
- Sutton Playing Field

23. Confirmation of the Date, Time and Venue of the next meeting. Monday 3rd November 2014 at 7.15pm in Room 2 at the Village Hall

Appendix 1

Balfour Beatty Attendance

- **Works at Cross Roads** –Started, delay in starting due to priority been given to works with road closures. A Parishioner raised the query as to why work stopped at 2.30pm.
- **Resurfacing of Ridgway** – Work was carried out to add durability to the surface.
- **Watery Lane** – Work on potholes and gullies completed.
- **Newly Potholes**- are being repaired as a priority and finished to the required standard.
- **To report repair requests**– Best way via Herefordshire Website or ring it through.
- **Bollards on The Rhea** – Prep work done, should be completed soon.
- **The Rhea** –To be resurfaced and additional concrete gullies cut, work to start within a few weeks.
- **Flooding Churchway/Ridgeway** - on the possible list- improved soakaways and gullies, however no guarantees.
- **Flooding by St. Michael Church** - To be looked into.
- **Future Gully Cleaning** – The Parish Council requested that they inform the Lengtsman so that pre prep work could be done. Balfour Beatty to what can be done.

Appendix 2

Fastershire Broadband Project

- Trying to achieve ambition by end 2016.
 - 90% Homes/businesses having access to fibre broadband
 - 100% High speed Minimum – “megs.
- Previously 26% of premises had broadband.
- £101M Government grant match funded by Herefordshire Council
- Currently 6,000 premises have access to superfast broadband.
- Additional £5m to take coverage up to 95%
- Phase 1 90% coverage.
- Replacing copper with fibre
- Distance from cabinet to home will limit speed.
- Two cabinets to be built in Sutton St. Nicholas
- 30 Meg target.
- Parishioners were asked to sign up to Fastershire to get updated information.
- A list of questions were given to BT, who agreed to give a written reply.

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Appendix 3

Status of Actions from last meeting

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
10/01	03/02/14	14	Installation of Grit Bin	The lengthsman be requested to purchase and site a Grit	Clerk	Quote requested from Lengthsman	Work In progress
10/02	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
10/03	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
10/04	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. Item query Balfour Beatty under Agenda item 4.	Work in progress
10/05	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. See agenda item 13	Work in Progress
10/06	01/09/14	5.3	Question from Members of the Public	Resurfacing of the Ridgeway	Cllr Guthrie		Work In progress
10/07	01/09/14	11	Flooding on The Rhea	The Clerk contact The Lugg Drainage Board and Herefordshire Council	Clerk	Email sent to both	Completed
10/08	01/09/14	14	Transfer of Open Spaces	Ascertain if section 106 monies can be used to cover the legal and associated costs	Clerk	Confirmation from Herefordshire Council that Section 106 monies cannot be used.	Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
10/09	01/09/14	18	Herefordshire Council- Travellers Sites	Completion of survey delegated to Clerk in consultation with Cllr Burke and Cllr Winnell	Clerk	Completed and sent	Completed
10/10	01/09/14	20	Planning E-consultation	Purchase a projector and signs up to e-consultation	Clerk	Signed up to e-consultation	Work in progress

Ward Councillor's Report

Hereford & Worcester Fire Authority

In April this year I was placed on the Hereford & Worcester Fire Authority. At the Fire Authority's meeting on 9th June 2014 (due to significant cuts that need to be made) the proposed option for Hereford & Worcester Fire Stations was the removal of the second whole time fire engines. That meant only one whole time & one retained fire engine at Hereford & Worcester Fire Stations.

At the meeting on 9th June 2014 I stated my concern (in particular for Herefordshire) about resilience and argued that there should be a more graded approach and other options should be thoroughly looked into like Day Crewing Plus. I could not support the removal of the second fire engine at Hereford and subsequently voted for the matter to be deferred (for other options to be considered) until the next meeting of the Fire Authority in October. It was apparent that my vote was crucial with regard to the matter being deferred.

Since then, at the FA meeting on 1st October 2014, I am pleased to report that a much more graded response has been put forward. The majority of the Fire Authority members voted for option 2 with an amendment for Day Crewing Plus to be investigated, for a feasibility study to be done within a time frame of 6 - 12 months.

Some key points of the Fire Authority's press release, as follows:

"At the meeting Members agreed :-

No fire engines will be removed from Hereford or Worcester fire stations.

The second permanently crewed fire engines at Hereford and Worcester fire stations be changed to the Day Duty system, which is 12 hours permanently crewed and 12 hours on-call duty crewed in each 24 hours."

Indeed a much better outcome, which actually equates to overall 8 fire engines saved because of the retained pumps that were planned to be cut as well and 4 fire stations were proposed for possible closure too - all saved! A really positive step forward for Herefordshire & Worcestershire in terms of better overall resilience.

Highways Matters

On 10th October 2014 I have arranged a meeting with Balfour Beatty, Cllr. Paul Rone (Cabinet Member for Highways) and representatives from Parish Councils too. In order to go through all the ongoing unresolved highways issues in the Ward area. I have sent a detailed list to Balfour Beatty of the issues and I am hopeful that some progress can be made at the meeting.

I attended a Balfour Beatty seminar for members recently and was informed that the street lighting in Herefordshire is going to be upgraded to more economical LED lights starting in Hereford during November this year.

Report by Kema Guthrie
6th October 2014

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Appendix 5

Budget Report as at 6th October 2014

Income	Actual 2012/13	Budget 13/14	Actual 2013/14	Budget 2014/15	Actual 2014/15	Variance
Precept	18,500.00	18,870.00	18,870.00	19,250.00	9,625.00	9,625.00
Other -	100.00	0.00	750.00	0.00	0.00	0.00
Tecknology Grant	446.80	0.00	0.00	0.00	0.00	0.00
Lengthsmans Scheme	0.00	1,000.00	301.25	1,000.00	569.00	431.00
Bursary	87.50	0.00	50.00	50.00	0.00	50.00
VAT recovered / estimate	3,855.64	0.00	4,163.55	263.00	0.00	263.00
Neighbourhood Plan Grant	0.00	0.00	0.00	5,000.00	6,290.80	-1,290.80
Total Income	22,989.94	19,870.00	24,134.80	25,563.00	16,484.80	9,078.20
Expenditure						
Clerks Salary	3,123.54	3,590.00	3,350.53	3,590.00	1,978.92	-1,611.08
Admin/Office Expenses	419.57	289.00	244.56	289.00	195.95	-93.05
Training	159.00	250.00	97.00	250.00	0.00	-250.00
Cleaning (Bus Shelter)	0.00	200.00	0.00	200.00	0.00	-200.00
Subsidy to Village Hall	406.17	500.00	1,378.99	500.00	0.00	-500.00
Insurance	2,185.27	2,210.00	2,058.77	2,210.00	743.13	-1,466.87
Membership Subs	300.20	307.00	282.30	400.00	354.44	-45.56
Auditors	335.00	200.00	150.00	200.00	150.00	-50.00
Services Repairs and Maintenance	2,101.25	2,040.00	1,034.12	500.00	0.00	-500.00
Lengthsman	390.00	1,000.00	509.00	1,000.00	650.25	-349.75
Donations	525.00	180.00	0.00	180.00	793.00	613.00
Purchase of Open Spaces	0.00	0.00	0.00	0.00	600.00	600.00
Loan repayment	8,597.74	8,598.00	8,597.74	8,598.00	4,298.87	-4,299.13
Community Led Plan	595.26	200.00	1,039.49	340.00	36.00	-304.00
SIDs	240.00	300.00	0.00	320.00	0.00	-320.00
Rent	0.00	6.00	5.00	6.00	5.00	-1.00
Computer/software	0.00	0.00	495.81	0.00	0.00	0.00
Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00
Technology Grant	446.80	0.00	0.00	0.00	0.00	0.00
New Website	0.00	0.00	720.00	250.00	0.00	-250.00
Neighbourhood Plan	0.00	0.00	130.80	5,630.00	2,371.27	-3,258.73
Playground Project	0.00	0.00	0.00	0.00	0.00	0.00
Community Garden/Playing Field	0.00	0.00	0.00	1,100.00	129.12	-970.88
Footpath Maintenance	0.00	0.00	0.00	0.00	556.00	556.00
Vat	263.30	0.00	357.52	0.00	172.71	172.71
						0.00
Total Expenditure	20,088.10	19,870.00	20,451.63	25,563.00	13,034.66	-12,528.34

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	£
Reserves as at 1/04/14	27,278.60
Add income	16,484.80
Less Expenditure	13,034.66
Balance as at 06/10/14	30,728.74

Analysis of Reserves

Election Reserve	1,400.00
Churchyard- St. Nicholas	500.00
Village Hall Maintenance	3,000.00
Neighbourhood Plan	5,368.00
Community Led Plan Projects	1,000.00
Total Specific Reserves	11,268.00
General Reserve	19,460.74
Total Reserves	30,728.74