

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 1st April 2019 (SPC/TF/138)

Councillors Present

Cllr Ron Gow
Cllr Ann Burke
Cllr Richard Andrews
Cllr Stan Gyford
Cllr Tina Hurley (1-8 & 10-31)
Cllr Ian Nicholas

In attendance

Tony Ford – Parish Clerk
Mike Darley – Footpath Officer

Members of the Public –3

1. Apologies for Absence

Apologies for absence received from Cllr Anna Toon

2. Receive approve and sign the Minutes of the Ordinary Meeting of the Parish Council (no SPC/TF/137) held on Monday 4th March 2019.

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

3. Disclosable Pecuniary Interest Dispensations

There were no requests for dispensation received

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		√			
Cllr Ann Burke		√			
Cllr Richard Andrews	√		18	Land of Relative included in the Sutton St. Nicholas NDP	Non-disclosable Pecuniary Interest
Cllr Stan Gyford		√			
Cllr Tina Hurley	√		9	Property adjacent to Home address	Disclosable Pecuniary Interest
Cllr Ian Nicholas		√			

5. Report from Clerk on actions from the last meeting

There were 19 actions requiring completion 8 were completed, 10 were in progress and one 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 Ward Councillor. The Parish Council noted that Purdah applied.

6.2 Questions from other members of the public

Sutton St. Nicholas Parish Council

There were no questions from the public.

7. **Planning Application – New Grove, Sutton St. Nicholas (190702).** Proposed extension and alterations to existing bungalow, to include demolition of exiting garage and construction of replacement garage- To consider and comment.

Having considered the matter the Parish Council resolved not to make a comment

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

8. **Planning Application – Appletree Cottage, Cross Keys, (190704).** Proposed first floor extension, - to consider and comment.

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

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

9. **Planning Application – Marston House, Sutton Rhea, Sutton St. Nicholas. (191035)** Propose to fell hawthorn trees 3 and 4 and prune trees 1 and 2 to reduce crowns by 50% and reduce height from 25 foot to 18 foot. – To consider and comment.

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

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

Cllr Tina Hurley left the meeting for this item

10. **Defibrillator**

The Parish Council was informed that correspondence had been received confirmation that the telephone box had passed into its ownership. Regarding the lease with John Murray he has asked that the clause 2 relating to the allocation of a parking be removed, The Parish Council agreed to this and authorised Cllr Ron Gow to sign the revised lease, It was delegated to the Clerk to progress the matter

11. **Financial Report**

11.1 Confirmation of Balances as at 1st April 2019 £19,871.85 (Appendix 2 refers).
(Subject to receipt of bank statements)

11.2 Receipts - nil

11.3 Invoices for payments

Ref	Payee	Amount £	VAT	
1	D. Stretton	1,540.00	n/a	23/03/19 (506) tree work as per tree safety survey
2	Mike Darley	315.00	n/a	31/03/19 (370) SID deployment, bin clearance and P3 work

The above payments were authorised for payment and cheques signed

Cllr Ian Nicholas declared a non- disclosable interest in item 11.2 and did not vote on the item

12. **Budget Monitoring Report**

The Parish Council noted the budget monitoring report at as 31st march 2019 (Appendix 3 refers)

13. Asset Register

The Parish Council reviewed and approved the Asset Register (Appendix 4 refers)

14. Annual Return Time Table

The Parish Council noted the draft t Annual Return Timetable (Appendix 5 refers)

15. Community Speed Watch

The Clerk informed the Parish Council that possible dates for training had been circulated, and that it was intended that there would be two groups due to the number of volunteers

16. Village Gates

The Parish Council considered an update from Cllr Stan Gyford and approved the positions for the village gates. (Appendix 6 refers), Cllr Gyford would now update the village map, which would be forwarded to Balfour Beatty.

17. New Swings on Sutton Playing Field

The Parish Council had received a request for a replacement swing –two cradle swings and two junior swings. Currently there is a single cradle and two junior swings, which have been in situ for a substantial number of years. Although the Parish Council supported the replacement in principle it was mindful of the likely cost The Parish Council had received a quote from Playdale (installers of previous equipment) amounting to **(£4,812 – (£3,622 with a delivery and installation charge of £1,190)**. The Clerk was in the process of getting other quotes, for the Parish Council to consider. The Clerk is also looking at other funding possibilities

Action Clerk to seek other quotations

18. Neighbourhood Development Plan (NDP) Housing allocations sites

The Parish Council was informed that correspondence received from Herefordshire Council as follows. 'We are writing to you as you have a neighbourhood plan with site allocations to ascertain the potential timescales for delivery of those sites.

As you will also be aware, Herefordshire Council currently cannot demonstrate a five year housing land supply and this is having a potential impact on NDPs which have been adopted for over two years.

The Housing Delivery Test (HDT) has been introduced by the Government as a monitoring tool to demonstrate whether local areas are building enough homes to meet their housing need.

Herefordshire's delivery rate is at 74% which is below the target of 95%. Therefore we are required to produce an Action Plan to demonstrate how the delivery could be achieved. This will require any allocated sites included within the supply and delivery calculations to go further than before to demonstrate their capacity to deliver housing. Following a brief discussion it was delegated to the Clerk to complete the questionnaire

Action Clerk to complete the questionnaire

19. Speed Indicator Device

Mike Darley updated the Parish Council regarding the issues relating to the life of the current batteries. Following a brief discussion the Parish Council agreed to consider an upgrade.

Action Clerk to get cost for an upgraded battery

20. Millway/Willow Rise Open Space

The Clerk informed the Parish Council that he had received a complaint from the grass cutting contractor regarding the high amount of dog excrement not picked up by dog owners, which led to his *mower deck being covered in poo, and meant that he had to*

manually unblock and clean the side discharge, getting covered in the horrible smelling mess.

The Parish Council expressed their concern regarding the lack of consideration by some dog owners and apologised to the contractor.

The Parish Council also felt that this was an open space for children and adults of the parish to enjoy without the fear of stepping in something unpleasant and was so concerned about this that it unanimously agreed that if inconsiderate dog owners did not pick up after their dogs, the Parish Council would consider banning dogs from the open space.

The Parish Council would be putting up additional signs to encourage all dog owners to pick up after their dogs. The Parish Council thanked responsible dog owners for picking up after their dogs

21. Elections 2nd May 2019

There is no update however Councillors are reminded that the deadline for nomination papers is 4pm on Wednesday 3rd April 2019

22. Annual Meeting of the Parish Council

At the last meeting the Parish Council agreed the date to be Wednesday 8th May subject to any legal requirements ,an updated from HALC states

- Non Contested Election - Tuesday 7th May to Thursday 23rd May inclusive
- Contested Election - Thursday 9th May to Thursday 23rd May inclusive (or Tuesday 7th May if you send summons to all candidates on Wednesday 1st May to comply with the 3 day requirement))

The Parish Council Noted the update

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

23.1 **Balfour Beatty** Weobley Sutton Walls & Queenswood Briefings W/c 08/03/19, 15/03/19, 22/03/19 (Noted)

23.2 **Balfour Beatty** – Road Closures March 2019 (Noted)

23.3 **Herefordshire Council** – Election Bulletin (Noted)

23.4 **Herefordshire Council** – New Building Work –Marshfield, Ridgeway. (Noted)

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

- Defibrillator
- Community Speed Watch
- Village Gates
- Purchase of batteries for the Speed Indicator Device

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

Parish Council Wednesday 8th May 2019 @ 7.15pm at the Village Hall

The Parish Council resolved to go into private session to consider confidential matters

26. Grass Cutting Quotes

The Parish Council received an update on their query and agreed that the quote from Mike Darley be accepted.

Action Clerk to inform contractors

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27. Sutton Playing Field

The Parish Council noted the update and agreed that a local contractor be contacted regarding the specialist items.

28. Maintenance Community Garden

To consider quotations for phase 2 work. - Deferred to the next meeting.

29. Village Hall Utility Bills

The Parish Council noted the update.

30. Alleged Tree Claim

Noted the update and agreed the way forward

31. Clerks Salary

Authorise payment of the Clerk Salary-

Status of Actions from last meeting 04/03/18

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
04/01	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
0402	02/07/18	7.2	Local Police Report	Clerk to put police information on the Website and in Sutton News.	Clerk	This will be as part of the update of information in progress	Work in progress
04/03	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		Closed
04/04	03/09/18	17	BBC Hereford and Worcester	Clerk to put a note in Sutton News	Clerk		Work In progress
04/05	03/09/18	22	Sutton Playing field	Clerk to seek costs as agreed	Clerk	. Agenda Item 27	Work In progress
04/06	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
04/07	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 No reply received so asked Combined play, who carried out the inspection for	Work In progress

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
						help Agenda item 27	
04/08	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	Chased contractor	Work In progress
04/09	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
04/10	04/02/19	19	Film on Herefordshire Life	Cllr Ron Gow to put an article in Sutton News	Cllr Ron Gow		Work in progress
04/11	04/03/19	8	Community Speed Watch	Clerk to submit additional consent forms	Clerk		Completed
04/12	04/03/19	13	Waste Disposal	Clerk to inform contractor regarding the Tier 1 registration	Clerk		Completed
04/13	04/03/19	14	Fastershire/Giga clear meeting at Bodenham Village Hall on 4th February	Clerk to thank Keith Lawton on behalf of the Parish Council	Clerk		Completed
04/14	04/03/19	15	Maintenance Community Garden	Clerk to seek quotes for the required work	Clerk	Request made	Work In progress
04/15	04/03/19	16	Risk Register	Cllr Ron Gow to sign the Risk Register schedule	Cllr Ron Gow		Completed
04/16	04/03/19	19	Be a Councillor Campaign	Clerk to put the relevant information in Sutton News	Clerk		Completed
04/17	04/03/19	20	Stop the Drop Litter Campaign	Clerk to inform Parishioner	Clerk		Completed
04/18	04/03/19	22	Rubbish & Recycling Collections	Clerk to put article in Sutton News	Clerk		Completed
04/19	04/03/19	23	Annual Meeting of the Parish Council	Clerk to keep the matter under review	Clerk	Agenda item 22	Completed

Bank reconciliation as at 1st April 2019

Opening 01/04/19	22,141.18
Receipts	0.00
	22,141.18
Expenditure	2,269.33
Balance	19,871.85

Bank balance	15/03/2019	22,141.18
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os cheques

1135	1,540.00
1137	224.73
1138	149.60
1139	355.00

2,269.33

19,871.85

Sutton St. Nicholas Parish Council

Appendix 3

Budget monitoring report as 31st March 2019

	Actual 2015/16	Budget 2016/17	Actual 2016/17	Budget 2017/18	Actual 2017/18	Budget 2018/19	Actual to 31-03-19	variance	Comments
Income									
Precept	19,635.00	19,635.00	19,635.00	21,077.00	21,077.00	28,577.00	28,577.00	0.00	
Other -	0.00	0.00	0.00	0.00	42.83	42.83	30.23	-12.60	Over estimate of Wayleave amount
Balance Petty Cash									
Paid	0.00	0.00	0.00	0.00	32.00	0.00	0.00	0.00	
New Lengthman									
Scheme	380.00	1,584.00	892.00	670.00	527.50	0.00	37.37	37.37	Final payment for last year
Bursery	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
VAT recovered /									
estimate	718.97	3,100.00	3,478.74	1,350.00	0.00	360.17	0.00	-360.17	VAT Claim made waiting for confirmation of receipt
Neighbourhood Plan									
Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
P3 Scheme	1,403.00	1,078.00	999.00	990.00	317.00	790.00	670.77	-119.23	Timing difference
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	25,397.00	25,004.74	24,087.00	21,996.33	29,770.00	29,315.37	-454.63	
Expenditure									
Clerks Salary	4,404.09	4,310.00	4,418.26	4,645.00	4,439.56	4,670.00	4,536.12	133.88	over estimate
Admin/Office Expenses	178.51	450.00	1,365.92	400.00	398.05	400.00	364.96	35.04	
Training	150.00	150.00	30.00	120.00	60.00	130.00	0.00	130.00	No training attended
Subsidy to Village Hall	0.00	500.00	0.00	500.00	0.00	0.00	3,592.00	-3,592.00	This will come out of Reserves
Insurance	765.42	780.00	798.60	900.00	543.39	550.00	489.05	60.95	
Membership Subs	906.33	455.00	510.93	501.00	507.88	530.00	551.20	-21.20	
Auditors	250.00	250.00	255.00	260.00	260.00	400.00	260.00	140.00	Costs lower than anticipated
Services Repairs and									
Maintenance	5,671.75	510.00	510.00	1,205.00	875.97	2,514.00	1,807.90	706.10	number of cuts lower than anticipated
									Work done was lower than anticipated
Lengthsman	711.98	1,584.00	990.50	870.00	1,165.00	1,000.00	428.75	571.25	
Donations	200.00	200.00	50.00	200.00	225.00	200.00	0.00	200.00	No donations made
Elections	41.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

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	Actual 2015/16	Budget 2016/17	Actual 2016/17	Budget 2017/18	Actual 2017/18	Budget 2018/19	Actual to 31-03-19	variance	Comments
Purchase of open spaces	0.00	1,000.00	1,247.00	0.00	0.00	0.00	0.00	0.00	
Loan repayment	8,597.74	8,598.00	8,597.74	8,598.00	8,597.74	8,598.00	8,597.74	0.26	
Lottery Grant									
Neighbourhood Plan	2,076.66	0.00	2,926.73	0.00	0.00	0.00	0.00	0.00	
Bin Collections	0.00	0.00	0.00	0.00	0.00	400.00	60.00	340.00	Collections less than anticipated
SIDs	150.00	620.00	750.00	1,000.00	750.00	424.00	205.98	218.02	SID not in use during most of the year
Rent	5.00	6.00	5.00	1.00	0.00	1.00	0.00	1.00	
New Website	0.00	300.00	0.00	200.00	500.00	100.00	200.00	-100.00	under estimate
Neighbourhood Plan	10,080.60	1,500.00	1,729.40	0.00	49.50			0.00	
Community	1,213.05	1,720.00	1,235.60	2,110.00	2,651.60	2,400.00	2,128.60		
Garden/Playing Field/Open Space								271.40	
Good Neighbour Scheme		500.00	0.00	500.00	0.00		0.00	0.00	
P3 Scheme	1,017.00	1,078.00	1,023.50	1,027.00	1,110.00	1,027.00	902.00	125.00	Timing difference
Vat	3,444.31	646.00	1,362.67	550.00	584.20	426.00	331.44	94.56	
Consultancy- travellers		240.00	1,559.00	0.00	0.00	0.00	0.00		
Site Submission								0.00	
		0.00	0.00	500.00	0.00	500.00	1,326.78		2017/18 & 2018/19 payments in the same year
Sutton News	0.00							-826.78	
Cash	0.00	0.00	320.00	0.00	0.00	0.00	0.00	0.00	
cost of 1/2 share of SID	0.00	0.00	0.00	0.00	1,383.00	0.00	0.00	0.00	
Litter pickers	0.00	0.00	0.00	0.00	27.05	0.00	0.00	0.00	
Consultancy - Rural									
Area Site Allocation	0.00	0.00	0.00	0.00	325.00	0.00	0.00	0.00	
Consultancy -Mast	0.00	0.00	0.00	0.00	870.88	0.00	0.00	0.00	
Data protection		0.00	0.00	0.00	0.00	500.00	0.00		
Compliance	0.00							500.00	Free support from HALC
Reserves	0.00	0.00	0.00	0.00	0.00	5,000.00	500.00	4,500.00	Legal fees - telephone box
Total Expenditure	39,863.44	25,397.00	29,685.85	24,087.00	25,323.82	29,770.00	26,282.52	3,487.48	
Cash bank for playing field					288.00				
Bank expenditure					25,035.82				

Clerk's equipment

Bag and Mouse

Playground equipment

- Aerial Runway
- Jungle Climber-Congo
- Combo 6 SS/TT
- Log Walk (1x 600mm)
- Helvellyn (3 Face Ledge)
- Log Walk (2x600mm)
- Spiders Web
- Striding Stilts (4Stilts)
- Be-Bop
- CED Ltd- Yorkstone Tower
- Cushionfall
- Terram Surfacing
- Glasslok Surfacing
- Goal posts
- Steel bench
- Timber Shelter (4mx3m) £2200
- Village Hall (Community Asset)

Other

- Bench (Village Community Garden)
- Mini Gazebo (Village Community Garden)
- Bench (St Nicholas Church entrance)
- Bench (Golden Cross Junction)
- Lichgate (Willow Rise/The Rea)
- Village Hall (Community Asset)

Note Audit Commission Statement as at 31st March 2011 was £35,000.00

Timber Shelter 2,200.00

Mini Gazebo (Community Garden) 377.99

Toshiba Satellite Laptop (SN 20080681S) Bag and Mouse 495.81

Dell Laptop model PP21L (Scrapped) (350.00)

Projector 208.32

Balance as at 31/03/2015 37,932.12

Mobile Display Screens (Village Hall) 512.43

Balance as at 31/03/2016 38,444.55

Toshiba Satellite Laptop (Scrapped) (480.00)

HP Pavilion 15.6" Laptop 332.50

Sutton Playing Field (transferred from Herefordshire Council) 5.00

Open Space Millway/Willow Rise (transferred from Herefordshire Council) 5.00

Balance as at 31/03/2017 38,307.05

Half share of Speed Indicator devise 1,383.00

Two Litter Pickers 27.05

Balance as at 31/03/18 39,717.10

6 Streetmaster Pro litter pickers 113.40

6 Handy Hooper with Handles 88.50

Balance as at 31st March 2019 39,919.00**T. Ford – Parish Clerk & RFO**

Annual Return Draft Timetable

The Table below sets out the key tasks to plan a timetable to ensure that the submission of the Annual Return meet the statutory requirements.

	Key Tasks Timetable and checklist	Dates Planned	Comments
1	Ensure you have arranged for an independent internal Audit and for the person carrying out it out to complete the Annual Internal Audit Report on the Annual Return	4 th February 2019	This must be done before anything else.
2	Arrange a meeting of the full Council after 31 st March 2019 but before the first 10 working days in July 2019 (see 5 below)	See 5 below	
3	Compile accounts as at 31 st March 2019 and supporting working papers, complete Section 1 (Annual Governance Statement) and Section 2 (Accounting Statements) of the Annual Returns.	26 th April 2019	
4	Certify the Accounting Statements	See 5 below	
5	Hold a meeting of the full Council to consider, approve and sign the Annual Governance Statement and the Accounting Statements, the Annual Governance Statement must be approved before the Accounting Statements but they can be done at the same meeting as long as the order is clear in the minutes	Latest 28 th June 2019	
6	Set the period for the exercise of public rights and complete the necessary documentation, inform the external auditor of the date of commencement	Latest between Monday 1 st July and Friday 9 th August 2019	
7	Publish on Website the approved and signed Annual Governance Statement and Accounting Statements along with the notice for the exercise of public rights and the Declaration of the status of the accounts.	Latest Friday 28 th June 2019	
8	Submit to the external auditor the approved and signed Annual Return and other supporting information	Latest Friday 28 th June 2019	
9	Respond to any queries or request for information from the external auditors	As required	
10	On completion of the Limited Assurance review, publish the certified Annual Return and notice of conclusion documents for the exercise of public rights	By 30 th September 2019	

Village Gate positions

Village gateway - positions

Comments

Entrance to village (from)	Side	Width of gate - m	Min. distance to carriageway edge - m	Position	Signs 1.1m x 0.4m
East	South	1.2	0.6	At start of red backing to roundel	Sutton St Nicholas
	North	Single post	0.45	At start of red backing to roundel	
West	South	0.55	0.45	At start of red backing to roundel	Insufficient width for sign
	North	Single post	0.45	At start of red backing to roundel	
South	East	1.7	0.45	At start of red backing to roundel	Sutton St Nicholas
	West	1.2	0.45	At start of red backing to roundel	
North	East	1.2	0.45	At start of red backing to roundel	Sutton St Nicholas
	West	0.45	0.45	At start of red backing to roundel	