

## 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> July 2022 at 7.15 pm (no SPC/TF/2013)**

### **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 – 1**

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

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

#### **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.

<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	√		14	Associated to neighbouring landowner	Non-disclosable Pecuniary Interest
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/2010) held on Monday 6<sup>th</sup> June 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 Annual Meeting of the Parish Council Meeting (no SPC/TF/2011) held on Monday 6<sup>th</sup> June 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/2012) held on Monday 27<sup>th</sup> June 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**

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The Parish Council was informed that a landowner had left a bale of hay in the brook on the Rhea, which had fallen off their vehicle.

**Action** – Clerk to inform Herefordshire Council.

A query was raised regarding the fenced off stones in the playing field, the Clerk informed the Parish Council that for the safety of the children play bark had to be laid around them, and that it was on the list of works to be done by Richard Morgan.

**Action** – Clerk to give priority to this action,

### 8. **Planning Application - The Ford, Sutton St Nicholas, Hereford, Herefordshire HR1 3AT (221833) Proposed replacement roof.**

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

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

### 9. **Neighbourhood Development Plan Review**

The Parish Council was informed that the procedure was as follows: -

- Dr David Nicholson would prepare a 'response log' which will include all comments and a suggested response to them along with any plan changes he thinks are needed.
- The Steering Group to meet to review and agree the response log.
- Dr David Nicholson would then prepare the submission draft Neighbourhood Development Plan, incorporating all the changes agreed, and send this to Herefordshire Council to undertake the Habitats Regulation Assessment (HRA) and the Strategic Environmental Assessment (SEA).
- Draft the Consultation Statement (this will include the response log as an appendix), Basic Conditions Statement and update the Statement of Modifications.
- Once everything is ready and the Steering Group are happy, Parish Council approval would be sought for the submission package of documents, which would then be submitted to Herefordshire Council.

The Parish Council was also informed that parishioner who had commented requested that the Parish Council reply to his comments, this matter was raised with Dr Nicholson, who advised that it had to be treated as a comment on the draft plan and go through the process.

The Parish Council noted that the next meeting of the project group would be held on 25<sup>th</sup> July 2022.

**Action** Clerk to inform the parishioner of the advice received from Dr Nicholson.

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

There were sixteen actions requiring completion, six were completed, nine were work in progress and one was closed. (Appendix 1 refers) Noted.

### 11. **Financial Report**

- 11.1 Invoices for payment

Ref	Payee	Amount £	VAT	
1	Groundwork UK	6,166.90	n/a	Repayment of unspent Neighbourhood Development Plan Grant as at 31/03/22
2	Richard Morgan	687.00	n/a	1472,1478.1481,1482,1490,1497,1498 Lengthsman, grass cutting, bin clearance, playground inspection, footpath work.

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

Approved for payment and cheques to be signed

- 11.2 Receipts - Nil
- 11.3 Confirmation of Balances as of 4<sup>th</sup> July 2022 was £33,468.72

### **12. Village Hall Management**

The Parish Council noted that the cost to the Parish Council would be £2,099.20. if a Charity did not manage the Village Hall. The Clerk informed the Parish Council that as Cllr Ian Nicholas would be stepping down after the next Annual General Meeting of the Charity, that the Charity should put a call for a volunteer Treasurer in the Sutton News. Cllr Ron Gow highlighted that the intention was for the charity to delegate management to the Parish Council so that the rate discount could be kept. The Clerk informed the Parish Council that this could not happen as the Parish owned the Village Hall, and once the Parish Council were managing it the full business rate would apply.

**Action** Cllr Ron Gow to put a request for a Volunteer Treasurer in Sutton News.

### **13. Bridle Path on the Rhea**

The Clerk informed the Parish Council that to date he has not received a reply from Herefordshire Council regarding the reported 4 x 4 damage to the Bridle Path. The matter of 4 x 4 vehicles also accessing private land from the Ordis Farm footpath (ST5) was also highlighted as a concern, having considered the matter the Parish Council asked the Clerk to ask Cllr Kema Guthrie to raise both matters with Herefordshire Council

**Action** – Clerk to ask Cllr Kema Guthrie to raise the matter with Herefordshire Council.

### **14. Footpath ST3**

The Clerk informed the Parish Council that neither he nor Richard Morgan had received a reply from Herefordshire Council.

Having considered the matter, the Parish Council asked the Clerk to ask Cllr Kema Guthrie to raise the matter with Herefordshire Council.

The Parishioner present highlighted that it was not the actions of the landowner on the other side of the path that had created the problem, he was just the innocent party, and that it was the positioning of the fence that had made the footpath impassable.

**Action** – Clerk to ask Cllr Kema Guthrie to raise the matter with Herefordshire Council.

### **15. Defibrillator Administrator**

The Clerk informed the Parish Council that Wendy Mills, who lives around the corner from the Defibrillator in the Craft had volunteered for the position and that Community Heartbeat had been informed. The Parish Council was also informed that following Wendy Mills acceptance there had been three other parishioners who had come forward.

**Action** – Clerk to put article in Sutton News

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

- Neighbourhood development Plan

### **17. Items for Information**

The Parish Council noted Items for information (Appendix 3 refers)

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

Parish Council Monday 1<sup>st</sup> August 2022 at 7.15pm at Sutton St. Nicholas Village Hall.

### **19. Clerks' salary**

The Parish Council authorised the payment of the Clerks salary.

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**Appendix 1**

**Status of Actions from last meeting 06/06/22**

<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>
07/01	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	Closed – to Form Part of the Sutton St. Nicholas Traffic Plan	Closed
07/02	02/11/20	8	Vacant Parish Councillor positions	Clerk to put a notice in a future edition of Sutton News	Clerk		Work In progress
07/03	28/06/21	20	Cycle Route	Clerk to liaise with Cllr Kema Guthrie on the matter	Clerk		Work In progress
07/04	06/09/21	15	Sutton Playing Field	Clerk to carry out actions as required.	Clerk		Work in progress
07/05	07/03/22	13	Community Gardens Facilities	Clerk to raise the matter, with Sutton Primary Academy	Clerk	Waiting for a reply	Work in progress
07/06	07/03/22	17	Verges within the Village	Clerk to contact Councillors to arrange walk about	Clerk		Work in progress
07/07	07/03/22	21	Tree Planting-Willow Rise/Millway	Clerk to monitor the Woodland Trust Website	Clerk		Work in progress
07/08	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
07/09	04/04/22	22	Village Hall Charity	Clerk to ask Herefordshire Council for the Business Rate cost	Clerk	Agenda item 12	Completed
07/10	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
07/11	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
07/12		6.2	Questions from other members of the public-Queens Jubilee	Clerk to write to write thank you letters	Clerk	Letters drafted for Chairman to sign	Completed

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<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>
07/13		7	Planning Application -6 Orchard Close, Sutton St. Nicholas, HR1 3AU (212651)	Clerk to put information in Sutton News	Clerk		Completed
07/14		13	Traffic Mirror	Clerk to request an inspection of the Junction as soon as possible.	Clerk	Waiting for reply	Completed
07/15		14	Bridle Path on the Rhea (ST15)	Clerk to inform Herefordshire again.	Clerk		Completed
07/16		15	Defibrillator Administrator	Clerk to put a call for a volunteer in Sutton News.	Clerk	Agenda item 15	Completed

Closed	1
Completed	6
Work In progress	9
<b>TOTAL</b>	<b>16</b>

**Sutton St. Nicholas Parish Council**

**Appendix 2**

**Bank Reconciliation at 4<sup>th</sup> July 2022**

Opening 01/04/22	33,193.24
Receipts	15,000.00
	<b>48,193.24</b>
Expenditure	14,724.52
Balance 04-07-22	<b>33,468.72</b>

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

8,928.55

Balance as at  
04/07/22 **33,468.72**

**Items for Information**

**By email**

**Herefordshire Council** - Place Shaping Consultation Events

**Herefordshire Council** - Talk Parish 22 June 2022

**Balfour Beatty** - Locality briefing Weobley, Queenswood and Sutton Walls Week ending 10.06.22,24-06-22,30-06-22

**Balfour Beatty** - RVNR Sites

**Cllr Kema Guthrie** - Phosphate Update

**Herefordshire Council** - Planning and Regulatory Committee 29 June 2022 214046

**Balfour Beatty** - Road Closures – July

**Balfour Beatty - Weobley** Annual Plan Map

**Herefordshire Council** - Local Plan 2021-2041 - Place Shaping Options Parish Council Information Evening 20 June 2022.