

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 3rd April 2017 (SPC/TF/102)

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

Members of the public –one

In attendance

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

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/101) on Monday 6th March 2017.

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

3. Receive approve and sign the Confidential Minutes of the Ordinary Meeting of the Parish Council (no SPC/TF//P&C9) on Monday 6th March 2017.

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

4. Disclosable Pecuniary Interest Dispensations

There were no requests for dispensation received.

5. Declarations of Interest

To receive declarations of interest by members in respect of items on the agenda. Having consulted with HALC Councillors were reminded that if they were on the management committee of an outside organisation,(e.g. PCC, Village Hall Management Committee, Sutton Walls Conservation Group) that was on the Parish Council Agenda they had to declare an Disclosable Pecuniary Interest (DPI), which meant they had to leave the room when the matter was being considered

Declarations of interest by Councillors in respect of items on the agenda were as follows

Councillor	Agenda Item		Disclosure
Cllr Richard Andrews	9	Telecom Mast Site	Disclosable Pecuniary Interest
Cllr Richard Andrews	10	Neighbourhood Development Plan	Non-Disclosable Pecuniary Interest

6. Report from Clerk on actions from the last meeting

There were 26 actions requiring completion 14 were completed 12 were in progress. (Appendix 1 refers) Noted

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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)

7.2 Local Police Report

There was one incident which was considered under agenda item 17

7.3 Questions from other members of the public

7.3.1 The issue of the same potholes being repaired time and time again was raised, in addition to what checks Herefordshire Council had carried out to ensure that they were not paying to repair the same potholes year after year.

7.3.2 An additional query was raised regarding the bollards that were not illuminated on Roman Road between the Starting Gate Roundabout and the railway bridge.

7.3.2 Concern was raised regarding weeds and other vegetation in the gutters in The Craft.

Action Cllr Guthrie to raise the pothole query with Herefordshire Council and the bollard query with the relevant Ward Councillor.

Action Clerk to liaise with the Lengthsman to ensure that all gutters within the village are sprayed and cleared of weeds.

8. Good Neighbourhood Scheme

The Parish Council considered the draft rota from Keith Lawton, Councillors Anna Toon volunteered for Wednesday 12th April and 14th June and Cllr Ron Gow volunteered for 14th June. It was agreed that there would be a call for volunteers. To help with the scheme, which takes place on the second Wednesday of each month between 11am and 1pm.

Action Clerk to put a call for volunteers in the Sutton News

9. Telecom Sites

This was a standing agenda item and there was no update to report, there was no discussion on the matter.

10. Neighbourhood Development Plan

Herefordshire Council has informed the Parish Council that on 9th March 2017 they decided to make the Sutton St. Nicholas Neighbourhood Plan under 38A(4)(a) of the Planning and Compulsory Purchase Act 2004. That the Sutton St. Nicholas Neighbourhood Plan now forms part of the Development Plan for Herefordshire. (noted)

11. Financial Report

11.1 Confirmation of Balances £19,453.00 (Bank Balance 15/03/17 £22,546.29 less o/s cheques £3,093.29)

11.2 Receipts – None

11.3 Invoices for payments

Ref	Payee	Amount £	VAT	
1	DJN Planning Ltd	794.25	132.37	08/03/17 report on alternative sites for proposed telecom base station

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Ref	Payee	Amount £	VAT	
2	HALC	59.40	9.90	08/03/17 Neighbourhood development Plan Photocopying notices/flyers
3	Balfour Beatty	180.00	30.00	10/03/17 SID Deployment February 2017
4	R. A. Ford	372.12	n/a	03/04/17- Clerks Salary
5	M. Darley	145.00	n/a	31/03/17 – Emergency Footpath work authorised by Balfour Beatty. First cut at Sutton Playing Field.
6	HALC	30.00	6.00	29/03/17 – Audit Answers on 21/03/17- Clerk

Resolved to approve for payment and cheques signed

12. Budget Monitoring Report

The Parish Council considered the budget monitoring report for the year ended 31st March 2017. (Appendix 3 refers) The Parish Clerk gave explanations for material items (excess of £100.00 or 15% of budget) as follows:-

Material	Item	Explanation
1	Income - New lengthsman scheme	We can only claim for what the Parish Council spends, Invoices outstanding totals some £500 in addition likely under spend of some £600.
2	Clerks Salary	Under estimated budget
3	Admin/Office Expenses	Unplanned Expenditure £500 for Sutton News, £332.50 new Laptop, Dog Poo signs £82.50 Total £915.00
4	Purchase of Open spaces	Under estimated budget
5	SIDs	Includes Payment of £ relating to previous years £600
6	Neighbourhood Plan	Expenditure covered by Lottery Grant
7	VAT	Claimed more VAT than budget due to Neighbourhood Development Plan Expenditure
8	Consultancy Travellers Site Submission	Emergency Spend , no budget provision

Councillor Gyford verified the cash element of £320.00

The report was noted

13. Code of Conduct Consultation

The Parish Council considered and noted the revised draft Code of Conduct received from Herefordshire Council.

14. Annual Return for the year 31st March 2017 – Intermediate Review

The Parish Council was informed that Sutton St. Nicholas has been chosen as part of the 5% sample and therefore requires an intermediate review. The Parish Council was required to supply addition information with regards to the Annual Governance Statement no.8.Questions.

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	HRF119	
Information Required	Reply	Provided and Clearly annotated Y/N
Copy of the budget consideration of what is adequate but not excessive reserves	To be considered at the Parish Council meeting on 2 nd May	
Details of any claims against the smaller authority and confirm that any uninsured portion has been taken into account in budgeting setting	There are no claims against the Parish Council.	Y
Details of any significant events after the year end that would impact the financial statements	There have been no events significant or otherwise after the year end that would impact on the financial statements	Y
Evidence that the authority borrows money only for financing capital schemes and obtains borrowing approval	The current Loan is with the PWLB and was the Parish Councils contribution to the cost of the Village Hall	Y
Minutes of meeting after year end	Signed extract of minutes signed to be sent to External Auditors	Y

15. Annual Return for the year 31st March 2017 – Time table

The Parish Council considered the time table and noted that everything was dependent on the timing of the Internal Audit. The Parish Council also noted that with regards to public inspection of records HALC recommended that the Clerk and a Councillor in attendance. should represent the Parish Council. Having considered the matter the Parish Council delegated to the Clerk the authority to alter the timetable.

16. Footpaths Officers Report

- On Sutton Walls there had been instances where stacked wood on private property, had been removed, some been thrown over the footpath.
- The Rhea –ST15 the bollard had been removed; however there was no evidence of 4 X 4 activity.
- The few trees that were down have been cleared down.
- The first cut on the Bridleway off Wyatt Road will require its first cut soon.

The Parish Council noted the report.

17. Crime Incident – Sutton St. Nicholas Church

The Parish Council has received a report from the Church Warden regarding vandalism that took place as follows; - *‘The portaloo at the side of church had been pulled on its side. a ventilator kicked in and a metal spike jammed into the padlock on the door. I also noted*

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that on the main path from the church to the double gates a number of daffodils had been pulled up and thrown on the path. The Parish Council noted the incident.

Action Clerk to put the report in Sutton News

18. Speed Indicator Deployment Report

The February 2017 report for Woodbine Sutton St. Nicholas showed that 85.97% of drivers were within the speed limit.

Action - Clerk to put information in the Sutton News

19. Destination Hereford

John Murry has informed the Parish Council that the Golden Cross has been approved and is participating in an element of the scheme. The items have been received and await installation. (Noted)

20. Community Speed Watch

West Mercia has been informed of the roads; however they have now requested the actual names rather than the C1125 and C1126.

Action Clerk to identify names and inform West Mercia

21. Village Website

Eyelid Productions is working on the Website, there will be a time when the current site will be down. If this happens I will inform Keith Lawton and Ann Burke. (Noted)

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

- 22.1 – Village Hall Management Committee – Informing the Parish Council of an insurance claim following a Parishioner's fall at the Village Hall. (Noted)
- 22.2 – Community First – E Bulletin March 2017. (Noted)
- 22.3 – Balfour Beatty – Weboley, Sutton Walls and Queenswood 24/03/17 (Noted)
- 22.4 – Balfour Beatty - Weboley, Sutton Walls and Queenswood 10/03/17 (Noted)
- 22.5 - Balfour Beatty - Weboley, Sutton Walls and Queenswood 03/03/17 (Noted)
- 22.6 – Herefordshire Rural Hub Administration – March 2017 Newsletter. (Noted)
- 22.7 – The Sutton Walls Conservation Group – Offering a nominative trustee position to a member of SSN Parish Council. (Noted)
- 22.8 Herefordshire Council Planning Application 171112 Summer Hill Sutton St. Nicholas –proposed replacement garage with storage room over. (Noted)

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

- Vandalism at the Quarry
- Village Website
- Telecom Mast
- Review of Reserves

24. Confirmation of the date, time and venue of the next meeting.

Parish Council Tuesday 2nd May 2017 at 7.15pm Room 2 at the Village Hall

25. Confirmation of the date, time and venue of the Annual Parish Meeting Monday 15th May 2017 at 7.15pm Room 2 at the Village Hall

26. Confirmation of the date, time and venue of the Annual Meeting of the Parish Council Monday 15th May 2017 at 7.45pm Room 2 at the Village Hall.

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Appendix 1

Status of Actions from last meeting

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
04/01	03/05/16	16	Purchase of additional Litter Pickers	Clerk to purchase four litter pickers	Clerk		Work in progress
04/02	03/05/16	17	Purchase of bark for the playing Fields	Clerk to liaise with Cllr Gyford	Clerk		Work in progress
04/03	01/08/16	15	Fastershire	Clerk to arrange suitable sessions once Wi-Fi had been installed in the Village Hall.	Clerk		Work In progress
04/04	03/10/15	14	Dog Fouling	Clerk to signs up	Clerk	Mike Darley will be putting signs up this week	Work In progress
04/05	03/10/16	15	Community Garden - Fencing	Clerk to wait for Mick Taylor to make contact	Clerk		Work In progress
04/06	05/12/16	10	Village Hall Kitchen Heaters	Chairman to inform the committee of the Parish Councils decision.	Cllr Gow		Work In Progress
04/07	05/12/16	13	Three Mile Post	The Footpath Officer to re-site the post	Mike Darley		Work In progress
04/08	05/12/16	14	Dog Poo Signs	Clerk to get costs for Correx signs	Clerk	Signs Purchased	Completed
04/09	05/02/17	5	Report on actions	Regarding the dog on the Rhea Clerk to write to NH	Clerk	Clerk has spoken (28/03/17) to the dog Owner who was informed that complaints had been received, also informed that if further complaints are received they will be written to.	Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
04/10	05/02/17	18	Insurance Cover requirements	Clerk to seek quotations for a three year term from 1 st June 2017	Clerk		Work In progress
04/11	06/03/17	7	Telecom Mast Site	Clerk to inform Clarke Telecom of the Parish Councils decision	Clerk		Completed
04/12	06/03/17	8	Planning Application – Land at Willow Croft, Sutton St. Nicholas- (170456) -	Clerk to inform Herefordshire Council of the Parish Councils decision	Clerk		Completed
04/13	06/03/17	9	Planning Application – Plots 3 & 4 Land adjacent to Willow Croft , Sutton St. Nicholas - (170328)	Clerk to inform Herefordshire Council of the Parish Councils decision	Clerk		Completed
04/14	06/03/17	10	Village Website	Clerk inform the current hosts of the Parish Council's decision and request authority to allow the new contractor access to the current website.	Clerk		Completed
04/15	06/03/17	10	Village Website	Clerk to inform Eyelid of the Parish Councils decision	Clerk		Completed
04/16	06/03/17	11	Power outages in the Sutton St. Nicholas Area	Clerk to put a copy in Sutton News	Clerk	Letter sent but was not put in Sutton News	Work in Progress
04/17	06/03/17	11	Power outages in the Sutton St. Nicholas Area	Clerk to forward a copy to the police due to the comments on shotgun damage	Clerk		Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
04/18	06/03/17	13	Speed Indicator Devices	Clerk to request a demonstration.	Clerk		Completed
04/19	06/03/17	13	Speed Indicator Devices	Clerk to inform Marden Parish Council of the decision	Clerk		Completed
04/20	06/03/17	15	Adopt a Kiosk	Clerk to inform John Murray of the Parish Councils decision			Completed
04/21	06/03/17	15	Adopt a Kiosk	Clerk to update BT on progress			Completed
04/22	06/03/17	17	Footpath MR42	Footpath Officer to monitor			Work in progress
04/23	06/03/17	17	Footpath MR42	Clerk to liaise with Balfour Beatty			Work in progress
04/24	06/03/17	18	Community Speed Watch	Clerk to inform West Mercia Police of roads chosen			Completed
04/25	06/03/17	19	Donation	Clerk to raise a cheque once a formal request is received			Work In progress
04/26	06/03/17	24	Grass Cutting Quotes	Clerk to inform contractors of outcome			Completed

Ward Councillor's Report

Re: Meeting with Highways England on 21/3/2017 – A49 Issues/Concerns

I have repeatedly raised a number of issues of concern with Highways England which include, rubbish on A49, the poor condition of the lighting at Moreton Business Park & Moreton on Lugg junction, renewal of the white lines at A49 junction at Moreton on Lugg & asked for white lines for the new cycle way and requested the results of a A49 Speed Review (from Wellington Marsh through to Moreton Road).

Unfortunately, Highways England did not respond to any of these requests and could only apologise for their lack of response. I have written to Bill Wiggin MP and asked for his help on these matters as there is an urgent need for much better communication between Highways England. For information of the Parish Council, I have copied Ron Gow (Chairman) and Tony Ford (Parish Clerk) into my letter to our MP accordingly.

Drive Around Sutton Walls Ward with Cllr. Rone (Cabinet Member for Transport & Roads)

On 22nd March 2017 I drove Cllr. Rone around the Ward area, in order to particularly show him the main problems with the roads, especially roads that are subject to flooding. I provided Cllr. Rone with a map of each Parish, highlighting the roads of concern. For Sutton St. Nicholas, the key areas were, Churchway (flooding problem), Ridgeway Road (potholes), Sutton to Hereford road C1125 (potholes) and I raised the concern that potholes were not being filled in properly. Indeed, I drove along the C1120 Marden to Moreton Road twice, which is the priority road (for all three Parishes) and is in a very poor condition (subject to flooding & mud on road) in need of resurfacing. I consider it was important to provide Cllr. Rone with a comprehensive overview of the highways issues in the Ward area and I hope that if there is any potential funding for roads in the future that Sutton Walls Ward may receive some attention.

Re: Speeding Traffic through the village

I have recently been alerted to this ongoing problem again and it appears that road users are driving far too fast through the village, especially during school drop off and pick up times. I understand that Sutton St. Nicholas Parish Council have expressed an interest to the Police regarding joining the Community Speedwatch Scheme, putting forward all the main roads through the village and currently are awaiting a response from the Police. Indeed, if the criteria is met for a Community Speedwatch in Sutton St. Nicholas, then I would duly like to encourage anyone with concerns about the speed of traffic to volunteer and be part of the Speedwatch Group.

Re: Non-operational 30 mph & 20 mph flashing speed limit lights

I have reported this problem to our Balfour Beatty Locality Steward and asked him to investigate the problem.

Report by Cllr. Kema Guthrie (03/04/2017)