

## 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 4<sup>th</sup> April 2022 at 7.15 pm (SPC/TF/205)**

### **Councillors Present**

Cllr Ron Gow,  
Cllr Richard Andrews  
Cllr Ann Burke  
Cllr Sharron Haworth  
Cllr Ian Nicholas

### **In attendance**

Tony Ford – Parish Clerk

### **Members of the Public -7**

#### **1. Apologies for Absence**

The Parish Council considered and approved apologies for absence for Cllr Katie Bauress.

#### **2. Receive approve and sign the Minutes of the Parish Council Meeting (no SPC/TF/203) held on Monday 7<sup>th</sup> March 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/204) held on Monday 7<sup>th</sup> March 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.

<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 Richard Andrews		√			
Cllr Ann Burke		√			
Cllr Sharron Haworth		√			
Cllr Ian Nicholas		√			

#### **6. Traffic Plan -for Sutton St. Nicholas**

Keith Lawton gave a short presentation to the Parish Council and highlighted the critical elements that helped to define the village and inform drivers and identified trigger points for reviewing the Traffic Plan.

- **The critical elements that helped define the village and inform drivers:**

1. Building a thorough understanding of the past and current context of SSN.
2. Identifying & strengthening the entry points to a village to achieve a clear transition between higher speed roads and the village itself.

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

3. Identifying and emphasising the location of SSN centre and seeking ways to highlight its significance.
4. Looking at ways to create a series of features and smaller paces throughout the village, exploiting opportunities such as junctions and special places.
5. Encouraging slower speeds by careful attention to the apparent width of carriageways and detailing of kerbs, verges, and street furniture.
6. Measures to bring to life and celebrate the activities and presence of the community.
7. The opportunity to celebrate Sutton's history and marking of the seasons of the year.
8. Harnessing local knowledge, events, and creativity to encourage a clear connection between village life and the perception and awareness of drivers travelling through it.
9. Local Distinctiveness is key – oak posts for street signs rather than steel posts, field patterns, hedges, tress, boundaries all tell a story.

### **• Trigger Points for Reviewing the Traffic Plan**

1. New Developments and village extensions and the roads/lanes that serve them – do they enhance or erode the Traffic Plan?
  2. Would decluttering the roads of signs in Sutton help reduce speed of vehicles?
  3. Narrow roads with grass verges = reduced speed of vehicles
  4. Decluttering village crossroads (ref Buriton, Hampshire)
  5. Use wit and ingenuity to reduce speed of vehicles – scarecrows as in Bodenham; boy and girl mannequins outside Sutton School; Christmas lights strung across the village entrances.
1. Publicity to gain some volunteers to produce a Traffic Plan for the village based on the slide presentation and 'Traffic in Villages' toolkit.
  2. Ensure the Neighbourhood Development Plan and Traffic Plan have written linkages in them.

On behalf of the Parish Council Cllr Ron Gow thanked Keith Lawton for his informative presentation.

The Clerk suggested to the Parish Council that the Parish Council consider having Extraordinary Parish Council meetings specifically for the Traffic Plan development, which would speed up the process and get the plan in place sooner.

Having considered the options, the Parish Council resolved to have Extraordinary Parish Council meetings to develop the Traffic Plan.

Dave Perridge, West Mercia Police Operations Manager, and Ian Connolly -Traffic Management Advisor, Road Safety Team, West Mercia Police were in attendance during Keith Lawton presentation, their comments can be summarised as follows: -

- They were supportive of the Parish Councils approach to have its Traffic Plan linked to the Neighbourhood Development Plan.
- There is a problem with speed watch if speeding continued to increase, which now means police enforcement action, which is leading to a reduction in speeders.
- There is a need to educate drivers, and the need to get the speed limit right.
- Need to change drivers mind set.

## Sutton St. Nicholas Parish Council

- Action needed to slow vehicles going through the village.
- The police will continue its enforcement action.

Cllr Sharron Haworth commented that the Parish Council had been at this for five years and it seems things has gone backwards as speeding and the volume of vehicles have increased.

The West Mercia Police Operations Manager highlighted that one should not link volume with speeds, as in most cases volume helps to reduce speed.

Cllr Sharron Haworth also highlighted that police enforcement was in place when Ridgeway Road was closed., the Parish Council was informed that the police had caught a number of speeders.

The Parish Council was also informed that up to Christmas 2021 there were some 91 Notice of Intended Prosecution. (NIP).

In answering a question, the Parish Council was informed that police enforcement was not run-in tandem with any Speed Watch Scheme.

West Mercia Police agreed to send to the Parish Council the latest speed survey data.

Cllr Ron Gow thanked Mr Perridge and Mr Connolly for attending.

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

#### 7.1 Ward Councillors Report

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

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

The Parish Council had received the following issues from the public.

- Highlighting the damage to parts of the footpath ST15, - the Clerk was asked to send the information to Herefordshire Council.
- Rose Bank - Removal of trees in a conservation area without permission- the Clerk was asked to inform Herefordshire Council.

### 8. Planning Application – The White House, Sutton St. Nicholas, HR1 3AX (220791) Group of five Poplar trees, reduce in height to approximately 30 feet to form pollards. Reason - over mature, safety.

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

**Action-** Clerk to inform Herefordshire Council of the Parish Councils decision.

### 9. Planning Application Re-consultation – Land at Lyde Court, Lyde Cross, Herefordshire, HR1 3AE (214046). Proposed change of use of land, as an aerodrome consisting of the continued use of a grass airstrip, re-use of an existing barn as hangarage and for maintenance and associated landscaping

Having considered the additional information the Parish Council resolved that it would not change its original decision.

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

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

### 11. Financial Report

- 11.1 Invoices for Payment

	Payee	Amount £	VAT	
1	DJN Planning Ltd	585.00	n/a	14/03/22 Planning Advice NDP review (Financial regulations 4.1)

## Sutton St. Nicholas Parish Council

2	Wedo Invoice Finance Ltd	9,079.27	1513.21	17/03/22 (124721) Balance for Playground Equipment and installation (minute 07/3/22 (12)
3	Richard Morgan	245.00	N/a	14/03/22 & 25/03/22 (1393,1394.1395, 1404) Grass cutting and Lengthsman Duties

All authorised for payment.

- 11.2 Receipts - Nil
- 11.3 Confirmation of Balances as of 31<sup>st</sup> March 2022 was £33,193.24 (Appendix 2 refers)

### 12. Draft Neighbourhood Development Plan

The Parish Council considered and approved the draft Neighbourhood Development Plan, for consultation. (Appendix 3 refers)

### 13. Statement of Modification

The Parish Council considered and approved the draft Statement of Modification, for consultation. (Appendix 4 refers)

### 14. Consultation Notice

The Parish Council considered and approved the draft Consultation Notice. (Appendix 5 refers)

### 15. Action Plan -Regulation 14 Consultation

The Parish Council considered and approved the Action Plan. (Appendix 6 refers)

### 16. Budget Monitoring Report at 31-03-22

The Parish Council considered and noted the budget monitoring report. (Appendix 7 refers)

### 17. Review Asset Register

The Parish Council noted the Asset Register as at 31<sup>st</sup> March 2022.

### 18. Draft Annual Return Timetable

The Parish Council considered and noted the timetable for AGAR 2021/22. (Appendix 8 refers)

### 19. Parish Council Activities

The Parish Council reviewed activities to ensure no significant or long-term projects/liabilities/Commitments. (Appendix 9 refers)

### 20. Reserves

To review reserves as at 31<sup>st</sup> March 2022. (Appendix 10 refers)

### 21. Sutton Walls Dump

The Clerk informed the Parish Council. that he had arranged for the Parish Council to get an up-to-date briefing on the dump at the 7<sup>th</sup> November 2022 meeting.

The Parish Council noted the correspondence from Herefordshire Council. (Appendix 11)

**Action** Clerk to have an agenda item for the 7<sup>th</sup> November 2022 Parish Council meeting.

### 22. Village Hall Charity

Having considered correspondence from the Secretary of the Charity., it was agreed that the Parish Council would ask Herefordshire Council what the Business Rates would be if the Hall was not managed by a Charity.

**Action** Clerk to ask Herefordshire Council for the Business Rate cost.

### 23. Herefordshire Council - Talk Parish Events

The Parish Council considered and noted the survey.

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

### **24. Queens Jubilee**

Having considered its approach the Parish Council agreed that bearing in mind that it would be planting trees on the open space on Willow Rise/Millway, and taking account of the cost-of-living increases that it would increase its donation to the Good Neighbourhood Scheme, to £500.00.

### **25. Verges in the Village**

It was delegated to the Clerk to identify verges to be cut by the Lengthsman.

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

- Clerks – Salary Review
- Playground - facilities

### **27. Items for Information**

The Parish Council noted items for information. (Appendix 12 refers)

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

Annual Parish Council Meeting - Tuesday 3<sup>rd</sup> May 2022 at 7.15pm at Sutton St. Nicholas Village Hall.

**The Parish Council resolved to go into private session.**

### **29. Footpaths 2022/23**

The Clerk informed the Parish Council that again nothing had been received from Mike Darley, the Parish Council express its disappointment and having considered the matter, the Parish Council appointed Richard Morgan Footpath Officer, added footpath duties to the Lengthsman duties, in addition Richard Morgan would carry out the weekly inspection of the playing field,

**Action** Clerk to inform Richard Morgan and Mike Darley of the Parish Councils decision.

### **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 07/03/22

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
04/01	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
04/02	02/11/20	8	Vacant Parish Councillor positions	Clerk to put a notice in a future edition of Sutton News	Clerk		Work In progress
04/03	28/06/21	20	Cycle Route	Clerk to liaise with Cllr Kema Guthrie on the matter	Clerk		Work In progress
04/04	06/09/21	15	Sutton Playing Field	Clerk to carry out actions as required.	Clerk		Work in progress
04/05	07/02/22	7	Herefordshire Council Chief Executive	Mr Walker to follow up on Traffic regulation queries.		Cllr Guthrie's Ward Councillors Report. March 22	Completed
04/06	07/03/22	12	Playing Field – Infant Play Equipment	Clerk to raise the cheque to Wedo invoice Finance Ltd	Clerk		Completed
04/07	07/03/22	13	Community Gardens Facilities	Clerk to raise the matter, with Sutton Primary Academy	Clerk	Waiting for a reply	Work in progress
04/08	07/03/22	17	Verges within the Village	Clerk to contact Councillors to arrange walk about	Clerk	Agenda item 25 – to request delegation to the Clerk	Work in progress
04/09	07/03/22	18	Weobley Locality- Finalised Draft Annual Plan 2022/23	Clerk to send comments to Balfour Beatty.	Clerk		Completed
04/10	07/03/22	19	Balfour Beatty – Verges Cutting Programme 2022	Clerk to inform Balfour Beatty	Clerk		Completed
04/11	07/03/22	21	Tree Planting- Willow Rise/Millway	Clerk to monitor the Woodland Trust Website	Clerk		Work in progress
04/12	07/03/22	22	Age (UK) Online Training	Clerk to put a call for volunteers in Sutton News	Clerk		Completed

Closed 0  
 Completed 5  
 Work In progress 7  
**TOTAL 12**

Sutton St. Nicholas Parish Council

Bank reconciliation at 31/03/22

Opening 01/04/21	26,133.97
Receipts	48,997.83
	<b>75,131.80</b>
Expenditure	41,938.56
Balance	<b>33,193.24</b>

Bank balance	<b>24/02/2022</b>	46,260.67
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**os cheques**

1311	166.40
1326	237.41
1355	250.45
1357	1,480.93
1358	747.92
1359	130.00
1360	234.05
1361	156.00
1362	585.00
1363	9,079.27

13,067.43

Balance as at 31/03/22	<b>33,193.24</b>
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**Draft Neighbourhood Development Plan**

**Please see separate document**

**Statement of Modification**

**Please see separate document.**

## Consultation Notice

### Pre-submission consultation and publicity notice

A public consultation on proposals to modify the Sutton St. Nicholas Neighbourhood Development Plan held in accordance with Regulation 14 of the Neighbourhood Planning (General) Regulations 2012 (as amended) will start at 9.00 a.m. on Tuesday 3 May 2022 for a period of six weeks and one day ending at 5.00 p.m. on Wednesday 15 June 2022.

#### Where you can inspect the modification proposals

The modification proposals may be inspected:

- on the community website at <https://suttonstnicholas.co.uk/>.
- at St. Nicholas' and St. Michael's churches and The Golden Cross.
- by requesting that a printed copy is posted to you. To do so, contact the Clerk to Sutton St. Nicholas Parish Council, by email [ssnparishclerk@btinternet.com](mailto:ssnparishclerk@btinternet.com) or telephone 01432 880673.

A Statement of Modifications and other supporting documents are available on the community website.

#### How to make comments on the modification proposals

Comments must be made in writing and include the name and address of the person making the comments. Please make comments as specific as possible, quoting the relevant policy or paragraph number(s). All comments will be publicly available (personal information will not be published).

A form for making comments can be downloaded and printed from the website, requested from the Parish Clerk, or collected from any of the above locations where the Plan can be inspected.

Send us your comments:

- by hand to the collection boxes at St. Nicholas' and St. Michael's churches and The Golden Cross.
- by post to the Clerk to Sutton St. Nicholas Parish Council, 20 Willow Rise, Sutton St. Nicholas, Hereford HR1 3DH.
- by email to the Clerk at [ssnparishclerk@btinternet.com](mailto:ssnparishclerk@btinternet.com).

If you have any questions, please telephone Ron Gow on 01432 880545, Ian Nicholas on 01432 880447, or Stan Gyford on 01432 880687.

**All comments must be received by 5.00 p.m. on Wednesday 15 June 2022.** These will be considered by the Parish Council and will help shape the proposals to modify the Neighbourhood Development Plan.

**Sutton St Nicholas NDP Review – Action plan for reg 14 consultation**

**1. Requirements for pre-submission consultation and publicity**

The requirements for consultation on the draft NDP are set out in Regulation 14 of the Neighbourhood Planning (General) Regulations 2012 as amended. Regulation 14 says:

- 14.** Before submitting a plan proposal or a modification proposal to the local planning authority, a qualifying body must—
- (a) publicise, in a manner that is likely to bring it to the attention of people who live, work or carry on business in the neighbourhood area—
    - (i) details of the proposals for a neighbourhood development plan or modification proposal;
    - (ii) details of where and when the proposals for a neighbourhood development plan or modification proposal may be inspected;
    - (iii) details of how to make representations;
    - (iv) the date by which those representations must be received, being not less than 6 weeks from the date on which the draft proposal is first publicised; and
    - (v) in relation to a modification proposal, a statement setting out whether or not the qualifying body consider that the modifications contained in the modification proposal are so significant or substantial as to change the nature of the neighbourhood development plan which the modification proposal would modify, giving reasons for why the qualifying body is of this opinion;
  - (b) consult any consultation body referred to in paragraph 1 of Schedule 1 whose interests the qualifying body considers may be affected by the proposals for a neighbourhood development plan or modification proposal; and
  - (c) send a copy of the proposals for a neighbourhood development plan or modification proposal to the local planning authority.

**2. Proposed consultation arrangements**

- Currently awaiting receipt of Environmental Report/Appropriate Assessment from Herefordshire Council (HC). These are expected week commencing 4 April.
- Parish Council (PC) resolve to approve draft NDP/Statement of Modifications for the purposes of public consultation. Next scheduled meeting is Monday 4 April.
- Delivery of flyer/comment form to households and businesses in the Neighbourhood Area at start of May using Sutton News – copy deadline 16 April.
- Consultation period: **Tuesday 3 May to Wednesday 15 June** (six weeks + one day).
- Draft Plan, Statement of Modifications, consultation and publicity notice, flyer/comment form and supporting documents placed on PC website.
- Consultation email (or letters) sent to consultees including HC as local planning authority.
- Further publicity: poster in Parish notice boards, banner on barn.
- Steering Group members available to field telephone queries.
- Lodging of copy of draft Plan, Statement of Modifications, consultation notice and some flyer/comment forms at local venues: both churches, school, and Golden Cross (Keith to contact venues and confirm).
- Collection boxes for comments in the above locations.
- Printed copies of documents available on request from Parish Clerk.
- Comments returned by email/post to Clerk, or by hand to collection boxes; Clerk to collate all comments and forward to DJN after end of consultation period.

**3. Preparation stage activities**

	What	Who
1	Finalise consultation and publicity notice when arrangements decided, add to draft Plan and issue to Clerk.	DJN
2	PC approval of draft Plan/Statement of Modifications (SoM) for consultation.	Parish Council/Clerk
3	Check Environmental Report and Appropriate Assessment and send on to Clerk.	DJN

### Sutton St. Nicholas Parish Council

4	Prepare flyer/comment form, poster and email/letter text and issue to Clerk.	DJN
5	Prepare consultee list (national/local organisations inc. HC). Local consultees to be added to by Project Group.	DJN/Project Group/Clerk
6	Printing of flyer/comment form for insert into Sutton News and arrange distribution.	Clerk, Sutton News group
7	Other printing: limited no. of draft Plans/comment forms, banner.	Clerk
8	Organise collection boxes for comment forms.	Project Group
9	Upload to PC website: draft Plan, SoM, Environmental Report/AA Report, consultation, and publicity notice and comment form.	Clerk

#### 4. Consultation stage activities

	What	Who
10	Send consultation email/letter to consultees. When consulting HC, send the SEA/AA reports as well as the draft NDP and SoM. When consulting DCWW and EA, attach their proformas which will be completed by DJN.	Clerk
11	Flyer/comment form distributed throughout Neighbourhood Area in Sutton News at start of consultation period.	Sutton News group
12	Deposit copy of the draft Plan, SoM, consultation notice, and some flyer/comment forms in the local venues, together with collection boxes.	Clerk
13	Display poster on Parish notice boards and erect banner.	Clerk
14	Collection and collation of comments and send to DJN after close of consultation	Clerk

DJN  
15 March 2022

Sutton St. Nicholas Parish Council

Appendix 7

Budget monitoring report as at 31<sup>st</sup> March 2022

	Actual to 2018/19	Budget 2019/20	Actual 2019/20	Budget 2020/21	Actual 31/03/21	Budget 2021/22	Actual 31- 03-22	Variance	Comments
<b>Income</b>									
Precept	28,577.00	28,577.00	28,577.00	28,577.00	28,577.00	30,000.00	30,000.00	0.00	
Other -	30.23	31.00	32.23	30.00	30.00	30.00	60.46	30.46	
New	37.37	0.00		0.00	0.00	0.00	0.00	0.00	
Lengthsman Scheme									
Donations	0.00	0.00	2,835.32	0.00	250.00	0.00	0.00	0.00	
VAT recovered / estimate	1,877.59	300.00		0.00	1,401.98	800.00	0.00	-800.00	Vat return due
Neighbourhood Plan Grant	0.00	0.00		0.00	0.00	0.00	10,000.00	10,000.00	not budgeted for
P3 Scheme	670.77	0.00	115.38	300.00	0.00	0.00	0.00	0.00	
Lottery Grant	0.00	0.00		0.00	0.00	0.00	0.00	0.00	
COVID 19 Grant	0.00	0.00		0.00	0.00	0.00	8,937.37	8,937.37	not budgeted for
<b>Total Income</b>	<b>31,192.96</b>	<b>28,908.00</b>	<b>31,559.93</b>	<b>28,907.00</b>	<b>30,258.98</b>	<b>30,830.00</b>	<b>48,997.83</b>	<b>18,167.83</b>	
<b>Expenditure</b>									
Clerks Salary	4,536.12	5,000.00	4,734.03	5,100.00	3,877.97	5,100.00	4,640.70	459.30	
Admin/Office Expenses	364.96	400.00	598.30	500.00	588.40	500.00	779.76	-279.76	Increased costs, more printing than planned
Training	0.00	130.00	0.00	130.00	0.00	200.00	200.00	0.00	
Subsidy to Village Hall	3,592.00	0.00	1,836.20	0.00	0.00		0.00	0.00	
Insurance	489.05	500.00	507.63	600.00	639.62	650.00	646.65	3.35	
Membership Subs	551.20	550.00	601.38	600.00	592.39	650.00	623.27	26.73	
Auditors	260.00	300.00	260.00	300.00	260.00	300.00	275.00	25.00	

**Sutton St. Nicholas Parish Council**

	<b>Actual to 2018/19</b>	<b>Budget 2019/20</b>	<b>Actual 2019/20</b>	<b>Budget 2020/21</b>	<b>Actual 31/03/21</b>	<b>Budget 2021/22</b>	<b>Actual 31- 03-22</b>	<b>Variance</b>	<b>Comments</b>
Services	1,807.90	2,600.00	1,336.70	1,800.00	555.00	800.00	2,181.06	<b>-1,381.06</b>	Includes unbudgeted cost of £226.95 bus shelter maintenance
Repairs and Maintenance									
Lengthsman	428.75	2,000.00	1,327.37	2,200.00	2,335.90	2,200.00	1,005.00	1,195.00	
Donations	0.00	200.00	652.00	2,200.00	500.00	700.00	500.00	200.00	
Elections	0.00	0.00	0.00	150.00	85.02	0.00	0.00		
Loan repayment	8,597.74	8,597.74	8,597.74	8,598.00	8,597.74	8,598.00	8,597.74	0.26	
Lottery Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Neighbourhood Plan									
Bin Collections	60.00	200.00	170.00	200.00	630.00	500.00	148.00	352.00	
SIDs	205.98	450.00	180.00	0.00	0.00	0.00	0.00	0.00	
Rent	0.00	1.00	5.00	10.00	0.00	0.00	0.00	0.00	
New Website	200.00	250.00	150.00	200.00	165.00	200.00	100.00	100.00	
Neighbourhood Plan	0.00	0.00	0.00	0.00	0.00	1,000.00		-2,833.10	
Community Garden/Playing Field/Open Space	2,128.60	2,600.00	4,987.98	3,360.00	3,235.90	3,000.00	3,677.30	<b>-677.30</b>	
Good Neighbour Scheme	0.00	0.00	0.00	0.00	10.00	200.00	0.00	200.00	
P3 Scheme	902.00	1,027.00	1,205.00	1,500.00	1,197.80	1,600.00	600.00	1,000.00	
Vat	331.44	300.00	598.33	309.00	565.20	350.00	2,905.91	<b>-2,555.91</b>	
Corona Virus	0.00	0.00	0.00	0.00	2,117.05	2,000.00	429.50	1,570.50	
Sutton News	1,326.78	650.00	428.60	650.00	1,071.06	700.00	300.00	400.00	
Swing Seat & Anti Climb Frame	0.00	0.00	0.00	0.00	271.40	0.00	0.00	0.00	

Sutton St. Nicholas Parish Council

	Actual to 2018/19	Budget 2019/20	Actual 2019/20	Budget 2020/21	Actual 31/03/21	Budget 2021/22	Actual 31- 03-22	Variance	Comments
Data protection Compliance	0.00	500.00	0.00	500.00	0.00	500.00	0.00	500.00	
Play Equipment							9,457.57	-9,457.57	£8,937.37 Grant received
Benches							1,038.00	-1,038.00	Out of reserves
NDP Grant							3,833.10		NDP Grant
Reserves	500.00	2,652.26	4,200.00	0.00	0.00	1,082.00	0.00		
<b>Total Expenditure</b>	<b>26,282.52</b>	<b>28,908.00</b>	<b>32,376.26</b>	<b>28,907.00</b>	<b>27,295.45</b>	<b>30,830.00</b>	<b>41,938.56</b>	<b>- 11,108.56</b>	

**Opening  
Balance at 1st  
April 2021** 26,133.97

Add Receipts 48,997.83

**TOTAL** 75,131.80

less 41,938.56

expenditure to  
31st March  
2022

Balance 33,193.24

Less Specific  
Reserves 28,367.00

**Balance** 4,826.24

## Annual Return Draft Timetable

The Table below sets out the key tasks to plan a timetable to ensure that the submission of the Annual Return meet the statutory requirements.

	Key Tasks Timetable and checklist	Dates Planned	Comments
1	Ensure you have arranged for an <b>independent internal Audit</b> and for the person carrying out it out to complete the Annual Internal Audit Report on the Annual Return	Signed Audit Report by Friday 24 <sup>th</sup> June 2022	This must be done before anything else.
2	Arrange a meeting of the full Council after 31 <sup>st</sup> March 2022 but before the first 10 working days in July 2022 (see 5 below)	See 5 below	
3	<b>Compile accounts</b> as at 31 <sup>st</sup> March 2022 and supporting working papers, complete Section 1 (Annual Governance Statement) and Section 2 (Accounting Statements) of the Annual Returns.	To The Internal Auditors by 25 <sup>th</sup> April 2022	
4	<b>Certify</b> the Accounting Statements	See 5 below	
5	Hold a meeting of the full Council to consider, approve and sign the Annual Governance Statement and the Accounting Statements, the Annual Governance Statement must be approved before the Accounting Statements, but they can be done at the same meeting as long as the order is clear in the minutes	Latest Thursday 30 <sup>th</sup> June 2022	
6	Set the period for the exercise of <b>public rights</b> and complete the necessary documentation, inform the external auditor of the date of commencement	Latest between Friday 1 <sup>st</sup> July and Thursday 11 <sup>th</sup> August 2022	
7	Publish on Website the approved and signed Annual Governance Statement and Accounting Statements along with the notice for the exercise of public rights and the Declaration of the status of the accounts.	Latest Thursday 30 <sup>th</sup> June 2022	
8	<b>Submit to the external auditor</b> the approved and signed Annual Return and other supporting information	Latest Friday 1 <sup>st</sup> July 2022	
9	<b>Respond</b> to any queries or request for information from the external auditors	As required	
10	On completion of the Limited Assurance review, publish the certified <b>Annual Return</b> and notice of conclusion documents for the exercise of public rights	By 30 <sup>th</sup> September 2022	

## Parish Council Activities 04-04-21

<b>Project/Activity</b>		<b>£</b>	<b>Funded</b>
<b>Neighbourhood Development Plan Review</b>	<b>Stage C preparing the revised NDP and Supporting Statements for submission</b>	2,880	NDP - Reserve
<b>Neighbourhood Development Plan Review</b>	<b>Consultation Costs</b>	500 (estimate)	NDP Reserve
<b>Infant Equipment</b>	<b>Playing Field</b>	9,457.57	Covid19 Grant of £8937.37 Balance out of COVID 19 Budget
<b>Neighbourhood Development Plan Grant - repayment</b>	<b>£10,000-£3,833.10</b>	6,166.90	Unused grant

## Review of Reserves March 2022

Sutton St. Nicholas Parish Council  
Reserves Policy**1. Introduction**

It is essential that authorities have sufficient Reserves (General and Earmarked) to finance both its day-to-day operations and future plans. It is important, however, given that funds are generated from taxation, that such reserves are not excessive.

The need for adequate reserves is reinforced by the Local Government Finance Act 1992, which requires local authorities to have regards to the level of reserves needed for meeting estimated future expenditure when considering its budget requirement.

**2. General Reserves**

- The use of this reserve is not restricted, and will be used to meet unexpected expenditure, otherwise there is a chance that the Council could run out of money before the year end.
- A Council should typically hold between 3- and 12-months expenditure as a general reserve. If the general reserve is too low then it may not be enough to cover unexpected expenditure or emergencies, whilst if the general reserve is too high then local electors have paid a tax which is not being used for the benefit of the local community.
- The Council has no legal powers to hold revenue reserves other than for reasonable working capital or for specifically earmarked purposes, therefore the year-end general reserve should not be significantly higher than the annual precept.

**3. Specific Reserves**

- If deemed necessary the council will have 'specific reserves' for specific projects, where money is allocated for a specific purpose/project that due to the level of commitment needed will need a gradual allocation of funds over more than one year.
- Where grants/donations have been received for specific projects/ schemes.
- Where there is a legal requirement.

**4. Level of General Reserves**

The council's level of general reserves will be at least 3 months of net revenue expenditure calculated as follows

		£	£
Annual Precept			30,000.00
<b>Less</b>	Total Loan Repayments	8,598.00	
<b>Less</b>	Amount included in annual Precept for capital projects	00.00	
<b>Less</b>	Amount included in annual Precept for transfer to a specific reserve	00.00	
	Total Deduction		8,598.00
	<b>Total Net Revenue Expenditure for the Year</b>		<b>21,402.00</b>
	<b>3 Months</b>		<b>5,350.00</b>

**5. Process**

- The council will carry out a review of its reserves
  - as part of the annual budget process.
  - at the yearend particularly if general reserves is more than twice the precept.
  - at mid-year to get assurance that things are going to plan.
- Only the Council can set up a reserve.
- Movement on reserves will be monitories as part of the budget monitoring process.

**Sutton St. Nicholas Parish Council**

	<b>05/10/20</b>	<b>31/03/21</b>	<b>04/10/21</b>	<b>31/03/22</b>
Elections	2,000.00	2,000.00	2,000.00	2,000.00
Churchyard	2,000.00	2,000.00	1,000.00	1,000.00
Village Hall	2,621.00	2,700.00	2,700.00	4,000.00
Good Neighbour Scheme	500.00	500.00	500.00	0.00
Village Gates	12,000.00	8,373.00	9,000.00	9,000.00
Neighbourhood Plan	00.00	5,000.00	5,000.00	4,000.00
Open Space/Playground	1,000.00	1,000.00	1,500.00	1,000.00
Telephone box/Defibrillator	500.00	100.00	500.00	500.00
NDP -Grant	00.00	00.00	10,000.00	6,167.00
<b>Total Specific</b>	<b>20,621.00</b>	<b>21,053.00</b>	<b>32,200.00</b>	<b>27,667.00</b>
General	4,580.00	5,080.00	5,637.00	<b>5,526.24</b>
<b>TOTAL RESERVES</b>	<b>25,201.00</b>	<b>26,133.00</b>	<b>37,837.00</b>	<b>33,193.24</b>

**Email to Nick 28-02-22**

Hi Nick  
one more for you  
regards  
Tony

**Email to Nick- 28-02-22**

Hi Nick  
Just an idea  
This is all technical stuff, how about a Parish Council Briefing in November 22. 12 months after the last one.  
regards  
Tony

**Email from Nick 10-03-22**

Good Afternoon Tony,

I'm aware that there has been further interest in the site including with regard to safety for walkers and as such I've been revisiting the Arcadis assessment at Sutton Walls.

The report in its entirety goes through the data collected, how and where and how it was used in reaching the conclusions. Much of which is really quite complicated given it includes elements from a range of scientific disciplines. However, I thought it would be worthwhile to share with you and the Parish Council relevant extracts around this in a more comprehensive and technical manner than mentioned in the minutes.

Elements from the Arcadis report concerned with 'ambient air' are therefore attached to this email. Although brief and out of context, these explain what formed the basis of the assessment. From which it is evident that the remit included consideration of people using the site recreationally.

A recommendation is made which discusses 'categories'. This is relevant to the statutory guidance and so I've included extracts from this too which defines the risks in the context of the assessment. So referring back to the minutes, 'safe' falls to 'no' or 'low risk' in the view of Arcadis and it is that view which the Authority followed.

Hopefully this is self-explanatory but if not, please do let me know.

Kind Regards

Nick

**Reply from Nick 11/03/22**

Good idea. I've popped a reminder in my diary Tony.

If anything of significance crops up in between, we can bring that date forward.

Kind Regards

Nick

**Recommendation – Agenda item for Monday 7<sup>th</sup> November 2022**

**For Information Items**

**By email**

- NALC Newsletter 09/03/22
- Herefordshire Council - Community partnership event coming soon
- Herefordshire Council -Talk Community Newsletter 14 March 2022
- West Mercia Police - We want to talk, hear us.
- NALC -Chief Executive's Bulletin 18-03-22
- West Mercia Police - Hereford Rural North SNT newsletter
- NALC Newsletter 25/03/22
- Herefordshire Council -Talk Community Newsletter 25 March 2022
- Herefordshire Council - Public Rights of Way (PROW) and Traffic Regulation Orders (TROs)
- Balfour Beatty -Monthly Update