

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 4th September 2017 (SPC/TF/112)

Councillors Present

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

In attendance

Cllr Kema Guthrie – Ward Councillor
Mike Darley – Footpath Officer
Tony Ford – Parish Clerk

Members of the Public – 8

1. Apologies for Absence

Apologies for absence received and accepted from Cllr Tina Hurley and Cllr Anna Toon.

2. Receive approve and sign the Minutes of the Ordinary Meeting of the Parish Council (no SPC/TF/111) held on Monday 7th August 2017.

The minutes were signed by the Chairman as a true record of the meeting

3. Disclosable Pecuniary Interest Dispensations

There were no written request for dispensation.

4. Declarations of Interest

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

Councillor	Y e s	N o	Agenda Item	Disclosure DPI or NPI
Cllr Ron Gow	√		13	Dis-closable Pecuniary Interest
Cllr Ann Burke	√		13	Dis-closable Pecuniary Interest
Cllr Richard Andrews		√		
Cllr Stan Gyford		√		
Cllr Ian Nicholas	√		13	Dis-closable Pecuniary Interest

5. Report from Clerk on actions from the last meeting

There were 23 actions requiring completion ten were completed 13 were in progress, one closed (Appendix 1 refers). With regards to 09/07 the Clerk informed the parish Council that he asked the Footpaths Officer for a quotation, due to the urgency of the matter it was delegated to the clerk to agree and action. With regards to 9/03 it was agreed that Cllr Gyford would identify the location, the Footpath Officer would dig the hole, Cllr Andrews would deliver the post to site and put it in the hole, the Footpath Officer would then fill in the hole.

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

6.1 Ward Councillors Report

The Ward Councillor gave a brief report (Appendix 1 refers)

6.2 Local Police Report

PCSO Alex NUTHALL introduced himself and circulated a number of leaflets:-

- Be Cyber Smart
- Cyclists Dismount
- Hate crime is everyone's problem

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- Be a responsible dog owner
- Do you know who is calling
- It's a scam

He informed the Parish Council that the police are enforcing the requirement for Cyclists to dismount their bike in pedestrian areas and highlighted the case of the Mary Evans who was hit by a cyclist in the pedestrian area of Commercial Street, and died a few days later from her injuries. In addition there had been incidents in Woodville Grove where cold callers (Nottingham Callers) had been let in. There had been thefts from houses on the outskirts of the village and PCSO Nuthall asked that prisoners ensured that their doors and windows were locked. There had been an increase in reported incidents of cold callers via the telephone

In reply to a question relating to quad bikes, he informed the Parish Council that letters had been issued to known offenders. He asked Parishioners to call 999 if the incident is in progress, if they have left to call 121 to report it. Cllr Gyford thanked the police for the action taken at the Morton on Lugg rail crossing.

A parishioner raised the issue of traffic problems on Aylestone Hill with no lights at the hospital exit junction, which was dangerous. PCSO Nuthall informed the Parish Council that the police have made Herefordshire Council aware of the problem but no answers have been forthcoming. The Chairman thanked PCSO Nuthall for his attendance.

With regards to the Police Newsletter the Parish Council noted that there was one incident in Sutton as follows - *Report of suspicious males driving white Toyota pick-up on 22nd August at approx 11:20. The vehicle drove onto a private small holding and occupants enquired about scrap metal and quad bikes. No vehicle registration obtained*

Action Clerk to put the police update in the Sutton News

6.3 Questions from other members of the public

A Parishioner thanked the Parish Council and Kema Guthries for the efforts made to get the drain on Watery Lane repaired. .

7. Sutton Playing Field – Youth Facilities

The Clerk informed the Parish Council that the meeting was attended by two Parents and three youths, supported by Cllr Ron Gow, Cllr Stan Gyford, and the Clerk the summary of the meeting was as follows

- the youths proposal was for an half pipe measuring height 1.2 metres, width 4.8 metres and length 10 metres
- There was an indication that there could be up to 30 users
- The estimated cost being £7,000.
- Noise mitigation would be required.

Agreed Action for the youths was to come up with plans

- for consulting with Parishioners
- To ensure that the figure for the number of potential users from within the village can be substantiated.
- As to how they would fund raise

The Clerk reminded the Parish Council that the annual precept process was starting and that the Parish Council would have to consider this project with other projects such as the lighting at the Village Hall Car Park, the fencing at the village hall, purchase and siting of a defibrillator in the telephone box at the Golden Cross, and the purchase of the Speed Indicator devise.

Having considered the matter the Parish Council asked the Clerk to follow up on the progress of youth actions and report back to the next meeting

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Action – Clerk to follow up with parents on progress

8. Telecom Mast

The Clerk informed the Parish Council that there had been 8 objections and one No Objection and that following the Planning Officers Appraisal the decision was to permit. There would be additional planting to fill the gap in the line of the conifers along with native species hedgerow planting around the compound itself. A revised design had been provided. This would be a T range mast with the antenna enclosed within the shroud, resulting in a much slender pole. Although not the result the Parish Council wanted it would seem that objections had some effect. (Noted)

9. Identifying Priority Roads

The Parish Council was reminded that previously the Parish Council had identified the C1120 road to Morton on Lugg as a priority road, the parish Council reaffirmed that the C1120 was still a priority

Action Clerk to inform Cllr Guthrie of the Parish Council wishes

10. Purchase of Speed Indicator Device

Following the joint meeting with Marden the Parish Council representatives the Parish Council was informed that there group considered 6 quotes and recommended that the quotation from Thermotor be accepted, The Parish Council agreed to defer the matter as it wanted clarification on the warranty, security of rechargeable battery, and that battery changes would be carried out by the Parish Councils and not the supplier.

Action Clerk to raise the Parish Council queries with Marden, and get final costing

11. Willowcroft Development – Tree

The Parish Council was informed that the Parish Council had received a complaint regarding the cutting down of a tree on the Willowcroft Development and that the Clerk had carried out a site visit, and that he had seen the developers tree report stating that the tree was in a diseased state and that it should be cut down. The Developer also informed the Parish Council that a group of walkers had informed him that the was a hazard and if it fell on the footpath he would be held liable, he also read from the report and informed the Parish Council the tree had Inonotus hispidus and Hymenoscyphus fraxineus chalara and was dangerous with the recommendation that the tree be cut down. The Parish Council noted the explanation and agreed that no further action was required.

12. ST. Ethelbert Close

The Parish Council considered a request for the trimming back of a tree on the footpath by the old village shop. The Clerk had previously had a look at it and it could do with cutting back, there was also some other over grown bushes on the path which needed cutting back and suggest that this was done at the same time if the Parish Council decided to proceed. Previously the tree was trimmed back using Lengthsman money. It was agreed that the Lengthsman money would be used and that the Footpath Officer carry out the required work as a matter of urgency.

Action the Footpath Officer to carry out the required cutting back as a matter of priority.

13. Village Hall – Wi Fi

This matter was deferred by the Parish Council.

14. Village Website

The Clerk had been in touch with the current Host asking if the passwords could be reset, he is looking into it and will get back to the Clerk. (Noted)

15. Defibrillator

The Parish Council has received correspondence from John Murray stating that he was very busy at the present time and therefore unable to progress the matter further unless the Parish Council was willing to do all the necessary work. The Clerk informed that Parish

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Council that in view of the importance of a defibrillator that he was willing to do what was necessary to get it in place. The Clerk was authorised to do the necessary work with regards to the installation of a defibrillator.

Action - The Clerk to request the name of John Murrays Solicitor and ask for his authority to contact them.

Action – The Clerk carry out the necessary work to get the Defibrillator sited.

16. Parish Council Precept 2018/19

The Clerk informed the Parish Council that the Precept notice had been received and with a request return date of 31st December 2017. (Noted)

17. Financial Report

17.1 Confirmation of Balances £19,634.90 (Appendix 2 refers)

17.2 Receipts - Nil

17.3 Invoices for payments

Ref	Payee	Amount £	VAT	
1	Mrs F White	58.60	N/a	29/08/2017 (00139) Annual inspection Sutton Playing Field
2	R. A. Ford	372.12	N/a	04/09/17 Clerks Salary
3	Mike Darley	510.00	N/a	Grass cutting, Footpath work, bin replacement,
4	R. A. Ford	29.99	5.00	31/08/17 Ink Cartridge (reimbursement)

Resolved to authorise for payment and cheques signed.

18. Reform of Data Protection Legislation

The Clerk had previously circulated information from HALC. The Clerk recommended that it is delegated to him to liaise with HALC and ensure that the Parish Council was compliant. It was agreed that the Clerk be delegated to ensure that the Parish Council was compliant.

Action – Clerk to liaise with HALC.

19. Millway /Willow Rise Open Space

The Parish Council considered a request from a parishioner to have shrubs, bluebells, bulbs and hedgerow flowers planted, and the installation of bird and bat boxes. The Clerk suggested that Herefordshire Wildlife be asked to do a site visit and make recommendations. The Parish Council agreed that Herefordshire Wildlife Trust was asked to do a site visit and make recommendations. The Parish Council acknowledged that there would be a cost for the site visit.

Action Clerk to request that Herefordshire Wildlife Trust a site visit, and ascertain the likely cost from the Trust.

20. Herefordshire Wildlife Trust

The Parish Council considered a request for support for the *Walk for Wildlife* which was to take place on 30th September 2017. They were seeking support for the following

- Recruit volunteers who might be willing to help steward the walk along the route as we will have stops giving out water bottles, some snacks, and directing people
- Publicity for the event to encourage people to join the walk
- Financial support to enable us to give a prize for the person who has raised the most money, for buying refreshments such as chocolate bars to give out to the walkers and for getting some sashes for the walkers to wear with Walk for Wildlife printed on them.

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Having considered the matter the Parish Council resolved to a donation of £25.00 and authorised the signing of a cheque.

Action Clerk to inform Herefordshire Wildlife Trust of their decision

21. Drop Pavements

The Parish Council was informed of the receipt of a request for drop pavements to be installed to help and improve the movement of wheelchairs, prams and mobility devices within the village. Having considered the matter the Clerk was asked to pass the request on to Balfour Beatty

Action Clerk to pass the request on to Balfour Beatty

22. Age UK – Hereford and Localities

The Parish Council considered a request from Age UK – Hereford and Localities for a donation to support their activities and was informed the Clerk had requested information relating to Sutton Parish. Having considered the matter the Parish Council resolved not to make a donation.

Action Clerk to inform Age UK of the Parish Councils decision.

23. Sutton Playing Field

The Parish Council considered a quote in the sum of £12 from the Footpaths Officer for hedge trimming around entire playing field and agreed to accept the quotation on the understanding that it would be done quickly in view of possible health and safety issues.

Action Footpaths Officer to trim the hedge.

24. Sutton Playing Field

The Parish Council considered the Annual Inspection Report previously circulated, and delegated to the clerk to action moderate risks and review the other risks and report back on progress

Action Clerk to action moderate risks and review the other risks

25. Proposed Public Path Diversion Order

The Parish Council was informed that it had been requested to comment on the Diversion Order relating to Footpath ST3 (part) in the Parish of Sutton St. Nicholas and MR44 in the Parish of Marden. Having considered the matter the Parish Council resolved to support the diversion.

Action Clerk to inform Balfour Beatty of the Parish Councils decision

26. Woodville Grove -

The Parish Council considered a request from West Mercia Homes for help in letting a two bed bungalow at their over 55 sheltered scheme. The Parish Council agreed that the information was put in Sutton News.

Action The Clerk to put the relevant information in Sutton News

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

27.1 – Balfour Beatty- Weobley Sutton Walls Queenswood Briefing 11/08/179 (Noted)

27.2 – Balfour Beatty – Weobley Sutton Walls Queenswood Briefing 18/08/17 (Noted)

27.3 - Balfour Beatty – Weobley Sutton Walls Queenswood Briefing 25/08/17. (Noted)

27.4 – Herefordshire Council – Minerals & Waste Local Plan Consultation Stakeholder Presentation 8/09/17. (Noted)

27.5 – Rural Hub Herefordshire – Newsletter September 2017. (Noted)

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

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There were no matters relayed to the Clerk

29. Confirmation of the date, time and venue of the next meeting, Parish Council Monday 2nd October 2017 at 7.15pm in 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
09/01	03/05/16	16	Purchase of additional Litter Pickers	Clerk to purchase four litter pickers	Clerk		Work in progress
09/02	05/12/16	10	Village Hall Kitchen Heaters	Chairman to inform the committee of the Parish Councils decision.	Cllr Gow		Work In Progress
09/03	05/12/16	13	Three Mile Post	The Footpath Officer to re-site the post	Mike Darley		Work In progress
09/04	06/03/17	17	Footpath MR42	Footpath Officer to monitor			Work in progress
09/05	06/03/17	17	Footpath MR42	Clerk to liaise with Balfour Beatty			Work in progress
09/06	06/03/17	19	Donation	Clerk to raise a cheque once a formal request is received			Work In progress
09/07	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	Although I have emailed and spoken to the Lengthsman work not done. I have asked the Footpath Officer for a quotation	Work In progress
09/08	05/06/17	7.1	Ward Councillor Report	Cllr Guthrie to invite Balfour Beatty representative to the next or a future meeting	Cllr Guthrie		Work In Progress
09/09	05/06/17	13	Bus shelter at Village Hall	Clerk to make a request to Sutton Academy School	Clerk		Work in Progress
09/10	03/07/17	9	Two Parcels Of Open Spaces	The Clerk and Cllr Gyford arrange a	Clerk		Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
				meeting with the parents and the youths to move the project forward.			
09/11	03/07/17	12	Rural Areas Site Allocation	Cllr Gyford to liaise with Dr. Nicholson on future dealings with the Parish Council	Cllr Gyford		Work In progress
09/12	03/07/17	17	Community Garden Fence	Clerk to get quotations	Clerk		Work In progress
09/13	07/08/17	8	Sutton Playing Field	Cllr Anna Toon to let the Clerk have parents contact details	Clerk		Completed
09/14	07/08/17	9	Purchase of Speed Indicator Devices	Clerk to follow up with West Mercia police to see if a Speed Watch group could be set up.	Clerk		Completed
09/15	07/08/17	9	Purchase of Speed Indicator Devices	Put a request in Sutton News for Speed Watch volunteers	Clerk		Completed
09/16	07/08/17	10	Litter Bins	Footpath Officer to purchase and install bins	Footpath officer		Completed
09/17	07/08/17	11	Bus Shelter	Cllr Kema Guthrie to inform Herefordshire Council of the Parish Councils request	Cllr Guthrie		Completed
09/18	07/08/17	12	Village Hall-vehicular Access	The Village Hall Management Committee seek quotes for the resiting of a bay for the disabled.	Village Hall Committee		Work In Progress
09/19	07/08/17	13	Village Hall – Car Park Lighting	The Village Hall Management Committee to	Village Hall Committee		Work In progress

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
				seek a second opinion on any quotes received from the academy.			
09/20	07/08/17	14	Budget Consultation	Clerk to complete the on-line questionnaire taking account of the Parish Councils wishes.	Clerk		Completed
09/21	07/08/17	18	Power Outages and Future Works	Clerk to put the details of the letter in Sutton News	Clerk		Completed
09/22	07/08/17	18	Power Outages and Future Works	Clerk to Email Keith Lawton and thank him for highlighting the issue	Clerk		Completed
09/23	07/08/17	19	Missing Bus Stop	Clerk to inform Parishioner who reported it	Clerk		Completed

Appendix 2

Ward Councillor's Report

RE: Recent Communication about a Parking Review at Sutton St. Nicholas

In April 2013 - I found that the general consensus of opinion amongst residents in Sutton St. Nicholas did not support yellow lines at the crossroads and therefore I did not progress a request for a TRO at the time. It appears that this matter was previously placed on a Balfour Beatty list, which is now being looked at and reviewed accordingly.

Copy email - received on 1st September 2017

TRAVELLERS SITES DPD

"Dear Councillor Guthrie,

As you are aware a site to the south east of Sutton St Nicholas was included in the preferred options Travellers Sites Development Plan Document as a new site for residential pitches. Since that public consultation we have undertaken further technical assessment of the sites. We have also commissioned an update to the Gypsy and Traveller Accommodation Assessment which sets out the requirement for the number of pitches over the plan period. This has indicated that although there is an identified need for

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new pitches over the plan period, the expected rate of turnover on the local authority sites will address this requirement. However although it is still necessary for the council to identify a five year supply of pitches it is possible to achieve this five year supply through a combination of extension and intensification of council owned sites at the following sites at:

- Turnpike, Pembridge –This is an existing site of 6 pitches. An additional 4 pitches are proposed as an extension to the east of the site.*
- Watery Lane, Lower Bullingham. This is an existing site of 11 pitches. An additional 2 pitches are proposed as an extension to the east of the site.*
- Romany Lane, Grafton. This is an existing site of 9 pitches. An additional single pitch is proposed with the existing boundaries of the site.*
- Openfields Bromyard. This is an existing site of 10 pitches. An additional two pitches are proposed within the existing boundaries of the site.*
- A Temporary stopping place for short stays is also proposed at adjacent to the A49 at Leominster.*

Therefore at this stage the site at Sutton St Nicholas is not included in the draft DPD.

General Scrutiny Committee will be considering the draft Travellers sites DPD on September 11 and the papers are due to be published later today. The recommendation is for the committee to determine whether it wishes to make any recommendations to the executive which would strengthen the emerging policy approach. Following the General Scrutiny Committee, the DPD will be presented to cabinet on the 28th September and Council on 13th October for approval for pre-submission publication. Following that publication, the plan will be submitted to the Planning Inspectorate for examination. The Inspector will examine both the DPD and the evidence base and may make recommendations regarding the number of pitches that the plan should allocate.

Please contact me if you require further information on this matter.

Regards

***Angela Newey
Senior Planning Officer
Forward Planning”***

COUNCILLOR KEMA GUTHRIE
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Email: kguthrie@herefordshire.gov.uk

Bank reconciliation as at 4th September 2017

		£
Opening 01/04/17	Opening 01/04/17	21,039.77
Income		11,457.83
		32,497.60
Less Payments		12,862.70
Balance		19,634.90
Bank Statement	15/08/17	20,605.61
Less Outstanding Cheques		
1022	58.60	
1023	297.72	
1024	74.40	
1025	510.00	
1026	29.99	970.71
Balance		19,634.90