

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 7th March 2016 (SPC/TF/086)

Councillors Present

Cllr Ron Gow (Chairman)
Cllr Ann Burke (Vice chairman)
Cllr Stan Gyford
Cllr Tina Hurley
Cllr Anna Toon.

1. **Apologies for Absence**
Apology for absence received and accepted from Cllr Richard Andrews and Cllr Ian Nicholas
 2. **Receive, approve and sign the Minutes of the Ordinary Meeting of the Parish Council (no SPC/TF/085) held on Monday 1st February 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&C3) held on Monday 1st February 2016**
The minutes were signed by the Chairman as a correct record of the meeting.
 4. **Declarations of Interest**
Councillor Ann Burke declared an Disclosable interest in respect of item 7.1 Planning Application 160463 Land At Talbots Farm, there were no written requests for new Disclosable Pecuniary Interest dispensations.
 5. **Report from Clerk on actions from the last meeting**
There were 16 actions requiring completion, 11 were completed, and 5 were in progress. (Appendix 1 refers)
 6. **Questions/Issues on any matter, from members of the public present.**
 - 6.1 **Ward Councillors Report**
The Parish Council was informed that Cllr Guthrie the Ward Councillor had sent her apologies, and was also informed that Cllr Guthrie had raised at Council the issue of the lack of road works on the Marden to Morton on Lugg Road. The Council was relooking at the issue to see what could be done.
 - 6.2 **Local Police Report**
The February 2016 newsletter had been circulated and put on the Village Website, and its contents noted by The Parish Council.
 - 6.3 **Questions from other members of the public**
There were no questions from the public.
- Councillor Ann Burke Left the meeting**
7. **Planning**
 - 7.1 **To consider and comment on planning application 160463 –Land at Talbots Farm, The Rhea, Sutton St Nicholas HR1 3BB – Proposed dwelling, associated outbuilding and landscaping.** Previously the Parish Council considered a previous application number 150899 and supported the application, however this is a new a revised application, which super seeds the previous one. Having considered the matter and on the understanding that the previous application (150899) was withdrawn, the Parish Council **resolved to support the application.**

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Councillor Ann Burke Returned to the meeting

7.2 To consider and comment on planning application 160405 – Plot 1 and 2 Land adjacent to Willowcroft, Sutton St Nicholas- Erection of two cottages and car ports to plots 1 and 2, The Parish Council considered the original outline application for 10 houses 150249, which was supported, this is application is for two of the ten houses previously approved. Having considered the matter the Parish Council **resolved to support the application**

8. Footpaths

The matter of the new stile (ST11) on the Rhea was raised and it was agreed that the Footpaths Officer would look into the matter and report back to the next meeting.

Action - Footpath Officer to investigate the matter and report back.

9. Financial Report

9.1 Confirmation of Balances- £20,786.12 (Bank statement 15/02/16 £30,769.86 less o/s cheques £9,983.74)

9.2 Receipts - None

9.3 Invoices for payments

Ref	Payee	Amount £	Detail
1	Sutton News	100.00	8/02/16 - Neighbourhood Plan News letter
2	Herefordshire Council	41.00	20/02/16- Costs in respect of Uncontested Election on 7 th May 2015
3	Mike Darley	60.00	23/02/16 & 29/02/16 – Bin Collections
4	R. A Ford	515.19	07/03/16 Clerks Salary
5	DJN Planning Limited	2,160.00	29/02/16- Planning Advice and Support to project Group
6	R. A. Ford	94.42	7/03/16 Neighbourhood Plan Printing
7	Complete Office Solutions	614.92	Neighbourhood Plan- 2 Mobile Display Units

Resolved to approve for payment and cheques to be signed,

10. Investment In Herefordshire Roads 2016/17

The Herefordshire Councils Plan for roads within Herefordshire County, had been circulated The Parish Council was informed that Cllr Guthrie has raised her concerns with the document with regards to the lack of road works on the Marden to Morton on Lugg Road. The Clerk had analysed the plan (Appendix 2 and 3 refers) and found that the majority of the planned works were within Conservative Parishes. The Parish Council also had concerns as the budget had been reduced from £15m in 2014/15 to £8m in 2015/16 and now to £1.6m in 2016/17. **Having considered the matter the Parish Council resolved that the Clerk inform Balfour Beatty of the concerns regarding the reduction in the budget and the observation that most of the jobs were being done in conservative wards in particular those of Cabinet Members, and that the actions of Cllr Guthrie were supported by the Parish Council.**

Action Clerk to inform Balfour Beatty of the Parish Council resolution concerns.

11. Grafton Waste Site Lower Vern

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The Clerk had raised the Parish Councils concerns with the local MP Bill Wiggin, who had sent a copy of correspondence he received from the Environment Agency, however the Parish Council felt that the reply had not addressed the concern of lack of consultation regarding the extension of time. The clerk was instructed to write to the local MP to raise this concern.

Action - Clerk to write to Bill Wiggin as instructed by the Parish Council.

12. Neighbourhood Plan

The project Group met on 22nd February to review comments from the consultation. The next and last meeting of the group will be to sign off the revised draft plan, The Housing Site Assessment Addendum, the Consultation Statement and The Basic Condition Statement. Once signed off, the Parish Council will have to approve the revised draft plan and send it to Herefordshire Council. The update was noted.

13. Lengthsman Duties

The Lengthsman is still in the process of costing the Work Plan for 2016/17, as this had to be with Herefordshire Council by the End of March the Clerk requested that it was delegated to him to finalise and send to Herefordshire Council by the required deadline.

The Parish Council was also informed that an expression of interest had been sent showing the basic grant for the Lengthsman and Footpaths (P3), The Parish Council also noted the changes for 2017/18 onwards. Having considered the matter the Parish Council resolved to delegate to the Clerk the completion of and the submission of the 2016/17 Work Plan.

Action Clerk to submit the completed Work Plan for 2016/17 by the required date.

14. Statement of Community Involvement

The Parish Council considered the consultation document and was of the view that although it was pleasing that Herefordshire Council had asked for comments it was saddened to note that in many instances in the past, there was no clear evidence that notice had been taken of comments made, under the circumstances The Parish Council declines to complete the survey and the Clerk was asked to inform Herefordshire Council of the Parish Councils comments and thoughts.

Action Clerk to inform Herefordshire Councils of the Parish Councils position.

15. First World War Commemoration- The Home Front

The Parish Council had received a letter from the Lord Lieutenant and the Chairman of Herefordshire Council on this matter. Having considered it the matter was noted.

16. Speeding on Wyatt Road

The latest from Marden Parish Council was that they were only looking at Franklands Corner, and have been informed that they cannot put up road signs. The Parish Clerk to continue in his efforts to get costs for the erection of speed limit signs.

Action Clerk to request cost of signs from Herefordshire Council.

17. Application for a defibrillator

The Parish Council had received confirmation from the British Heart Foundation that they have run out of money, However they would be running a scheme in April for public access defibrillator and CPR kits (no cabinet) for a contribution of £400. This was noted by the Parish Council.

18. Peterchurch Parish Council Letter

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The Parish Council considered and noted the letter sent to Herefordshire Council.

- 19. Correspondence (Not covered by a separate agenda item and for information only).**
- 19.1 – HALC-** Information Corner 08/02/16 (Noted)
- 19.2 – Herefordshire Council & Marches Energy Agency-** Herefordshire Affordable Strategy Key Stakeholder event. (Noted)
- 19.3 – Balfour Beatty -** Weobley/Sutton Walls & Queenswood Briefing- 05/02/15. (Noted)
- 19.4 – Hereford Civic Society -** Invite to 18/02/16 event. (Noted)
- 19.5 – Balfour Beatty -** Weobley/Sutton Walls & Queenswood Briefing- 12/02/16. (Noted)
- 19.6 – Balfour Beatty –** Parish Briefing February 2016. (Noted)
- 19.7 - Balfour Beatty -** Weobley/Sutton Walls & Queenswood Briefing- 19/02/16. (Noted)
- 19.8 - Balfour Beatty -** Weobley/Sutton Walls & Queenswood Briefing- 26/02/16. (Noted)
- 19.9 – Hereford Civic Society –** Invite to The Courtyard Theatre Event. (Noted)
- 20. Matters relayed to the Clerk for the Agenda of the next meeting**
- Neighbourhood Plan
 - Lengthsman Work Plan
 - Vehicles speeding though the village
 - Village Hall
 - Footpaths
- 21. 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. An update was received from Councillor Gyford. And the matter deferred until the next meeting.
- 22. Confirmation of the date, time and venue of the next meeting**
- Monday 4h April 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
03/01	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

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
03/02	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
03/03	07/09/15	15	Bins and Dog Waste Bins	Councillor Gyford to install bins.	Cllr Gyford		Completed
03/04	07/12/5	4	Report on Actions	Clerk to engage a contractor to complete the rest of the jobs	Clerk	Some work completed Clerk Liaising with the Lenghtsman	Work in progress
03/05	07/12/15	16	Gratton Waste Site Lower Vern Marden	Clerk to write to Local MP and the Environmental Agency	Clerk		Completed
03/06	04/01/16	19	Go-on line @ Fastershire In Herefordshire Scheme	Clerk to submit an application	Clerk		Work In Progress
03/07	01/02/16	5	Local Police Report	Clerk to circulate newsletter and put it on the village website	Clerk		Completed
03/08	01/02/16	7	Planning – Land at Willow Croft (151785) and 1 Ivy Cottages (153366)	Clerk to notify Herefordshire Council.	Clerk		Completed
03/09	01/02/16	8	Speeding on Wyatt Road	Cllr Guthrie to speak to Herefordshire Council regarding a review of the speed limit.	Cllr Guthrie		Completed
03/10	01/02/16	8	Speeding on Wyatt Road	Clerk to liaise with Marden Parish Council	Clerk		Completed
03/11	01/02/16	10	Budget and Precept 2016/17	Clerk to inform Herefordshire of the precept amount	Clerk		Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
03/12	01/02/16	12	Lengthsman Duties	Clerk to send the draft Lengthsman Work Plan to the Lengthsman for costing and comments	Clerk		Completed
03/13	01/02/16	13	Good Neighbours Scheme	Clerk to check with Herefordshire Council to see if they are able to carry out the DBS checks	Clerk	Keith Lawton informed	Completed
03/14	01/02/16	14	Equipment For Volunteer Litter Pick	Clerk to pass on the Parish Councils thanks to CleanMy.	Clerk		Completed
03/15	01/02/16	15	Playground Inspection	Clerk to notify Herefordshire Council and The Play Inspection Company of the Parish Councils decision	Clerk		Completed
03/16	01/02/16	15	Playground Inspection	Clerk to draft a rota for inspections	Clerk		Work In progress

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Appendix 2

Analysis of Proposed Resurfacing works 2016/17

Section	Location	Ward	Length	Councillor Name	Party	Position
A4103	Junction with A465 to Bromyard	Hagley	120	Greennow	Conservative	N/a
A4103	Eastbound Lane from B4214 towards Fromes Hill	Three Crosses	160	Lester	Conservative	Cabinet Member
A4110	Rodger Farm to Brookside Cottages, Knapton	Weobley	100	Cooper	Conservative	N/a
A438	Outside St Michaels Hospice (2 sections)	Hagley	240	Greennow	Conservative	N/a
A44	County boundary to Dunsfield House	Kington	800	James	Liberal	Group Leader
A44	Between C1031 and C1027 junctions, near Lyonshall	Arrow	180	Phillips	Conservative	N/a
A44	Grendon Green Crossroads	Hampton	520	Baker	Conservative	N/a
A44	U65021Downs Road towards B4220 Bromyard	Bromyard Bringsty	400		Conservative	N/a
A44	Portna Way to Garage, Monkland Road, Leominster	Leominster West/South	TBC	Norman McCaull	Green Independent	N/a Vice-Chairman of the Council
A449	Chances Pitch, B4218 to Wellington Inn	Hope End	300	Johnson	Conservative	Leader of the Council and Cabinet Member
A465	Outside Haycroft Farm, Burley Gate	Three Crosses	200	Lester	Conservative	Cabinet Member
A480	220m South of U90207 jct, Yazor	Weobley	300	Cooper	Conservative	N/a
A480	West of crossroads in Mansel Lacy	Weobley	100	Cooper	Conservative	N/a
B4203	Between Tedstone Wafre and Holly Bush Lane	Bromyard Bringsty	1140	Shaw	Conservative	N/a
B4219	County boundary to Cowleigh Gate Farm	Bishop Frome and Cradley	240	Morgan	Conservative	Deputy Leader of the Council and Cabinet Member
B4230	Mansell Gamage	Stoney Street	320	Williams	Conservative	N/a

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Section	Location	Ward	Length	Councillor Name	Party	Position
B4347 160	Just before junction of C1209, Bacton	Golden Valley South	160	Powell	Conservative	Cabinet Member
B4362	Walton Green to Nash	Arrow/Kington	600	Phillips James	Conservative Liberal	N/a Group Leader
B4385	Near to the junction with the A4113	Mortimer	100	Gandy	Conservative	Vice-Chairman General overview and security
B4529	Cholstrey Road - Speed Limit to Lay By	Leominster West	608	Norman	Green	N/a
U90418	Upcott Lane, Almeley	Castle	700	Kelton	Conservative	N/a
U65629	Byefields, Cradley	Bishop Frome and Cradley	1044	Morgan	Conservative	Deputy Leader and Cabinet Member

Appendix 3

Analysis Surface Dressing 2016/17

Section	Location	Ward	Est. Length	Councillor Name	Party	Position
A438	The Verzons nr Ledbury	Three Crosses	1100	Lester	Conservative	Cabinet Member
A417	Near to Park Barn Farm, Donnington	Ledbury South	900	Holton	Conservative	N/a
A4103	Roman Road - Cattle Market to C1095	Kings Acre	1237	Mansell	It's Our County	N/a
A449	Bodenham Farm, Lynne Down	Old Gore	1472	Durkin	Conservative	Chairman Audit and Governance Committee
C1059	Three Rivers Ride near Hatfield Court	Hampton	1718	Baker	Conservative	Chairman of Conservative Group.

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Section	Location	Ward	Est. Length	Councillor Name	Party	Position
C1083	C1084 to Stockmoor Cottage, Luntley	Weobley	1531	Cooper	Conservative	N/a
C1132	Stoke Lane, A465 to B4214	Three Crosses	2565	Lester	Conservative	Cabinet Member
		Bishop Frome		Morgan	Conservative	Deputy Leader and Cabinet Member
C1135	Fir Lands to Paunton Court, Acton	Bishop Frome and Cradley	992	Morgan	Conservative	Deputy Leader and Cabinet Member
C1207	LowerHouse Farm to Fine Street	Golden Valley North	2449	Price	Conservative	Cabinet Member
C1208	Whitehouse Farm, Upper Broadmeadow	Golden Valley North	1747	Price	Conservative	Cabinet Member
C1213	Dulas Mill to Cwmbologue	Golden Valley South	1517	Powell	Conservative	Cabinet Member
U67409	Canwood, Woolhope	Old Gore	1781	Durkin	Conservative	Chairman Audit and Governance Committee
U67409	Canwood, Woolhope	Old Gore	636	Durkin	Conservative	Chairman Audit and Governance Committee
U67417	Rushall Po Mast, Much Marcle	Old Gore	833	Durkin	Conservative	Chairman Audit and Governance Committee
U67418	Kynaston, Much Marcle	Old Gore	741	Durkin	Conservative	Chairman Audit and Governance Committee
U72416	Cotts Lane, Lugwardine	Hagley	955	Greenow	Conservative	Chairman of Regulatory Committee
U90418	Upcott Lane, Eardisley	Castle	2970	Skelton	Conservative	N/a
U91407	Moor Court Lane, Pembridge	Arrow	1448	Phillips	Conservative	N/a
U91615	Letchmoor Lane, Stapleton	Mortimer	3464	Gandy	Conservative	Vice-Chairman General overview and security

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Section	Location	Ward	Est. Length	Councillor Name	Party	Position
U93010	Upper Hardwick, Eardisland	Arrow	1075	Phillips	Conservative	N/a
U95206	Wolferlow	Bromyard Bringsty	2417	Shaw	Conservative	N/a

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