

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 December 2022 at 7.15 pm

Councillors Present

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

In attendance

Tony Ford – Parish Clerk

Members of the Public – Three

1. Apologies for Absence

The Parish Council received and approved apologies for absence. from Cllr Richard Andrews

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	√		8	Possible Impact on personable property	Disclosable Pecuniary Interest
Cllr Ian Nicholas		√			

4. Receive approve and sign the Minutes of the Ordinary Meeting of the Parish Council (no SPC/TF/2022) held on Monday 7th November 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/2023) held on Monday 7th November 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 Cllr Kema Guthrie (Ward Councillor)
(Appendix 1 refers)

6.2 Questions from other members of the public

There were no questions from the public.

7. Traffic Regulation Order

The Clerk informed the Parish Council that ADL had replied to a follow up query, stating that the paperwork was now with Herefordshire Council, who had to agree the date for advertisement.

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8. **Planning Application - Bank House, Sutton St Nicholas, Hereford, Herefordshire HR1 3AU (223351) Refurbishment and extension to Bank House including construction of a detached garage / car port. Tree management works including felling and replacement orchard and native tree planting.**

Having considered the application the Parish Council resolved to support it and would ask that the Ridge height on the garage be reduced to take account of neighbouring residents' concern.

Having declared an interest Cllr Sharron Haworth left the room and did not take part in discussion nor did she vote on the matter.

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

9. **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 2 refers) Noted.

10. **Financial Report**

- 10.1 Invoices for payment

Ref	Payee	Amount £	VAT	
1	Richard Morgan	274.75	N/a	Invoice no 1579,1581,1582,1583 Grass Cutting & Lengthsman duties

Authorised for payment and cheques to be raised.

- 10.2 Receipts - None
- 10.3 Confirmation of Balances as of 5th December 2022 was £34,486.58 (Appendix 3 refers)

11. **Review of Reserves**

The Parish Council reviewed and agreed its reserves (Appendix 4 refers)

12. **Prebudget Considerations**

Having previously carried out a review of its reserves the Parish Council did not identify any new projects.

13. **Litter Bin Replacement - Watery Lane**

Due to health and safety issues Balfour Beatty would be removing the current bin, the Parish Council had requested a replacement, however the Parish Council has been informed that Balfour Beatty does not have the budget to replace the bin. The Parish Council noted that with the removal of this bin, has led to dog owners putting dog waste in the bin outside the playing field, which brings with it additional safety issues. Under the circumstances the Parish Council agreed to purchase a new litter Derby Standard Litter Bin (120Litres) as per the Balfour Beatty specification. Installation to be done by the Lengthsman.

The Clerk was authorised to raise a cheque to purchase the bin as the Parish Council did not have an account with the supplier.

Action Clerk to purchase the bin

14. **Co-Option**

The Parish Council noted the correspondence from Herefordshire Council.

15. **Bank Mandate**

Having reviewed, the Parish Council bank account signatories, it was agreed that a change was not required.

16. **Grant Application – Sutton Walls Conservation Group**

Having not received a reply to the Parish Council proposal this item was deferred.

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17. Traffic Mirror

That Clerk informed the Parish Council that he has chased officers at Herefordshire Council, however no reply has been received. (Noted)

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

Items to be sent to the Clerk.

19. Items for Information

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

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

Parish Council Tuesday 3rd January 2023 at 7.15pm at Sutton St. Nicholas Village Hall.

The Parish Council resolved to go into closed session

21. Clerks' salary

The Parish Council authorised payment of the Clerks salary.

The meeting closed at 8.03pm

Ward Councillors Report

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Appendix 2

Status of Actions from last meeting 07/11/22

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
12/01	02/11/20	8	Vacant Parish Councillor positions	Clerk to put a notice in a future edition of Sutton News	Clerk		Closed
12/02	28/06/21	20	Cycle Route	Clerk to liaise with Cllr Kema Guthrie on the matter	Clerk		Work In progress
12/03	07/03/22	17	Verges within the Village	Clerk to contact Councillors to arrange walk about	Clerk		Work in progress
12/04	07/03/22	21	Tree Planting- Willow Rise/Millway	Clerk to monitor the Woodland Trust Website	Clerk		Work in progress
12/05	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
12/06	01/08/22	16	Changes to Procurement Thresholds from 1st January 2022	Clerk to update the Parish Councils Standing Orders and Financial Regulations.	Clerk	Financial Regulations completed/Sta nding Orders January 2023 meeting	Work in progress
12/07	05/09/22	15	Playing Field – Annual Inspection	Clerk to action improvements	Clerk		Work in progress
12/08	07/11/22	7	Sutton Walls Dump	Clerk to publish correspondence in Sutton News	Clerk		Completed
12/09	07/11/22	9	Traffic Plan	Cllr Ron Gow to call an extraordinary meeting.	Clerk		Work in progress
12/10	07/11/22	10	Planning Application - Lugg View Industrial Estate	Clerk to inform Herefordshire Council of the Parish Councils decision	Clerk		Completed
12/11	07/11/22	18	Website Upgrade	The Clerk to proceed with the upgrade	Clerk	Request sent to HALC	Work in progress
12/12	07/11/22	19	Grant Application – Sutton Walls Conservation Group	Cllr Sharron Howarth send to the Clerk pictures of damaged Way Markers	Cllr Howarth		Completed
12/13	07/11/22	19	Grant Application – Sutton Walls Conservation Group	Clerk to inform the Conservation Group of its decision.	Clerk		Completed
12/14	07/11/22	19	Grant Application –	Clerk to send pictures to the	Clerk		Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
			Sutton Walls Conservation Group	conservation group			
12/15	07/11/22	20	Traffic Mirror	Clerk to chase Herefordshire Council	Clerk		Completed
12/16	07/11/22	21	Progress on Tackling Phosphates in the river	Clerk to inform the Clerk of Moreton on Lugg.	Clerk		Completed
12/17	07/11/22	22	Rural Settlement Hierarchy - Revised settlement audit	Clerk to reply	Clerk		Completed
12/18	07/11/22	23	Age UK - Herefordshire and Worcestershire	Clerk to put a copy on the Parish Council Website.	Clerk		Completed
12/19	07/11/22	24	HALC Information Corner 30-09-22	Clerk to purchase a copy of Charles Arnold Baker.	Clerk		Work In progress

Closed	1
Completed	9
Work In progress	9
TOTAL	19

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Appendix 3

Sutton St. Nicholas Parish Council

Bank Reconciliation as at 05-12-22

Opening 01/04/22	33,193.24
Receipts	30,030.23
	63,223.47
Expenditure	28,736.89
Balance	34,486.58

Bank balance **15/11/2022** 36,777.43

os cheques

1311	166.40
1405	240.00
1409	298.25
1410	642.00
1412	181.20
1413	274.75
1414	293.05
1415	195.20

2,290.85

Balance as at
05/12/22 **34,486.58**

Review of Reserves December 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
Less	Total Loan Repayments	8,598.00	
Less	Amount included in annual Precept for capital projects	00.00	
Less	Amount included in annual Precept for transfer to a specific reserve	00.00	
	Total Deduction		8,598.00
	Total Net Revenue Expenditure for the Year		21,402.00
	3 Months		5,350.00

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.

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	31/03/21	04/10/21	31/03/22	05/12/22
Elections	2,000.00	2,000.00	2,000.00	2,000.00
Churchyard	2,000.00	1,000.00	1,000.00	1,000.00
Village Hall	2,700.00	2,700.00	4,700.00	6,000.00
Good Neighbour Scheme	500.00	500.00	0.00	0.00
Village Gates	8,373.00	9,000.00	9,000.00	10,000.00
Neighbourhood Plan	5,000.00	5,000.00	4,000.00	0.00
Open Space/Playground	1,000.00	1,500.00	1,000.00	1,000.00
Telephone box/Defibrillator	100.00	500.00	500.00	500.00
NDP -Grant	00.00	10,000.00	6,167.00	0.00
Traffic Mirror	0.00	0.00	0.00	1,000.00
Traffic Plan -Papers	0.00	0.00	0.00	300.00
Noticeboard	0.00	0.00	0.00	800.00
Total Specific	21,053.00	32,200.00	28,367.00	22,600.00
General	5,080.00	5,637.00	4,826.24	5,493.24
TOTAL RESERVES	26,133.00	37,837.00	33,193.24	28,093.24

Opening 1st April 2022	33,193.24
Precept	30,000.00
Other income	3,000.00
	66,193.24
Less Estimated Expenditure to 31/03/23	-
	38,100.00
Estimated balance as at 31/03/23	28,093.24

Items For Information

- **Herefordshire Council** - Talk Parish 24 October 2022
- **Herefordshire Council** - The 2023 Boundary Review – Revised Proposals for new Parliamentary constituency boundary
- **Herefordshire Council** - Hereford Transport Hub Consultation - Town Hall 10/11/22
- **NALC** – Newsletter 09-11-22
- **Herefordshire Council** - Sutton St Nicholas NDP progression to examination
- **Balfour Beatty** - Locality briefing 11.11.22
- **Herefordshire Council** - SNT contacts - Talk Parish
- **Balfour Beatty** - Herefordshire Street Works Report W/C 14.11.2022
- **Herefordshire Council** - Talk Community Newsletter - 11 November 2022
- **NALC** - Chief Executive's bulletin 11-11-22
- **NALC** – Newsletter 16-11-22
- **Herefordshire Council** - Let's Talk Children and Families
- **Herefordshire Council** - Talk Community Newsletter - 18 November 2022
- **NALC** - Chief Executive's bulletin 18-11-22
- **Balfour Beatty** - Road closures – December
- **West Mercia PCC**- PCC newsletter - November 2022
- **Moreton on Lugg PC** - Reed Bed Sewage systems
- **Herefordshire Community Foundation** - Fuel Poverty
- **NALC** – Newsletter 23-11-22
- **Balfour Beatty**- Locality briefing 24.11.22
- **Herefordshire Council** - Waste collection arrangements for Herefordshire this festive season
- **Balfour Beatty** - Herefordshire Street Works Report W/C 28.11.2022
- **Herefordshire Council** - Talk Community Newsletter - 25 November 2022
- **Herefordshire Council** - Section 106 Portfolio of Works Delivery Update – Parish Clerks Briefings
- **NALC** – Newsletter 30-11-22
- **Balfour Beatty** - Monthly Update