

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 5th August 2019 (SPC/TF/148)

Councillors Present

Cllr Ron Gow
Cllr Richard Andrews
Cllr Stan Gyford
Cllr Sharron Haworth
Cllr Tina Hurley
Cllr Ian Nicholas

In attendance

Cllr Kema Guthrie
Tony Ford – Parish Clerk

Members of the Public – 4

1. Apologies for Absence

The Parish Council considered and approved absences for Cllr Ann Burke

2. Receive approve and sign the Minutes of the Parish Council Meeting (no SPC/TF/145) held on Monday 1st July 2019.

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

3. Receive, approve and sign the confidential minutes of the Parish Council Meeting (no SPC/TF/146) held on Monday 1st July 2019.

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

4. Receive, approve and sign the minutes of the Extraordinary Parish Council meeting (no SPC/TF/147) held on Monday 22nd July 2019

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

5. Disclosable Pecuniary Interest Dispensations

There were no requests for dispensation.

6. 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 Richard Andrews		√			
Cllr Stan Gyford		√			
Cllr Sharron Haworth		√			
Cllr Tina Hurley		√			
Cllr Ian Nicholas		√			

7. Report from Clerk on actions from the last meeting

There were 13 actions requiring completion five were completed, eight were in progress (Appendix 1 refers). (Noted)

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

8.1 Police Briefing

Following correspondence by Cllr Kema Guthrie with The Police and Crime Commissioner CSO Jenkins attended the Parish Council meeting. CSO Jenkins informed the Parish Council that with regards to the recent house burglary, assurances had been given to the person burgled, and there has been reassurance patrols, and nothing suspicious seen on these patrols..

Regarding speeding visits emanating from the Speed-watch program, drivers are given strong words of advice, speeders were across all age groups and the majority were locals. The Parish Council was also informed that, some driver's first response was that the incident never happened. Where stronger warnings were required PC Bart McDonagh would attend and the driver warned that if offence was repeated a more formal route would be taken. The Parish Council was given assurances that officer random speed checks would be made, there was also work in hand to put four officer teams out (two to monitor speed and two to stop), as soon as the Inspector gives the go ahead formal speed checks will commence.

Regarding the playground random visits have been made, and only children were in the playground. Where Parishioners have concerns it was important to ring 101, and report the matter, as this would increase the chances of catching wrongdoers in the act.

Concern was also raised regarding the evidence of drug taking at the Playing field, CSO Jenkins confirmed that she had removed certain related items during visits made.

The Parish Clerk informed CSO Jenkins that he had rang 101 to report highways issues and was informed that the road was not on the system, it was therefore unlikely that Orchard Close was on the system, CSO Jenkins acknowledged that the system was being updated, and that callers should mention Sutton St. Nicholas Playing Field, which would flag up the location to officers.

There was additional concerns about drinking and driving, again CSO Jenkins stressed that it was important that incidents were reported by calling 101.

The matter of fire on Sutton Walls was raised as a concern bearing in mind the damage to crops, the vehicle registration number of the alleged vehicle was given to CSO Jenkins. Who also confirmed that she had spoken with Mike Darley about the incident on Sutton Walls.

The Chairman thanked CSO Jenkins for attending.

8.2 Ward Councillors Report

Cllr Kema Guthrie Ward Councillor gave a brief report (Appendix 2 refers) and summarised correspondence received from Herefordshire Council regarding the surface dressing on the Rhea and associated matters (Appendix 3), highlighting the reported cost of the surface dressing at £7,277.77.

Parishioners raised their concerns

- That the required depth should be 6.3 mm, and bearing in mind that the contractor went around a car that was parked meant that the job was not completed.
- Doing work on roads that did not need to be done was a waste of money.
- No communication received informing residents that work would be done, however on the Friday morning a large sweeper did a sweep along the Rhea.
- Only about 10 to 20 cars a day used the Rhea so wear and tear would be at a minimum.
- About half a mile of road was surface dressed at a cost of about £2.20 per square metre. (Cllr Gyford informed the Parish Council that his investigation came up with a figure of between £2.00 and £2.40 per square metre.
- The contractors came from Birmingham.
- Queried the level of project management and budgeting.

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Cllr Stan Gyford reminded the Parish Council that the Rhea had been resurfaced four years ago, and that it was not normal to do two layers on such a surface, unless the under layer was not good enough. The question to be answered is why put the surface dressing on, if the incorrect material was used four years ago Herefordshire should not be paying to put it right, he was also of the view that the reply was patronising in the extreme.

It was agreed that Cllr Kema Guthrie would take on board concerns raised and give an update at the next Parish Council meeting.

8.3 Questions from other members of the public

- Regarding the fibre cable laying concern raised that there were no signs in St Ethelbert Close. Cllr Kema Guthrie to follow up.

9. Defibrillator

The Parish Council considered the Managed Option (Appendix 4 refers) and the Costs (Appendix 5 refers)

Having considered the matter the Parish Council agreed to the Managed Option with the Support Agreement at a cost of £2,660.00, this was subject to satisfactory financial checks

Action Clerk to progress the matter as agreed

Action Clerk to liaise with Les Chambers regarding the £2,000 donation.

10. Community Speed Watch

Cllr Sharron Haworth thanked all the volunteers, who had taken part over the three months that the Speed Watch had taken place. Cllr Sharron Haworth felt the project was worthwhile and gave the example of speed checks which started at Woodville, then moved to another location, having returned to Woodville there were more speeding driver identified.

There would be training session sometime in September.

The Parish Council formally thanked Cllr Sharron Haworth for her work in organising the Speed Watch Project.

Action Cllr Sharron Haworth to do an article for Sutton News.

11. Traffic Regulation Order

The Parish Council was informed that 81 forms were returned and that there were 155 signatures.

Action Clerk to send petition to Herefordshire Council.

12. Surface Dressing

See agenda item 8.2 Ward Councillors Report.

13. Financial Report

13.1 Confirmation of Balances - £25,661.10 as at 5th September 2019. (Appendix 6 refers)

13.2 Receipts- Nil

13.3 Invoices for payments

Ref	Payee	Amount £	VAT	
1	Mike Darley	1175.00	n/a	30/07/19 (3847 386) Sutton Playing Field maintenance, P£ and grass cutting. SID
2	Richard Morgan	197.50	n/a	17/07/19 (70) Lengthsman duties

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3	Sutton News	428.60	n/a	06/07/19 delivery to non-subscribers regarding –Traffic Regulation Order
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The above payments were authorised for payment and cheques signed

14. Budget Monitoring

Following a summary by the Parish Clerk the Parish Council considered and noted Budget Monitoring Report as at 1st July 2019. (Appendix 7 refers)

15. Risk Register

The Parish Council reviewed the Risk Register and associated action sheet.

Having considered the matter Cllr Ron Gow was authorised to sign off the schedule.

Action Cllr Ron Gow to sign the Risk Register schedule.

16. Sutton Playing Ground

The Parish Clerk requested that this item be deferred to the next meeting, to allow for the requirements of the Parish Councils insurance to be identified.

17. Sutton Playing Field

The Parish Council was informed that there was a bit of a delay as Mike Darley had injured his hand and went into hospital, there was also a delay in play bark delivery, due to a national shortage.

Due to the issues previously identified the Parish Council agreed that the hedge along the road be reduced to 4 feet.

Action Clerk to arrange for the hedge to be reduced in size to 4 feet.

18. Terracycle

The Parish Clerk reminded the Parish Council that a Parishioner had requested that the Parish Council take part in this recycling scheme. The Parish Council considered information on the scheme (Appendix 8 refers). As part of its consideration the Parish Council noted that with regards open schemes that the Parish Council had more of a chance to be selected to open a public drop off location if the Parish Council site was more than 5 miles away from an existing public drop off location. Having considered the matter and being mindful that there were public sites within 5 miles of the Village Hall the Parish Council agreed not to pursue the matter at this time, however due to the importance of such a scheme the Parish Council would revisit the matter at a later date.

19. HALC Training

The Parish Council agreed that if Councillors would like to attend any HALC Training they should inform the Clerk. The Parish Council was reminded that it had two free training places.

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

20.1 **Balfour Beatty** Weobley Sutton Walls & Queenswood Briefings W/C 05/07/19, 8/07/19, 26/07/19. (Noted)

20.2 **Balfour Beatty** – Road Closures July 2019 (Noted)

20.3 **Balfour Beatty** – Road Closures July/August 2019. (Noted)

20.4 **Herefordshire Council** - Review of Polling places and Stations (Noted)

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

- Defibrillator
- Playground Check list
- Lengthsman Work schedule.

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

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Parish Council Monday 2nd September 2019 @ 7.15pm at the Village Hall

Parish Council resolved to go into private session to consider confidential items

23. Alleged Tree Claim

The Parish Council noted the update,

24. Clerks Salary

The Parish Council authorised payment of the Clerks Salary

Status of Actions from last meeting 01/07/19

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
08/01	02/07/18	7.2	Local Police Report	Clerk to put police information on the Website and in Sutton News.	Clerk	This will be as part of the update of information in progress	Work in progress
08/02	03/09/18	17	BBC Hereford and Worcester	Clerk to put a note in Sutton News	Clerk		Work In progress
08/03	05/11/18	7	Sutton Playing Field Youth Facilities Half-Pipe	Clerk to ask Playdale Playgrounds Ltd for a quote to include the links on the Trim Trail	Clerk		Work In progress
08/04	05/11/18	21	Tree Inspection	The Clerk to ask that the trees on the Playing Field at Orchard Closed be inspected as well.	Clerk	Wrong time of the year	Work In progress
08/05	03/06/19	19	Community Asset	Clerk to make the request to Herefordshire Council			Work In progress
08/06	01/07/19	8.2	Questions from Public	Clerk to raise issues with Cllr Kema Guthrie	Clerk	Agenda item 12	Completed
08/07		9	– Land adjacent Appletree House, Willow Rise, Sutton St, Nicholas (191912)	Clerk to inform Herefordshire Council of the Parish Council decision	Clerk		Completed
08/08		10	Defibrillator	Clerk to request a formal quotation for the Managed Option from the Community Heartbeat Trust	Clerk	Agenda Item 9	completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
08/09		13	Lengthsman Work	Clerk to inform the Lengthsman	Clerk		Completed
08/10		14	Lengthsman work in the Parish	Clerk and Cllr Stan Gyford to meet and draw up draft plan			Work in progress
08/11		15	Sutton Playing Field	The Clerk to liaise with the group of parents as requested.	Clerk	Email sent waiting for reply	Work in progress
08/12		16	Poo Bags	Clerk to purchase four Dog Poo Bag Dispensers	Clerk	Liaising with Stan	Work in progress
08/13		16	Poo Bags	Clerk to purchase additional signs	Clerk		Completed

Ward Councillors Report

Re: Concerns Raised about the Surface Dressing of the Rhea Lane

I have forwarded the full, rather lengthy response from the Acting Assistant Director of Highways and Transport to the Parish Council.

Some key points:

Cost: The provisional cost estimate for the construction of surface dressing is £7,277.77. It should be noted that the final accounts for this scheme have not yet been confirmed and this figure may be subject to change.

Surface dressing: The surface dressing which took place at Rhea Lane is a lower cost life extending treatment used to extend their life and prevent more costly repairs in the future. Surface dressing is a cost effective way to rejuvenate a road by covering it with a new layer of fresh bitumen (tar and chippings). It is used where the underlying condition of the road surface is relatively good/strong. Full resurfacing, on the other hand, is more appropriately used when roads are in a poor condition. The Asset Management approach outlines which treatment is most appropriate and delivers the best value for money for each type of road. Surface dressing is approximately 4 times cheaper than full resurfacing. Also the purpose of the dressing at this site was to seal the surface of what we refer to as a binder layer. The binder layer providing some strength to the road, the new dressing helps the surface maintain grip, seals it against water ingress, and extends the useful life of the road.

Notification: These works were carried out at the weekend as there had been delays to the programme because of the weather the week before. Surface dressing is a seasonal/weather dependent process and we must 'make hay whilst the sun shines' if the programme which comprises of some 126 stretches of road across the county between May and July was to have been completed. Leaflets were delivered to those on the lane directly impacted by the works before the work started, as well as, I am assured, information boards being placed on the highway. Our programme has also been publicised on the HC website https://www.herefordshire.gov.uk/info/200196/roads/723/herefordshire_road_investment/4

As well as on our social media feeds (Facebook & twitter).

Concerns about other roads: One of the other roads to which you refer I believe is the U72600 Sutton Hill which is approaching end of life. The U72600 Sutton Hill road is prioritised alongside other roads where repairs are considered on a needs basis to align the annual repair programme to a finite budget. I regret that I have to advise that this road is not currently in the 19/20 or the provisional 20/21 programme as currently other roads sit ahead of it in the prioritised list.

Re: Concerns raised about Gigaclear's work in the village

I arranged a site visit with local representatives and our Locality Steward who inspected the areas of concern in the village. He will continue to monitor the works and report issues accordingly.

Re: Concerns raised about Policing matters in the village

I contacted the Police & Crime Commissioner as the Parish Council requested and I contacted our Local Policing Team too. I'm pleased that the Police are in attendance this evening.

Re: Herefordshire Council's Chairman's official charity

A charity that supports Herefordshire residents with Parkinson's disease has been named as Herefordshire Council's Chairman's official charity. The announcement means that Parkinson's UK (Hereford and District) will receive the Chairman's fundraising support for the next 2 years. Parkinson's UK is a national charity which helps those with the disease, as well as funding research into finding an eventual cure.

To find out more about local support and activities for everyone affected by Parkinson's visit www.parkinsons.org.uk

RESURFACING WORKS

GOOD NEWS - In the recent communication from Balfour Beatty – it looks like the C1120 might be resurfaced in August!

C1120 – Moreton Bridge to School House

Wednesday, 14 August 2019 to (and including) Friday, 16 August 2019

Road closed 09.00 hours to 17.00 hours each day

Report by Kema Guthrie 05/08/2019

COUNCILLOR KEMA GUTHRIE

Tel: 01432 830577

Email: kguthrie@herefordshire.gov.uk

Surface Dressing and Related Matters - Reply to Cllr Guthrie's query

Cllr Guthrie,

The following is response to the particular matters of:

- The cost of the works;
- The rationale behind it;
- An explanation as to why the works were done so early on a Sunday morning and why there wasn't any prior notification given to residents (no advance yellow signs); and
- Concerns about the poor state of the road at the CRAFT and the U road – linking Sutton St. Nicholas village C1126 (Ridgeway Road) to Wyatt Road C1129 which are both considered by residents to be in urgent need of resurfacing yet do not get any attention.

Taking each point in turn:

Cost: The provisional cost estimate for the construction of surface dressing is £7,277.77. It should be noted that the final accounts for this scheme have not yet been confirmed and this figure may be subject to change.

Rationale: Herefordshire's highway maintenance programmes are based on an asset management approach. It is an approach which focuses on getting the best long-term value for money as opposed to a short-term approach which might prioritise immediate repairs over preventative and life extending work to preserve the asset and extend its life. Because we look at the long-term impact of our decisions, we do not simply prioritise our programmes based on what appears to be most pressing at the moment but rather we look to pick the best package of works mixing preventative life extending works and remediation works, which, within the available budget, will give us the best long term result for the network.

What this means for road maintenance is that we consider over a much longer term all the roads in the county in relation to one another when deciding which ones to maintain or repair first, rather than automatically fixing the roads which look worst. This enables us to make the best use of the limited resources we have but sometimes causes confusion when people see us performing preventative treatments on roads that appear to be in better condition than some others.

An everyday example that many people would relate to is the servicing of a brand new car which extends the life of the new car, as opposed to the repair of a 15 year old car. A non car owner may question why the newer car is going to the garage but a car owner knows that earlier life extending interventions greatly lowers his ownership costs in the long run.

Surface dressing which took place at Rhea Lane is a lower cost life extending treatment used to extend their life and prevent more costly repairs in the future. Surface dressing is a cost effective way to rejuvenate a road by covering it with a new layer of fresh bitumen (tar and chippings). It is used where the underlying condition of the road surface is relatively good/strong. Full resurfacing, on the other hand, is more appropriately used when roads are in a poor condition. The Asset Management approach outlines which treatment is most appropriate and delivers the best value for money for each type of road. Surface dressing is approximately 4 times cheaper than full resurfacing. Also the purpose of the dressing at this site was to seal the surface of what we refer to as a binder layer. The binder layer providing some strength to the road, the new dressing helps the surface maintain grip, seals it against water ingress, and extends the useful life of the road.

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Our asset management policy and strategy is explained in full in our Local Transport Plan Policy document, which is available at https://www.herefordshire.gov.uk/download/downloads/id/2631/local_transport_plan_2016-2031_policy.pdf

The implementation of this strategy has led to an improvement in the overall condition of our roads, it is a matter of fact that in 2013 55% of our A roads were in good condition (Green) with 9% deemed (Red) in need of maintenance, the remaining 36% were Amber. Now the % that is good has increased to 59% and just under 7% of this network is in need of maintenance. For the B roads in 2013 58% was Green, 8% Red and in 2018 this has improved to 61% Green and just under 7% Red. For C roads in 2013 53% of the network was Green, 11% Red this has also improved to 60% Green and 6% Red. The Unclassified road are measured using a different technique and in 2013 32% of this network was in need of maintenance and this figure had fallen to 26% prior to the 2017/18 winter which undoubtedly impacted on the condition of these roads and the teams have worked hard, within the bounds of the available resources to address this. We have some way to go, but this is demonstration that our approach is working in terms of the overall condition of our 2000 miles of road.

Notification: These works were carried out at the weekend as there had been delays to the programme because of the weather the week before. Surface dressing is a seasonal/weather dependent process and we must 'make hay whilst the sun shines' if the programme which comprises of some 126 stretches of road across the county between May and July was to have been completed. Leaflets were delivered to those on the lane directly impacted by the works before the work started, as well as, I am assured, information boards being placed on the highway. Our programme has also been publicised on the HC website https://www.herefordshire.gov.uk/info/200196/roads/723/herefordshire_road_investment/4

As well as on our social media feeds (facebook & twitter).

In this case I am advised that the work started just after 8.15am, and it was complete by 9.45am.

Concerns about other roads: One of the other roads to which you refer is I believe is the U72600 Sutton Hill which is approaching end of life. The U72600 Sutton Hill road is prioritised alongside other roads where repairs are considered on a needs basis to align the annual repair programme to a finite budget. I regret that I have to advise that this road is not currently in the 19/20 or the provisional 20/21 programme as currently other roads sit ahead of it in the prioritised list.

I hope that the above provides you with the comprehensive response that you seek.

Kind regards

Clive

Defibrillator – Managed Option

Community Health Trust:-

- becomes the "owner" in law and therefore accepts the main liabilities
- has Public Liability insurances
- takes control of policies and procedures and the site becomes "Accredited"
- has theft and damage insurances
- addresses VAT in line with HMRC guidance.
- will make sure if the equipment is out of service for any reason, you will have replacement equipment for the community
- provides a counselling service as part of "duty of care"
- extends warranties on equipment from 8 to 10 years
- arranges hosting and other agreements with the proposed site
- arranges an annual check on your equipment - defibrillator and cabinet
- The community receives top-tier equipment for untrained-users.

The Parish Council has the following obligations

- The community will carry out regular weekly (recommended) and monthly (minimum) checks on the equipment, reporting this via the WebNos governance system
- Any replacement or additional equipment is acquired through CHT, or via a separate annual support agreement is taken out with CHT
- Installation costs are met by the community

Support agreement –covers

- All Electrodes replacements (adult) both time expired
- and post-rescue
- Replacement batteries
- Replacement rescue kits.
- Annual Service check on defibrillator and cabinet.
- Loan defibrillator if yours is out of action for more than 3 days
- Courier Fees
- Rescue data downloading.

Defibrillator Costs

Description	£
Defibrillator & Cabinet	1,895.00
Install Cabinet	200.00
Webnos Governance System	0.00
Cardiac arrest Response Seminar	0.00
Post Rescue Counselling	0.00
1 st year Village Emergency Telephone System -optional	0.00
Annual support - 4 years	540.00
Carriage	25.00
Total	2,660.00

Bank Reconciliation as at 5th August 2019

Opening	
01/04/19	24,018.77
Receipts	14,579.20
	39,597.97
Expenditure	12,936.87
Balance	25,661.10

Bank balance 15/07/2019 27,929.61

os cheques

1146	72.00	
1154	1,175.00	
1155	197.50	
1156	428.60	
1157	316.21	
1158	79.20	
		2,268.51

25,661.10

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Appendix 7

Budget Monitoring Report as at 1st July 2019

	Actual 2016/17	Budget 2017/18	Actual 2017/18	Budget 2018/19	Actual to 31-03-19	Budget 2019/20	Actual as at 01/07/19	variance	Comments
Income									
Precept	19,635.00	21,077.00	21,077.00	28,577.00	28,577.00	28,577.00	14,288.50	-14,288.50	2nd instalment due in September
Other -	0.00	0.00	42.83	42.83	30.23	31.00	175.32	144.32	Gardening Club donation received but not planned for
Balance Petty Cash Paid	0.00	0.00	32.00	0.00	0.00	0.00	0.00	0.00	
New Lengthsman Scheme	892.00	670.00	527.50	0.00	37.37	0.00	0.00	0.00	
Bursary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
VAT recovered / estimate	3,478.74	1,350.00	0.00	360.17	1,877.59	300.00	0.00	-300.00	Claim due to be made
Neighbourhood Plan Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
P3 Scheme	999.00	990.00	317.00	790.00	670.77	0.00	115.38	115.38	Final payment relating 2019
Lottery Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Section 106 monies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Income	25,004.74	24,087.00	21,996.33	29,770.00	31,192.96	28,908.00	14,579.20	-14,328.80	
Expenditure									
Clerks Salary	4,418.26	4,645.00	4,439.56	4,670.00	4,536.12	5,000.00	1,525.02	3,474.98	on track
Admin/Office Expenses	1,365.92	400.00	398.05	400.00	364.96	400.00	136.50	263.50	on track
Training	30.00	120.00	60.00	130.00	0.00	130.00	0.00	130.00	Training to be planned
Subsidy to Village Hall	0.00	500.00	0.00	0.00	3,592.00	0.00	0.00	0.00	
Insurance	798.60	900.00	543.39	550.00	489.05	500.00	507.63	-7.63	under budgeted- no more payments due
Membership Subs	510.93	501.00	507.88	530.00	551.20	550.00	0.00	550.00	
Auditors	255.00	260.00	260.00	400.00	260.00	300.00	60.00	240.00	Only Internal audit paid
Services Repairs and Maintenance	510.00	1,205.00	875.97	2,514.00	1,807.90	2,600.00	374.20	2,225.80	
Lengthsman	990.50	870.00	1,165.00	1,000.00	428.75	2,000.00	155.00	1,845.00	Below budget
Donations	50.00	200.00	225.00	200.00	0.00	200.00	0.00	200.00	
Elections	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Purchase of open spaces	1,247.00	0.00	0.00	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	8,597.74	0.00	8,597.74	

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	Actual 2016/17	Budget 2017/18	Actual 2017/18	Budget 2018/19	Actual to 31-03-19	Budget 2019/20	Actual as at 01/07/19	variance	Comments
Lottery Grant									
Neighbourhood Plan	2,926.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Bin Collections	0.00	0.00	0.00	400.00	60.00	200.00	60.00	140.00	As required
SIDs	750.00	1,000.00	750.00	424.00	205.98	450.00	100.00	350.00	
Rent	5.00	1.00	0.00	1.00	0.00	1.00	0.00	1.00	
New Website	0.00	200.00	500.00	100.00	200.00	250.00	0.00	250.00	Nothing due yet
Neighbourhood Plan Community	1,729.40	0.00	49.50			0.00	0.00	0.00	
Garden/Playing Field/Open Space	1,235.60	2,110.00	2,651.60	2,400.00	2,128.60	2,600.00	1,370.00	1,230.00	on track
Good Neighbour Scheme	0.00	500.00	0.00		0.00	0.00	0.00	0.00	
P3 Scheme	1,023.50	1,027.00	1,110.00	1,027.00	902.00	1,027.00	555.00	472.00	on track
Vat	1,362.67	550.00	584.20	426.00	331.44	300.00	58.14	241.86	
Consultancy- travellers Site Submission	1,559.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sutton News	0.00	500.00	0.00	500.00	1,326.78	650.00	0.00	650.00	
Cash	320.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
cost of 1/2 share of SID	0.00	0.00	1,383.00	0.00	0.00	0.00	0.00	0.00	
Litter pickers	0.00	0.00	27.05	0.00	0.00	0.00	0.00	0.00	
Consultancy - Rural Area Site Allocation	0.00	0.00	325.00	0.00	0.00	0.00	0.00	0.00	
Consultancy -Mast	0.00	0.00	870.88	0.00	0.00	0.00	0.00	0.00	
Data protection Compliance	0.00	0.00	0.00	500.00	0.00	500.00	0.00	500.00	
Reserves	0.00	0.00	0.00	5,000.00	500.00	2,652.26	1,540.00	1,112.26	tree work
Total Expenditure	29,685.85	24,087.00	25,323.82	29,770.00	26,282.52	28,908.00	6,441.49	22,466.51	
Cash bank for playing field			288.00						
Bank expenditure			25,035.82						

Terracycle- Public drop off Locations

What is a public drop-off location?

A public drop-off location is a place with a collection bin where members of the public can drop off hard-to-recycle waste to be recycled by TerraCycle®. A public drop-off location is typically set up and managed by a single person or a small group of people (known as administrator(s)). The administrator(s) will be in charge of managing the public drop-off location, sending the waste to TerraCycle® and deciding how earned points will be distributed.

How can I find a public drop-off location?

To find a public drop-off location for your chosen programme (applicable for most of them), please go to the programme page and scroll down to use the interactive map where all locations are listed.

As each map is updated regularly, we advise you check the details of the chosen location (full address, opening hours and location of collection box at the site) before dropping your waste.

How can I set up a public drop-off location?

To set up a public drop-off location, please follow the steps below:

1. Start by finding a place to set up your public drop-off location and check with the person responsible of the site first (if applicable). Example locations could be your home, local supermarket, school or community facility. Please note we might need to verify this information later on.
2. Complete the public drop-off application form found on the programme page.
3. Check the 'How it Works' section on the programme page as each recycling programme is slightly different. Further steps to complete your application may be required.
4. Wait for confirmation from us via email.
5. Once the application is approved, place a collection box in the chosen location to start collecting waste!

You can only register one public drop-off location per programme. If any of the public drop-off location details change, please notify the Customer Support Team at customersupport@terracycle.co.uk or via Freephone 0800 0470 984 and they will update the details online.

What are the benefits of setting up a public drop-off location?

1. Collecting more waste will allow you to earn more TerraCycle® points, which means larger donations for the organisation of your choice.
2. Having a greater positive environmental impact by sending in larger, more efficient shipments as fewer transport trips will be needed.
3. Creating your own recycling facility nearby in a convenient place for you and your community, so no inconvenient trips to other public drop-off locations occur!

Sutton St. Nicholas Parish Council

Review of Programmes requested

Programme	Programme status	Nearest	How it works	Note
Bread bags	Full	Stretton Sugwas C of E Academy		<p>We do not provide collection boxes for private collectors or public drop-off locations for this programme</p> <p>Please note that this programme is no longer accepting new participants. Please consult the map below to drop off your waste at an existing public drop off location</p>
Oral Care, toothbrushes	Open to public drop off locations	Wellington Primary School	As soon as you are a member of the programme and when you want to post a shipment, download a free UPS label from your account, attach it to your shipment and then simply order a free pick-up via UPS by calling 03457 877 877 or book a collection online. UPS will then collect from your location. You can also drop-off your parcel at your closest UPS drop-off point, which you can find	Please note that you have more chances to be selected to open a public drop off location if you live more than 5 miles away from an existing public drop off location scheme
Crips Packets	Full	Wellington Primary School and Queenswood Country Park		Please note that this programme is currently full, but existing members on the programme can set up a public drop off location. We do not provide collection boxes for this programme
Biscuit and Snack Packets	Open to public drop off locations	14 Holmer St. Hereford	When you want to post a shipment, download a free UPS label from your account, attach it to your shipment and then simply order a free pick-up via UPS by calling 03457 877 877 or book a collection online UPS will then collect from your location. You can also drop-off your parcel at your closest UPS drop-off point, which you can find	Please note that you have more chances to be selected to open a public drop off location if you live more than 5 miles away from an existing public drop off location scheme