

Sutton St. Nicholas Parish Council

Minutes of the Ordinary Meeting of Sutton St. Nicholas Parish Council, in the Village Hall, Sutton St. Nicholas on Monday 7th January 2018 (SPC/TF/134)

Councillors Present

Cllr Ron Gow
Cllr Ann Burke
Cllr Richard Andrews
Cllr Stan Gyford
Cllr Tina Hurley
Cllr Anna Toon
Cllr Ian Nicholas

In attendance

Cllr Kema Guthrie – Ward Councillor.
Tony Ford – Parish Clerk
Mike Darley – Footpath Officer

Members of the Public –3

1. Apologies for Absence

All Councillors were present

2. Receive approve and sign the Minutes of the Ordinary Meeting of the Parish Council (no SPC/TF/133) held on Monday 3rd December 2018

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

3. Disclosable Pecuniary Interest Dispensations

Parish Council to consider dispensation to all Councillors to consider and approve budget and precept.

4. 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	√		10 & 11	Parish Resident	Disclosable Pecuniary Interest
Cllr Richard Andrews	√		10 & 11	Parish Resident	Disclosable Pecuniary Interest
Cllr Ann Burke	√		10 & 11	Parish Resident	Disclosable Pecuniary Interest
Cllr Stan Gyford	√		10 & 11	Parish Resident	Disclosable Pecuniary Interest
Cllr Tina Hurley	√		10 & 11 12	Parish Resident Area near residence	Disclosable Pecuniary Interest Disclosable Pecuniary Interest
Cllr Ian Nicholas	√		10 & 11 12	Parish Resident Area near residence	Disclosable Pecuniary Interest Disclosable Pecuniary Interest
Cllr Anna Toon	√		10 & 11	Parish Resident	Disclosable Pecuniary Interest

5. Report from Clerk on actions from the last meeting

There were 20 actions requiring completion, nine were completed, nine were in progress and two closed. (Appendix 1 refers) Noted.

6. Questions/Issues on any matter, from members of the public present.

6.1 Ward Councillors Report

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A brief verbal report was received from the Cllr Kema Guthrie (Ward Councillor).
(Appendix 2 refers)

6.2 Questions from other members of the public

There were no questions from the public.

7. Community Speed Watch

To date there were 13 parishioners who have shown an interest, with consent forms been sent and received from 12 parishioners.

8. Defibrillator

The Parish Council was informed that there was no update as nothing had been received from the solicitors.

Action Clerk to ask HALC if they can help.

9. Financial Report

9.1 Confirmation of Balances £29,281.33 (Appendix 3 Refers)

9.2 Receipts -Nil

9.3 Invoices for payments

Ref	Payee	Amount £	VAT	
1	Richard Morgan	246.25	n/a	(42&43) 11/12/18 & 16/12/18 Lengthsman Duties and grass cutting
2	HALC	120.00	20.00	(H 479) 10/12/18 Website Hosting & Domain Name November 2017 to October 2019
3	D. Stretton	280.00	n/a	(491) 05-01-19 Tree Inspection report
4	Marden Parish Council	45.05	n/a	16-12-18 Contribution to SID courier costs

The above payments were authorised for payment and cheques to be signed

10. Parish Council Budget 2019/20

The Council considered the draft budget, The Clerk highlighted that there would be no grant from Herefordshire Council for P3, work, the Parish Council was of the view that properly maintained footpaths were a good amenity and agreed to keep the relevant expenditure in the budget. It was also noted that budgeted expenditure for the Lengthsman had been increased to take account of the need to keep verges cut to park standard with the introduction of the village gates. Following further discussion The Parish Council resolved that budget for 2019/20 be approved (Appendix 4 refers)

11. Parish Council Precept 2019/20

Having considered matter The Parish Council resolved that there would be no increase and that the precept for 2019/20 would be £28,577.

Action Clerk to inform Herefordshire Council

12. Open Space Millway/Willow Rise

The Parish Council considered a request from a Parishioner for the planting of flowers/bulbs, having considered the matter it was agreed that the Clerk and the Footpaths Officer would meet with the Parishioner to agree a draft layout, being mindful that the area should still be able to allow ball games.

Action Clerk to arrange site meeting to agree draft layout

Cllr Tina Hurley and Cllr Ian Nicholas left the meeting for this agenda item.

13. Village Gates

An update had been requested from Balfour Beatty

14. Speed Indicator Device (SID)

The Parish Council was informed that the SID was not working properly and that VMS has suggested that there seems to be a conflict with the software and requested that someone visited their factory in Tyne and Wear with the unit and laptop being used, there would be no charge, however Marden parish Council estimate that they would incur costs of about £400, and wondered if Sutton Parish Council would pay half of these costs. A discussion took place and it **was resolved that the Parish Council was happy for Marden to send someone, however Sutton St. Nicholas Parish Council would only pay half the costs if on its return the SID was working for two sittings in Sutton St. Nicholas Parish. In addition the Parish Council would not under any circumstances incur any further costs to get the SID working**

Action Clerk to inform Marden Parish Council of its decision

15. Tree Inspection

The Parish Council considered the report from Stretton Tree Services, having considered the matter it was agreed that the works on Willow Rise/Millway open space would be done as soon as possible, with works in the St Nicholas Churchyard being done over a three year period, with priority 'A' work being done as soon as possible.

The Parish Council then gave consideration to the quotation received from Stretton Tree Services. The Clerk informed the Parish Council that it should be mindful that the work was specialist and a reputable firm should be used bearing in mind what was required. There was also a time element. Cllr Stan Gyford informed the Parish Council that he had quotations for tree work recently and there were costs lower and higher than Stretton Tree Services, however Stretton Tree Services turned out to be the most contactable and had done a good job, further discussion took place. Having considered the matter it was agreed that under the circumstances the following quotes would be accepted:-

- Willow Rise/Millway open space in the sum of £860
- St. Nicholas Churchyard priority 'A' in the sum of £680
- St. Nicholas Churchyard priority 'C' in the sum of £560
- St. Nicholas Churchyard priority 'D' (Inc sycamore saplings) £480

As the trees were in a Conservation Area there was a need for a planning application to be made, it was agreed that Stretton Tree Services could be asked to get the permissions required as long as it was free.

Action Clerk to liaise with Stretton Tree Services

Action Clerk to inform the Church Warden

16. Withington Group Neighbourhood Development Plan- Regulation 16

The Parish Council noted correspondence from Herefordshire Council.

17. Parish Council Summit 24-01-19

The Parish Council noted that the next summit would be on Thursday 24th January 2019, in the Shire Hall @ 6.30pm

18. Cabinet Update 19-12-18

The Parish Council noted the update.

19. HALC Information Corner 22-12-18

The Parish Council considered the Information Corner and noted that the next Annual Meeting of the Parish Council must be held on or within 14 days after the day on which

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the councillors elected take office. Because of the impact of the Bank Holiday on Monday 6th May, it was NALC's view that councillors will take office on Tuesday 7th May, which meant that the Annual Meeting of the Parish/Town Council must take place between Wednesday 8th and Thursday 23rd May.2019

Action Clerk to confirm date of Annual Meeting of the Parish Council

20. Symposium On Social Care in Herefordshire – 25-01-19

To Parish Council noted the invitation from the High Sheriff.

21. Herefordshire Community Champion Awards 2019

The Parish Council noted correspondence from Herefordshire Council.

22. Sutton News –February Edition

The Parish Council was informed that it currently pays for reporting in 10 editions, including the delivery of one edition to each household in the parish. Last year the Parish Council paid £623.00 and the current cost was pending. Having considered the matter the Parish Council delegated the matter to the Clerk finalise and agree.

23. Correspondence (Not covered by a separate agenda item and for information Only).

23.1 **Balfour Beatty** Weobley Sutton Walls & Queenswood Briefings W/c 06/12/18, 13/12/18, 20/12/18 (Noted)

23.2 **Balfour Beatty** – Road Closures December 2018. (Noted)

23.3 **Herefordshire Council** – Herefordshire Now quarterly publication. (Noted)

23.4 **Herefordshire Council**- Planning Application – Court Farm (184679) Tree Work (Noted)

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

None

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

Parish Council Monday 4th February 2019 @ 7.15pm at the Village Hall

The Parish Council resolved to go into private session due to the confidential nature of business.

26. Village Hall Utility Bills

The Clerk to draft and send a letter to the Academy.

Agenda item for the next Parish Council meeting - Management of the Village Hall

27. Alleged Tree Claim

The Parish Council noted the update.

28. Maintenance of the Community Garden

The Clerk to meet with the contractor and agree work to be done within in the budget.

29. Clerks Salary

The Clerk's Salary was authorised.

Appendix 1

Status of Actions from last meeting 03/12/18

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
01/01	05/06/17	23	Community Assets	Clerk to register the Parish Councils interest with Herefordshire Council.	Clerk	Emailed Herefordshire Council for procedure	Work in progress
01/02	02/07/18	7.2	Local Police Report	Clerk to put police information on the Website and in Sutton News.	Clerk		Work in progress
01/03	06/08/18	8	Village Hall	the Committee to put an advert in Sutton News asking for volunteers to join the committee	Village hall Committee		Work In progress
01/04	03/09/18	11	Millway/Willow Rise Open Space	Clerk to ensure an agenda item for the January 2019 meeting	Clerk	Agenda item 12	Completed
01/05	03/09/18	17	BBC Hereford and Worcester	Clerk to put a note in Sutton News	Clerk		Work In progress
01/06	03/09/18	22	Sutton Playing field	Clerk to seek costs as agreed	Clerk	.	Work In progress
01/07	01/10/18	19	Alcohol Prohibition Order	Parishioners to log incidents and sent details to the Clerk who would keep a log, which would be sent to the police	Parishioners		Closed
01/08	01/10/18	20	Wheelie Bin Stickers	Footpath Officer to put signs on telegraph poles on the main roads through the village.	Clerk	Requested a quote	Work In progress
01/09	05/11/18	7	Sutton Playing Field Youth Facilities Half-Pipe	Clerk to ask Playdale Playgrounds Ltd for a quote to include the	Clerk	Playdale has asked for more detailed information on the Trim	Work In progress

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
				links on the Trim Trail		Trail i.e. which links require repair by way of a photograph, The Clerk has asked Fran White if she can help No reply received so asked Combined play, who carried out the inspection for help	
01/10	05/11/18	17	Parish Council Elections – Thursday 2 nd May 2019	Clerk to increase the reserve to £2,000.00	Clerk	Agenda item 10	Completed
01/11	05/11/18	19	Defibrillator	Clerk to inform Councillors of the update	Clerk	Agenda item 8	Closed
01/12	05/11/18	21	Tree Inspection	The Clerk to ask that the trees on the Playing Field at Orchard Closed be inspected as well.	Clerk	Waiting for main report before asking	Work In progress
01/13	05/11/18	23	Fuel Poverty In Herefordshire	The Editor of the Sutton News was requested to put an article in the Sutton News	Editor		Work In progress
01/14	03/12/18	7	Planning Application 34 Fieldway (184023)	Clerk to inform Herefordshire Council of the Parish Council's decision	Clerk		Completed
01/15	03/12/18	8	Planning Application – Sutton	Clerk to inform Herefordshire	Clerk		Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
			Court(183859)	Council of the Parish Council's decision			
01/16	03/12/18	15	Speed Indicator Device	Clerk to inform Marden Parish Council of the Parish Council's decision	Clerk		Completed
01/17	03/12/18	17	Tree Inspection	Clerk to chase and inform the contractor of the Parish Councils decision.	Clerk		Completed
01/18	03/12/18	22	Village Hall Utility Bills	Clerk to ask HALC for the name of a recommended Solicitor	Clerk		Completed
01/19	03/12/18	23	Alleged Tree Claim	The Clerk to inform the owner of the Parish Council decision.	Clerk	Agenda item 27	Completed
01/20	03/12/18	24	Maintenance of the Community Garden	Clerk to inform Richard Morgan	Clerk	Agenda item 28	Completed

Ward Councillor's Update Report

I would like to wish everyone a very Happy New Year.

Re: Highways Matters

I've spoken to Cllr. Barry Durkin about a possible special meeting on highways - however he has advised me that unfortunately, he does not generally attend a meeting this type, the previous arrangement with Moreton on Lugg Parish Council was regarding a very long standing matter, which has now been resolved.

Haywood Lane flooding – I reported that the lane was flooded on Sunday 9th December at around 10.30 am & by 1.20 pm the road had been inspected by Balfour Beatty and the Floodgates Closed.

Re: Members Meeting with Highways England regarding the A49

I requested a Review of the section of road from Wellington Marsh through to Moreton on Lugg Village junction and Moreton Road. I alerted Highways England to the damaged and missing bollards at Moreton Business Park which need to be renewed. I reported the dim Pedestrian lights at Moreton on Lugg junction, as well. Since then one set of pedestrian lighting has stopped working – I have pressed for urgent repairs to the lighting regarding this important safety matter.

Herefordshire Council has relaunched the Public Green Spaces Community Grant scheme

All Town and Parish Councils will be sent information about the scheme and how to apply.

Nominations have opened for the Herefordshire Community Champions Awards 2019

Five categories are open to nominations for people in Herefordshire who have made a positive difference in their community.

- Community Champion
- Volunteer Champion
- Caring Champion
- Environment Champion
- Youth Champion

Find out more information at www.herefordshire.gov.uk/champions

Report by Kema Guthrie 07/01/2019

COUNCILLOR KEMA GUTHRIE

Tel: 01432 830577

Appendix 3

Bank Reconciliation as at 7/01/19

Opening 01/04/18	19,108.33
Receipts	28,644.60
	47,752.93
Expenditure	18,471.60
Balance	29,281.33

Bank balance	15/11/2018	30,894.39
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o/s cheques

1045	30.00
1111	85.00
1114	20.00
1115	108.00
1116	225.46
1117	150.00
1118	246.25
1119	120.00
1120	280.00
1121	45.05
1122	181.70
1123	121.60

1,613.06

29,281.33

29,281.33

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Appendix 4

Detail	Draft Budget 2019-20							
	Actual 2015/16	Actual 2016/17	Budget 2017/18	Actual 2017/18	Budget 2018/19	Actual to 03/12/18	estimated 2018/19	Budget 2019/20
Income								
Precept	19,635.00	19,635.00	21,077.00	21,077.00	28,577.00	28,577.00	28,577.00	28,577.00
Other -	0.00	0.00	0.00	42.83	42.83	30.23	30.23	31.00
Balance Petty Cash Paid	0.00	0.00	0.00	32.00	0.00	0.00	0.00	0.00
New Lengthman Scheme	380.00	892.00	670.00	527.50	0.00	37.37	37.37	0.00
Bursery	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
VAT recovered / estimate	718.97	3,478.74	1,350.00	0.00	360.17	0.00	1,700.00	300.00
Neighbourhood Plan Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
P3 Scheme	1,403.00	999.00	990.00	317.00	790.00	0.00	790.00	0.00
Lottery Grant	9,650.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Section 106 monies	4,934.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	36,721.73	25,004.74	24,087.00	21,996.33	29,770.00	28,644.60	31,134.60	28,908.00
							A	B
Expenditure								
Clerks Salary	4,404.09	4,418.26	4,645.00	4,439.56	4,670.00	3,481.10	4,700.00	5,000.00
Admin/Office Expenses	178.51	1,365.92	400.00	398.05	400.00	272.71	400.00	400.00
Training	150.00	30.00	120.00	60.00	130.00	0.00	0.00	130.00
Subsidy to Village Hall	0.00	0.00	500.00	0.00	0.00	2,792.00	2,792.00	0.00
Insurance	765.42	798.60	900.00	543.39	550.00	489.05	489.05	500.00
Membership Subs	906.33	510.93	501.00	507.88	530.00	0.00	530.00	550.00
Auditors	250.00	255.00	260.00	260.00	400.00	260.00	260.00	300.00
Services Repairs and Maintenance	5,671.75	510.00	1,205.00	875.97	2,514.00	1,236.00	2,514.00	2,600.00

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Detail	Actual 2015/16	Actual 2016/17	Budget 2017/18	Actual 2017/18	Budget 2018/19	Actual to 03/12/18	estimated 2018/19	Budget 2019/20
Lengthsman	711.98	990.50	870.00	1,165.00	1,000.00	245.00	900.00	2,000.00
Donations	200.00	50.00	200.00	225.00	200.00	0.00	0.00	200.00
Elections	41.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Purchase of open spaces	0.00	1,247.00	0.00	0.00	0.00	0.00	0.00	0.00
Loan repayment	8,597.74	8,597.74	8,598.00	8,597.74	8,598.00	4,298.87	8,597.74	8,597.74
Lottery Grant								
Neighbourhood Plan	2,076.66	2,926.73	0.00	0.00	0.00	0.00	0.00	0.00
Bin Collections	0.00	0.00	0.00	0.00	400.00	60.00	100.00	200.00
SIDs	150.00	750.00	1,000.00	750.00	424.00	160.93	250.00	450.00
Rent	5.00	5.00	1.00	0.00	1.00	0.00	1.00	1.00
New Website	0.00	0.00	200.00	500.00	100.00	100.00	250.00	250.00
Neighbourhood Plan	10,080.60	1,729.40	0.00	49.50	0.00	0.00	0.00	0.00
Community Garden/Playing Field/Open Space	1,213.05	1,235.60	2,110.00	2,651.60	2,400.00	1,978.60	2,400.00	2600.00
Good Neighbour Scheme		0.00	500.00	0.00	0.00	0.00	0.00	0.00
P3 Scheme	1,017.00	1,023.50	1,027.00	1,110.00	1,027.00	972.00	1,027.00	1,027.00
Vat	3,444.31	1,362.67	550.00	584.20	426.00	176.74	250.00	300.00
Consultancy- travellers Site Submission		1,559.00	0.00	0.00	0.00	0.00	0.00	0.00
Sutton News	0.00	0.00	500.00	0.00	500.00	623.00	623.00	650.00
Cash	0.00	320.00	0.00	0.00	0.00	0.00	0.00	0.00
cost of 1/2 share of SID	0.00	0.00	0.00	1,383.00	0.00	0.00	0.00	0.00
Litter pickers	0.00	0.00	0.00	27.05	0.00	0.00	0.00	0.00
Consultancy - Rural Area Site Allocation	0.00	0.00	0.00	325.00	0.00	0.00	0.00	0.00

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Detail	Actual 2015/16	Actual 2016/17	Budget 2017/18	Actual 2017/18	Budget 2018/19	Actual to 03/12/18	estimated 2018/19	Budget 2019/20	
Consultancy -Mast	0.00	0.00	0.00	870.88	0.00	0.00	0.00	0.00	
Data protection Compliance	0.00	0.00	0.00	0.00	500.00	0.00	0.00	500	
Reserves	0.00	0.00	0.00	0.00	5,000.00	331.00	331.00	2,652.26	E
Total Expenditure	39,863.44	29,685.85	24,087.00	25,323.82	29,770.00	17,477.00	26,414.79	28,908.00	
							C	D	
Cash bank for playing field				288.00					
Bank expenditure				25,035.82					
Estimated reserves									
Opening 1st April 2018			19,108.33						
Add Estimated income to 31st March 2019			31,134.60	A					
			50,242.93						
Less estimated Expenditure to 31st March 2019			26,414.79	C					
Estimated Balance at 31st March 2019			23,828.14						
Add Estimated Income 19/20			28,908.00	B					
TOTAL			52,736.14						
Less estimated Expenditure 19/20			26,255.74	D-E					
TOTAL			26,480.40	F					

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Detail	Actual 2015/16	Actual 2016/17	Budget 2017/18	Actual 2017/18	Budget 2018/19	Actual to 03/12/18	estimated 2018/19	Budget 2019/20
Specific reserves								
Election		2,000.00						
Church Yard		2,000.00						
Village Hall (6,000)		3,208.00						
Good Neighbour Scheme		500.00						
Village Gate		8,000.00						
Open Space		1,000.00						
Telephone Box/ Defibrillator		1,000.00						
TOTAL			17,708.00	G				
Estimated General Reserve as at 31/03/20			8,772.40	F-G				

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