

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 6th November 2017. (SPC/TF/115)

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/114) held on Monday 2nd October 2017.**
 The minutes were signed by the Chairman as a true 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	Y e s	N o	Agenda Item		DPI or NPI
Cllr Ron Gow		√			
Cllr Ann Burke	√		10	On the PCC	Disclosable Pecuniary Interest
Cllr Richard Andrews	√		8	Land adjacent	Disclosable Pecuniary Interest
			11	Adjacent to residence	Disclosable Pecuniary Interest
Cllr Stan Gyford		√			
Cllr Tina Hurley		√			
Cllr Ian Nicholas		√			
Cllr Anna Toon	√		11	Adjacent to residence	Disclosable Pecuniary Interest

5. **Report from Clerk on actions from the last meeting**
 There were 21 actions requiring completion six were completed, one closed and 14 were in progress (Appendix 1 refers). (Noted)

6. **Questions/Issues on any matter, from members of the public present.**
6.1 Ward Councillors Report
 A brief verbal report was received from the Ward Councillor (Appendix 2)

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6.2 Local Police Report

The Parish Council noted that there was one incident in Sutton St Nicholas – *Theft of chainsaw and wacker plate from within an outbuilding in isolated rural location between 10th and 11th Oct.*

6.3 Questions from other members of the public

There were no questions from the public.

7. Sutton Playing Field – Youth Facilities

The Clerk informed the Parish Council of the general correspondence received, however there was no progress on the matter. Having considered the matter it was agreed that Cllr Anna Toon would liaise with the parents and report back to the Parish Council on the actions

Action Clerk to send to Cllr Toon the report from the previous site visit.

8. Planning Application – Plots 5 & 6 Land Adjacent to Willowcroft, Sutton St Nicholas (173344):- Application for approval of reserved matters for 2 cottages and garages following outline approval ref. 150249. **Having considered the matter the Parish Council resolved to support the application.**

Action Clerk to inform Herefordshire Council of the Parish Councils decision

Cllr Richard Andrews left the meeting for this Agenda item

Agenda item 11 was considered next

9. Planning Application – 3 Shelley Place, Ridgeway Road, Sutton St. Nicholas HR1 3BH :- Proposed decking and replacement shed (Part retrospective) Having considered the matter the Parish Council **resolved to accept the application subject to improved screening and a restriction on power tools**

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

10. St. Nicholas Church - Grass Cutting

The Parish Council considered the request from the PCC to have the number of cuts increased from 7 to 12. Having considered the matter the Parish Council **resolved to increase cuts to up to 10 cuts per year depending on growing conditions.**

Action - Clerk to inform the PCC of the Parish Councils decision.

11. Sutton St. Nicholas Parking Review

This item was considered next after agenda item 8

Having considered correspondence the Parish Council resolved to accept the recommendation.

Action Clerk to inform ADL of the Parish Council decision

Cllr Richard Andrews and Cllr Anna Toon left the meeting for this agenda item

12. Franklands Corner

Having reviewed correspondence and considered the matter the Parish Council resolved to support a reduction in the speed limit to 30mph

Action Clerk to inform ADL of the Parish Councils decision.

13. Speeding Through the Village

The Parish Council considered its approach to reduce speeding through the village. And agreed to the following

- Village gates
- Speed indicator Devices
- 30mph road markings on the entrance to the village on the Ridgeway Road.

Action Clerk to get indicative costs for Village gates, and the 30mph road marking.

14. Village Freighter/Skip

The Parish Council was informed that it had received an enquiry from a Sutton St. Nicholas resident asking if it was possible to reintroduce this facility in Sutton St. Nicholas. The matter was deferred until the next meeting so that the Clerk could get costs.

Action Clerk to get costs

15. Defibrillator

The Parish Council has received confirmation from Les Chambers that he will purchase a defibrillator up to a cost of £2,000 The Clerk has written to the Solicitors requesting a quote for the works (Noted)

16. Public Path Diversion

The Parish Council considered correspondence received as part of the public consultation. The Parish Council was reminded that on 4th September 2017 the Parish Council resolved to support the diversion. The Parish Council resolved to restate its decision to support the diversion.

Action The Clerk to inform Herefordshire Council of the Parish Council decision.

17. Village Website

The Parish Council was informed that there was continuing problems regarding the transfer of the Domain Name, There is a draft website on Eyelids development platform and Councillors were asked to have a look and comment. Cllr Ann Burke agreed to look at the site on behalf of the Village Hall Committee. The Clerk would also liaise with Keith Lawton of the PCC.

18. Financial Report

18.1 Confirmation of Balances £26,318.16 (**Appendix 3**)

18.2 Receipts £10,538.50 (second precept)

18.3 Invoices for payments

Ref	Payee	Amount £	VAT	
1	Mike Darley	20.00	N/a	4/09/17 (invoice 56)Lengths man Duties
2	R. A. Ford	372.12	N/a	05/11/17 Clerks Salary
3	Marden Parish Council	1,383.00	N/a	20/10/17 half the cost of SID purchased jointly with Marden PC
4	British Legion	30.00	N/a	Poppy Wreath
5	Grant Thornton	240.00	40.00	31/10/17 (invoice 8748854) 2017 Annual Return

Resolved to authorise for payment and cheques signed.

19. Risk Register

The Parish Council reviewed the Risk Register November 2107 and supporting documents, having considered the register no changes were made.

Action Clerk to get 3 quotes for tree works on St. Nicholas Churchyard and Millway/Willow Rise open space.

20. Speed Indicator Device (SID)

The Parish Council considered the Parish Councils approach to the management of the Speed Indicator Device i.e. recharging of battery, re-siting, and data collection. The Parish Council was of the view that it would be ideal if both Parishes had the same contractor. The Clerk was asked to liaise with the Mardens Clerk on the matter.

Action-The Clerk to get quotations for resisting, data collection and recharging the battery

21. Sutton Walls – Kissing gate

The Footpath officer informed the Parish Council that having discussed with the local policing team and land owners, about the motor bikes on Sutton Quarry and Sutton Walls suggested that a kissing might help control access of the bikes at the main entrance to Sutton Wall. He also informed the Parish Council that Mr Mark Andrews and his brother, have had Sutton Quarry re-fenced, to stop any access by bikes and pedestrians from ST 6 bridleway.

At the main entrance to Sutton Walls, ST 1, it was suggested that a kissing gate be installed, to curb any access by bike or horses. This would still allow pedestrian access but deter other users from attempting to gain a way in. It would also help with the Sutton Walls conservation groups Charity Status of the scheduled ancient monument.

Having considered the matter the Parish Council resolved to have a kissing gate installed on ST1 using P3 monies.

Action Footpath Officer to submit a quote for installation to the Clerk

22. Footpath Officer

The Footpath Officer informed the Parish Council that the season had now slowed down but monitoring of the paths for any trees that are down, continues.

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

- 23.1 – Balfour Beatty- Weobley Sutton Walls Queenswood Briefing 27/10/17 (noted)
- 23.2 – Balfour Beatty – Weobley Sutton Walls Queenswood Briefing 20/10/17 (Noted)
- 23.3 – Balfour Beatty - Weobley Sutton Walls Queenswood Briefing 13/10/17(Noted)
- 23.4 – Balfour Beatty - Weobley Sutton Walls Queenswood Briefing 0710/17(Noted)
- 23.5 – Balfour Beatty – Various Challenge Fund Resurfacing (Noted)
- 23.6 – Herefordshire Council Neighbourhood Planning Event (Noted)
- 23.7- HALC – Change of AGM date (Noted)
- 23.8 - Herefordshire Rural Hub – Newsletter October 2017. (Noted)
- 23.9 – Herefordshire Council Invite to Village Assets Seminar (Noted)
- 23.10 – Planning application Land at The Elms

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

- **Marshfield Caravan Site – Cross keys** - discuss its enlargement

25. Confirmation of the date, time and venue of the next meeting, Parish Council Monday 4th December 2017 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
11/01	03/05/16	16	Purchase of additional Litter Pickers	Clerk to purchase four litter pickers	Clerk		Work in progress
11/02	05/12/16	10	Village Hall Kitchen Heaters	Chairman to inform the committee of the Parish Councils decision.	Cllr Gow		Work In Progress
11/03	05/12/16	13	Three Mile Post	The Footpath Officer to re-site the post	Mike Darley		Completed
11/04	06/03/17	17	Footpath MR42	Footpath Officer to monitor			Work in progress
11/05	06/03/17	17	Footpath MR42	Clerk to liaise with Balfour Beatty			Work in progress
11/06	06/03/17	19	Donation	Clerk to raise a cheque once a formal request is received			Work In progress
11/07	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
11/08	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
11/09	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
11/10	03/07/17	17	Community Garden Fence	Clerk to get quotations	Clerk		Closed
11/11	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
11/12	07/08/17	13	Village Hall – Car Park Lighting	The Village Hall Management	Village Hall Committee		Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
				Committee to seek a second opinion on any quotes received from the academy			
11/13		12	St Ethelbert Close	Footpath officer to carry out the required cutting back as a matter of priority	Footpath Officer		Work In progress
11/14		15	Defibrillator	Clerk carry out the necessary work to get the defibrillator sited,		Agenda Item	Work In progress
11/15		18	Reform of The Data Protection Legislation	Clerk to liaise with HALC	Clerk	Training Booked	Work In progress
11/16		23	Sutton Playing Field	Footpath Officer to trim Hedge	Footpath Officer		Completed
11/17		24	Sutton Playing Field	Clerk to action Moderate risks and review the other risks	Clerk		Work in progress
11/18	2/10/17	8	Sutton Playing Field –Youth Facilities	Clerk to make a further request for progress on youths actions	Clerk		Completed
11/19	2/10/17	13	Village Hall Lights	Clerk to inform the Village Hall Management Committee of the Parish Councils donation	Clerk		Completed
11/20	2/10/17	14	Village Hall Wi-Fi	Clerk to inform the Village Hall Management Committee of the Parish Council	Clerk		Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
				decision			
11/21	2/10/17	16	Millway/Willow Rise Sign	Cllr Ian Nicholas to report back on progress	Cllr Ian Nicholas		Work In progress

Ward Councillor's Report

Highways Talk on 30/10/17

Cllr. Barry Durkin (Cabinet Member for Transport & Roads) provided a very good & frank talk on the current position regarding Highways matters & government funding for roads. Parish Councillors from all three Parishes in the Ward were able to raise their highways issues with Cllr. Durkin & importantly were able to highlight the matter of Sutton Walls Ward's priority road (the C1120 from Moreton on Lugg to Marden) & request that it is prioritised for resurfacing. Cllr. Durkin advised that it is a "high priority" & that he would have an update in April/May next year. He mentioned that Balfour Beatty are holding two presentation sessions for Parish Councillors on the new "Community Commissioning" scheme to be held at the Kingsland Depot, on 10th November 2017 at 3pm & at Thorne Offices, Rotherwas on 15th November 2017 at 6pm. I attended the Balfour Beatty Members' briefing on 1st November 2017 which included an update on the Challenge fund works, technical briefing on surfacing types, preparations for winter, Lengthsman P3, locality working and an introduction to the Community Commissioning model. This was only mentioned rather briefly, however, Balfour Beatty advised that they are working on a "Tool Kit" for Parish Councils which will cover all the details & the full process.

Re: Update on School Bus Stop Issue

Copy email – body of text from Alan Lewis (Passenger Transport Manager) is as follows;

"I understand that when the school was completed it had facilities for a drop off/pick up within the grounds. Initially this was not used and at the request (of the Parish Council?) my education transport team arranged for buses to use the school grounds as originally envisaged.

Although the grounds do not have a bus shelter it was considered safer for the buses to use the school grounds rather than the stop outside the village pub.

It would seem that part of the current problem is parent parking making access for buses difficult particularly in the afternoons.

Unfortunately there is no budget available for erection of new bus shelters in schools or on the highway"

Re: A49 Issues - update

I have thanked Bill Wiggin MP for making representations to Highways England and updated him with the news of the more positive recent response (& works carried out) from Highways England. Although, I understand that there are no plans for a reduction in the speed limit at the moment, but no doubt this issue will be looked at again & reviewed in the future. I emphasised, that the speed of the traffic on A49 along the stretch of road at Moreton on Lugg remains a substantive concern for all and asked for his continued help with this matter – which would be much appreciated.

Boundary Commission for England published revised proposals

The Boundary Commission for England (BCE) launched its third and final consultation on changes to Parliamentary constituencies in England on 17th October 2017, intended to come into effect for the next scheduled general election in 2022.

This is the last chance to have your say on decisions that could affect Herefordshire. The

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proposals were published on 17th October 2017 and are a result of feedback from public consultations in September 2016 and March 2017. The Hereford and South Herefordshire proposed changes document is available to view at Hereford Town Hall. The North Herefordshire proposed changes document is available to view at Leominster Library.

To make a comment look up the consultation online, where you can also see other people's comments and view the proposed changes for Herefordshire on the interactive map www.bce2018.org.uk For further information email - information@boundarycommissionengland.gov.uk Tel: 020 7276 1102 or write to: Boundary Commission for England, 35 Great Smith Street, London, SW1P 3BQ

Re: Keep Herefordshire Warm - update

Keep Herefordshire Warm can offer advice and support before winter sets in:

- Find out about home energy grants, benefits and finance options
- Make your home more energy efficient
- Improve your heating and insulation
- Help with your energy tariff and supplier switching
- Find the best installation company for your needs
- Advice on how to generate your own heat and electricity

Freephone: 0800 677 1432

Text: 07583 740914

Email: khw@mea.org.uk

Keep Herefordshire Warm is a partnership between Herefordshire Council and Marches Energy Agency

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Report by Kema Guthrie 06/11/17

Bank reconciliation as at 6th November 2017

		£
Opening 01/04/17	Opening 01/04/17	21,039.77
Income		21,996.33
		43,036.10
Less Payments		16,717.94
Balance		26,318.16
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	
1046	240.00	2,654.12
Balance		26,318.16