

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 7th August 2017 (SPC/TF/111)

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

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

Members of the Public – 5

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/109) held on Monday 3rd July 2017.**
 The minutes were signed by the Chairman as a correct record of the meeting
3. **Receive approve and sign the minutes of the Extraordinary Meeting of the Parish Council (no SPC/TF/110 held on Monday 31st July 2017**
 The minutes were signed by the Chairman as a correct record of the meeting
4. **Disclosable Pecuniary Interest Dispensations**
 There were no written requests for dispensation received.
5. **Declarations of Interest**
 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	X		12&13	Trustee - Village Hall Management Committee	Dis-closable Pecuniary Interest
Cllr Ann Burke	X		12&13	Trustee - Village Hall Management Committee	Dis-closable Pecuniary Interest
Cllr Richard Andrews		X			
Cllr Stan Gyford		X			
Cllr Tina Hurley		X			
Cllr Ian Nicholas	X		12&13	Trustee - Village Hall Management Committee	Dis-closable Pecuniary Interest
Cllr Anna Toon		X			

Sutton St. Nicholas Parish Council

6. Report from Clerk on actions from the last meeting

There were 19 actions requiring completion six were completed 12 were in progress, one closed (Appendix 1 refers). The Clerk highlighted item 8/18 fencing, and suggested that this was put on hold until the outcome of the car park lighting was known due to the likely costs, which was noted by the Parish Council.

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

7.1 Ward Councillors Report

A brief verbal report was received from the Ward Councillor (Appendix 2 refers), it was noted that there had been Quad bikes on Sutton Walls, with the two lads seen on private land identified as the same lads from Marden. It was highlighted that Herefordshire Council had limited powers however the police were willing to take stronger action.

Action Cllr Kema Guthrie to arrange a Ward Meeting with Cllr Durkin (Cabinet Member for Transport & Roads). The meeting to be held at Sutton Village Hall.

7.2 Local Police Report

The Parish Council noted that there were no incidents in Sutton St. Nicholas..

7.3 Questions from other members of the public

A Parishioner asked the Parish Council to confirm that Millway/WillowRise open space was no longer on the books for development. Cllr Ron Gow informed the Parishioner that the Parish Council did not have and would not have any intention of developing the open space.

8. Sutton Playing Field –

the Parish Council was informed that a meeting had been arranged for Saturday 12th August 12noon. Possible things to think about included:-

- Indicative costs of a half Pipe
- possible Location
- possible insurance implications
- possible curfew time
- Noise Barrier
- Youths involvement in the construction
- No lighting
- possible hardened area around a half pipe structure

Councillor Anna Toon informed the Parish Council that she had contact details of parents and that there was a Facebook page called Sutton Ramps which had 54 members. The Clerk informed the Parish Council that he would not use the Facebook page as he intended to deal directly with parents by email. Cllr Toon agreed to put notification of the site visit on the Facebook page.

The update was noted

Action – Cllr Anna Toon to let the Clerk have parents contact details.

9. Purchase of Speed Indicator Device

The Parish Council was informed that following the presentation by Traffic Technology, costs have been submitted, and to ensure value for money the Marden Clerk in agreement with the Sutton St. Nicholas Clerk would get additional quotations. The intention is to hold a joint meeting with representatives from Marden to consider costs and agree jointly on a preferred SID purchase, with the group making a recommendation to their respective Parish Council. The meeting to be held on Monday 4th September 2017 @3pm at Sutton St. Nicholas Village Hall, A Parishioner felt that spending money on a SID was not value for money and felt that resources would be better used to support a Speed Watch Group, and he was willing to help with the training required, he also felt that a group of volunteers could be trained to participate in Speed

Sutton St. Nicholas Parish Council

Watch. The Parish Council was informed that Councillors Burke, Gyford and Toon had volunteered in the past and that a call for volunteers had been previously made in Sutton News and no volunteers came forward, in addition the speed guns had been sent to America to be calibrated. The Clerk reminded the Parish Council that the rationale behind the possible purchase was linked to the current cost of £1,000 a year for four sitings and the indications were that the costs would continue to rise and that parishioners appreciated having them.

Action Clerk to follow up with West Mercia police to see if a Speed Watch group could be set up.

Action Put a request in Sutton News for Speed Watch volunteers

10. Litter Bins

The Parish Council was informed that Balfour Beatty had submitted costs for two bins equalling £1,388.37 and that Mike Darley (footpaths Officer) had identified costs for galvanised bins ranging from £16.99 to £25.00. The Clerk also suggested that the Parish Council look at the possibility of having bins similar to the one located at Ordis Court, fixing being carried by the Parish Council.

Having considered the Parish Council resolved that the footpath Officer replace the bins at the Lichgate and the Old Post Office with galvanised bins bolted down and painted black, with the budget set at £100.

Action Footpath Officer to purchase and install bins

11. Bus Shelter

The Clerk informed the Parish Council that correspondence had been received from Sutton Primary Academy, who would consider the request at their next Governors meeting to be held on 7th November 2017, they would then have to discuss the matter at the next Village Hall Committee to be held sometime in late November. The Parish Council having considered the matter asked Cllr Kema Guthrie to request that Herefordshire Council reinstate the drop off point at the bus stop on the Golden Cross Junction. Cllr Anna Toon highlighted that the Safer School Pot could fund the purchase of the Bus Stop.

Action Cllr Kema Guthrie to inform Herefordshire Council of the Parish Councils request.

12. Village Hall – Vehicular Access

Having declared an interest in the item the Chairman vacated the chair and Cllr Stan Gyford took the chair. Cllr Ron Gow then informed the Parish Council that the Village Hall Management Committee had received requests from caterers using the village hall for a wider hard standing to allow vehicular access to the side of the village hall.

Cllr Ron Gow, Cllr Ann Burke and Cllr Ian Nicholas withdrew from the meeting to allow a discussion to take place

The Clerk recommended that this was linked with the fence quotation. It might also be prudent to have the Village Hall Management Committee raise these projects with Sutton Academy at their next joint meeting. It might also be prudent to put these projects on hold until we know the outcome of the Car Park Lighting project. A discussion took place which included the possibility of resiting a bay for the disabled nearer the ramp and having a dedicated bay for unloading, in-addition a good quality trolley be purchased.

Having considered the matter the Parish Council resolved that a bay for the disabled be resited nearer the ramp and a good quality trolley be purchased.

Sutton St. Nicholas Parish Council

Action The Village Hall Management Committee seek quotes for the resiting of a bay for the disabled.

13. Village Hall – Car Park Lighting

Having declared an interest in the item the Chairman vacated the chair and Cllr Stan Gyford took the chair. Cllr Ron Gow then informed the Parish Council that the upgrading of the lighting was essential following a successful insurance claim and if not done the Management Committee would not have a leg to stand on if there was another claim. The Parish Council was also informed that the supplier of the original lighting was no longer in business and spare parts could not be sourced. Cllr Ron Gow, Cllr Ann Burke and Cllr Ian Nicholas withdrew from the meeting to allow a discussion to take place. A discussion took place as to the need for the upgrade and the likely costs, it was felt that the Parish Council would need an independent view on the matter. Having considered the matter the Parish Council resolved to get a second opinion once the figures and specification was received from the academy

Action The Village Hall Management Committee to seek a second opinion on any quotes received from the academy.

14. Budget Priorities Consultation

Councillors Gow, Burke and Nicholas returned and Cllr Ron Gow took the Chair. The Parish Council completed the questionnaire and the Clerk was authorised to complete the questionnaire on line.

Action Clerk to complete the on-line questionnaire taking account of the Parish Councils wishes.

15. Financial Report

15.1 Confirmation of Balances- £ 20,605.61 (Appendix 3 refers)

15.2 Receipts -£887.33 (£42.83 Wayleave payment, £844.50 Lengthsman Final Payment 2016/17)

15.3 Invoices for payments

Ref	Payee	Amount £	VAT	
1	Mike Darley	520.00	n/a	31/07/17- Grass cutting. Footpath Work and Bin Clearance
2	R. A. Ford	372.12	n/a	05/07/17 Clerks Gross salary

Noted Direct Debit Payment to Public Works Loan Board in the Sum of £4,298.87

Resolved to authorise for payment and cheques signed.

16. Budget Monitoring Report

The Clerk introduced the budget monitoring report for the period to 30th June 2017. (Appendix 4 refers) and highlighted the over spend of £1,195.88 which related to the budgeted expenditure for the planning advice relating to the Telecom Mast, Herefordshire Rural Development Site Allocations. (Noted)

17. Welsh Water

The Parish Council was informed that the Parish Council had received advance notice that Welsh Water was planning to carry out work in Hereford, which would have an effect on traffic around Hereford. relevant households would be receiving a newsletter. (noted)

Sutton St. Nicholas Parish Council

18. Power Outages and Future Works

The Parish Council was informed that the Parish Council had received a copy of correspondence sent to a parishioner by Western Power Distribution outlining the work they have planned to improve the situation. The Parish Council noted the correspondence.

Action – Clerk to put the details of the letter in Sutton News.

Action – Clerk to Email Keith Lawton and thank him for highlighting the issue .

19. Missing Bus Stop – Frankland Gate

The Parish Council has been informed that the bus stop was missing, the Clerk has had a look and can confirm that it is missing, the Clerk was not sure if it was located in the Sutton St Nicholas Parish. The Footpaths Officer (A Marden Councillor) informed the Parish Council that it was sited in Marden Parish and that the Parish Council had it removed.

Action Clerk to update Parishioner who reported it missing.

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

- 20.1 – Balfour Beatty – Weobley, Sutton Walls, Queenswood Briefing 07/07/17 (Noted)
- 20.2 – Balfour Beatty – Weobley, Sutton Walls, Queenswood Briefing 14/07/17 (Noted)
- 20.3 – Balfour Beatty – Weobley, Sutton Walls, Queenswood Briefing 02/07/17 (Noted)
- 20.4 – Rural Hub Herefordshire- Newsletter August 2017 (Noted)
- 20.5 – Cllr. Kema Guthrie – A49 road closure (Noted)
- 20.6 - Balfour Beatty – Road closure signs at the Golden Cross Junction (Noted)

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

- Identifying Priority Roads
- Tree on Willowcroft
- Tree on Footpath accessing St Ethelbert Close
- Telecom Mast -update
- Wi Fi Village Hall
- Village Website
- Defibrillator

22. Confirmation of the date, time and venue of the next meeting, Parish Council Monday 4th September 2017 at 7.15pm in Room 2 at the Village Hall

Sutton St. Nicholas Parish Council

Appendix 1

Status of Actions from last meeting

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
08/01	03/05/16	16	Purchase of additional Litter Pickers	Clerk to purchase four litter pickers	Clerk		Work in progress
08/02	05/12/16	10	Village Hall Kitchen Heaters	Chairman to inform the committee of the Parish Councils decision.	Cllr Gow		Work In Progress
08/03	05/12/16	13	Three Mile Post	The Footpath Officer to re-site the post	Mike Darley		Work In progress
08/04	06/03/17	17	Footpath MR42	Footpath Officer to monitor			Work in progress
08/05	06/03/17	17	Footpath MR42	Clerk to liaise with Balfour Beatty			Work in progress
08/06	06/03/17	19	Donation	Clerk to raise a cheque once a formal request is received			Work In progress
08/07	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	Email sent to Lengthsman	Work In progress
08/08	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
08/09	05/06/17	7.3	Question from the public	Clerk to order four bags of play bark and the footpaths Officer to meet with Clerk to agree where to spread it	Clerk	Bark ordered for Friday 11 th August	Completed
08/10	05/06/17	7.7.2	Question from the public	Clerk to get costings from Balfour Beatty	Clerk	Agenda Item 10	Completed

Sutton St. Nicholas Parish Council

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
08/11	05/06/17	13	Bus shelter at Village Hall	Clerk to make a request to Sutton Academy School	Clerk	Agenda Item 11	Work in Progress
08/12	05/06/17	14	Community Garden Fence	Clerk to seek quotes	Clerk	See 08/17	Closed
08/13	03/07/17	9	Two Parcels Of Open Spaces	The Clerk and Cllr Gyford arrange a meeting with the parents and the youths to move the project forward.	Clerk	Agenda Item 8	Work in progress
08/14	03/07/17	10	Planning Application – The Cresswells (164051)	Clerk to inform Herefordshire Council of the Parish Councils decision	Clerk		Completed
08/15	03/07/17	11	Planning Application - The Cresswells Listed Building Consent (164052)	Clerk to inform Herefordshire Council of the Parish Councils decision	Clerk		Completed
08/16	03/07/17	12	Rural Areas Site Allocation	Clerk to complete questionnaire	Clerk		Completed
08/17	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
08/18	03/07/17	17	Community Garden Fence	Clerk to get quotations	Clerk	See Agenda Item 12	Work In Progress
08/19	03/07/17	18	Litter Bins	The Footpaths Officer to get quotations for the installation of adapted incinerator bins at both sites	Footpath Officer	Agenda Item 10	Completed

Ward Councillor's Report**2. Re: Highways Matters****RE: Balfour Beatty Road Closures 1) C1125 (National Grid Works) & 2) C1126 (Fallen Tree)**

A number of constituents have made comments/raised concerns regarding the recent road closures.

C1125 (National Grid Works) – It would have been helpful to have the times of the road closure displayed & the dates of the closure from & to (end date) with details of the location of the works too.

C1126 (Fallen Tree) – emergency road closure (not detailed on the Herefordshire Council website – travel information). I have alerted Council Officers to the problem of the travel information on the website - sometimes not being kept up to date.

I have passed these comments onto Balfour Beatty & requested that it would be really helpful to have more information on future road closures accordingly. Locality Steward recommends roadworks.org website for travel information.

Re: Watery Lane, Sutton St. Nicholas - Drainage Works

I have alerted Balfour Beatty to the Parish Council's dissatisfaction regarding the "multiple times" the Drainage Team have visited the site only to schedule a "dig down" which is considered could have been done much sooner.

I've requested:

- 1) an explanation of the purpose of the previous visits to the site
- 2) the date of the "dig down" & give detail of the works required

& I am awaiting a response.

Re: Condition of carriageway on C1126 to Marden ref: recent accident

_Our Locality Steward has advised of the following:

"I have today forwarded the asset team an enquiry for the road where the vehicle recently left the carriageway on C1126. I have recommended 50 linear metres of kerb installation. This will be added to the future programme list and prioritised accordingly."

Re: Priority Roads – Reminder for the Parish Council

_The "Priority Roads" for the parishes need to be submitted soon (*draft suggestions for resurfacing programme in September for consideration of inclusion in next year's highway*

Sutton St. Nicholas Parish Council

programme). I wholly support Marden's "Priority Road List for Resurfacing 2018-19" and have sent it onto the Balfour Beatty Asset Team.

They are in order of priority:

Moreton Road C1120 from Old School House to Moreton Bridge

Ash Close, Walkers Green

Burmarsh Road U72615

Franklands Corner C1125

Re: Update on Highways Talks

_I have requested additional Balfour Beatty briefing sessions for Parish Councils and am waiting to hear back.

Re: Deferred Highways Talk – New Cabinet Member, Cllr. Barry Durkin

_There have been changes to the Cabinet, whereby Cllr. Rone is no longer be the Cabinet Member for Transport & Roads. I will therefore contact Cllr. Barry Durkin (new Cabinet Member for Transport & Roads) in due course regarding a possible talk on Highways for Sutton Walls Ward.

3. Herefordshire secures £5m funding for road maintenance

Additional government funding secured for the county's roads

Herefordshire Council has been awarded £5 million from the Department for Transport's Local Highways Maintenance Challenge Fund.

The road maintenance works will include a specific focus on the Midlands Connect strategic economic corridors which comprise of the A465, A438 and A4103 through Herefordshire.

The £5 million of government funding will be supplemented £3 million from Herefordshire Council's own capital programme, and the scheme is set to improve the condition of these A roads through a combination of resurfacing, surface dressing and carriageway rejuvenation which will be carried out by Balfour Beatty Living Places.

This funding follows an additional investment of £20 million into local roads by Herefordshire Council between 2014 -2016.

Motorcycle Noise – on sewage works road;

On receiving a complaint about the noise, I reported this issue to our Local Environmental Health Officer who I understand is pursuing the matter with the help of the police.

Report by Kema Guthrie 7th August 2017

Sutton St. Nicholas Parish Council

Appendix 3

Bank Reconciliation as at 7th August 2017

		£
Opening 01/04/17	Opening 01/04/17	21,039.77
Income		11,457.83
		32497.60
Less Payments		11,891.99
Balance		20,605.61
Bank Statement	14/06/17	21,926.30
Income not credited		42.83
		21,969.13
Less Outstanding Cheques		
1013	72.00	
1014	325.00	
1017	74.40	
1019	520.00	
1020	297.72	
1021	74.40	1,363.52
Balance		20,605.61

Sutton St. Nicholas Parish Council

Budget Mooring Report as at 30th June 2017

Appendix 4

Income	Budget 2015/16	Actual 2015/16	Budget 2016/17	Actual 2016/17	Budget 2017/18	Actual 2017/18	variance
Precept	19,635.00	19,635.00	19,635.00	19,635.00	21,077.00	10,538.50	-10,538.50
Other -	0.00	0.00	0.00	0.00	0.00	32.00	32.00
Lengthsmans Scheme	0.00	0.00	0.00	0.00	0.00	0.00	0.00
New Lengthman Scheme	2,901.80	380.00	1,584.00	892.00		0.00	0.00
Bursery	50.00	0.00	0.00	0.00	670.00	0.00	-670.00
VAT recovered / estimate	357.00	718.97	3,100.00	3,478.74	1,350.00	0.00	-1,350.00
Neighbourhood Plan Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00
P3 Scheme	1,078.00	1,403.00	1,078.00	999.00	990.00	0.00	-990.00
Lottery Grant	0.00	9,650.00	0.00	0.00	0.00	0.00	0.00
Section 106 monies	0.00	4,934.76	0.00	0.00	0.00	0.00	0.00
Total Income	24,021.80	36,721.73	25,397.00	25,004.74	24,087.00	10,570.50	-13,516.50
Expenditure							
Clerks Salary	3,590.00	4,404.09	4,310.00	4,418.26	4,645.00	1,488.48	3,156.52
Admin/Office Expenses	291.00	178.51	450.00	1,365.92	400.00	184.56	215.44
Training	150.00	150.00	150.00	30.00	120.00	30.00	90.00
Subsidy to Village Hall	500.00	0.00	500.00	0.00	500.00	0.00	500.00
Insurance	800.00	765.42	780.00	798.60	900.00	543.39	356.61
Membership Subs	362.00	906.33	455.00	510.93	501.00	0.00	501.00
Auditors	250.00	250.00	250.00	255.00	260.00	60.00	200.00
Services Repairs and Maintenance	500.00	5,671.75	510.00	510.00	1,205.00	660.00	545.00
Lengthsman	4,220.80	711.98	1,584.00	990.50	870.00	326.00	544.00
Donations	180.00	200.00	200.00	50.00	200.00	0.00	200.00
Elections	0.00	41.00	0.00	0.00	0.00	0.00	0.00
Purchase of open spaces	0.00	0.00	1,000.00	1,247.00	0.00	0.00	0.00
Loan repayment	8,598.00	8,597.74	8,598.00	8,597.74	8,598.00	0.00	8,598.00
Lottery Grant Neighbour- hood Plan	0.00	2,076.66	0.00	2,926.73	0.00	0.00	0.00
Parish Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SIDs	300.00	150.00	620.00	750.00	1,000.00	150.00	850.00
Rent	6.00	5.00	6.00	5.00	1.00	0.00	1.00
New Website	200.00	0.00	300.00	0.00	200.00	0.00	200.00
Neighbourhood Plan	696.00	10,080.60	1,500.00	1,729.40	0.00	49.50	-49.50
Community Garden/Playing Field/Open Space	2,300.00	1,213.05	1,720.00	1,235.60	2,110.00	1,110.00	
Good Neighbour Scheme			500.00	0.00	500.00	0.00	1,000.00
P3 Scheme	1,078.00	1,017.00	1,078.00	1,023.50	1,027.00	616.00	411.00
Vat	0.00	3,444.31	646.00	1,362.67	550.00	287.19	262.81
Consultancy- travellers Site Submission			240.00	1,559.00	0.00	0.00	0.00

Sutton St. Nicholas Parish Council

Sutton News	0.00	0.00	0.00	0.00	500.00	0.00	500.00
Cash	0.00	0.00	0.00	320.00	0.00	0.00	0.00
Reserves	0.00	0.00	0.00	0.00	0.00	1,195.88	-1,195.88
Total Expenditure	24,021.80	39,863.44	25,397.00	29,685.85	24,087.00	6,701.00	17,386.00