

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 Tuesday 3rd May 2017 (SPC/TF/103)

Councillors Present

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

In attendance

Mike Darley – Footpath Officer
 Tony Ford – Parish Clerk

1. Apologies for Absence

Apologies received and accepted from Cllr Ron Gow

2. Receive approve and sign the Minutes of the Ordinary Meeting of the Parish Council (no SPC/TF/102) on Monday 3rd April 2017.

The minutes were signed by the Vice-Chairman as a correct record of the meeting

3. Disclosable Pecuniary Interest Dispensations

There were no requests for dispensation.

4. Declarations of Interest

To receive declarations of interest by members in respect of items on the agenda.

Councillor	Yes	No	Agenda Item		Disclosure
Cllr Ann Burke		√			
Cllr Richard Andrews	√		8	Telecom Sites	Disclosable Pecuniary Interest
Cllr Richard Andrews	√		10	Vandalism at the Quarry	Non-Disclosable Pecuniary Interest
Cllr Stan Gyford		√			
Cllr Tina Hurley		√			
Cllr Ian Nicholas		√			
Cllr Anna Toon	√		9	Facilities for Young People	Non-Disclosable Pecuniary Interest

5. Remembering Bill Glover

The Parish Council remembered Bill Glover by holding a minute silence.

6. Report from Clerk on actions from the last meeting

There were 17 actions requiring completion six were completed nine were in progress, and two closed (Appendix 1 refers).Noted

Action Clerk to liaise with Balfour Beatty regarding authority to re-site 3 mile post on the Sutton Road.

7. Questions/Issues on any matter, from members of the public present.

7.1 Ward Councillors Report

Cllr Kema Guthrie sent her apologies; there was no Ward Councillor Report.

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7.2 Local Police Report

The Parish Council noted that on 29th April at 22.30 police were notified of a group of youths in the play park near Orchard Close for anti-social behaviour. The Parish Council also noted the information on dogs.

Action- Clerk to put the police guidance on dogs in Sutton News.

7.3 Questions from other members of the public

The Parish Council was asked to consider the siting of a Bus Shelter at the Village Hall for use by pupils waiting for buses.

8. Telecom Sites

The Parish Council had received from Telecom Clarke an additional site at 'Hyscocks Farm' off the C1126 Ridgeway Road. Dr. Nicholson was asked to prepare a report .Dr. Nicholson gave a summary of the updated report, which recommended that concerns regarding the potential for adverse landscape impacts associated with this site, be sent to Telecom Clarke.

Action – Clerk to send updated report to Telecom Clerk and request a reply .

Cllr Richard Andrews left the meeting for this item.

9. Facilities for Young People

(This item was considered after agenda item 6)

Three youths from the village gave a presentation on the possibility of having a Skate Board Park in the village, they informed the Parish Council that they intended to have a survey and consult with local residents, when asked where they intended to locate it, they indicated the open space on Willow Rise or the Playing Field. Due to the noise they indicated the playing fields by Orchard Close would be the best option, as it was not near many homes. They also indicated that this would mean re-siting the play equipment to the open space on Willow Rise. The youths gave an indication of possible costs and funding. The youths also indicated that bikes would be able to use the facilities, with users coming from outside the village. The Parish Council noted the presentation and agreed that options (including skateboard) for the use of open spaces would be considered at the next meeting

Action –Clerk to put agenda item for the next meeting

10. Vandalism at the Quarry

The Parish Council was informed and noted that the landowner was looking at options of a Step-gate, reinstating the original metal post and gate, or a gate with in a gate. He was going to speak to Balfour Beatty to get their views. Sign posting to remind walkers to keep to the footpath as the land was private property.

11. Footpath Officers Report

Verbal update from the Footpath Officer

- Round of cutting on footpaths due
- ST13 – reports of dog poo

12. Financial Report

12.1 Confirmation of Balances £19,534.99, in addition the Bank Reconciliation (Appendix 2 refers) as at 31st March was approved by the Parish Council.

12.2 Receipts- none

12.3 Invoices for payments

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Ref	Payee	Amount £	VAT	
1	R.A. Ford	72.00	12.00	Additional bag of play bark required
2	R. A. Ford	372.12	n/a	02/05/17 Clerks salary
3	Sutton St. Nicholas with St Michael PCC	520.00	n/a	Contribution to Grass Cutting at St. Michael's Churchyard
4	Richard Morgan	266.00	n/a	32 - Lenghtsman duties 33 – Grass cuts Community Garden
5	M Darley	415.00	n/a	278 – Bin Clearance, Grass cutting, Footpath work bark spreading
6	Border Office Supplies & Systems Ltd	62.54	10.42	105203/105202- Cartridges, Paper and envelopes

Resolved to authorise for payment and cheques signed.

13. Review of Reserves

The Parish Council carried out its annual review of its reserves having considered the matter the Parish Council agreed it reserves as at 31st March 2017. (Appendix 3 refers)

14. Village website

The contractor was working on the site however access to the domain name is an issue as the registered person holding the registration on behalf of the Parish Council does not recall being the nominated person.

15. Rural Area Site Allocation DPD

The Parish Council considered invite from Herefordshire Council, it was agreed that the Clerk would attend.

16. Herefordshire Armed Forces Day 2017

The Parish Council noted information received from Herefordshire Council and agreed that it should be put in Sutton News.

Action Clerk put information in Sutton News.

17. Lengthsman and Paths Partnership Scheme

The Parish Council considered and approve for signing the contract with Herefordshire Council.

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

18.1 – Balfour Beatty – Weobley, Sutton Walls, Queenswood Briefing 31/03/17. (Noted)

18.2 – Balfour Beatty – Weobley, Sutton Walls, Queenswood Briefing 07/04/17. (Noted)

18.3 – Balfour Beatty – Weobley, Sutton Walls, Queenswood Briefing 13/04/17. (Noted)

18.4 – Balfour Beatty – Weobley, Sutton Walls, Queenswood Briefing 21/04/17. (Noted)

18.5 – Herefordshire Council – Neighbourhood Planning Newsletter 15. (Noted)

18.6 – Hereford Civic Society – Community Archaeology Event 20/04/17. (Noted)

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

- Community Garden Fence
- Option for the use of open spaces
- Bus Shelter at the Village Hall
- Telecom Mast.

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20. Confirmation of the date, time and venue of the Annual Parish Meeting Monday 15th May 2017 at 7.15pm Room 2 at the Village Hall
21. Confirmation of the date, time and venue of the Annual Meeting of the Parish Council Monday 15th May 2017 at 7.45pm Room 2 at the Village Hall.
22. Confirmation of the date, time and venue of the next meeting, Parish Council Monday 5th June 2017 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
05/01	03/05/16	16	Purchase of additional Litter Pickers	Clerk to purchase four litter pickers	Clerk		Work in progress
05/02	03/05/16	17	Purchase of bark for the playing Fields	Clerk to liaise with Cllr Gyford	Clerk	Bark put down, however a bag short, additional bag to be purchased	Work in progress
05/03	01/08/16	15	Fastershire	Clerk to arrange suitable sessions once Wi-Fi had been installed in the Village Hall.	Clerk		Closed
05/04	03/10/15	14	Dog Fouling	Clerk to put signs up	Clerk	Signs put up by Mike Darley	Completed
05/05	03/10/16	15	Community Garden - Fencing	Clerk to wait for Mick Taylor to make contact	Clerk	Agenda item for June 2017	Closed
05/06	05/12/16	10	Village Hall Kitchen Heaters	Chairman to inform the committee of the Parish Councils decision.	Cllr Gow		Work In Progress
05/07	05/12/16	13	Three Mile Post	The Footpath Officer to re-site the post	Mike Darley		Work In progress
05/08	05/02/17	18	Insurance Cover requirements	Clerk to seek quotations for a three year term from 1 st June 2017	Clerk		Work In progress

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
05/09	06/03/17	17	Footpath MR42	Footpath Officer to monitor			Work in progress
05/10	06/03/17	17	Footpath MR42	Clerk to liaise with Balfour Beatty			Work in progress
05/11	06/03/17	19	Donation	Clerk to raise a cheque once a formal request is received			Work In progress
05/12	03/04/17	7.3.2	Questions from other members of the public.	Cllr Guthrie to raise the pothole query with Herefordshire Council and the bollard query with the relevant Ward Councillor	Cllr Guthrie		Completed
05/13	03/04/17	7.3.2	Questions from other members of the public.	Clerk to liaise with the Lengthsman to ensure that all gutters within the village are sprayed and cleared of weeds	Clerk	Email sent to Lengthsman	Work In progress
05/14	03/04/17	8	Good Neighbourhood Scheme	Clerk to put a call for volunteers in the Sutton News	Clerk		Completed
05/15	03/04/17	17	Crime Incident – Sutton St. Nicholas Church	Clerk to put the report in Sutton News			Completed
05/16	03/04/17	18	Speed Indicator Deployment Report	Clerk to put information in the Sutton News	Clerk		Completed
05/17	03/04/17	20	Community Speed Watch	Clerk to identify names and inform West Mercia	Clerk		Completed

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Appendix 2

Bank Reconciliation as at 31st March 2017

Balance per bank statements as at 31 March 2017	£	TOTAL £
List balances on all bank accounts plus petty cash floats at 31 March 2017:		
Treasurers Account		21,759.77
Petty Cash		320.00
Less: any un-presented cheques at 31 March 2017: (normally only current account. List date, cheque number & value. Use separate list if needed)		
06/03/17 Cheque no 998		720.00
Add any unbanked cash at 31 March 2017: (List date & amount received)		
		Nil
TOTAL - NET BANK BALANCES AS AT 31 MARCH 2017		21,359.77

<i>The net balances reconcile to the Cash Book for the year, as follows:</i>	
CASH BOOK (receipts and payments/income & expenditure schedules)	£
Opening Balance:	25,720.88
Add: Receipts in the year:	25,004.74
Less: Payments in the year:	29,365.85
CLOSING BALANCE PER CASH BOOK @ 31 MARCH 2017	21,359.77

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Appendix 3

Review of Reserves

Reserve	As at 31 st March 2015	As at 31 st March 2016	As at 31/03/17
Election	1,400.00	1,400.00	1,400.00
Churchyard Reserve (St Nicholas)	500.00	500.00	3,000.00
Village Hall major Maintenance	10,000.00	10,000.00	10,000.00
Neighbourhood Development Plan	5,368.00	0.00	0.00
Community Led Plan Projects	1,000.00	1,000.00	0.00
Lottery Grant Neighbourhood Plan	0.00	7,573.34	0.00
Good Neighbour Scheme	0.00	0.00	500.00
Open Space Reserve	0.00	0.00	1000.00
Total Specific Reserves	18,268.00	20,473.34	15,900.00
General	10,594.59	5,247.54	5,460.00
Total	28,862.59	25,720.88	21,360.00

Ratio of balances less earmarked reserves to Precept

	2015	2016	2017
Precept	18,099.00	18,506.00	19,635.00
Balances	28,862.00	25,721.00	21,360.00
General Reserves	10,594.00	5,247.00	5,460.00
Ratio	0.59	0.28	0.28

An explanation is required to be sent to the External Auditors if the ratio is over 3 times or less than 0.1