

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 5th January 2015 (SPC/TF/069)

Councillors Present

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

In attendance

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

Members of the Public - one

1. Apologies for Absence

Apologies for absence was received and accepted from Cllr Judy Stevenson.

2. Receive, approve and sign the Minutes of the Parish Council Meeting (no SPC/TF/068) held on Monday 1st December 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, in addition there were no requests for new Disclosable Pecuniary Interest dispensations.

4. Report from Clerk on actions from the last meeting

There were ten actions requiring completion, three were completed, seven 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 raised a concern with regards to the current position of the bus stop as it was felt that since the road works, buses at the stop blocked the vision of vehicles coming from the Marden Road. Having considered the matter the Parish Council asked the Clerk to get confirmation from Herefordshire Council that their final decision is to leave the bus stop where it is.

Action - Clerk to write to Herefordshire Council and get confirmation that their decision is to leave the bus stop where it is.

6. Bus Service

At the last meeting of the Parish Council the Clerk was asked to send the parishioners comments to Herefordshire Council for comments to date no reply has been received. It was agreed that this item be deferred until the next meeting.

7. Footpath in the village

The Parish Council received a short verbal update from the footpath officer.

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- Bollard at ST5 damaged and there was evidence that off roading was back.
- There was also concern that having blocked ST5 off roading would move to other locations.

Having considered the matter the Parish Council - **resolved that that the Footpath Officer make the entrance at ST 5 secure and that he and Cllr Andrews see what could be done at the other location discussed.**

Action Footpath Officer to make the access secure

Action Footpath Officer and Cllr Andrews see what can be do at the location discussed.

8. New Lengthsman Scheme

This item was deferred from the last meeting as the Parish Council was waiting for information on requirements, responsibilities, training, equipment, insurances and liabilities to date this is not available, however the Balfour Beatty December 2014 Newsletter asks for expressions of interest, Balfour Beatty will then hold workshops to outline the new scheme, explain additional responsibilities and requirements and answering questions, The Clerk recommended that the Parish Council gave an expression of interest and depending on the outcome from the workshops decide the way forward.

Resolved that the Clerk send an expression of interest to Balfour Beatty

Action – Clerk to write to Balfour Beatty

9. Precept Budget Report 2015/16

Following the meeting of 1st December 2014 the draft budget (Appendix 3 refers) had been updated, the Parish Council considered the matter and

Resolved - That the Parish Council formally approve and adopted the budget and authorised the issue of a precept in the sum of £19,635.00 upon Herefordshire Council.

Action – Clerk to inform Herefordshire Council

10. Transfer of open spaces

The Parish Council had not received an update on progress since the last update, the matter was therefore deferred until the next meeting.

11. Village Hall Utilities

It was reported to the Parish Council that The Village Hall Management Committee was considering whether to take over direct control of its utility costs, which was currently billed to them by the school. Once costs were known a report would be made to the Parish Council.

12. Financial Report

12.1 Confirmation of Balances - £29,712.20 (Bank Statement dated 31st October 2014-£40,403.74 less outstanding payments £10,691.54)

12.2 Receipts- None

12.3 Invoices for payments

Ref	Payee	Amount £	Detail
1	Hoople Ltd	97.60	Neighbourhood Plan Village Map
2	G.E. Bromage	26.00	Back up data and Cleanse and dispose of old laptop.

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Ref	Payee	Amount £	Detail
3	Dr. D Nicholson	2,000.00	Questionnaire analysis, draft report, listing report and Sutton News item
4	Herefordshire Council	70.00	Licensing Act 2003 Annual Fee
5	R. A. Ford	260.14	Clerks Salary
6	R. A. Ford	14.00	Print Cartridges
7	A. J. Buckley	168.00	Neighbourhood Plan – Web upgrade
8	Public Works Loan Board	4,298.87	Loan repayment paid by direct debit

Resolved - Approved for payment and cheques to be signed

13. Herefordshire Council P3 Scheme

The Parish Council has received notification that it has been allocated £1077.00 for the year to 31st March 2015 which should be used as follows

- Ensuring cutting back of vegetation (excluding crops) is carried out on all paths where necessary in the parish. Either volunteers or a contractor must be in place for this work to be carried out.
- Maintenance and installation of gates, stile crossing steps and other PROW furniture
- Signposting and waymarking
- Surveys and inspections associated with the above
- Purchase/hire/maintenance of tools

In addition The Parish Council will:

- Have at least one Parish Paths Officer (PPO) in post, who will inspect ALL paths in the parish at least twice a year.
- In partnership with the County of Herefordshire District Council, work towards ensuring the whole of its rights of way network is available for full use.
- Deal with defects in a timely manner passed onto the parish by their Herefordshire Council Warden.
- Particular emphasis should be given to cutting back of vegetation (excluding crops) where necessary at least twice during the summer months (May – September), to at least the minimum width legally required. A contractor or volunteers must be in place to carry out any vegetation clearance/strimming on ALL public rights of way within the parish when necessary.
- Liaise with the local Herefordshire Council Warden informing them of any works carried out and defects cleared.
- Provide an annual report through the completion of a simple end of year proforma.
- Arrange for the necessary improvement and maintenance works to be carried out using volunteer individuals, groups and/or private contractors. Materials for all works will be supplied by Herefordshire Council and ordered through the local Herefordshire Council Warden.
- Make the first approach to land occupiers, under the guidance of Rights of Way staff if required, concerning any problems and obtain consent to undertake work on their land.
- Be responsible for overseeing maintenance carried out by volunteers and contractors, ensuring it has been carried out to an acceptable standard.

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- Provide written confirmation of adequate insurance, including a public liability policy with an indemnity limit of not less than £3,000,000 for any one occurrence.

The Parish Council was required to authorise the Chairman of the Council and the Footpaths Officer to sign the Agreement for 2014/15.

The Footpath Officer had requested the Parish Council consider the following for procurement

- Jerry can
- Screws (various sizes)
- Two rolls of wire netting

Having considered the matter the Parish Council -

Resolved that the Chairman and the Footpath Officer sign the agreement and that items requested be purchased.

Action Clerk to send signed agreement to Balfour Beatty

14. Winter Maintenance Self-Help Scheme

The Clerk informed the Parish Council that it had received a request from Herefordshire Council to store salt/grit within the Parish, the Parish Council has Grit Bins at strategic points across the village, and having considered the matter it was agreed that currently there was no need for the storage of salt/grit.

Action Clerk to inform Balfour Beatty of the council's decision

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

The Parish Council has received guidance from its insurers (Appendix 3 refers)

15.1 To Grit or not to Grit- The Clerk recommends that the Parish Council does not undertake any snow or ice clearing, however the insurance company be informed that the Lengthsman will be asked to spread grit/salt on main routes around the village.

15.2 Risk Assessment – The Clerk will update the Risk Register regarding open spaces and playgrounds, regarding the Village Hall- confirmation from the Village Hall Management Committee that issues mentioned are covered.

15.3 Inspection Regimes – Four inspections by external contractor plus weekly visual inspections.

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

16.1 Hereford Civic Society - Invite to event on 18/012/14. (Noted)

16.2 Balfour Beatty – Locality Weekly Briefing 5/12/14. (Noted)

16.3 Balfour Beatty – Locality Weekly Briefing 12/12/14. (Noted)

16.4 Balfour Beatty – Locality Weekly Briefing 19/12/14. (Noted)

16.5 Balfour Beatty – December 2014 Newsletter. (Noted)

16.6 Herefordshire Council – Fastershire- Project Update Issue 7 (Noted)

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

- Bus service
- Location of bus stop
- Footpaths in the Village
- Transfer of Open Spaces
- Village Hall Utilities
- Fastershire

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18. Confirmation of the date, time and venue of the next meeting
 Monday 2nd February 2015 at 7.15pm 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
01/01	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
01/02	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
01/03	01/09/14	5.3	Question from Members of the Public	Resurfacing of the Ridgeway	Cllr Guthrie	Cllr Guthrie to raise matter with Cabinet member	Work In progress
01/04	06/12/14	6	Planning – The Old Farmhouse Talbots Farm	Clerk to inform Herefordshire Council of Parish Councils decision	Clerk		Completed
01/05	06/12/14	9	Village Bonfire	John Murray to send to the Parish Council the final figures.	John Murray		Work In Progress
01/06	06/12/14	14	Financial Report	The Clerk to draft a letter to the Councils Bank requesting that the yearend statement (31 st March) be sent as soon as possible after the year end.	Clerk		Completed
01/07	06/12/14	18	Sutton Playing Field	Clerk to send specification as requested.	Clerk		Work in progress
01/08	06/12/14	19	Automatic Enrolment	Clerk to write to the Chairman of the Council	Clerk		Completed
01/09	06/12/14	21	Grass Cutting	Clerk sent out requests for quotes	Clerk		Work in progress

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
01/10	06/12/14	22	Correspondence	With regards to Agenda 22.5 the Clerk will put reply in Sutton News	Clerk		Work in progress

Appendix 2

Ward Councillor's Report

Update: on Floodgates, Haywood Lane, Marden

I am pleased that this very serious "critical local situation" was debated by Members at the Council Meeting on 12th December 2014. I am indeed most grateful to Cllr. Bridges who spoke on and seconded the Motion. A vote was taken at the end of the debate, 37 Councillors voted in support of the Motion as follows:-

To prevent a major incident with resultant loss of life at the Level Crossing and to ensure the safety of all road users, rail passengers and nearby residents, this Council resolves to request the Executive to expedite the repositioning and locking of the gates as recommended in Balfour Beatty's report.

It is good to see that the new Floodgates have been installed at the original locations. It is my understanding that the siting/repositioning of the Floodgates will be reviewed in the future. I'm hoping for a pragmatic solution to the problem.

A meeting to progress how the Floodgates will be operated has been arranged for 6th January 2015.

Ongoing Highways Issues

I'm going to follow up all ongoing highways issues in the Ward area with Balfour Beatty in the near future.

Report by Cllr. Kema Guthrie
5th January 2015

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Appendix 3

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Precept Budget Report 2015/16

Income	Actual 2013/14	Budget 2014/15	Anticipated 2014/15	Budget 2015/16	Budget 2016/17
Precept	18,870.00	19,250.00	19,250.00	19,635.00	20,027.70
Other -	750.00	0.00	0.00	0.00	0.00
New Lengthman Scheme	0.00	0.00	0.00	2,901.80	2,960.00
Old Lengthsman Scheme	301.25	1,000.00	1,200.00	0.00	0.00
Bursary	50.00	50.00	0.00	50.00	50.00
VAT recovered / estimate	4,163.55	263.00	263.00	357.00	200.00
P3 Scheme	0.00	0.00	1,078.00	1,078.00	1,078.00
Neighbourhood Plan Grant	0.00	5,000.00	6,990.00	0.00	0.00
Total Income	24,134.80	25,563.00	28,781.00	24,021.80	24,315.70
Expenditure					
Clerks Salary	3,350.53	3,590.00	3,468.88	3,590.00	3,700.00
Admin/Office Expenses	244.56	289.00	510.27	291.00	302.70
Training	97.00	250.00	125.00	150.00	150.00
Cleaning (Bus Shelter)	0.00	200.00	0.00	0.00	0.00
Subsidy to Village Hall	1,378.99	500.00	500.00	500.00	500.00
Insurance	2,058.77	2,210.00	743.13	800.00	820.00
Membership Subs	282.30	400.00	354.44	362.00	370.00
Auditors	150.00	200.00	150.00	250.00	250.00
Services Repairs and Maintenance	1,034.12	500.00	0.00	500.00	500.00
Lengthsman old	509.00	1,000.00	1,200.00	0.00	0.00
New Lengthman Scheme	0.00	0.00	0.00	4,220.80	4,305.00
Donations	0.00	180.00	793.00	180.00	180.00
Elections	0.00	0.00	0.00	0.00	700.00
Purchase of Open Spaces	0.00	0.00	1,600.00	0.00	0.00
Loan repayment	8,597.74	8,598.00	8,598.00	8,598.00	8,598.00
Community Led Plan	1,039.49	340.00	100.00	0.00	0.00
SIDs	0.00	320.00	300.00	300.00	310.00
Rent	5.00	6.00	6.00	6.00	6.00
Computer/software	495.81	0.00	0.00	0.00	0.00
New Website/maintenance	720.00	250.00	200.00	200.00	200.00
Neighbourhood Plan	130.80	5,630.00	8,669.27	696.00	0.00

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Community Garden/Playing Field/Open Space	0.00	1,100.00	1,100.00	2,300.00	2,346.00
Footpath Maintenance(P3)	0.00	0.00	1,078.00	1,078.00	1,078.00
Vat	357.52	0.00	315.00	0.00	0.00
Total Expenditure	20,451.63	25,563.00	29,810.99	24,021.80	24,315.70

Reserves as at 31/03/14	27,278.60
Estimated Movement in Reserves	-1,029.99
Estimated Reserves as at 31/03/15	26,248.61

Allocation 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
Precept contingency 33%	6,479.55
Village Hall Building	5,000.00
Total Specific Reserves	22,747.55
General Reserve	3,501.06
Total Reserves	26,248.61