

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 8th May 2018. (SPC/TF/123)

Councillors Present

Cllr Ron Gow (Chairman)
Cllr Ann Burke (Vice Chairman)
Cllr Tina Hurley
Cllr Ian Nicholas
Cllr Anna Toon

In attendance

Kema Guthrie – Ward Councillor (items 1 to 6.1 only)
Tony Ford – Parish Clerk

Members of the Public –11

1. Apologies for Absence

The Parish Council received and approved apologies for absence from Cllr Stan Gyford and Cllr Richard Andrews

2. Receive approve and sign the Minutes of the Ordinary Meeting of the Parish Council (no SPC/TF/122) held on Tuesday 3rd April 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

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		√			
Cllr Tina Hurley		√			
Cllr Ian Nicholas		√			
Cllr Anna Toon		√			

5. Report from Clerk on actions from the last meeting

There were 22 actions requiring completion 9 were completed, and 13 were in progress (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). Parishioner asked if there was restrictions on the type of vehicles allowed through the and was informed that there none as it was a public highway, however there was an informal arrangement with S&A for their lorries to do 20MPH through Marden Moreton on Lugg and Sutton. The Parish Council noted Cllr Kema Guthrie's update.

6.2 Local Police Report

Due to timing of meeting there was no Police Report. Cllr Anna Toon informed the Parish Council that she had been in contact with DCSO Lewis Thomas regarding the

mini ramp issue and he was supportive of the project. He was hoping to get around the Parishes.

6.3 Questions from other members of the public

- A Parishioner raised the issue of the full litter bin on the Rhea, -
Action Clerk to ask contractor to visit and empty bin. The Parishioner also asked what was the position regarding local speed enforcement and what was happening. The Clerk informed the Parish Council that there had been no change since the last update.
Action Clerk to chase the Safer Partnership and report back
A Parishioner raised the query regarding raising funds to help with mitigating speeding issues.
- Cllr Anna Toon informed the Parish Council that she had a petition of support for a halfpipe, there were 102 from change.com and a hand written one with 40 signatures. The Clerk informed the Parish Council that the Parish Council was unable to accept the 102 signatures as they could not be identified as Parishioners. The Parish Council was then informed that a review had been taken place and the non-Parishioners omitted.
- Cllr Anna Toon highlighted the support of grandparents on behalf of their grandchildren. There group was now constituted and that she was acting as treasurer so that she could advice on funding applications and highlighted the different areas of financial support available.
- Cllr Anna Toon also informed the Parish Council that a quotation based upon the type of halfpipe in Fownhope had been received and that at present it was confidential as other quotations would be sought.
- Cllr Anna Toon informed the Parish Council that regarding noise there was none from the playing field, in reply a Parishioner stated that there was no noise because there was no equipment there at present. Cllr Anna Toon highlighted what would be done to mitigate noise, such as special coating on the plywood, straw bales or trees. She also felt that the goal posts could be re-sited
- A Parishioner highlighted that there was already issues of parking
- A Parishioner also highlighted that outsiders were using the shelter on the playground as the playground was not being used and if it was used the outsiders would not hang around.
- A Parishioner highlighted that the she was not suggesting that the local youths were not good however children will get older and start smoking and drinking
- A Parishioner felt there was nowhere else to go and at present the wrong people went there, there was nowhere for the youngsters to g.
- A Parishioner informed the Parish Council that the Fownhope site was in some 11 acres, in a recreation ground and was not comparable.
- A Parishioner could see why there could be a traffic issue, however it would only be used by local youths.
- Cllr Anna Toon informed the Parish council that the police backed Hereford Skate Park as it reduces issues, network rail has funds available to support such projects.

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- A Parishioner highlighted that Hereford Skate Park was outside the village and that local kids try to get to Hereford so something in the village would help.
- A Parishioner agreed with Cllr Anna Toon that the Playing field was not being used and therefore unsuitable people went there.
- Cllr Anna Toon highlighted that 2 years old children use the Hereford Skate Park, and that under 8s used it at certain times only.

The Parish Council formally received the petition with 59 names for the construction of a Half Pipe in Sutton Village Play Park

7. Sutton Playing Field – Youth Facilities

The Clerk informed the Parish Council that the Current Community Led Plan ran to the end of 2018, and that the Parish Council should consider looking at a new Community Led Plan focused on the Youth Facilities, Facilities for the elderly and the Environment. And in the mean time the Parish Council could consider supporting a parent group to take the youths to Hereford. Cllr Ann Burke felt there was no need as it would take time and regarding the Environment there was the History group. A Parishioner asked what facilities the Clerk had in mind for the youths, who replied none as it was up to all the youths in the village to decide.

Cllr Ron informed the Parish Council the Parish Council had expressed support for an Halfpipe if there was support for it, which was now evidenced by the petition, there was no other site in the village and there was no money to buy a one acre site.

Cllr Anna Toon informed the Parish Council that she knew where money was available from:- the Police, Awards for all, she was currently looking into whether the group could do a bid, but would ask Hereford Skate Park to front the bid. The group did not expect the Parish Council to have any additional costs, the group also agreed that if the half pipe became a nuisance they would accept that it should be removed.

Cllr Anna Toon informed that that a decision was need so that she could move forward with seeking funding.

Having considered the matter the Parish Council unanimously resolved to support the provision of a Half Pipe on the Playing Field subject to satisfactory receipt of a budget and provision of outside funding and how the project would be run.

Cllr Anna Toon informed the Parish Council that she would be willing to volunteer to sit and monitor it on a Saturday

8. Bus Service

To receive an update on the 426 Bus Service from Marden to Hereford via Sutton St. Nicholas.

The Parish Council was informed that correspondence had been received from S & A informing the Parish Council that due to the high demand for the 10 o'clock bus they have been in contact with Yeomans Travel to establish the possibility of providing an additional bus service on the 09:52 departure from Brook Farm arriving in Hereford at 10.20 , and they have confirmed that with effect from Monday 23rd April Yeomans Travel started running an extra bus on this route and that the additional bus will run daily Monday to Friday inclusive.

Action Clerk to put an article in Sutton News

9. Stop the Drop Scheme

Having considered the Herefordshire Council scheme the Parish Council agreed to continue with its own approach and continue with its own village litter picks.

10. Defibrillator

This is a Standing Agenda Item and there was no update to report.

11. Financial Report

11.1 Confirmation of Balances - Balance as at 31st March 2018 £19,108.33 and 8th May 2018 £16,441.83 (Appendix 3 refers)

11.2 Receipts **None**

11.3 Invoices for payments

Ref	Payee	Amount £	VAT	
1	R. Morgan	247.50	N/a	17/04/18 (2) Lenghtsman and grass cutting Community Garden
2	M Darley	420.00	N/a	24/04/18 (343) Grass cutting Willow Rise /Millway and Churchyard
3	Sutton St. Nicholas with St Michael PCC	520.00	N/a	Contribution to Grass Cutting at St. Michael's Churchyard

Resolved to authorise for payment and cheques signed

12. General Data Protection Regulation

The Parish Council was informed that advice had been received from the National Association of Local Councils regarding the likely Data Protection fee payable to the ICO, and that the fee would be £40.00 per year. The Parish Council authorised the Clerk to get a cheque raised and signed by authorised signatories as soon as a request for payment was received from the ICO.

The Parish Council was also informed that the requirement for Parish Councils to have a Data Protection Officer was under review, and that the government had tabled an amendment to the Data Protection Bill to exempt all Parish and Town Councils and Parish meeting.

13. Speed Indicator Device (SID)

The Parish Council was informed that there were still teething problems, currently there was a large amount of data being downloaded and gave the example of over 5000 data entries for one day, which made it impossible to collate. The Parish Council noted that the data was need to support future police action, and requested an update for the next meeting

14. Village Hall Fence Repairs

The Parish Council was informed that the Village Hall Management Committee was waiting for quotations for the repairs.

15. Footpaths Officers Update

Nothing to report

16. Heritage Bridges and Transport Issues within Sutton Walls Ward

The Parish Council considered a request from Marden Parish Council to attend their Parish Council meeting on Monday 11th June 2018 to discuss relevant matters, it was agreed that Cllr Ron Gow and Cllr Ian Nicholas would attend on the Parish Councils behalf.

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17. **Licensing Service of Rev Paul Roberts**

The Parish Council consider a request from Sutton St. Nicholas with St Michael PCC to attend the above Licensing Service on Monday 2nd July 2018 @ 7pm, Cllr Ann Burke would be representing the Parish Council

18. **Correspondence** (Not covered by a separate agenda item and for information Only).

18.1 **Balfour Beatty** – Road Closures - 03/04/18, 06/04/18, 19/04/18 & 26/04/18
(Noted)

18.2 Hereford **Civic Society** Invite to Annual Lecture on Upcycling Cycling (Noted)

18.3 Balfour **Beatty** - Weobley Sutton Walls & Queenswood Briefings W/c 30/03/18, 06/04/18, 13/04/18, 20/04/18 & 27/04/18. (Noted)

18.4 Herefordshire **Council** – Planning Application 181150 – Groves Field – Cross Keys
(Noted)

18.5 Balfour **Beatty** – Parish Briefing Presentation April 2018. (Noted)

18.6 Herefordshire **Council** – Traffic Jams on Aylestone Hill (Noted)

19. **Matters relayed to the Clerk for the Agenda of the next meeting**

- Village Gates
- Halfpipe
- Clerks Salary
- Donation to the Village Hall lights
- SID update
- General Data Protection Regulation policies

20. **Confirmation of the date, time and venue of the next meeting,**

- Annual Meeting of the Parish Council Monday 21st May 2018 @7.15pm Village Hall
- Annual Parish Meeting 21st May 2018 @ 7.45pm at the Village Hall
- Parish Council Monday 4th June 2018 @7.15pm at the Village Hall

The Parish Council resolved to go in to private session due to the confidential nature of the next agenda item

21. **Payment of Parish Clerks Salary**

To consider and approve the Clerks Salary Payment to 5th May 2018
Having considered the matter the payments were approved

Appendix 1

Status of Actions from last meeting 03/04/18

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
05/01	05/12/16	10	Village Hall Kitchen Heaters	Chairman to inform the committee of the Parish Councils decision.	Cllr Gow		Work In Progress
05/02	06/03/17	17	Footpath MR42	Footpath Officer to monitor			Work in progress
05/03	06/03/17	17	Footpath MR42	Clerk to liaise with Balfour Beatty			Work in progress
05/04	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
05/05	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
05/06		18	Reform of The Data Protection Legislation	Clerk to liaise with HALC	Clerk		Work In progress
05/07		24	Sutton Playing Field	Clerk to action Moderate risks and review the other risks	Clerk	Liaising with Footpath officer	Work in progress
05/08	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
05/09		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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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
05/10	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
05/11	08/02/18	23	Speed Indicator Device (SID)	Clerk to have an item on the agenda for the 4 th June Parish Council meeting	Clerk		Work In progress
05/12	03/04/18	7	Sutton Playing Field – Youth Facilities	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	Clerk		Completed
05/13		7	Sutton Playing Field – Youth Facilities	Clerk to put an agenda item for the next Parish Council meeting.	Clerk		Completed
05/14		9	No Cold Calling Zone	Clerk to put contact details in the Sutton news.	Clerk		Completed
05/15		13	A465 Hereford/Bro myard Road	Clerk to forward request to Cllr Kema Guthrie expressing the Parish Councils Support.	Clerk		Completed
05/16		13	A465 Hereford/Bro myard Road	Clerk to write to Parishioner informing him of the Parish Councils decision	Clerk		Work in progress

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
05/17		14	Defibrillator	Clerk to inform Kidwells that there were no comments	Clerk		Completed
05/18		18	SID	Clerk to inform Mardens Clerk of the Parish Council decision and send a copy of the maintenance manual	Clerk		Completed
05/19		19	SID	Clerk to purchase two batteries	Clerk	Still a few issues , waiting to see if they can be solved	Work In progress
05/20		20	Sutton Walls Conservation Group	Cllr Tina Hurley to send the relevant information to the Clerk.	Cllr Tina Hurley		Completed
05/21		20	Sutton Walls Conservation Group	Clerk to put the information on the website	Clerk		Completed
05/22		21	Litter Pick	the Clerk to inform the group of the Parish Council decision	Clerk		Completed

Ward Councillor's Report

Highways Update

Re: Update on complaint about Balfour Beatty Road Closure communication errors – This has been investigated by the Council's Information Access Team & I have received a full apology from Balfour Beatty regarding this matter and they have confirmed that they are now looking at ways to improve the accuracy of their information.

Speeding Traffic on Ridgeway Road

I have contacted the Safer Roads Partnership & alerted them to speeding traffic issues through the village is a major concern & on Ridgeway Road.

Ridgeway Road, Sutton St. Nicholas

Concerns have been raised again regarding the speed of traffic along the length of this road & a constituent has made a request for the 40/50 mph speed signs to be moved nearer to Hereford to include the end of the Ridgeway Road sign posted Sutton St. Nicholas and Marden (*Our Locality Steward - has advised that a TRO will be required*). I would like to ask the Parish Council to consider funding a TRO & then Balfour Beatty can investigate the possibility of moving the signage. In the meantime, I have requested some speed enforcement on this road too.

Re: Bridges update

I have arranged to meet with our Locality Steward on Thursday 10th May 2018 to view Moreton on Lugg Bridge & Laystone Bridge to see what more can be done to protect these grade II star listed bridges. Marden Parish Council as part of their June meeting will be considering & discussing, the heritage bridges and transport issues in Sutton Walls Ward. Unfortunately, the Laystone bridge has now been struck yet again & this damage plus the previous damage will take about six weeks to be repaired (*a road closure will be in place on Haywood Lane*) with the works starting around the end of May.

Re: Potholes

I've had reports from constituents around the Ward area about the ongoing problem of potholes, including Sutton St. Nicholas village road C1125, on the road to Moreton on Lugg C1120 & The Vern Marden. I have passed these reports onto our Locality Steward for inspection & action accordingly. Please continue to report potholes via the Herefordshire Council website or by phoning 01432 261800.

Re: Problems with the 10 am Bus to Hereford

There appears to have been some overcrowding problems on the 10 am Bus to Hereford, I understand this has been remedied by the bus company putting on an additional bus at this time. There were also problems with traffic jams on Aylestone Hill. I alerted officers to this issue & I was advised that there was a synchronization problem with traffic lights, which has now been resolved.

Phase two of City Centre Improvements to begin in May

The second phase of work to upgrade Hereford City Centre will begin on Monday 14th May 2018 with the refurbishment of Commercial Street,

Balfour Beatty Living Places on behalf of Herefordshire Council will carry out refurbishment works on the Commercial Street area of High Town.

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The work is the second phase of a refurbishment project for the city centre that will create a consistent look with the recent refurbishment of Widemarsh Street and High Street. Future phases will include an enhanced walking and cycling environment. The work will be phased to ensure minimal disruption to businesses and shoppers. All access to frontages will be maintained. Work will continue through 2018 with a break for the busy Christmas shopping period. The Commercial Street phase of the scheme will be completed in early 2019.

Report by Kema Guthrie 08/05/2018

Bank reconciliation as at 08th May 2018

		£
Opening 01/04/18		19,108.33
Income		0.00
		19,108.33
Less Payments		2,666.50
Balance		16,441.83
Bank Statement	13/04/18	18,654.45
Less Outstanding Cheques		
1045	30.00	
1072	623.00	
1073	247.50	
1074	420.00	
1075	520.00	
1076	223.32	
1077	148.80	2,212.62
Balance		16,441.83