

## 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 3<sup>rd</sup> September 2018 (SPC/TF/130)

#### Councillors Present

Cllr Ron Gow  
Cllr Ann Burke  
Cllr Richard Andrews  
Cllr Stan Gyford  
Cllr Anna Toon  
Cllr Ian Nicholas

#### In attendance

Tony Ford – Parish Clerk  
Mike Darley – Footpath Officer

Members of the Public –3

#### 1. Apologies for Absence

The Parish Council received and approved apologies for absence from Cllr Tina Hurley

#### 2. Receive approve and sign the Minutes of the Ordinary Meeting of the Parish Council (no SPC/TF/129) held on Monday 6<sup>th</sup> August 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 Richard Andrews		√			
Cllr Stan Gyford		√			
Cllr Ian Nicholas	√		11	Property next to open space	Disclosable Pecuniary Interest
Cllr Anna Toon		√			

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

There were 16 actions requiring completion 8 were completed, three closed and five were in progress. (Noted)

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

##### 6.1 Ward Councillors Report

As apologies had been received from Cllr Kema Guthrie (Ward Councillor), Cllr Stan Gyford presented the following update on her behalf on parishioners concern relating to accidents on the Golden Cross junction.

- A site meeting had been arranged for Tuesday 11<sup>th</sup> September 2018.
- The speed measurement previously carried by West Mercia Police was carried out for one week in February via a box sited on a post across from the Golden Cross Public House.

## Sutton St. Nicholas Parish Council

- The Community Speed Watch team has been chased and they have confirmed that Sutton St. Nicholas is next on their list after Luston Parish Council.
- There is a shortage of Speed guns and the Parish Council might want to share with Marden Parish Council.

### 6.2 Local Police Report

There was no police report

### 6.3 Questions from other members of the public

The Parishioner was happy not to speak to it. The Parish Council noted the representation on the Half-pipe.

## 7. Village Gates

The Parish Council was informed that a formal request had been made to Balfour Beatty to start the process, and that Balfour Beatty has requested a location plan of the four locations where the parish council wished to install the village gateways, In addition to how the programme would be funded.

Balfour Beatty also wanted to know if the Parish Council would be looking for Balfour Beatty to supply and install the gateways or would the parish be looking into a different arrangement. If the parish Council wanted Balfour Beatty to supply and install the materials, there was three options to consider.

The Parish Council was also informed that the Clerk had asked what the procedure was if it chose to use another contractor.

The Parish Council considered the three Balfour Beatty options

1. Village Nameplate – costing £150.00 to £500.00 each
2. Picket Gates – costing £500.00 to £3,000.00 each
3. Village Gateway Scheme – Costing £3,500.00 to £10,000.00 each.

Having considered the matter the Parish Council resolved to ask Balfour Beatty for costings relating to Option 2 - Picket Gates costing £500.00 to £3,000.00

**Action** Clerk to send the request into Balfour Beatty

## 8. Woodville Crossing

The Parish Council was informed that during the site meeting with the Balfour Beatty Locality Steward informed the group that the current location of the dropped pavement had taken into account the 30mph speed and sight lines, and to improve access he recommended that the hedge blocking the footpath on Woodville side be cut back so that the footpath was clear along its full width, the hedge on the footpath from The Craft be cut back to improve the sight line and the tree overhanging the verge be trimmed back. Having considered the matter the Clerk was authorised to ask the Lengthsman to carry out the above work, subject to the Clerk liaising with relevant house owners.

**Action** Clerk to liaise with householders

**Action** Clerk to ask the Lengthsman to carry out the required work

## 9. Sutton Playing Field Youth Facilities Half- Pipe

Cllr Anna Toon informed the Parish Council that all Health and Safety issues would be covered as part of the tendering process, as the contractors had to be compliant. The Clerk reminded the Parish Council that it had agreed at its June meeting that RSPA safety issues would be addressed at this meeting, and in view of Cllr Toon comments was the Parish Council going to agree to wait until the quotations had been received for the Health and safety issues to be met.

## Sutton St. Nicholas Parish Council

Cllr Anna Toon informed the Parish Council that she had answered the requirements, the Clerk asked of the Parish Council the query again. Cllr Anna Toon then highlighted that she had received an anonymous representation on the matter which was spurious, vexatious and had no name on it. The Clerk informed the Parish Council that he had the email which identified who it was from and that he had kept it anonymous to ensure that the writer was not harassed. Cllr Anna Toon then highlighted the case where a parent was harassed and told he could not sign a petition as his child did not live in the village even though he did.

In view of the robustness of the exchanges Cllr Ron Gow asked for a five minute recess.

When the meeting restarted the Chairman informed the Parish Council that he would resign if he was interrupted and went on to say that:-

Cllr Toon had raised the issue of a half-pipe for the youth of the village, there were parishioners for and against.

The Parish Council had identified a site and they agreed the design and had also resolved to support the halfpipe, on the understanding that supporters of the project contributed by fund raising and seek grants.

The project must meet all health and safety requirements noise concerns and if not met the project would not be accepted by the Parish Council

Cllr Ron Gow informed the Parish Council that Cllr Anna Toon had some information.

Cllr Anna Toon having previously tabled the action plan for the project, informed the Parish Council that she had been in contact with Fownhope Parish Council, who had recommended two possible firms. In addition the Parish Council was informed that:-

- The group is to open a bank account
- The group had received a definite donation of £300.00
- Fund raising is planned
- The Group would liaise with Dave Tristram –Herefordshire Council
- Would be seeking to be one of the local charities supported by the local Waitrose.
- Planned to install by Easter 2019

Regarding the timetable Cllr Stan Gyford highlighted that within the task '*select supplier*' that it was not for the Parish Council to select the supplier, and that the breakdown of tasks should be :-

Tender evaluation, Report back to the Parish Council, and the Parish Council to assure itself on quality, health and safety compliance, noise abatement and the likely cost.

Cllr Stan Gyford also asked who would be assessing the quotes and highlighted that the group had to take care to ensure that all requirements had been met. Cllr Anna Toon requested that Cllr Stan Gyford reviewed the returned quotes, which he agreed to.

It was agreed that future reports from the group would cover all points raised, update on funding, health and safety issues, and updated action plan.

It was also agreed that the Group would report back to the Parish Council at the 5<sup>th</sup> November meeting on the outcome of the tendering process, an updated Action Plan and funding plan.

The Chairman asked that Councillors who wanted to visit Fownhope should do so before the next meeting. Cllr Ann Burke informed the Parish Council that she had visited the Fownhope site but no one was there

**Action** The Group to submit for the November 2018 meeting the Tender evaluation outcome so that the Parish Council can have assurance on quality, health & safety, noise abatement and costs.

**Action** The Group to submit for the November 2018 meeting an updated Action Plan and updated funding plan.

**10. Sutton Playing Field**

Although the councillors were informed by email The Clerk formally informed the Parish Council of the dog incident that happened on the Playing Field.

On the afternoon of Monday 13 August 2018 the grandfather of a little girl reported to me that his granddaughter was bitten by Staffordshire Bull Terrier on the Playground on Orchard Close, Sutton St, Nicholas.

His granddaughter was taken to hospital and was seen by two doctors and given the all clear as the skin was not broken.

It would seem that the dog got into the playing field through an opening by the entrance gate, which had now been blocked off

As a matter of urgency the Clerk got Mike Darley to block the gap and put chicken wire at the base of both gates

The Clerk had checked with the grandparent again on the evening of the 14<sup>th</sup>, who confirmed that she was a bit sore but ok, and that he intended to take her to the playing field on the Friday, so that she could see that it was secure and safe for her to go there in the future.

The Clerk tried to contact the Community Protection Enforcement Officer at Herefordshire Council, who was out, The Clerk was advised to report the matter to the police which he did to PC McDonagh

The Clerk also highlighted that since the incident he has been past the playing field and noted that the gate had been left open. The Clerk was asked to put a request asking that users shut the on entering and leaving.

**Action** Clerk to put a note in Sutton News regarding closing the gate

**11. Millway/Willow Rise Open Space**

The Parish Council was informed that Herefordshire Wildlife Trust had replied with the following

1. Stop cutting the grass twice a fortnight and move to cutting in mid-July (preferably taking the cuttings away or stacking them in a single location) and then again in September if possible. A path can be cut around the area so people can still walk it.
2. Improve the sward by introducing wild flower seed into the area. This can be done with appropriate seed from a merchant, dry hay, or for the best results, with green hay. We can supply green or dry hay, but green hay would have to wait until next year. If you adopted this option, you can use the cutting regime outlined above and should see big improvements within 2-3 years.

Herefordshire Wildlife Trust would have to charge for green hay, but it isn't expensive, and can give further advice on the phone for free (you are doing something positive for wildlife, so we like to help) but if you want them to come to site they would have to ask for a donation to cover their time.

The flower species they would look to see at this site are: cowslip, knapweed, common spotted orchid, birds-foot trefoil, betony and those generally associated with lowland hay meadow.

A discussion took place and it was felt that the recommendation would turn what is an amenity area into a meadow. It was agreed that this matter would be deferred until he January 2019

## Sutton St. Nicholas Parish Council

**Action** – Clerk to ensure an agenda item for the January 2019 meeting

### 12. Public Spaces Protection Order For Dog Control

The Parish Council was informed that Herefordshire Council now had a Public Spaces Protection Order for dog control in place, and that the order covered :-

#### 1. Fouling of Land by Dogs

This applies to all public places in the County of Herefordshire- a public place means any place to which the public or any section of the public has access, on payment or otherwise as of right or by virtue of express or implied permission.

**The offence** if a dog defecates at any time on the land to which this order applies and a person who is in charge of the dog at the time fails to remove the faeces from the land forthwith, that person shall be guilty of an offence

#### 2. Dogs on Leads

Applies to a specific list of land, none in the Parish

#### 3. The dogs on Leads by Direction

This order applies to all land which is within administration area of the Herefordshire Council and which is:-

1. Open to the air(which includes land that is covered but open to the air on at least one side) and
2. To which the public are entitled or permitted to have access with or without payment.

**The offence** a person in charge of a dog shall be guilty of an offence, if at any time, on any land to which the order applies, he does not comply with direction given by an authorised officer of the Authority to put and keep a dog on a lead.

#### 4. Dog Exclusions

(4b) This part of the order applies to all enclosed children's play area in the County of Herefordshire that are open to the air, for these purposes land which is covered is to be treated as land which is 'open to the air' if it is open on at least one side. A Children's play area 'is an area that is set aside for children to play in and contains children play equipment such as slide, swings, seesaw. Climbing frame or other similar play apparatus. A children play area is enclosed if it is surrounded on all sides by fences, gates, walls or other structures that mark the extent of the play area

**The offence** a person in charge of a dog shall be guilty of an offence if, at any time he takes the dog into, or permits the dog to enter or remain, on any land to which this order applies.

The Parish Council noted the update

**Action** Clerk to put relevant information in Sutton News

### 13. Financial Report

13.1 Confirmation of Balances as at 3<sup>rd</sup> September 2018 £18,792.81 (Appendix 2 refers)

13.2 Receipts - nil

13.3 Invoices for payments

Ref	Payee	Amount £	VAT	
1	Fran White	58.60	n/a	06/08/18 (00208) Annual Play Equipment Inspection Sutton playing Field
2	Richard Morgan	238.75	n/a	22/08/18 (26) Lengthsman Duties & grass cutting

## Sutton St. Nicholas Parish Council

Ref	Payee	Amount £	VAT	
3	Signs & Labels	79.20	13.20	Dog Fouling signs
4	Eyelid Productions Ltd	100.00	n/a	29/8/18 (2048) Annual Website support
5	Border Office Supplies & Systems	97.50	16.25	Ink cartridges and paper
6	Mike Darley	260.00	n/a	31/08/18 (360) grass cutting. Footpath work and repairs on playing Field

### 14. **Pothole Repairs and Other Public Realm Services**

The Parish Council considered correspondence from Herefordshire Council requesting comment from Parish Councils on services, having considered the matter it was agreed that the Parish Council comment would be '*That pothole repairs should be on the basis of potholes adjacent to each other rather than the current pothole category basis, which would ensure that visits to the same location would be reduced and makes common sense, as anecdotal evidence is that a visit is made to the same location within weeks, to repair other potholes previously deemed to be a category not to be filled*'

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

### 15. **Financial Regulations**

The Parish Council considered and adopt updated Financial Regulations based upon NALC Model Financial Regulations (England) (Appendix 3 refers)

### 16. **Defibrillator**

Following last meeting Solicitors informed of Parish Council requirement, there was no update to report.

### 17. **BBC Hereford and Worcester**

The Parish Council considered the BBC Hereford and Worcestershire request for local stories for their new local radio evening show on air between 7 and 10. They are looking to air local community stories live.

**Action** Clerk to put a note in Sutton News

### 18. **Parish Council Summit**

The Parish Council considered invitation from the Leader of Herefordshire Council and it was agreed that Cllr Ron Gow and Cllr Stan Gyford would attend

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

### 19. **Hedges on Orchard Close**

The Parish Council considered the request to have the hedges cut back from the highway, and agreed that the Footpath Officer look at the matter and report back to the Clerk.

**Action** Footpath Officer Report back to the Clerk

### 20. **Speed Indicator Devices**

No update to report

### 21. **Tree Inspection**

The Parish Council was informed that the full inspection had not been received and that following Cllr Gyford's site visit regarding the alleged root damage the Clerk without accepting liability has requested a quote to do alleged work. (Noted)

**22 Sutton Playing Field**

The Parish Council considered the Annual Inspection Report, The Clerk recommended that all green and above recommendations be action to include asking Playdale to inspect Aerial Runway and Trim Trail and carry out necessary repairs. Having considered the matter the Parish Council agreed that costings be sought to carry out all 48 green recommendations, on the understanding that the Parish Council was only obliged to consider the recommendations made.

**Action** Clerk to seek costs as agreed

**23 Herefordshire Area Plan –Housing and Employment Site Options**

Having considered the matter the Parish Council agreed not to comment.

**24. Neighbourhood Planning In Your Community**

The Parish Council considered a request from Cambridge University to take part in a national survey and for the Parish be considered for further study. Having considered the matter the Parish Council delegated to the Clerk the completion of the survey and authorised the Clerk to put the Parish Council forward to be considered for further study.

**Action** Clerk to complete the Survey and put the Parish forward to be considered for further study.

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

25.1 **Balfour Beatty** Weobley Sutton Walls & Queenswood Briefings W/c 09/08/18, 17/08/18, 23/08/18

25.2 **Herefordshire Council**– Planning Application 182907 –Land to rear of 9 &10 Fieldway- tree work

25.3 **Herefordshire Council** – Cabinet Update 02/08/18

25.4 **Herefordshire Council** – Planning Application 180157- Green Bank Consideration by Planning and Regulatory Committee and Site Visit

25.5 **Herefordshire Council** – publication of Annual Fire Authority Report 2018/19

25.6 **Herefordshire Council** – Footpaths Officer Briefing – Q & A

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

- Hedge on Orchard Close – update
- Speed Gun- Consider asking Marden Parish Council to share their speed gun.
- Prohibition Order - Alcohol – consider requesting one
- Wheelie Bin Stickers- Consider their use as part of the reducing speeding Strategy
- Tree Inspection - update

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

Parish Council Monday 1<sup>st</sup> October 2018 @7.15pm at the Village Hall

**The Parish Council resolved to go into private due to the confidential nature of the items.**

**28. Maintenance of the Community garden**

This matter was deferred until the next Parish Council meeting.

**29. Clerks Salary**

The Clerks salary was authorised for payment and cheque to be signed.

## Status of Actions from last meeting 06/08/18

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
09/01	05/12/16	10	Village Hall Kitchen Heaters	Chairman to inform the committee of the Parish Councils decision.	Cllr Gow		Closed
09/02	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
09/03	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		Closed
09/04		24	Sutton Playing Field	Clerk to action Moderate risks and review the other risks	Clerk	Liaising with Footpath officer	Closed
09/05	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	Completed
09/06		23	Community Assets	Clerk to register the Parish Councils interest with Herefordshire Council.	Clerk	Emailed Herefordshire Council for procedure	Work in progress
09/07	04/06/18	9	Sutton Playing Field – Youth Facilities Halfpipe	Cllr Anna Toon to report back to the September 2018 Parish Council on issues agreed.	Clerk	Agenda Item for September 2018	Completed
09/08	04/06/18	9	Sutton Playing Field – Youth Facilities Halfpipe	Clerk to arrange a site visit to Fownhope	Clerk	Councillors informed free to do visit	Completed

## Sutton St. Nicholas Parish Council

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
09/09	02/07/18	7.2	Local Police Report	Clerk to put police information on the Website and in Sutton News.	Clerk		Work in progress
09/10	02/07/18	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
09/11	06/08/18	7.3	Questions from the Public-Crossing at Woodville	Following the meeting with the relevant Parishioners the Clerk to visit the Woodville crossing	Clerk	Agenda item for September meeting	Completed
09/12	06/08/18	8	Village Hall	the Committee to put an advert in Sutton News asking for volunteers to join the committee	Village hall Committee		Work In progress
09/13	06/08/18	9	Maintenance of the Community Garden	Clerk to seek quotes	Clerk	Agenda Item	Completed
09/14	06/08/18	10	Speed Indicator Device	Clerk to inform Marden Parish Council of the Parish Councils decision	Clerk		Completed
09/15	06/08/18	11	Sharing Speed Indicator Device	Clerk to inform Marden Parish Council of the Parish Councils decision	Clerk		Completed
09/16	06/08/18	17	Defibrillator	Clerk to inform John Murray of the Councils preferred approach and seek agreement	Clerk		Completed

### Summary

There were 16 actions requiring completion 8 were completed, three closed and five were in progress

Bank reconciliation as at 3/09/18

Opening 01/04/18	19,108.33
Receipts	14,356.10
	<b>33,464.43</b>
Expenditure	14,671.62
Balance	<b>18,792.81</b>

Bank balance 13/07/2018 20,051.48

**os cheques**

1045	30.00	
1094	58.60	
1095	238.75	
1096	79.20	
1097	100.00	
1098	97.50	
1099	260.00	
1100	158.00	
1101	236.62	
		1,258.67
		18,792.81
		<b>18,792.81</b>