

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 6th July 2015 (SPC/TF/078)

Councillors Present

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

In attendance

Tony Ford (Clerk)

1. **Apologies for absence**
There were no absences.
2. **Receive, approve and sign the Minutes of the Ordinary Meeting of the Parish Council (no SPC/TF/076) held on Monday 1st June 2015.**
The minutes were signed by the Chairman as a correct record of the meeting.
3. **Receive, approve and sign the minutes of the Extraordinary Meeting of the Parish Council (no SPC/TF/077) held on Friday 26th June 2015.**
The minutes were signed by the Chairman as a correct record of the meeting.
4. **Declarations of Interest**
There were no declarations of interest by members in respect of items on the agenda, and no requests for new Disclosable Pecuniary Interest dispensations were received.
5. **Report from Clerk on actions from the last meeting**
There were nineteen actions requiring completion, eleven were completed, and seven 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 Guthrie Ward Councillor was not in attendance and sent her apologies.
 - 6.2 **Local Police Report**
The July 2015 Newsletter had been circulated to Councillors and put on the village website.
 - 6.3 **Questions from other members of the public**
There were no questions from the public
7. **Upgrade Bins**
The Parish Council was informed that the cost of three bins was currently £424.80 including VAT, and the cost of installation and removal of replaced bins being £255.00. Cllr Gyford informed the Parish Council that he was willing to install bins for free as long as the Parish Council paid for his materials. Having considered the matter -**The Parish Council resolved to purchase three bins and agreed for Cllr Gyford to install the bins with the Parish Council paying for material used.**

Action - Clerk to purchase new bins
Action – Cllr Gyford to install bins
Action – Parish Clerk to ascertain costs for collection of rubbish on the weeks that Herefordshire Council do not collect.

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8. Co-opted Councillor

As previously reported J S did not currently meet the 12 month rule, and would not be available for co-opting until the November 2015 meeting. Councillors expressed the view that the Clerk advertise the vacancy in the August edition of Sutton News, with a closing date of 21st September for declarations of interests in the vacancy.

Action Clerk to put notice of vacancy in the Sutton News

9. Purchase of Mini Cameras

The Parish Clerk informed the Parish Council that the request for guidance is still outstanding and as soon as a reply is received the Parish Council will be updated.

10. Footpaths in the village

The Footpath Officers Report (Appendix 2 refers) was noted by the Parish Council.

11. Planning Applications

Having considered the following application:-

1. Land at Willow Croft, Sutton St. Nicholas (151785) – Proposed erection of two dwellings. The Parish Council resolved not to support the application as it was outside the village settlement boundary and it extends into open countryside.

Action – Clerk to inform Herefordshire Council of the decision.

12. Transfer of open spaces

This is a standing agenda item and there was nothing to report.

13. Neighbourhood Plan

The Parish Council was informed that lands for potential development have been identified and a letter drop was in progress, there would be consultation at the village fete on 11th July. Parishioners have also been asked to email comments to the Parish Clerk. The report was noted.

14. Financial Report

14.1 Confirmation of Balances £29,279.50 (15/06/15 £34,665.93 less outstanding cheques £5,386.43).

14.2 Receipts - £105.00 (final Lenghtsman payment 2014/15)

14.3 Invoices for payments

Ref	Payee	Amount £	Detail
1	M. Darley	215.00	P3 footpath work and special collections
2	R. A. Ford	308.98	Clerks Salary
3	Richard Morgan	255.00	Lenghtsman Work
4	Ian Nicholas	8.85	Neighbourhood Plan letters to landowners.
5	DJN Planning Ltd	4,158.00	Neighbourhood Planning – Planning advice and support to the project group.
6	R. A. Ford	41.35	Ink Cartridges, lever arch files, subject dividers
7	Cole & Co	60.00	Internal Audit Service
8	Richard Morgan	175.00	Grass cutting Community Garden

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Ref	Payee	Amount £	Detail
9	R. A .Ford	45.25	Printing Neighbourhood Plan Letter and postage- (Not previously notified)
10	Orphans Press	119.00	Neighbourhood Plan Map (Not previously advertised)

Resolved that item 8 was deferred and considered as part of agenda 20 (Grass Cutting Village Hall Community Garden) and that all other payments be approved and cheques signed

Noted Public works Loan Board Loan repayment £4,298.87 (DD)

15. Lottery Grant

Having considered the terms and conditions of the grant. **Resolved to authorise the Parish Clerk to sign the declaration at Annex C. and to send the documents at Annex B.**

16. A Good Neighbour Scheme

The report (Appendix 3 refers) from Cllr Gyford was considered and noted. In addition an article was to be published in the Sutton News.

Action Cllr Gyford to draft article for the Sutton News

17. Sutton Playing Field Entrance

The current position was as follows

- One quote received
- Followed up Balfour Beatty
- Waiting for call from 3rd contractor to arrange a site visit.

The update was noted.

18. Litter collection by volunteers

The Parish Council was informed that the Clerk had sent a request to the lead volunteer asking for requirements.

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

19.1 – Balfour Beatty - Weobley/ Hereford Rural Briefing 05/06/15 (Noted)

19.2 – Balfour Beatty - Weobley/ Hereford Rural Briefing 12/06/15 (Noted)

19.3 – Balfour Beatty - Weobley/ Hereford Rural Briefing 19/06/15 (Noted)

19.4 – Balfour Beatty - Weobley/ Hereford Rural Briefing 26/06/15 (Noted)

20. Grass Cutting Village Hall Community Garden

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. Having considered the matter **The Parish Council resolved to accept the quotation from Jason Corrick and that the payment to Richard Morgan (14.3 (8) be approved for payment and cheque signed**

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

- Nuisance bonfires
- A good neighbour Scheme

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- 22. Confirmation of the date, time and venue of the next meeting**
 Monday 3rd 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
07/01	06/12/14	18	Sutton Playing Field	Clerk to send specification as requested.	Clerk	Agenda item 7	Work in progress
07/02	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
07/03	28/05/15	15	Code Of Conduct	Clerk to update the current Code of Conduct and send an updated copy to each Councillor	Clerk	Sent by email 15 th June 2015	Completed
07/04	28/05/15	15	Code of Conduct	Clerk to look at the Parish Council Standing Orders in relation to the three minute rule	Clerk	Standing orders sent to councillors	Completed
07/05	01/06/15	4	Co-opted Councillor	Clerk to send the required document to Jenny Swain for her to confirm her eligibility to be considered	Clerk		Closed
07/06	01/06/15	8	Dog Poo Bins	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.	Clerk	Agenda Item 7	Work in progress

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
07/07		8	Dog Poo Bins	That a notice be put in the Sutton News reminding dog owners that it is good practice to take their dog waste home.	Clerk	Part of Parish Council report	Completed
07/08	01/06/15	8	Dog Poo Bins	Have signs installed reminding dog owners to take their dog waste home	Clerk		Work In progress
07/09	01/06/15	11	Planning-Long Barn Cottage	Clerk to inform Herefordshire Council of the Parish Council's decision	Clerk		Completed
07/10	01/06/15	11	Planning - Sutton Primary Academy	Clerk to inform Herefordshire Council of the Parish Council's decision	Clerk		Completed
07/11	01/06/15	17	Department For Environment, Food and Rural Affairs	Clerk to put the full report on the village website and an article in the Sutton News	Clerk		Completed
07/12	01/06/15	18	Sutton Playing Field Inspection Report	Cllr Gyford to inform the Clerk of the recommendations he is able to carry out	Cllr Gyford		Work in progress
07/13	01/06/15	18	Sutton Playing Field Inspection Report	Clerk to engage a contractor to complete the rest of the jobs	Clerk	Subject to 07/12 above	Work in progress
07/14	01/06/15	19	Grass Cutting Village Hall Community Garden	Clerk to seek additional quotations	Clerk	Agenda Item 20	Completed
07/15	01/06/15	19	Grass Cutting Village Hall Community Garden	Cllr Burke to raise the issue of grass cutting at the next Village Hall Management	Cllr Burke	The committee was of the view that it was the responsibility	Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
				Committee meeting		of the parish Council.	
07/16	01/06/15	20	Bank Account Signatory	Clerk to complete the form required by the bank.	Clerk		Completed
07/17	01/06/15	21	Fastershire	Clerk to put report in the Sutton News			Completed
07/18	01/06/15	22	New Council Training	Clerk to book training once there was a full complement of councillors	Clerk		Completed
07/19	01/06/15	23	Litter Collections	The Clerk to ascertain the costs for equipment, bags and clothing	Clerk	Agenda item 18	Work in progress

Appendix 2

Footpath Officers Report

June has seen the weather in favour of some much needed grass cutting on some of the paths, especially ST 9 Bridleway. Over grown from Watt Rd to the Parish Boundary and beyond. The footbridge is in good repair and the top surface to the Parish boundary is rutted, due to its location and close proximity to the brook. (Very wet during the winter).

Sutton Walls, ST2, received its second cut over a 1.5km stretch. Mainly in the worst affected areas, to regain the width and open the top surface to the sun. Some over hangs need attention but due to the variety of trees, (fruit) will be dealt with after fruiting.

A number of Ramblers have commented on the progress made, in keeping this walk maintained and opened.

ST 3 Freens Court, received a visit from various individuals including Phil Pankhurst (BBLP) regarding a cropping and access issue. The path has been clear during the year but now that Rape crop has flowered, it has fallen in to the path and made it difficult to pass. This was resolved as it is close to harvesting.

All other paths in the Parish have had inspections and some will need remedial work, i.e. new steps and rail or posts.

Over the coming weeks, Sutton footpaths will see a number of ramblers & walking groups use the network.

Mike Darley PFO – 28/06/2015

A Good Neighbour Scheme

Purpose

The purpose of a Good Neighbours scheme is to offer practical help to a variety of people in need of help in Sutton area. The types of people who may require help include, but are not limited to, older people, single parents and people with health problems. The scheme does not replace or supplement Adult Social Care or social care packages.

There are many good things happening already with people supporting each other – any scheme would work with and add to that existing support.

What would the scheme offer?

No two Good Neighbours services are identical but the intention is broadly similar in every case. Namely, to offer the practical help that can make all the difference - whether it's collecting a pension or a repeat prescription, walking the dog or changing a light bulb.

Often family members might live too far away to visit regularly so a Good Neighbours scheme can also provide valuable company and friendship as well as making sure the person is safe and well.

Are there any other schemes operating locally?

There are schemes operating in Pembridge (2.5 years old); Yarpole (1 year old); Peterchurch (just started) , and Church Stretton (45 years old and is a registered charity). The first 2 schemes are available from 8.30am to 4.30pm weekdays only and not on any bank holidays.

What services would a scheme offer?

At this stage, that question can't be answered. If the Parish Council wishes to be part of a scheme the next step would be to find out what demand there is for a scheme and equally importantly what support there is from people who would provide the service.

It is very important that before the scheme is launched, we await the publication of all the user service policies by the Diocese later this year. It is these policies that will help a Management Committee to decide what and what not to offer to users in Sutton.

If the PC agrees in principle the next step would be to hold two public meetings, one for potential service users and the other for potential service providers.

What are the costs?

To service users

The cost to individuals would be free except for expenses such as a volunteers' fuel.

To the scheme managers

- The cost of hiring rooms for the initial meetings
- The cost of a leaflet production and distributed to all homes in the Parish – could be included with Sutton News

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- Cost of checking volunteers via Disclosure and Barring Service (DBS). If the PC and PCC run a joint scheme then the Diocese (Wendy Coombe) said they pay for all the DBS charges and provide the necessary training free of charge.
- Insurance premiums for volunteers and the management committee (although Pembridge PC add them all to their existing public liability insurance policy).
- The purchase of a cheap pay as you go mobile and occasional cash top ups for calls. It is this phone that users call so it will require finding which mobile operator (or operators) has the best coverage for the village.
- Funding for a scheme comprises set up costs and annual running costs. Pembridge cost £700 to set up and £100/yr to run. Yarpole set up was £300 and annual running cost is £350 because they have an O2 smart phone costing £22 per month plus calls!

Are there any potential partners to work with the PC?

Yes, The local Parochial Church Council has expressed support and it is expected that other groups will also become involved.

The Hereford diocese has offered to contribute towards the start up costs.