

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 5th September 2022 at 7.15 pm (no SPC/TF/2018)

Councillors Present

Cllr Ron Gow
Cllr Richard Andrews
Cllr Ann Burke
Cllr Sharron Haworth

In attendance

Tony Ford – Parish Clerk

Members of the Public – None

1. Apologies for Absence

The Parish Council considered and approved apologies for absence for Cllr Ian Nicholas.

2. Disclosable Pecuniary Interest Dispensations

Dispensation was given to all Councillors to consider and vote on agenda item 7 Neighbourhood Development Plan 2011-2031.

3. Declarations of Interest

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

Councillor	Y e s	N o	Agenda Item		DPI or NPI
Cllr Ron Gow	√		7	Resident in the Parish	Disclosable Pecuniary Interest
Cllr Richard Andrews	√		7	Resident in the Parish	Disclosable Pecuniary Interest
Cllr Ann Burke	√		7	Resident in the Parish	Disclosable Pecuniary Interest
Cllr Sharron Haworth	√		7	Resident in the Parish	Disclosable Pecuniary Interest

4. Receive approve and sign the Minutes of the Ordinary Meeting of the Parish Council (no SPC/TF/2016) held on Monday 1st August 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/2017) held on Monday 1st August 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

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

6.2 Questions from other members of the public

A Parishioner asked that the Parish Council consider the installation of broadband at the Village to be paid for by the Parish Council, the Parish Council agreed to ask the Management Committee to consider the request. The Clerk highlighted that broadband would be useful when planning application were being considered and that it might be an idea to check with airband, who advertise in the Sutton News.

Action – Cllr Ron Gow to raise the matter with the Village Hall Management Committee.

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7. Neighbourhood Development Plan 2011-2031

Cllr Ron Gow highlighted that document had been through the required process and also highlighted paragraph 4.3 of the Statement of Modification '*The Parish Council considers that the material modifications taken as a whole are not so significant or substantial as to change the nature of the plan*'

In reply to a question Cllr Ron Gow informed the Parish Council that all comments from the previous consultation, had been anonymised and entered in the Response Log, which was considered by the project group and amendments or not to the draft NDP considered and noted in the log.

The Parish Council thanked Dr David Nicholson for a job well done.

Having considered the matter, the Parish Council resolved to approve documents 7.1 to 7.9 and authorised the Clerk to send adopted documents to Herefordshire Council.

7.1 Neighbourhood Development Plan 2011 – 2031 -Submission Draft. (Appendix 1)

7.2 Consultation Statement. (Appendix 2)

7.3 Basic Conditions Statement. (Appendix 3)

7.4 Statement of Modifications (Appendix 4)

7.5 Sutton St. Nicholas -Neighbourhood Area (Appendix 5)

7.6 Environmental Report. (Appendix 6)

7.7 Appropriate Assessment. (Appendix 7)

7.8 Sutton St. Nicholas Parish Polices Map (Appendix 8)

7.9 Sutton St. Nicholas Village Policies Map. (Appendix 9)

Action Clerk to send documents to Herefordshire Council.

Action Clerk to pass on the Parish Councils thanks to Dr, David Nicholson

8. Parish Council Vacancy

The Clerk informed the Parish Council that a vacancy has arising due to the nonattendance of Cllr Katie Bauress for six months.

Action – Clerk to inform Herefordshire Council.

9. Traffic Regulation Order

The Parish Council was informed that ADL had received a report from the traffic surveys at various points in Sutton St Nicholas and on Wyatt Road, as follows

Beginning with Wyatt Road, the speed data shows speeds are already well within the existing national speed limit. There have been no recorded collisions in the last 5-year period and the road is predominantly rural in terms of its surrounding environment. Therefore, there is no case to look at reducing the speed limit there.

At the three extents at Sutton St Nicholas, the entry speeds of vehicles into the existing 30mph speed limit are higher than they would like. There was a strong suspicion, having viewed and audited the terminal signs at each entry point, that this was due to the inappropriate locations of the signs at present. To the north, the terminals do not include properties which sit outside the speed limit currently and are not in the optimum position in terms of forward visibility. To the east the terminals are located right on a driveway access

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which isn't ideal. And to the south, the terminals are located right on an access road to multiple properties – again not ideal.

This essentially meant that approaching drivers had very little time to adjust and reduce their speed when entering the 30mph speed limit because by the time they have entered it, they are already at or past the first property in the village.

ADL therefore proposed that the terminals at these three locations are pushed out to more appropriate locations, and are enhanced with new nameplate signs where necessary, new road roundels and dragons' teeth road markings to really make the entry to the 30mph speed limit and indeed the village more obvious and conspicuous.

Cllr Ron Gow summarised that the submission was 60% (3 out of 5) of what the Parish Council wanted, the Parish Council was disappointed about the omission of Marden Road bearing in mind the adverse data available, In addition, as the data showed that Wyatt Road did not meet the required criteria, the Parish Council would have to at this time reluctantly agree to accept the outcome, that there would be no speed reductions introduced. he would hate to lose what was being offered and suggested that The Marden Road entrance to the village be included in the future traffic plan, which would enable the Parish Council to pursue the matter separately.

Having considered the matter, the Parish Council thanked Cllr Kema Guthrie for her help in getting the matter to this stage and resolved to support the submission (Appendix 10 refers)

10. 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 11 refers) Noted.

11. Financial Report

- 11.1 Invoices for payment

Ref	Payee	Amount £	VAT	
1	DJN Planning Ltd	1,020.00	n/a	17/08/22 (SSN27) NDP- Supporting Statements (Agenda item 7)
2	Richard Morgan	204.00	n/a	25/06/22 (1532,1533,1534)
3	Mike Darley	624.00	a/a	26/08/22 (153) Gutter and Kerb edge Clearance of weeds 7 debris
4	R. A. Ford	330.00	55.00	18/08/22 (164540) Reimbursement for 8 cubic yard skip
5	Mrs. F White	63.40	N/a	13/08/22 (00485) Playground Annual Inspection
6	Eyelid Productions	100.00	n/a	26/08/22 (3021) Annual Website support

Authorised for payment.

- 11.2 Receipts - £30.23 (Wayleave payment)
- 11.3 Confirmation of Balances as of 5th September 2022. was £23,329.10 (Appendix 12 refers)

12. ST 3 Footpath -Disputed location of fence

The Parish Council noted that the public now had easy access through the footpath.

13. Traffic Mirror

The Clerk informed the Parish Council that he had again requested a site visit, The Parish Council asked that the mirror be replaced and confirmed that the Parish Council was willing to pay the cost. There would be an update at the October 2022 meeting.

Action Clerk to inform Herefordshire Council.

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14. Allotment

The Clerk informed the Parish Council that a request had been received from a Parishioner for an allotment and that the Parish Council had to consider the provision of allotments if there was a demand for them from local residents and it was reasonable to do so. Having considered the request the Parish Council was of the view that unfortunately the Parish Council was unable to make an allotment available as the Parish Council did not own any land other than public open spaces as set out in the Neighbourhood Development Plan, which was not available for this use.

The Clerk was asked to thank the Parishioner for his query and inform the Parishioner that at the present time the Parish Council did not have any land available for this purpose.

Action Clerk to inform the Parishioner

15. Playing Field – Annual Inspection

The Parish Council noted the inspection report and pleased to also note that the report showed that things had improved. It was delegated to the Clerk to action required improvements.

Action Clerk to action improvements.

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

- Traffic Mirror
- Internet at the Village Hall

17. Items for Information

By Email

- **Balfour Beatty**- Herefordshire Street Works Report W/C 01.08.2022
- **Herefordshire Council** - Talk Community Newsletter 29 July 2022
- **Herefordshire Council** - GB boxer Delicious Orie fronts new suicide prevention video
- **NALC** - Chief Executive's bulletin 01-08-22
- **Balfour Beatty** - Members Monthly Update
- **Herefordshire Council** - Talk Parish - 22 June 2022 Information
- **NALC** - NALC Newsletter 03-08-22
- **Balfour Beatty** - Weekly Briefing 04.08.2022
- **Herefordshire Council** - Talk Community Newsletter 5 August 2022
- **NALC** - Chief Executive's bulletin 05-08-22
- **Balfour Beatty** - Locality briefing 11.8.22
- **Herefordshire Council** - Talk Community Newsletter 12 August 2022
- **Balfour Beatty - Herefordshire Street Works Report W/C 15.08.2022**
- **NALC**- NALC Newsletter 10-08-22
- **NALC** - NALC Newsletter 17-08-22
- **Balfour Beatty** - Locality Briefing
- **NALC** - Chief Executive's bulletin **19-08-22**
- **Herefordshire Council** - Ukraine Event
- **Herefordshire Council** - Talk Parish 22 June 2022
- **Balfour Beatty** - Locality briefing week ending 25.8.22
- **NALC** - Chief Executive's bulletin 24-08-22
- **Balfour Beatty** -Members Monthly Update

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

Parish Council Monday 3rd October 2022 at 7.15pm at Sutton St. Nicholas Village Hall.

19. Clerks' salary

The Parish Council authorised payment of the Clerks salary.

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Please see separate documents for the following

7.1 Neighbourhood Development Plan 2011 – 2031 -Submission Draft. (Appendix 1)

7.2 Consultation Statement. (Appendix 2)

7.3 Basic Conditions Statement. (Appendix 3)

7.4 Statement of Modifications (Appendix 4)

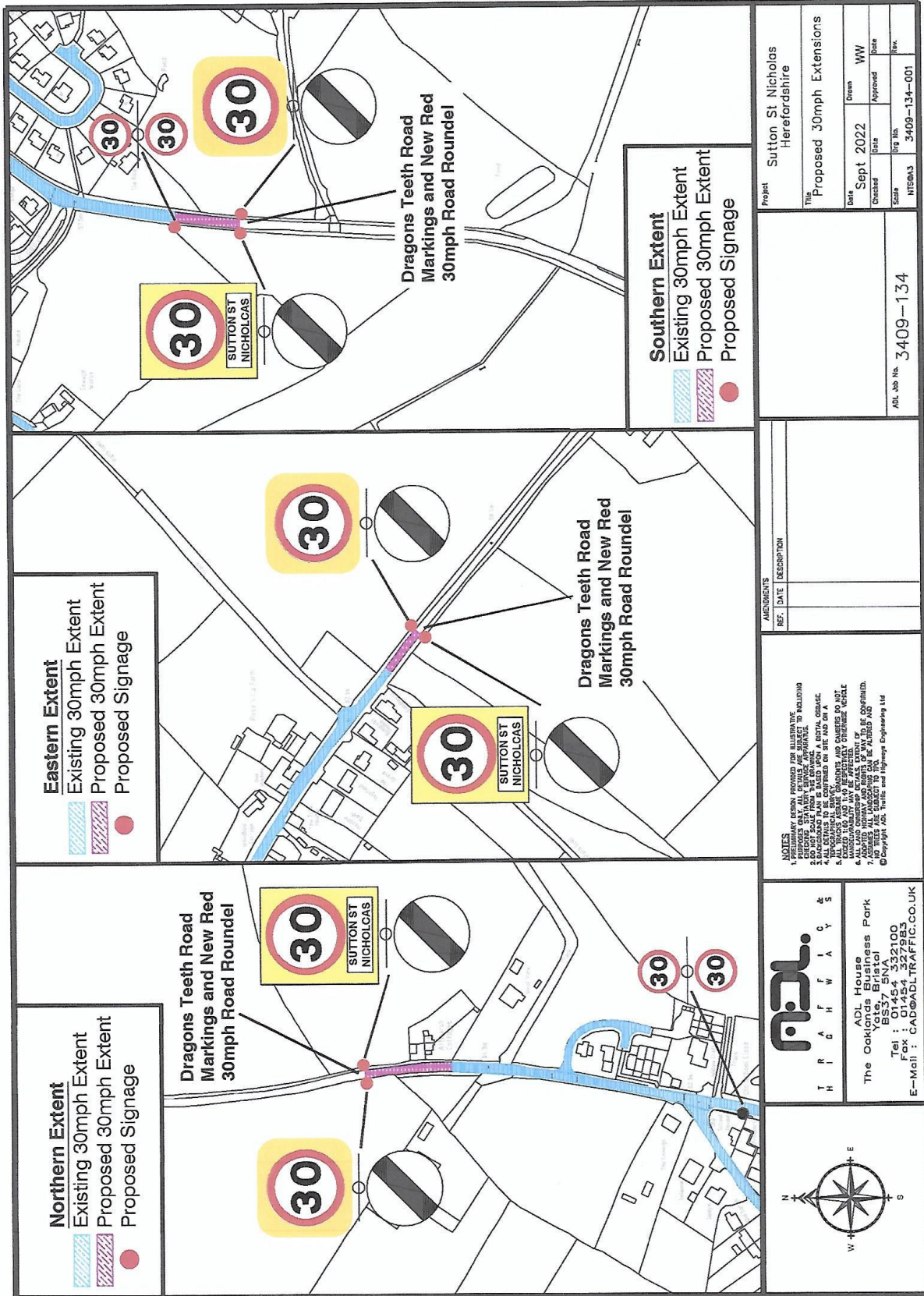
7.5 Sutton St. Nicholas -Neighbourhood Area (Appendix 5)

7.6 Environmental Report. (Appendix 6)

7.7 Appropriate Assessment. (Appendix 7)

7.8 Sutton St. Nicholas Parish Policies Map (Appendix 8)

7.9 Sutton St. Nicholas Village Policies Map. (Appendix 9)



Project		Sutton St Nicholas Herefordshire	
This		Proposed 30mph Extensions	
Date	Sept 2022	Drawn	WW
Checked		Issue	Approved
Scale	1:1000	Int No.	3409-134-001
NTS0A3			

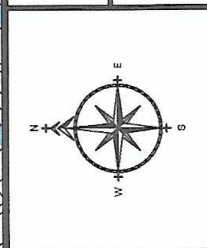
ADL Job No. 3409-134

AMENDMENTS	REF.	DATE	DESCRIPTION

- NOTES**
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Appendix 11

Status of Actions from last meeting 01/08/22

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
09/01	02/11/20	8	Vacant Parish Councillor positions	Clerk to put a notice in a future edition of Sutton News	Clerk		Work In progress
09/02	28/06/21	20	Cycle Route	Clerk to liaise with Cllr Kema Guthrie on the matter	Clerk		Work In progress
09/03	06/09/21	15	Sutton Playing Field	Clerk to carry out actions as required.	Clerk	Agenda item 15	Work in progress
09/04	07/03/22	13	Community Gardens Facilities	Clerk to raise the matter, with Sutton Primary Academy	Clerk	Waiting for a reply	Work in progress
09/05	07/03/22	17	Verges within the Village	Clerk to contact Councillors to arrange walk about	Clerk		Work in progress
09/06	07/03/22	21	Tree Planting-Willow Rise/Millway	Clerk to monitor the Woodland Trust Website	Clerk		Work in progress
09/07	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
09/08	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
09/09	03/05/22	17	Playground Facilities	Clerk to liaise with Keith Lawton and the Golden Cross	Clerk		Completed
09/10	04/07/22	7.2	Questions from other members of the public	Stones- Clerk to give priority to this action	Clerk	Agenda Item 15	Closed
09/11	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
09/12	04/07/22	15	Defibrillator Administrator	Clerk to put article in Sutton News	Clerk		Completed
09/13	01/08/22	8	Neighbourhood Development Plan Review	Clerk to draft letters for the Chairman to sign.	Clerk		Completed
09/14	01/08/22	12	Bank Reconciliation Sign off	Clerk to put in accounts file	Clerk		Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
09/15	01/08/22	13	Traffic Mirror	Clerk to chase The Traffic Management Department and request a site visit.	Clerk	Request sent	Work In progress
09/16	01/08/22	16	Changes to Procurement Thresholds from 1st January 2022	Clerk to update the Parish Councils Standing Orders and Financial Regulations.	Clerk		Work in progress
09/17	01/08/22	17	Town & Parish Council Survey 2022	Clerk to complete survey	Clerk		Completed
09/18	01/08/22	18	ST 3 Footpath - Disputed location of fence.	Clerk to follow up with Herefordshire Council.	Clerk	Agenda Item 12	Completed

Closed	1
Completed	6
Work In progress	11
TOTAL	18

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Appendix 12

Bank Reconciliation as at 05-09-22

Opening 01/04/22	33,193.24
Receipts	15,030.23
	48,223.47
Expenditure	24,894.37
Balance	23,329.10

Bank balance **14/08/2022** 26,488.15

os cheques

1311	166.40
1388	198.00
1393	1,020.00
1394	204.00
1395	624.00
1396	330.00
1397	63.40
1398	100.00
1399	272.05
1400	181.20

3,159.05

Balance as at
05/09/22 **23,329.10**