

## 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 7<sup>th</sup> November 2022 at 7.15 pm (no SPC/TF/2022)**

### 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 – none**

#### 1. Apologies for Absence

No apologies for absence, all Councillors 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 e s	N o	Agenda Item		DPI or NPI
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/2020) held on Monday 3<sup>rd</sup> October 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/2021) held on Monday 3<sup>rd</sup> October 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

There were no questions from the public.

#### 7. Sutton Walls Dump

The Parish Council considered and noted correspondence from Herefordshire Council. (Appendix 1 refers). It was agreed that the correspondence should be published in Sutton News.

**Action** Clerk to publish correspondence in Sutton News.

#### 8. Traffic Regulation Order

This is a standing agenda item, there was no update to report.

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### 9. Traffic Plan

Having considered the matter, it was agreed that an extraordinary meeting should be arranged for this specific agenda item.

**Action** Cllr Ron Gow to call an extraordinary meeting.

### 10. Planning Application - Lugg View Industrial Estate, C1120 Moreton on Lugg, Moreton-On-Lugg, Herefordshire, HR4 8DP (222887) Proposed erection of two incubation (Class E) units for small businesses.

The Parish Council was of the view that although it was outside the parish the likely issue affecting the parish would be any impact on the River Lugg, having considered the application, it resolved to support the comments of the Herefordshire Council Ecology unit covering its

- General Comments
- Notes in respect of HRA
- Nature Conservation (River Wye SAC) – Foul Drainage Strategy
- Other Ecology Comments
- Wildlife Protection Informative

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

### 11. Planning Application - The Firs, Cross Keys, Hereford, Herefordshire HR1 3NP (222719) Application for variation of condition 2 following grant of planning permission 213935 (Demolition of existing conservatory, garage and shed. Erection of new garage) - revision to the design of the garage.

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

### 12. 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.

### 13. Financial Report

- 13.1 Invoices for payment

Ref	Payee	Amount £	VAT	
1	Richard Morgan	298.25	N/a	Invoice no 1561,1564,1565, 1566 Grass Cutting & Lengthsman duties
2	DC Gardening Services	642.00	107.00	Invoice no 1400,1401,1422- Grass Cutting

Authorised for payment and cheques to be raised.

- 13.2 Receipts £15,000.00 (Second precept payment)
- 13.3 Confirmation of Balances as of 7<sup>th</sup> November 2022. was £35,249.58. (Appendix 3 refers)

### 14. Budget Monitoring Report 03-10-22

The Parish Council considered the Budget Monitoring Report at as 03-10-22 (Appendix 4 refers) and noted the comments

### 15. Bank Reconciliation

The Parish Council noted that Cllr Ian Nicholas had signed off the Bank Reconciliation as at 03-10-22.

### 16. Review of Reserves

This was deferred to the December meeting.

## Sutton St. Nicholas Parish Council

### 17. Financial Regulations

The Parish Council reviewed its Financial Regulations and agreed the updated version (Appendix 5 refers)

### 18. Website upgrade

The Parish Council considered the information from HALC Information corner 19/11/21 and the likely costs (Appendix 6 refers), The Parish Council agreed to the upgrade and that the Domain Name should be *suttonstnicholaspc.gov.uk*.

**Action** – The Clerk to proceed with the upgrade

### 19. Grant Application – Sutton Walls Conservation Group

Having reconsidered the request for a grant of £1,138.80 to purchase a noticeboard. The Parish Council agreed to give £500.00 on the understanding that previous damage to Way Markers by their contractors was rectified and match funding is received from Marden Parish Council.

**Action** Cllr Sharron Howarth send to the Clerk pictures of damaged Way Markers

**Action** Clerk to inform the Conservation Group of its decision.

**Action** Clerk to send pictures to the conservation group

### 20. Traffic Mirror

This is a standing agenda item, there was no update to report since the last meeting, however the Clerk is chasing Herefordshire Council.

**Action** Clerk to chase Herefordshire Council

### 21. Progress on Tackling Phosphates in the river

The Parish Council considered correspondence received from Moreton on Lugg Parish Council regarding the Zoom meeting on Thursday 24th November - starting at 7.00p.m. hosted by Moreton on Lugg Parish Council. Due to other commitments no one was available to attend. The Parish Council thanked Moreton on Lugg for the invite to the meeting

**Action** Clerk to inform the Clerk of Moreton on Lugg.

### 22. Rural Settlement Hierarchy - Revised settlement audit

Having considered correspondence received from Herefordshire Council. (Appendix 7 refers). It was delegated to the Clerk to reply.

**Action** Clerk to reply.

### 23. Age UK - Herefordshire and Worcestershire

The Parish Council considered the newsletter and agreed that a copy was put on the Parish Council website.

**Action** Clerk to put a copy on the Parish Council Website.

### 24. HALC Information Corner 30-09-22

The Parish Council considered the Information Corner and agreed to the purchase of a copy of Charles Arnold Baker.

**Action** Clerk to purchase a copy of Charles Arnold Baker.

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

Items to be sent to the Clerk

### 26. Items for Information

The Parish Council noted items for information (Appendix 8 refers)

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- 27. Confirmation of the date, time, and venue of the next meeting,**  
Parish Council Monday 5<sup>th</sup> December 2022 at 7.15pm at Sutton St. Nicholas Village Hall.

**The Parish Council resolved to go into closed session**

- 28. Clerks' salary**  
The Parish Council authorised payment of salary.

## Sutton Wall Dump

### Correspondence from Herefordshire Council

“Interested parties had raised concerns about the potential for Polychlorinated Biphenyls (PCBs) being present in the sediments of the River Lugg downstream of the former landfill site.

PCB’s are a type of oily liquid or solid compound that were employed as a dielectric in transformers and capacitors or other applications where their insulating properties were useful. Being generally inert and unreactive, they were also used as a plasticiser in paints and plastics and a variety of fluids, inks and adhesives.

Between 1954 and 1977 approximately 66,500 tonnes were produced in the UK. However, their production was banned in 1976 when their environmental impact became recognised.

PCB’s take a long time to degrade and can bioaccumulate in the tissues of animals. Exposure can lead to some cancers and damage to the nervous, reproductive and immune systems of the human body.

To provide reassurance in the conclusions of previous investigations, sampling was undertaken in the River Lugg and Sutton Rhea. The results of which did not indicate the presence of PCB’s above the laboratories limit of detection. Or to put it more plainly, the lab didn’t find any measurable concentrations of PCB’s in the samples taken.”

Principal Technical Officer.  
Economy, Communities & Corporate,  
Regulatory & Development Management Services,  
Landfill & Contaminated Land Environment and Place.

Sutton St. Nicholas Parish Council

Appendix 2

Status of Actions from last meeting 03/10/22

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
11/01	02/11/20	8	Vacant Parish Councillor positions	Clerk to put a notice in a future edition of Sutton News	Clerk		Work In progress
11/02	28/06/21	20	Cycle Route	Clerk to liaise with Cllr Kema Guthrie on the matter	Clerk		Work In progress
11/03	07/03/22	17	Verges within the Village	Clerk to contact Councillors to arrange walk about	Clerk		Work in progress
11/04	07/03/22	21	Tree Planting- Willow Rise/Millway	Clerk to monitor the Woodland Trust Website	Clerk		Work in progress
11/05	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	Agenda item 7	Completed
11/06	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
11/07	04/07/22	12	Village Hall Management	Cllr Ron Gow to put a request for a Volunteer Treasurer in Sutton News.	Cllr Ron Gow		Completed
11/08	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 Agenda Item 17	Work in progress
11/09	05/09/22	15	Playing Field – Annual Inspection	Clerk to action improvements	Clerk		Work in progress
11/10	03/10/22	14	Risk Register	Cllr Ron Gow to sign the Risk register	Cllr Ron Gow		Completed
11/11	03/10/22	15	Grant Application – Sutton Walls Conservation Group	Clerk to raise the Parish Councils query with the group	Clerk		Completed
11/12	03/10/22	16	Neighbourhood Development Plan	Clerk to put a note in Sutton News and on the Parish Council website	Clerk		Completed

Closed 0  
 Completed 5  
 Work In progress 7  
**TOTAL 12**

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Appendix 3

Bank Reconciliation as at 07/11/22

Opening 01/04/22	33,193.24
Receipts	30,030.23
	<b>63,223.47</b>
Expenditure	27,973.89
Balance	<b>35,249.58</b>

Bank balance           **14/10/2022**   37,049.48

**os cheques**

1311	166.40
1405	240.00
1408	298.25
1409	642.00
1410	272.05
1411	181.20

1,799.90

Balance as at 07/11/22           **35,249.58**

Sutton St. Nicholas Parish Council

Appendix 4

	Budget 2020/21	Actual 2020/21	Budget 2021/22	Actual 31/03/22	Budget 2022/23	Actual 03-10-22	Variance	Comments
<b>Income</b>								
Precept	28,577.00	28,577.00	30,000.00	30,000.00	30,000.00	15,000.00	<b>-15,000.00</b>	2 <sup>nd</sup> Precept received in September Bank statement Timing difference
Other -	30.00	0.00	30.00	60.46	30.00	30.23	0.23	Wayleave due
Donations	0.00	250.00	0.00	0.00	0.00	0.00	0.00	
VAT recovered / estimate	300.00	1,401.98	800.00	800.00	500.00	0.00	<b>-500.00</b>	VAT Claim Due
Neighbourhood Plan Grant	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00	
P3 Scheme	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Herefordshire Council-COVID 19 Grant	0.00	0.00	0.00	8,937.37	0.00	0.00	0.00	
							0.00	
<b>Total Income</b>	<b>28,907.00</b>	<b>30,228.98</b>	<b>30,830.00</b>	<b>49,797.83</b>	<b>30,530.00</b>	<b>15,030.23</b>	<b>-15,499.77</b>	
<b>Expenditure</b>								
Clerks Salary	5,100.00	3,877.97	5,100.00	4,640.70	5,200.00	3,504.54	1,695.46	
Admin/Office Expenses	500.00	588.40	500.00	779.76	1,000.00	502.94	497.06	
Training	130.00	0.00	200.00	200.00	250.00		250.00	
Subsidy to Village Hall	0.00	0.00	0.00	0.00	0.00		0.00	
Insurance	600.00	639.62	650.00	646.65	670.00	735.52	-65.52	
Membership Subs	600.00	592.39	650.00	623.27	650.00		650.00	
Auditors	300.00	260.00	300.00	275.00	300.00	200.00	100.00	
Services Repairs and Maintenance	1,800.00	555.00	800.00	2,181.06	1,000.00	1,230.50	<b>-230.50</b>	Includes £405 non planned work in the Churchyard
Lengthsman	2,200.00	2,335.90	2,200.00	1,005.00	3,000.00	1,602.50	1,397.50	

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	<b>Budget 2020/21</b>	<b>Actual 2020/21</b>	<b>Budget 2021/22</b>	<b>Actual 31/03/22</b>	<b>Budget 2022/23</b>	<b>Actual 03-10-22</b>	<b>Variance</b>	<b>Comments</b>
Donations	2,200.00	500.00	700.00	500.00	700.00	750.00	<b>-50.00</b>	
Elections	150.00	85.02	0.00	0.00	0.00		0.00	
Loan repayment	8,598.00	8,597.74	8,598.00	8,597.74	8,600.00	4,298.87	4,301.13	
Neighbourhood Development Plan	0.00	0.00	0.00	0.00	0.00		0.00	Specific Reserves
Bin Collections	200.00	630.00	500.00	148.00	300.00		300.00	Costs in Lengthsman
SIDs	0.00	0.00	0.00	0.00	0.00		0.00	
Rent	10.00	0.00	0.00	0.00	0.00		0.00	
New Website	200.00	165.00	200.00	100.00	100.00		100.00	
Neighbourhood Plan	0.00	0.00	1,000.00	0.00	0.00	3,940.63	<b>-3,940.63</b>	Specific Reserve
Community Garden/Playing Field/Open Space	3,360.00	3,235.90	3,000.00	3,677.30	3,558.00	2,108.40	1,449.60	
Good Neighbour Scheme	0.00	10.00	200.00	0.00	0.00		0.00	
Footpaths -P3 Scheme	1,500.00	1,197.80	1,600.00	600.00	600.00	276.25	323.75	
Vat	309.00	565.20	350.00	2,905.91	502.00	437.59	64.41	
Corona Virus	0.00	2,117.05	2,000.00	429.50	1,000.00		1,000.00	
Sutton News	650.00	1,071.06	700.00	300.00	700.00	815.00	<b>-115.00</b>	Includes £150 for Sutton News delivery Volunteers
Swing Seat & Anti Climb Fence- Playing Field	0.00	271.40	0.00	0.00	0.00		0.00	
Benches- Community Garden	0.00	0.00	0.00	1,038.00	0.00		0.00	
Playground Equipment	0.00	0.00	0.00	9,457.57	0.00		0.00	
Playground Inspections						10.75	<b>-10.75</b>	Separate for information purposes

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	<b>Budget 2020/21</b>	<b>Actual 2020/21</b>	<b>Budget 2021/22</b>	<b>Actual 31/03/22</b>	<b>Budget 2022/23</b>	<b>Actual 03-10-22</b>	<b>Variance</b>	<b>Comments</b>
NDP Grant - Reserve	0.00	0.00	0.00	3,833.10	0.00	6,166.90	<b>-6,166.90</b>	Repayment - Out of Specific Grant reserves
Data protection Compliance	500.00	0.00	500.00	0.00	500.00		500.00	
Reserves	0.00	0.00	1,082.00	0.00	0.00		0.00	
Village Hall Reserve					1,900.00		1,900.00	Reserves to be updated at next review
<b>Total Expenditure</b>	<b>28,907.00</b>	<b>27,295.45</b>	<b>30,830.00</b>	<b>41,938.56</b>	<b>30,530.00</b>	<b>26,580.39</b>	<b>3,949.61</b>	

**Review of Financial Regulations**

**Please see separate document**

**HALC Information Corner 19/11/21**

NOW'S THE TIME TO UPGRADE TO A GOV.UK WEBSITE All parish councils are urged to upgrade to a gov.uk website which proves that you are the official website for your parish council area – there have been some instances of secondary websites being left over when new parish council websites were set up, because the administrator for the old website has fallen out with the parish council and refused to close it down! Furthermore, mischief makers can set up a com.uk or co.uk website using the parish council's name erroneously. Those parish councils with Eyelid websites set up by Mark Millmore (in close collaboration with HALC) are also being offered 25% off new gov.uk domain names for a limited period. As though that wasn't incentive enough to make the move, gov.uk websites get multiple 10GIG mailboxes, so that all parish councillors can have a gov.uk email account, as well as the clerk. Why wait – discuss the benefits at your next parish council meeting – HALC members only pay £150 (usually £200) for Mark Millmore to migrate your website and emails and upgrade to Mailpoet 3, which enables automated email agendas and newsletters.

**Cost**

Migration of Old Website to new server -	£150.00
Simple File list Folders	25.00
HALC Hosting	50.00 PA
Domain name	62.50 PA

**Suggested Website name** – [suttonstnicholaspc.gov.uk](http://suttonstnicholaspc.gov.uk)

Rural Settlement Hierarchy - Revised settlement audit

Dear Parish Council,

Firstly we would like to thank all parish councils for their continuing interest and input into the emerging Local Plan 2021-2041. We are aware that there have been a significant number of consultations over the past 9 months both on the Local Plan options and its accompanying evidence base. Your input is valued and welcomed.

Following the recent Parish Council Place Shaping meetings and the consultation on the rural settlement options and Rural Settlement Hierarchy Background Paper a number of changes have been made.

The rural spatial strategy and settlement hierarchy work has been broken down into its component parts to enable a greater input from parish councils;

- Settlement Audit
- Rural Spatial Strategy
- Settlement Hierarchy ranking

With this in mind, please find attached a copy of the first part of the review - Revised Rural Settlement Hierarchy Audit Report.

This review has refined the number of settlements under consideration, taken on board the issues being raised during the Place Shaping Consultation in June/July, reviewed services and facilities, corrected any issues regarding the inclusion within the AONB, and taken on board updated information from the water companies and removed drainage as a consideration at this stage.

We are kindly requesting that parish councils review the attached audit and indicate any factual issues by the **11 November 2022**. This will then form the basis for stage 2 and 3 of the settlement hierarchy work.

Parish Councils will receive an invite to an in-person or online workshop to discuss stage 2 – the Rural Spatial Strategy in due course. Final venue arrangements are currently being made.

Please send any comments to the audit to [neighbourhoodplanning@herefordshire.gov.uk](mailto:neighbourhoodplanning@herefordshire.gov.uk) by **11 November**.

Thank you for your continuing support and interest in the emerging Local Plan 2021-2041.

Kind regards

*Sam*

Items For Information

Sent by email

- **Balfour Beatty** - Locality Briefing 29/09/22
- **Balfour Beatty** - Members Monthly Briefing – September 22
- **West Mercia Police** - Hereford Rural North Safer Neighbourhood Events
- **Balfour Beatty** - Herefordshire Street Works Report W/C 03.10.2022
- **Herefordshire Council** - Talk Community Newsletter - 30 September 2022
- **NALC** – Newsletter -05/10/22
- **Balfour Beatty** - Briefing 06.10.22
- **Balfour Beatty** - Herefordshire Street Works Report W/C 10.10.2022
- **Herefordshire Council** - Talk Community Newsletter - 7 October 2022
- **NALC** - Chief Executive's Bulletin 07-10-22
- **West Mercia Police** - **PCC** newsletter - October 2022
- **Herefordshire Council** - Talk Parish 24 October 2022
- **Herefordshire Council** - local Plan 2021-2041 - Rural Spatial Strategy and Settlement Hierarchy Workshop
- **Balfour Beatty** - Locality briefing 21.10.22
- **Balfour Beatty** - Herefordshire Street Works Report W/C 24.10.2022
- **Herefordshire Council** -Talk Community Newsletter - 21 October 2022
- **Balfour Beatty** - Road closures - November 22
- **Herefordshire Council** - Talk Community Newsletter - 27 October 2022
- **Balfour Beatty** - Herefordshire Street Works Report W/C 31.10.2022
- **Balfour Beatty** - Monthly Public Realm Round-Up - October 2022
- **Herefordshire Council** - Section 106 Portfolio of Works Delivery Update – Parish Clerks Briefing
- **NALC** – Newsletter 02/11/22