

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 1st February 2016 (SPC/TF/085)

Councillors Present

Cllr Ron Gow (Chairman)
Cllr Ann Burke (Vice chairman)
Cllr Richard Andrews
Cllr Stan Gyford
Cllr Tina Hurley
Cllr Ian Nicholas
Cllr Anna Toon

1. **Apologies for Absence**
All councillors were present.
2. **Receive, approve and sign the Minutes of the Ordinary Meeting of the Parish Council (no SPC/TF/084) held on Monday 4th January 2016.**
The minutes were signed by the Chairman as a correct record of the meeting.
3. **Receive, approve and sign the Private and Confidential minutes of the Ordinary meeting of the Parish Council (no SPC/TF/P&C2) held on Monday 4th January 2016**
The minutes were signed by the Chairman as a correct record of the meeting.
4. **Declarations of Interest**
Cllr Richard Andrews declared a disclosable interest in agenda item 7.1 (Planning Application 151785), there were no written requests for new Disclosable Pecuniary Interest dispensations.
5. **Report from Clerk on actions from the last meeting**
There were 19 actions requiring completion, 12 were completed, and 6 were in progress and one closed. (Appendix 1 refers).
6. **Questions/Issues on any matter, from members of the public present.**
 - 6.1 **Ward Councillors Report**
Cllr Kema Guthrie (Ward Councillor) gave a brief report (Appendix 2 refers)
 - 6.2 **Local Police Report**
The latest Newsletter had just arrived and the Parish Council was briefed.

Action – Clerk to circulate newsletter and put it on the village website.
 - 6.3 **Questions from other members of the public**
No questions were tabled.
7. **Planning**
 - 7.1 **To consider and comment on planning application 151785 (Amended) – Land at Willow Croft, Sutton St Nicholas, Herefordshire - Proposed erection of one dwelling.- Having considered the matter the Parish Council resolved to support the planning application.**

Cllr Richard Andrews having declared a disclosable interest left the meeting for this agenda item.

Sutton St. Nicholas Parish Council

7.2 To consider and comment on planning application 153366 – 1 Ivy Cottages, Ridgeway, Sutton St. Nicholas HR1 3BG – Proposed works to chimney and installation of handrail. Having considered the matter the Parish Council resolved to support the planning application

Action – Clerk to notify Herefordshire Council.

8. Speeding on Wyatt Road

The Parish Council had received a complaint from a parishioner regarding the issue of speeding on Wyatt Road. A request to be made to Herefordshire Council to review the speed limit on this road. The Parish Council was also informed that Marden Parish Council was considering installing, speed limit signs on the parts of Wyatt Road that came within their parish. It was agreed that it would be cost effective to work with Marden Parish Council to install speed limit signs on Wyatt Road.

Action - Cllr Guthrie to speak to Herefordshire Council regarding a review of the speed limit.

Action - Clerk to liaise with Marden Parish Council

9. Financial Report

9.1 Confirmation of Balances £24,371.65 (Bank Balance 15/01/16 £33,101.59 less outstanding Cheques £8.729.94)

9.2 Receipts – None

9.3 Invoices for payments

Ref	Payee	Amount £	Detail
1	Orphans Press	57.60	20/01/16 – Printing Neighbourhood Plan Maps
2	Richard Morgan	228.00	17/01/16 - Repairs to Play equipment and work at Sutton Playing Field
3	Richard Morgan	142.50	16/01/16 – Lengthsman duties
4	R. A Ford	529.14	01/02/16 Clerks Salary
5	DJN Planning Limited	240.00	25/01/16 – Neighbourhood Plan Consultancy events
6	Mike Darley	60.00	19/01/16 & 27/01/16 - Clearing of Bins
7	R. A. Ford	67.22	01/02/16 - Refreshments for consultation events, Stationary, Wireless Mouse
8	The Play Inspection Company	54.02	04/01/16 Last of four planned inspections
9	Herefordshire Association of Local Councils	592.75	Subscription 2016/17 (if paid before 31/03/16 two free Councillor training events worth £50.)
10	Tarmac trading Ltd	5,921.71	Surfacing Work at Sutton Playing Field, payment not to be made until the Clerk is satisfied that work to the verge has been completed satisfactorily.

To note Direct Debit to Public Works Loan Board £4,298.87 (Loan repayment)

Resolved to approve for payment and cheques to be signed,

Sutton St. Nicholas Parish Council

10. Budget and Precept 2016/17

The Parish Council considered the Budget for 2016/17 (Appendix 3) refers, the Parish Council was also informed that based on information received from Herefordshire Council the band 'D' estimate for 2016/17 with a precept of £20.135.00 was estimated to be £52.91 and for a precept of £19.635.00 the estimate was £51.61. **Having considered the matter the Parish Council resolved that the precept for 2016/17 be £19,635.**

It was noted that the Parish Council was disappointed that having resolved to keep the precept the same as 2015/16 that payments by parishioners would increase due to the withdrawal by Herefordshire Council of the subsidy amounting to £1,129.

Action – Clerk to inform Herefordshire of the precept amount.

11. Neighbourhood Plan

The Parish Council was informed that the consultation period had come to an end and the project group would be meeting on 4th February to discuss returns and agree the way forward.(noted)

12. Lengthsman Duties

The draft Lengthsman Work Plan for 2016/17 (Appendix 4 refers), was considered by the Parish Council, having considered the matter, the Clerk was asked to send it to the Lengthsman to be costed and consulted on, with an updated report being presented to the next meeting.

Action - Clerk to send the draft Lengthsman Work Plan to the Lengthsman for costing and comments

13. Good Neighbours Scheme

The Parish Council was informed that the Hereford Diocese had agreed to pay for volunteer DBs checks and that currently polices were being researched.

Action – Clerk to check with Herefordshire Council to see if they are able to carry out the DBS checks.

14. Equipment for the Volunteer Litter Pick

The Clerk informed the Parish Council that confirmation had been received from John Murray that 'CleanMy' will be delivering equipment to the Golden Cross once notified the Clerk would notify Les Smith. The Parish Council passed on its thanks to CleanMy. And the Clerk was actioned to pass on the Parish Councils thanks.

Action – Clerk to pass on the Parish Councils thanks to CleanMy.

Action – Clerk to draft a checklist for monthly inspections.

15. Playground Inspection

The Parish Council considered whether to have one annual or one annual plus additional inspections.

Costs – Herefordshire Council £50.60p (Annual inspection only, they do not do additional inspections.)

The Play Inspection Company £55.00 (Annual Inspection) £50. 00

Operational inspection x3).

Having considered the matter the Parish Council **resolved to have one annual inspection using Herefordshire Council at a cost of £50.60, with monthly inspections on a rota basis**

Sutton St. Nicholas Parish Council

Action – Clerk to notify Herefordshire Council and The Play Inspection Company of the Parish Councils decision.

Action- Clerk to draft a rota for inspections.

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

16.1 – West Mercia – Contact Details (Noted)

16.2 – Balfour Beatty – Weobley/Hereford Rural Briefing- 08/01/16. (Noted)

16.3 – Herefordshire Council - Update on Lengthsman Scheme and P3 Scheme. (Noted)

16.4 – Balfour Beatty - Weobley/Sutton Walls & Queenswood Briefing- 15/01/15. (Noted)

16.5 – Balfour Beatty - Weobley/Sutton Walls & Queenswood Briefing- 22/01/15. (Noted)

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

No items tabled.

18. Village Hall

The Parish Council resolved to go into private session due to confidential nature of business to be discussed. The public was requested to leave the room. Having considered the matter the Parish Council **resolved to take legal advice**.

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

Monday 7th March 2016 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
02/01	28/05/15	11	Freedom of Information	Clerk to monitor requests received and report back to the next Annual Meeting of the Parish Council	Clerk		Work in progress
02/02	01/06/15	8	Dog Poo Bins	Have signs installed reminding dog owners to take their dog waste home	Clerk	Contacted Herefordshire Council. Keith Eyles to ring back.	Work In progress
02/03	07/09/15	15	Bins and Dog Waste Bins	Councillor Gyford to install bins.	Clerk		Work In progress

Sutton St. Nicholas Parish Council

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
02/04	07/12/5	4	Report on Actions	Clerk to engage a contractor to complete the rest of the jobs	Clerk	Clerk Liaising with the Lengthsman	Work in progress
02/05	07/12/15	7	Sutton Walls	Clerk to request a representative attend a future meeting	Clerk	Representative unable to attend evening meetings, Clerk to ask for site meeting during the day attended by Cllr Gyford, Cllr Toon and the Clerk The meeting to take place when the weather had improved.	Completed
02/06	07/12/15	11	Lengthsman Duties	Clerk to produce a more detail schedule highlighting the months works are required to be completed in	Clerk	Agenda Item 12 on 1 st February 2016	Completed
02/07	07/12/15	16	Gratton Waste Site Lower Vern Marden	Clerk to write to Local MP and the Environmental Agency	Clerk		Work in progress
02/08	04/01/16	6.2	Local Police Report	Clerk to put newsletter on Village website	Clerk		Completed
02/09	04/01/16	6.3	Questions from other members of the public	Mike Darley to liaise with Cllr Burke and Parishioner.	Mike	Gravel had been disposed of prior to visit	Closed
02/10	04/01/16	7	Planning – The Barn Talbots Farm	Clerk to inform Herefordshire Council	Clerk		Completed
02/11	04/01/16	10	Community Technology Grant	Clerk to forward the information to the Village Hall Management Committee	Clerk		Completed
02/12	04/01/16	12	Budget and Precept 2016/17	The Clerk to make a follow up request to Herefordshire Council for the Band 'D'	Clerk		Completed

Sutton St. Nicholas Parish Council

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
				equivalent property number			
02/13	04/01/16	13	Herefordshire Local Transport 2016/31	Clerk to complete and submit survey form.	Clerk		Completed
02/14	04/01/16	15	Sandbags	Clerk to put the required information in the Sutton News	Clerk		Completed
02/15	04/01/16	16	Review of Council tax Support Scheme	Clerk to submit comments	Clerk		Completed
02/16	04/01/16	17	Community Infrastructure Levy	Clerk to submit comments	Clerk		Completed
02/17	04/01/16	18	Local transport Plan	Clerk to inform Herefordshire Council	Clerk		Completed
02/18	04/01/16	19	Go-on line @ Fastershire In Herefordshire Scheme	Clerk to submit an application	Clerk		Work In Progress
02/19	04/01/16	22	Village Hall	Clerk to circulate relevant documents	Clerk		Completed

Herefordshire Councillor's Report

Highways Matters

Investment in Roads – I have contacted Cllr. Paul Rone (Cabinet Member for Highways) who has advised that he will provide a full response with regard to this matter.

C1126 – Ongoing Issues – awaiting full a update from Herefordshire Council Highways.

Speed Indicator Devices – I have contacted Balfour Beatty for an update on future plans & I am awaiting a response.

The Gratton, Lower Vern – Ref: Environment Agency issuing a variation to the existing Environmental Permit which effectively will extend the operation of this site for potentially another 12 months or more. I have contacted Bill Wiggin MP who has advised that he will be contacting the Environment Agency. I will update again on this matter when I have heard further news from Bill Wiggin MP.

Re: C1122 – Flood Gates & Closure of Haywood Lane UPDATE

I am most pleased to report that the recent operation of the Flood Gates has been SUCCESSFUL! As far as I am aware there have been no incidents of drivers getting stuck on the Level Crossing or in the flood. The Balfour Beatty Team on duty closed the road in a timely manner when I reported the flood on 31st December 2015 and the road was opened (passable with extreme care) on 18th January 2016.

There is only one issue in need of attention, that is the matter of the emergency telephone number 01432 261800 which was not answered directly by Balfour Beatty but apparently, someone at a call centre in Liverpool who was not familiar with the serious flooding situation, the Flood Gates or where Marden is located! Fortunately, this issue didn't cause a problem and the Balfour Beatty team was quickly contacted but this (lack of knowledge) could possibly cause a problem in the future, so I have asked Cllr. Rone (Cabinet Member for Highways) to investigate this matter and asked him to forward a telephone number whereby Balfour Beatty can be contacted directly.

Cold weather - advice issued

Cold weather - grants for loft and cavity wall insulation are available

As part of the Government's Cold Weather Plan, Keep Herefordshire Warm (KHW) is encouraging residents to prepare for the cold weather. Advisors are on hand to provide advice on keeping warm during the Winter months. KHW is Herefordshire Council's affordable warmth service, a partnership between the council and local energy charity Marches Energy Agency.

Keep Herefordshire Warm offers free impartial advice to Herefordshire residents. For more information on grants for loft and cavity wall insulation or for any matter relating to energy

Sutton St. Nicholas Parish Council

please visit www.herefordshire.gov.uk/energyefficiency or call Keep Herefordshire Warm on 0800 677 1432, or email khw@mea.org.uk

HEREFORD & WORCESTER Fire Authority – Update ref: Full Authority Meeting 16/12/16

Police Community Support Officers working as Retained Firefighters

Earlier this year Service officers working with their counterparts in West Mercia Police agreed to develop a joint Police/Fire initiative which would offer Police Community Support Officers (PCSOs) the opportunity to become retained (on-call) firefighters in both Hereford & Worcester Fire and Rescue Service and Shropshire Fire and Rescue Service. A joint pilot scheme has since been developed with fourteen initial applicants leading to eight successful PCSO candidates who will start an intensive recruit training course in early 2016.

I along with other Herefordshire Council Members raised concerns about this pilot scheme, which in particular, might leave rural parts of Herefordshire exposed and lacking police cover. However, the Chief Fire Officer reassured Members that this was a complementary community safety role for the PCSOs and as it was a pilot project at this stage it would be closely monitored.

Council Meeting 5th February 2016

To approve the 2016-17 Budget & Medium Term Financial Strategy as recommended by Cabinet (all documents & proposed amendments, can be viewed on Herefordshire Councils website)

It is proposed to increase council tax by 3.9% in 2016/17. The increase will provide 1.9% (£1.6m) to protect council services, including safeguarding our vulnerable children and 2% (£1.7m) to alleviate the significantly rising costs of adult social care for the county's higher than average ageing population. All the details can be viewed on the Council's website accordingly.

Temporary closure of Hereford Library & Museum Update

Herefordshire Council have now had confirmation that the asbestos removal work at the Hereford Library and Museum building will commence on 1 February and is expected to last 5 to 6 weeks.

Report by Kema Guthrie 1st February 2016

Sutton St. Nicholas Parish Council

Appendix 3

Sutton St Nicholas Parish Council Draft 2016/17 Budget

Income	Actual 2013/14	Budget 2014/15	Actual 2014/15	Budget 2015/16	Actual 2015/16	variance	Estimate to Year end	Budget 2016/17
Precept	18,870.00	19,250.00	19,250.00	19,635.00	19,635.00	0.00	19,635.00	19,635.00
Other -	750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Lengthsmans Scheme	301.25	1,000.00	1,513.25	0.00	0.00	0.00	0.00	0.00
New Lengthman Scheme	0.00	0.00	0.00	2,901.80	380.00	2,521.80	1,584.00	1,584.00
Bursery	50.00	50.00	0.00	50.00	0.00	50.00	0.00	0.00
VAT recovered / estimate	4,163.55	263.00	0.00	357.00	718.97	-361.97	718.97	3,100.00
Neighbourhood Plan Grant	0.00	5,000.00	6,918.07	0.00	0.00	0.00	0.00	0.00
P3 Scheme	0.00	0.00	0.00	1,078.00	1,403.00	-325.00	1,078.00	1,078.00
Lottery Grant	0.00	0.00	0.00	0.00	9,650.00	9,650.00	9,650.00	0.00
Section 106 monies re playground entrance							4,934.76	0.00
Total Income	24,134.80	25,563.00	27,681.32	24,021.80	31,786.97	7,765.17	37,600.73	25,397.00
Expenditure								
Clerks Salary	3,350.53	3,590.00	3,418.96	3,590.00	2,830.62	-759.38	4,417.00	4,310.00
Admin/Office Expenses	244.56	289.00	394.27	291.00	163.52	-127.48	200.00	250.00
Training	97.00	250.00	30.00	150.00	150.00	0.00	150.00	150.00
Cleaning (Bus Shelter)	0.00	200.00	0.00	0.00	0.00	0.00	0.00	0.00
Subsidy to Village Hall	1,378.99	500.00	117.00	500.00	0.00	-500.00	0.00	500.00
Insurance	2,058.77	2,210.00	743.13	800.00	765.42	-34.58	765.42	780.00
Membership Subs	282.30	400.00	354.44	362.00	412.37	50.37	412.37	455.00

Sutton St. Nicholas Parish Council

Income	Actual 2013/14	Budget 2014/15	Actual 2014/15	Budget 2015/16	Actual 2015/16	variance	Estimate to Year end	Budget 2016/17
Auditors	150.00	200.00	150.00	250.00	250.00	0.00	250.00	250.00
Services Repairs and Maintenance	1,034.12	500.00	988.00	500.00	5,737.73	5,237.73	5,737.73	510.00
Lengthsman	509.00	1,000.00	1,049.25	4,220.80	363.50	3,857.30	1,584.00	1,584.00
Donations	0.00	180.00	30.00	180.00	200.00	20.00	200.00	200.00
Purchase of open spaces	0.00	0.00	692.00	0.00	0.00	0.00	0.00	1,000.00
Loan repayment	8,597.74	8,598.00	8,597.74	8,598.00	4,298.87	4,299.13	8,598.00	8,598.00
Lottery Grant Neighbourhood Plan	0.00	0.00	0.00	0.00	811.62	811.62	2,500.00	0.00
Parish Plan	1,039.49	340.00	36.00	0.00	0.00	0.00	0.00	0.00
SIDs	0.00	320.00	0.00	300.00	150.00	-150.00	300.00	620.00
Rent	5.00	6.00	5.00	6.00	5.00	-1.00	5.00	6.00
Computer/software	495.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Printer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00
New Website/upgrade	720.00	250.00	0.00	200.00	0.00	-200.00	50.00	300.00
Neighbourhood Plan	130.80	5,630.00	7,702.90	696.00	8,280.60	7,584.60	9,500.00	1,500.00
Community Garden/Playing Field/Open Space	0.00	1,100.00	899.67	2,300.00	265.03	-	1,015.00	1,720.00
Good Neighbour Scheme	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00
P3 Scheme	0.00	0.00	556.00	1,078.00	1,017.00	-61.00	1,078.00	1,078.00
Vat	357.52	0.00	332.97	0.00	2,749.39	2,749.39	3,100.00	646.00
Reserves - Vat previously paid came out of reserves								3,000.00
Replenish reserves used to do Neighbourhood Plan								1,800.00
Total Expenditure	20,451.63	25,563.00	26,097.33	24,021.80	28,450.67	4,428.87	35,245.52	25,397.00

Sutton St. Nicholas Parish Council

Appendix 4

Lengthsman Duties – Draft for Discussion

Job		Schedule	Frequency	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Cutting back vegetation obscuring road signs	Richard Morgan	1	4 –times a year		√		√	√		√					
Trimming overhanging hedges , trees and branches over footways	Richard Morgan	N/a	As requested by PC												
Spraying weeds and gutters on kerbside and footways	Richard Morgan	2	Once a year												
Strimming verges, ditches. Banks	Richard Morgan	3	8 times a year			√	√	√	√	√					
Cleaning gulley’s drains etc.	Richard Morgan	n/a	As requested by PC												
Road sign cleaning/inspection	Richard Morgan	4	4 times a year		√			√			√			√	
Cutting back vegetation on blind junctions	Richard Morgan	N/a	As requested by PC		√			√			√				
Essential maintenance /repairs as required by Parish Council	Richard Morgan	N/a	As requested by PC												
Redo Grips	Richard Morgan	5	Twice a year		√								√		
Clearing of Refuse bins	Mike Darley	6	Once a fortnight	√	√	√	√	√	√	√	√	√	√	√	√

Sutton St. Nicholas Parish Council

Schedule No.	Detail	
1	All signs with in main village boundary on the Sutton to Hereford road, Ridgeway, Sutton to Bodenham Road and Sutton to Marden Road	
2	Sutton to Hereford road, Ridgeway, Sutton to Bodenham Road and Sutton to Marden Road	
3	Ridgeway- from the Church to the Golden Cross, Corner, Golden Cross Junction by the barns, The Rhea across from the Church and in front of the church.	
4	All signs with in main village boundary on the Sutton to Hereford road, Ridgeway, Sutton to Bodenham Road and Sutton to Marden Road	
5	Grips located on Church Way and the Sutton to Hereford	
6	Bins located at the Lichgate (1) on the Rhea. The old Post office (1), Sutton Playing Field (2), Ordis Court (1)	