

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 2nd February 2015 (SPC/TF/070)

Councillors Present

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

In attendance

Cllr Guthrie (Ward Councillor)
Mike Darley (Footpath Officer) -
Tony Ford (Clerk)

Members of the Public - 2

1. Apologies for Absence

Apologies for absence received and accepted from Cllr Bill Glover.

2. Receive, approve and sign the Minutes of the Meeting of the Parish Council (no SPC/TF/069) held on Monday 5th January 2015.

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, in addition there were no requests for new Disclosable Pecuniary Interest dispensations.

4. Report from Clerk on actions from the last meeting

There were 12 actions requiring completion, seven were completed, five 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

Latest Police report circulated and put on the Village website

5.3 Questions from other members of the public

A parishioner queried the number of vacancies in the vacancy advert and was informed that an updated advert would be put on the village website. The parishioner also queried as to what has happened to the new signage on the cross roads by the Golden Cross. The parishioner also queried whether the Sutton to Hereford Road should be designated a B road rather than a C road bearing in mind the increased level of traffic

- Action –**
1. Clerk to put an updated advert in next edition of the Sutton News and on the village website.
 2. Clerk to ask Balfour Beatty for an update regarding the signage.
 3. Clerk to ask Balfour Beatty what is the procedure for re-designating of the Hereford Road to Sutton and Bodenham Road.

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6. Planning

To consider the application P150050/FH - 44 Fieldway, Sutton St. Nicholas HR1 3BY – Proposal to install grade A certified Western Cedar shingles to front elevation. The Chairman informed the Parish Council that he had received verbal representation from a parishioner who felt the application should be refused. Having considered the matter the Parish Council **Resolved not to comment on the application.**

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

7. Bus Service

The Parish Council was informed that a reply had been received from Herefordshire Council as follows:-

‘To the best of my knowledge virtually all of the quoted incidents occurred within the first two months of the contract and were brought to the attention of the company either by a Sutton St Nicholas resident or by both he and Herefordshire Council. As a result First reported investigating the complaints and taking necessary action which has included:

- retiming certain journeys (in agreement with Herefordshire Council) to improve timekeeping
- operating duplicate vehicles on certain journeys to increase capacity (at no additional cost to HC)
- posting notices on buses explaining the need for passengers to advise the driver if they wish to stop at non-marked bus stops (e.g. Woodville)
- interviewing drivers in relation to specific incidents and taking appropriate action

I understand that the buses allocated to First’s Hereford depot are 100% DDA compliant and therefore include features such as wheelchair bays, ramps and accessible low-floor entry. The only variation should be in the size of vehicle which should be equal to or exceed the passenger capacity specified in the contract.

As the contracting authority we require all complaints to be addressed and are satisfied from the reduction in incidents over the last three months that this has indeed happened. Nevertheless if there is further cause for complaint we would be grateful if specific incidents could be reported by contacting Herefordshire Council Passenger Transport on 01432 260211 and/or First’s Customer Services:

Customer Services: 08456 020 121 (Mon-Fri, 0730 to 1730)

Write to: First Customer Services, South East & Midlands, Unit 6, Lansdowne Road, Norwich, NR6 6NF

Web Site:

http://www.firstgroup.com/ukbus/worcestershire_herefordshire/help_contact/contact_us/

Having considered the matter the Parish Council felt that it was comforting to know that ‘First’ was now compliant. It was also felt that if ‘First’ were ever given new contracts that they should be required to be compliant from day one.

Action – Clerk to inform Herefordshire Council of the Parish Councils comments.

8. Location of Bus Stop

The Parish Council was informed that a reply has been received from Herefordshire Council as follows:-

‘As far as we are concerned regarding the safety improvement scheme that has been undertaken, we have no plans to relocate the existing bus stop as agreed at the site meetings with the Parish / Local Member prior to the works, and also discussed briefly with Paul Williamson from our Public Transport team.

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The bus stop position was not recorded as a factor in previous collisions at the location, and the current location is the same (except it has moved approximately three feet out from the old kerb line). This change can be considered relatively insignificant as it has not changed the available visibility to any significant degree.

If the Parish now wished for the bus stop to be relocated to a new position, this may be possible, however it would require a separate “standalone” scheme (not funded by the Minor Safety improvement budget) that would have to be agreed through our Public Transport team. This will also likely require the consideration and possible provision of suitable pedestrian facilities for any new bus stop provision, together with a location that is agreeable with all parties.

Sadly, with the extremely limited resources available at present, we have to prioritise the use ours to ensure we target “specific “issues when addressing safety schemes. It would be nice to be able to expand and add additional measures, however it means we don't get the best returns in terms of casualty savings for our expenditure, and ultimately run out of money without being able to tackle everywhere we need / would like to (as already happens now). As I said, it's not beyond the realms of possibility if another “budget” can be found to fund works, and the requirement fits with any other programmes / prioritisation for the other service areas, however with the unprecedented budget reductions and financial pressures that Local Authorities are being subjected to, it is unlikely that this will be possible.’
The Parish Council noted the comments.

9. Footpath in the village

The Footpath Officer gave a verbal report:-

ST 3 - section at the rear of St Michaels Church to Freens Court.

A new kissing gate will be installed at the start of this section opposite Upper Court, which will allow better access and field security of livestock at turn out.

The troublesome tree on ST 15 The Rhea, was removed last Sunday 25/01/15, to allow access once again to this much loved walk and bridleway.

There has been no sightings of the 4x4 activity on ST 15 but I'm being cautious over this. I've spoken to Phil Pankhurst, Locality Steward, and we think it could be stopped further down, towards the Quarry and Railway line. This is a last resort option.

It's that time of year again, when we see fields full of new born Lambs and ask that all dogs be kept on leads whilst walking in these fields if they have rights of way crossing them.

The Parish Council thanked Mike Darley noted his report and looked forward to his end of year report.

10. New Lengthsman Scheme

The Clerk informed the Parish Council that he would be attending a briefing session on the above and would update the Parish Council, in addition the Parish Council should be mindful that there will need to be an agreed annual maintenance plan between the Parish Council and the locality steward, hopefully the briefing session will indicate how this will be developed.

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11. Fastershire

The Parish Clerk has followed up on the questions presented to BT by emailing a copy to Herefordshire to forward on, as soon as a reply is received the Parish Council would be updated. The latest newsletter indicates that work in Sutton St Nicholas should be completed by the end of June 2015.

Action Clerk to put the latest newsletter on the village website

12. Transfer of open spaces

The Parish Council was informed that searches had been completed and additional enquiries sent to Herefordshire Council.

13. Village Hall Utilities

Councillor Winnell informed the Parish Council that there was one water meter for both sites, main hall has a separate meter, and regarding the location of the gas and electric meters he would be contacting Colin Birks. He would be looking into water rates arrangements.

14. Financial Report

14.1 Confirmation of Balances £28,632.02 (Bank statement 31/12/15 £36,646.79 less £8,014.77)

14.2 Receipts- none

14.3 Invoices for payment

Ref	Payee	Amount £	Detail
1	Caldicott Gallimore	92.00	Search Fees
2	R A Ford	294.98	Clerks Salary
3	Jason Corrick	650.00	Playing Field grass cutting
4	C, Standley Jones & Co	43.20	Neighbourhood Plan Banner- Shape Sutton Now

Resolved - Approved for payment and cheques to be signed

15. Playground Entrance

The Clerk informed the Parish Council that the specification was ready to go, three quotes required, two contractors had been identified, once another had been identified quotes would be sort.

Action Clerk to speak to Gary Stokes

16. Managing Seasonal Issues- Came & Company Local Council Insurance Brokers

The Clerk informed the Parish Council that Came & Company was informed that the Parish Council would like to grit footpaths in the village rather clear the snow, they advised that If the Parish Council is paying for the services of a contractor to undertake gritting of the footpaths it would expect the person to possess their own public liability insurance for this activity. As best practice, the Parish Council should obtain details of their insurer. In addition, the advice included in their newsletter such as communication to the parish and maintaining the work for the duration of the bad weather should be taken into account. Having considered the matter and the requirements required by Came & Company the Parish Council resolved that it was with regret that it would not clear snow or grit footpaths in the village.

Action- Clerk to update Risk Register and inform the Lengthsman.

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17. Guides Information on the Village Website

The Parish Council had received a request from the local unit for Sutton and Bodenham to put Guides contact details on the village website. Having considered the matter the Parish Council agreed to the request,

Action- Clerk to put the relevant information on the village website and inform the Guide Leader accordingly.

18. Speed Indicator Deployment 2015-2016

Balfour Beatty has requested that the Parish Council send their requirements and preferred dates for Speed Indicator Device deployment. Arrangements for 2014/15 - one at Conygear in September 2014 and one at Yew Tree House in February 2015. Having considered the matter the Parish Council agreed to the same months for 2015/16.

Action - Clerk to inform Balfour Beatty of the Parish Councils decision.

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

19.1 Hereford Civic Society - Invite to event on 15/01/2015. (Noted)

19.2 Balfour Beatty – Locality Weekly Briefing 09/01/2015. (Noted)

19.3 Balfour Beatty – Locality Weekly Briefing 23/01/2015. (Noted)

19.4 Herefordshire Council – Pre-election advice Clerk attending. (Noted)

19.5 Balfour Beatty – Parish Briefing event re Annual Plan 2015/16. Cllr Gow attending. (Noted)

19.6 HALC – Information Corner 16/01/2015. (Noted)

20. Grass cutting

The Parish Council resolved to go into private session and exclude the public due to the confidential nature of the business to be discussed with regards to quotes received. Councillor Richard Andrews declared a 'non-pecuniary interest' in the matter and did not take part in discussions or vote on the matter. **The Parish Council resolved to accept the quotation from Jason Corrick**

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

- Sutton Playing Field Improvements – Update.
- Village Hall Utilities.
- New Lengthsman Scheme
- Transfer of open spaces

22. Confirmation of the date, time and venue of the next meeting

Monday 2nd March 2015 at 7.15pm Room 2 at the Village Hall.

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Appendix 1

Status of Actions from last meeting

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
02/01	06/05/14	9	Neighbourhood Planning – Budget	Clerk to submit an application to the National Lottery	Clerk	Budget to be discussed at the Neighbourhood Plan Project Group meeting	Work in progress
02/02	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
02/03	06/12/14	9	Village Bonfire	John Murray to send to the Parish Council the final figures.	John Murray		Work In Progress
02/04	06/12/14	18	Sutton Playing Field	Clerk to send specification as requested.	Clerk		Work in progress
02/05	05/01/15	5.3	Question from other members of the Public-Bus-stop	Clerk to write to Herefordshire Council and get confirmation that their decision is to leave the bus stop where it is	Clerk		Completed
02/06	05/01/15	7	Footpaths in the village	Footpath Officer to make the access secure	Footpath Officer		Completed
02/07	05/01/15	7	Footpaths in the village	Footpath Officer and Cllr Andrews see what can be do at the location discussed	Cllr Andrews		Work in progress
02/08	05/01/15	8	New Lengthsman Scheme	Clerk to write to Balfour Beatty	Clerk		Completed
02/09	05/01/15	9	Precept Budget Report 2015/16	Clerk to inform Herefordshire Council	Clerk		Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
02/10	05/01/15	13	Herefordshire P3 Scheme	Clerk to send signed agreement to Balfour Beatty	Clerk		Completed
02/11	05/01/15	14	Winter Maintenance Self-Help Scheme	Clerk to inform Balfour Beatty of the council's decision	Clerk		Completed
02/12	05/01/15	15	Managing Seasonal Issues	Update Risk Register	Clerk		Completed

Appendix 2

Ward Councillor's Report

Ward Drive Around with Locality Steward - 30th January 2015

Moreton on Lugg, Sutton St. Nicholas & Marden to view ongoing highways issues in need of attention. Tony Ford (Parish Clerk) viewed priority areas of concern with the Locality Steward. Unfortunately, I was not able to attend on the day. I will follow up on some of the ongoing issues accordingly.

Proposed Resurfacing Works

On 9th February 2015 – Balfour Beatty will send to (Ward and Parish Councillors) electronic copies of the proposed resurfacing works for the new financial year.

It is important to note that Balfour Beatty will be asking for feedback from Parish Councils on which roads should be given priority

On 11th February 2015 – A Consultation Event is going to be held at The Shire Hall, 11.00am to 3.00pm. Ward & Parish Councillors will be invited to view/agree on the information already submitted on 9 February 2015.

I hope to attend a Members briefing on 24th February. The Balfour Beatty management team will provide a presentation regarding the Public Realm Annual Plan 2015/16. Parish Council briefings on are going to be held on 17th and 19th March, 7-8.30pm also at the Thorn office.

Re: Resurfacing of Ridgeway Road & Haywood Lane Marden

Balfour Beatty's response to my questions (below) regarding the resurfacing of these roads.

Why was this resurfacing work done? What was the rationale behind this resurfacing work?

Response is as follows:

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“These 2 roads were surfaced dressed in the 2014-15 programme, having previously been surfaced with a binder course in 2012/13 under works funded from Bellwin emergency funding.

Any surfacing completed with a binder course must be surface dressed within two years to avoid the surface from breaking down. As such, the surface dressing had to be completed by the end of this financial year to ensure the maximum life of the asset.

I can understand that this may well have looked like a perfectly good surface was being re-surfaced, but I can assure you that surface dressing was necessary and efficient use of public funds, given this method of surface treatment”

(I will further enquire of Herefordshire Council Highways as to why this method of resurfacing was decided upon and indeed, ask why was a “binder course” used)

Faster Women' Workshops - increasing internet skills

Full workshop details are on the website www.fastershire.com/fasterwomen

HOW TO GET A WEBSITE FOR YOUR BUSINESS – A BEGINNER'S GUIDE

10am to 1pm Monday 9th February
at the Kindle Centre, Belmont Road, HEREFORD, HR2 7JE

EXPERT USE OF SOCIAL MEDIA IN BUSINESS

10am to 1pm Friday 6th February
at the Kindle Centre, Belmont Road, HEREFORD, HR2 7JE

Email faster-women@fastershire.com to book a free place

Report by Cllr. Kema Guthrie
2nd February 2015