

## 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 6<sup>th</sup> August 2018 (SPC/TF/129)

#### Councillors Present

Cllr Ron Gow  
 Cllr Ann Burke  
 Cllr Richard Andrews (Items 8, 10-25)  
 Cllr Stan Gyford  
 Cllr Tina Hurley  
 Cllr Ian Nicholas

#### In attendance

Tony Ford – Parish Clerk  
 Mike Darley – Footpath Officer

Members of the Public –7

#### 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/127) held on Monday 2<sup>nd</sup> July 2018.

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/128) held on Wenesday11th July 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	√		8	Trustee Village Management Committee	Disclosable Pecuniary Interest
Cllr Ann Burke	√		8	Trustee Village Management Committee	Disclosable Pecuniary Interest
Cllr Richard Andrews		√			
Cllr Stan Gyford		√			
Cllr Tina Hurley		√			
Cllr Ian Nicholas	√		8	Trustee Village Management Committee	Disclosable Pecuniary Interest

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

There were 15 actions requiring completion 4 were completed, one closed and 10 were in progress (Noted)

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

##### 7.1 Ward Councillors Report

A brief verbal report was received from Cllr Kema Guthrie (Ward Councillor). (Appendix 2 refers)

## 7.2 Local Police Report

There was no report from the local police.

## 7.3 Questions from other members of the public

- Parishioners from Woodville raised a concern regarding crossing the main road as the position of the dropped curve did not give a good sight line for the traffic coming around the corner, also there was a concern that the level of speed beyond the 30MPH sign exceeded the limit significantly.
- There also need for a speed limit on Wergins Bridge.
- Cllr Ron Gow informed the Parish council that Herefordshire Council would not do anything as they do not have the money and highlighted the plans the Parish Council had in mind.
- Cllr Stan Gyford gave specific mention to the Gateway scheme being considered by the Parish Council.

**Action-** following the meeting with the relevant Parishioners the Clerk to visit the Woodville crossing.

## 8. Village Hall

Having declared an interest Cllrs Ron Gow, Ann Burke and Ian Nicholas left the room and Cllr Stan Gyford was elected to the Chair.

Mr Johnathan Blackman Chairman of the Village Hall Committee gave a brief outline of the finances, highlighting the high electricity costs, which was being looked into. However these costs were dictated by the lease agreement previously signed when the building was taken over. The building was now 10years old and there was now a need for repairs to be carried out which the Committee would not be able to fund. The Committee was looking to the Parish Council to pay for 2017 repairs and replacements amounting to £2,349.66. The Parish Council was also informed that it was now proving difficult to get people to attend fund raising events. Mr Blackman also informed the Parish Council that in the future use would be made of the Friends of Sutton School and Neighbours of Wyatt Road Social Media platforms and the Herefordshire Times Events website.

The Parish Council was also informed that there was currently six committee members, and that he would stay as a committee member but would be stepping down as Chairman at the end of his term.

The Clerk informed the Parish Council that there was a Reserve as at 31<sup>st</sup> March 2018 of £6,000 and that in the current year £2,494.50 had been expended on the cost of the new lights leaving some £3,500. The Clerk also recommended that the Parish Council only consider funding future unpaid costs, which was accepted by the Parish Council.

**Having considered the matter the Parish Council resolved that £2,350 be allocated from reserves to cover future requests that the Parish Council would consider in the current financial year.**

**Action-** the Committee to put an advert in Sutton News asking for volunteers to join the committee.

## 9. Maintenance of the Community Garden

At the request of the Chairman this item was considered before Agenda Item 8. The Parish Council acknowledged there was a need for the garden to be better maintained, having considered the matter it was agreed that quotes be sort for the

- Clearing all borders of weeds
- Clearing the bed by the entrance, and putting in a membrane and gravel

## Sutton St. Nicholas Parish Council

- Cutting back any over grown hedges.

It was also agreed that in future when the annual grass cutting quotes were sort that the general maintenance of the garden would be included

**Action** Clerk to seek quotes.

**Cllr Ron Gow returned to the chair for the following agenda items**

### 10. Speed Indicator Device

The Parish Council was informed that the Speed Indicator Device was not fit for purpose, and with the firm going out of business there was no guarantees, however the firm taking over the business would charge some £195.00 to get it operational (Engineer time, return shipping, new battery and new SD Card.). It was noted that the Parish Council did not intend to spend good money after bad, however it was willing to pay its half of the costs.

**Having considered the matter the Parish Council resolved to pay its half of the £195.00 cost.**

**Action** Clerk to inform Marden Parish Council of the Parish Councils decision

### 11. Sharing Speed Indicator Device

The Parish Council considered a request from Moreton on Lugg Parish Council .to share the current Speed Indicator Device. The Clerk reminded the Parish Council that at present it would have six siting's, compared to four if shared with Moreton on Lugg as well. The Parish Council was also informed that under the Balfour Beatty scheme there was four siting's. Having considered the matter the Parish Council resolved to agree to Moreton on Lugg sharing the Speed Indicator Device as long as they were willing to pay one third of all costs including the costs of repair.

**Action** Clerk to inform Marden Parish Council of the Parish Councils decision

### 12. Financial Report

12.1 Confirmation of Balances – Balance as at 6<sup>th</sup> August 2018 = £20,021.48 (Appendix 3 refers)

12.2 Receipts £30.23 (Western Power – Wayleave Payment)

12.3 Invoices for payments

Ref	Payee	Amount £	VAT	
1	Mike Darley	460.00	n/a	31/07/18 (358) Grass cutting and Footpath work
2	HMRC	174.00		PAYE P4
3	Public Works Loan Board	4,298.87	N/a	02/07/18 Loan repayment paid by Direct Debit (Noted)

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

### 13. Budget Monitoring Report

The Parish Council considered the budget monitoring report as at 2/07/18 (Appendix 4 refers). The Clerk informed the Parish Council that the Subsidy to the Parish Council would be taken from reserves and that the over spend on the Sutton News related to having one edition sent to all non-subscribers in the village plus the additional cost of delivery. The update was noted.

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### 14. Review of Reserves

As part of its review of the Parish Councils reserves, the estimated balance as at 31<sup>st</sup> March 2019 was noted

Actual reserves as at 31 <sup>st</sup> March 2018		19,108.00	
Budgeted income		29,770.00	
<b>Total</b>		<b>48,878.00</b>	
Less Budget expenditure		24,770.00	
Estimated Balance at 31 <sup>st</sup> March 2019		<b>24,108.00</b>	
	<b>31/03/17</b>	<b>01/04/18</b>	
Election	1,400.00	1,400.00	
Churchyard reserve	2,000.00	2,000.00	
Village Hall	6,000.00	6,000.00	
Good Neighbour Scheme	500.00	500.00	
Village Gate reserve	1,000.00	8,000.00	
Open space reserve	1,000.00	1,000.00	
Telephone Box /Defibrillator	0.00	1,000.00	
Specific reserves	<b>11,900.00</b>	<b>19,900.00</b>	

The Clerk gave an explanation with regards to the recommended use of reserves.

**Having considered the matter the Parish Council resolved that £19,900 be allocated as specific reserves as set out above**

### 15. Standing Orders

The Parish Council considered and resolved to adopt updated Standing Orders based upon NALC Model Standing Orders 2018 (England). (Appendix 5 refers)

### 16. Risk Register

The Parish Council reviewed and noted the Parish Councils Risk Register, and authorised Cllr Ron Gow to sign a copy, The Parish Council noted the actions that emanated from the risk register, which the Clerk would ensure compliance with.

### 17. Defibrillator

The Clerk informed the Parish Council that the Solicitors had raised the query of a licence or lease, the Clerk recommended a 20 year lease with 12 months' notice, as this would give time for the re-siting of the defibrillator. The Clerk was authorised to liaise with John Murray on the preferred approach and move the project forward.

**Action** Clerk to inform John Murray of the Councils preferred approach and seek agreement.

### 18. General Power of Competence

The Parish Council was informed that there was a need to consider whether the Parish Council met the criteria required by statute and that Local councils in England were given a 'General Power of Competence' (GPC) in the Localism Act 2011, sections 1 to 8. Councils no longer need to ask whether they have a specific power to act. The GPC (LA 2011 s1 (1)) gives local authorities, including eligible local councils, "the power to do anything that individuals generally may do" as long as they don't break other laws. It is a 'power of first resort'; this means that when searching for a power to act, the first question you ask is whether you can use the GPC.

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The Parish Council must decide, at a full Parish Council meeting, that it meets the criteria for eligibility at that particular point in time. A resolution to this effect must be written clearly in the minutes of the meeting. The council is then required to revisit that decision and make a new resolution at every 'relevant' annual meeting of the council to confirm it still meets the criteria (if it does). This means that eligibility remains in place until the first annual meeting of the council after the ordinary election even if the condition of the eligibility criteria has changed.

The two criteria are

	<b>Criteria</b>	<b>Description</b>	<b>Sutton St. Nicholas PC</b>
<b>1</b>	Elected Members	At the precise moment that the council resolves that it meets the criteria, the number of councillors elected at the last ordinary election, or at a subsequent by-election, must equal or exceed two thirds of the total number of councillors. Elected members include all councillors who stood for election whether or not the election was contested. Co-opted or appointed councillors do not count as they are not elected.	For a council with 7 councillors the number is 5, which the council achieves.
<b>2</b>	The qualified Clerk	The Clerk must hold at least one of the sector- specific qualifications and should have completed the relevant training designed as part of the National Training Strategy for local councils.	The Clerk has attained the Certificate in Local Council Administration (CiLCA)

**Having considered the matter the Parish Council resolved that it met the eligibility criteria for the General Power of Competence**

### **19. Footpaths Officers Report**

The Footpaths Officer informed the Parish Council that Sutton Walls was open, however there was incidents of vandalism, he was discussing options with PCSO Jenkins. Regarding ST 15 the Footpaths Officer informed the Parish Council of a landowner request to widen the Bridle path.

The Footpath Officer highlighted the issue of human faeces on Sutton Playing Field which had got into his equipment and that in future he would more vigilant and would be marking any areas found so that children and parents would be made aware of its location.

Cllr Ron Gow expressed how sorry the Parish Council was on the matter

### **20. Dog Fouling Signs**

The Parish Council was informed that the quotation for 20 signs was the same as the last order. Having considered the matter the quotation from Signs & Labels in the sum of £66.00 plus VAT be accepted.

**Action-** Clerk to order the signs

**21. Tree Inspection**

**To receive an update and agree the way forward**

The Parish Council was informed that the Clerk had met with Dan from Stretton Trees, and that the inspection would be carried out on Tuesday 7<sup>th</sup> August at an estimated cost of £350.00, the Clerk also asked for Cllr Gyford expertise to do a site visit to look at alleged tree damage from trees on Millway open space.

The Parish Council noted the update and agreed for the Clerk to liaise with Cllr Gyford on the alleged tree damage and take reasonable action as necessary.

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

22.1 **Balfour Beatty** Weobley Sutton Walls & Queenswood Briefings W/c 06/07/18,13/07/18,19/07/18 (Noted)

22.2 **Balfour Beatty** – Road Closure July and August 2018 (Noted)

22.3 **Herefordshire Council** – Cabinet Update 20/07/18 (Noted)

22.4 **Herefordshire Council** – Budget 2019/20 Consultation (Noted)

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

- Public Spaces Protection Order
- Tree inspection update
- Village Gate Update
- Half Pipe
- Hedges on Orchard Close
- Speed Indicator Device.

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

- Parish Council Monday 3<sup>rd</sup> September 2018 @7.15pm at the Village Hall

**25. Clerks Salary**

The payment of the Clerk Salary was authorised and Cllr Ron Gow was authorised to sign the timesheet previously circulated.

## Status of Actions from last meeting 02/07/18

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
08/01	05/12/16	10	Village Hall Kitchen Heaters	Chairman to inform the committee of the Parish Councils decision.	Cllr Gow		Work In Progress
08/02	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
08/03	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
08/04		24	Sutton Playing Field	Clerk to action Moderate risks and review the other risks	Clerk	Liaising with Footpath officer	Work in progress
08/05	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	Contractor contacted waiting for site map of St. Nicholas Church	Work In progress
08/06		23	Community Assets	Clerk to register the Parish Councils interest with Herefordshire Council.	Clerk	Emailed Herefordshire Council for procedure	Work in progress
08/07	08/02/18	16	Parish Council Annual Maintenance Plan 2018-19	the Clerk to inform the Parish Council of the outcome	Clerk		Completed
08/08		19	SID	Clerk to purchase two batteries	Clerk	On hold has the battery has been sent to contractor	Closed
08/09	04/06/18	9	Sutton Playing Field – Youth Facilities Halfpipe	Cllr Anna Toon to report back to the September 2018 Parish	Clerk	Agenda Item for September 2018	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>
				Council on issues agreed.			
08/10	04/06/18	9	Sutton Playing Field – Youth Facilities Halfpipe	Clerk to arrange a site visit to Fownhope	Clerk	Clerk to ask Councillors for availability dates	Work in progress
08/11	04/06/18	13	General Data Protection Regulation	Clerk to put relevant forms on the Parish Councils Website	Clerk	Will do once minutes signed	Completed
08/12	02/07/18	7.2	Local Police Report	Clerk to put police information on the Website and in Sutton News.	Clerk		Work in progress
08/13		9	Planning application – Land at Beechcroft (182017)	Clerk to inform Herefordshire Council of the Parish Councils decision	Clerk		Completed
08/14		10	Public Path Diversion Order	Clerk to inform Herefordshire Council of the Parish Councils decision	Clerk		Completed
08/15		14	No resurfacing of C1120	The Clerk to liaise with Marden	Clerk	Marden Clerk informed of Parish Council decision wait for draft letter	Work In progress

**Summary**

There were 15 actions requiring completion 4 were completed, one closed and 10 were in progress



## Ward Councillors Report

Ward Councillor's Report

Feedback from budget consultation will be used to inform council's budget

Herefordshire Council has launched the 2019/20 the budget consultation.

Budget proposals for 2019/20 have been drafted as Herefordshire Council continues to face significant financial pressure, with central government funding almost eliminated by 2020. Council Tax and business rates currently meet around 40% of the council's annual costs and fund many services across the county, from waste collection and road maintenance to looking after vulnerable children and adults.

The consultation will run from Thursday 5 July until Friday 21 September – allowing plenty of time for residents and businesses to have their say on how the council should budget for 2019/20. The survey is quick and easy to complete online

at [www.herefordshire.gov.uk/budgetconsultation](http://www.herefordshire.gov.uk/budgetconsultation) or comments can be emailed to [haveyoursay@herefordshire.gov.uk](mailto:haveyoursay@herefordshire.gov.uk).

Re: Annual Canvas

Residents in Herefordshire urged to check their voter registration details - to complete their annual canvass form online as soon as possible.

With local elections taking place in Herefordshire on Thursday 2 May 2019, the annual canvass gives residents the chance to make sure their current details are on the electoral roll so they can take part and vote. Voters can also use this opportunity to sign up to postal voting, or to arrange a proxy vote if they are unable to vote in person.

Re: Update on Redirection Request

I have recently received a response regarding my Redirection Request ref 180157. I'm pleased to report that the Request has been granted & this planning application **shall** be redirected to the Planning & Regulatory Committee due to an unusually high level of public interest. Currently, I have not yet been informed of the Committee date.

Speeding Traffic through the village – Update from the Safer Roads Team

*"We have taken speed data in both Moreton on Lugg & Sutton St Nicholas and both areas have come back showing speeds and traffic volumes below the threshold for enforcement by Safer Roads Partnership.*

*85thpercentile speeds in Moreton on Lugg were 34.4mph and the maximum number of vehicles recorded in any single hour was 192. Our threshold for enforcement is 35mph and 250 vehicles per hour. Speeds in the main part of the day (9:00am -5:00pm) were lower at around 33mph)*

*In Sutton St Nicholas 85thpercentile speeds were 32.8mph and the maximum number of vehicles per hour recorded was 210, so again both fall below the threshold for enforcement.*

*I understand that my colleague has been in touch with Sutton St Nicholas PC to discuss Community Speed Watch with them. This is the scheme where we train volunteers from the area and give them equipment to monitor traffic in the area and we send letters to any drivers detected exceeding the speed limit. If the PC and/or residents of Moreton On Lugg are interested in this it may be that they could combine with Sutton St Nicholas and share equipment in their own CSW scheme".*

Update Report by Kema Guthrie 06/08/2011

COUNCILLOR KEMA GUTHRIE

**Bank Reconciliation as at 6<sup>th</sup> August 2018**

Opening 01/04/18	19,108.33
Receipts	14,356.10
	<b>33,464.43</b>
Expenditure	13,442.95
Balance	<b>20,021.48</b>

Bank balance	13/07/2018	21,639.86
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**os cheques**

1045	30.00	
1085	72.00	
1086	31.99	
1087	223.32	
1090	396.00	
1091	460.00	
1092	174.00	
1093	261.30	
		1,648.61

19,991.25

**Income to be  
credited**

30.23

**20,021.48**

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Appendix 4

Budget Monitoring Report as at 2<sup>nd</sup> July 2018

Income	Actual 2015/16	Budget 2016/17	Actual 2016/17	Budget 2017/18	Actual 2017/18	Budget 2018/19	Actual to 02/07/18	variance
Precept	19,635.00	19,635.00	19,635.00	21,077.00	21,077.00	28,577.00	14,288.50	-14,288.50
Other -	0.00	0.00	0.00	0.00	42.83	42.83	0.00	-42.83
Balance Petty Cash Paid	0.00	0.00	0.00	0.00	32.00	0.00	0.00	0.00
New Lengthman Scheme	380.00	1,584.00	892.00	670.00	527.50	0.00	37.37	37.37
Bursery	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
VAT recovered / estimate	718.97	3,100.00	3,478.74	1,350.00	0.00	360.17	0.00	-360.17
Neighbourhood Plan Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
P3 Scheme	1,403.00	1,078.00	999.00	990.00	317.00	790.00	0.00	-790.00
Lottery Grant	9,650.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Section 106 monies	4,934.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>36,721.73</b>	<b>25,397.00</b>	<b>25,004.74</b>	<b>24,087.00</b>	<b>21,996.33</b>	<b>29,770.00</b>	<b>14,325.87</b>	-15,444.13
<b>Expenditure</b>								
Clerks Salary	4,404.09	4,310.00	4,418.26	4,645.00	4,439.56	4,670.00	1,488.48	3,181.52
Admin/Office Expenses	178.51	450.00	1,365.92	400.00	398.05	400.00	61.46	338.54
Training	150.00	150.00	30.00	120.00	60.00	130.00	0.00	130.00
Subsidy to Village Hall	0.00	500.00	0.00	500.00	0.00	0.00	2,494.50	-2,494.50
Insurance	765.42	780.00	798.60	900.00	543.39	550.00	489.05	60.95
Membership Subs	906.33	455.00	510.93	501.00	507.88	530.00	0.00	530.00
Auditors	250.00	250.00	255.00	260.00	260.00	400.00	60.00	340.00
Services Repairs and Maintenance	5,671.75	510.00	510.00	1,205.00	875.97	2,514.00	890.00	1,624.00
Lengthsman	711.98	1,584.00	990.50	870.00	1,165.00	1,000.00	105.00	895.00
Donations	200.00	200.00	50.00	200.00	225.00	200.00	0.00	200.00
Elections	41.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Purchase of open spaces	0.00	1,000.00	1,247.00	0.00	0.00	0.00	0.00	0.00
Loan repayment	8,597.74	8,598.00	8,597.74	8,598.00	8,597.74	8,598.00	0.00	8,598.00
Lottery Grant								
Neighbourhood Plan	2,076.66	0.00	2,926.73	0.00	0.00	0.00	0.00	0.00
Bin Collections	0.00	0.00	0.00	0.00	0.00	400.00	40.00	360.00
SIDs	150.00	620.00	750.00	1,000.00	750.00	424.00	20.00	404.00

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Income	Actual 2015/16	Budget 2016/17	Actual 2016/17	Budget 2017/18	Actual 2017/18	Budget 2018/19	Actual to 02/07/18	variance
Rent	5.00	6.00	5.00	1.00	0.00	1.00	0.00	1.00
New Website	0.00	300.00	0.00	200.00	500.00	100.00	0.00	100.00
Neighbourhood Plan Community Garden/Playing Field/Open Space	10,080.60	1,500.00	1,729.40	0.00	49.50			0.00
+Good Neighbour Scheme		500.00	0.00	500.00	0.00		1,090.00	1,310.00
P3 Scheme	1,017.00	1,078.00	1,023.50	1,027.00	1,110.00	1,027.00	467.00	560.00
Vat	3,444.31	646.00	1,362.67	550.00	584.20	426.00	24.29	401.71
Consultancy- travellers Site Submission		240.00	1,559.00	0.00	0.00	0.00	0.00	0.00
Sutton News	0.00	0.00	0.00	500.00	0.00	500.00	623.00	-123.00
Cash	0.00	0.00	320.00	0.00	0.00	0.00	0.00	0.00
cost of 1/2 share of SID	0.00	0.00	0.00	0.00	1,383.00	0.00	0.00	0.00
Litter pickers	0.00	0.00	0.00	0.00	27.05	0.00	0.00	0.00
Consultancy - Rural Area Site Allocation	0.00	0.00	0.00	0.00	325.00	0.00	0.00	0.00
Consultancy -Mast	0.00	0.00	0.00	0.00	870.88	0.00	0.00	0.00
Data protection Compliance	0.00	0.00	0.00	0.00	0.00	500.00	0.00	500.00
Reserves	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00	5,000.00
<b>Total Expenditure</b>	<b>39,863.44</b>	<b>25,397.00</b>	<b>29,685.85</b>	<b>24,087.00</b>	<b>25,323.82</b>	<b>29,770.00</b>	<b>7,852.78</b>	<b>21,917.22</b>
Cash bank for playing field					288.00			
<b>Bank expenditure</b>					<b>25,035.82</b>			

**Adopted Standing Orders**

**Please see separate document signed by the  
Chairman**