

Sutton St. Nicholas Parish Council

Minutes of the Ordinary Meeting of Sutton St. Nicholas Parish Council, in the Village Hall, Sutton St. Nicholas on Monday 4th June 2018 (SPC/TF/125)

Councillors Present

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

In attendance

Tony Ford – Parish Clerk

Members of the Public –11

1. Apologies for Absence

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

2. Receive approve and sign the Minutes of the Ordinary Meeting of the Parish Council (no SPC/TF/123) held on Tuesday 8th May 2018.

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

3. Receive approve and sign the Minutes of the Annual Meeting of the Parish Council (no SPC/TF/124) held on Monday 21st May 2018.

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

4. Disclosable Pecuniary Interest Dispensations

There were no requests for dispensation.

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		DPI or NPI
Cllr Ron Gow		√			
Cllr Ann Burke		√			
Cllr Stan Gyford		√			
Cllr Tina Hurley		√			
Cllr Ian Nicholas		√			
Cllr Anna Toon		√			

6. Report from Clerk on actions from the last meeting

There were 14 actions requiring completion 4 were completed, and 10 were in progress (Appendix 1 refers) Noted

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

7.1 Ward Councillors Report

There was no Ward Councillor as Cllr Guthrie had sent her apologies.

7.2 Local Police Report

There was no Local Police Report.

7.3 Questions from other members of the public

1. Cllr Ann Burke raised the issue of vehicles parking by the Welsh Water pumping station on the Rhea and protruding on to the highway
Action Clerk to raise the matter with Welsh Water

2. At the request of a Parishioner on their behalf the Clerk tabled three checklists from The Royal Society for the Presentation of Accidents covering
 1. Selecting a Suitable Skateboarding Site
 2. Prevention of Skateboarding Accidents and Litigation Management
 3. Inspection of Skate Areas

8. Speed Indicator Device

To receive an update regarding the shared Speed Indicator Device

Cllr R Brook Chair of Marden's Traffic Management Group to attended for this item and summarised the current position regarding the Speed Indicator device was discussed and it was agreed that

- There was the inability to clear down the data,
- The setting up facilities was blocked
- The need to analyse a large amount of data
- The short battery life.
- The intermit working when set up.

VMS who acquired some of Thermotor following it liquidation was willing to carry out a free of charge assessment on the SID and ascertain if it was repairable or not.

There was the concern of spending further money on the SID. The Clerk informed the Parish Council that this was the only likely liability relating to the last financial year, which the Parish Council noted. It was agreed that a decision would be made once the outcome of the assessment was known.

The Parish Council agreed to share the cost (£30.00) of returning the SID and agreed to access the situation once a reply was received from VMS.

9. Sutton Playing Field – Youth Facilities Halfpipe

Cllr Anna Toon informed the Parish Council that the outline of the Halfpipe had been resprayed and there was now no need for the goal posts to be removed, the location was sheltered on three sides, and outlined the options for moving forward, such as establishing a charity or the community raised the money and the Parish Council purchased it to save on the VAT..

Cllr Anna Toon also highlighted that it would take time and would report back to the September meeting on progress.

A parishioner highlighted that she had not received an answer to her question on the noise levels, Cllr Anna Toon stated that if the Parish Council had concerns regarding Health and Safety, the Halfpipe was no more than three feet in height, so the health and safety issue would not be as high as those at the Hereford site.

Cllr Ian Nicholas highlighted that Cllr Anna Toon *Age Structure* related to the Sutton Walls Ward and that the Sutton St. Nicholas Parish figures should be used instead Cllr Ian Nicholas felt he would like to look at a Halfpipe

Cllr Ann Burke informed the Parish Council that she had visited Fownhope and had a look at their Half Pipe

Having considered the matter the Parish Council agreed that Cllr Ann Toon would bring to the September 2018 meeting sources of funded and how all the issues in the Society for the Prevention of Accidents have been /will be addressed. In addition it was agreed that

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the Clerk would be arrange a formal site visit to Fownhope so that Councillor can see a Halfpipe in situ.

Action Cllr Anna Toon to report back to the September 2018 Parish Council on issues agreed.

Action – Clerk to arrange a site visit to Fownhope

10. Village Gates

The Parish Council considered the specification and indicative costs for the village gates supplied by Cllr Stan Gyford., having considered the matter the Parish Council agreed that the Gate system would be located at the four entrances to the village. There would monitoring of speeds before and after installation and if speeding was still a problem, repeater signs would be introduced and if speeding was still an issue there would be a changes to the road layout such as chicanes and speed bumps (it was noted that there were very expensive).. The Clerk was authorised to liaise with Balfour Beatty to agree the way forward.

Action Clerk to liaise with Balfour Beatty and arrange a site visit to go through the Parish Council requirements

11. Donation – Village Hall

Having considered the matter the Parish Council agreed the payment of the donation previously agreed (£2,494.50) for the new lights at the village Hall. Cllr. Ron Gow , Cllr Ann Burke and Cllr Ian Nicholas declared an Non-Disclosable Pecuniary Interest and did not vote on the matter. Cllr Richard Andrews although absent was authorised to sign this cheque.

Action Cllr Andrews to sign Cheque

12. Financial Report

12.1 Confirmation of Balances – Balance as at 4th June 2018 was £29,031.66 (Appendix 2 refers)

12.2 Receipts (£14,288.50 1st Precept instalment)

12.3 Invoices for payments

Ref	Payee	Amount £	VAT	
1	Mike Darley	660.00	N/a	31/05/18 (345) Grass cutting, P£ bin clearance and SID deployment
2	Richard Morgan	177.50	N/a	04/05/18 (11) grass cutting and P3 work
3	Sutton St Nicholas Village Hall Charity	2,494.50	N/a	Donation to the New lights at the Village Hall

Resolved to authorise for payment and cheques signed

13. General Data Protection Regulation

The Parish Council considered the Data Protection Report and approved the following:-

- Consent Form
- Privacy Notice and Privacy Notice
- Data Protection Policy
- Data Subject Access policy
- Document Retention Policy

And noted Data Audit log and the Data processing log.

Action Clerk to put relevant forms on the Parish Councils Website

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14. Sutton St. Nicholas Statistics

This item was considered as part of agenda item 9 Sutton Playing Field – Youth Facilities Halfpipe

15. The Licensing Service of The Revd Paul Roberts

Having received and considered the formal invitation to attend, as it was the night of the next Parish Council it was agreed that Cllr Ann Burke would represent the Parish Council

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

16.1 **Balfour Beatty** Weobley Sutton Walls & Queenswood Briefings W/c 11/05/18, 24/05/18 (Noted)

16.2 **Balfour Beatty** – Road Closures May 2018 (Noted)

16.3 **HALC** – NALC update on GDPR and the Data Protection Bill (Noted)

16.4 **Balfour Beatty** – Road Closure Wergins Bridge.(Noted)

16.5 **Herefordshire Council** – Dementia Friendly Rural Guide (Noted)

16.6 **Marden Parish Council** – Options for discussions at Marden PC meeting re Heritage Bridges.(Noted)

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

- Defibrillator update

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

- Parish Council Monday 2nd July 2018 @7.15pm at the Village Hall

The Parish Council resolved to go in to private session to consider the following private and confidential matter

19. Payment of Parish Clerks Salary

Having considered the matter the Parish Council approved the Clerks Salary payment to 4th June 2018 and the Clerks Salary grade from 1st April 2018.

Status of Actions from last meeting 04/06/18

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
06/01	05/12/16	10	Village Hall Kitchen Heaters	Chairman to inform the committee of the Parish Councils decision.	Cllr Gow		Work In Progress
06/02	06/03/17	17	Footpath MR42	Footpath Officer to monitor			Work in progress
06/03	06/03/17	17	Footpath MR42	Clerk to liaise with Balfour Beatty			Work in progress
06/04	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
06/05	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
06/06		18	Reform of The Data Protection Legislation	Clerk to liaise with HALC	Clerk	Agenda item 13	Completed
06/07		24	Sutton Playing Field	Clerk to action Moderate risks and review the other risks	Clerk	Liaising with Footpath officer	Work in progress
06/08	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
06/09		23	Community Assets	Clerk to register the Parish Councils interest with Herefordshire Council.	Clerk	Emailed Herefordshire Council for procedure	Work in progress
06/10	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

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
06/11	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		Completed
06/12		13	A465 Hereford/Bro myard Road	Clerk to write to Parishioner informing him of the Parish Councils decision	Clerk		Completed
06/13		19	SID	Clerk to purchase two batteries	Clerk	Still a few issues , waiting to see if they can be solved	Work In progress
06/14	08/05/18	8	Bus Service	Clerk to put an article in Sutton News	Clerk		Completed

Summary

There were 14 actions requiring completion 4 were completed, and 10 were in progress

Bank reconciliation as at 04th June 2018

		£
Opening 01/04/18		19,108.33
Income		14,288.50
		33,396.83
Less Payments		6,859.67
Balance		26,537.16
Bank Statement	15/05/18	31,751.15
Less Outstanding Cheques		
1045	30.00	
1072	247.50	
1074	520.00	
1075	223.32	
1077	489.05	
1078	660.00	
1079	177.50	
1080	223.32	
1081	148.80	5,213.99
Balance		26,537.16