

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 2nd September 2019 (SPC/TF/150)

Councillors Present

Cllr Ron Gow
Cllr Richard Andrews
Cllr Stan Gyford
Cllr Sharron Haworth
Cllr Ian Nicholas

In attendance

Tony Ford – Parish Clerk

Members of the Public – 6

1. Apologies for Absence

The Parish Council considered and approved apologies for absence for Cllr Tina Hurley.

2. Receive approve and sign the Minutes of the Parish Council Meeting (no SPC/TF/148) held on Monday 5th August 2019.

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

3. Receive, approve and sign the confidential minutes of the Parish Council Meeting (no SPC/TF/149) held on Monday 5th August 2019

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

4. Disclosable Pecuniary Interest Dispensations

There were no requests for dispensation received.

5. 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 Richard Andrews		√			
Cllr Ann Burke		√			
Cllr Stan Gyford		√			
Cllr Sharron Haworth		√			
Cllr Ian Nicholas		√			

6. Report from Clerk on actions from the last meeting

There were 14 actions requiring completion four were completed, eight were in progress (Appendix 1 refers).Noted

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

7.1 Ward Councillors Report

Although Cllr Kema Guthrie (Ward Councillor) had sent her apologies and there was no Ward Councillor Report, in her absence Cllr Stan Gyford gave a summary of correspondence exchanged between him and Cllr Kema Guthrie regarding the matter of surface dressing on The Rhea.

7.2 Questions from other members of the public

- A Parishioner raised a query regarding who was responsible for cutting back the hedge on the footpath ST 6 and was informed that it was the landowner's responsibility to do so.
- A query was raised regarding the sign 'pickup dog poo' in Sutton Playing Field, bearing in mind it was an enclosed area, and no dogs were allowed. The Clerk informed the Parish Council that there is one outside and if there is one inside, it should not be there as the contractor had signs 'no dogs allowed' The Clerk will speak to Mike Darley.
- The landowner for the proposed development on 'Land at the Lane' informed the Parish Council that the public exhibition was a success, with valuable feedback received. He thanked Ann Burke and her colleague from the Women's Institute for doing the teas and coffees. (A query was raised as to why section 106 monies was being earmarked for the Sutton Academy which was funded direct by central government.

Action Clerk to raise the matter Bell Homes and Herefordshire Council

8. Defibrillator

- Prior to considering the Managed Option Agreement, the Parish Council was informed that the financial fall-back position if Heartbeat Community Trust ceased to trade, the equipment would transfer to the Parish Council (Point 6 T & C) and it would then need to be added to any insurances or insurances found to cover the equipment under our care.
- It was likely that the paint would arrive before the equipment, however as this relies on local paint sponsors the time-frame could vary.
- After the initial 4 year period there would be no costs to the Parish Council to continue the managed agreement, as it was not a lease. The cost would only be that of consumables which would need to be considered whichever way the equipment was purchased.
- Community Heartbeat Trust keeps a register as part of their governance system for defibrillators in kiosks, which are housed as Community Heartbeat Trusts projects and they provide this list to BT to update their electricity codes.

Having considered the update Cllr Ron Gow (Chairman) was authorised to sign the completed Project Assistance Request Form Managed Solution, the completed Managed Solution Agreement and the completed Simplified CPad Hosting Agreement on behalf of the Parish Council.

Action Clerk to send documents to Community Heartbeat Trust.

9. Community Speed Watch

Cllr Sharron Haworth informed the Parish Council that the Speed Watch Programme continued during the summer, with varying sessions across the village, with some speeds exceeding 55mph. The worst location seemed to be vehicles travelling through the village to and from the Marden direction (Appendix 2 refers). Cllr Sharron Haworth was asked if she was aware of anyone being visited and confirmed that visits had been made, however this was restricted information. One of the Speed Watch volunteers informed the Parish Council that he was willing to be a witness in court with regards to the driver doing 63mph.

Cllr Richard Andrews highlighted that in the past the police had not caught anyone, yet the current data shows that speeding is an issue.

Cllr Sharron Haworth also informed the Parish Council that the rush hour was the key time for excess speeding incidents, in addition it would be beneficial if more sessions could be carried out. There was a training session for six more volunteers on 6th September 2019. On behalf of the Parish Council Cllr Ron Gow thanked Cllr Sharron Haworth and all the volunteers.

Following the meeting Appendix 2 was summarised as follows

Summary Speed Watch Outcomes 18th June 2019 to 16th August 2019

	Speed Range 36- 40mph	Speed Range 41 -46mph	Speed Range 46- 50mph	Speed Range 51 -56mph	Speed Range 56 -60mph	Speed over 60mph
Number of Vehicles	187	47	7	7	0	1

Action Clerk to book Cllr Sharron Haworth on the HALC Highways Patrol Training session

10. Traffic Regulation Order

Having considered the matter the Parish Council approved the Statement of reason Form and authorised the Chairman to sign the Assessment Request Form and the Application form

Action Clerk to send forms to Balfour Beatty.

11. Financial Report

11.1 Confirmation of Balances £ 23,602.63 (Appendix 3 refers)

11.2 Receipts - Nil

11.3 Invoices for payments

Ref	Payee	Amount £	VAT	
1	Eyelid Productions	100.00	n/a	27/08/19 (2182) – Annual Website Support.
2	Border Office Supplies & Systems	193.15	32.19	09/08/19 (00156573) Stationery
3	Richard Morgan	529.87	n/a	14/08/19 (77) Painting Highways furniture, repairs to Village Hall Community Garden gate.02/09/19 (82) Lenghtsman duties
4	Mike Darley	760.00	n/a	30/08/19 (391) DID, Grass Cutting, P3 work, Bins, playing Field
5	Mrs. F White	58.60	n/a	08/08/19 (00289) Annual Playground Inspection.

Resolved to authorise for payment and cheques signed

12. Sutton Playing Ground

The parish Council consider and approved the inspection checklist. (Appendix 4 refers)

Action Clerk to draw up a rota for weekly inspections

13. Sutton Playing Field

The Parish Council was informed that there was still a Play Bark shortage, from the works schedule, there are a few bits left to do, which should be completed by the end of September subject to the contractors injury improving. Cllr Stan Gyford informed the Parish Council, that Queenswood Country Park would be able to supply ordinary bark, he would check to see if this was suitable for play areas and report back to the Parish Council.

Action Cllr Stan Gyford to report back on the matter of the bark

14. Sutton Playing Field

The Parish Council was informed that The Annual Inspection Report had been received and that it was being cross checked against the previous report and work being carried out, however the Clerk highlighted the following

Aerial Runway (Playdale)

- The buffer is damaged
- The line wire is slack
- The Cable needs inspecting (recommends inspection at least every 2 years)
- Remove all rough edges on timber.

Trim Trail (Playdale)

- Evidence of rot – repair or replace timbers
- Reinstate eroded areas

Swing

- The use of three seats in one bay is not recommended
- There are excess chain tails on this item- remove excess chain tails
- The bushes are showing signs of wear.
- The chain opening are in excess of the maximum of 8.6 recommended by BS EN1176
- There is some chain wear
- An impact absorbing surface is recommended
- The tree canopy is less than 2.0m away.

Climbing frame (Playdale)

- There are falls in excess of 600mm between adjacent components on the structure.
- The connecting links are in excess of 8.6 and less than 12mm and fail the requirements of BSEN 1176.

The Clerk reminded the Parish Council that the recommended Local Contractor previously sent the report had not replied, the Parish Council was informed that he was currently injured.

Due to the specialist nature the Clerk was authorised to get quotes from Playdale and the contractor used by Queenswood Country Park for work on the Aerial Runway, Trim Trail, and Climbing Frame

Action Clerk to get quotes for work on the authorised.

15. Dog Poop Bag Dispenser

The Parish Council was informed that from research only Glasdon Ltd had anything substantial however it worked out for Retriever City Sack Dispenser – Black at £61.04, and the Extended Base post fixing kit at £51.57 each. Totalling £450.44 plus VAT. (£112.61 x 4)

In view of the cost the Parish Council did not feel that such a purchase could be justified, and deferred the matter on the understanding that if Parishioners had a viable option the Parish Council would consider it.

16. Armed Forces Veteran Survey

The Parish Council was informed that correspondence had been received from Herefordshire's Armed Forces Covenant Partnership (Appendix 5 refers) asking the Parish Council to promote the survey to veterans in the parish, so that their views were heard, having considered the matter the Parish Council agreed to the request.

Action Clerk to put the required information in Sutton News

17. SSAFA- The Armed Forces Charity

The Parish Council considered correspondence received and agreed to defer to the matter to the January 2020 meeting.

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Action- Clerk to ensure an agenda item for the January 2020 meeting.

18. Nomination to HALCs Executive Committee

The Parish Council considered the matter and agreed not to nominate a Councillor

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

19.1 **Balfour Beatty** Weobley Sutton Walls & Queenswood Briefings W/C 08/08/19, 15/08/19, 23/08/19. (Noted)

19.2 **Balfour Beatty** – Road Closures August/ September 2019. (Noted)

19.3 **Herefordshire Council** – Invite to Parish Council Summit 20/09/19. (Noted)

19.4 **Herefordshire Council** – Update on Hereford Transport Package & South Wye Transport Package. (Noted)

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

- Village Gateway
- Speed Watch Update
- Sutton Playing Field quotes for specialist maintenance.
- Section 106 monies- possible payment to the Academy.
- Sutton Playing Field – Purchase of Bark

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

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

The Parish Council resolved to go into private session to consider matters of a confidential nature.

22. Alleged Tree Claim

The Parish Council noted the update,

23. Clerks Salary

The Parish Council authorised payment of the Clerks Salary

Appendix 1

Status of Actions from last meeting 05/08/19

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
09/01	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
09/02	03/09/18	17	BBC Hereford and Worcester	Clerk to put a note in Sutton News	Clerk		Work In progress
09/03	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	Agenda item 14	Work In progress
09/04	05/11/18	21	Tree Inspection	The Clerk to ask that the	Clerk	Wrong time of the year	Work In progress

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
				trees on the Playing Field at Orchard Closed be inspected as well.			
09/05	03/06/19	19	Community Asset	Clerk to make the request to Herefordshire Council			Work In progress
09/06	01/07/19	14	Lengthsman work in the Parish	Clerk and Cllr Stan Gyford to meet and draw up draft plan			Work in progress
09/07	01/07/19	15	Sutton Playing Field	The Clerk to liaise with the group of parents as requested.	Clerk	Email sent waiting for reply	Work in progress
09/08	01/07/19	16	Poo Bags	Clerk to purchase four Dog Poo Bag Dispensers	Clerk	Agenda Item 15	Work in progress
09/09	05/08/19	9	Defibrillator	Clerk to progress the matter as agreed	Clerk	Agenda item 8	Completed
09/10	05/08/19	9	Defibrillator	Clerk to liaise with Les Chambers regarding the £2,000 donation.	Clerk		Completed
09/11	05/08/19	10	Community Speed Watch	Cllr Sharron Haworth to do an article for Sutton News	Cllr Sharron Haworth		Completed
09/12	05/08/19	11	Traffic Regulation Order	Clerk to send petition to Herefordshire Council	Clerk	Agenda item10	Work in progress
09/13	05/08/19	15	Risk Register	Cllr Ron Gow to sign the Risk Register schedule.	Ron Gow		Completed
09/14	05/08/19	17	Sutton Playing Field	Clerk to arrange for the hedge to be reduced in size to 4 feet	Clerk		Work in progress

Summary Speed Watch Outcomes 18th June 2019 to 16th August 2019

Location	Date	Time	Direction going to	Speed Range 36-40mph	Speed Range 41-46mph	Speed Range 46-50mph	Speed range 51 - 56mph	Speed Range 56-60mph	Speed Over 60mph
St Ethelbert	21-Jun	3-4pm	Bodenham	.	2				
St Ethelbert	21-Jun	5-6pm	Bodenham	3					
St Ethelbert	19-Jun	7.30-9am	Unknown	3	1				
Woodville	18-Jun	7.30-9am	Bodenham	5	1				
Woodville	27-Jun	7.30-9am	Bodenham	1					
School	28-Jun	6.30-7.30am	Hereford	7	2	2			
Rathays	28-Jun	7.30-7.00am	Sutton	20	3				
Woodville	20-Jun	3-4pm	Unknown	3					
School	01-Jul	6.30 to 7.30am	Hereford	4	1				
Rathays	01-Jul	7.30 to 9am	Sutton	15	2				
Rathays	04-Jul	5-6pm	Unknown	17	4				
Ridgeway	05-Jul	7.30-9am	Unknown	6					
School	08-Jul	5-7am	Unknown	6	6	1	2		
Rathays	10-Jul	7.30-9am	Sutton	10	4	2			
Rathays	10-Jul	7.30-9am	Marden		1				
School	11-Jul	4.30-6pm	Unknown	8	2				
Rathays	15-Jul	4.30-6pm	Unknown	9	2	1	1		
Ridgeway	16-Jul	4.30 -6pm	Unknown	5	1				
School	17-Jul	4-5.30pm	Unknown	8	1				
Woodville	25-Jul	7.25-9am	Hereford	2	1		1		
Woodville	26-Jul	7.25-9am	Bodenham	1					

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Location	Date	Time	Direction going to	Speed Range 36- 40mph	Speed Range 41- 46mph	Speed Range 46- 50mph	Speed range 51 - 56mph	Speed Range 56- 60mph	Speed Over 60mph
School	26-Jul	4.30-6pm	Unknown	9			1		
School	31-Jul	4.30-6pm	Unknown	6	3		1		
Ridgeway	01-Aug	4.30-6pm	Unknown	4	1				
Rathays	02-Aug	4.30-6pm	Unknown	9	2				
Rathays	06-Aug	4.30-6pm	Sutton	6	2				
Rathays	06-Aug	4.30-6pm	Marden	3					
Ridgeway	07-Aug	6-8am	Sutton	2	1		1		
Ridgeway	07-Aug	6-8am	Withington	3					1
School	08-Aug	4.30-6pm	Unknown	6					
School	15-Aug	7-8pm	Hereford	3	4				
School	16-Aug	7-8pm	Bodenham	3		1			
TOTAL				187	47	7	7	0	1

Bank reconciliation as 02/09/19

Opening 01/04/19	24,018.77
Receipts	14,579.20
	39,597.97
Expenditure	14,995.34
Balance	23,602.63

Bank balance 15/08/2019 26,366.40

os cheques

1155	197.50	
1156	428.60	
1158	79.20	
1159	100.00	
1160	193.15	
1161	529.87	
1162	760.00	
1163	58.60	
1164	333.65	
1165	83.20	2,763.77

23,602.63

**SUTTON ST NICHOLAS PARISH COUNCIL
PLAYGROUND INSPECTION RECORD
Weekly**

Inspected by:

Date:

ITEM	PASS √	ACTION REQUIRED	DATE COMP
ARIAL RUNWAY (Playdale)			
Posts, cable, seat			
Safety Surface			
CHAIR CAROUSEL			
Bearings, seats, frame			
Safety Surface			
ROCK TOWER (CED Stone Ltd)			
Safety Surface			
Safety Surface			
METAL CLIMB FRAME			
Welds, ground fixings			
Safety Surface			
JUNGLE CLIMBER (Playdale)			
Poles, nets, bolts			
Safety Surface			
MULTIPLAY TOWER (Playdale)			
Posts, platforms, bolts			
Safety Surface			
ELEPHANT ROCKER			
Body, spring, ground fix			
Safety Surface			
4 SEAT SPRINGER			
Top, spring, ground fix			
Safety Surface			
SEESAW			
Frame, seats, mechanism			
Safety Surface			

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ITEM	PASS √	ACTION REQUIRED	DATE COMP
SHELTER			
Frame, base, nails			
EMBANKMENT SLIDE			
Steps, edges, banking			
Safety Surface			
SWINGS 1 X 3 SEATS			
Chains, bushes, seats			
ADVENTURE TRAIL			
Posts, chains, bolts			
BOULDERS (CED Stone Ltd)			
Surface			
TUNNEL			
Interior, exterior			
GOAL POSTS			
Joints, ground fix, nets			
SEAT			
Frame, slats, bolts			
TIMBER BRIDGE			
Timber condition			
X FRAME BENCH			
Timber condition			
LITTER BIN			
Secure, condition			
ENTRANCE GATES & SIGNAGE			
General condition			
FENCING			
General condition			
STONE WALL			
General condition			

Signed

Armed Forces Veteran Survey

Dear Parish Clerk,

If you have any opportunity to promote the survey below to veterans in your parish, so their views are heard, it would be appreciated.

With kind regards and thanks

Philippa

Herefordshire's Armed Forces Covenant Partnership is committed to improve the support available for Armed Forces veterans in Herefordshire. By completing this survey, you'll be helping to make sure that they work more effectively to ensure the right support and services are available, in the right places at the right time. They are keen to hear from Herefordshire Armed Forces veterans who have served one day or more at any time in the past and in any occupation in the Royal Navy, Army, or Royal Air Force (including Reservists and National Service personnel).

- The survey will take no more than 20 minutes to complete
- It will ask about your time in the Armed Forces and civilian life after leaving
- They are interested in any challenges you may have faced or are currently facing
- They need to hear from as many people as possible so please spread the word – your voice matters
- If you are unable to complete the survey yourself, you are welcome to ask a relative, friend, or colleague to complete it on your behalf
- The closing date for replies is 7 October 2019
- Please follow the link below which will take you to the online survey – <https://surveys.herefordshire.gov.uk/armed-forces-veterans/>

Kate La Barre

Armed Forces Covenant Partnership Officer