

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 5th February 2018. (SPC/TF/119)

Councillors Present

Cllr Ron Gow (Chairman)
Cllr Ann Burke (Vice Chairman)
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 –8

1. Apologies for Absence

Apologies for absence received and accepted from Cllr Richard Andrews

2. Receive approve and sign the Minutes of the Ordinary Meeting of the Parish Council (no SPC/TF/118) held on Tuesday 2nd January 2018.

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

3. Disclosable Pecuniary Interest Dispositions

There were no requests received, however the Parish Council resolved to give dispensation to all councillors to consider and agree the precept at agenda item 12

4. Declarations of Interest

Declarations of interest by members in respect of items on the agenda were as follows:-

Councillor	Y e s	N o	Agenda Item		DPI or NPI
Cllr Ron Gow	√		12	resident	Dis-closable Pecuniary Interest
Cllr Ann Burke	√		12	resident	Dis-closable Pecuniary Interest
Cllr Stan Gyford	√		12	resident	Dis-closable Pecuniary Interest
Cllr Tina Hurley	√		12	resident	Dis-closable Pecuniary Interest
Cllr Ian Nicholas	√		12	resident	Dis-closable Pecuniary Interest
Cllr Anna Toon	√		12	resident	Dis-closable Pecuniary Interest

5. Report from Clerk on actions from the last meeting

There were 23 actions requiring completion 8 were completed, and 13 were in progress (Appendix 1 refers) noted.

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

6.1 Ward Councillors Report

Cllr Kema Guthrie sent her apologies as she was not able to attend as such there was no Ward Councillors report.

6.2 Local Police Report

The incidents in Marden and Sutton were highlighted

Sutton St Nicholas/Marden/Moreton on Lugg

Marden – Between 22:00 on 17th and 08:24 on 18th Jan a burglary had taken place in Marden. The elderly resident has been awoken by a noise outside the

front door and attended to investigate. The resident opened the door to find 3 males described as aged in their 30s-40s along with 1 female in her mid-20s. The group having stated that the resident had a power cut and that they were police officers. The female then asked for the keys to the garage which were provided. The group having pushed passed the resident into the property where they carried out a search of cupboards and drawers. Prior to the confrontation with the resident it is suspected the group had used an implement to force open the adjoining garage doors and gain entry. Within the garage is the fuse box where it is believed the electricity to the property had been isolated. **Anyone concerned by this or any other crime should contact the SNT who will arrange a visit to discuss crime prevention and security advice. Call 101 or email herefordrn.snt@westmercia.pnn.police.uk**

Sutton St Nicholas – Between approx. 12:00 and 12:20 on 14th January an unknown male attempted to take a brand new vacuum cleaner which was momentarily left by owner on their driveway. The male, believed to be a foreign national said “scrap?” to the resident. The male then left in a white Ford transit van possibly '04 plate.

The report was noted.

Action Clerk to put details in Sutton News.

6.3 Questions from other members of the public

PC Bart McDonagh was in attendance for this item

- Parishioner raised the issue of cars parked on the front of the Golden Cross Public house, Cllr Stan Gyford informed the Parish Council that there was no evidence that they caused any accidents at the junction and that they slowed the traffic at the junction. PC Bart McDonagh also confirmed that they were parked on private property and gave the example of a wall being there, it could not be removed.
- Parishioners highlighted the need for speed reduction within the village as speeding was a concern and mentioned the recent accident at the Golden Cross junction. PC Bart McDonagh stressed that accidents were in the main caused by many factors such as driver error and that the public had a perception regarding speeding.
- PC McDonagh highlighted that speeding at 20 MPH was not enforceable and that speed watch was a better option as it encouraged drivers to slow down.
- There had been 11 accidents in 6 years at the Golden Cross junction and maybe 'stop' signs on the junction would help. The Parish Council highlighted that this would require an act of parliament.
- The Clerk restated to PC McDonagh that the Parish Council had previously asked to join the speed watch scheme and was turned down as the criteria had not been met. However since the latest accident at the Golden Cross, the Community Speed Watch Co-ordinator has requested further data in the vicinity of the crossroads and that the location is on the list for the data recorder to be sited. The recorder would be in situ for a 7 day period and will monitor the speeds and volume of all vehicles that pass it. PC McDonagh stated that the survey results would be sent to the local police officer and he would be supporting the Parish Council in its efforts to get a Community Speed Watch.
- PC McDonagh also agreed that he would 'walk' the Golden Cross junction to see what signage improvements could be made and subject to commitments would attend a future meeting with ideas.

Cllr Ron Gow thanked PC McDonagh for attending and commented that he was the first officer to acknowledge the concerns of the Parish Council and agreed to do something about it.

Sutton St. Nicholas Parish Council

The Clerk tabled a query from a parishioner regarding the poor condition of the white lines on the Sutton Road and at the Golden Cross Junction

Action Clerk to forward email to Cllr Kema Guthrie (Ward Councillor)

7. **Planning Application 180103 –Yewtree House Sutton St. Nicholas HR1 3BJ**
Proposed single storey rear extension and various external alterations. Addition of pitched roof to existing garage. **Having considered the matter the Parish Council resolved to support the application.**

Action - Clerk to inform Herefordshire Council of the Parish Councils decision

8. **Sutton Playing Field – Youth Facilities**

Cllr Anna Toon informed the Parish Council that the group had not had a chance to meet and was hopeful that a meeting would be held and a update made to the next Parish Council meeting. The Parish Council agreed that the group could spray with dissolvable paint an outline of the required space.

9. **Field opposite Old post Office**

Cllr Ron Gow informed the Parish Council that two complaints had been received regarding the dumping of cars in the field. It was agreed that the complaints would be forwarded to Cllr Kema Guthrie

Action Clerk to forward complaint to Cllr Kema Guthrie

10. **Ridgeway Road/ Bromyard Yard**

Having raised the issue of Marshfield with Cllr Kema Guthrie's the Parish Council had been copied into the reply to Cllr Guthrie from Herefordshire Council.

I have visited the site in question which is Marshfield, Cross Keys Hereford on Friday 2/1/2018 and can confirm that there are no planning issues requiring enforcement attention.

A number of outbuildings have been built over the years and a further one is in the process of construction at this time. No doubt it is this new one that Sutton St Nicholas Parish Council have alerted you to.

However, all building completed to date including the one under construction are covered under permitted development rights.

Please do not hesitate to contact me if you have any further concerns regarding the above.

The Parish Council noted Herefordshire Councils comments and thanked Cllr Guthrie for her help in the matter.

11. **Budget 2018/19**

The Parish Council considered the budget for 2018/19. Having considered the matter the Parish Council resolved to approve the budget (Appendix 2 refers)

12. **Precept 2018/19**

The Parish Council considered the precept for 2018/19, having considered the matter the Parish Council resolved to agree the precept for 2018/19 at £28,577.00.

Action Clerk to inform Herefordshire Council of the Parish Councils decision

Sutton St. Nicholas Parish Council

13. Defibrillator

The Parish Council was informed that the Parish Council had received an estimate of £450.00 plus disbursements and the Clerk had asked Kidwells to progress the matter. The Parish Council noted the action of the clerk and the update.

14. Financial Report

14.1 Confirmation of Balances- £19,140.80 (Appendix 3 refers)

14.2 Receipts – Nil

14.3 Invoices for payments

Ref	Payee	Amount £	VAT	
1	Mike Darley	68.00	n/a	31/12/17 (329) Footpath work
2	R. A. Ford	372.12	n/a	5/02/18 Clerks Salary
3	HALC	36.00	6.00	02/01/18 H97 Training 14/11/17 T. Ford

Resolved to authorise for payment and cheques signed

The Parish Council noted the Direct Debit Payment to Public Works Loan in the sum of £4,298.87, relating to the village Hall.

15. Budget Monitoring Report

The Parish Council considered and noted the budget monitoring report as at 2nd January 2018. (Appendix 4 refers)

16. Parish Council Annual Maintenance Plan 2018-19

Having considered the Parish Council Annual Maintenance Plan. The Parish Council resolved to delegate completion to the Parish Clerk.

Action - The Clerk to complete the Annual Maintenance for 2018/19.

Action – the Clerk to inform the Parish Council of the outcome.

17. Hereford Transport Package (HTP) Consultation)

Cllr Ron Gow informed the Parish Council that he had attend the event, which was informative.

18. Bus Shelter

The Clerk informed the Parish Council that correspondence had been received from Sutton Primary Academy highlighting that they had reservations, although the actual reservations were unknown, the Clerk highlighted that the school has had a spate of vandalism. Having considered the matter the Parish Council agreed that in view of its priority to improve road safety it was felt that the issue be deferred until 2020/21.

19. Herefordshire Community Champion Awards 2018

The Parish Council considered correspondence received from Herefordshire Council and agreed that the Parish Council would not nominate anyone, and agreed to publicise it in the Sutton News.

Action Clerk to publicise the award in Sutton News

Sutton St. Nicholas Parish Council

20. Footpath Officer Report

- Regarding ST1 agreement reached that a style would be better than a kissing gate.
- A problem with motor bikes riders.
- Not many trees down
- Sutton Walls now open.

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

- 21.1 – Balfour Beatty- Weobley Sutton Walls 5/01/18 (Noted)
- 21.2 – Balfour Beatty- Weobley Sutton Walls 12/01/18 (Noted)
- 21.3 – Balfour Beatty- Weobley Sutton Walls 19/01/18 (Noted)
- 21.4 – Balfour Beatty – Weobley Sutton Walls 26/01/18 (Noted)
- 21.5 – Balfour Beatty – Hereford Contract Director (Noted)
- 21.6 – Herefordshire Council – The Great British Spring Clean 2nd - 4th March 2018 (Noted)

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

- Sutton Walls Conservation Group – Update.
- Village Gateways
- Buildings works that do not come within the scope of the Sutton St. Nicholas Neighbourhood Development Plan.

23. Speed Indicator Device (SID)

Having confirmed the date of the next meeting (Agenda item 24) the Parish Council resolved to go into private session to consider quotes for siting and downloading of data. **Having considered the matter the Parish Council resolved to appoint Mike Darley for three months from 1st March 2018. The Parish Council would then review the position at its June meeting.**

Note Private and Confidential minutes is a separate item

Action Clerk to have an item on the agenda for the 4th June Parish Council meeting

24. Confirmation of the date, time and venue of the next meeting, Parish Council Monday 5th March at 7.15pm in Room 2 at the Village Hall

Sutton St. Nicholas Parish Council

Appendix 1

Status of Actions from last meeting 04/1217

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
02/01	05/12/16	10	Village Hall Kitchen Heaters	Chairman to inform the committee of the Parish Councils decision.	Cllr Gow		Work In Progress
02/02	06/03/17	17	Footpath MR42	Footpath Officer to monitor		Update from the Footpath Office Agenda item 20	Work in progress
02/03	06/03/17	17	Footpath MR42	Clerk to liaise with Balfour Beatty			Work in progress
02/04	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
02/05	05/06/17	13	Bus shelter at Village Hall	Clerk to make a request to Sutton Academy School	Clerk	Agenda item 18	Work in Progress
02/06	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
02/07	07/08/17	12	Village Hall-vehicular Access	The Village Hall Management Committee seek quotes for the resitting of a bay for the disabled.	Village Hall Committee		Work In Progress
02/08		12	St Ethelbert Close	Footpath officer to carry out the required cutting back as a matter of priority	Footpath Officer		Completed
02/09		15	Defibrillator	Clerk carry out the necessary work to get the defibrillator sited,		Agenda Item 13	Closed see 02/17
02/10		18	Reform of The Data Protection Legislation	Clerk to liaise with HALC	Clerk		Work In progress
02/11		24	Sutton Playing Field	Clerk to action Moderate risks and review the	Clerk		Work in progress

Sutton St. Nicholas Parish Council

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
				other risks			
02/12	2/10/17	16	Millway/Willow Rise Sign	Cllr Ian Nicholas to report back on progress	Cllr Ian Nicholas		Work In progress
01213	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
02/14	04/12/17	13	Village Website	Cllr Ann Burke to review the Village Hall Information and inform the Clerk of the changes required	Cllr Burke		Closed
02/15	02/01/18	8	Planning Application 174423	Clerk to inform Herefordshire Council of the Parish Councils decision	Clerk		Completed
02/16		11	Defibrillator	Clerk to ask John Murry to confirm that Kidwells can act on his behalf	Clerk		Completed
02/17		11	Defibrillator	Clerk to progress matter with Kidwells	Clerk	Agenda item 13	Work in progress
02/17		14	Village gates	Cllr Gyford would draft a design for consideration by the Parish Council	Cllr Gyford	Agenda item 11	Completed
02/19		16	Budget letters to Parishioners	Chairman and Cllr Stan Gyford to publish a invitation in Sutton News.	Cllr Ron Gow		Completed
02/20		16	Budget letters to Parishioners	Clerk to ensure that notices are put up across the village		Parish Council paid additional cost for all households in the village to get a copy of the February Edition of Sutton News	Completed
02/21		17	Speed indicator devices	Clerk to inform contractors	Clerk		Completed

Sutton St. Nicholas Parish Council

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
02/22		19	Franklands Corner	Clerk to inform ADL of the Parish Council decision	Clerk		Completed
02/23		23	Community Assets	Clerk to register the Parish Councils interest with Herefordshire Council.	Clerk		Work in progress

Sutton St. Nicholas Parish Council

Appendix 2

Sutton St Nicholas Parish Council Budget 2018/18

	Actual 2015/16	Budget 2016/17	Actual 2016/17	Budget 2017/18	Actual 2017/18 October 2017	Estimated to 31st March 2018	Draft Budget 2018/19 £7,500
INCOME							
Precept	19,635.00	19,635.00	19,635.00	21,077.00	21,077.00	21,077.00	28,577.00
Other - Old Lengthsmans Scheme	0.00	0.00	0.00	0.00	42.83	42.83	42.83
New Lengthman Scheme	0.00	0.00	337.00	0.00	0.00	0.00	0.00
Bursery	380.00	1,584.00	555.00	670.00	527.50	895.50	0.00
VAT recovered / estimate	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Neighbourhood Plan Grant	718.97	3,100.00	3,478.74	1,350.00	0.00	1,350.00	360.17
	0.00	0.00	0.00	0.00	0.00	0.00	0.00
P3 Scheme	1,403.00	1,078.00	999.00	990.00	317.00	1,107.00	790.00
Lottery Grant	9,650.00	0.00	0.00	0.00	0.00	0.00	0.00
Section 106 monies	4,934.76	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	36,721.73	25,397.00	25,004.74	24,087.00	21,964.33	24,472.33	29,770.00

Sutton St. Nicholas Parish Council

Expenditure

Clerks Salary	4,404.09	4,310.00	4,418.26	4,645.00	2,976.96	4,645.00	4,670.00
Admin/Office Expenses	178.51	450.00	1,365.92	400.00	274.55	400.00	400.00
Training	150.00	150.00	30.00	120.00	30.00	130.00	130.00
Subsidy to Village Hall	0.00	500.00		500.00	0.00	4,000.00	0.00
Insurance	765.42	780.00	798.60	900.00	543.39	543.39	550.00
Membership Subs	906.33	455.00	510.93	501.00	0.00	511.00	530.00
Auditors	250.00	250.00	255.00	260.00	260.00	260.00	400.00
Services Repairs and Maintenance	5,671.75	510.00	510.00	1,205.00	870.00	1,205.00	2,514.00
Bin Collection	0.00	0.00	0.00	0.00	0.00	0.00	400.00
Lengthsman	711.98	1,584.00	990.50	870.00	1,065.00	1,065.00	1,000.00
Donations	200.00	200.00	50.00	200.00	25.00	25.00	200.00
Elections	41.00	0.00	0.00	0.00	0.00	0.00	0.00
Purchase of open spaces	0.00	1,000.00	1,247.00	0.00	0.00	0.00	0.00
Loan repayment	8,597.74	8,598.00	8,597.74	8,598.00	4,298.87	8,597.74	8,598.00
Lottery Grant							
Neighbourhood Plan	2,076.66	0.00	2,926.73	0.00	0.00	0.00	0.00
Parish Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SIDs	150.00	620.00	750.00	1,000.00	150.00	1,000.00	424.00

Sutton St. Nicholas Parish Council

Rent	5.00	6.00	5.00	1.00	0.00	1.00	1.00
New Website	0.00	300.00	0.00	200.00	0.00	500.00	100.00
Neighbourhood Plan	10,080.60	1,500.00	1,729.40	0.00	49.50	0.00	0.00
Community Garden/Playing Field/Open Space	1,213.05	1,720.00	1,235.60	2,110.00	2,363.60	2,363.60	2,400.00
Data Protection Compliance		500.00	0.00	500.00	0.00	0.00	500.00
P3 Scheme	1,017.00	1,078.00	1,023.50	1,027.00	900.00	1,027.00	1,027.00
VAT	3,444.31	646.00	1,362.67	550.00	332.19	360.00	426.00
Consultancy- travellers Site Submission	0.00	240.00	1,059.00	0.00	0.00	0.00	0.00
Sutton Mag -cost of Parish Council Reports	0.00	0.00	0.00	500.00	0.00	500.00	500.00
Consultancy Rural Area Site Allocation			0.00	0.00	325.00	325.00	0.00
consultancy- Mast	0.00	0.00	500.00	0.00	870.88	870.88	0.00
Purchase of SID					1,383.00	1,383.00	0.00
Increase in reserves		0.00		0.00			5,000.00
Total Expenditure	39,863.44	25,397.00	29,365.85	24,087.00	16,717.94	29,712.61	29,770.00

Sutton St. Nicholas Parish Council

Precept	19,635.00	21,077.00	28,577.00
Band D equivalent properties	380.49	392.18	392.18
Estimated Cost per Band D	51.60	53.74	72.87
Opening reserves			21,360.00
Add income			24,472.33
			45,832.33
less payments estimated reserves as at 31/03/18			-29,712.61
			16,119.72
Reserves			
Election Churchyard reserve			1,400.00
Village Hall			2,000.00
Good Neighbour Scheme			6,000.00
Village Gateway reserve			500.00
Open space reserve			1,000.00
Specific reserves			1,000.00
General reserves			11,900.00
			4,219.72
			16,119.72

Bank Reconciliation as at 5th February 2018

		£
Opening 01/04/17		21,039.77
Income		21,996.33
		43,036.10
Less Payments		23,895.30
Balance		19,140.80
Bank Statement	11/01/17	19,721.32
Less Outstanding Cheques		
1045	30.00	
1055	74.40	
1057	68.00	
1058	297.72	
1059	74.40	
1060	36.00	580.52
Balance		19,140.80