

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 1st August 2022 at 7.15 pm (no SPC/TF/2016)

Councillors Present

Cllr Richard Andrews (Agenda items 18-22)

Cllr Ann Burke

Cllr Sharron Haworth

Cllr Ian Nicholas

In attendance

Tony Ford – Parish Clerk

Members of the Public – None

With the absence of Cllr Ron Gow, Cllr Ian Nicholas took the Chair.

1. Apologies for Absence

The Parish Council considered and approved apologies for absence for Cllr Katie Baures and Cllr Ron Gow.

2. Disclosable Pecuniary Interest Dispensations

There were no requests for dispensation

3. Declarations of Interest

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

Councillor	Y	N	Agenda Item	DPI or NPI
Cllr Richard Andrews		√		
Cllr Ann Burke		√		
Cllr Sharron Haworth		√		
Cllr Ian Nicholas		√		

4. Receive approve and sign the Minutes of the Ordinary Meeting of the Parish Council (no SPC/TF/2013) held on Monday 4th July 2022

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

5. Receive approve and sign the Confidential Minutes of the Ordinary Meeting of the Parish Council Meeting (no SPC/TF/2014) held on Monday 4th July 2022.

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

6. Receive approve and sign the Minutes of the Extraordinary Meeting of the Parish Council Meeting (no SPC/TF/2015) held on Thursday 21st July 2022.

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

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

7.1 Ward Councillors Report

As Councillor Kema Guthrie had sent her apologies, there was no report presented.

7.2 Questions from other members of the public

There were no questions from the public.

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8. Neighbourhood Development Plan Review

The Parish Council was informed that the Project Group met on Monday 25th July and considered the Consultation Response Log, which will form part of the Consultation Statement and that the updated Draft Neighbourhood Plan had been sent to Herefordshire Council, where a Strategic Environmental Impact Assessment would be carried out.

The Parish Council also considered and approved the draft letter below to be sent to Parishioners who had sent in comments.

The Parish Council have asked me to write to you to thank you for your recent contribution to the present Review of the Sutton St. Nicholas Neighbourhood Development Plan (NDP). Your comments are being carefully considered by our planning consultant and the Project Group. The next stage is the submission of a revised version of the NDP to Herefordshire Council, with further consultation to follow before the Plan is independently examined. The submission documents will include full details of the representations made in June and the Parish Council's response on a comment-by-comment basis.

Action – Clerk to draft letters for the Chairman to sign.

9. Report from the Clerk on Actions from the last meeting.

There were seventeen actions requiring completion, five were completed, twelve were work in progress. (Appendix 1 refers) Noted.

10. Financial Report

- 10.1 Invoices for payment

Ref	Payee	Amount £	VAT	
1	DJN Planning Ltd	1,909.05	n/a	SSN26 927-07-22) Neighbourhood development Plan Advice.
2	Richard Morgan	198.00	n/a	1504,1505,1506 – grass cutting /Lengthsman work.
3	DC Gardening Services	258.00	43.00	S1-1303 Grass Cutting June 2022
4	DC Gardening Services	258.00	43.00	S1-1328 Grass cutting July 2022

Authorised for payment

- 10.2 Receipts - Nil
- 10.3 Confirmation of Balances as of 1st August 2022 was £30,392.39 (Appendix 2 refers)

11. Budget Monitoring Report

The Parish Council considered and noted comments on the Budget Monitoring Report as of 4th July 2022. (Appendix 3 refers)

12. Bank Reconciliation Sign off

Cllr Ian Nicholas confirmed the Bank Reconciliation, sign off as of 4th July 2022.

Action – Clerk to put in accounts file.

13. Traffic Mirror

The Parish Council considered correspondence from Balfour Beatty and noted that the request had been sent to the Traffic Management Team at Herefordshire Council. The Parish Council also noted Balfour Beatty comment 'that if a private individual were to place a mirror off the highway on private land opposite the junction and it was found to be a contributory factor in a collision, we would suggest there is a possibility that both landowner and the

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individual responsible for erecting the mirror could well be found liable, but that would ultimately be for a court to decide.'

Action Clerk to chase The Traffic Management Department and request a site visit.

14. Traffic Regulation Order

The Parish considered and noted that;-

Herefordshire Councils consultants have undertaken a village wide audit of all signage and road markings to establish what measures are currently in place. The picture within the village is positive in that it possesses many repeater signs and road roundels as well as the advisory 20mph speed limit adjacent to the school. There is however potential to bolster some of the existing measures. The crossroads has also received significant treatment to improve road safety there following some historical collisions.

With regards to the 30mph speed limit extents on the four arms of the village, the consultants will put together a plan of ATC Surveys to cover the southern, eastern, and northern arms at points at which an extension to the 30mph speed limit may be possible/appropriate.

It was broadly agreed that at the western extent an extension may not be possible given that its current location is the most ideal for forward visibility for approaching vehicles. To the north, the terminal is not in an ideal location, not encompassing all properties within the village. The visibility to this terminal is also not at an optimum level. To the east the terminals are located very close to the first house within the village and are currently obscured by overgrown hedges so that the visibility is severely reduced. Finally, to the south whilst the terminals encompass all properties within the village it is noted that they do sit extremely close to a property access.

A crucial factor in establishing whether any extensions to the 30mph speed limit are possible is existing vehicle speeds. I will therefore plot locations for 7-day, 24-hour speed surveys to be placed for the Parish Councils approval prior to commissioning them.

Regarding Wyatt Road, it is noted that the Parish Council would like to investigate this stretch of road by having surveys commissioned as there have been complaints from residents regarding speeding vehicles.

Having considered the matter, it was delegated to the Clerk to sign off the survey locations.

15. HALC Information Corner 08-07-22

The Parish Council noted the information Corner.

16. Changes to Procurement Thresholds from 1st January 2022

The Parish Council was informed that *'from 1st January 2022, public contracts with an estimated value (including VAT) i) Over £213,477 (previously £189,330) for goods or services OR ii) Over £5,336,937 (previously £4,733,252) for public works (construction) must comply with the full requirements of the Public Contracts Regulations 2015. These include specific tendering methods and timescales, as well as a requirement to advertise on both the Contracts Finder website and Find-a-Tender (the UK e-notification service).'*

Having considered the matter, the Parish Council agreed that its Standing Orders and Financial Regulations should be updated.

Action Clerk to update the Parish Councils Standing Orders and Financial Regulations.

17. Town & Parish Council Survey 2022

Having considered the matter it was delegated to the Clerk to complete the survey based on last year, noting that at 21 Anti-social behaviour should now be -Fairly big problem.

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Action Clerk to complete survey.

18. ST 3 Footpath -Disputed location of fence.

The Parish Council noted that representatives from Herefordshire Council and the owners would be attending a site visit, to review the situation. The Clerk would be following up on the matter.

Action Clerk to follow up with Herefordshire Council.

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

- Neighbourhood Development Plan update
- Footpath ST3 – update
- Traffic Regulation Order Update
- Traffic Mirror -update.

20. Items for Information

The Parish Council noted Items for information (Appendix 4 refers)

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

Parish Council Monday 5th September 2022 at 7.15pm at Sutton St. Nicholas Village Hall.

22. Clerks' salary

The Parish Council authorised the payment of the Clerks salary.

Status of Actions from last meeting 04/07/22

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
08/01	02/11/20	8	Vacant Parish Councillor positions	Clerk to put a notice in a future edition of Sutton News	Clerk		Work In progress
08/02	28/06/21	20	Cycle Route	Clerk to liaise with Cllr Kema Guthrie on the matter	Clerk		Work In progress
08/03	06/09/21	15	Sutton Playing Field	Clerk to carry out actions as required.	Clerk		Work in progress
08/04	07/03/22	13	Community Gardens Facilities	Clerk to raise the matter, with Sutton Primary Academy	Clerk	Waiting for a reply	Work in progress
08/05	07/03/22	17	Verges within the Village	Clerk to contact Councillors to arrange walk about	Clerk		Work in progress
08/06	07/03/22	21	Tree Planting- Willow Rise/Millway	Clerk to monitor the Woodland Trust Website	Clerk		Work in progress
08/07	04/04/22	21	Sutton Walls Dump	Clerk to have an agenda item for the 7 th of November 2022 Parish Council meeting.	Clerk		Work In progress
08/08	03/05/22	10.2	Questions from other members of the public – Rotten Gate post.	Clerk to get the matter sorted	Clerk	Liaising with Richard Morgan	Work in progress
08/09	03/05/22	17	Playground Facilities	Clerk to liaise with Keith Lawton and the Golden Cross	Clerk	Spoke to both parties waiting for confirmation of a date.	Work in progress
08/10	04/07/22	7.2	Questions from other members of the public	Bale of Hay- Clerk to inform Herefordshire Council.	Clerk		Completed
08/11	04/07/22	7.2	Questions from other members of the public	Stones- Clerk to give priority to this action	Clerk		Work in progress
08/12	04/07/22	8	Planning Application - The Ford, HR1 3AT (221833)	Clerk to inform Herefordshire Council of Parish Councils decision	Clerk		Completed
08/13	04/07/22	9	Neighbourhood Development Plan Review	Clerk to inform the parishioner of the advice received from Dr Nicholson.	Clerk	Agenda item 8	Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
08/14	04/07/22	12	Village Hall Management	Cllr Ron Gow to put a request for a Volunteer Treasurer in Sutton News.	Cllr Ron Gow		Work in progress
08/15	04/07/22	13	Bridle Path on the Rhea	Clerk to ask Cllr Kema Guthrie to raise the matter with Herefordshire Council.	Clerk		Completed
08/16	04/07/22	14	Footpath ST3	Clerk to ask Cllr Kema Guthrie to raise the matter with Herefordshire Council	Clerk	Agenda Item 19	Completed
08/17	04/07/22	15	Defibrillator Administrator	Clerk to put article in Sutton News	Clerk		Work In Progress

Closed	0
Completed	5
Work In progress	12
TOTAL	17

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Appendix 2

Bank Reconciliation as at 01-08-22

Opening 01/04/22	33,193.24
Receipts	15,000.00
	48,193.24
Expenditure	17,800.85
Balance	30,392.39

Bank balance **14/06/2022** 42,397.27

os cheques

1311	166.40
1367	665.00
1378	540.00
1379	250.00
1383	6,166.90
1384	687.00
1385	272.05
1386	181.20
1387	1,909.05
1388	198.00
1389	258.00
1390	272.08
1391	181.20
1392	258.00

12,004.88

Balance as at 01/08/22 **30,392.39**

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Budget Monitoring Report as at 04-07-22

Appendix 3

	Budget 2020/21	Actual 2020/21	Budget 2021/22	Actual 31/03/22	Budget 2022/23	Actual 04-07-22	Variance	Comments
Income								
Precept	28,577.00	28,577.00	30,000.00	30,000.00	30,000.00	15,000.00	-15,000.00	2nd Precept due in September
Other -	30.00	0.00	30.00	60.46	30.00	0.00	-30.00	Wayleave due
Donations	0.00	250.00	0.00	0.00	0.00	0.00	0.00	
VAT recovered / estimate	300.00	1,401.98	800.00	800.00	500.00	0.00	-500.00	VAT Claim Due
Neighbourhood Plan Grant	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00	
P3 Scheme	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Herefordshire Council-COVID 19 Grant	0.00	0.00	0.00	8,937.37	0.00	0.00	0.00	
							0.00	
Total Income	28,907.00	30,228.98	30,830.00	49,797.83	30,530.00	15,000.00	-15,530.00	
Expenditure								
Clerks Salary	5,100.00	3,877.97	5,100.00	4,640.70	5,200.00	2,144.76	3,055.24	
Admin/Office Expenses	500.00	588.40	500.00	779.76	1,000.00	362.94	637.06	
Training	130.00	0.00	200.00	200.00	250.00		250.00	
Subsidy to Village Hall	0.00	0.00	0.00	0.00	0.00		0.00	
Insurance	600.00	639.62	650.00	646.65	670.00	735.52	-65.52	
Membership Subs	600.00	592.39	650.00	623.27	650.00		650.00	
Auditors	300.00	260.00	300.00	275.00	300.00		300.00	
Services Repairs and Maintenance	1,800.00	555.00	800.00	2,181.06	1,000.00	1,060.50	-60.50	Includes £405 non planned work in the Closed Churchyard
Lengthsman	2,200.00	2,335.90	2,200.00	1,005.00	3,000.00	325.75	2,674.25	
Donations	2,200.00	500.00	700.00	500.00	700.00	750.00	-50.00	

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	Budget 2020/21	Actual 2020/21	Budget 2021/22	Actual 31/03/22	Budget 2022/23	Actual 04-07-22	Variance	
Elections	150.00	85.02	0.00	0.00	0.00		0.00	
Loan repayment	8,598.00	8,597.74	8,598.00	8,597.74	8,600.00		8,600.00	
Neighbourhood Development Plan	0.00	0.00	0.00	0.00	0.00		0.00	
Bin Collections	200.00	630.00	500.00	148.00	300.00	26.50	273.50	
SIDs	0.00	0.00	0.00	0.00	0.00		0.00	
Rent	10.00	0.00	0.00	0.00	0.00		0.00	
New Website	200.00	165.00	200.00	100.00	100.00		100.00	
Neighbourhood Plan	0.00	0.00	1,000.00	0.00	0.00	568.06	-568.06	Specific Reserve
Community Garden/Playing Field/Open Space	3,360.00	3,235.90	3,000.00	3,677.30	3,558.00	1,320.00	2,238.00	
Good Neighbour Scheme	0.00	10.00	200.00	0.00	0.00		0.00	
Footpaths -P3 Scheme	1,500.00	1,197.80	1,600.00	600.00	600.00	276.25	323.75	
Vat	309.00	565.20	350.00	2,905.91	502.00	311.59	190.41	
Corona Virus	0.00	2,117.05	2,000.00	429.50	1,000.00		1,000.00	
Sutton News	650.00	1,071.06	700.00	300.00	700.00	665.00	35.00	
Swing Seat & Anti Climb Fence- Playing Field	0.00	271.40	0.00	0.00	0.00		0.00	
Benches- Community Garden	0.00	0.00	0.00	1,038.00	0.00		0.00	
Playground Equipment	0.00	0.00	0.00	9,457.57	0.00		0.00	
Playground Inspections						10.75	-10.75	Separate for information purposes

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	Budget 2020/21	Actual 2020/21	Budget 2021/22	Actual 31/03/22	Budget 2022/23	Actual 04-07-22	Variance	
NDP Grant - Reserve	0.00	0.00	0.00	3,833.10	0.00	6,166.90	-6,166.90	Repayment - Out of Specific Grant reserves
Data protection Compliance	500.00	0.00	500.00	0.00	500.00		500.00	
Reserves	0.00	0.00	1,082.00	0.00	0.00		0.00	
Village Hall Reserve					1,900.00		1,900.00	Reserves to be updated at next review
Total Expenditure	28,907.00	27,295.45	30,830.00	41,938.56	30,530.00	14,724.52	15,805.48	

Items For Information

By Email

Herefordshire Council - Talk Community Newsletter 1 July 2022

NALC -Chief Executive's Bulletin 01-07-22

Herefordshire Council - Boundary dispute

Herefordshire Council - Annual Service Review and Plan from the Fire Authority

West Mercia police - July 2022 OUR NEWS Neighbourhood Watch newsletter

Balfour Beatty - Weobley, Queenswood & Sutton Walls briefing Week ending 15.7.22

NALC - Chief Executive's bulletin 16-07-22

Herefordshire Council - Talk Community Newsletter 15 July 2022

Balfour Beatty - Hereford Streetworks Report W/C 18.07.22

Cllr Guthrie - Update on Recycling & Rubbish Collections

Balfour Beatty - Locality briefing week ending 21.7.22

Balfour Beatty- Road Closures – August

Balfour Beatty - Herefordshire Weekly Street Works Report W/C 25.07.2022

Balfour Beatty - **Talk** Community Newsletter 10 June 2022

NALC – Newsletter 27-07-22