

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 April 2015 (SPC/TF/073)

Councillors Present

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

In attendance

Mike Darley (Footpath Officer) -
Tony Ford (Clerk)

Members of the Public – 1

1. **Apologies for Absence**
Apologies received and approved from Cllr Judy Stevenson and Cllr Mike Winnell
2. **Receive, approve and sign the Minutes of the Ordinary Meeting of the Parish Council (no SPC/TF/072) held on Monday 2nd March 2015.**
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 11 actions requiring completion, seven were completed, and four were in progress. (Appendix 1 refers).
5. **Questions/Issues on any matter, from members of the public present.**
 - 5.1 **Ward Councillors Report**
The Ward Councillor did not attend due to the May 2015 elections
 - 5.2 **Local Police Report**
The Clerk informed the Parish Council that the latest Local police report, had been published on the Village website. The incident in Sutton St. Nicholas was noted - *On Thursday 05th March 2015 between 13:00-13:30 damage was caused to the window of a front door in Lingen field.*
 - 5.3 **Questions from other members of the public**
The Parish Council was thanked for the work done to the footpath in St. Ethelbert Close.
6. **Planning Application**
The Parish Council considered the following application – Rose Villa Farm, Ridgeway Sutton St. Nicholas HR1 3BJ (150715) – Proposed Garden Room. Having considered the matter the Parish Council **resolved to support the application**

Action Clerk to inform Herefordshire of the Parish Council decision

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7. Footpath in the village

The Parish Council considered the Annual report from the Footpath Officer. (Appendix 2 refers), Concern was raised regarding the level of fly tipping currently occurring on footpaths. Fly Tipping on the Rhea was reported. The Parish Council thanked the Footpath Officer for his report

Action Clerk to inform Herefordshire Council of the latest incident of fly tipping

8. Transfer of open spaces

This is a standing agenda item and there is no update to report.

9. Village Hall Utilities

The Village Hall Management Committee was working towards the village hall utilities being freestanding and under their control by the beginning of winter. (Noted)

10. Financial Report

10.1 Confirmation of Balances £27,819.07 (Bank Statement 2/03/15 £ 30,207.27 plus £627.27 less outstanding cheques £3,015.47).

10.2 Receipts - £627.27 (Final payment of Neighbourhood Plan Grant)

10.3 Invoices for payments

Ref	Payee	Amount £	Detail
1	Ian Nicholas	20.81	Neighbourhood Plan – Letters to Landowners
2	R.A. Ford	358.78	Clerks Salary
3	The Play Inspection Company	54.01	Inspection Report
4	Sutton St Nicholas With St Michael PCC	500.00	Contribution to grass cutting at St Michael Churchyard
5	Mike Darley	100.00	P3 footpath work
6	R. Gow	9.92	Neighbourhood Plan- Copying newsletter

Resolved - Approved for payment and cheques to be signed

11. Budget Report 14/15

The Parish Council consider the budget report for the year ending 31st March 2015 (Appendix 3 refers), which showed income of £27,681.32 and expenditure of £26,097.33. (Noted)

12. Asset Register

Considered the Asset Register for 31st March 2015. (Appendix 4 refers)(Noted)

13. Neighbourhood Plan

The result of the village survey has been published, The Clerk and the consultant is holding one to ones with landowners, who have requested one. (Noted)

14. Playground Entrance

The Clerk has spoken to Gary Stokes, and the Clerk to have a site visit with the contractor, contact made with Graham Joyce awaiting reply, a quote requested from Balfour Beatty, and Colin Birks – request made for contractor details. (Noted)

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15. Sutton Playing Field

The Clerk was waiting for a reply from The Play Inspection Company

16. Watercourse Clearance in Sutton St Nicholas

The Parish Council has received a reply from Balfour Beatty and the issue of clearance was raised by the resident whose property backed on to the watercourse, following a site meeting with the resident and further investigations, clearance of the watercourse was found to be required. Since there are landowners on either side of the watercourse the required clearance is a riparian ownership responsibility. (Noted)

17. Sutton Events

The Parish Council has received information that the Sutton Events Committee currently has a bank balance of £2,052.64 and that the final figure for the fireworks event was a £133.35 profit. (Noted)

18. Adopt a Kiosk For as little as a £1.00

The Parish Council has received a general request from BT to adopt a Kiosk, the request was noted.

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

19.1 Balfour Beatty – Locality Briefing 27/02/15 (Noted)

19.2 Hereford Civic Society – Invite to Hustings Question Times (Noted)

19.3 HALC -Information Corner -10/02/15 (Noted)

19.4 Herefordshire Wildlife Trust & New Leaf – Invite to Queenwood & Bodenham Lake briefing. (Noted)

19.5 Balfour Beatty – Locality Briefing 6/03/15 (Noted)

19.6 Balfour Beatty – Locality Briefing 13/03/15 (Noted)

19.7 Balfour Beatty – Locality Briefing 20/03/15 (Noted)

19.8 Herefordshire Council – Herefordshire Local Plan Core Strategy –Proposed Main Modifications. (Noted)

19.9 Balfour Beatty – Annual Plan Presentation (Noted)

19.10 Hereford Civic Society – Planning for the Future Event. (Noted)

19.11 Balfour Beatty – Surfacing Programme April 2015 (Noted)

19.12 Balfour Beatty – Locality Briefing 27/03/15 (Noted)

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

- Purchase of mini cameras
- Neighbourhood Plan
- Review of Reserves
- Playground Entrance update
- Transfer of open space
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21. Confirmation of the date, time and venue of the next meeting

Annual Parish Meeting - Tuesday 5th May 2015 at 7.15pm Room 2 at the Village Hall.

Parish Council Meeting – Tuesday 5th May 2015 at 7.45pm

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Appendix 1

Status of Actions from last meeting

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
04/01	06/05/14	9	Neighbourhood Planning – Budget	Clerk to submit an application to the National Lottery	Clerk	Comments received on draft from Herefordshire Council .should be sent by end of week	Work in progress
04/02	06/12/14	18	Sutton Playing Field	Clerk to send specification as requested.	Clerk	Agenda item 14	Work in progress
04/03		15	Playground Entrance	Clerk to speak to Gary Stokes	Clerk	Agenda item 14	Work In progress
04/04	02/03/15	5.3	Questions from other members of the public	Clerk to inform Balfour Beatty of the issues mentioned	Clerk	Email sent	Completed
04/05	02/03/15	7	New Lengthsman Scheme	Clerk to send completed Work Plan to Balfour Beatty.	Clerk	Drafted to be sent to Lengthsman for comments	Work in progress
04/06	02/03/15	7	New Lengthsman Scheme	Clerk to inform Balfour Beatty of the Lengthsman details	Clerk		Completed
04/07	02/03/15	8	Fastershire	Clerk to put answers on the website and in the Sutton News	Clerk		Completed
04/08	02/03/15	10	Village Utilities	Clerk to let Councillor Winnell have the Joint Use Agreement	Clerk		Completed
04/09	02/03/15	14	Sutton Playing Field	Clerk to ask The Play Inspection Company what actions must be done by the Parish Council	Clerk		Completed
04/10	02/03/15	18	Marden and District Scouts Group	Clerk to put Marden and District Scouts Group information on village	Clerk		Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
04/11	02/03/15		Marden and District Scouts Group	Clerk to inform group of the Parish Councils decision.	Clerk		Completed

Appendix 2

Sutton St Nicholas Annual Footpaths Report

As a pre-cursor to the proposed work to ST 15 bridleway, I have spoken to the relevant land owners, Roger Maund and Cyril Simcock and they are happy for this work to be undertaken, during the autumn.

The Parish network, has seen, 2 new kissing gates delivered, 1 for Ridgeway road (ST10) to The Rhea, along with a new way post and the other for ST 3, at the start of the section that runs behind St Michaels Church to Freens Court.

I have installed, a new finger post, on the bank of the brook, with junction of ST 10 & 11 outside Moyles Cottage in the Rhea.

The usual wet patch on the S/E edge of Sutton Walls (ST 2), will need attention during the dry months and the remainder of the fallen trees will need removing.

The new landowner on Wyatt road will be installing a new kissing gate and will be maintaining the path from Wyatt rd to the boundary stile towards Ridgeway rd (ST10)

At present, the way-marking continues to be a never ending job and will continue to be so.

Subsequent visits to The Rhea over the last few weeks, have not seen any further vehicle activity but I'm being cautious and will continue to monitor the situation.

We have finally had the footbridge re-set (ST3 Freens Court) and this is due to be renewed in the spring of 2016, with a metal construction.

07/04/15

ST 2 - Sutton Walls, has seen horses and quad bike activity on its Eastern edge: Suggest letter to be sent to the Master of the Hunt asking for explanation as to why they are using the footpath and a visit to the Land owner by the PFO.

ST 9 - Wyatt Rd to PW 15 Preston Wynne Bridlepath. Again visible signs of mis-use by quad bikes and the Hunt.

New Path furniture on ST 3 & ST 10, kissing gates, wooden and metal, have now been installed and the gaps in the hedge, have been replanted with Hawthorne quicks.

Further work is planned, power tools to prepare ready for the mowing season and more remedial work throughout the network.

Mike Darley - Footpaths Officer

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Appendix 3

Budget Report as at 31st March 2015

Income	Actual 2012/13	Budget 13/14	Actual 2013/14	Budget 2014/15	Actual 2014/15	Variance
Precept	18,500.00	18,870.00	18,870.00	19,250.00	19,250.00	0.00
Other -	100.00	0.00	750.00	0.00	0.00	0.00
Technology Grant	446.80	0.00	0.00	0.00	0.00	0.00
Lengthsmans Scheme	0.00	1,000.00	301.25	1,000.00	1,513.25	-513.25
Bursary	87.50	0.00	50.00	50.00	0.00	50.00
VAT recovered / estimate	3,855.64	0.00	4,163.55	263.00	0.00	263.00
Neighbourhood Plan Grant	0.00	0.00	0.00	5,000.00	6,918.07	-1,918.07
Total Income	22,989.94	19,870.00	24,134.80	25,563.00	27,681.32	-2,118.32
Expenditure						
Clerks Salary	3,123.54	3,590.00	3,350.53	3,590.00	3,418.96	-171.04
Admin/Office Expenses	419.57	289.00	244.56	289.00	394.27	105.27
Training	159.00	250.00	97.00	250.00	30.00	-220.00
Cleaning (Bus Shelter)	0.00	200.00	0.00	200.00	0.00	-200.00
Subsidy to Village Hall	406.17	500.00	1,378.99	500.00	117.00	-383.00
Insurance	2,185.27	2,210.00	2,058.77	2,210.00	743.13	-1,466.87
Membership Subs	300.20	307.00	282.30	400.00	354.44	-45.56
Auditors	335.00	200.00	150.00	200.00	150.00	-50.00
Services Repairs and Maintenance	2,101.25	2,040.00	1,034.12	500.00	988.00	488.00
Lengthsman	390.00	1,000.00	509.00	1,000.00	1,049.25	49.25
Donations	525.00	180.00	0.00	180.00	30.00	-150.00
Purchase of Open Spaces	0.00	0.00	0.00	0.00	692.00	692.00
Loan repayment	8,597.74	8,598.00	8,597.74	8,598.00	8,597.74	-0.26
Community Led Plan	595.26	200.00	1,039.49	340.00	36.00	-304.00
SIDs	240.00	300.00	0.00	320.00	0.00	-320.00
Rent	0.00	6.00	5.00	6.00	5.00	-1.00
Computer/software	0.00	0.00	495.81	0.00	0.00	0.00
Legal Fees	0.00	0.00	0.00	0.00	0.00	0.00
Technology Grant	446.80	0.00	0.00	0.00	0.00	0.00
New Website	0.00	0.00	720.00	250.00	0.00	-250.00
Neighbourhood Plan	0.00	0.00	130.80	5,630.00	7,702.90	2,072.90
Community Garden/Playing Field	0.00	0.00	0.00	1,100.00	899.67	-200.33
Footpath Maintenance	0.00	0.00	0.00	0.00	556.00	556.00
Vat	263.30	0.00	357.52	0.00	332.97	332.97
Total Expenditure	20,088.10	19,870.00	20,451.63	25,563.00	26,097.33	534.33
		£				

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Appendix 4

Asset Register as at 31st March 2015

Clerk's equipment

- Dell 944 Printer (Located in Village Hall Cupboard)
- Toshiba Satellite Laptop (SN 20080681S) Bag and Mouse

Playground equipment

- Aerial Runway
- Jungle Climber-Congo
- Combo 6 SS/TT
- Log Walk (1x 600mm)
- Helvellyn (3 Face Ledge)
- Log Walk (2x600mm)
- Spiders Web
- Striding Stilts (4Stilts)
- Be-Bop
- CED Ltd- Yorkstone Tower
- Cushionfall
- Terram Surfacing
- Glasslok Surfacing
- Goal posts
- Steel bench
- Timber Shelter (4mx3m) £2200

Other

- Bench (Village Community Garden)
- Mini Gazebo (Village Community Garden)
- Bench (St Nicholas Church entrance)
- Bench (Golden Cross Junction)
- Lichgate (Willow Rise/The Rea)
- Village Hall (Community Asset)

Note Audit Commission Statement as at 31st March 2011 was £35,000.00

Timber Shelter	2,200.00
Mini Gazebo (Community Garden)	377.99
Toshiba Satellite Laptop (SN 20080681S) Bag and Mouse	495.81
Dell Laptop model PP21L (Scrapped)	(350.00)
Balance as at 31/03/14	37,723.80
Projector	208.32
Balance as at 31/03/2015	37,932.12

Considered By Parish Council on 7th April 2015