

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 3rd October 2022 at 7.15 pm (no SPC/TF/2020)

Councillors Present

Cllr Ron Gow
Cllr Richard Andrews (1-15)
Cllr Ann Burke
Cllr Sharron Haworth
Cllr Ian Nicholas

In attendance

Tony Ford – Parish Clerk

Members of the Public – 5

1. Apologies for Absence

All councillors were present.

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 Richard Andrews		√			
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/2018) held on Monday 5th September 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/2019) held on Monday 5th September 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

The Parish Council received a brief verbal report from the Ward Councillor. (Appendix 1 refers)

6.2 Questions from other members of the public

Cllr David Bennett informed the Parish Council that he was Chairman of Marden Parish Council and highlighted his concerns regarding the Parish Council website and missing documentation, The Clerk assured him that there were no missing documents, however there had been a few issues with the site, and that there was an agenda item for the next meeting to consider upgrading the current website.

Cllr David Bennett then requested that Parish Council should work together regarding the Herefordshire Core Strategy allocations. Cllr Ron Gow asked Cllr David Bennett to

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put his request in writing and send it to the Clerk who would ensure that there was an agenda item at the next Parish Council meeting.

A Parishioner raised her concern regarding the speeding traffic by the school and the personal abuse she gets from drivers when she draws their attention to their speeding.

The Clerk outlined the work the Parish Council had done in the past such as the speed watch group, whose data meant the village became an area of Community Concern, with formal police spending enforcement, The Speed Watch group was disbanded, and the main reason given by the police was, in an example, where two members of the same family were caught speeding one by the police and one by the Speed Watch Group, only the driver caught by the police could be prosecuted, so to overcome this Speed Watch is never run at the same time as Community Concern.

In addition, The Traffic Regulation Order process was in progress, which would allow the 30 MPH signs at three entrances to the village to be moved further outside the village boundary, which would allow better speed enforcement.

The Parish Council would be formulating its Traffic Plan, outlying its speed reduction strategy. The Parishioner thanked the Parish Council for the update.

7. Traffic Regulation Order

The Parish Council was informed that the Statutory Consultation period had been completed and from past experience the public consultation should start soon. The Parish Council thanked Cllr Kema Guthrie for help in getting this matter progressed by Herefordshire Council.

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

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

9. Financial Report

- 9.1 Invoices for payment

Ref	Payee	Amount £	VAT	
1	Richard Morgan	359.25	N/a	Invoice 1417, 1503,1541,1547,1548, - Lengthsman duties/grass cutting3
2	Information Commissioner	40.00	N/a	10/11/22 – Data Protection Registration
3	The Golden Cross	150.00	n/a	12/09/22 -Thank you to Newsletter distributors
4	Signworx Hereford Ltd	443.52	73.92	Invoice 3178 -Printing NDP documents
5	PKF Littlejohn LLP	240.00	40.00	SB20222055 – External Auditor AGAR 31-03-22

Authorised for payment.

- 9.2 Receipts
- 9.3 Confirmation of Balances as of 3rd October 2022 was £21,643.08 (Appendix 3 refers)

10. Requirements of the Accounts and Audit Regulation

The Parish Council considered and noted the Requirements of the Accounts and Audit Regulations. (Appendix 4 refers)

11. Review of Activities

The Parish Council carried out a review activities to ensure there were no unidentified significant or long-term projects/liabilities/Commitments (Appendix 5 refers)

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12. Review of Reserves

At the request of the Clerk this item was deferred until the next meeting,

13. External Auditors Report

The Parish Council noted the External Auditors Report. (Appendix 6 refers)

14. Risk Register

The Parish Council completed its review of the Risk Register, and the Cllr Ron Gow was authorised to sign the Risk Register.

Action Cllr Ron Gow to sign the Risk register.

15. Grant Application – Sutton Walls Conservation Group

Having considered the request for a grant of £1,138.80 to purchase a noticeboard, the Parish Council was mindful that the request was a lot of money, the location was on private land and it was agreed that the matter was deferred until the next meeting and the Clerk was asked to find out from the group, who else they had made requests to for funds i.e. Marden Parish Council, local business or other grant providers.

Action Clerk to raise the Parish Councils query with the group

16. Neighbourhood Development Plan

The Clerk informed the Parish Council that the public consultation was current being carried by Herefordshire Council and would run from 27th September 2022 and will finish on 8th November 2022 and that there were notices across the parish.

The plan and associated document were on the Herefordshire Council website at the following location: <https://www.herefordshire.gov.uk/directory-record/3107/sutton-st-nicholas-neighbourhood-development-plan>

Action Clerk to put a note In Sutton News and on the Parish Council website.

17. Traffic Mirror

The Clerk informed the Parish Council that correspondence had been received from Herefordshire Council as follows

'Replacement of the mirror will be fine, need to resource, cost, and install, principle is good, just need to work through. I'll get some details'

The Parish Council thanked Cllr Kema Guthrie for her efforts and support, which helped to progress the matter.

18. Internet at the Village Hall

The Parish Council agreed to defer this item

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

- Traffic Regulation
- Traffic Plan
- Website upgrade

20. Items for Information

The Parish Council noted items for information (Appendix7 refers)

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

Parish Council Monday 7th November 2022 at 7.15pm at Sutton St. Nicholas Village Hall.

The Parish Council resolved to go into closed session

22. Clerks' salary

The Parish Council authorised Payment of salary.

Ward Councillor's Report

Re: Children's Services – Ofsted Report

OFSTED published their report on the Council's Children's Services which identified that the local authority is inadequate in all aspects of the service.

The Secretary of State for Education has issued a statutory declaration appointing a commissioner to review the service and report in three months on the actions the department should take.

I attended an Extraordinary Full Council Meeting on Friday 30 September regarding the Ofsted Report. The full report can be viewed online at: <https://files.ofsted.gov.uk/v1/file/50192875>

The Council is already working hard to put things right and it is hoped that the improvements really make a difference for families, children and young people living in Herefordshire.

Re: Ukraine Grant Launch

Herefordshire Council has developed a community integration grant scheme to support new and existing projects and activities that help Ukrainian guests settle into the county.

More information can be found on Talk Community's website at <https://www.talkcommunitydirectory.org/support-for-ukraine>

Re: Herefordshire Green Doors 2022

Herefordshire Green Doors event is taking place across the county throughout October 2022. It will showcase real life homes that owners have altered, amended or added to in order to make them more energy efficient and cheaper to run.

For more information please go to: <https://herefordshire.greenopenhomes.net/herefordshire-green-doors-2022-263> and/or email buildingsense@hgnetwork.org

Re: Keep Herefordshire Warm

In partnership with Herefordshire Council, Keep Herefordshire Warm run a free energy advice line, as well as providing one-to-one energy support.

Get in touch with the team on 0800 677 1432 or visit the Keep Herefordshire Warm website at <https://www.KeepHerefordshireWarm.co.uk/>

RE: Orange Button Community Scheme

Launch of the "Orange Button Community Scheme" is designed to reduce stigma attached to talking about suicide.

People in Herefordshire and Worcestershire who have suicidal thoughts, or are worried about a friend or family member, will soon be able to get support when they see someone wearing a distinctive orange badge.

Along with local NHS partners, Herefordshire and Worcestershire Councils have adopted the "Orange Button Community Scheme". The orange button is worn by people who have relevant training in mental health and suicide prevention. This group can now make their skills available to help those in need. For more information please visit <https://www.talkcommunity.org/> and look up Orange Button Scheme.

Report by Kema Guthrie 3rd October 2022

Status of Actions from last meeting 05/09/22

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
10/01	02/11/20	8	Vacant Parish Councillor positions	Clerk to put a notice in a future edition of Sutton News	Clerk		Work In progress
10/02	28/06/21	20	Cycle Route	Clerk to liaise with Cllr Kema Guthrie on the matter	Clerk		Work In progress
10/03	06/09/21	15	Sutton Playing Field	Clerk to carry out actions as required.	Clerk	Agenda item 15	Closed
10/04	07/03/22	13	Community Gardens Facilities	Clerk to raise the matter, with Sutton Primary Academy	Clerk	Waiting for a reply	Closed
10/05	07/03/22	17	Verges within the Village	Clerk to contact Councillors to arrange walk about	Clerk		Work in progress
10/06	07/03/22	21	Tree Planting-Willow Rise/Millway	Clerk to monitor the Woodland Trust Website	Clerk		Work in progress
10/07	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
10/08	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
10/09	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
10/10	01/08/22	13	Traffic Mirror	Clerk to chase The Traffic Management Department and request a site visit.	Clerk	Agenda item 17	Completed
10/11	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
10/12	05/09/22	6.2	Questions from other members of the public- Internet at the Village Hall	Cllr Ron Gow to raise the matter with the Village Hall Management Committee.	Cllr Ron Gow	Agenda Item 18	Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
10/13		7	Neighbourhood Development Plan 2011-2031	Clerk to send documents to Herefordshire Council.	Clerk		Completed
10/14		7	Neighbourhood Development Plan 2011-2031	Clerk to pass on the Parish Councils thanks to Dr, David Nicholson	Clerk		Completed
10/15		8	Parish Council Vacancy	Clerk to inform Herefordshire Council.	Clerk		Completed
10/16		13	Traffic Mirror	Clerk to inform Herefordshire Council	Clerk	Agenda Item 17	Completed
10/17		14	Allotment	Clerk to inform the Parishioner	Clerk		Completed
10/18		15	Playing Field – Annual Inspection	Clerk to action improvements	Clerk		Work in progress

Closed	2
Completed	7
Work In progress	9
TOTAL	18

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Bank Reconciliation as at 3rd October 2022

Opening 01/04/22	33,193.24
Receipts	15,030.23
	48,223.47
Expenditure	26,580.39
Balance	21,643.08

Bank balance **08/09/2022** 24,044.10

os cheques

1311	166.40
1394	204.00
1397	63.40
1398	100.00
1400	181.20
1401	359.25
1402	40.00
1403	150.00
1404	443.52
1405	240.00
1406	272.05
1407	181.20

2,401.02

Balance as at
03/10/22 **21,643.08**

**Accounts and Audit Regulations –
Linked to Practitioners Guide March 2022**

AGS Assertion No	Requirements of the Accounts and Audit Regulations	Parish Councils Action	Comments
1	Financial Management and Preparation of Accounting Statements		
	Budgeting- Agenda item	√	
	Accounting Records and supporting Documents – internal Auditor	√	
	Bank Reconciliation – Agenda Item	√	Includes Councillor Independent Check - Quarterly
	Investments	N/a	
	Reserves – Agenda item	√	
2	Internal Control		
	Standing Orders and Financial Regulations – Agenda item	√	
	Safe and efficient arrangements to safeguard public money- Risk register	√	
	Employment – Agenda Item	√	
	Fixed Asset and Equipment- Agenda Item	√	
	Loans and Long-Term Liabilities – Agenda item	√	
3	Compliance with Laws, regulations, and proper practice		
	Regulations and Proper Practice	√	
	Actions during the year	√	
4	Exercise of Public Rights		
	Publication – Agenda Item	√	
	Limited assurance review by the external Auditor – Agenda Item	√	
5	Risk Management		
	Identifying Risks – Agenda Item	√	
	Assessing Risks- Agenda Item	√	
	Addressing Risks – Agenda Item	√	
	Reviewing and Reporting- Agenda Item	√	
6	Internal Audit		
	In place/Agenda item	√	
7	Reports From Auditors		
	Agenda item	√	
8	Significant Events		
	Agenda Item	√	
9	Trust Funds	N/a	

Review Parish Council Activities 03-10-22

Project/Activity		£	Funded
Neighbourhood Development Plan Review	Printing -plans	370.00	NDP - Reserve
Neighbourhood Development Plan Review	Consultant-costs	All paid	N/a
Neighbourhood Development Plan Grant - repayment	£10,000-£3,833.10 (repaid)	repaid	N/a
Village Gates	Installation of Gates	£ TBC	Reserve plus Possible West Mercia Funding
Traffic Plan	Developing Traffic Plan – additional Printing	£500	Reserve
Traffic Mirror on the Rhea	Purchase and installation	TBC	Reserve
Noticeboard on the Rhea	Cost of Materials	£800	Reserve

Please see separate document

For Information

By Email

- **Balfour Beatty** - Road closures – September
- **Herefordshire Council** - Examination of the Herefordshire Minerals and Waste Local Plan (MWLP)
- **Balfour Beatty** - Herefordshire Street Works Report W/C 05.09.2022
- **Herefordshire Council** - Talk Community Newsletter - 2 September 2022
- **Balfour Beatty** - Road closures – October
- **NALC** - Chief Executive's Bulletin
- **Herefordshire Council** - Section 106 Portfolio of Works Delivery Update – Parish Clerks Briefings
- **NALC** – NALC newsletter
- **Herefordshire Council** - Ofsted Inspection Update
- **Balfour Beatty**- Locality briefing 22-09-22
- **West Mercia Police**- PCC newsletter - September 2022
- **Herefordshire Council** - Herefordshire Street Works Report W/C 26.09.2022
- **Herefordshire Council** - Talk Community Newsletter - 23 September 2022
- **Balfour Beatty** - Road closures – October
- **NALC** - Chief Executive's Bulletin 27-09-22