

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 7th October 2019 (SPC/TF/152)

Councillors Present

Cllr Ron Gow (Chairman)
Cllr Richard Andrews
Cllr Ann Burke
Cllr Sharron Haworth
Cllr Ian Nicholas

In attendance

Tony Ford – Parish Clerk

Members of the Public – 10

1. Apologies for Absence

The Parish Council considered and approved apologies for absence for Cllr Tina Hurley and Cllr Stan Gyford.

2. Receive approve and sign the Minutes of the Parish Council Meeting (no SPC/TF/150) held on Monday 2nd September 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/151) held on Monday 2nd September 2019

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

4. Disclosable Pecuniary Interest Dispositions

There were no requests received

5. Declarations of Interest

To receive declarations of interest by members in respect of items on the agenda.

Councillor	Y e s	N o	Agenda Item		DPI or NPI
Cllr Ron Gow		√			
Cllr Richard Andrews	√		8 & 9	Relates to a relative	Disclosable Pecuniary Interest.
Cllr Ann Burke		√			
Cllr Stan Gyford					
Cllr Sharron Haworth		√			
Cllr Tina Hurley					
Cllr Ian Nicholas		√			

6. Report from Clerk on actions from the last meeting

There were 18 actions requiring completion eight were completed, five were in progress and 5 closed (Appendix 1 refers).Noted

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

7.1 Ward Councillors Report

The Parish Council was informed that Cllr Kema Guthrie was unable to attend, due to Herefordshire Council commitments and sent her apologies. In her absence the Clerk gave a summary of her report (Appendix 2 refers)

7.2 Questions from other members of the public

A Parishioner thanked the Parish Council for the work done on footpath.

8. Planning Application (193293) - Lane Orchard, Land to the South of Woodville Grove, Sutton St. Nicholas – proposed erection of 24no dwellings, access (to the housing development and separate provision for DCWW maintenance of the adopted pumping station), drainage, landscaping and associated works. To include 8 no Low Cost Market Houses.

The Chairman informed the Parish Council that the development was in the Parish's Neighbourhood Development Plan and that the Parish Council had previously received briefings on the matter.

The Parish Clerk highlighted that the Neighbourhood Plan showed 20 dwelling. The Clerk also highlighted that on a smaller plot there was an application for 23 dwellings compared to 18 in the Neighbourhood Plan and that Herefordshire Councils Neighbourhood Development Team had commented that the Neighbourhood Plan number was a minimum if additional dwellings was considered to be a favourable use of land.

The Parish Council noted that the 30mph speed sign would be moved further outside the village to accommodate the new entrance, with an additional 40mph speed sign being located near Wergins Bridge, which aligned to the Parish Council strategy of speed reduction. The Parish Council felt it would be beneficial if both the builder and the Parish Council worked together regarding speed sign re-siting as the Parish Council was in the process of requesting that 30mph speed signs be moved further outside the village.

A query was also raised regarding the type of trees, with a preference for semi mature trees being planted.

In reply to a question relating to the open space the landowner informed the Parish Council that it would be for water management including foul water, the pumping station would be managed by Welsh Water, and the open space managed by a management group of all owners and that there was provisions in place if homeowners did not want to participate.

A parishioner also raised a concern about the visual impact for properties in the Craft and asked why the bungalows were not put at the other side of the site, the Parish Council was informed by the landowner that Herefordshire Council liked the affordable homes together and that rearranging the site would have been disruptive. There was also a concern as to whether trees would be planted on the corner of Woodville and the main road to act as a shield.

There was an additional query regarding crossing the road from the development, and was informed that the proposed site layout plan indicated that a footpath would run to the Woodville entrance, to link with the footpath that was already there.

Having considered the application the Parish Council resolved to support the application and noted that it would be beneficial if both the builder and the Parish Council worked together regarding speed sign re-siting as the Parish Council was in the process of requesting that 30mph speed signs be moved further outside the village.

Action –The Clerk inform Herefordshire Council of the Parish Councils decision.

Action – The Clerk inform Bell Homes of issues raised

Cllr Richard Andrews left the room for this agenda item.

9. **Planning Application (193170) – Slade Villa Sutton St. Nicholas HR1 3AU.** Proposed demolition of existing single storey extensions (141m³) and construction of single storey and two storey rear extensions.

Having considered the application the Parish Council resolved to support the application.

Action – The Clerk to inform Herefordshire Council of its decision.

Cllr Richard Andrews left the room for this agenda item.

10. **Planning Application (191813) – Sutton Primary School – Provision of a single mobile classroom.**

The Parish Council was reminded that at the Extraordinary meeting on 24th June 2019 The Parish Council resolved to object to the application due to concerns about the increased traffic and the current parking problems, which would be exacerbated due to additional vehicles attending the site, increasing the adverse impact on neighbouring properties, and that Herefordshire Council had approved the application with one of the conditions being

Prior to the first occupation of the development hereby approved, a Travel Plan which contains measures to promote alternative sustainable means of transport for staff, pupils and visitors with respect to the development hereby permitted shall be submitted to and be approved in writing by the Local Planning Authority. The Travel Plan shall be implemented, in accordance with the approved details, on the first occupation of the development. A detailed written record shall be kept of the measures undertaken to promote sustainable transport initiatives and a review of the Travel Plan shall be undertaken annually. All relevant documentation shall be made available for inspection by the local planning authority within 21 days, upon reasonable request.

Reason: In order to ensure that the development is carried out in combination with a scheme aimed at promoting the use of a range of sustainable transport initiatives and to conform with the requirements of Policies SD1 and MT1 of Herefordshire Local Plan – Core Strategy and the National Planning Policy Framework

The Parish Council noted the update.

11. **Defibrillator**

The Parish Council was informed that all paperwork had been signed and ready to go, and that the donation of £2,660 had now been received from Les Chambers and there now a need for a cheque to be raised. The Parish Council thanked Mr Les Chambers for his kind donation, and it was agreed that he would be asked to cut the ribbon at the opening ceremony.

Cllr Ann Burke informed the Parish Council that Hereford Heartstart would be holding their Annual General Meeting for Volunteers at Sutton St. Nicholas Village Hall in November and was happy to hold a Heartstart training session in the village hall once the Defibrillator was on site. The Parish Council agreed that Heartstarts kind offer would be taken up and publicity would be given to the training event when known.

12. **Community Speed Watch**

Cllr Sharron Haworth informed the Parish Council that the programme continues, even though there was battery issues with the current equipment, however there was new equipment on order. New volunteers were now part of the group. It was very disappointing to see that the majority of drivers continue to speed.

On behalf of the Parish Council Cllr Ron Gow thanked Cllr Sharron Haworth and all volunteers.

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13. Village Gateway

To consider an update and agree the way forward. - Briefing from Cllr Stan Gyford- This item was deferred until the next meeting.

14. Sutton Playing Field - Bark

The Clerk has been in touch with the insurance company who have stated

Surfacing

- Appropriate surfaces shall be provided. Where a protective surface is provided it shall have been tested in accordance with BS 7188 and EN 1177
- Protective surfacing shall be laid in the areas recommended by EN 1176 as being appropriate. Items covered by any other standard shall have protective surfaces to standards not less than EN 1176
- The manufacturer or designer shall provide a test certificate from a recognised test house such as BSI, CST or RAPRA.

The External Annual inspection uses EN1176 and EN1177 and has identified that the bark needs topping up due to its low level. In view of the low level the bark has been topped up with 6 bags of Play bark from Radbournes.

Looking forward a large quantity of bark will be need around the tall stack of stones, the suggested approach was to have two layers bottom layer from Queenswood and top layer play bark from Radbournes.

Having considered the matter the Clerk was authorised to purchase bark from Queenswood and Radbournes as recommended

Action Clerk to order bark as agreed.

15. Financial Report

15.1 Confirmation of Balances - £22,196.51 as at 7th October 2019 (Appendix 3 refers)

15.2 Receipts £2,690.23 (Donation £2,660.00 + Wayleave £30.23)

15.3 Invoices for payments

Ref	Payee	Amount £	VAT	
1	PKF Littlejohn LLP	240.00	40.00	17/09/19 (SB20192612) External Audit of Annual Governance & Accounting Return 2019
2	Mike Darley	655.00	N/a	30/09/19 (P3 work ,grass cutting, bins & Playing field)
3	Information Commissioner	40.00	n/a	29/09/19 Data Protection Fee year commencing 10/11/19
4	Community Heartbeat Trust	2,660.00	n/a	Defibrillator Managed Solution - Contribution
5	Signs & Labels Hereford Ltd	99.00	16.50	02/08/19 Dog Poop signs

16. Section 106 Monies – The Academy

The Parish Council was informed that it had received Correspondence received from Herefordshire Council regarding its query

'I refer to your enquiry with regards to section 106 monies for academy schools. I can confirm that academy schools are a recipient of section 106 monies. The monies are administered in the same way as non-academy schools in that they are held by the council and released when a project has been agreed with the council.'

The Parish Council noted the reply

17. Sutton Playing Field

17.1 Work outstanding

- Work around the tunnel
- The shelter steps
- Disposal of the plant pot
- Stone Tower – Safety Surface

17.2 Inspection report – The parish Council noted the inspection report dated 03/10/19

17.3 Inspection rota – The Parish Council noted the rota.

18. Sutton Playing Field- - Police Signage

Cllr Ron Gow reminded the Parish Council that the Parish Council had made strong representation to the Police regarding drug usage on the playing field, and the sign was part of the police strategy to deter this. Further discussion took place on the matter.

Having considered the matter the Parish Council resolved that the sign should stay.

Action Clerk to inform Parishioner of the Parish Council decision.

19. Sutton Playing Field – Special maintenance

Due to its specialist nature quotes were sought from Playdale and Cooper Beech Play

- **Playdale – Aerial Runway** Spring Stop Replacement Kit , delivery and installation to include re-tension of cable and sanding runway legs
£509.36

- **Connecting Links** - we have not quoted for the connectors as they are attached to the ropes/net and we would have to quote for the full net to be replaced. As there is no wear on the ropes that are required to be repaired we have left this out of the quote.

- **Cooper Beech Play** – I'm afraid we don't get involved in repairs, sorry. If you ever need a replacement we will obviously be happy to help and provide a good discount for local projects.

In view of the time taken to solve this issue the Clerk recommended that the Parish Council accept the quotation from Playdale and that in view of their comments Cllr Stan Gyford be asked to look at the connecting links to see what could be done.

Having considered the matter the Parish Council resolved to accept the quotation from Playdale and that Cllr Gyford be asked to look at the links.

Action Clerk to inform Playdale

Action Cllr Gyford be asked to look at the links

20. Completion of External Audit 2019

The Parish Council was informed that the External Auditors end of Year report had been received and the Parish Council had been given a clean report.

'On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met'

The Clerk also confirmed that the relevant documents were on the Parish Council Website.

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The Parish council noted the update.

21. St, Nicholas Churchyard Wall

To receive an update and agree the way forward. - This Item was deferred until the next meeting

22. Tree Planting 30th November 2019

The Parish Council was informed by the Clerk that the Woodland Trust was holding a mass participation tree planting day and Cllr Stan Gyford has asked that the Parish Council consider planting trees on the two pieces of land that it owns. It was felt that there was a lack of space on the playing field. Having considered the matter the Parish Council resolved that trees could be planted on the open space on Willow Rise/Millway, on the condition that they would not in the future impact adversely on surrounding properties in anyway. The tree planting was delegated to the Clerk to action

Action Clerk to take action as required.

23. Litter Pick

The Parish Council endorsed the litter pick planned for 27th October 2019, authorised the use of Parish Council Litter picking equipment and confirmed that the volunteers would be covered by the Parish Council insurance. The Parish Council thanked Cllr Ian Nicholas for leading on the project.

24. Joint use of Speed Indicator Device

The Parish Council noted the update from Cllr Ron Gow (Appendix 4 refers). The Clerk reminded the Parish Council was reminded that previously it had agreed not to spend any more money on the Speed Indicator Device. Cllr Ron Gow would report back to the next meeting of the Parish Council.

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

25.1 **Balfour Beatty** Weobley Sutton Walls & Queenswood Briefings W/C 06/09/19, 13/09/19, 20/09/19. 27/09/19 (noted)

25.2 **Balfour Beatty** – Road Closures September/ October 2019. (Noted)

25.3 **Herefordshire Council** – Power Point slides Parish Council Summit 20/09/19. (Noted)

25.4 **Herefordshire Council** – Children & Young People Showcase. (Noted)

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

- Village Hall Budget
- Shared Speed Indicator Device.

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

Parish Council Monday 4th November 2019 @ 7.15pm at the Village Hall

The Parish Council resolved to go into private session.

28. Parishioner Complaint

The Clerk to write to both parties

29. Alleged Tree Claim

The Parish Council noted that the matter was now closed.

30. Clerks Salary

The Parish Council authorised payment of the Clerks Salary

Sutton St. Nicholas Parish Council

Appendix 1

Status of Actions from last meeting 02/09/19

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
10/01	02/07/18	7.2	Local Police Report	Clerk to put police information on the Website and in Sutton News.	Clerk		Completed
10/02	03/09/18	17	BBC Hereford and Worcester	Clerk to put a note in Sutton News	Clerk		Closed
10/03	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	Request made	Completed
10/04	05/11/18	21	Tree Inspection	The Clerk to ask that the trees on the Playing Field at Orchard Close be inspected as well.	Clerk	See 10/11 below	Closed
10/05	03/06/19	19	Community Asset	Clerk to make the request to Herefordshire Council	Clerk	A request has been made to Herefordshire	Completed
10/06	01/07/19	14	Lengthsman work in the Parish	Clerk and Cllr Stan Gyford to meet and draw up draft plan			Work in progress
10/07	01/07/19	15	Sutton Playing Field	The Clerk to liaise with the group of parents as requested.	Clerk	Email sent waiting for reply	Work in progress
10/08	01/07/19	16	Poo Bags	Clerk to purchase four Dog Poo Bag Dispensers	Clerk		Closed
10/09	05/08/19	11	Traffic Regulation Order	Clerk to send petition to Herefordshire Council	Clerk	See 10/15 below	Closed
10/10	05/08/19	17	Sutton Playing Field	Clerk to arrange for the hedge to be reduced in size to 4 feet	Clerk	Quotes requested	Work in progress
10/11	02/09/19	7.2	Questions from the Public	Clerk to raise the matter with Bell Homes and Herefordshire	Clerk	Agenda item 16	Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
				Council			
10/12	02/09/19	8	Defibrillator	Clerk to send documents to Community Heartbeat Trust	Clerk	Donation received Council (agenda item 15.2)Cheque to be raised agenda item 15.3.4	Work In progress
10/13	02/09/19	9	Community Speed Watch	Clerk to book Cllr Sharron Haworth on the HALC Highways Patrol Training session	Clerk		Completed
10/14	02/09/19	10	Traffic Regulation Order	Clerk to send forms to Balfour Beatty	Clerk	Cllr Kema Guthrie's signature needed will get it at October meeting	Work In progress
10/15	02/09/19	12	Sutton Playing Ground	Clerk to draw a up a weekly rota	Clerk		Completed
10/16	02/09/19	13	Sutton Playing Field	Cllr Stan Gyford to report back on the matter of the Bark	Cllr Stan Gyford	Agenda item 14	Completed
10/17	02/09/19	14	Sutton Playing Field	Clerk to get quotes for work authorised	Clerk		Completed
10/18	02/09/19	16	Armed Forces Veteran Survey	Clerk to put the required information in Sutton News	Clerk		Completed

Ward Councillor's Update Report

Re: Planning Application 191813 Sutton Primary School, for an additional mobile classroom

In my comments to the Planning Committee I raised the concerns of the Parish Council & residents, concluding as follows:

“As Local Ward Member I am very concerned about the high volumes of school traffic which are not being addressed. There’s not only the difficulty around parking but also a substantial environmental issue with so many cars travelling to and from the school. Herefordshire Council has recently successfully hit the 2020 carbon reduction target, committed to tackling the Climate Change Emergency. Surely, other sustainable travel options (like a school bus) need to be explored by the school in order to protect the environment and amenity, minimising the disruption to local residents.

If you are minded to approve this application I would request that the decision is not made until sustainable travel measures are put in place.”

I am pleased that the decision notice requires the School to develop a Travel Plan.

Point 5 of the Decision Notice

Prior to the first occupation of the development hereby approved, a Travel Plan which contains measures to promote alternative sustainable means of transport for staff, pupils and visitors with respect to the development hereby permitted shall be submitted to and be approved in writing by the Local Planning Authority. The Travel Plan shall be implemented, in accordance with the approved details, on the first occupation of the development. A detailed written record shall be kept of the measures undertaken to promote sustainable transport initiatives and a review of the Travel Plan shall be undertaken annually.

Re: Consultation on the Council's Corporate Plan

Herefordshire Council is consulting with local people on a new four year Corporate Plan covering the period 2020-2024. This will determine the new council's policy and investment priorities for Herefordshire and will set the scene for a more detailed consultation on the 2020-21 budget which will commence in early November. Many pop-up consultation events have been held around the County and the final one is to be held in **Hereford High Town Market** - Saturday 12 October, 10am to 3pm. There is also an online survey to provide feedback.

The closing date for the consultation is Monday 21 October 2019.

Herefordshire Council welcomes online comments which can be shared by taking part in the quick survey at www.herefordshire.gov.uk/ambition

Re: Council resolved to set a target of zero carbon emissions by 2030

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Herefordshire Council has committed to take a major step to minimise the council's impact on the environment. At the cabinet meeting held on Thursday 26 September, elected members agreed to:

Accelerate a reduction of emissions and aspire to become carbon neutral by 2030/31.

Deliver an updated carbon management plan and associated action plan for Council emissions by April 2020.

Work with strategic partners, residents and local organisations to develop a revised countywide CO2 reduction strategy aspiring for carbon neutrality by 2030.

Use 100% renewably sourced energy where this provides the best carbon reduction return on investment.

Report by Kema Guthrie 06/10/2019

COUNCILLOR KEMA GUTHRIE

Tel: 01432 830577

Email: kguthrie@herefordshire.gov.uk

Bank Reconciliation as at 07-10-19

Opening 01/04/19	24,018.77
Receipts	17,269.43
	41,288.20
Expenditure	19,091.69
Balance	22,196.51

Bank balance 09/09/2019 26,727.81

os cheques

1159	100.00	
1160	193.15	
1163	58.60	
1165	83.20	
1166	240.00	
1167	655.00	
1168	40.00	
1169	2,660.00	
1170	99.00	
1171	241.55	
1173	160.80	
		4,531.30

22,196.51

Meeting with Sutton St Nicholas Parish Council on 3rd October 2019 at Marden Chapel

Present: Ron Gow Sutton St Nicholas Parish Council
David Bennett Marden Parish Council
Robin Brook Marden Parish Council

Purpose: To consider the current position of the jointly owned SID (Speed Indicator Device) and its future operation.

Overview: SID jointly owned, one pole only but each Parish has its own battery. Currently SID working as designed, digital readout and ability to download data for analysis if required. Data difficult to interpret given the way the data is record.

The following are the main points of discussion:

1. Biggest issue is that the device works via a single 12v 12ah battery and a single charge last a maximum of four days. This is a position that has been confirmed by the company that repairs the SID.
2. Options should be looked at that extend the recharge cycle to a week.
3. Agreed that, given the history of this SID, it would not be appropriate to spend significantly on a solution.
4. Three options were discussed in order to improve this position.
 - a. replacement battery with a larger capacity. As a minimum something like a 12v 24ah which should give a notional 8 day recharge cycle. Likely cost of £240
 - b. A larger battery that could be housed at ground level and chained to the pole.
 - c. Use a solar panel with a regulator to ensure output voltage remains appropriate. Likely cost in the region of £30 to £50.

Conclusion

Option b and c above were felt to be inappropriate so discounted. With regard to option a, RG offered to take the battery that came with the SID to a company in Shropshire that it is believed can open up the battery, replace the innards with a more powerful unit so overcoming the issue of battery size. RB will pass the battery to RG in the next couple of days and RG will obtain an estimate to be presented to the two Parish Councils for approval.