

## 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 1<sup>st</sup> October 2018 (SPC/TF/131)

#### Councillors Present

Cllr Ann Burke  
Cllr Richard Andrews  
Cllr Stan Gyford  
Cllr Tina Hurley  
Cllr Anna Toon  
Cllr Ian Nicholas

#### In attendance

Tony Ford – Parish Clerk  
Mike Darley – Footpath Officer

Members of the Public –4

#### 1. Apologies for Absence

The Parish Council received and approved apologies for absence from Cllr Ron Gow

#### 2. Receive approve and sign the Minutes of the Ordinary Meeting of the Parish Council (no SPC/TF/130) held on Monday 3<sup>rd</sup> September 2018

Cllr Anna Toon asked for her concern to be noted as to the level of detail in the minutes regarding Agenda Item 9 Sutton Paying Field Youth Facilities Half-pipe when compared to other agenda items and gave the example of agenda item 22 Sutton Playing Field and the inspection Report which had 48 green recommendations and wanted to know why this was not detailed in the minutes. The Clerk informed the Parish Council that Agenda Item 22 was a written report and that detail costings as previously asked for would be submitted when received, would show the detail. The level of details was also due to the fact there was parishioners for and against the project who needed be kept informed of what had happened at meetings.

Cllr Anna Toon again highlighted her concern regarding the anonymous correspondence, The Clerk again informed the Parish Council as to why it was kept anonymous and that correspondence from a Parishioner in favour of the halfpipe would be treated in the same way. A parishioner present informed the Parish Council that she had sent it.

Cllr Anna Toon was then asked what changes to the minutes she would be asking for, Cllr Anna Toon informed the Parish Council that at Agenda Item 22 she would like the number 48 added so that it read .... to carry out all 48 green recommendations.

The Parish Council agreed to the change and 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 Ann Burke		√			
Cllr Richard Andrews		√			
Cllr Stan Gyford		√			

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

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

There were 19 actions requiring completion 9 were completed, one closed and nine 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 was informed that Cllr Kema Guthrie (Ward Councillor) sent her apologies, her report was tabled (Appendix 2 refers)

#### 6.2 Local Police Report

There was no police report

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

The Landowner updated the Parish Council on the future development of land identified as 'Land at the Lane' in the Sutton St, Nicholas Neighbourhood Development Plan, which allowed for 20 houses, however Herefordshire wanted to increase this to 27, he and the developer felt 24 would allow for good sized gardens and facilities. The Parish Council was also informed that Herefordshire Council would be asking the Parish Council to agree on the final number. Things were still in the early stages, with the developer doing tests. It was intended that the developer would do a presentation to the Parish Council. The Parish Council would be kept up to date on progress. The Parish Council noted the update.

### 7. Golden Cross Junction

The Parish Council was updated on the outcome of the site visit and that the recommended outcome were as follows.

- As per attached photo, overhanging branches from the farm trees, obscuring the forward visibility to the current Give Way sign, need to be removed in order to provide an unobstructed view. This sign should ideally be visible from a position adjacent to the existing advanced give way sign and from all points between this sign and the line at the junction – This had been actioned by the land owner
- Lay additional SLOW on red surface adjacent to the existing Advanced Give Way sign – HC /BBLP.
- Provide additional small central red / hatch "ghost island" markings on Marden leg together with small edge hatch markings at junction to help define the junction (particularly in periods of low sun) – HC/BBLP.
- Provide additional offside Give Way sign with Fluorescent Yellow background (as discussed as an option at original 2014/15 meeting) – HC / BBLP
- Retrace current speed limit roundel on southern leg. HC / BBLP.

The Parish Council noted that at present timeframes for the HC/ BBLP lining work could not be guaranteed but would likely happen early 2019 (weather dependant).

### 8. Community Speed Watch

The Parish Council considered correspondence received from West Mercia Police as follows:-

This email is a further update about the community speed watch (CSW) scheme. Please see this as an offer to Sutton St Nicolas PC to take up the scheme and start the volunteer recruitment. Attached is the vetting form that each person will need to fill out and then they need to be sent back to me. Can I please ask that each person ensures they have completed all the relevant boxes to them as it can delay the process. E.G. It is common for people to miss out the DOB box.

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We do require a minimum of 6 people to form a group and we welcome everyone onto the scheme but the minimum age to join is 18 years old. We also ask that one member of the team comes forward as the group coordinator but this can be arranged at a later date.

Regarding the equipment, it is all provided by us at no cost to the PC or any volunteer. I have spoken to our csw group in Wellington and they are willing to share the equipment with the team in Sutton St Nicholas and that has helped in getting this offer in. The kit shares we have tend to work well.

Once we recruit a team we can look at training. We will need a room/hall that accommodates everyone present on the day of training and I bring everything that is needed for that. I will need some electricity as I do a PowerPoint presentation.

**Action** Clerk to put a request in Sutton News asking for volunteers

**Action** Clerk to inform West Mercia police that the Parish Council has put out a call out for volunteers.

### 9. Woodville Crossing

The Parish Council was reminded that there were three things to be done

- The Householder has agreed to cut back the hedge from the footpath.
- The Hedge on the footpath from the Craft has been cut back.
- Regarding the overhanging tree the householder has not agreed to it being cut back as he is currently able to pick the fruit from his wheelchair.

The Parish Council noted the update and the Clerk was asked to update the Locality Steward.

A parishioner from Woodville thanked the Parish Council for its efforts

**Action** Clerk to update the Locality Steward.

### 10. Planning Application – Neverrhea, Sutton St. Nicholas HR1 3BB (182683)

The Parish Council considered the proposed works to tree (species unknown). Having considered the application the Parish Council resolved to support the application.

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

### 11. Western Power – Power Supply Interruptions

The Parish Council noted the correspondence sent to a Parishioner.

### 12. Financial Report

12.1 Confirmation of Balances as at 1<sup>st</sup> October 2018 £17,513.76 (Appendix 3 refers)

12.2 Receipts - nil

12.3 Invoices for payments

Ref	Payee	Amount £	VAT	
1	PKF Littlejohn LLP	240.00	40.00	25/09/18 ( HE0117) External Audit Fees for year ended 31/3/18
2	Sutton St. Nicholas Village Hall A/C	212.50	N/a	Donation -Reimbursement for repair to Moving Wall
3	Marden Parish Council	140.93	n/a	12/09/18 & 02/7/18 Half hire of Courier and repair cost to shared Speed Indicator Devise
4	Mike Darley	251.00	N/a	30/09/18 ( 362) Grass Cutting and P3 work

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Ref	Payee	Amount £	VAT	
5	Information Commissioner	40.00	n/a	30/09/18 Data Protection fee

The above payments were authorised for payment and cheques to be signed

### 13. Notice of Conclusion of Audit

The Parish Council considered and noted that the external auditors had given the Parish Councils Accounts a clean bill of health. The Clerk informed the Parish Council that the required notices had been placed on the village website. The Parish Council thanked the Clerk.

### 14. Significant or long term projects/Liabilities/ commitments

The Parish Council carried out a review of activities to ascertain likely impact on Parish Council Finances

Having considered the matter the following projects were identified with their funding arrangements:-

- Village Gateway – Funded specific reserves ( Following precept increase)
- Village Hall Expenditure- Funded from specific reserves subject to requests being received.
- Tree Inspection- outcome of inspection –Open space specific reserve of £1000 and Churchyard specific reserve of £2,000.

### 15. Sutton St Nicholas War Memorial

The Parish Council was informed that Historic England were assessing war memorials for listing as part of their response to the centenary of the First World War. Historic England was currently considering whether the above memorial had special architectural or historic interest

Although the Clerk was unable to access the report The Clerk had received the following from Keith Lawton

Historic England also wrote to me. I have no comment to make on the proposal to include the Village War memorial in St. Nicholas Churchyard it is the right thing to do. The Parish Council noted the update.

### 16. Cabinet Update

To Parish Council noted the latest Cabinet Update

### 17. Road Works on C1120

The Parish Council considered correspondence from Balfour Beatty and was disappointed that the section of road from the bridge in Moreton on Lugg to the Marden/Sutton Road junction was not going to be resurfaced, and noted that the part from the A49 to the bridge which was being done was more structurally sound than the part which was not being done. It was felt that an explanation from Balfour Beatty was required as to how the decision was made bearing in mind the difference in structural soundness of both surfaces.

**Action** Clerk to forward the Parish Councils comments to Cllr Guthrie for her to raise the matter with Balfour Beatty.

### 18. Hedges on Orchard Close

The Parish Council noted the update from the Footpaths Officer, the Clerk informed the Parish Council that he had asked Herefordshire Council for information as to ownership and awaits a reply. A Parishioner also informed the Parish Council that she had made a planning application, with a view to purchasing and replanting the orchard at the opposite end of the road.

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### 19. Alcohol Prohibition Order

Cllr Anna Toon referred to the dog orders discussed at the last meeting and the Play Ground sign 'no alcohol ' which would not be enforceable as there is no order. A parishioner highlighted that she had reported to the police that a group of youths were drinking and smoking in the Playing Field late at night/early morning to no effect..

**Action** – Clerk to find out the cost of seeking prohibition order

**Action** - Parishioners to log incidents and sent details to the Clerk who would keep a log, which would be sent to the police.

### 20. Wheelie Bin Stickers

Cllr Stan Gyford tabled a sample of 30 mph stickers and suggested that the Parish Council considered their use as part of the reducing speeding strategy. The Parish Council agreed to the initial purchase of 30 additional stickers, which the footpaths Officer would put on telegraph poles on the main roads through the village.

The Parish Council will be giving consideration to the purchase of addition signs that can be stuck to litter bins.

**Action** Clerk to purchase 30mph stickers

**Action** Footpath Officer to put signs on telegraph poles on the main roads through the village.

### 21. Tree Inspection

The Parish Council was informed that the report had not arrived.

**Action** Clerk to chase

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

22.1 **Balfour Beatty** Weobley Sutton Walls & Queenswood Briefings W/c 31/08/18, 06/09/18, 13/09/18, 21/09/18. (Noted)

22.2 **Hereford Centre For Community Led Housing** – Invite to launch. (Noted)

22.3 **Balfour Beatty** – Road Closure Moreton on Lugg Level Crossing (Noted)

22.4 **Herefordshire Council** – Planning Application 181150 – Grove Field – consultation. (Noted)

22.5 **Cllr Kema Guthrie** – Road closure C1126 (Noted)

22.6 **Herefordshire Council** – November 2018 Remembrance Programme (Noted)

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

- Defibrillator
- Hedges on Orchard Close

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

Parish Council Monday 5<sup>th</sup> November 2018 @7.15pm at the Village Hall

**The Parish Council resolved to go into closed session to consider confidential items**

### 25. Maintenance of the Community garden

.Having considered the matter it was delegated to the Clerk to authorise the works subject to the requirement made by the Parish Council were met.

### 26. Tree Claim

**Action** Clerk to ask Mike Darley to do an inspection and report back to the Parish Council

### 27. Clerks Salary

The Clerks Salary 01/10/18 was approved

Status of Actions from last meeting 03/09/18

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
10/01	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
10/02		23	Community Assets	Clerk to register the Parish Councils interest with Herefordshire Council.	Clerk	Emailed Herefordshire Council for procedure	Work in progress
10/03	02/07/18	7.2	Local Police Report	Clerk to put police information on the Website and in Sutton News.	Clerk		Work in progress
10/04	02/07/18	14	No resurfacing of C1120	The Clerk to liaise with Marden	Clerk	Agenda item 17	Completed
10/05	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
10/06	03/09/18	7	Village Gates	Clerk to send the request into Balfour Beatty	Clerk		Completed
10/07	03/09/18	8	Woodville Crossing	Clerk to liaise with householders	Clerk	Agenda Item 19	Completed
10/08	03/09/18	8	Woodville Crossing	Clerk to ask the Lengthsman to carry out the required work	Clerk		Closed
10/09	03/09/18	9	Sutton Playing Field Youth Facilities Half-Pipe	The Group to submit for the November 2018 meeting the Tender evaluation outcome so that the Parish	The Youth Group		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 can have assurance on quality, health & safety, noise abatement and costs.			
10/10	03/09/18	9	Sutton Playing Field Youth Facilities Half-Pipe	The Group to submit for the November 2018 meeting an updated Action Plan and updated funding plan.	The Youth Group		Work In progress
10/11	03/09/18	10	Sutton Playing Field	Clerk to put a note in Sutton News regarding closing the gate	Clerk		Completed
10/12	03/09/18	11	Millway/Willow Rise Open Space	Clerk to ensure an agenda item for the January 2019 meeting	Clerk		Work In progress
10/13	03/09/18	12	Public Spaces Protection Order For Dog Control	Clerk to put relevant information in Sutton News	Clerk		Completed
10/14	03/09/18	14	Pothole Repairs and Other Public Realm Services	Clerk to inform Herefordshire Council of the Parish Councils decision	Clerk		Completed
10/15	03/09/18	17	BBC Hereford and Worcester	Clerk to put a note in Sutton News	Clerk		Work In progress
10/16	03/09/18	18	Parish Council Summit	Clerk to inform Herefordshire Council of the Parish Council decision	Clerk		Completed
10/17	03/09/18	19	Hedges on Orchard Close	Footpath Officer Report back to the Clerk	Footpath Officer	Agenda Item 18	Completed
10/18	03/09/18	22	Sutton Playing field	Clerk to seek costs as agreed	Clerk		Work In progress
10/19	03/09/18	24	Neighbourhood Planning In Your Community	Clerk to complete the Survey and put the Parish forward to be considered for further study	Clerk		Completed



**Herefordshire Councillor's Report**

**RE: WARD AREA HIGHWAYS MATTERS**

**GOOD NEWS - CONFIRMATION OF RESURFACING WORKS ON MORETON ON LUGG VILLAGE ROAD**

Resurfacing works are now scheduled on the village road (C1120) - week commencing 8<sup>th</sup> October 2018 from the junction with the A49 to just past the junction with Nursery Drive. Works will take approximately 3 to 4 days.

Balfour Beatty have installed new verge markers on the C1120 from Moreton Bridge to the Old School House & many potholes on this section of road have been filled in. In Marden the Velocity Patcher has completed works on Holbatch lane.

**Re: Site Visit at Sutton St. Nicholas**

I held a site visit on 11<sup>th</sup> September 2018 with the Council's Senior Accident Investigation Engineer, Our Locality Steward & local representatives. Although, the improvement scheme has helped to reduce the numbers of accidents at the crossroads, there have still been problems with drivers not stopping at the junction. These issues were thoroughly discussed onsite and the Officer's advice & outcome of the site meeting is as follows:

**Key Points**

1) The overhanging branches from trees which are obscuring the visibility to the current Give Way sign will be removed.

**Possible Future Improvement works:** -

2) To lay additional SLOW marking on a red surface adjacent to the existing Advanced Give Way sign.

3) To provide an additional small central red/hatch area on the Marden side, together with small edge hatch markings to help define the junction.

4) To provide additional offside Give Way sign with Fluorescent Yellow background.

5) To retrace current speed limit roundel on the southern side of the junction.

At present timeframes for the Herefordshire Council/Balfour Beatty lining work cannot be guaranteed but it is likely to happen early 2019 (weather permitting).

***Unfortunately, since this site visit another accident at the crossroads has occurred – so even more importantly the above improvement works are very necessary in order to help combat this problem.***

**RE: Potholes in the Ward Area**

To report a pothole go to <https://myaccount.herefordshire.gov.uk/report-a-pothole> or telephone 01432 261800

For current live information regarding Highway works in Herefordshire please view: <https://roadworks.org/>

Please contact me with any queries you may have on the above issues on: Tel: 01432 830577 or email address [kguthrie@herefordshire.gov.uk](mailto:kguthrie@herefordshire.gov.uk)

Kind Regards  
Kema



**Bank Reconciliation as at 1-10-18**

Opening 01/04/18	19,108.33
Receipts	14,356.10
	<b>33,464.43</b>
Expenditure	15,950.67
Balance	<b>17,513.76</b>

Bank balance 14/09/2018 19,159.06

**os cheques**

1045	30.00
1095	238.75
1098	97.50
1102	240.00
1103	212.50
1104	140.93
1105	251.00
1106	40.00
1107	237.02
1108	157.60

1,645.30

17,513.76

**17,513.76**