

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 February 2023 at 7.15 pm (SPC/TF/2028)

Councillors Present

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

In attendance

Cllr Kema Guthrie- Ward Councillor
Tony Ford – Parish Clerk

Members of the Public – None

1. Apologies for Absence

All Councillors were present.

2. Disclosable Pecuniary Interest Dispensations

The Parish Council resolved to give dispensations to Cllr Ron Gow, Cllr Ann Burke, and Cllr Ian Nicholas to discuss and vote on Agenda 21, to ensure that the meeting would be quorate.

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	√		21	Trustee Village Hall Committee	Disclosable Pecuniary Interest
Cllr Richard Andrews		√			
Cllr Ann Burke	√		21	Trustee Village Hall Committee	Disclosable Pecuniary Interest
Cllr Sharron Haworth		√			
Cllr Ian Nicholas	√		21	Trustee Village Hall Committee	Disclosable Pecuniary Interest
			6	Land near residence	Disclosable Pecuniary Interest

4. Receive approve and sign the Minutes of the Ordinary Meeting of the Parish Council (no SPC/TF/2026) held on Tuesday 3rd January 2023.

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/2027) held on Tuesday 3rd January 2023.

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

6. Substation Proposal

Mr Gammond The National Grid, Wayleaves Specialist informed the Parish Council that National Grid would like to replace the pole mounted transformer on the Willow Rise/Millway Open space with a small sub-station, the advantages of the proposal would be: -

- to future proof for a low carbon future.
- bigger supply capacity- future increase in usage
- automated switching, which would isolate the faulty area rather than everything being switched off as is currently the case.

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The switching station would be green and be approximately three metres by three metres with a height of two metres. There would be a requirement for a piece of land approximately four metres by four metres to be utilised by National Grid, ideally National Grid would like to purchase the land utilised to guarantee future long-term usage. Hedging would be planted around the substation,

The Parish Council was of the view that there was no choice as the proposal would ensure uninterrupted supply to the village and asked that National Grid submit their proposal to the Parish Council for consideration.

The Parish Council thanked Mr Gammond.

Having declared an interest Cllr Ian Nicholas left the room and did not take part in discussions.

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

7.1 Ward Councillors Report

The Parish Council received a brief verbal report from Cllr Kema Guthrie (The Ward Councillor) (Appendix 1 refers)

7.2 Questions from other members of the public

There were no questions from the public.

8. Traffic Regulation Order

The Parish Council was informed that the Traffic Regulation Order relating to C1125 and C1126 Ridgeway Road. was now out for public consultation. The Parish Council thanked Cllr Kema Guthrie (Ward Councillor) for her help in getting the Parish Council's request onto the to do list. Having considered the matter, the Parish Council resolved to support the scheme.

Action Clerk to inform ADL Traffic and Highways Engineering Ltd of the Parish Council decision.

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

There were fifteen actions requiring completion, six were completed, eight were work in progress and one was closed. (Appendix 2 refers) Noted.

10. Financial Report

- 10.1 Invoices for payment

Ref	Payee	Amount £	VAT	
1	Richard Morgan	261.50	N/a	1599,1603,1604 Lengthsman, footpaths and Playground work
2	Broxap Ltd	490.74	81.79	Derby Standard Bin
3	HALC	808.09	134.68	30/01/23 (H1738) Subs 23/24
4	Radbournes Ltd	496.80	82.80	30/01/23 (251654) 4 bags Play Bark

Approved for payment and cheque to be signed.

- 10.2 Receipts - Nil
- 10.3 Confirmation of Balances as of 6th February 2023. - £31,057.45. (Appendix 3 refers)

11. Budget Monitoring Report

The Parish Council considered and noted budget monitoring report as at 03/01/23 (Appendix 4 refers).

12. Bank Reconciliation Sign off.

The Parish Council noted sign of Bank Reconciliation as at 03/01/23.

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13. Traffic Mirror

The Parish Council was informed that Councillor Kema Guthrie continues her efforts to find out what progress is being made.

14. Neighbourhood Development Plan Update

The Parish Council noted that the draft examiners report had been received and that Dr Nicholson had carried out a factual check, the Parish Council was waiting for the final version.

Action Clerk to draft letter of thanks to Dr Nicholson for Cllr Ron Gow to sign.

Post meeting correspondence received from Herefordshire Council

Please find attached the final examiner's report for the Sutton St Nicholas NDP. This can now be made public and placed on the website. It will be placed on the HC site tomorrow.

As you will see from the report, there are three modifications, and the examiner has recommended that these modifications are made and that the plan moved straight to adoption/made.

Next steps will be for HC to undertake a HRA and SEA to take account of the modifications and issue a decision document, we will then move to adoption which should be completed by mid /late March.

Please could you arrange for an updated NDP to incorporate the modification (I'm sure you already have this in and).

Congratulations to all involved in being Herefordshire's first examined revised NDP to not require a further referendum.

15. Key Services for older people across Herefordshire

The Parish Council noted correspondence received from Age UK Herefordshire and Worcestershire, there was a query regarding the service being available in Herefordshire, Cllr Ann Burke to follow.

Action Cllr Ann Burke to follow up.

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

There were no matters raised.

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 6th March 2023 at 7.15pm at Sutton St. Nicholas Village Hall.

The Parish Council resolved to go into closed session.

19. Clerks' salary

The Clerks salary was authorised for payment.

20. Grass Cutting Schedule

Having considered quotes received. the Parish Council resolved to accept quotes for the following services: -

- St. Nicholas Church Yard – Richard Morgan
- Willow Rise/Millway Open Space – Richard Morgan
- Community Garden -Village Hall – Richard Morgan

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- Sutton Playing Field – Richard Morgan.
- Footpaths – Richard Morgan.

Action Clerk to inform contractors of the outcome.

21. Village Hall

This matter was deferred to the next meeting.

Ward Councillor's Report

Children's Services Update

The Government's appointed commissioner over Herefordshire Children's services Eleanor Brazil has submitted her report to the Secretary of State, and it will be considered by Claire Coutinho MP (Minister for Children, families and wellbeing). The Children's Minister's decision is expected soon and her report will be published on the Children's Commissioners website <https://www.childrenscommissioner.gov.uk/reports/>

Cabinet Approves 2023/24 Budget

Herefordshire Council's Cabinet has agreed the proposed 2023/24 budget which will be put forward for recommendation to Full Council on Friday 10th February 2023 for final approval. Following a period of public consultation held in December of last year, and consideration by the Scrutiny Management Board, the proposals were agreed by Cabinet on 26th January 2023. The proposals include a total council tax increase of 4.99%, made up of:

- A 2% adult social care precept which is ring-fenced to support the delivery of social care services
- A 2.99% increase in core council tax which will fund all other areas of council service

For more information please look up

- <https://www.herefordshire.gov.uk/news/article/1485/cabinet-approves-proposed-2023-24-budget>

The final setting of Council Tax, which will include the precepts for all the county's parishes plus Police and Crime Commissioner and Hereford & Worcester Fire Authority charges, will take place at the Full Council meeting on 3rd March 2023.

Residents on a low income may be eligible for help to pay their bill through the Council Tax Reduction scheme.

More information and advice on reduction schemes and allowances can be found on the Herefordshire Council website at: www.herefordshire.gov.uk/counciltax

Re: Hereford Transport Hub

Herefordshire Council has been successful in its bid for £19.9m of funding from the national 'Levelling-Up Fund' to help deliver a package of transport and active travel measures. The most notable element of the bid is the development of a new integrated Transport Hub, which will link cycling, walking, bus and rail transport in the City. The £10m Hub, in which the Council has already invested £3m, will encourage a shift away from reliance on cars, providing an easy-to-use, reliable link to alternative modes of transport. As well as covered cycle facilities and lockers to encourage commuter cycle parking, the Hub will provide new bus stands and layovers, taxi and car parking areas, including commuter and short term parking, and welfare facilities.

The package also includes Active Travel Measures both North and South of the River Wye. The rest of the funding is to be spent on various cycleways in the city and to the Rotherwas business park.

Bus Travel – Get around for £2 this winter

From 1st January to 31st March a single bus journey will cost no more than £2 on most routes across England.

In Herefordshire several bus companies are taking part and a full list of companies taking part can be found on the Government website: <https://www.gov.uk/guidance/2-bus-fare-cap#west-midlands>

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Cost of Living Support

Please view the Talk Community website for help and advice or contact the Talk Community Helpline. Tel **01432 260027** or email talkcommunityhelpline@herefordshire.gov.uk
You can also book an appointment with a customer service at Blue School House for support with Blue Badge applications, Council Tax enquiries, Housing Benefit and Council Tax support or help using the BetterOff online benefits calculator.

Highways Matters

TRO – I am delighted to support the TRO Scheme for Sutton St. Nicholas and have emailed ADL Traffic accordingly.

Traffic Mirror – Locality Steward not aware that the mirror had received approval from Balfour Beatty. I have followed this up with Balfour Beatty's Customer Services Manager.

Sutton St. Nicholas Sign, replacement sign needed – junction at Old School House. I asked Balfour Beatty if there is funding for a new road sign. I had a response as follows "*This job was raised as a Cat 2 C, the Parish may wish to consider self-funding this non statutory sign through the commissioning model*"

Bromyard Road sign on the Ridgeway Road, new sign needed
Same response provided "*Again could be purchased through the commissioning model*"

Re: Blocked Drain opposite Field Way by Court Farm

The Parish Council was informed of the previously reported blocked drain opposite Field Way by Court Farm, which related to work previously carried out by Gigaclear, to date no action has been taken" Balfour Beatty have stated that "*This utility defect sits with the Street works NRSWA department.. we are unable to give timescales to remedy this defect*". I have followed this up with Balfour Beatty's Customer Services Manager.

Re: Main village road re-surfacing enquiry

I've chased up this request with the Asset Team – however, unfortunately, we still don't have the full report so this has been sent back and requested again.
The Rhea Lane – Flooding concerns raised by residents.

I understand that Herefordshire Council Highways Manager was planning to make a site visit but I have not had an update on the outcome of that site visit and I am awaiting to hear back.

Re: Footpaths around Sutton Walls

I have made enquiries of Herefordshire Council regarding any possible funding for footpath maintenance and I waiting for an update.

Reminder – Cllr. Harrington will be attending Moreton on Lugg PC meeting tomorrow evening 7 pm at the village hall – to provide an update on Cycleway.

Report by Kema Guthrie 6th February 2023

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Appendix 2

Status of Actions from last meeting 03-01-23

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
02/01	28/06/21	20	Cycle Route	Clerk to liaise with Cllr Kema Guthrie on the matter	Clerk	See Email 24-01-23	Work In progress
02/02	07/03/22	17	Verges within the Village	Clerk to contact Councillors to arrange walk about	Clerk	Part of The Traffic Plan	Work in progress
02/03	07/03/22	21	Tree Planting- Willow Rise/Millway	Clerk to monitor the Woodland Trust Website	Clerk		Work in progress
02/04	03/05/22	10.2	Questions from other members of the public – Rotten Gate post.	Clerk to get the matter sorted	Clerk	Gate and post removed	Closed
02/05	05/09/22	15	Playing Field – Annual Inspection	Clerk to action improvements	Clerk	On going	Work in progress
02/06	07/11/22	9	Traffic Plan	Cllr Ron Gow to call an extraordinary meeting.	Clerk	Traffic Plan Tool Kit being Printed	Work in progress
02/07	07/11/22	18	Website Upgrade	The Clerk to proceed with the upgrade	Clerk	Request sent to HALC	Work in progress
02/08	07/11/22	24	HALC Information Corner 30-09-22	Clerk to purchase a copy of Charles Arnold Baker.	Clerk		Work In progress
02/09	05/12/22	13	Litter Bin Replacement - Watery Lane	Clerk to purchase the bin	Clerk	Order sent	Work In Progress
02/10		6	Questions from other members of the public – Blocked Drain opposite Field Way by Court Farm,	Clerk to report the matter again	Clerk		Completed
02/11		6	Questions from other members of the public – Blocked Drain opposite Field Way by Court Farm,	Clerk to inform Cllr Kema Guthrie	Clerk		Completed
02/12		8	Planning Application - Sutton View, Cross Key HR1 3NP (223527) Proposed new garaging	Clerk to inform Herefordshire Council of the Parish Councils decision.	Clerk		Completed
02/13		12	Precept 2023/24	the Clerk to inform Herefordshire Council.	Clerk		Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
02/14			Precept 2023/24	Clerk to raise the matter, of the late publication of the 2023/24 Tax base by Herefordshire Council with Cllr Kema Guthrie	Clerk		Completed
02/15		20	West Mercia Police Community Charter	Clerk to complete form and submit it	Clerk		Completed

Closed	1
Completed	6
Work In progress	8
TOTAL	15

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Appendix 3

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Bank Reconciliation at 06-02-23

Opening 01/04/22	33,193.24
Receipts	30,030.23
	63,223.47
Expenditure	32,166.02
Balance	31,057.45

Bank balance **12/12/2022** 35,146.43

os cheques

1311	166.40
1409	298.25
1415	195.20
1416	150.50
1417	440.05
1418	293.20
1419	261.50
1420	490.74
1421	808.09
1422	496.80
1423	293.05
1424	195.20
	4,088.98

Balance as at 06/02/23 **31,057.45**

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Appendix 4

	Budget 2020/21	Actual 2020/21	Budget 2021/22	Actual 31/03/22	Budget 2022/23	Actual 03-01-23	Variance	
Income								
Precept	28,577.00	28,577.00	30,000.00	30,000.00	30,000.00	30,000.00	0.00	
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	-500.00	VAT Claim sent
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	
Total Income	28,907.00	30,228.98	30,830.00	49,797.83	30,530.00	30,030.23	-499.77	
Expenditure								
Clerks Salary	5,100.00	3,877.97	5,100.00	4,640.70	5,200.00	5,179.29	20.71	
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	1,570.50	-570.50	Includes £652.50 non planned work in the Churchyard
Lengthsman	2,200.00	2,335.90	2,200.00	1,005.00	3,000.00	1,894.25	1,105.75	
Donations	2,200.00	500.00	700.00	500.00	700.00	750.00	-50.00	
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

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	Budget 2020/21	Actual 2020/21	Budget 2021/22	Actual 31/03/22	Budget 2022/23	Actual 03-01-23	Variance	
Bin Collections	200.00	630.00	500.00	148.00	300.00		300.00	Costs in Lengthsman
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	-3,940.63	Specific Reserve
Community Garden/Playing Field/Open Space	3,360.00	3,235.90	3,000.00	3,677.30	3,558.00	2,735.15	822.85	
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	544.59	-42.59	
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	-115.00	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	-10.75	Separate for information purposes
NDP Grant -Reserve	0.00	0.00	0.00	3,833.10	0.00	6,166.90	-6,166.90	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 reviewed Twice a year April 22 and December 22
Total Expenditure	28,907.00	27,295.45	30,830.00	41,938.56	30,530.00	29,620.64	909.36	

For Information Items

- **Herefordshire Council** - Agricultural Planning Supplementary Planning Document (AP SPD) – Consultation.
- **Herefordshire Council** - Talk Parish 18 January 2023.
- **West Mercia Police & Crime Commissioner** - Help shape West Mercia Police's budget for 2023/24
- **Moreton on Lugg Parish Council** - Reed Bed Sewage systems - questions for Rachael
- **Herefordshire Council** - Talk Community Newsletter - 5 January 2023
- **Balfour Beatty** - Herefordshire Street Works Report W/C 09.01.2023.
- **Balfour Beatty** - Locality Briefing 6.1.23
- **Herefordshire Council** - Talk Community Newsletter - 12 January 2023
- **Balfour Beatty** - Herefordshire Street Works Report W/C 16.01.2023.
- **Herefordshire Council** - S106 Portfolio of Works Delivery Update - Additional Parish Briefing - February 2023.
- **Balfour Beatty** - Locality briefing 13.1.23
- **West Mercia Police & Crime Commissioner** - PCC newsletter - January 2023.
- **NALC** – NALC Newsletter
- **Herefordshire Council** - S106 Parish Briefings Dec 2022 - Meeting Notes and Meeting Recordings.
- **Balfour Beatty** - Locality briefing 19.01.2023
- **NALC** – NALC Newsletter 18-01-23.
- **Herefordshire Council** - Leaders Newsletter.
- **Balfour Beatty** – Road Closures February 23.
- **NALC** – Chief Executive Bulletin 20-01-23.
- **Balfour Beatty** - Winter Service Update - 20th January 2023
- **Cllr Kema Guthrie** - Cycleway Moreton on Lugg – Reminder.
- **NALC** - NALC Newsletter 18-01-23.
- **Balfour Beatty** - Herefordshire Street Works Report W/C 30.01.2023.
- **NALC** - Chief Executive Bulletin 27-01-23.
- **Herefordshire Council** - Talk Parish 18 January 2023
- **Severn Wye Energy Agency** - HAWN February online network meeting