

# Sutton St. Nicholas Parish Council

**Minutes of the Ordinary Meeting of Sutton St. Nicholas Parish Council, held at Sutton St. Nicholas Village Hall, Bayley Way, Sutton St. Nicholas, Hereford HR1 3SZ on Monday 7<sup>th</sup> March 2022 at 7.15 pm (SPC/TF/203)**

## Councillors Present

Cllr Ann Burke  
Cllr Sharron Haworth  
Cllr Ian Nicholas

## In attendance

Tony Ford – Parish Clerk

## Members of the Public -3

### 1. Apologies for Absence

In the absence of Cllr Ron Gow, Cllr Sharron Haworth was appointed to Chair the meeting. The Parish Council considered and approved apologies for absence for Cllr Richard Andrews, Cllr Katie Bauress and Cllr Ron Gow.

### 2. Receive approve and sign the Minutes of the Parish Council Meeting (no SPC/TF/201) held on Monday 7<sup>th</sup> February 2022.

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/202) held on Monday 7<sup>th</sup> February 2022.

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

### 4. Disclosable Pecuniary Interest Dispensations

There were no requests for dispensation.

### 5. Declarations of Interest

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

Councillor	Y e s	N o	Agenda Item		DPI or NPI
Cllr Ann Burke		✓			
Cllr Sharron Haworth		✓			
Cllr Ian Nicholas		✓			

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

#### 6.1 Ward Councillors Report

In Cllr Kema's absence her report was tabled (Appendix 1 refers), it was pleasing to note the information from Herefordshire Council regarding the Traffic Regulation Order (TRO), which was as follows: -

*'Given its current position, it would suggest that it will be progressed next financial year (22-23). As you know we are due to transfer back to Herefordshire Council in April, so there may be some delays to the start of the process, however we are aiming to encounter no issues during our transition and be in contact with yourself and the Parish Council ASAP in the new financial year to discuss the scheme in more detail.'*

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

There were no questions from the public.

### 7. Report from the Clerk on Actions from the last meeting

There were eight actions requiring completion, three were completed, five were work in progress (Appendix 2 refers) Noted

## Sutton St. Nicholas Parish Council

### 8. Financial Report

- 8.1 Invoices for Payment

	Payee	Amount £	VAT	
1	Playdale Playgrounds Ltd	1,480.93	246.82	17/02/22 (444932) Play equipment netting
2	HALC	747.92	124.65	01/02/22 (H1482) HALC Subs 2022/23
3	Richard Morgan	130.00	N/a	25/02/22 (1385) Grass cutting, Lengthsman duties

All authorised for payment

- 8.2 Receipts- nil
- 8.3 Confirmation of Balances as of 7<sup>th</sup> March 2022 was £45,606.41 (Appendix 3 refers).

### 9. Bank Reconciliation Sign off

The Parish Council noted confirmation of sign off as at 04/01/22, and that the relevant information had been filed.

### 10. Risk Register Review

The Parish Council reviewed Risk Register and authorised the Chairman to sign the register.

### 11. Review of Internal Audit

The Parish Council completed its review of Internal Audit (Appendix 4 refers) and confirmed Internal Auditor as Cole & Co.

### 12. Playing Field – Infant Play Equipment

The Clerk informed the Parish Council that confirmation had been received that installation, would start on Tuesday 15<sup>th</sup> March 2022. The Clerk also informed the Parish Council that £9,079.27, would be due for payment to Wedo Invoice Finance Ltd, it was delegated to the Clerk to raise a cheque when the invoice was received.

**Action** Clerk raise the cheque to Wedo invoice Finance Ltd.

### 13. Community Gardens Facilities

To increase its public usage the Parish Council had received a request to install two picnic benches and a BBQ in the Community Garden next to the Village Hall. The Parish Council had safety concerns regarding the installation of the BBQ, however The Clerk was asked to raise the matter with Sutton Academy.

**Action** – Clerk to raise the matter, with Sutton Primary Academy.

### 14. Queens Jubilee Celebration

To consider the Parish Council's approach – this item was deferred until the next meeting.

### 15. Neighbourhood Development Plan Review

The Parish Council was informed that the next meeting of the project group would be taking place on Monday 14<sup>th</sup> March 2022, when the consultation process/action plan would be considered. There would also be a need for the Parish Council to have an extraordinary meeting to sign off the relevant documents.

### 16. Defibrillator

One of the Parishioners informed the Parish Council that based upon information he had received information that the Defibrillator was not registered with the West Midland Ambulance Service. The Clerk informed the Parish Council that following the incident in February 2020 he had been in contact with the West Midland Ambulance Service, who confirmed that the Defibrillator was registered with them.

The Parishioner asked if this had been tested, the Clerk informed the Parish Council that the only way this could be done, was to ring 999, which would be illegal as there was no emergency. The Parishioner highlighted the lack of testing the system robustly and was again

## Sutton St. Nicholas Parish Council

informed that the Parish Council was not able to do so, however he was free to do what ever he liked.

The Parishioner then raised the issue of correspondence with Cllr Sharron Haworth, on the matter, as he felt her electronic reply to his query was rude and asked for an apology. Cllr Sharron Haworth informed him that there was no need for an apology. The Parishioner informed the Parish Council that he would be formally complaining to the council. The Clerk highlighted that everyone was doing their bit for the parish, and it would be better to draw a line under the matter. The Parishioner restated that he wanted an apology and that he would complain to the Parish Council. The Clerk informed him that he would have to complain to the Herefordshire Council Monitoring Officer and not the Parish Council. The Parishioner insisted that he would complain to the Parish Council, and they could then send it to Herefordshire Council. The Clerk again stressed that this was a matter for the Monitoring Officer and his complaint must be sent direct to the Monitoring Officer.

The Parishioner then left the meeting.

Post meeting the Clerk received an email from the Parishioner, in part as follows; -

*'Following our very heated & emotional meeting at the PC last night, this re my concerns about our defibrillator. No one present appeared to take my concerns seriously, saying all has been checked & verified that access is available to anyone who dialled 999. This is not so. I have liaised with West Mids Ambulance service, who would take a 999 call from our area & they confirm no defibrillator is registered with them, so yet again no access could be gained in an emergency.*

*I attach the email from WMA for you to consider & I am dismayed that this simple check I have carried out had not been done earlier.'*

Following a second request (18/02/22 & 08/03/22) to Community Heartbeat, the Parish Council received confirmation from the National Secretary -The Community Heartbeat Trust as follows; -

*'This site was fully registered with West Midlands Ambulance on 16<sup>th</sup> December 2019. It was also subject to an investigation with WMAS on 18<sup>th</sup> February 2020 when it was then confirmed by WMAS as being on their systems (19<sup>th</sup> February 2020). The site was also subject to an audit with WMAS on 9<sup>th</sup> June 2020.'*

In addition, the Parish Council has received confirmation of registration on the West Midlands Ambulance Service CAD (Computer Aided Dispatch) system from the *Community Response Administrator-West Midlands Ambulance Service University NHS,* after she received confirmation from the CAD department.

The Parish Clerk has resigned from the voluntary position of Defibrillator- Administrator, and the Parish Council is seeking a replacement. via Sutton News.

### 17. **Verges within the Village**

Having considered the matter it was agreed that the Clerk would arrange a walk about so that verges could be identified

**Action** Clerk to contact Councillors to arrange walk about.

### 18. **Weobley Locality- Finalised Draft Annual Plan 2022/23**

The Parish council was of the view that the programme was dominated by works in the Dilwyn Area, with only one project in Sutton St. Nicholas, bearing in mind that the Parish Council has highlighted many times the flooding on the C1126 (Marden Road) just outside the 30mph signs by the Sutton St. Nicholas sign, which was not on the programme of works

The Parish Council also noted Job BB0804 (Mad ID24) relating to works on the rhea and from the description it was not clear what was being done, the Parish Council asked for clarification.

## Sutton St. Nicholas Parish Council

**Action** Clerk to send comments to Balfour Beatty.

**19. Balfour Beatty – Verges Cutting Programme 2022**

Having considered correspondence from Balfour Beatty on the matter the Parish Council agreed that for both planned cuts, only verges within of the 30 MPH signs should be cut,

**Action** Clerk to inform Balfour Beatty

**20. Balfour Beatty – Lengthsman’s Scheme Registration**

Having considered the matter, it was delegated to the Clerk to complete the relevant paperwork.

**21. Tree Planting- Willow Rise/Millway**

The Parish Council was informed that the Woodland Trust current allocation of free trees was closed, with the next allocation being made in November 2022, The Clerk would monitor the Woodland Trust website for information.

**Action** Clerk to monitor the Woodland Trust Website.

**22. Age (UK) Online Training**

The Parish Council noted correspondence received, and agreed to put a call for volunteers in Sutton News

**Action** -Clerk to put a call for volunteers in Sutton News

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

- Queens Jubilee
- Verges – Lengthsman
- Facilities – Community Garden.

**24. Items for Information**

The Parish Council noted items for information.

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

Parish Council Monday 4<sup>th</sup> April 2022 at 7.15pm

**26. Grass Cutting Quotes 2022/23**

Having considered the matter, quotes were accepted as follows

- St. Nicholas Churchyard -DC Gardening
- Willow Rise/Millway Open space – Richard Morgan
- Community Garden -Village Hall – DC Gardening
- Sutton Playing Field – Richard Morgan

**Action**- Clerk to inform contractors

**27. Parish Council Lengthsman 2022/23**

Having considered the matter, Richard Morgan was appointed Lengthsman for the period 1<sup>st</sup> April 2022 to March 2023.

**Action** – Clerk to inform contractor.

**28. Footpaths 2022/23**

To consider rates and appointment of footpath officer. - This agenda item was deferred until the next meeting.

**29. Clerks Salary**

The Parish Council authorised payment of the Clerks Salary.

Ward Councillor's ReportRe: Full Council Meeting

I attended the Council Meeting held on 4<sup>th</sup> March 2022. An urgent motion was unanimously agreed for the council to prepare for resettlement refugees from Ukraine, subject to Government direction and resources required. The council will be communicating its willingness to welcome refugees to central government. The motion also called for a wider request to local residents to welcome refugees into their homes, and to be ready to facilitate such organisation and support as required.

How to donate:Disasters Emergency Committee:

<https://www.dec.org.uk/appeal/ukraine-humanitarian-appeal>

Phone: 0370 60 60 900

- Or donate over the counter at any high street bank or post office or send a cheque by post to Post: DEC Ukraine Humanitarian Appeal, PO Box 999, London EC3A 3AA.

Local Support

There is more information and advice available on the Talk Community Website:

<https://www.talkcommunitydirectory.org/ukraine>

RE: TRO status

After last month's Parish Council meeting, I followed this matter up with Balfour Beatty and was updated as follows:

*Currently positioned within our prioritised list is the following request and its numerical position.*

**9. Sutton St Nicholas Village & Wyatt Road - Extend 30 mph limit**

*Given its current position, it would suggest that it will be progressed next financial year (22-23). As you know we are due to transfer back to Herefordshire Council in April, so there may be some delays to the start of the process, however we are aiming to encounter no issues during our transition and be in contact with yourself and the Parish Council ASAP in the new financial year to discuss the scheme in more detail.*

RE: Redirection Request 214505 - Refurbishment of House, Barn conversion and 2 bungalows, Bank House, Sutton St Nicholas

This Redirection Request has been agreed and shall be referred to the Planning and Regulatory Committee due to an unusually high level of public interest.

Report by Kema Guthrie 07/03/2022

**Sutton St. Nicholas Parish Council**

**Appendix 2**

**Status of Actions from last meeting 07/02/22**

<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>
03/01	31/07/20	8	Planning Application Sutton Primary Academy – Retention of existing double mobile classroom	Cllr Ron Gow to raise the issue of the Travel Plan with Keith Lawton	Cllr Ron Gow		Work in progress
03/02	02/11/20	8	Vacant Parish Councillor positions	Clerk to put a notice in a future edition of Sutton News	Clerk		Work In progress
03/03	28/06/21	20	Cycle Route	Clerk to liaise with Cllr Kema Guthrie on the matter	Clerk		Work In progress
03/04	02/08/21	15	Queens Jubilee – Plant a Tree/s	Clerk to progress the matter.	Clerk	Agenda Item 21	Completed
03/05	06/09/21	15	Sutton Playing Field	Clerk to carry out actions as required.	Clerk		Work in progress
03/06	07/02/22	7	Herefordshire Council Chief Executive	Mr Walker to follow up on Traffic regulation queries.			Work in progress
03/07	07/02/22	10	Herefordshire Local Plan 2021-2041- Strategic Spatial Options Consultation	Clerk to complete and submit form.	Clerk		Completed
03/08	07/02/22	14	Grass cutting 2022/23	Clerk to request quotes.	Clerk		Completed

Closed	0
Completed	3
Work In progress	5
<b>TOTAL</b>	<b>8</b>

**Sutton St. Nicholas Parish Council****Appendix 3****Sutton St. Nicholas PC****Bank Reconciliation 07-03-22**

Opening	01/04/21	26,133.97
Receipts		48,997.83
		<b>75,131.80</b>
Expenditure		32,274.29
Balance		<b>42,857.51</b>

Bank balance           **02/02/2022** 47,992.57

**os cheques**

1311	166.40
1326	237.41
1329	977.50
1330	588.00
1355	250.45
1356	166.40
1357	1,480.93
1358	747.92
1359	130.00
1360	234.05
1361	156.00

5,135.06

Balance as at  
07/03/22                   **42,857.51**