

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 6th June 2022 at 7.15 pm (SPC/TF/2010)

Councillors Present

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

In attendance

Cllr Kema Guthrie- Ward Councillor.
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 and Cllr Katie Baures

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
	e	o			
	s				
Cllr Ron Gow		√			
Cllr Ann Burke		√			
Cllr Sharron Haworth		√			
Cllr Ian Nicholas		√			

4. Receive approve and sign the Minutes of the Annual Meeting of the Parish Council (no SPC/TF/208) held on Tuesday 3rd May 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/209) held on Tuesday 3rd May 2022.

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

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

6.1 Ward Councillors Report

A brief verbal report was received from the Ward Councillor (Appendix 1 refers),

6.2 Questions from other members of the public

Although there were no questions from the public, having consider the very successful event held at the Village Hall to celebrate the Queens Jubilee, the Clerk was asked to write to AL Gyford, Stan Gyford and Keith Lawton to thank them for organising the event.

Action Clerk to write to write thank you letters.

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**7. Planning Application -6 Orchard Close, Sutton St. Nicholas, HR1 3AU (212651)
Proposed rear loft conversion to add two bedrooms and an en-suite, converting existing smallest bedroom into new stairwell to the loft conversion.**

The Parish Council noted that the appeal to the Planning Inspectorate was not successful, and also noted that the main issue was the effects of the proposed development on the character and appearance of the area.

Action – Clerk to put information in Sutton News.

8. Parish Council Insurance

As part of the review the Parish Council considered the contents of the Asset Register (Appendix 2) The Parish Council noted that the Clerk had queried how Furniture at the Playground and Community Garden was covered, and subject to this query the insurance cover was deemed adequate.

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

There were sixteen actions requiring completion, five were completed, eleven were work in progress (Appendix 3 refers) Noted.

10. Financial Report

- 10.1 Invoices for payment

Ref	Payee	Amount £	VAT	
1	BHIB Ltd	735.52	n/a	LC001501-643736 Insurance cover 01/06/22
2	Richard Morgan	637.50	N/a	1437,1438,1441,1444,1446,1458,1459,1460,1465 -Footpaths, Lengthsman, grass cutting & repairs
3	DC Gardening Services	540.00	90.00	31/05/22 (Si-1270) Grass cutting
4	Stan Gyford	250.00	N/a	Parish Council donation to -Sutton Coffee morning 2022 Activities.
5	Stan Gyford	500.00	N/a	Parish Council donation to -Good Neighbour Scheme - 04-04-22 (24) paid

With reference to 10.1.5 Cllr Ann Burke asked that with regards to the Queens Jubilee Celebrations that the Clerk ask for a report on spending. Approved for payment and cheques to be signed

- 10.2 Receipts - £15,000.00 – first instalment of the Precept.
- 10.3 Confirmation of Balances as of 6th June 2022.was £40,775.87. (Appendix 4 refers)

11. West Mercia – Speeding Data

The Clerk informed the Parish Council that he had received information from West Mercia Police, which identified the three locations previously reported.

Location	10s	20s	30s	40s	50s	60s	70s
By Sutton Primary Academy	45	127	3658	5617	579	34	1
By St Michaels Church	134	240	3592	3425	213	8	1
By St. Nicholas Church	103	226	2456	2450	223	11	1
TOTAL	282	593	9,706	11,492	1,015	53	3

The Parish Council noted that the main road through the village had the highest incidents of speeding, and that the information in the table would be useful when the Traffic Plan was developed.

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12. Neighbourhood Development Plan

The Parish Council was formed that there had been a limited number of returns and was reminded that the deadline for returns was 15th June 2022. Cllr Kema Guthrie informed the Parish Council that Cabinet recognised the considerable progress that has been made on the Council's pioneering Integrated Wetlands scheme and agreed the framework for the introduction of Phosphate Credits to unlock the potential for Nutrient Neutral Development.

13. Traffic Mirror

Balfour Beatty informed the Parish Council that there were a number of existing traffic mirror sites across the County that they maintained on behalf of Herefordshire Council, and that the traffic mirror located at The Rhea was not on their list and, in addition looking at the 2009 Google Street view of the area the mirror appears to have either been affixed to the wall or to a post behind the wall, which indicated that the mirror was erected by a local individual, with the permission of the property owner, rather than by the Highway Authority as they would affix it to a post on the highway.

Due to the safety concern at the junction the Parish Council asked the Clerk to request an inspection of the junction.

Action Clerk to request an inspection of the Junction as soon as possible.

14. Bridle Path on the Rhea (ST15)

The Clerk informed the Parish Council that he has reported the issue twice to the footpaths team at Herefordshire Council and will do so again. Cllr Kema Guthrie also confirmed that she had not received a reply.

Action Clerk to inform Herefordshire again.

15. Defibrillator Administrator

The Clerk informed the Parish Council that Community Heartbeat having been informed that there was no Administrator had raised the issue of lack of inspection and that the Failure to do checks would invalidate the insurance and other aspects of the Managed Solutions Agreement.

'Quite simply put, the village has placed a piece of medical equipment in the public domain for use in an emergency, they have a duty of care to have a rigorous system in place to ensure Rescue Ready Status of the equipment, and record that this is done.'

Having received the notification, the Clerk restarted on a voluntary basis, inspection and reporting. The Parish Council discussed the matter and agreed to call for a volunteer to inspect weekly and report the inspection to Community Heartbeat. In view of the above the Clerk agreed to volunteer until the next Parish Council meeting, The Parish Council was of the view that if no volunteer came forward, they would have to ask for the Defibrillator to be decommissioned.

Action Clerk to put a call for a volunteer in Sutton News.

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

- Neighbourhood Development Plan
- Bridle Path on the Rhea.

17. Items for Information

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

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

Parish Council Monday 4th July 2022 at 7.15pm at Sutton St. Nicholas Village Hall.

19. Clerks' salary

The Clerks salary was authorised.

The meeting closed 8.05pm

Ward Councillor's Report

Re: Village Jubilee Event

I was delighted to attend the Village Jubilee Event on last Friday afternoon. Indeed, many events were scheduled and no doubt, we have all been celebrating over the last few days Her Majesty's Platinum Jubilee week.

Re: Annual Council Meeting adopts governance for 2022/23 municipal year

I attended the Annual Council Meeting on Friday 20th May 2022 where the governance of the Council was decided upon and various appointments were made and I was delighted to be reappointed Vice Chairperson again for another term.

Re: Antisocial Behaviour on the Rhea Bridleway, Sutton St. Nicholas

I have been contacted recently about some antisocial behaviour on the Rhea, Bridleway, concerns were raised about four wheel drive vehicles being driven along the bridleway, causing damage to the Bridleway and possible danger for pedestrians and/or horse riders. Indeed, the Council, Public Rights of Way and Balfour Beatty have already been alerted to the problem. Due to the concerns raised about possible danger to the public, I thought it best to make the local Policing Team aware of this situation accordingly.

Re: Village Road – St. Ethelbert Close

I have been alerted to this matter by residents along the village road who are experiencing road noise due to the poor state of the road. I have followed this up with Balfour Beatty and the Council Highways Department.

I have been advised that this road is inspected on a monthly basis and any actionable defects will be reported.

The Locality Steward has referred this road to Asset Management for consideration to be resurfaced however, unfortunately the data collected from the latest survey does not rank this scheme high enough to be included in a plan of works in the near future.

However, I plan to follow matters up with the Council's Highways Manager regarding the ranking of the road accordingly.

The Birmingham 2022 Queen's Baton Relay to visit Herefordshire

On Tuesday 5th July, Herefordshire will officially welcome the Baton. The Queen's Baton Relay will begin at Hereford Cathedral at 2.45pm, and will embark on an hour-long tour, arriving back at the Cathedral at 3.45pm. The route will include Bridge Street, Castle Street, Castle Green and Bishop's Meadow and will cross the River Wye at Victoria Bridge and the Old Bridge. For more information on the Queen's Baton Relay, visit www.Birmingham2022.com/qbr or visit Herefordshire Council's website for further information on the Baton Route in Hereford city.

Re: Consultation on new measures for Pedestrians and Cyclists in St. Owen Street, Hereford

Herefordshire Council is encouraging local people to take part in a consultation around the details of improved measures for cyclists and pedestrians in St. Owen Street, Hereford.

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The St. Owen Street cycle contraflow scheme will create a safer cycle route from the east of the city, promoting sustainable and active travel, while at the same time improving safety for pedestrians and motorists.

The consultation started on 19th May 2022, and runs to 16th June 2022.

People can find full details and take part in the consultation via the Herefordshire Council website <http://www.herefordshire.gov.uk/stowenstro>

Report by Kema Guthrie 06/06/2022

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Appendix 2

		Parish Council Insurance								
	Location	Playground Equipment	Furniture at Playground and community garden	Village Hall	Highways Furniture	Office Equipment	open Space	Gates, fences & church Wall	war memorial	Ground Surfaces
Dell Laptop PP21L plus case & mouse	Clerk	350.00				350.00				
Aerial Runway	Playground									
Jungle Climber - Congo	Playground									
Combo 6 SS/TT	Playground									
Log Walk (1x600mm)	Playground									
Helvellyn (3 Ledge)	Playground									
Log Walk (2x 600mm)	Playground									
Spiders Web	Playground									
Striding Stilts (4 Stilts)	Playground									
Be-Bop	Playground									
Yorkstone Tower (CED Ltd)	Playground									
Cushionfall	Playground									
Terram Surfacing	Playground									
Glasslock Surfacing	Playground									
Goal Posts	Playground									
Steel Bench	Playground									
Playground Equipment		34,629.00	34,629.00							
Village Hall (Community Asset)		1.00		1.00						
Bench	Community Garden	5.00	5.00							
Bench	St Nicholas Church entrance	5.00				5.00				
Bench	Golden Cross Junction	5.00				5.00				

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Lichgate	Willow Rise/Rea	5.00				5.00		
Asset Register as at 31st March 2011		35,000.00	34,629.00	5.00	1.00	15.00	350.00	
Timber Shelter	Playground	2,200.00		2,200.00				
Mini Gazebo	Community Garden	377.99		377.99				
Toshiba Satellite Laptop (SN 20080681S bag and mouse		495.81					495.81	
Dell Laptop PP21L plus case & mouse		-350.00					-350.00	
Projector		208.32					208.32	
Asset Register as at 31st March 2015		37,932.12	34,629.00	2,582.99	1.00	15.00	704.13	
Mobile Display screens	Village Hall	512.43					512.43	
Asset Register as at 31st March 2016		38,444.55	34,629.00	2,582.99	1.00	15.00	1,216.56	
Toshiba Satellite Laptop (SN 20080681S Scrapped		-480.00					-480.00	
HP Pavillion 15.6" Laptop		332.50					332.50	
Sutton Playing Filed - transferred from Herefordshire Council		5.00						5.00
Millway/Willow Rise Open Space -transferred from Herefordshire Council		5.00						5.00
Asset Register as at 31st March 2017		38,307.05	34,629.00	2,582.99	1.00	15.00	1,069.06	10.00
Half share of Speed Indicator devise		1,383.00				1,383.00		
Two litter Pickers	Village Hall	27.05				27.05		
Asset Register as at 31st March 2018		39,717.10	34,629.00	2,582.99	1.00	1,425.05	1,069.06	10.00
6 Streetmaster Pro litter Pickers	Village Hall	113.40				113.40		
6 Hand hoopers with Handles	Village Hall	88.50				88.50		

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1 telephone box	Golden Cross PH car park	1.00				1.00					
Asst Register as at 31st March 2019		39,920.00	34,629.00	2,582.99	1.00	1,627.95	1,069.06	10.00			
Church Wall		5.00							5.00		
War memorial		5.00								5.00	
Half share of Speed Indicator devise written off		-1,383.00				-1,383.00					
Asst Register as at 31st March 2020		38,547.00	34,629.00	2,582.99	1.00	244.95	1,069.06	10.00	5.00	5.00	
Swing Seat- Playing Field	Playground	173.60	173.60								
Anti Climb Fencing - Playing Field	Playground	97.80		97.80							
Asst Register as at 31st March 2021		38,818.40	34,802.60	2,680.79	1.00	244.95	1,069.06	10.00	5.00	5.00	
Two Benches	Community Garden	1,038.00		1,038.00							
Tower Play equipment	Playground	9,457.57	9,457.57								
Asset Register as at 31st March 2022		49,313.97	44,260.17	3,718.79	1.00	244.95	1,069.06	10.00	5.00	5.00	0.00
Actual Cover 01/06/22			98,926.00	Query with BHIB	Village Hall Community	52,714.00	15,000.00	Public Liability	26,356.00	47,443.00	13,178.00
						Lichgate mainly					Churchyard footpath & Hardstanding at Playground

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Appendix 3

Status of Actions from last meeting 03/05/22

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
06/01	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
06/02	02/11/20	8	Vacant Parish Councillor positions	Clerk to put a notice in a future edition of Sutton News	Clerk		Work In progress
06/03	28/06/21	20	Cycle Route	Clerk to liaise with Cllr Kema Guthrie on the matter	Clerk		Work In progress
06/04	06/09/21	15	Sutton Playing Field	Clerk to carry out actions as required.	Clerk		Work in progress
06/05	07/03/22	13	Community Gardens Facilities	Clerk to raise the matter, with Sutton Primary Academy	Clerk	Waiting for a reply	Work in progress
06/06	07/03/22	17	Verges within the Village	Clerk to contact Councillors to arrange walk about	Clerk		Work in progress
06/07	07/03/22	21	Tree Planting-Willow Rise/Millway	Clerk to monitor the Woodland Trust Website	Clerk		Work in progress
06/08	04/04/22	21	Sutton Walls Dump	Clerk to have an agenda item for the 7 th November 2022 Parish Council meeting.	Clerk		Work In progress
06/09	04/04/22	22	Village Hall Charity	Clerk to ask Herefordshire Council for the Business Rate cost	Clerk	Request made waiting for reply.	Work In progress
06/10	03/05/22	10.2	Questions from other members of the public - Bin store	Clerk to get the matter sorted	Clerk		Completed
06/11	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
06/12	03/05/22	11	Neighbourhood Development Plan	Clerk to put a reminder in Sutton News.	Clerk		Completed
06/13	03/05/22	14	West Mercia – Speeding Data	Clerk to put a note in Sutton News.	Clerk		Completed
06/14	03/05/22	15	Rural Settlement	Clerk to inform Neighbourhood	Clerk		Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
			Services & Environmental Survey	Planning Department.			
06/15	03/05/22	16	Sutton Walls – Water Sample	Clerk to put the correspondence in Sutton News	Clerk		Completed
06/16	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

Closed	0
Completed	5
Work In progress	11
TOTAL	16

**Sutton St. Nicholas Parish Council
Bank Reconciliation 06-06-22**

Opening 01/04/22	33,193.24
Receipts	15,000.00
	48,193.24
Expenditure	7,417.37
Balance	40,775.87

Bank balance **13/05/2022** 45,128.10

os cheques

1311	166.40
1367	665.00
1375	500.00
1376	735.52
1377	637.50
1378	540.00
1379	250.00
1380	515.01
1381	342.80

4,352.23

Balance as at
06/06/22 **40,775.87**

Items For Information – 06-06-22

By email

- **Herefordshire Council**- Talk Community Newsletter 6 May 2022
- **Herefordshire Council Chief Executive** - BBC One Panorama programme.
- **Herefordshire Council** - Talk Community Newsletter 13 May 2022
- **NALC** - Chief Executive's Bulletin 13/05/22
- **Sutton Walls Conservation Group** - Table Sale Sutton St Nicholas Village Hall Saturday 21st May
- **NALC** - Newsletter 18/05/22
- **Balfour Beatty** - Road closures – June
- **Herefordshire Council** - Talk Community Newsletter 20 May 2022
- **Balfour Beatty** - Sutton Walls & Queenswood Ward Briefing Week Ending 20/05/2022
- **Balfour Beatty** - Sutton Walls & Queenswood Ward Briefing Week Ending 27/05/2022
- **Balfour Beatty** - May Monthly Round Up
- **Herefordshire Council** - Talk Community Newsletter 27 May 2022
- **Herefordshire Council** - Talk Parish 22 June 2022

HALC Training Schedule. – Attached

West Mercia Police Parish Visits – Attached