

Sutton St. Nicholas Parish Council

Minutes of the Ordinary Meeting of Sutton St. Nicholas Parish Council, held in Room 2, The Village Hall, Sutton St. Nicholas on Monday 2nd June 2014 (SPC/TF/062)

Councillors Present

Cllr Ron Gow (Chairman)
Cllr Richard Andrews
Cllr Ann Burke
Cllr Bill Glover
Cllr Judy Stevenson
Cllr Mike Winnell

- 1. Apologies for Absence**
Apologies for absence received and accepted from Councillor Annette Mansie
- 2. Receive, approve and sign the Minutes of the Annual Meeting of the Parish Council Meeting (no SPC/TF/060) held on Monday 19th May 2014.**
The minutes were signed by the Chairman as a correct record of the meeting.
- 3. Declarations of Interest**
To receive declarations of interest by members in respect of items on the agenda, there were no requests for new Disclosable Pecuniary Interest dispensations.
Councillor Andrews declared a Disclosable Pecuniary interest in agenda item 17 Grants (St Michael and St Nicholas Churches)
- 4. Report from Clerk on actions from the last meeting**
There were eight actions requiring completion, 1 was closed, 2 were completed, 5 were in progress. (Appendix 1 refers).
- 5. Questions/Issues on any matter, from members of the public present.**
 - 6.1 Ward Councillors Report**
A verbal report was received from Councillor Guthrie the Ward Councillor. (Appendix 2 refers)
 - 6.2 Local Police Report**
The Parish Council noted that PC Neil James would be retiring the clerk was asked to send a letter of thanks to PC James.
 - 6.3 Questions from other members of the public**
There were no questions from other members of the public.
- 6. Footpaths in the Village**
The Parish Council received a short verbal update from the Footpath Officer,
 - Sutton Walls to be done
 - Behind Court Farm to be cleared.
 - Behind Sutton Churchyard cleared

The Parish Council was also informed that a Parishioner from the Craft had rang the Clerk regarding the overgrown footpath behind Court Farm from the main road to the new footbridge overgrown.

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Concern was raised regarding the lack of support from Balfour Beatty due to a reduction in resources from Herefordshire Council. The Parish Council was not on Herefordshire Councils P3 Scheme.

The Footpath Officer was asked to submit costing with regards to footpath maintenance in the village.

(At this point Agenda item 17 was considered)

7. Golden Cross Junction

(Cllr Richard Andrews and Cllr Ann Burke returned to the room)

Following the site visit on Tuesday 20th May 2014 the Parish Council considered the schedule of work to be carried out. (Appendix 3 and 4 refers). Following a discussion **Resolved that The Parish Council was happy for the work mentioned to be carried.**

8. Flooding on The Rhea

The Clerk had been able to identify who was responsible for keeping culverts clear the Clerk was tasked with arranging a meeting between the Parish Council and the relevant private landowners.

Action Clerk to arrange a meeting

9. Neighbourhood Development Plan Project Group

The update was as follows:-

- Having support from Herefordshire Council -Ted Bannister.
- Working on deciding the level of consultancy
- Confirmation that we will be receiving the full £6,990
- Working towards identifying the requirements for the Village website.
- Contact has been made with Herefordshire Council regarding lottery funding
- The Project Plan has been revamped
- Trying to resolve the confusion between Neighbourhood Plan and Community Led Plan.

10. Transfer of open spaces

The Parish Council considered the transfer of open spaces from Herefordshire Council (Appendix 5 and 6 refers). The Parish Council would have to pay its own legal fees/costs in addition to future costs of ownership. The clerk was asked to ascertain the likely legal fees/costs and grass cutting costs.

Action Clerk to ascertain costs and the terms of transfer.

11. Community Led Plan Action Plan

The Parish Council received an update on actions contained in the Community Led Plan (Appendix 7 refers).

Action The Clerk was asked to produce a one page summary for publication.

12. Financial Report

12.1 Confirmation of Balances £24,417.51 (Bank Statement 28/03/14
£27,334.85 less outstanding Cheques £2,917.34)

12.2 Receipts – None

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12.3 Invoices for payments

- (i) Broker Network Ltd (Insurance Premium) - £743.13
- (ii) Clerks Salary £294.98
- (iii) Hoople Ltd £158.80 (Village Map- Neighbourhood Development Plan)
- (iv) Richard Morgan £ 231.00 (Lengthsman)
- (v) R. A Ford £15.00 (Envelopes Ink Cardridges)

Resolved that the above payments be approved and the cheques signed

13. Herefordshire Local Plan- Core Strategy 2011- 2031

The Parish Council considered its approach to the Pre- Submission Publication consultation, which runs from 22nd May to 3rd July 2014, it was felt that the publication was large and technical.

Action - The Clerk to ask Herefordshire Council for a summary of the publication.

14. World War 1 Commemorations

The Parish Council considered the Parish Councils approach to the World War 1 Commemorations, it was noted that a plaque should be erected recognising 'those who came back'.

Action- Cllr Mike Winnell would follow up leads mentioned.

15. Review Of Reserves

Detail	31 st March 2014	2 nd June 2014
Election Reserve	1,400.00	1,400.00
Churchyard Reserve-St. Nicholas	500.00	500.00
Village Hall Maintenance	3,000.00	3,000.00
Neighbourhood Plan	1,869.20	5,368.00
Community Led Plan Projects	1,000.00	1,000.00
Grants	180.00	0.00
General reserve	19,329.40	13,149.51
Total	27,278.60	24,417.51

The Parish Clerk reminded the Parish Council of the need to consider the following as part of the review

- Neighbourhood Plan
- Parish Councils Legal fees on Transfer of Open spaces
- Grass cutting open space Millway/ Willow Rise open space
- Insurance Excess

Following the review the reserves at 2nd June was agreed by the Parish Council

16. Lengthsman

The Parish Council considered and approved the Lengthmans Work Plan for 2014/15 (Appendix 8) refers

17. Grants

Councillor Richard Andrews declared a disclosable Pecuniary Interest in this agenda item and left the room.

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The Parish Council was informed that only one application had been received and that £360.00 was budget for grants. The Parish Council considered the grant application from Sutton and St Michael Parochial Church Council

Resolved £793 be paid to Sutton St Nicholas and St Michael Parochial Church Council with regards to the grass cutting at St Michaels Churchyard. (Cllr Mike Winnell abstained)

Resolved that the Parish Council consider the funding of Churchyard maintenance as part of the 2015/16 budget process.

18. Insurance

Based upon quotes received the Clerk under delegated authority confirmed that the quote from Came and Co had be accepted for a three year term, at a cost of £743.13 in the first year 2014/15. The Parish Council noted information on the long term agreement, and the need to complete the Insurance Declaration.

19. Correspondence (Not covered by a separate agenda item and for information only).

19.1 Mike Gill – Balfour Beatty – Locality Stewards Tasks (Noted)

19.2 Herefordshire Council – Code of Conduct Meeting for Parish/Town Councils (noted)

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

- Golden Cross Junction
- Footpath Work Plan Policy
- Land Transfers
- Community Led Plan summary publication
- World 1 commemorations
- S106 monies

21. Confirmation of the Date, Time and Venue of the next meeting.

Monday 7th July 2014 at 7.15pm in Room 2 at the Village Hall

Ron Gow

Chairman

7th July 2014

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Appendix 1

Status of Actions from last meeting

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
06/01	02/12/13	7	Neighbourhood Planning	Identify three possible providers of technical support.	Clerk	The Project group has taken over responsibility to identify technical support	Closed
06/02	03/02/14	14	Installation of Grit Bin	The lengthsman be requested to purchase and site a Grit	Clerk	After another follow up to the Locality Lead The Parish Council has received confirmation that this is currently been looked into	Work In progress
06/03	07/04/14	19	Sutton Playing Fields	Clerk to get relevant quotes	Clerk		Work In progress
06/04	06/05/14	5.2	Local Police Report	The Clerk put the report on the Village website	Clerk		Completed
06/05	06/05/14	5.3	Questions from other members of the public	Cllr Guthrie would correspond with officers of Herefordshire Council	Cllr Guthrie	Email sent to Herefordshire Council, waiting for reply	Work in progress
06/06	06/05/14	5.3	Questions from other members of the public	Clerk would seek to identify who had responsibility for keeping the Culverts maintained and clear of rubbish. The Clerk to write to them asking for action to be taken	Clerk	Information received regarding responsibility- Parish Council will be updated. Agenda Item for 20/06/14	Work in Progress
06/07	06/05/14	9	Neighbourhood Planning – Budget	Clerk to submit an application to the National Lottery	Clerk	The Clerk is liaising with Herefordshire Councils Grants Officer for best approach	Work in progress
06/08	06/05/14	11	Community Led Plan	The Clerk presents a fully updated action plan. To the next Parish Council meeting	Clerk	Agenda Item for 2/06/14	Completed

Ward Councillors Report

Highways Matters

C1126 Failed surfacing & drainage repairs - I have alerted Balfour Beatty, Senior Council Highways Officers and the new Cabinet Member to the problem and I will be pressing for road repairs to be carried as a matter of priority.

I'm awaiting responses from Balfour Beatty and Herefordshire Council on a number of highways matters including an update on the flooding issues at the Rhea. Site meeting 20th May 2014 with Officers from the Council's Accident Prevention Team was very positive and the proposed plans for a new improvement scheme at the crossroads have been sent onto the Parish Council for Councillors to consider at this meeting. In addition, I am awaiting guidance from the Council re: Grass Cutting regarding Volunteer Groups.

I have been contacted by a constituent about the ongoing flooding issue at Churchway and I have arranged a site meeting for 12th June 2014 with Mike Gill (Balfour Beatty - Locality Steward) accordingly.

Reminder:-

Re: Public Meeting Sutton Walls Ward – Highways Meeting 17th June 2014 at Marden Community Centre starting at 7.30 pm. All Welcome.

New Cabinet Member Appointment

The Leader of Herefordshire Council has announced a new Cabinet appointment. From 1st June Councillor Paul Rone will join Herefordshire Council's Cabinet as Cabinet Member for transport and roads with responsibility for transport operations; Streetscene design, policy and delivery; traffic management; car parking policy and services and highways maintenance.

Future of Herefordshire – have your say!

Final public consultation on Core Strategy before Government submission (view Herefordshire Council's Website News section on this topic). The people of Herefordshire will have the opportunity to make final comments on major plans for the future of the County from 22nd May to 3rd July 2014. The Council will ask for comments upon publishing its final version of the Local Plan. It is important that all comments are sent to the Council by 3rd July 2014. For further information on where you can see the documents and how to make representations can be found at www.herefordshire.gov.uk/local-plan or by telephoning 01432 383357 Two drop in events about this consultation stage are being held on 4th and 18th June from 2 pm to 8 pm at The Courtyard, Edgar Street, Hereford

Individual Electoral Registration

There is to be a change in how people are required to register to vote in all elections. Due to electoral fraud in the past the Government has decided to rethink the way in which voters are required to register to vote. At present, one person in every household is responsible for registering everyone else who lives at that address. The Government is proposing that, from Summer 2014 each person will be required to register to vote individually, rather than by household. Identifying Information will be required e.g. date of birth & national insurance number which will need to be verified before you are added to the register. Anyone unable to supply this information would be able to provide an

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alternative form of evidence of their identity. It is expected that the general election in 2015 will not be affected with regard to registration, however it is better to be prepared rather than not to be considered eligible to vote. For further more detailed information look up www.gov.uk on this matter.

Contacting Herefordshire Council

How people contact Customer Services is changing because of the following:

- 1) There is more of a demand for 24 hour internet services.
- 2) The service has been reduced by 25% in staffing since April 2013 as part of the budget reduction plan to allocate resources to essential services.
- 3) To reduce customer waiting and response times, and to make sure queries are directed to the right place to be answered

This means that priority will be given to people who have no other choice but make contact in person and via the phone, with all other queries through the web.

Contact by Phone – Customer Services general enquiries 01432 260500
Visit – The Hereford Centre at Franklin House Monday to Wednesday 10 am to 4.15pm Thursday 10 am to 4 pm Friday 10 am to 4.15 pm Sat & Sun Closed

The best way to contact the Council when reporting a pothole or making an enquiry is to use e-reporting rather than the general info. or streets email. On Herefordshire Council website use "Report a Pothole" form or use "Contact us" form. E-reporting is more effective as the report will be entered straight into the work programmes or directly to the relevant department.

Kema Guthrie (02/06/14)

Appendix 3

Work to be carried out at the Golden Cross Junction

- The removal of the "slip lane" with kerbing will allow the give-way line of the northwest (Marden) leg to be brought forward by approximately 0.8 - 1m which will help improve visibility to the northeast (shown on plan). This will also narrow the through carriageway to around 6.2m which (whilst still safely allowing 2 way main road flow) should provide a calming effect on vehicle speed. This will also help encourage drivers forward to the new give-way line position by offering a feeling of "protection" from approaching traffic (it is a long known fact that psychologically, drivers feel vulnerable moving up to fully utilise a give-way line when they feel as if they are already "out" into the flow. The provision of splitter islands in the mouth of a junction is a similar principle but unfortunately this wouldn't fit here).
- The provision of the "buff" coloured anti-skid surface on the main road will help to highlight its presence to a vehicle approaching the junction on the side roads, by producing a definite contrast in colour "across" the path of a driver. This is an idea we developed and trialled a few years ago at other crossroads with similar

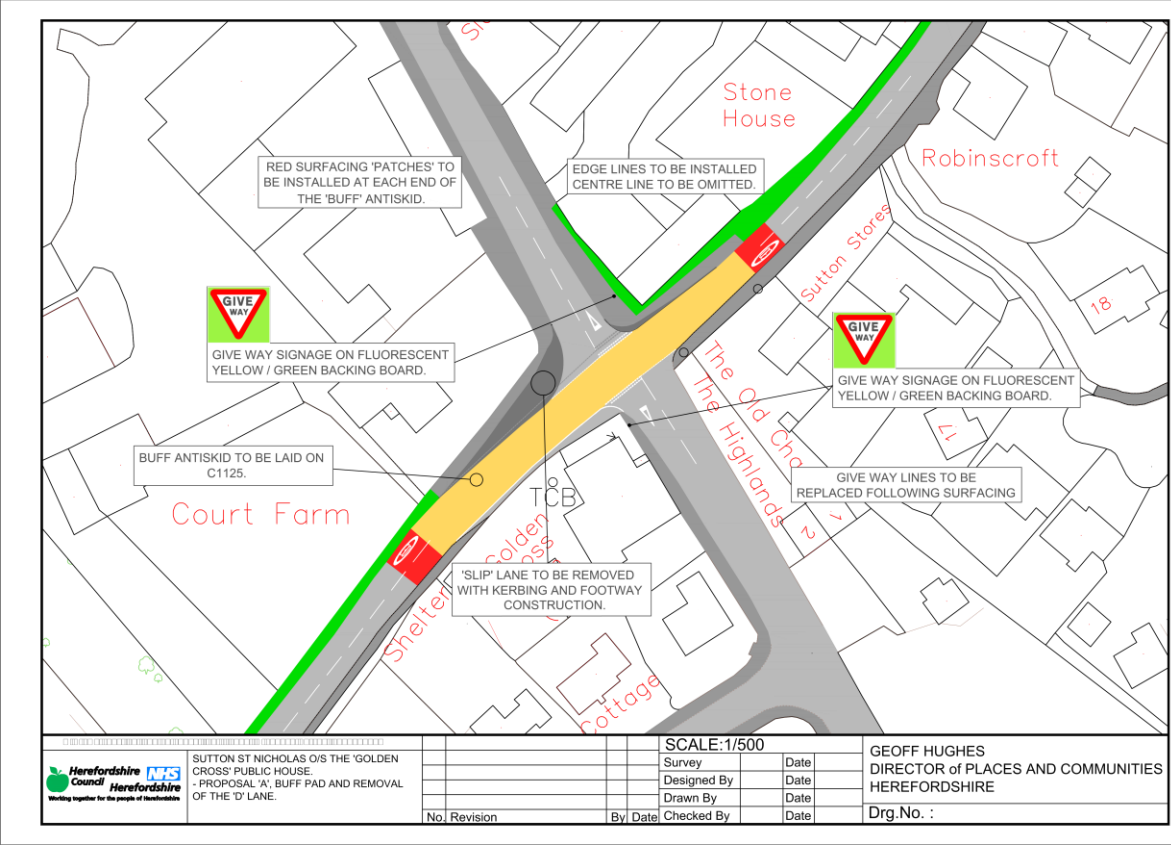
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collision issues and it has proved effective. It also maintains effectiveness when the give-way lines wear off, as will frequently be the case.

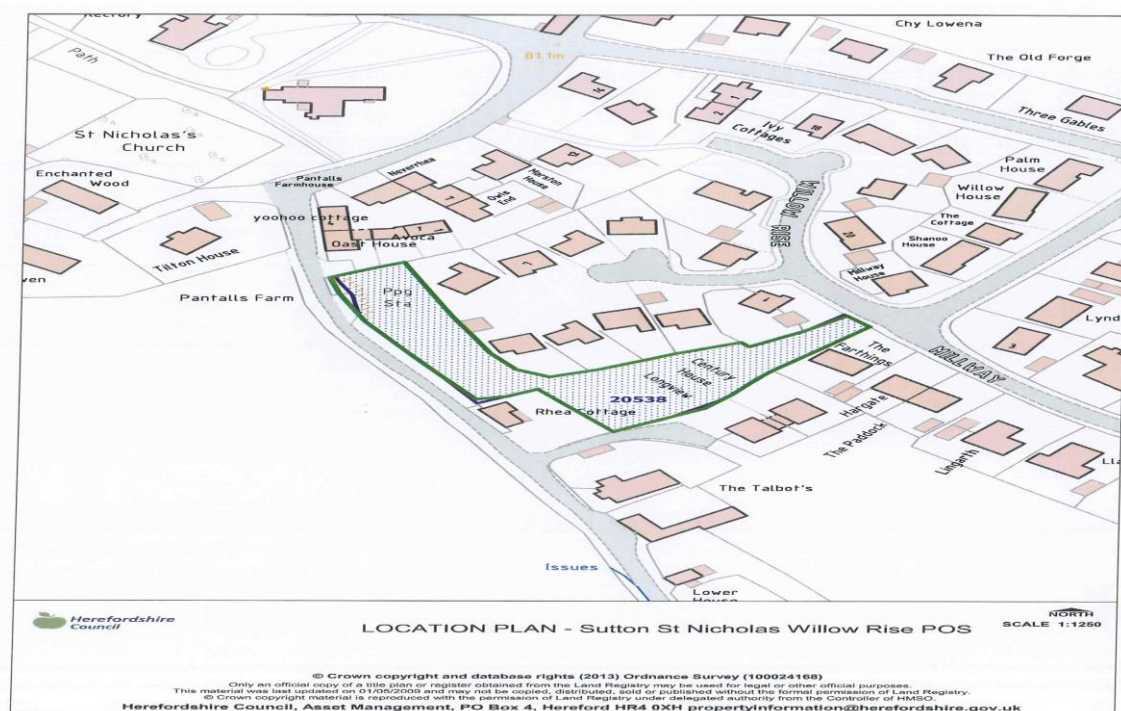
- The removal of the centre line on the main carriageway and provision of edge lining will help reinforce the narrower appearance of the through route, hopefully helping to reduce speeds. This is also part of an idea to reduce the feeling of a "main road" through the village that may be developed further in the future in a bid take away the feeling of "car priority" and create a more "shared space" feel. The new red patch and roundel near the bus stop helps "frame" the works whilst providing a further speed reminder.
- The bus stop positioned "in carriageway" (as opposed to partially in the old "slip lane") will stop vehicles passing the stationary bus without slowing, thus making the bus a speed reducing feature as can be found in the opposite (Hereford bound) carriageway.
- The new "give-way" signing to have a specific fluorescent yellow background to help highlight its presence to approaching side road vehicles.
- We will arrange to relocate the Vehicle Activated Sign marginally closer to the barn, to help further improve the visibility from the "new" give-way line by repositioning the "thicker" post, barn side of the other. In conjunction with this we will aim to cut back an area of hedging / foliage with agreement of the property owner to further assist with visibility from the north-western (Marden) leg.

Overall the scheme is aimed at achieving the reduction in collisions at the location, but also fitting with any possible future "Village Calming Initiative" works that we briefly discussed and are hoping can be developed further over the next few years.

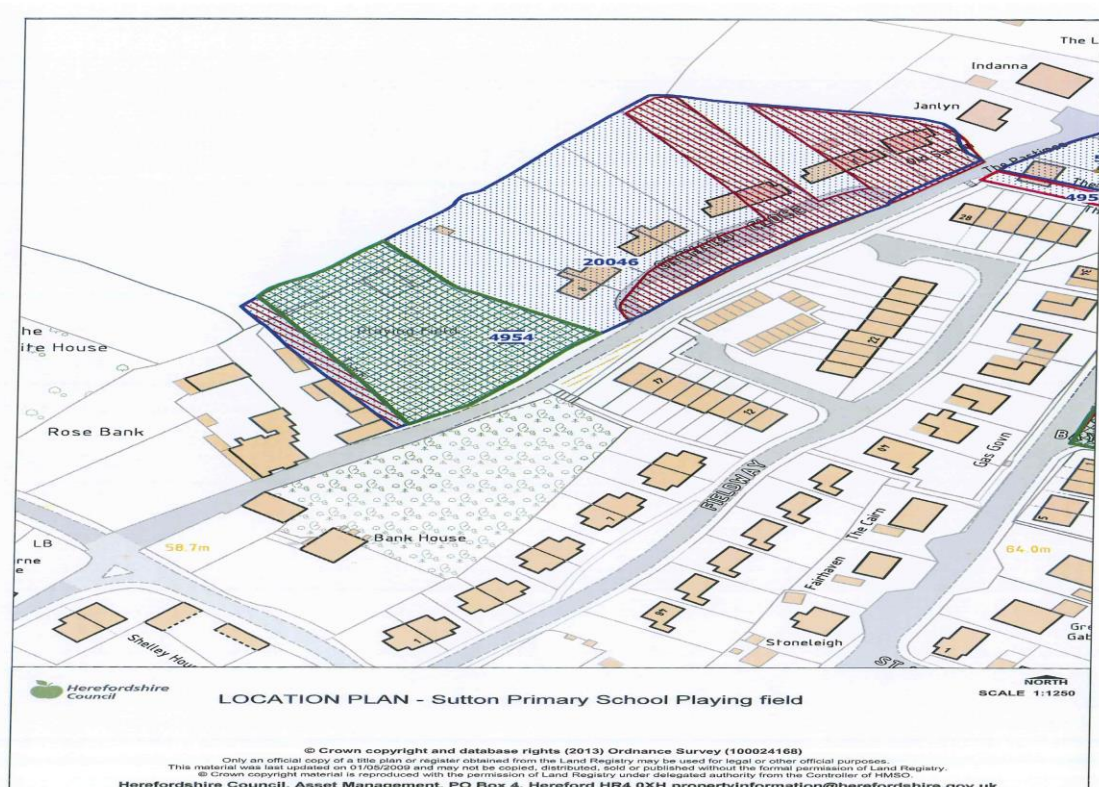
Visual Representation of works to be Done



Willow Rise/Millway Open Space



Sutton Primary School Playing Field



Community Led Plan 2013 - Immediate and Short Term Objectives

Immediate – to take effect now; *Short Term* – within 6 months to 1 year

Environment

Objective 1 - To protect and enhance the distinctive local, natural and historic environment

	Action	Sub- Action	Owner	Priority	Status
1	Develop and support plans that encourage preservation and appreciation of the distinctive local environment	Include in Neighbourhood Plan. Investigate Environmental Stewardships Enlist guidance from other villages e.g. Luston	Parish Council Steering group	Short term	Actions: contacted & received verbal and written advice from Luston. Await requirements of NP
2	Identify and record local natural history and biodiversity	Surveys and children's activities to investigate & record fauna & flora Enlist help from specialist bodies such as Nature Trust	Steering group Steering group	Short term Immediate	Actions: Ornithological survey data received and filed. Investigated availability of Biological Records, which proved negative. Contacted Nature Trust, awaiting response
3	Identify and record areas of distinctive land-use, historic buildings, and landscapes	Surveys & children's activities to record manmade environment e.g. old houses, farms, orchards, fields, water meadows, quarry, hedgerows, ponds, churches, Sutton Walls Iron Age & Roman settlement, scheduled ancient monument by St. Michaels Enlist guidance from villages e.g. Luston, and Herefordshire Archaeology	Steering group Steering group	Short term Short term	Actions: Identified historic & current land-use, including orchards & hedgerows, using OS and land-use mapping. Organised village event on Iron Age Sutton Walls March 2014 Actions: contacted & received verbal and written advice from Luston. Contacted Herefordshire Archaeology for quote on providing an historic landscape survey, £3500. Looked into grants, Sharing Your heritage HLF,

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	Action	Sub- Action	Owner	Priority	Status
		Research & gather existing information – Graveyard surveys, local pamphlets, local knowledge etc. Compile document/booklet	Steering Group	Medium	WREN, Herefordshire Community Foundation. Actions: Compiled information on historic and listed buildings, general local history, and specific property histories received from community. Made request for local information in magazine Actions: Compiled information on historic and listed buildings, general local history, and specific property histories received from community. Made request for local information in magazine

Objective 2 - To reduce the carbon footprint of the parish

	Action	Sub-action	Owner	Priority	Status
1	Support local bus service	Support retention and possible improvements to bus service. Actively engage with providers and council Encourage use of bus service	Steering Group/Parish Council	Ongoing, as needs arise	Actions: Bus consultation survey on website & noticeboards
2	Promote and investigate car-journey share, car pools, communal vehicle schemes and car hire discount	Promote existing car journey sharing scheme www.twoshare.liftshare.com Possible system on notice boards Promote existing council car pools	Steering group	Immediate Short term Immediate	Actions: Information put onto the Village website - Car pools, car journey sharing scheme www.twoshare.liftshare.com and communal vehicle schemes
3	Develop renewable energy sources	Investigate solar, wind, water or ground energy sources for whole village community. Research where these have been developed e.g. www.shareenergy.coop	Steering Group	Long Term	<u>Actions:</u> Preliminary investigation suggests ground source heat is not good for communal projects because of management complexity and relatively high cost of retro fitting.

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	Action	Sub-action	Owner	Priority	Status
					We are not in a very windy area & even small turbines can be unpopular. Low head hydro-electricity may have some potential but we'd need to clear it with the Environment Agency. A survey of the village to assess potential for photo-voltaic needs to be progressed
6	Encourage local energy efficiency	Inform the community of schemes and grants, through the website & Sutton News. e.g. insulation grants; household energy monitoring; www.energysavingtrust.org.uk CheaperEnergyTogether Community Partnership project providing a collective energy switching service	Steering Group/Parish Council	Immediate & On-going	Actions: Information put onto the Village website

Objective 3- To reduce the level of litter and rubbish in the parish

	Action	Sub-action	Owner	Priority	Status
1	Recruit helpers to collect litter	Approach people who offered support on their questionnaire	Steering group	Short term	Actions: People contacted
2	Supply litter picking equipment to collectors and dog walkers	Parish Council through Herefordshire Council to provide equipment	Steering group Parish Council	Immediate	Actions: Litter picking equipment received from Balfour Beatty via Parish Clerk
3	Establish Annual or Bi-annual Village Litter pick	Make these into fundraising fun days	Steering group	Short term	Actions: Litter pick day was held on 23rd March 2014

Objective 5 - To reduce the impact of flooding, field and road run-off (linked to highway section)

	Action	Sub- action	Owner	Priority	Status
2	Contact HC highways and Amey to resolve problem flooding in roads		Parish Council Cllr Kema	Immediate & On-going	Actions: Site meetings with Amey then Balfour Beatty, PC & Cllr Guthrie during 2013-14, see Parish Council updates. Each issue has a log number, and is being addressed. Flooding down service

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	Action	Sub- action	Owner	Priority	Status
					trench between Foxgloves & Creswells, worked on May 2013 and March 2014 – resolved. Flooding in the Rhea, several site visits with Balfour Beatty, Lugg Drainage Board, Cllr.Guthrie & others.
3	Communicate the location of sandbags and sand	Keep regular notices of the locations on Sutton News and Website	Parish Council	Immediate & On-going	(Actions: Added to website October 20 th 2013)
4	Improve promptness of communicating flood alerts	Add information from Herefordshire council to Website as News Alerts Investigate Shropshire Environment Agency system	Parish Council Ward Councillor Steering group	Immediate & On-going	(Actions: added to website: October 20 th 2013)

Objective 6 -To reduce the problem of dog fouling, bonfires & fly tipping

	Action	Sub-action	Owner	Priority	Status
1	Identify and target problem areas through communication including Sutton News, website	Look into improving dog fouling signage around the village Determine the need, cost and responsibility of providing dog foul bins To report a bonfire causing a disturbance contact: Herefordshire Council, Environmental Health & Trading Standards, Blueschool House PO Box 233. Hereford HR1 2ZB. 01432 261761 info@herefordshire.gov.uk	Steering group Parish Council	Short term	
2	Encourage people to report fly-tipping to Parish Council or Herefordshire Council		Steering group Parish Council	Short term	Actions: Added to website

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Objective 7 -To help people feel safe in the village

	Action	Sub-action	Owner	Priority	Status
1	Encourage the development or re-establishment of Neighbourhood Watch and Farm Watch schemes	Provide information to the community, from the West Mercia Police website. Seek further guidance and information from Police, Herefordshire Council, HALC	Parish Council Steering group	Short term	
		Create a communication link for those who expressed an interest in developing Neighbourhood or Farm Watches on their questionnaires	CLP committee Steering group	Short term	

Facilities

	Action	Sub-action	Owner	Priority	Status
2	Young Peoples facilities	Seek further interest of a Youth Club Installation of basketball hoop and promote current play area facilities Identify numbers interested in Brownies, Cubs and Scouts.	Parish Council Parish Council Steering Group	Short term Immediate Short term	
3	Transport for Accessing Healthcare Linked to Environment Section	Look at local bus services and create better awareness Investigate introduction of a local volunteer group to support residents with transport needs	Parish Council Steering Group Parish Council	Ongoing Short term	Actions: Added bus consultation to website and on noticeboards
4	Provision of Nursery	Investigate existing services in the area	Steering Group Parish Council	Medium Term	

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	Action	Sub-action	Owner	Priority	Status
		Advertise to ascertain numbers interested in attending Consider relevant location/ premises	Steering Group	Medium Term Medium Term	
5	History Club	Define number of residents interested and gather information on how Wellington and Marden run their Club	Steering group (Les Chambers)	Immediate	Actions: Sutton Environment & History Group formed. In contact with Marden & Moreton History Clubs

Highways

	Action	Sub-action	Owner	Priority	Status
1	Improve visibility at crossroads with attention to parking		Parish Council Steering Group Cllr Kema Guthrie	Ongoing	Site Meetings with Parish Council, Cllr Guthrie & Amey then Balfour Beatty in 2013 & 2014 most recent 10/2/14, see Parish Council updates. Suggestions: yellow lines at crossroads 30m in each direction, coloured tarmac, 'slow' warnings on the tarmac and flashing warning signs, a stop sign. White lines need repainting
2	Speeding though Parish	Possible reciprocal pilot scheme with another parish to monitor speeding. Continuous use of S.I.D.s in parish	Parish Council Kema Guthrie Parish Council	Short term Ongoing	Actions: SIDS booked to be used bi-annually. S&A Davies agreed to ensure all HGV drive at 20mph through whole parish (date). Other speeding issues chased by Cllr.Guthrie

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	Action	Sub-action	Owner	Priority	Status
3	Village Footpaths. Footpaths Officer to maintain Footpaths & signs	To post a quarterly report on the village website re: paths/signs, and report in Sutton News. Contact number and reporting system to be enabled so problems can be reported	Parish Council Parish Council	Immediate Immediate	Actions: Contact details for the Footpaths Officer added to website. FO provides regular reports and attends PC meetings. Reports in monthly Parish Council Minutes on the Website and summary in Sutton News
4	Improvements to pavements Lengthsman scheme – to ensure paths, verges and pavements are well maintained	Contact number on Website and Sutton News	Parish Council	Immediate	Actions: Added new pavement to priority list for future Community Infrastructure Levy monies (Section 106). Lengthsman contact details on website

Growth

	Action	Sub-action	Owner	Priority	Status
1	That the Parish Council completes a Neighbourhood Plan (NP)	- Defining the Neighbourhood - Preparing the Plan - Independent check - Community referendum Legal force	Parish Council supported by the Neighbourhood Plan steering group and Community Led Plan Group		Action: Neighborhood defined as Sutton Parish Action: Steering group formed Feb 2014, meetings and development in progress
6	The Parish Council fully supports the high Speed		Parish Council	Immediate	Action: Parish Council fully supports the high Speed Broadband project, ongoing

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	Action	Sub-action	Owner	Priority	Status
1	That the Parish Council completes a Neighbourhood Plan (NP)	- Defining the Neighbourhood - Preparing the Plan - Independent check - Community referendum Legal force	Parish Council supported by the Neighbourhood Plan steering group and Community Led Plan Group		Action: Neighborhood defined as Sutton Parish Action: Steering group formed Feb 2014, meetings and development in progress
	Broadband project		supported by the Community Led Plan Group		

Communication

	Action	Sub-action	Owner	Priority	Status
1	Ask Parishioners what Information they would like to see on an upgraded Village Website.	Notice put in Sutton News and on current website	Parish Clerk on behalf of the Parish Council	Immediate	Completed
2	Improve /upgrade the Village Website to make it easier for the Parishioners to find information	Seek presentations from possible contractors Set up a website working group	Parish Clerk on behalf of the Parish Council	Immediate	Completed
		Ensure that the upgraded Website enables all organisations within the Village can use the site	Parish Council Project Group	Immediate	Completed

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	Action	Sub-action	Owner	Priority	Status
		Parish Council to use Website to disseminate information to Parishioners	Parish Council Project Group	Short term	Action: Ongoing, review April 2014
3	Improve the visual outlook of the current notice boards	Investigate methods of improving notice boards	Parish Clerk on behalf of the Parish Council	Short term	
4	Increase the subscribers to Sutton News	Contact details of editor to be included in the final Community Led Plan report.	Parish Clerk	Immediate	Completed

Lengthsman Work Schedule

Job	Frequency	Approximate Duration of Job (each time)
Cutting back vegetation obscuring road signs	6-8 times a year or as needed	Time dependant on level of growth
Trimming overhanging hedges , trees and branches over footways	2 – 3 times a year or as needed	1 day
Spraying weeds and gutters on kerbside and footways	3 – 4 times a year or as needed	1.5 days
Strimming verges, ditches. banks	6-8 times a year or as needed	1 day
Cleaning gulley's ,drains etc	as needed	0.5 to 1 day
Road sign cleaning/inspection	Once or as needed	0.5 to 1 day
Cutting back vegetation on blind junctions	As needed	0.5 to 1 day
Essential maintenance /repairs as required by Parish Council	As needed	1 day