

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 June 2015 (SPC/TF/076)

Councillors Present

Cllr Richard Andrews
Cllr Ann Burke (Vice chairman)
Cllr Stan Gyford
Cllr Ian Nicholas
Cllr Anna Toon

In attendance

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

Members of the Public – 2

1. **Apologies for Absence**
Apologies were received and accepted from Cllr Ron Gow, in his absence Cllr Ann Burke took the chair
2. **Receive, approve and sign the Minutes of the Ordinary Meeting of the Parish Council (no SPC/TF/074) held on Tuesday 5th May 2015.**
The minutes were signed by the Vice-chairman as a correct record of the meeting
3. **Receive, approve and sign the minutes of the Annual Meeting of the Parish Council (no SPC/TF/075) held on 28th May 2015**
The minutes were signed by the Vice-chairman as a correct record of the meeting
4. **Co-opted Councillor**
Jenny Swain a parishioner introduced herself and informed the Parish Council that she would like to be considered, having considered her request, the clerk was requested to this as an agenda item for the next Parish Council meeting.

Action Clerk to send the required document to Jenny Swain for her to confirm her eligibility to be considered.
5. **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.
6. **Report from Clerk on actions from the last meeting**
There were eight actions requiring completion, four were completed, and four were in progress. (Appendix 1 refers).
7. **Questions/Issues on any matter, from members of the public present.**
 - 7.1 **Ward Councillors Report**
Cllr Guthrie gave a verbal report to the Parish Council (Appendix 2 refers)
 - 7.2 **Local Police Report**
The June 2015 Newsletter had been circulated to Councillors and put on the village website
 - 7.3 **Questions from other members of the public**

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There were no questions tabled.

8. Dog Poo Bins

The Parish Council has received a letter which had been previously circulated to Councillors, in addition a parishioner attended and raised a concern. Balfour Beatty confirmed that Herefordshire Council's Waste Management Team empty all the waste bins around Sutton St. Nicholas and they do not empty dog bins due to having compacting vehicles, they strongly encourage members of the public to take the dog waste home with them. Balfour Beatty could provide a quote to install and empty a dog bin in Sutton St. Nicholas, but being a collection for only one bin and its location this would show in the cost. Having considered the matter the Parish Council **Resolved that the Clerk**

1. **Purchase three additional larger bins (similar to the ones located by the village playing field), one to replace the one by the Lichgate on the Rhea, one to replace the one by the old post office and one to be sited near Ordis Farm.**
2. **That a notice be put in the Sutton News reminding dog owners that it is good practice to take their dog waste home.**
3. **Have signs installed reminding dog owners to take their dog waste home.**

9. Purchase of Mini Cameras

The Parish Council was informed that requests for guidance had been made to the police and Balfour Beatty, both have raised additional queries which have been answered by the Clerk.

10. Footpath in the village

The footpath Officers report (Appendix 3 refers) was noted

11. Planning Applications

To consider the following applications:-

1. **Long Barn Cottage, Sutton St. Nicholas, HR1 3AY (151341) – Installation of door on east elevation, modification of design previously approved porch on west elevation, there no documentation for this item. Resolved not to comment due to the lack of documentation**

Action Clerk to inform Herefordshire Council of the Parish Council's decision

2. **Sutton Primary Academy, Bayley Way, Sutton St. Nicholas, HR1 3SZ (151223) - Proposed provision of a double mobile classroom. Having considered the matter the Parish Council Resolved to support the application, subject to a positive environmental assessment and proper rainwater mitigation arrangements as current soak away arrangements do not seem adequate.**

Action Clerk to inform Herefordshire Council of the Parish Council's decision

12. Transfer of open spaces

There was no update to report.

13. Financial Report

13.1 Confirmation of Balances £34,560.93 (Bank statement 1st May £37,636.57 plus income £556.00 les outstanding cheques £3,631.64)

13.2 Receipts - £9,817.50 (First instalment of Parish Precept), £556.00 (P3 Scheme 2014/15 payment)

13.3 Invoices for payments

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Ref	Payee	Amount £	Detail
1	M. Darley	262.00	P3 footpath work
2	R. A. Ford	308.98	Clerks Salary

Resolved to approve for payment and cheques to be signed

14. Approval of the Audit Commission Annual Return

The Parish Council was informed that the Annual Return was still with the auditors, and that the Governance statement will need to be signed off by 30th June 2015.

15. Neighbourhood Plan

Nine declarations of interest received with regards to potential development land, all being assessed by the Parish Council's Technical Consultant. A letter is being drafted, which will be sent to the nine landowners.

16. Sutton Playing Field Entrance

Due to the likely amount three quotes are required, one quote received, followed up on quotes from Balfour Beatty and a B. M. Joyce arranging a meeting with another contractor, in addition Cllr Gyford gave the Clerk contact details of a possible contractor.

17. Department For Environment, Food and Rural Affairs

The Parish Council considered the new rules for the operation of septic tanks and small sewage treatment plants, having considered the matter the clerk to put the full report on the village website and an article in the Sutton News

Action Clerk to put the full report on the village website and an article in the Sutton News

18. Sutton Playing Field Inspection Report

The Parish Council considered Cllr Gyford's recommendations having considered the matter **Resolved to accept the recommendations made.**

Action Cllr Gyford to inform the Clerk of the recommendations he is able to carry out.

Action Clerk to engage a contractor to complete the rest of the jobs

19. Grass Cutting Village Hall Community Garden

The Parish Council was informed that in the past the maintenance of the Community Garden was delegated to the Gardening Club. It is estimated that for 2015/16 the cost of grass cutting would be between £900 and £1120 per year, within the budget there is £500 as a subsidy to the Village Hall. To date there have been two cuts. Due to the likely costs additional quotes were required, it was felt that grass cutting was part of the management Committees responsibilities.

Action Clerk to seek additional quotations

Action Cllr Burke to raise the issue of grass cutting at the next Village Hall Management Committee meeting.

20. Bank Account Signatory

The Parish Council was informed that with Cllr Winnell's resignation an additional signatory was required for the council's bank account. Having considered the matter

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the Parish Council **Resolved that Cllr S. Gyford becomes a signatory to the bank account and that Cllr Winnell be removed as a signatory.**

Action Clerk to complete the form required by the bank.

21. Fastershire

The update (Appendix 4 refers) was noted by the Parish Council

Action Clerk to put update on Village Website.

22. New Council Training

The Parish Council was informed that HALC ran training for Councillors, each Councillor would receive an information pack and the cost of the evening being £150 for up to 10 councillors plus millage.

Action – Clerk to book training once there was a full complement of councillors.

23. Litter Collections

The Parish Council Clerk considered the matter of additional litter collection by volunteers and **Resolved that litter picking equipment, bags and clothing be purchased by the Parish Council.**

Action – The Clerk to ascertain the costs for equipment, bags and clothing.

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

24.1 – Herefordshire Council – Setting up a good Neighbour scheme –Cllr Gyford attending an event. (Noted)

24.2 – Balfour Beatty – Weobley/Hereford Rural Briefing 15/05/15 (Noted)

24.3 – Balfour Beatty – Locality Stewards Contact details. (Noted)

24.4 – Herefordshire Council – Local Government Elections Information (Noted)

24.5 – HALC Information Corner 27th April 2015. (Noted)

24.6- Hereford Civic Society- 70th Celebration of VE Day (Noted)

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

- A good Neighbour scheme
- Litter picking by volunteers
- Co-opted Member

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

Monday 6th July 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
06/01	06/05/14	9	Neighbourhood Planning – Budget	Clerk to submit an application to the National Lottery	Clerk	Agenda item 14	Completed
06/02	06/12/14	18	Sutton Playing Field	Clerk to send specification as requested.	Clerk	Agenda item 16	Work in progress

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
06/03	05/05/15	6	Planning Application - The Talbots Farm, The Rhea,	Clerk to inform Herefordshire Council of the Parish Council's decision	Clerk		Completed
06/04	05/05/15	12	Receipt of Bank Statements	Clerk to draft letter and get it signed.	Clerk		Completed
06/05	05/05/15	16	Sutton Playing Field	Mr Gyford to review Inspection Report	Cllr Gyford	Agenda item 18	Completed
06/06	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
06/07	28/05/15	15	Code Of Conduct	Clerk to update the current Code of Conduct and send an updated copy to each Councillor	Clerk		Work In progress
06/08	28/05/15	15	Code of Conduct	Clerk to look at the Parish Council Standing Orders in relation to the three minute rule	Clerk		Work In progress

Appendix 2

Ward Councillor's Report

I am most pleased to be re-elected and to be representing Sutton Walls Ward again. Indeed, I would like to thank everyone who supported me. There has been a comprehensive two week schedule of training meetings, including mandatory training for new and returning Councillors, which I have attended. The first meeting of the Council was the Annual Council Meeting held on 22nd May 2015. At this meeting the new Cabinet appointments were confirmed, Cllr. Tony Johnson remains as Leader of the Council with Cllr. Patricia Morgan as Deputy Leader. The changes in the Cabinet include Cllr. Morgan moving to Health & Well Being, Cllr. Graham Powell moving to Economy & Corporate Services and Cllr. Jonathan Lester has been appointed to Young People & Children's Wellbeing. The various roles on the Council's Committees were agreed at this Council meeting too. I have been appointed to the Council's Planning Committee and the Hereford & Worcester Fire Authority. Currently, I am working

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through a long list of issues and concerns, which I collected from residents during the Election period.

Update on Issues

- 1) Bridleway issues/concerns – Sutton Rhea & Sutton Walls. Re: 4x4 vehicles causing damage to Bridleways. I am seeking advice from Herefordshire Council Officers and awaiting a response.
- 2) Watery Lane – Potholes have been filled in & drains inspected on C1126. Problem with a culvert near the Old Post Office has been identified & our Locality Steward has raised a jetting job with Balfour Beatty.
- 3) Ridgeway Road, C1126 junction with Millway - concerns raised with me about drains being blocked. Phil Pankhurst (Locality Steward) has inspected this section of road and found seven gullies running clear at the time of his inspection.
- 4) Concerns about speeding traffic in Sutton Walls Ward, within the villages of Moreton on Lugg, Sutton St. Nicholas and Marden. Sutton St. Nicholas – C1126 through the village & along the length of the Ridgeway Road (junction with Sutton Hill road) drivers experiencing difficulty with speeding traffic. Also, speed of traffic along the C1126 near to Freens Court area. C1125 through the village (even on school days when the temporary 20 mph lights are on) residents report that vehicles are speeding & as a consequence often feel unsafe when walking their children to school – Reported to the Local Policing Team and requested that the Police do some speed enforcement in the villages. My request has been passed onto the Safer Roads Partnership for their information and consideration. As a result I've been advised that the Special Constables will now do some speed enforcement in these areas.
- 5) Faster Broadband – at a recent Council exhibition I enquired about the timescale for the general delivery of the Faster Broadband. I was told that it was hoped this would have been completed by June but things have taken longer due to the rurality of Herefordshire and it is now not likely to be completed until December this year.
- 6) Potholes reported to Balfour Beatty on road to Sutton Hill & Wyatt Road. Advised by Balfour Beatty that this road is in next year's annual plan for resurfacing in 2016/17.
- 7) Resurfacing Programme update. Asked for a response regarding the request for the C1120 to be scheduled for future resurfacing & I have reported to Balfour Beatty the problem of failing tarmac on the C1126 (village road) ref: previous drainage repairs. Awaiting Response.
- 8) Concerns have been raised regarding the problems people are experiencing after evening events when they return to their cars in an unlit carpark. Requests have been made for the lights to be on during these times and then switched off.

Report by Cllr. Kema Guthrie

01/06/15

**Footpath Officer's Report
June 2015**

Sutton Rhea (ST 15) Western Route, has seen a rise in wildlife activity, since the 4X4's have been stopped. Notable bird species seen during the walk, 2 Sparrow Hawks, Jays a plenty, Buzzards and Sparrows.

The wet holes are drying up nicely and will, in the near future, be filled in, to make the top surface good again.

ST 16 - The access road from ST 15 junction and beyond, are needing attention but this can be expected, as it is the only way in for landowners. The banks of the brook are over grown and will no doubt be cut in the near future.

ST 14 - From the junction with ST 16 heading North back to the Village, has been cut and Keith Harris has made an excellent job of regaining the width up to the canal bridge bollards.

ST 13 - Pantalls Farm is clear but growing. The fly-tipping of grass cuttings, is still visible at both properties and is encroaching on to the adjoining field margin.

ST 12 - From rear of St Nicholas Church to the Craft, will need another cut in a week or so's time, to keep the Hog weed down and overhangs will need to be cut again. The gate at the church is still up right and working well.

ST 3 - Rear of Court Farm to the Footbridge, is in good shape and will see it have another cut, in around a week or so.

Mike Darley

Fastershire Update

Our engineers are making good progress with replacing the damaged underground duct in the Burley Gate area, although it's taken a while to do as it was close to a national gas pipeline so there were certain precautions that we had to take before digging in each area.

We expect to be able to start laying the main fibre cable through the new duct in the next few weeks. We'll be laying the fibre out from Burleygate to to the Sutton St Nicholas exchange, and we then need to lay the fibre out from the Sutton St Nicholas exchange to the surrounding communities that will be upgraded.

As many of the homes and businesses in the area are connected directly to the exchange on Exchange Only lines, we will then have to move each line in the network from the exchange and connect it to the new cabinet. This can take time to do. We've recently completed this rearrangement of Exchange Only lines on a cabinet in the Ross on Wye area, and it took around 500 man hours to do this on one cabinet. Given the work that we have left to do, we now hope that the cabinet that serves Sutton St Nicholas will be upgraded by the end of the summer.

Our plans are constantly evolving as we carry out work across Herefordshire and Gloucestershire. There may be some properties in exchange areas that will not have access to fibre broadband, however all homes and businesses in the project area will have the capability to access a minimum of 2Mbps. The majority of homes and businesses are expected to be able to get over 30Mbps.

Kind Regards

Fastershire Broadband Project Team