

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 March 2015 (SPC/TF/072)

Councillors Present

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

In attendance

Mike Darley (Footpath Officer) -
Tony Ford (Clerk)

Members of the Public - 3

1. Apologies for Absence

No apologies for absence received.

2. Receive, approve and sign the Minutes of the Meeting of the Parish Council (no SPC/TF/071) held on Monday 23rd February 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 16 actions requiring completion, 12 were completed, one closed and three were in progress. (Appendix 1 refers).

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

5.1 Ward Councillors Report

Councillor Guthrie was unable to attend and sent her apologies.

5.2 Local Police Report

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

5.3 Questions from other members of the public

A parishioner raised the issue of a tree on the footpath from ST Ethelbert Close to the Sutton Road, which was causing a nuisance, there was also a large quantity of undergrowth that required clearing. There was also damaged railings nearby.

Action – Clerk to inform Balfour Beatty of the issues mentioned.

6. Footpath in the village

The Footpath Officer gave a short verbal report and informed the Parish Council that an annual report would be submitted to the next meeting.

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7. New Lengthsman Scheme

The Clerk informed the Parish Council that he had attended a briefing session and that the status on the required action was as follows:-

Required	Status
Parish to complete expression of interest	Completed
Complete Annual Maintenance Plan identifying works/materials required and submit for agreement	In progress consulting with the Lengthsman and footpath officer.
Recruit appropriately qualified Lengthsman and notify BBLP	Lengthsman in Place- BBLP to be notified
Contract raised and signed identifying roads, scope etc	To be completed- HALC has been asked comments on the contract
Training requirements established/completed	Lengthsman to liaise with Balfour Beatty
Pothole works – liaison with Locality Steward to identify suitable potholes and 'supervision' of lengthsman	The Clerk updated the Parish Council regarding pothole works and recommended that the council did not undertake this service

Having noted the current status **Resolved** to delegate to the Clerk the development of the work plan

Action - Clerk to send completed Work Plan to Balfour Beatty.

Action - Clerk to inform Balfour Beatty of the Lengthsman details

8. Fastershire

The answers received from BT was considered and noted.

Action – Clerk to put answers on the website and in the Sutton News.

9. Transfer of open spaces

There was no update to report

10. Village Hall Utilities

The Parish Council was informed that investigations were ongoing, with quotes to be sort for individual water meters.

Action Clerk to let Councillor Winnell have the Joint Use Agreement

11. Financial Report

11.1 Confirmation of Balances £27,291.07 (Bank Statement 2/02/15 £29,880.20 less outstanding Cheques £2,589.13)

11.2 Receipts – None

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11.3 Invoices for payments

Ref	Payee	Amount £	Detail
1	R. A .Ford	236.18	Clerks salary
2	Dr D Nicholson	720.00	Neighbourhood Planning – Technical Support
3	HALC	36.00	CiLCA- Training (Law)

Resolved - Approved for payment and cheques to be signed

12. Playground Entrance

The Clerk informed the Parish Council that he had put this on hold in view of the playground report just in case priority was to be given to the inspection report. The Parish Council considered the matter and agreed that action on the matter continue.

13. Risk Register

The updated Risk Register was considered and noted.

14. Sutton Playing Field

The Inspection report from The Play Inspection Company was considered and it was agreed that it was not clear what the Parish Council had to do from a health and safety point of view.

Action – Clerk to ask The Play Inspection Company what actions must be done by the Parish Council.

15. Review of Internal Audit

The check list was considered and noted

16. Marden and District Scouts Group

The Parish Council considered the request from the Marden and District Scouts Group to have their contact details on the village website. Having considered the matter it was agreed that this could be done.

Action - Clerk to put Marden and District Scouts Group information on village

Action - Clerk to inform group of the Parish Councils decision.

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

17.1 First Group – Route 426 meeting (noted)

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

- **Sutton Playing Field**
- **Neighbourhood Plan**
- **Village Hall utilities**

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

Tuesday 7th April 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
03/01	06/05/14	9	Neighbourhood Planning – Budget	Clerk to submit an application to the National Lottery	Clerk	Clerk met with Herefordshire Council Project Development Officer and drafting application	Work in progress
03/02	07/07/14	7	Watercourse Clearance	Clerk get confirmation from Balfour Beatty as to the location of the knock on flooding	Clerk	Email received and circulated	Completed
03/03	06/12/14	9	Village Bonfire	John Murray to send to the Parish Council the final figures.	John Murray	Final figures received	Completed
03/04	06/12/14	18	Sutton Playing Field	Clerk to send specification as requested.	Clerk	On hold in view of the Inspection report	Work in progress
03/05	05/01/15	7	Footpaths in the village	Footpath Officer and Cllr Andrews see what can be do at the location discussed	Cllr Andrews	No action required	Closed
03/06	02/02/15	5.3	Questions from other members of the public-Councillors Vacancy	Clerk to put an updated advert in next edition of the Sutton News and on the village website.	Clerk		Completed
03/07	02/02/15	5.3	Questions from other members of the public-Signage at the Golden Cross Junction	Clerk to ask Balfour Beatty for an update regarding the signage.	Clerk	Balfour Beatty have been instructed by Herefordshire Council to order correct signage	Completed
03/08	02/02/15	5.3	Questions from other members of the public-re-designated Sutton to	Clerk to ask Balfour Beatty what is the procedure for re-designating of the Hereford Road.to Sutton	Clerk	Email received and circulated	Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
			Hereford Road	and Bodenham Road.			
03/09	23/02/15	6	Planning - application P150050/FH - 44 Fieldway, Sutton St. Nicholas HR1 3BY	Clerk to inform Herefordshire Council of the Parish Councils decision	Clerk		Completed
03/10		7	Bus Service	Clerk to inform Herefordshire Council of the Parish Councils comments	Clerk		Completed
03/11		11	Fastershire	Clerk to put the latest newsletter on the village website	Clerk		Completed
03/12		15	Playground Entrance	Clerk to speak to Gary Stokes	Clerk		Work In progress
03/13		16	Managing Seasonal Issues	Clerk to update Risk Register and inform the Lengthsman	Clerk		Completed
03/14		17	Guides Information on the Village Website	Clerk to put the relevant information on the village website and inform the Guide Leader accordingly	Clerk		Completed
03/15		18	Speed Indicator Deployment 2015-2016	Clerk to inform Balfour Beatty of the Parish Councils decision	Clerk		Completed
03/16	23/02/15	4	Planning – P150249 Land Adjacent to Willowcroft	Clerk to inform Herefordshire Council of the Parish Councils decision	Clerk		Completed