

**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 2<sup>nd</sup> October 2017. (SPC/TF/114)**

**Councillors Present**

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

**In attendance**

Mike Darley – Footpath Officer  
 Tony Ford – Parish Clerk

Members of the Public – 0

**1. Apologies for Absence**

There were no apologies for absence.

**2. Receive approve and sign the Minutes of the Ordinary Meeting of the Parish Council (no SPC/TF/112) held on Monday 4<sup>th</sup> September 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/TF/113) held on Tuesday 12<sup>th</sup> September 2017.**

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

**4. Disclosable Pecuniary Interest Dispensations**

At the request of the Clerk the Parish Council considered and gave dispensation for Cllr Ron Gow, Cllr Ann Burke and Cllr Ian Nicholas to update the Parish Council (Agenda item 12 refers)

**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	√		12.13 14	Village Hall Management Committee	Dis-closable Pecuniary Interest
Cllr Ann Burke	√		12,13.14	Village Hall Management Committee	Dis-closable Pecuniary Interest
Cllr Richard Andrews	√		9	Owns land next to Willowcroft Development	Dis-closable Pecuniary Interest
Cllr Stan Gyford		√			
Cllr Tina Hurley	√		19	Home near open space	Dis-closable Pecuniary Interest
Cllr Ian Nicholas	√		12.13.14 19	Village Hall Management Committee Home near open space	Dis-closable Pecuniary Interest

**6. Report from Clerk on actions from the last meeting**

There were 29 actions requiring completion 12 were completed 17 were in progress (Appendix 1 refers).

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

**7.1 Ward Councillors Report**

Having sent her apologies there was no Ward Councillor report

**7.2 Local Police Report**

The parish Council noted that there was one incident in Sutton St. Nicholas *'Between 26<sup>th</sup> Aug and 7<sup>th</sup> Sept. The victim had left a Specialise red Hard Rock mountain bike on an exercise stand in the front area of the garden at home. Between stated times an unknown suspect has stolen the pedal cycle with the exercise stand attached. Photos of stand shared on SNT Twitter page.*

*We have received a number of complaints of a group of males riding off road motorbikes on various patches of land within the area. The males usually push the bikes when on the road and then ride them once they are out of sight. Please report any sightings of these males via 101 so that we are able to deal with the problem accordingly.'*

**7.3 Questions from other members of the public**

There were no questions from the public.

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

The Parish Council was informed that following the last meeting as instructed the Parish Clerk emailed parents asking for progress on the youth's actions and at the date of the meeting no reply had been received, The Clerk was ask to follow-up and report back to the next meeting

**Action** Clerk to make a further request for progress on Youths actions

**9. Willowcroft Development**

Cllr Richard Andrews left the meeting for this agenda item

Mr Les Chambers informed the Parish Council that he intended to request a variation to a previously approved application (170156), it was his intension to re-site the garage were the house was originally located and the garage where the house was, he showed the Parish Council the original drawings and the proposed drawings. The re-site would give the property a bigger garden. He also informed the Parish Council that he would be submitting detailed drawing for two more houses. The Parish Council thanked Mr Chambers for the update and informed him that once the notification had been formally received they would consider the matter and make a decision based on the information logged on Herefordshire Council website.

**10. Community Speed Watch**

The Parish Council was informed that a reply had been received from the Community Speed Watch Co-ordinator as follows :-

*'I have looked further into this and in 2016 we did some data collection outside the Primary school. The speeds recorded were above the criteria for Community Speed Watch (CSW).*

*My thought is to take some more data further in the village to get a picture of speeds further in. if we were to operate as CSW then we would look further in and with the village being on a cross road we would look at the different sections of the village. With that current data being above the criteria for CSW then we cannot introduce CSW there but data in another part of the village might fit that criteria for CSW and we can look at what the options are there.*

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*I will put that data request in, but please note that there is a list of data collection to be done and any new requests are added onto the list. I will update you once that is completed.* Although disappointing The Parish Council noted the update, this will be a quarterly agenda item

### 11. Speeding Through The Village

Cllr Guthrie (Ward Councillor) has again been in touch with Herefordshire Council to see if Section 106 monies can be used. The Parish Council agreed to continue in their ongoing support to Cllr Guthrie in her efforts to get a reply from Herefordshire Council.

### 12. Village Hall lights

Cllr Ron Gow informed the Parish Council that five the current lights do not work and are not replicable as the supplier is no longer in business,, there had been an insurance claim which had cost the insurance company £18,000. The claim arose as there was a fall when the lights were not on or working. If there was a repeat of such an incident it was likely that the insurance company would not pay out, so the lights have to be replaced. Costs have been received for replacement lights from the schools representative and are based upon one quotation The Management Committee felt that Joseph was a general builder not a light specialist, an email has been sent to the schools representative asking for more information and an explanation as to why only one quotation was sought.

### 13. Village Hall Lights -

Councillor Ron Gow, Councillor Ann Burke and Councillor Ian Nicholas left the meeting for this item, having considered a request from the Village Management Committee for a grant towards the Village Hall Lights. In view of the health and safety issue and the past insurance claim it was agreed that the lights had to be replaced, however there was a concern that only one quotation had been received and therefore no comparison could be made from a value for money point of view. In view of the fact that the lights must be replaced it was agreed that a grant of up to £4,000 be granted on the understanding that the management committee make arrangements to have the fencing repaired from their own funds. It was also agreed that the Parish Council would seek a quote to compare the materials and labour cost received from the school.

**Action** Clerk to inform the Village Hall Management Committee of the Parish Councils decision

### 14. Village Hall – Wi Fi

Councillor Ron Gow, Councillor Ann Burke and Councillor Ian Nicholas left the meeting for this item. The Parish Council was informed that the costs would be

Connection fee £125.00

Deliver of Business Router £8.50

Fibre Broad Band £48.20 (Includes line rental cost normally £57.50)

In addition BT were unable to provide a service to a building which does not have its address registered with Royal Mail, the Hall will have to be registered.

The Clerk informed the Parish Council that It was important that the Parish Council was seen to be independent of the management of the village hall therefore if the Parish Council was mindful to support this project it must be as a grant payment. The Parish Council considered the matter and resolved not support the application as it was felt that there was no call for the service at the hall, it was also felt that it was five years too late, in addition there was proposed telecom mast .

**Action** Clerk to inform the Village Hall Committee of the Parish Councils decision

### 15. Purchase of Speed Indicator Device

The Parish Council was informed that Marden had ordered the device and that there would be an additional cost for an additional quick release post mounting kit. At a cost of £1,383.00

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### 16. Millway/Willow Rise Sign

The Parish Council considered the matter and requested that Cllr Ian Nicholas investigate the matter further and speak to C, Stanley Jones

**Action** - Cllr Ian Nicholas to report back on progress

### 17. Village Website

The Clerk informed the Parish Council that there was no change since the last update.

### 18. Financial Report

18.1 Confirmation of Balances £17,824.78 (**Appendix 2 refers**)

18.2 Receipts

18.3 Invoices for payments

Ref	Payee	Amount £	VAT	
1	Richard Morgan	363.00	N/a	4/09/17 (invoice 56)Lengths man Duties
2	R. A. Ford	372.12	N/a	02/010/17 Clerks Salary
3	Mike Darley	804.00		30/09/17 (Invoice no 313) Bin Collection, grass cutting weed spraying footpath work
4	Information Commissioner	35.00		Data protection Registration

**Resolved to authorise for payment and cheques signed.**

### 19. Millway /Willow Rise Open Space

The Clerk has contacted the Herefordshire Wildlife Trust who would be sending a quotation for a site visit to advise on what and where to plant.

### 20. Boundary Commission For England

The next stage of the 2018 Parliamentary Constituency Boundary Review will be the publication of the revised proposals on Tuesday 17<sup>th</sup> October 2017, with the consultation period running until 11<sup>th</sup> December 2017.

### 21. Special Ward Meeting with Cabinet Member

To confirm the date and time for meeting with Cllr Durkin, which is Monday 30<sup>th</sup> October 2017 @7.15pm in Sutton St Nicholas Village Hall. The Meeting to be attended by Parish Councils from Marden, Morton on Lugg and Sutton St. Nicholas

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

22.1 – Balfour Beatty- Weobley Sutton Walls Queenswood Briefing 08/09/17 (Noted)

22.2 – Balfour Beatty – Weobley Sutton Walls Queenswood Briefing 22/09/17(Noted)

22.3 - Herefordshire Council – Invite to seminar 28/09/27 (Noted)

22.4 – Herefordshire Clinical Commissioning Group – General request to attend Parish Councils meeting (Noted)

22.5 – Herefordshire Council – Statement on Blueschool House Audit (Noted)

22.6 – Various Challenge Fund Resurfacing updates (Noted)

### 23. Matters relayed to the Clerk for the Agenda of the next meeting

- Village Website
- Defibrillator
- Millway/Willow Rise Open space
- Village Gates

### 24. Confirmation of the date, time and venue of the next meeting, Parish Council Monday 6<sup>th</sup> November 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
10/01	03/05/16	16	Purchase of additional Litter Pickers	Clerk to purchase four litter pickers	Clerk		Work in progress
10/02	05/12/16	10	Village Hall Kitchen Heaters	Chairman to inform the committee of the Parish Councils decision.	Cllr Gow		Work In Progress
10/03	05/12/16	13	Three Mile Post	The Footpath Officer to re-site the post	Mike Darley	The hole has been dug.	Work In progress
10/04	06/03/17	17	Footpath MR42	Footpath Officer to monitor			Work in progress
10/05	06/03/17	17	Footpath MR42	Clerk to liaise with Balfour Beatty			Work in progress
10/06	06/03/17	19	Donation	Clerk to raise a cheque once a formal request is received			Work In progress
10/07	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		Completed
10/08	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
10/09	05/06/17	13	Bus shelter at Village Hall	Clerk to make a request to Sutton Academy School	Clerk		Work in Progress
10/10	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
10/11	03/07/17	17	Community Garden Fence	Clerk to get quotations	Clerk		Work In progress
10/12	07/08/17	12	Village Hall-vehicular Access	The Village Hall	Village Hall Committee		Work In Progress

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				Management Committee seek quotes for the resiting of a bay for the disabled.			
10/13	07/08/17	13	Village Hall – Car Park Lighting	The Village Hall Management Committee to seek a second opinion on any quotes received from the academy	Village Hall Committee		Work in progress
10/14	04/09/17	6.2	Local police report	Clerk to put police update in the Sutton News	Clerk		Completed
10/15		7	Sutton Playing Field – Youth facilities	Clerk to follow up with parents on progress	Clerk		Completed
10/16		9	Identifying Priority Roads	Clerk to inform Cllr Guthrie of the Parish Councils wishes	Clerk		Completed
10/17		10	Purchase of Speed Indicator Device	Clerk to raise the Parish Councils queries with Marden and get final costing	Clerk		Completed
10/18		12	St Ethelbert Close	Footpath officer to carry out the required cutting back as a matter of priority	Footpath Officer		Work In progress
10/19		15	Defibrillator	Clerk to request the name of John Murrays Solicitor and ask for his authority to contact them	Clerk		Completed
10/20		15	Defibrillator	Clerk carry out the			Work In progress

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				necessary work to get the defibrillator sited,			
10/21		18	Reform of The Data Protection Legislation	Clerk to liaise with HALC	Clerk		Work In progress
10/22		19	Millway/Willow Rise Open Space	Clerk to request that Herefordshire Wildlife Trust make a site visit and ascertain the likely cost from the trust	Clerk		Completed
10/23		20	Herefordshire Wildlife Trust	Clerk to inform Herefordshire Wildlife Trust of their decision	Clerk		Completed
10/24		21	Drop Pavement	Clerk to pass on the request to Balfour Beatty	Clerk	Kema Guthrie has raised the matter with Herefordshire Council	Completed
10/25		22	Age UK – Hereford and Localities	Clerk to inform Age UK of the Parish Councils decision	Clerk		Completed
10/26		23	Sutton Playing Field	Footpath Officer to trim Hedge	Footpath Officer		Work In progress
10/27		24	Sutton Playing Field	Clerk to action moderate risks and review the other risks	Clerk		Work In progress
10/28		25	Proposed Public Path Diversion Order	Clerk to inform Balfour Beatty on the Parish Councils decision	Clerk		Completed
10/29		26	Woodville Grove	The Clerk to put the relevant information in Sutton Mews	Clerk		Completed

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Bank reconciliation as at 2<sup>nd</sup> October 2017

		£
Opening 01/04/17	Opening 01/04/17	21,039.77
Income		11,457.83
		<b>32,497.60</b>
Less Payments		14,672.82
<b>Balance</b>		<b>17,824.78</b>
Bank Statement	15/09/17	19,693.50
Less Outstanding Cheques		
1022	58.60	
1027	25.00	
1028	363.00	
1029	297.72	
1030	74.40	
1038	804.00	
1039	35.00	
1040	211.00	1,868.72
<b>Balance</b>		<b>17,824.78</b>