

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 March 2023 at 7.15 pm (SPC/TF/2030)

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 – Two

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 24, 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	√		24	Trustee Village Hall Committee	Disclosable Pecuniary Interest
Cllr Richard Andrews		√			
Cllr Ann Burke	√		24	Trustee Village Hall Committee	Disclosable Pecuniary Interest
Cllr Sharron Haworth		√			
Cllr Ian Nicholas	√		24	Trustee Village Hall Committee	Disclosable Pecuniary Interest
			12	Land near residence	Disclosable Pecuniary Interest

4. Receive approve and sign the Minutes of the Ordinary Meeting of the Parish Council (no SPC/TF/2028) held on Monday 6th February 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/2029) held on Monday 6th February 2023.

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

Having sent her apologies there was no report from Cllr Kema Guthrie (Ward Councillor)

6.2 Questions from other members of the public

- The Parish Council was informed that during a conversation with a group of youths outside Sutton Playing Field, one member of the group mentioned that he had a knife.

Sutton St. Nicholas Parish Council

- The Parish Council was also informed that a group of youths were congregating outside Sutton Playing Field, when a female member of the public was passing one of the youths drop his pants and apologised that his pants fell-down,

It is believed that both incidents happened on a Wednesday. Both Issues to be reported to the have been reported to the police.

Action Clerk to report to the Police.

Agenda item 23 was considered next.

7. Planning Application Building Plot adjacent the Creswells

The Parish Council was informed and noted that the matter of the garage had been passed to Cllr Kema Guthrie (Ward Councillor) to see if she could help.by raising the matter with Herefordshire Council.

8. Planning Application Bodlawen, Sutton St. Nichola, HR1 3BB- Proposed conversion of garage to bedroom and bathroom, replace rear window with bi-folding door and replacement windows.

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

Action Clerk to inform Herefordshire Council

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

There were twelve actions requiring completion, two were completed, eight were work in progress and two was closed. (Appendix 1 refers) Noted.

10. Financial Report

- 10.1 Invoices for payment

Ref	Payee	Amount £	VAT	
1	Cole & co	102.00	17.00	23/07/22 (4985) Internal Audit 21/22
2	DJN Planning Ltd	270.00	n/a	09/02/23 (SSN28) NDP
3	Border Office Supplies and Systems	751.01	125.17	1843 & 2106 Ink Cartridges and paper
4	PWLD	4,298.87	n/a	Direct Debit 03/01/23- Loan repayment

Approved for payment and cheque to be signed.

- 10.2 Receipts £3,596.42 (VAT Refund)
- 10.3 Confirmation of Balances as of 6th March 2023.- £28,743.74 (Appendix 2 refers)

11. Risk Register

There were no changes required to the Risk Register, however the associated tasks were reviewed and noted. The Chairman was authorised to sign the schedule of tasks.

12. Substation Proposal

Having considered the following proposal

- Without Prejudice offer of £2,400
- National Gride would cover the Parish Council legal costs.
- The location of the substation on Willow Rise/Mill Way Open space would be as tight to the left (looking from the main road) as possible but due to cable runs, they would require separation from the immediate boundary.
- and the submitted drawings were noted (Appendix 3 and 4 refers)

The Parish Council resolved to proceed with the matter, as it felt it was in the best interest of the parish. The Clerk was asked to progress the matter on behalf of the Parish Council.

Sutton St. Nicholas Parish Council

Action Clerk to inform National Grid of its decision.

Action – Submitted drawings to be put on the Parish Councils website.

13. Un-owned Commons in Herefordshire

As the Parish Council did not have any un-owned Commons the request for financial help from Welsh Newton & Llanrothal Group Parish Council was regrettably declined.

Action – Clerk to inform The Parish Council Clerk

14. Lengthsman Grant Funding 22-23

Having considered the matter, it was deferred to the next Parish Council meeting.

Action – Clerk to follow up with Balfour Beatty

15. Parish Celebration of King Charles 3rd Coronation - Monday 8th May 2023

Having considered the request for a grant from the Coffee Morning Club the Parish Council resolved to pay a grant of £800.00. as it was open to residents of the Parish.

Action Clerk to raise a Cheque made payable to Stan Gyford the organiser.

Action Clerk to inform the organiser of the Parish Council decision.

16. Herefordshire Association of Local Councils (HALC) Newsletter 20-02-23

The Parish Council considered and noted the HALC information Corner 20-02-23.

17. Review of Internal Audit

To consider Internal Auditor for 2022/23 AGAR – deferred to the next Parish Council meeting.

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

- Village Hall

19. Traffic Mirror

There was no update. (Note Standing Agenda Item)

20. Items for Information

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

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

Parish Council Monday 3rd April 2023 at 7.15pm at Sutton St. Nicholas Village Hall.

The Parish Council resolved to go into closed session.

22. Clerks' salary

The Clerks salary was authorised for Payment.

23. Village Hall

The Parish Council not the progress being made with regards to additional trustees and treasurer.

Sutton St. Nicholas Parish Council

APPENDIX 1

Status of Actions from last meeting 06-02-23

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
03/01	28/06/21	20	Cycle Route	Clerk to liaise with Cllr Kema Guthrie on the matter	Clerk	See Email 24-01-23	Closed
03/02	07/03/22	17	Verges within the Village	Clerk to contact Councillors to arrange walk about	Clerk	Part of The Traffic Plan	Closed
03/03	07/03/22	21	Tree Planting- Willow Rise/Millway	Clerk to monitor the Woodland Trust Website	Clerk		Work in progress
03/04	05/09/22	15	Playing Field – Annual Inspection	Clerk to action improvements	Clerk	On going	Work in progress
03/05	07/11/22	9	Traffic Plan	Cllr Ron Gow to call an extraordinary meeting.	Clerk	Traffic Plan Tool Kit being Printed	Work in progress
03/06	07/11/22	18	Website Upgrade	The Clerk to proceed with the upgrade	Clerk	Request sent to HALC	Work in progress
03/07	07/11/22	24	HALC Information Corner 30-09-22	Clerk to purchase a copy of Charles Arnold Baker.	Clerk		Work In progress
03/08	05/12/22	13	Litter Bin Replacement - Watery Lane	Clerk to purchase the bin	Clerk	Order sent	Work In Progress
03/09	06/02/23	8	Traffic Regulation Order	Clerk to inform ADL Traffic and Highways Engineering Ltd of the Parish Council decision.	Clerk		Completed
03/10	06/02/23	14	Neighbourhood Development Plan Update	Clerk to draft letter of thanks to Dr Nicholson for Cllr Ron Gow to sign.	Clerk		Work In Progress
03/11	06/02/23	15	Key Services for older people across Herefordshire	Cllr Ann Burke to follow up	Cllr Burke		Work in Progress
03/12	06/02/23	20	Grass Cutting Schedule	Clerk to inform contractors of the outcome.	Clerk		Completed

Closed	2
Completed	2
Work In progress	8
TOTAL	12

Sutton St. Nicholas Parish Council

Appendix 2

Sutton St. Nicholas Parish Council

Bank Reconciliation as at 6th March 2023

Opening 01/04/22	33,193.24
Receipts	33,626.65
	66,819.89
Expenditure	38,076.15
Balance	28,743.74

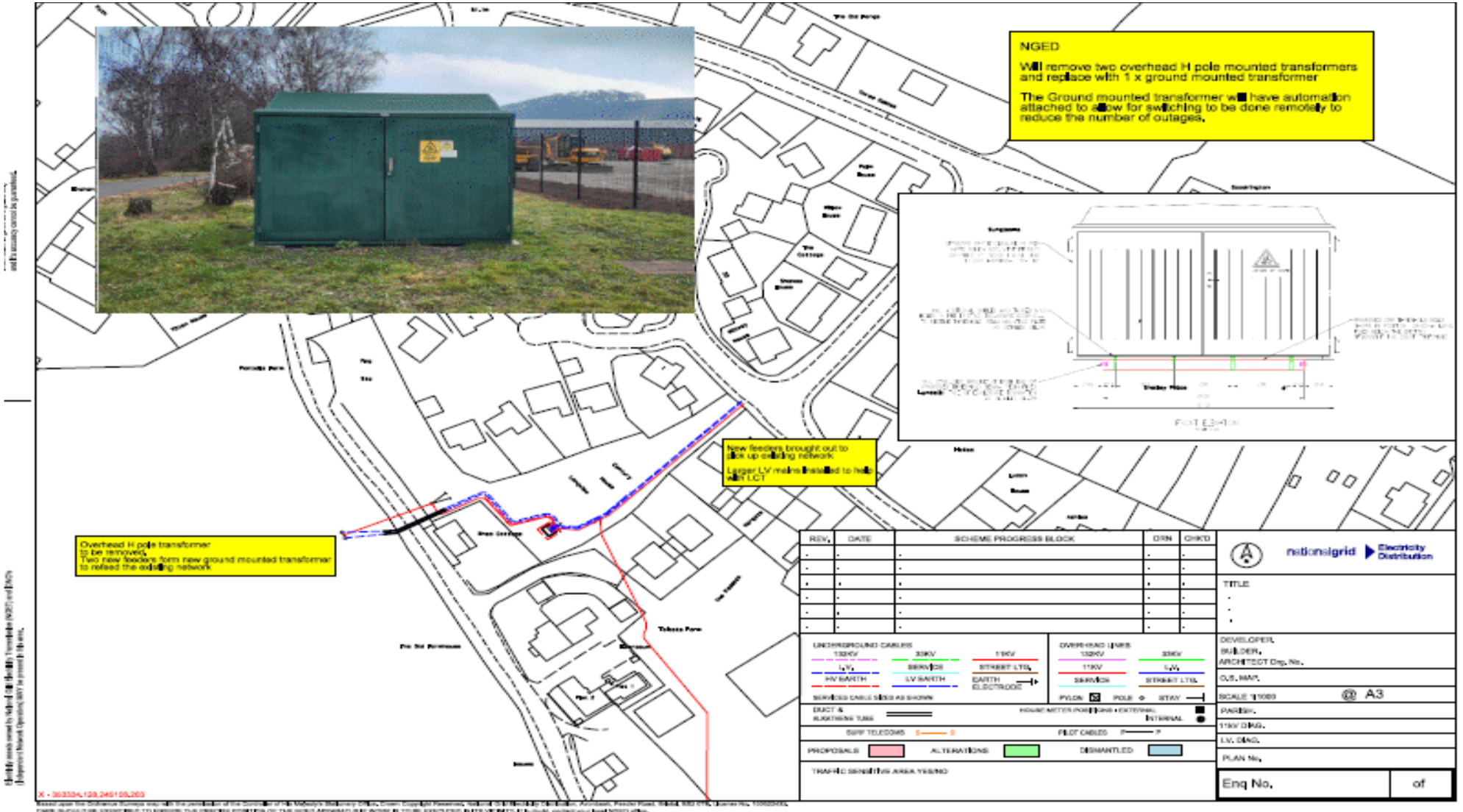
Bank balance **15/02/2023** 31,505.59

os cheques

1311	166.40
1409	298.25
1420	490.74
1424	195.20
1425	102.00
1426	270.00
1427	751.01
1428	293.05
1429	195.20

2,761.85

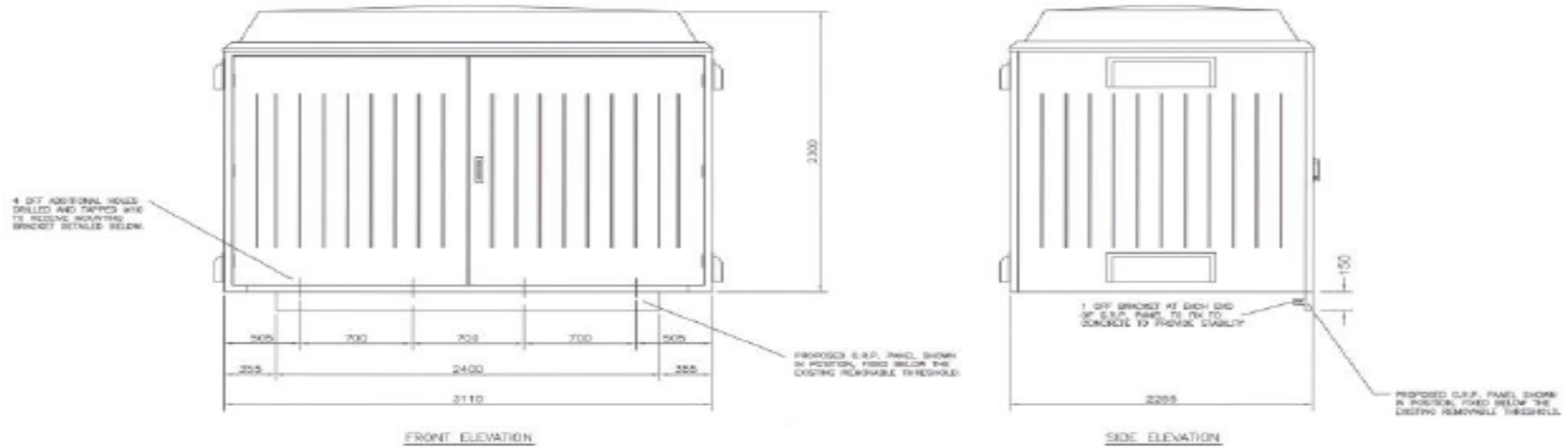
Balance as at
06/03/23 **28,743.74**



and its safety cannot be guaranteed.

This drawing is made by National Grid Electricity Transmission (NGET) and Electricity Distribution (E.ON Energy Distribution Services) for Sutton St. Nicholas Parish Council.

Copyright reserved by National Grid Electricity Transmission (NGET) and Electricity Distribution (E.ON Energy Distribution Services) for Sutton St. Nicholas Parish Council. All rights reserved. No part of this drawing may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of National Grid Electricity Transmission (NGET) and Electricity Distribution (E.ON Energy Distribution Services). This drawing is made by National Grid Electricity Transmission (NGET) and Electricity Distribution (E.ON Energy Distribution Services) for Sutton St. Nicholas Parish Council. All rights reserved. No part of this drawing may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of National Grid Electricity Transmission (NGET) and Electricity Distribution (E.ON Energy Distribution Services).



For Information Items

Sent by email.

- **Balfour Beatty** - Locality briefing 2.2.23.
- **Herefordshire Council** - Talk Community Newsletter - 2 February 2023
- **West Mercia Police**- Police Visits to Sutton
- **Herefordshire Council** - Talk Community Newsletter - 9 February 2023
- **Balfour Beatty** - Locality briefing Weobley, Sutton Walls & Queenswood wards 10.02.2023.
- **Balfour Beatty**- Herefordshire Street Works Report W/C 13.02.2023
- **Balfour Beatty** - Weobley, Sutton Walls and Queenswood briefing 17.2.23.
- **NALC** – NALC Newsletter 15-02-23
- **Herefordshire Council** - Leaders Newsletter.
- **Herefordshire Council** - Talk Community Newsletter - 16 February 2023
- **NALC** - Chief Executive's Bulletin 17-02-23
- **Balfour Beatty** - Herefordshire Street Works Report W/C 20.02.2023
- **NALC** - NALC Newsletter 15-02-23
- **Balfour Beatty** - Herefordshire Street Works Report W/C 27.02.2023.
- **NALC** - Chief Executive's Bulletin 17-02-23
- **Balfour Beatty** - Public Realm Events 23 - 25 January 2023