

## Sutton St. Nicholas Parish Council

**Minutes of the Annual Meeting of Sutton St. Nicholas Parish Council, held at Sutton St. Nicholas Village Hall, Bayley Way, Sutton St. Nicholas, Hereford HR1 3SZ on Tuesday 3<sup>rd</sup> May 2022 at 7.30 pm (SPC/TF/208)**

### **Councillors Present**

Cllr Ron Gow,  
Cllr Ann Burke  
Cllr Ian Nicholas

### **In attendance**

Tony Ford – Parish Clerk

### **Members of the Public - 1**

#### **1. Apologies for absence**

The Parish Council considered and approved apologies for absence for Cllr Richard Andrews, Cllr Katie Bauress., Cllr Sharron Haworth.

#### **2. Election of Chairman and signing of Acceptance form.**

Cllr Ron Gow was appointed Chairman and signed the Acceptance form.

#### **3. Election of Vice Chairman**

No Vice- Chairman was appointed, and it was agreed that the rota system would continue.

#### **4. Disclosable Pecuniary Interest Dispensations**

There were no requests for dispensations.

#### **5. Declarations of Interest**

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

<b>Councillor</b>	<b>Y</b>	<b>N</b>	<b>Agenda Item</b>		<b>DPI or NPI</b>
	<b>e</b>	<b>o</b>			
	<b>s</b>				
Cllr Ron Gow		√			
Cllr Ann Burke		√			
Cllr Ian Nicholas		√			

#### **6. Future Meetings**

The Parish Council approve the dates for future meetings. (Appendix 1 refers)

#### **7. Receive approve and sign the Minutes of the Parish Council Meeting (no SPC/TF/205) held on Monday 4<sup>th</sup> April 2022**

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

#### **8. Receive approve and sign the Confidential Minutes of the Parish Council Meeting (no SPC/TF/206) held on Monday 4<sup>th</sup> April 2022.**

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

#### **9. Receive approve and sign the Minutes of the Extraordinary Parish Council Meeting (no SPC/TF/207) held on Monday 25<sup>th</sup> April 2022.**

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

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

##### **10.1 Ward Councillors Report**

Having sent her apologies there was no report from Cllr Kema Guthrie

## Sutton St. Nicholas Parish Council

### 10.2 Questions from other members of the public

The member of the Public thanked the Parish Council for all the work carried out over the past year.

The Parish Council had also received complaints regarding the loose wire around the bin store at the Community Garden and the rotten gate post leading from the road to the carpark.

**Action** – Clerk to get the matter sorted.

### 11. Neighbourhood Development Plan

The Clerk informed the Parish Council that all identified consultees had been notified, all households in the Parish have received a copy of the comment's flyer, spare documents had been printed and were available on request, all documents could also be accessed via the Parish Council Website.

Collection boxes had been sited at St. Nicholas Church, St. Michaels Church, and the Golden Cross Public House. The Clerk was asked to put a reminder in Sutton News.

The deadline for comments was 5pm Wednesday 15<sup>th</sup> June 2022

**Action** Clerk to put a reminder in Sutton News.

Post meeting the following link was added to the home page of the Parish Councils Website

<https://suttonstnicholas.co.uk/neighbourhood-planning/statutory-reports/>

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

There were eleven actions requiring completion, two were completed, nine were work in progress (Appendix 2 refers) Noted.

### 13. Financial Report

- 13.1 Invoices for payment

Ref	Payee	Amount £	VAT	
1	Sutton News	665.00	n/a	Sutton News 10 editions
2	Richard Morgan	630.25	n/a	Invoice 1413.1414.1415,1416,1425. 1426, 1428– grass cutting, churchyard Wall, footpaths
3	Signworx Hereford Ltd	570.00	95.00	2464 (22/04/22) 2486 (29/04/22) Neighbourhood Development -Printing
4	DC Gardening Services	324.00	54.00	SI-1234 (30/04/22) Grass Cutting, Churchyard weed spraying
5	R.A. Ford	93.06	N/a	Reimbursement -Stamps/boxes for NDP
6	Border Office Supplies and Systems Ltd.	435.53	72.59	216028(29/04/22) Stationery

Approved for payment and cheques to be signed.

- 13.2 Receipts - nil
- 13.3 Confirmation of Balances as of 3<sup>rd</sup> May 2022 was £29,296.70. (Appendix 3 refers)

### 14. West Mercia – Speeding Data

The Parish Council considered speeding data submitted by West Mercia Police and was not surprised to see the high level of speeding through the village. The Clerk highlighted that recording at three locations in the village for a week in January 2022 showed there were: -

- 282 recordings in the 10s mph range.

## Sutton St. Nicholas Parish Council

- 593 recordings in the 20s mph range
- 9,706 recordings in the 30s mph range
- 11,492 recordings in the 40s mph range
- 1,015 recordings in the 50s mph range
- 53 recordings in the 60s mph range
- 3 recordings in the 70s mph range.

With dismay the Parish Council noted the speeding data.

**Action** Clerk to put a note in Sutton News.

### 15. Rural Settlement Services & Environmental Survey

To considered and noted information relating to the Parish, the review highlighted that the Conservation Area in the Parish had been excluded.

**Action** Clerk to inform Neighbourhood Planning Department.

### 16. Sutton Walls – Water Sample

The Parish Council considered and noted correspondence from Herefordshire Council. (Appendix 4 refers)

**Action** – Clerk to put the correspondence in Sutton News.

### 17. Playground Facilities

The Parish Council was informed that the scramble netting has been replaced and that the Climbing Frame and aerial runway has been checked/maintained.

As part of the grant condition for the infant Double Deck Tower, there was a need to publicise the new equipment in Sutton News and identify if the grant outcomes below have been met

- Reduced number of inactive people.
- Increased and sustained use of and access to local publicly accessible green spaces.
- Improved physical and mental health and wellbeing for communities.
- Improved healthy lifestyle behaviours.
- Fewer people feeling lonely and isolated.
- Reduced travelling and carbon emissions to use other existing facilities.

In addition, has the new equipment helped infants to exercise and has it helped parents to meet in a safe environment for their children?

The Parish Council agreed to a delivery of Sutton News to every household.

The Clerk outlined his conversation with Keith Lawton on the work carried out by the volunteers and the free delivery of the additional copies of Sutton News, as the above additional delivery would be the third in so many months, with a possible of another when the NDP goes to referendum, that a gesture to the volunteers would be a good idea, say afternoon tea at the Golden Cross. The Parish Council agreed to pay for afternoon tea for 20 volunteers.

Dispensation was given to Cllr Ann Burke and Cllr Ian Nicholas otherwise the Parish Council would not be quorate.

**Action** Clerk to liaise with Keith Lawton and the Golden Cross.

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

- Neighbourhood Development Plan -update.

### 19. Items for Information

The Parish Council noted items for information. (Appendix 5 refers)

## **Sutton St. Nicholas Parish Council**

- 20. Confirmation of the date, time, and venue of the next meeting,**  
Parish Council Monday 6<sup>th</sup> June 2022 at 7.15pm at Sutton St. Nicholas Village Hall.

The Parish Council resolved to go into private session

- 21. Clerks' salary**  
The Parish Council authorised payment of salary.

- 22. Clerks Salary**  
The Parish Council completed the review of the Clerks Salary.

**Sutton St. Nicholas Parish Council**

**Appendix 1**

**Future Meeting of the Parish Council**

<b>Day</b>	<b>Date</b>	<b>Meeting Type</b>	<b>Location</b>	<b>Time</b>
Monday	06-06-22	Parish Council	Village Hall	7.15 pm
Monday	04-07-22	Parish Council	Village Hall	7.15 pm
Monday	01-08-22	Parish Council	Village Hall	7.15 pm
Monday	05-09-22	Parish Council	Village Hall	7.15 pm
Monday	03-10-22	Parish Council	Village Hall	7.15 pm
Monday	07-11-22	Parish Council	Village Hall	7.15 pm
Monday	05-12-22	Parish Council	Village Hall	7.15 pm
Tuesday	03-01-23	Parish Council	Village Hall	7.15 pm
Monday	06-02-23	Parish Council	Village Hall	7.15 pm
Monday	06-03-23	Parish Council	Village Hall	7.15 pm
Monday	03-04-23	Parish Council	Village Hall	7.15 pm
Tuesday	02-05-23	Annual Parish Meeting	Village Hall	7.15 pm
Tuesday	02-05-22	Annual meeting of the Parish Council	Village Hall	7.30 pm

**Sutton St. Nicholas Parish Council**

**Appendix 2**

**Status of Actions from last meeting 04/04/22**

<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>
05/01	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
05/02	02/11/20	8	Vacant Parish Councillor positions	Clerk to put a notice in a future edition of Sutton News	Clerk		Work In progress
05/03	28/06/21	20	Cycle Route	Clerk to liaise with Cllr Kema Guthrie on the matter	Clerk		Work In progress
05/04	06/09/21	15	Sutton Playing Field	Clerk to carry out actions as required.	Clerk		Work in progress
05/05	07/03/22	13	Community Gardens Facilities	Clerk to raise the matter, with Sutton Primary Academy	Clerk	Waiting for a reply	Work in progress
05/06	07/03/22	17	Verges within the Village	Clerk to contact Councillors to arrange walk about	Clerk		Work in progress
05/07	07/03/22	21	Tree Planting-Willow Rise/Millway	Clerk to monitor the Woodland Trust Website	Clerk		Work in progress
05/08	04/04/22	8	Planning Application – The White House, Sutton St. Nicholas, HR1 3AX (220791)	Clerk to inform Herefordshire Council of the Parish Councils decision	Clerk		Completed
05/09	04/04/22	21	Sutton Walls Dump	Clerk to have an agenda item for the 7 <sup>th</sup> of November 2022 Parish Council meeting.	Clerk		Work In progress
05/10	04/04/22	22	Village Hall Charity	Clerk to ask Herefordshire Council for the Business Rate cost	Clerk		Work In progress
05/11	04/04/22	29	Footpaths 2022/23	Clerk to inform Richard Morgan and Mike Darley of the Parish Councils decision	Clerk		Completed

Closed	0
Completed	2
Work In progress	9
<b>TOTAL</b>	<b>11</b>

**Sutton St. Nicholas Parish Council**

**Appendix 3**

**Sutton St. Nicholas Parish Council**

**Bank Reconciliation as at 03-05-22**

Opening 01/04/22	33,193.24
Receipts	0.00
	<b>33,193.24</b>
Expenditure	3,896.54
Balance	<b>29,296.70</b>

Bank balance **12/04/2022** 32,764.19

**os cheques**

1311	166.40
1366	166.40
1367	665.00
1368	630.25
1369	570.00
1370	324.00
1371	93.06
1372	435.53
1373	250.45
1374	166.40
	3,467.49

Balance as at 03/05/22 **29,296.70**

**Sutton Walls – Water Sample**

Please see below for a small update which may be of interest to the Parish Council.

Following some concerns raised about a phenolic smelling trickle/stream escaping down the access track, please see laboratory results attached.

We took some samples from the trickle together with another from one the pools which gather on the surface and a third which pools to the north east (see below). A fourth sample is included in the results, however this should be disregarded as was taken off site from a control for QA purposes.

The overwhelming majority of compounds returned results *below* laboratory detection limits for the phenolic and volatile compounds analysed. The sample from the trackway water did record some phenolic compounds, the significance of which was assessed and is briefly discussed below.

We've consulted with appropriate toxicologists where the concentrations were identified *above* laboratory detection limits and the results are considered low. Much lower than found in many lotions, cosmetics and antiseptics and other consumer products. They looked at the likely risks from dermal contact with the water (on the basis that this would be the most likely method of human exposure) and also the possibility of dogs/animals drinking the water. In both cases the toxicologists found the risks to be low.

As ever, any questions, please drop me a line.

Kind Regards

Nick

Nick James  
Principal Technical Officer.



**For Information Items**

**By Email**

- **Herefordshire Council** - Talk Community Newsletter 1 April 2022.
- **NALC** – Chief Executive Bulletin.
- **Herefordshire Council** -Planning Re-consultation - 214505 - Bank House, Ridgeway
- **Parishioner** - Night time driving
- **Herefordshire Council** - Talk Community Newsletter 29 April 2022
- **Mike Darley** – Footpaths
- **Balfour Beatty** - Weobley, Sutton Walls & Queenswood Ward Briefing Week w/e 28/04/22
- **Herefordshire Council** - Talk Parish Reference group
- **Balfour Beatty** - Village Safety Initiative.
- **NALC** - Chief Executive's Bulletin 29/04/22
- **Herefordshire Council** - Talk Community Newsletter 29 April 2022
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