

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 3rd December 2018 (SPC/TF/133)

Councillors Present

Cllr Ron Gow
Cllr Ann Burke
Cllr Stan Gyford
Cllr Tina Hurley
Cllr Ian Nicholas

In attendance

Tony Ford – Parish Clerk
Mike Darley – Footpath Officer

1. Apologies for Absence

Received and approved apologies for absence from Cllr Richard Andrews and Cllr Anna Toon.

2. Receive approve and sign the Minutes of the Ordinary Meeting of the Parish Council (no SPC/TF/132) held on Monday 5th November 2018

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

3. Disclosable Pecuniary Interest Dispensations

The Parish Council considered dispensations from Cllr Ron Gow, Cllr Ian Nicholas and Cllr Ann Burke regarding Agenda item 22- Village Hall Utility bills, to discuss the matter only, which would allow the Parish Council to ask questions and get replies. The Parish Council resolved that dispensation be given for discussion only which would apply to this meeting only. It was also noted that the Parish Council would not be quorate.

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	√		22	Trustee Village Hall management Committee	Disclosable Pecuniary Interest
Cllr Ann Burke	√		22	Trustee Village Hall management Committee	Disclosable Pecuniary Interest
Cllr Stan Gyford		√			
Cllr Tina Hurley		√			
Cllr Ian Nicholas	√		22	Trustee Village Hall management Committee	Disclosable Pecuniary Interest

5. Report from Clerk on actions from the last meeting

There were 22 actions requiring completion 6 were completed, 13 were in progress and 3 closed (Appendix 1 refers). Noted

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

6.1 Ward Councillors Report

Having sent her apologies there was no report from Cllr Kema Guthrie.

6.2 Local Police Report

There was no report from the local police.

6.3 Questions from other members of the public

There were no questions from the public.

7. **Planning Application 34 Fieldway, Sutton St. Nichols HR1 3BY (184023)-Proposed front porch, alterations to interior layout and window and front door positions.**

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

Action Clerk to inform Herefordshire Council of the Parish Council's decision.

8. **Planning Application Sutton Court Sutton St. Nicholas HR1 3AT (183859) - Sycamore- needs 20%crown lift & 20%side canopy reduction as it is overhanging boundary with neighbour and impacting on wall and shed.**

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

Action Clerk to inform Herefordshire Council of the Parish Council's decision.

9. **Public Space Protection Order (PSPO)**

The Parish Council was informed that

A public space protection order is made by a local authority if satisfied on reasonable grounds that two conditions are met;

- Activities carried on in a public place within the authority's area have had a detrimental effect on the quality of life of those in the locality; and
- It is likely that activities will be carried on in a public place within that area and that they will have such an effect.

The second condition is that the effect, or likely effect, of the activities is or is likely to be of a persistent or continuing nature and therefore justifies the restrictions imposed by the notice.

In order to implement a PSPO a public consultation needs to take place with evidence gathered from the local policing body and affected parties. The consultation process will run for six weeks, this process will provide the opportunity to gather views for the justification of the proposed order.

There would be no cost to the Parish Council.

The Parish Council was also reminded that it had been previously agreed that incidents would be reported to the Clerk who would keep a log and report it to the police. In view of Herefordshire Council's reply the Clerk was of the view that the bar was set so high, that it was unlikely to be reached.

10. **Defibrillator**

There was no update as nothing had been received from solicitors, the Clerk was chasing.

11. **Financial Report**

11.1 Confirmation of Balances as at 3/12/18 =£30,275.93 (Appendix 2 refers)

11.2 Receipts - none

11.3 Invoices for payments

Ref	Payee	Amount £	VAT	
1	Border Office Supplies & Systems Ltd	108.00	18.00	09/11/18 (00139805) Ink Cartridges
2	Mike Darley	20.00	n/a	30/11/18 (369) Bin Clearance

12. Herefordshire Public Greens Community Grant Scheme 2018/19

The Parish Council was informed that this grant supported Herefordshire Council's aim to dispose of non-strategic assets. This small and limited fund would support Town and Parish Councils in Herefordshire to have an opportunity to demonstrate that they have the ability to maintain and enhance a green space with the view to a long term asset transfer. The scheme supported projects that have community involvement and impact. Where a Lengthsman scheme was in place this grant would aim to provide a complementary opportunity.

Types of projects that could be supported:

- Equipment to maintain green spaces
- Appropriate protective equipment and equipment maintenance tools
- Pay for contracted services to maintain green assets

Eligible projects

Each project should:

- Take place and benefit people in Herefordshire
- Demonstrate good value for money ▪ Involve the community
- Improve or maintain public green spaces (excludes verges along the trunk roads and motorways in the county (A40/M50/A49 apart from the stretch of the A49 in Hereford from Holmer to Grafton)
- Clearly demonstrate how safety risk will be assessed and mitigated
- Clearly demonstrate how the project will be maintained and be sustainable in the future

Having considered the matter the Parish Council resolved that an application be made for additional Lengthsman duties and litter picking equipment to include:-

- Litter Pickers
- Bag holders
- Gloves

13. STP Stroke Services Review

The Briefing note was noted

14. Defibrillator

See Agenda item 10 above

15. Speed Indicator Device (SID)

The Parish Council was informed that the Parish Council had received correspondence from Marden Parish Council requesting that a contribution to the cost of sending the SID back to VMS, for them to have another look at the SID free-of-charge as was the same fault -

The Parish Council was informed that the courier price to get the SID back to VMS was £100.63 and that Marden would like a contribution from Sutton St Nicholas Parish Council in the sum of £50.31. Having considered the matter and due to the circumstances it was agreed that the Parish Council would make a contribution of £50.31 as requested by Marden Parish Council.

Action Clerk to inform Marden Parish Council of the Parish Council's decision

16. Herefordshire Library Service

The Parish Council noted that *'A procurement process is commenced for the future commissioning of museums, libraries and archives based on current standard of services*

with a further decision to be made by the cabinet member for contracts and assets on options for implementation'

In practical terms this meant the potential for an organisation other than Herefordshire Council delivering this service in the future. Under the current programme for this process, any new provider would not take on the delivery of the service until the summer of 2020.

17. Tree Inspection

The Parish Council was informed that the report had not been received. The Clerk was authorised to inform the contractor that if the report was not received in time for the next meeting to be held on 7th January 2019 the job would be deemed to be cancelled.

Action Clerk to chase and inform the contractor of the Parish Councils decision.

18. HALC Information Corner 06-11-18

The Parish Council noted the Information Corner.

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

19.1 **Balfour Beatty** Weobley Sutton Walls & Queenswood Briefings W/c 09/11/18, 16/11/18, 23/11/18 (Noted)

19.2 **Balfour Beatty** – Road Closures November /December 2018 (Noted)

19.3 **HALC-** Conference & AGM 17/11/18 (Noted)

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

- Village Gates
- Tree Inspection
- Defibrillator

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

Parish Council Monday 7th January 2019 @ 7.15pm at the Village Hall

The Parish Council resolved to go into private session due to the confidential nature of the following items

22. Village Hall Utility Bills

The Parish Council agreed to cover any legal costs for any solicitor's letters

Action Clerk to ask HALC for the name of a recommended Solicitor

23. Alleged Tree Claim

The Clerk to inform the owner of the Parish Council decision.

24. Maintenance of the Community Garden

Having considered the matter the Parish Council agreed that the rose bed be grassed over and the roses moved to other beds.

Action Clerk to inform Richard Morgan

25. Clerks Salary

The Parish Council authorised the payment of the Clerk Salary.

Status of Actions from last meeting 05/11/18

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
12/01	05/06/17	7.1	Ward Councillor Report	Cllr Guthrie to invite Balfour Beatty representative to the next or a future meeting	Cllr Guthrie		Closed
12/02	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
12/03	02/07/18	7.2	Local Police Report	Clerk to put police information on the Website and in Sutton News.	Clerk		Work in progress
12/04	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
12/05	03/09/18	9	Sutton Playing Field Youth Facilities Half- Pipe	The Group to submit for the November 2018 meeting the Tender evaluation outcome so that the Parish Council can have assurance on quality, health & safety, noise abatement and costs.	The Youth Group		Closed
12/06	03/09/18	9	Sutton Playing Field Youth Facilities Half- Pipe	The Group to submit for the November 2018 meeting an updated Action Plan and updated funding plan.	The Youth Group		Closed
12/07	03/09/18	11	Millway/Willo w Rise Open Space	Clerk to ensure an agenda item for the January 2019 meeting	Clerk		Work In progress
12/08	03/09/18	17	BBC Hereford and Worcester	Clerk to put a note in Sutton News	Clerk		Work In progress

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
12/09	03/09/18	22	Sutton Playing field	Clerk to seek costs as agreed	Clerk	.	Work In progress
12/10	01/10/18	19	Alcohol Prohibition Order	Clerk to find out the cost of seeking prohibition order	Clerk	Agenda Item 9	Completed
12/11	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		Work In progress
12/12	01/10/18	20	Wheelie Bin Stickers	Footpath Officer to put signs on telegraph poles on the main roads through the village.	Clerk		Work In progress
12/13	05/11/18	6.2	Local Police Report	Clerk to give the police contact details of the Chairman, Vice-Chairman and the Clerk in addition to the schedule of meetings	Clerk		Completed
12/14	05/11/18	7	Sutton Playing Field Youth Facilities Half- Pipe	Clerk to ask Playdale Playgrounds Ltd for a quote to include the links on the Trim Trail	Clerk	Playdale has asked for more detailed information on the Trim Trail i.e. which links require repair by way of a photograph, The Clerk has asked Fran White if she can help	Work In progress
12/15	05/11/18	7	Sutton Playing Field Youth Facilities	Clerk to contact Fran White to see if she could	Clerk		Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
			Half- Pipe	suggest any possible contractors			
12/16	05/11/18	8	Community Speed Watch	Clerk to send the relevant document to each volunteer	Clerk		Completed
12/17	05/11/18	9	Planning Application 15 Willow Rise, Sutton St. Nicholas HR1 3DH (183719).	Clerk to inform Herefordshire Council of the Parish Councils decision.	Clerk		Completed
12/18	05/11/18	10	Western Power – Power Supply Interruptions	That on behalf of the Parish Council the Clerk to thank Keith Lawton	Clerk		Completed
12/19	05/11/18	17	Parish Council Elections – Thursday 2 nd May 2019	Clerk to increase the reserve to £2,000.00			Work In progress
12/20	05/11/18	19	Defibrillator	Clerk to inform Councillors of the update			Work In progress
12/21	05/11/18	21	Tree Inspection	The Clerk to ask that the trees on the Playing Field at Orchard Closed be inspected as well.			Work In progress
12/22	05/11/18	23	Fuel Poverty In Herefordshire	The Editor of the Sutton News was requested to put an article in the Sutton News			Work In progress

Bank Reconciliation as 03/12/18

Opening 01/04/18	19,108.33
Receipts	28,644.60
	47,752.93
Expenditure	17,477.00
Balance	30,275.93

Bank balance 15/11/2018 30,894.39

o/s cheques

1045	30.00
1111	85.00
1114	20.00
1115	108.00
1116	225.46
1117	150.00

618.46

30,275.93

30,275.93