

## 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 7<sup>th</sup> September 2015 (SPC/TF/080)

#### 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

Mike Darley (Footpath Officer)  
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/078) held on Monday 3<sup>rd</sup> August 2015.**  
The minutes were signed by the Chairman as a correct record of the meeting
3. **Declarations of Interest**  
Councillor Andrews made a Disclosable Pecuniary Interest in agenda item 19, and Councillor Gow made a Disclosable Pecuniary interest in agenda item 24.
4. **Report from Clerk on actions from the last meeting**  
There were sixteen actions requiring completion, nine were completed, and five were in progress and two closed. (Appendix 1 refers)
5. **Questions/Issues on any matter, from members of the public present.**
  - 5.1 **Ward Councillors Report**  
Cllr Guthrie (Ward Councillor) sent her apologies as she was unable to attend due to illness.
  - 5.2 **Local Police Report**  
The local police report had been circulated and put on the village website.
  - 5.3 **Questions from other members of the public**
    - (1) The Parish Council was informed of gates being stolen from a parishioner's residence, however the police had not been informed.
    - (2) The issue of speeding vehicles along the Ridgeway was raised as a matter of concern, in particular with the increased number of children now resident. It was highlighted that S and A vehicles, kept to the limits.

By agreement agenda item 8 was considered next
6. **Footpaths in the village**  
Mike Darley the Footpath Officer gave a short verbal report (Appendix 2 refers).
7. **Community Governance Review**  
The Parish Council was informed that Herefordshire Council was looking at the possibility to of carrying out a full county wide Community Governance review in 2016/17. The Parish Council considered the matters below :-

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- **Grouping or de-grouping of parishes/parish councils** – Having considered the matter the Parish did not want any changes made.
- **Splitting off an area of an existing parish council and establishing a separate parish council.** – Having considered the matter the Parish Council did not want any changes made.
- **Altering boundaries of existing parishes/parish councils** – Having considered the matter the Parish Council did not want any changes made. It should also be noted that the Neighbourhood Development Plan was nearing completion.
- **Amending the number of parish councillors per parish** - It was noted that the Parish Council had a complement of seven councillors. Having considered the matter the Parish Council did not want any changes to be made.

**Action** – Clerk to inform Herefordshire Council of the outcome of the Parish Council deliberations.

### 8. **Community Speed Watch**

The Parish Council was reminded that at the last meeting Cllr Guthrie informed the Parish Council that Bob Haynes (Police Traffic Manager) has advised that the Safer Roads Partnership would need 6 volunteers to train up for Community Speedwatch to be progressed (with the possibility of borrowing the speed gun from Marden PC) who already have Community Speedwatch.. Having considered the matter the Parish Council agreed to support this scheme. Cllr Burke, Cllr Gyford and Cllr Toon volunteers to take part. The issue of the lack of a 30 MPH speed limit marking on the road was raised as a concern.

**Action** – Clerk to put a notice in the Sutton News asking for additional volunteers.

**Action** - Clerk to write to Herefordshire Council regarding the reinstatement of the 30mph marking on the Ridgeway (at the entrance to the village).

### 9. **Village Annual Bonfire and Fireworks**

Various documents had been previously circulated. The Parish Council was informed that its insurance policy provided cover for fireworks and bonfire displays as long as the Parish Council was the sole organiser and certain other requirements were met including

- Bonfire and fireworks must be at least 100metres away from any premises or vehicles not owned, hired or rented by the Parish Council. ( if not possible agreement from our insurance company to be sought)
- Informing the local authorities i.e. fire, police, ambulance at least seven days before the event.
- The need for risk assessments for the Bonfire and Fireworks.
- Came and Co to be informed 14 days prior to the event.

The Parish Council was also reminded that this was one of the events that raised funds for voluntary projects/events within the village.

Having considered the matter the Parish Council - **Resolved to delegate to the Sutton Events Group the responsibility to arrange and manage the Village Annual Bonfire and Fire Works on its behalf. The group to be chaired by Cllr Toon.**

### 10. **Transfer of open spaces**

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

### 11. Neighbourhood Plan

The Parish Council was informed that the draft plan would be discussed by the Neighbourhood Development Plan Project Group on 17<sup>th</sup> September and then formally sent to the Parish Council. The Parish Council agreed that the draft plan would be an agenda item for the Parish Council meeting to be held on 5<sup>th</sup> October 2015.

### 12. Financial Report

12.1 Confirmation of Balances 7/09/15 = £24,176.04 (Bank statement 15/07/2015 £25,479.48 plus £718.97 less outstanding cheques £2022.41).

12.2 Receipts – £718.97 (VAT refund)

12.3 Invoices for payments

Ref	Payee	Amount £	Detail
1	Mike Darley	190.00	30/08/15 – Bin clearance and Footpath P3 - works
2	Grant Thornton	240.00	Audit for the year ended 31 <sup>st</sup> March 2015
3	R.A. Ford	308.98	5/09/2015 - Clerks Salary
4	The Play Inspection Company	54.02	20/08/2015 – Playing Field Inspection

### Resolved to approve for payment and cheques to be signed

### 13. Lengthsman Contract

Having considered the agreement with Herefordshire Council, it was felt that for the future that consideration be given to what Herefordshire had a legal obligation to carry out. The Parish Council - **Resolved that the Chairman and Parish Clerk sign the agreement.**

**Action** – The signed agreement be sent to Herefordshire Council.

### 14. Lengthsman Duties

The Parish Council considered the matter and felt that that payment be on area basis rather than an hourly one. The matter was deferred until the clerk had information that identified street furniture and signage.

**Action** - The Clerk ask Balfour Beatty for a schedule/map with coverage area for all street furniture, public verges and gullies within the village.

### 15. Bins and Dog Waste Bins

The Parish Council has received a number of complaints relating to dog owners leaving bags of dog poo in hedges and hanging bags of dog poo on trees.

Herefordshire Council had agreed replacement bins at The Lichgate (The Rhea), the old post office and the replacement of the missing bin at the playing field. However they would not authorise the relocation of the bin to the foot path by Ordis Farm., due to the type of waste which is most likely to end up in the bin i.e. dog poo ( which when placed in large quantities in litter bins creates a health and safety issue when emptied into the back of a compaction vehicle.) This type of waste should be encouraged to be taken home and mixed in with amongst general rubbish so that the risk is reduced. The cost for Balfour Beatty to supply and install bins would be £550 each plus VAT. It is now Herefordshire Council policy for a standard type of bin to be installed and that only Balfour Beatty can supply and install them. The Parish Council was concerned

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about the cost as Cllr Gyford informed the Parish Council that the standard bin was less than £200.plus VAT.

Having considered the matter the Parish Council - **resolved to purchase direct bins to be sited at the lichgate, the old Post Office and the footpath by Ordis Farm. (Across from the grit bin). Possible collection costs to be considered at the next meeting.**

**Action** – The Footpath Officer to forward possible costs of collections.

**Action** – Clerk to order bins.

**Action** – Councillor Gyford to install bins.

### 16. Volunteer Litter Collections

The Parish Council was informed that the clerk had requested a quote from CleanMy for

- 10 Adult High Vis vests and gloves
- 10 Small High Vis vests and gloves
- 10 litter pickers
- 10 Handihoops

The update was noted

### 17. Youth Initiatives

The Parish Council considered the leaflet from HVOSS/HALC which set out a number of projects ranging from £7,850 to £1,250, having considered the matter the Clerk was asked to contact HVOSS to ask for someone to attend a future meeting to give a more detailed information on projects and to answer councillors questions.

**Action** - Clerk to request that a representative of HVOSS attend a future meeting.

### 18. Grants Policy

The Parish Council considered its Grant Policy and agreed that no changes were required.

### 19. Damage to Vehicle at the Golden Cross Junction

The complaint received had been circulated with the Parish Council Complaints Procedure and related to a vehicle being damaged by a cone thrown onto the roof by persons unknown. Although Cllr Andrews had previously declared an interest, it was agreed that he should not leave the so that he could outline the issue. The Parish Council was informed that the whole footpath outside Court Farm is shown as highway extent, in addition there was no specific offence when vehicles are parked on pavements unless the vehicle is causing an obstruction or there is a TRO (Traffic Regulation Order- yellow lines), where a vehicle is causing an obstruction forcing pedestrians into the carriageway or a TRO is in place the police can issue a FPN (Fixed Penalty Notice). Having considered the matter the Parish Council was of the view that it was not a Parish Council matter. Cllr Andrews did not take part in the consideration.

### 20. A Good Neighbours Scheme

Two meetings have been arranged at the Village Hall

- Saturday 10<sup>th</sup> October @10am – to identify if there is an interest in such a scheme and what help people are likely to require.
- Saturday 7<sup>th</sup> October @10am – to identify if there are people willing to provide the help required.

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The dates were noted

### 21. Parish Council Precepts 2016/17

The Parish Council is asked to return precept request by 31<sup>st</sup> December 2015. HALC has also recommended that the precept should be advertised widely to local residents. Last year the precept request was sent after the January 2015 meeting. (Noted)

### 22. Audit Commission Annual Return 2014/15

The Parish Council was informed that the external auditor's certificate and report had been received and that the Parish Council's Finances had been given a clean bill of health. The Clerk also informed the Parish Council that for the 2015/16 financial year there had been changes in relation to the inspection period.

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

**23.1 – Herefordshire Citizen Advice Bureaux** letter of thanks for the donation from the Parish Council. (Noted)

**23.2 – Herefordshire Council** - invite to Introduction to Planning seminar. (Noted)

**23.3 – Herefordshire Council** – Litter in Parishes (Noted)

**23.4 – Balfour Beatty** Weobley /Hereford Rural Briefing 06/08/2015. (Noted)

**23.5 – Balfour Beatty** Weobley /Hereford Rural Briefing 14/08/2015. . (Noted)

**23.6 – Balfour Beatty** Weobley /Hereford Rural Briefing 21/08/2015. . (Noted)

**23.7 - Balfour Beatty-** Weobley /Hereford Rural Briefing 28.08.2015. (Noted)

**23.8 – HALC** – Information Corner 10/08/2015. (Noted)

**23.9 - HALC** – Wise Owl Training. (Noted)

**23.10 – Hereford Civic Society** – The River Wye. (Noted)

### 24. Sutton Playing Field Entrance

Having made a Disclosable Pecuniary interest in the agenda item Councillor Ron Gow left the room and Cllr Burke took the Chair. The Parish Council considered quotations for the hardstanding, having considered the matter the Parish Council - **Resolved to accept the quotation from Lafarage Tarmac.**

**Action** – Clerk to inform Lafarage Tarmac

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

- Draft Neighbourhood Plan
- Defibrillator
- Village Bonfire and Fireworks

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

Monday 5<sup>th</sup> October 2015 at 7.15pm Room 2 at the Village Hall.

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### APPENDIX 1

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
09/01	06/12/14	18	Sutton Playing Field	Clerk to send specification as requested.	Clerk	Agenda Item 24	Completed
09/02	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
09/03	01/06/15	8	Dog Poo Bins	Have signs installed reminding dog owners to take their dog waste home	Clerk		Work In progress
09/04	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
09/05	01/06/15	18	Sutton Playing Field Inspection Report	Clerk to engage a contractor to complete the rest of the jobs	Clerk		Work in progress
0906	01/06/15	23	Litter Collections	The Clerk to ascertain the costs for equipment, bags and clothing	Clerk	Agenda Item 16	Completed
09/07	06/07/15	7	Upgrade Bins	Clerk to purchase new bins	Clerk		Closed
09/08	06/07/15	7	Upgrade Bins	Cllr Gyford to install bins	Cllr Gyford		Work in progress
09/09	06/07/15	7	Upgrade Bins	Parish Clerk to ascertain costs for collection of rubbish on the weeks that Herefordshire Council do not collect	Clerk		Closed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
09/10	06/07/15	8	Co-opted Councillor	Clerk to put notice of vacancy in the Sutton News	Clerk		Completed
09/11	03/08/15	8	Upgrade Bins	Clerk to inform Herefordshire Council of the Parish Council decision, requesting the bin specification and cost of supplying the additional bins and that the cost of the collection from Ordis Farm.	Clerk	Agenda Item 15	Completed
09/12	03/08/15	8	Planning Application - The Pastimes, Old School Close,(15194 3)	Clerk to inform Herefordshire Council of the Parish Councils decision	Clerk		Completed
09/13	03/08/15	9	Nuisance Bonfires	Clerk to put an article in the Sutton News	Clerk		Completed
09/14	03/08/15	14	Request for a grant	Clerk to write to Herefordshire Citizen Advice Bureaux	Clerk		Completed
09/15	03/08/15	14	Request for a grant	Clerk circulate Herefordshire Citizen Advice Bureaux Report to Councillors	Clerk		Completed
09/16	03/08/15	19	Request for a grant	Clerk to inform the Bank of the Parish Council decision	Clerk		Completed

**Foot Path Officers Report**

As the season draws to a close, ST 2 Sutton Walls, will receive its' last cut before the end of September.

All other paths and bridleways, are looking in good shape for the winter and a planned widening and height clearing project for ST 15, The Rhea, is taking shape and I hope to bring this to a future Parish meeting.

The comments made by Cllr Anna Toon at the meeting, has brought about Police intervention, over the use of fire arms and other weaponry on Sutton Walls (ST2) This is an illegal practice and should not take place in a public place.

PCSO John Mackey, has kindly left notices with me to put up throughout both Sutton & Marden Parishes. This has had a profound interest shown, from within West Mercia force.

On a more personal note, as my 3rd year as the Parish footpaths officer for Sutton draws to a close, (time flies when you're having fun)  
I would like to thank all Councillors for the support they have given, which has seen the Sutton St Nicholas Rights of Way network improve.

It has been a hard slog but we got there in the end. A special thanks to Tony Ford, without whom, we wouldn't be where we are now and we would be certainly in a predicament.

Mike Darley PFO SSN.