

## Sutton St. Nicholas Parish Council

**Minutes of the Ordinary Meeting of Sutton St. Nicholas Parish Council, held in Room 1, The Village Hall, Sutton St. Nicholas on Tuesday 3<sup>rd</sup> April 2018. (SPC/TF/122)**

### **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**

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

Members of the Public –3

#### **1. Apologies for Absence**

The Parish Council received and approved apologies for absence from Cllr Anna Toon

#### **2. Receive approve and sign the Minutes of the Ordinary Meeting of the Parish Council (no SPC/TF/121 held on Monday 5<sup>th</sup> March 2018)**

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**

Declarations of interest by members in respect of items on the agenda.

<b>Councillor</b>	<b>Y</b>	<b>N</b>	<b>Agenda Item</b>		<b>DPI or NPI</b>
	<b>e</b>	<b>o</b>			
	<b>s</b>				
Cllr Ron Gow					
Cllr Ann Burke					
Cllr Richard Andrews					
Cllr Stan Gyford					
Cllr Tina Hurley		√	20	Trustee	Non-disclosable Interest
Cllr Ian Nicholas					

#### **5. Report from Clerk on actions from the last meeting**

There were 17 actions requiring completion 4 were completed, and 11 were in progress and 2 closed. (Appendix 1 refers) noted

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

##### **6.1 Ward Councillors Report**

The Parish Council received a brief verbal report from the Ward Councillor (Appendix 2 refers)

##### **6.2 Local Police Report**

Due to the timing of the meeting there was no report from the local police.

##### **6.3 Questions from other members of the public**

There were no questions from the public

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

Cllr Ron Gow gave a brief overview of what had happened in the past. Cllr Stan Gyford proposed that the Parish Council deferred any decision to enable the supporters of the halfpipe to come up with their proposals, which the Parish Council agreed to do.

A parishioner informed the Parish Council that the petitioners were against putting anything major on the playing field as it would take away the football pitch, which would mean kids playing football in the road, increase parking as there was only parking for two cars. There would also be an increase in noise and that the use of hay bales was not appropriate.

The parishioner also commented that they were being told that funding was available, and that the parish precept had been increased to cover the speed reduction project and not a halfpipe, and who would have to pick up the future running and maintenance costs. The playing field was not designed for older people and the younger children could be intimidated by them. The current facilities was much appreciated by families with young kids.

The Parish Council was also informed that the facilities at Ledbury, Fownhope and Newton Farm were sited on big open spaces and away from houses and children play areas, the parishioner also highlighted that the petition had been signed by a wide range of age groups and not just the elderly, in addition there were three households in favour of the halfpipe.

In summary petitioners were not against a halfpipe in the village but felt the playing field was not the appropriate place.

Cllr Ann Burke informed the Parish Council that the new equipment were designed for the 8 to 13 age group.

The Clerk informed the Parish Council that as part of the Neighbourhood Development Plan development various pieces of land were put forward, including land between Ridgeway and Church Way, along Ridgeway entering the village, the site near the telecom mast, land along the Sutton to Marden Road, however these were not owned by the Parish Council. The Clerk also highlighted that if the Parish Council agreed to progress on the playing field site it would have to give consideration to whether to give the group a licence (the costs and risks were not borne by the Parish Councils) or not. The Parish Council acknowledged receipt of the petition from 34 residents of Fieldway and Orchard Close.

Which stated - *I wish to object to the siting of a half pipe in Sutton St. Nicholas children's playground as:-*

- a. *It will reduce the ball playing area which is already very limited*
- b. *Increase noise*
- c. *Increase of traffic and parking in the vicinity*
- d. *Cost, future maintenance, insurance increase, health and safety reports etc.*

**Action** Clerk to remind the group that they are required to bring the required information to the next Parish Council meeting so that the Parish Council can decide the way forward.

**Action** Clerk to put an agenda item for the next Parish Council meeting.

**8. Planning Application The Oast House, 3 Pantalls Farm Sutton St. Nicholas (180846) – Replace timber windows and doors with like for like. Having considered the matter the Parish Council resolved to support the application.**

**9. No Cold Calling Zone**

The Clerk reminded the Parish Council that this item was deferred from the last meeting, and summarised the scheme and highlighted the costs. **Having considered the matter**

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**the Parish Council resolved that the Clerk would put the relevant contact details in the Sutton news.**

**Action** Clerk to put contact details in the Sutton news.

**10. Wyatt Road Neighbours on Nextdoor**

Cllr Ron Gow informed the Parish Council that he had received an invitation to join the scheme, he also outlined the activities, which was noted by the Parish Council.

**11. Village Gates**

To consider draft specification and agree the way forward. This item was deferred to the May 2018 as was agreed at the last meeting

**12. Police Speed Check on 12/02/18**

The Clerk informed the Parish Council that he has requested the information and to date nothing has been received. He would continue to chase.

**13. A465 Hereford/Bromyard Road**

The Parish Council considered a request from a parishioner for 40/50 speed signs to be moved nearer to Hereford to encompass the end of the Rideway Road sign posted Sutton St. Nicholas and Marden, to aid the movement along this stretch of road. **Having considered the matter the Parish Council resolved to support the request.**

**Action** Clerk to forward request to Cllr Kema Guthrie expressing the Parish Councils Support.

**Action** Clerk to write to Parishioner informing him of the Parish Councils decision.

**14. Defibrillator**

The Parish Council considered correspondence received from Kidwells outlining things the Parish Council was asked to note in the agreement, having noted these items the Parish Council was pleased to note that good progress was being made and the Clerk was asked to inform Kidwells that there were no comments.

**Action** Clerk to inform Kidwells that there were no comments

**15. Financial Report**

15.1 Confirmation of Balances – The Clerk informed the Parish Council that the balance at 3<sup>rd</sup> April 2018 was not available as the Bank statement to confirm balance as at 31<sup>st</sup> March 2018 had not arrived and that once received the bank reconciliations would be emailed to councillors and reported at the next Parish Council meeting

15.2 Receipts £1,108.05 (Received notification of P3 and Lengthsman monies from Herefordshire Council)

15.3 Invoices for payments

Ref	Payee	Amount £	VAT	
1	Sutton News	623.00	n/a	08/03/18 – Annual Payment
2	R. A. Ford	372.12	n/a	03/04/18 Clerks Salary
3	Mike Darley	70.00	n/a	31/03/18 P3 work,, SID deployment, Bin Clearance

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

**16. Budget Monitoring report**

The Parish Council considered the budget monitoring report as at 31<sup>st</sup> March 2018 and received explanations for variance from the Clerk and noted that the figures did not include £1,108.05 from Herefordshire Council as the latest bank statement had not been received.

**17. General Data Protection Regulation**

The Clerk informed the Parish Council that the following was being drafted :-

- Contract clauses
- Privacy notice template
- Subject access form and guidance
- Data breach procedure and log
- Data protection policy
- Data protection impact assessment
- Retention schedule
- Documentation of personal data

And that the Clerk was also liaising with Herefordshire Association of Local Councils regarding the Data Protection Officer appointment.

**18. Speed Indicator Device (SID)**

The Parish Council was informed that the SID was working however with some data retrieved, however the battery continues to be a problem and needs replacing. The Parish Council considered a request for the SID to be loaned to a contractor working on behalf of Kimbolton whose SID is not working. Having considered the matter the Parish Council resolved not to lend it out

**Action** Clerk to inform Mardens Clerk of the Parish Council decision and send a copy of the maintenance manual

**19. Speed Indicator Device (SID)**

Having previously received the update the Parish Council delegated to the Clerk to purchase two batteries for the Speed Indicator Device (SID).

**Action** Clerk to purchase two batteries

**20. Sutton Walls Conservation Group**

The Parish Council was informed that a request had been received from the Sutton Walls Conservation Group to have information added to the Website. **Having considered the matter it was agreed that the group could put information on the website.**

**Action** - Cllr Tina Hurley to send the relevant information to the Clerk.

**Action** – Clerk to put the information on the website

**21. Litter Pick**

The Parish Council had received a request by the Environmental and History group to carry out a litter pick on Sunday 8<sup>th</sup> April 2018. **Having considered the matter the Parish Council agreed to the request and that the Parish Council's equipment could be used.**

**Action** the Clerk to inform the group of the Parish Council decision

**22. Footpaths Officers Update**

The Parish Council was informed that there was nothing to report.

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- 23. Correspondence** (Not covered by a separate agenda item and for information Only).
- 23.1 – Cllr Kema Guthrie – C1120 Road Closure 5/03/18 (Noted)
- 23.2- Local Council public Advisory Service – New Review of Ethical Standards in Local Government. (Noted)
- 23.3 – SNT Hereford Rural North – Change of Personnel (Noted)
- 23.4 - Balfour Beatty- Weobley Sutton Walls & Queenswood 02/03/18, 09/03/18, 14/03/18 and 06/04/18 (Noted)
- 23.5 – Balfour Beatty – March Road Closure update 08/03/18 (Noted)
- 23.6 - Balfour Beatty – March Road closure revision to programme 14/03/18 (Noted)
- 23.7 – Herefordshire Council – Examination of travellers Site Development Plan (Noted)
- 24. Matters relayed to the Clerk for the Agenda of the next meeting**
- Stop the Drop scheme
  - General Data Protection Regulation
  - Defibrillator update
  - Village Gates
  - Youth Facilities
- 25. Confirmation of the date, time and venue of the next meeting,**
- Parish Council Tuesday 8<sup>th</sup> May 2018 @ 7.15pm in Room 2 at the Village Hall
  - Annual Meeting of the Parish Council Monday 21<sup>st</sup> May 2018 @7.15pm Village Hall
  - Annual Parish Meeting 21<sup>st</sup> May 2018 @ 7.45pm

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Appendix 1

Status of Actions from last meeting 04/02/18

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
04/01	05/12/16	10	Village Hall Kitchen Heaters	Chairman to inform the committee of the Parish Councils decision.	Cllr Gow		Work In Progress
04/02	06/03/17	17	Footpath MR42	Footpath Officer to monitor			Work in progress
04/03	06/03/17	17	Footpath MR42	Clerk to liaise with Balfour Beatty			Work in progress
04/04	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
04/05	03/07/17	12	Rural Areas Site Allocation	Cllr Gyford to liaise with Dr. Nicholson on future dealings with the Parish Council	Cllr Gyford		Closed
04/06	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
04/07		18	Reform of The Data Protection Legislation	Clerk to liaise with HALC	Clerk		Work In progress
04/08		24	Sutton Playing Field	Clerk to action Moderate risks and review the other risks	Clerk		Work in progress
04/09	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
04/10		23	Community Assets	Clerk to register the Parish Councils interest with Herefordshire Council.	Clerk	Emailed Herefordshire Council for procedure	Work in progress

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<b>Meeting Ref</b>	<b>Date of Meeting</b>	<b>Agenda Item</b>	<b>Reference</b>	<b>Action</b>	<b>Action Owner</b>	<b>Action Taken</b>	<b>Status</b>
04/11	08/02/18	16	Parish Council Annual Maintenance Plan 2018-19	the Clerk to inform the Parish Council of the outcome	Clerk		Work In progress
04/12	08/02/18	23	Speed Indicator Device (SID)	Clerk to have an item on the agenda for the 4 <sup>th</sup> June Parish Council meeting	Clerk		Work In progress
04/13	05/03/18	9	No Cold Calling zone	Clerk to put an agenda item on the agenda for Tuesday 3 <sup>rd</sup> April 2018	Clerk		Completed
04/14	05/03/18	10	River Lugg Internal Drainage Board	Clerk to put an agenda item on the agenda for Tuesday 3 <sup>rd</sup> April 2018	Clerk		Completed
04/15	05/03/18	11	Golden Cross Junction	Clerk to request information on the outcome of monitoring in Sutton St. Nicholas	Clerk	Request made waiting for reply	Completed
04/16	05/03/18	12	Defibrillator	Clerk to draft a letter for the Chairman	Clerk		Completed
04/17	05/03/18	15	Down Hatherley Parish Council	Clerk to complete petition	Clerk	Tried to submit petition unable to do so	Close

**Herefordshire Councillor's Report**

**Re: Grade II star Listed Bridges – Moreton Bridge & Laystone Bridge**

Concerns have been raised again about the many large vehicles which travel over these bridges. Recently, Laystone Bridge has been struck again. In response to these concerns I will be arranging to meet with our Locality Steward to review the problems & see what can be done to further protect both bridges.

**Pothole repair funding announced for Herefordshire**

Herefordshire roads badly affected by the recent severe weather will benefit from an additional £1.25m of central government funding for repairs.

This funding, which totals £1,252,647, will be used to repair more roads, addressing the equivalent of 23,000 potholes and build in protection to help make the county's roads more resistant to future severe weather.

**New and improved (WISH) website launched**

The county's "Wellbeing Information & Signposting for Herefordshire" - **WISH service**, run by Herefordshire Council, is changing and now features a new and improved website.

The website covers information, advice, services and activities for residents of all ages across the county. The website's new features, include a new design which makes it easier to navigate, an improved search function, more up to date and relevant information and a handy what's on calendar and news section.

To find out how WISH can help you and your family, visit [www.wisherefordshire.org](http://www.wisherefordshire.org).

**Re: Update on recent Changes to Cabinet & their support Members as of 13<sup>th</sup> March 2018**

**Councillor Jonathan Lester** - New Leader of the Council / Corporate strategy and budget

National external liaison support: Councillor Roger Phillips

Regional external liaison support: Councillor Tony Johnson

**Councillor Nigel Shaw**

Deputy Leader / Finance, housing and corporate services

**Councillor Harry Bramer**

Contracts and assets

**Councillor David Harlow**

Economy and communications

Economy and communications support member: Councillor Jon Johnson

**Councillor Paul Rone**

Health and wellbeing

**Councillor Philip Price**

Infrastructure

**Councillor Barry Durkin**

Transport and regulatory services

**Councillor Elissa Swinglehurst**

Young people and children's wellbeing

Young people and children's wellbeing support member: Councillor Jenny Hyde

**Fire Authority responds to PCC takeover of Fire Service**

*(Key points taken from Hereford & Worcester Fire & Rescue Service's press release on 26<sup>th</sup> March 2018)*

"The Chairman of Hereford & Worcester Fire Authority, Cllr Roger Phillips, has expressed his disappointment at the Home Secretary's decision to allow the West Mercia Police & Crime Commissioner (PCC), John Campion, to take over the governance of the Fire Service – but has also signalled the Authority's willingness to proactively work with the PCC to ensure a smooth transition period whilst, at the same time, maintaining the high standards of service delivery currently provided by the Service and its staff.

The Fire Service already has a number of key collaboration projects it is undertaking with both West Mercia Police and Shropshire Fire & Rescue Service, such as the move of HWFRS headquarters to the police headquarters at Hindlip Hall later this year. These projects will be unaffected by the change in governance.

The Home Secretary's decision allows the West Mercia PCC to take over governance of the two Fire & Rescue Services in the region (Hereford & Worcester and Shropshire), and indicative timescales from the Home Office for the handover have been set around June / July this year."

To view the full news article view - [www.hwfire.org.uk](http://www.hwfire.org.uk)

Report by Kema Guthrie 03/04/2018