

Minutes of the Ordinary Meeting of Sutton St. Nicholas Parish Council, held in Room 2, The Village Hall, Sutton St. Nicholas on Monday 4th December 2017. (SPC/TF/117)

Councillors Present

Cllr Ron Gow (Chairman)
 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

Members of the Public – 0

1. Apologies for Absence

All Councillors were present

2. Receive approve and sign the Minutes of the Ordinary Meeting of the Parish Council (no SPC/TF/115) held on Monday 6th November 2017.

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

3. Receive approve and sign the Minutes of the Extraordinary meeting of the Parish Council (no SPC/TF116) held on 21st November 2017.

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

4. Disclosable Pecuniary Interest Dispensations

There were no requests for dispensation.

5. 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		√			
Cllr Ann Burke		√			
Cllr Richard Andrews		√			
Cllr Stan Gyford		√			
Cllr Tina Hurley		√			
Cllr Ian Nicholas		√			
Cllr Anna Toon		√			

6. Report from Clerk on actions from the last meeting

There were 26 actions requiring completion 11 were completed, and 15 were in progress (Appendix 1 refers). (Noted)

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

7.1 Ward Councillors Report

In the absence of the Ward Councillor the Parish Council considered and noted her report (Appendix 2) previously circulated.

7.2 Local Police Report

The Parish Council considered and noted the report previously circulated.

Sutton St Nicholas – *Between 6th and 7th November persons unknown have vandalised school equipment and smashed display pumpkins. The incident is part of a spate of anti-social behaviour occurring at the location.*

Between 15th and 16th November, persons unknown have entered the outside school grounds and removed the protective cover from the Primary School guinea pig hutch. Other school equipment has also been tampered with causing damage.

15th November between 1930 -2100 persons unknown have entered the village hall during a WI meeting. A short time after 9pm it was discovered that a cake and plate have been stolen from the kitchen area. SNT continue to patrol the area – see the West Mercia website for updates of this on the priorities list www.westmercia.police.uk/myarea

7.3 Questions from other members of the public

There were no questions from the public.

8. Western Power

The Parish Council considered and agreed to invite a Western Power engineer to explain issues of Outages and low Voltage

Action the Clerk to invite a Western Power engineer to a Parish Council.

9. Sutton Playing Field – Youth Facilities

The Clerk informed the Parish Council that correspondence received from a parent highlighted the following

- Those involved need to get their heads together to move forward.
- Most of the materials priced except for the skate light (if that's the right name!)
- K. M. has kindly offered to help out with fundraising.
- The boys are aware that they need to get some idea of direction.

Councillor Toon informed the Parish Council that the Parents now had a WhatsApp group and that a meeting was held on 24th November K. B was Chair of the group, K.M and M.M. were joint Secretary. The group has given priority to identifying need, then design/proposals (including noise abatement) and then funding. (Noted)

10. Travellers Site DPD consultation information

The Parish Council considered the consultation documentation from Herefordshire and resolved that the Parish Council was happy with the outcome, but was unable to comment on how Herefordshire Council got there.

11. Village Freighter/Skip

The Clerk reminded the Parish Council that the Parish Council had received a request via Cllr Guthrie for the reintroduction of a Village Freighter/Skip. Marden Parish Council has confirmed that the cost per 2 hour visit was £395, and that they have 3 a year.

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Having considered the matter the Parish Council resolved not to reintroduce this service due to its costs, and noted that Herefordshire had a service that parishioners could use.

Action Clerk to inform Cllr Guthrie of the Parish Councils decision.

12. Defibrillator

The Parish Council was informed that a request for a quote had been made to Coulson Read Lewis, however they were unable to do the required work. A request had been made to Kidwells who come recommended by HALC who has negotiated a special rate for HALC members. The Clerk was in the process of arranging a meeting to agree approach and get costs for the Parish Council to consider.

Action Clerk to arrange meeting with Kidwells

13. Village Website

The new website was live, the issue of the Domain name has been solved, and The Domain name was now registered with HALC to ensure that past issues do not occur again. The Clerk will be attending a 2 hour training session. (Noted0

Action Clerk to attend the required Training

Action Cllr Ann Burke to review the Village Hall Information and inform the Clerk of the changes required.

14. Financial Report

14.1 Confirmation of Balances £25,236.90(Appendix 3 refers)

14.2 Receipts - Nil

14.3 Invoices for payments

Ref	Payee	Amount £	VAT	
1	Eyelid Productions	500.00	N/a	28/11/17(1956) Website production
2	R. A. Ford	346.24	N/a	04/12//17 Clerks Salary
3	R. A. Ford	33.02		4/12/17 Black bags and 2 litter pickers for litter pick
4	Sutton Walls Conservation Group	200.00	n/a	Minute no 19 (6/03/17) Donation

Resolved to authorise for payment and cheques signed

15. Budget 2018/19

The Parish considered the first draft of the budget for 2018/19. (Previously Circulated), The Parish Council had given priority to speed reduction schemes and felt that the Village Gateway scheme should be included in any future budget . Having considered the matter the Parish Council resolved that taking account of the Parish Councils priority a budget paper be developed showing the implications of a £5,000.00, £7,500.00 and a £10,000. Precept increase. The Clerk to produce a paper highlighting the new costs .it was also agreed that a public meeting would be arranged for Monday 5th February 2017 @6.30pm to get feedback from Parishioners.

Action Clerk to produce a draft leaflet for the 2nd January 2018 meeting.

Action Clerk to produce a budget paper taking account of the Parish Councils request.

16. Speed Indicator Device (SID)

The Speed Indicator Device has been received, joint opening to be arranged (for Thursday 7th December @ 3.30pm at the Village Hall.

Quotes requested from 3 local contractors for

- Recharging Battery
- Down loading data once a month 6 times over 12 months
- Delivery **or** collection of SID to/from Marden 6 times over 12 months
- Siting SID at two location within the Village 6 times over 12 months (3 each location)

17. Sutton Walls – Kissing gate

The Parish Council considered The Footpath Officer quote submitted the following Pre installation clear £30.00 plus Installation £120.00 (including post Crete) **Total £150.00**
The Parish Council Resolved to accept the quote.

18. Footpath Officer

The Footpath Officer informed the Parish Council that he had inspected the Parish network with

- ST12 a lot of moss – a health and safety issue.
- ST14/15/16 shows vehicle movements, motor bikes but nothing serious. Field owner has taken video of events on the Rhea.
- ST3 between Woodville and Court Farm requires replacing

Action – Footpath Officer to supply a quote for a wooden self-closing gate.

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

- 19.1 – Balfour Beatty- Weobley Sutton Walls Queenswood Briefing 23/11/17 (Noted)
- 19.2 – Balfour Beatty – Weobley Sutton Walls Queenswood Briefing 17/11/17 (Noted)
- 19.3 – Balfour Beatty - Weobley Sutton Walls Queenswood Briefing 10/17/17 (Noted)
- 19.4 – Confirmation that Balfour Beatty will carry out a gutter sweep.

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

- Western Power
- Community Assets review
- Defibrillator update
- Budget leaflet
- Budget 2018/19

**21. Confirmation of the date, time and venue of the next meeting, Parish Council
Tuesday 2nd January 2018 at 7.15pm in Room 2 at the Village Hall**

Status of Actions from last meeting

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
12/01	03/05/16	16	Purchase of additional Litter Pickers	Clerk to purchase four litter pickers	Clerk		Completed
12/02	05/12/16	10	Village Hall Kitchen Heaters	Chairman to inform the committee of the Parish Councils decision.	Cllr Gow		Work In Progress
12/03	06/03/17	17	Footpath MR42	Footpath Officer to monitor			Work in progress
12/04	06/03/17	17	Footpath MR42	Clerk to liaise with Balfour Beatty			Work in progress
12/05	06/03/17	19	Donation	Clerk to raise a cheque once a formal request is received	Clerk		Completed
12/06	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
12/07	05/06/17	13	Bus shelter at Village Hall	Clerk to make a request to Sutton Academy School	Clerk	Request made waiting for a reply	Work in Progress
12/08	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
12/09	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
12/10		12	St Ethelbert Close	Footpath officer to carry out the required cutting back as a matter of priority	Footpath Officer		Work In progress

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
12/11		15	Defibrillator	Clerk carry out the necessary work to get the defibrillator sited,		Agenda Item	Work In progress
12/12		18	Reform of The Data Protection Legislation	Clerk to liaise with HALC	Clerk	Training attended	Work In progress
12/13		24	Sutton Playing Field	Clerk to action Moderate risks and review the other risks	Clerk		Work in progress
12/14	2/10/17	16	Millway/Willow Rise Sign	Cllr Ian Nicholas to report back on progress	Cllr Ian Nicholas		Work In progress
12/15	6/11/17	7	Sutton Playing Field- Youth Facilities	Clerk to send to Cllr Toon the report from the previous site visit.	Clerk		Completed
12/16	6/11/17	8	Planning Application - 17334	Clerk to inform Herefordshire Council of the Parish Councils decision	Clerk		Completed
12/17	6/11/17	9	Planning Application -3 Shelley Place	Clerk to inform Herefordshire Council of the Parish Councils decision	Clerk		Completed
12/18	6/11/17	10	St Nicholas Church- grass cutting	Clerk to inform the PCC of the Parish Councils decision.	Clerk		Completed
12/19	6/11/17	11	Sutton St Nicholas Parking Review	Clerk to inform ADL of the Parish Council decision	Clerk		Completed
12/20	6/11/17	12	Franklands Corner	Clerk to inform ADL of the Parish Council decision	Clerk		Completed
12/21	06/11/17	13	Speeding Through the Village	Clerk to get indicative costs for Village gates, and the	Clerk		Work In progress

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
				30mph road marking			
12/22	06/11/17	14	Village Freight/Skip	Clerk to get costs	Clerk	Agenda Item	Completed
12/23	06/11/17	16	Public Path Diversion	The Clerk to inform Herefordshire Council of the Parish Council decision.	Clerk		Completed
12/24	06/11/17	19	Risk Register	Clerk to get 3 quotes for tree works on St. Nicholas Churchyard and Millway/Willow Rise open space	Clerk		Work In progress
12/25	06/11/17	20	Speed Indicator Device (SID)	The Clerk to get quotations for resisting, data collection and recharging the battery	Clerk		Work in progress
12/26	06/11/17	21	Sutton Walls – Kissing Gate	Footpath Officer to submit a quote for installation to the Clerk	Clerk	Agenda Item	Completed

Ward Councillor's Report

Highways Matters

Concerns about speeding traffic on C1125 & related issues

- 1) Recent accidents on bend near junction with Holbatch lane, Marden & at Wergins Bridge, Sutton St. Nicholas. I asked our Locality Steward to assess both locations regarding any possible road safety improvements to help slow traffic down – He has inspected the areas (ref: Holbatch lane, Marden) raised a job for the installation of 5 new verge markers on the verge outside 'The Salt Box ' works number 41135187 & he has logged works at Wergins bridge for retrace of the yellow rumble strips works number 41135183.
- 2) I have alerted the Safer Roads Partnership & our Local Policing Team & asked if they would carry out some speed enforcement along this road – I haven't had a response yet.
- 3) Local residents have raised concerns about a) the condition of village road near to St. Ethelbert's Close – our Locality Steward has reported the defects to the Balfour Beatty Asset Team b) The poor condition of the St. Ethelbert sign which is in need of some repairs - residents have asked me to pass this matter on for the consideration of the Parish Council accordingly.
- 4) Blocked Drains on Village road – Locality Steward inspected the gullies on 29/11/17 and has raised 28 day (Cat 2 A) jobs to cleanse the system.

Ref: Question about how much 106 Money is available – Officer Response; the key points are as follows:

Please note - I have requested further details & await a response

"Planning permission DCCW2004/1004/O & DCCW2006/3725/RM – Land opposite Sutton Primary School were approved subject to a section 106 agreement dated 12 April 2007.

The agreement provided for the following;

The council received the monies on 15 June 2009. I have had confirmation from the sustainable transport team that the monies were used as part of a safer route to school scheme in accordance with the agreement.

There are no other section 106 monies available in Sutton St Nicholas as recent schemes have been below the threshold for contributions."

Free parking during late night Christmas shopping on Wednesdays

"Herefordshire Council car parks in Hereford city centre, including the Old Market and

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on-street pay & display, will be free for shoppers after 4pm for late night Christmas shopping on Wednesday 6, 13 and 20 December. There will be a range of shops open late, including Maylord Orchards, the Old Market and High Town and the surrounding area.

These concessions do not apply to any of the private car parks in the city centre, except the Old Market”.

For more information on free parking during late night shopping on Wednesdays and Hereford’s Christmas Markets, please visit the council’s website – www.herefordshire.gov.uk

With all Best Wishes for Christmas & a Happy New Year!

Kema

Report by Kema Guthrie 30/11/17

Bank reconciliation as at 4TH December 2017

		£
Opening 01/04/17	Opening 01/04/17	21,039.77
Income		21,996.33
		43,036.10
Less Payments		17,799.20
Balance		25,236.90
Bank Statement	13/10/17	28,972.28
Less Outstanding Cheques		
1028	363.00	
1039	35.00	
1040	211.00	
1041	20.00	
1042	297.72	
1043	74.40	
1044	1,383.00	
1045	30.00	
1047	240.00	2,654.12
1048	500.00	
1049	278.84	
1050	69.40	
1051	33.02	
1052	200.00	
		3,735.38
Balance		26,318.16