

Sutton St. Nicholas Parish Council

Minutes of the Ordinary Meeting of Sutton St. Nicholas Parish Council, held in the Village Hall, Sutton St. Nicholas on Monday 2nd December 2019 (SPC/TF/157)

Councillors Present

Cllr Richard Andrews
Cllr Ann Burke
Cllr Stan Gyford
Cllr Sharron Haworth
Cllr Ian Nicholas

In attendance

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

Members of the Public - 7

1. Apologies for Absence

The Parish Council considered and approved apologies for absence for Cllr Ron Gow. In his absence Cllr Stan Gyford –Vice-Chairman took the Chair.

2. Receive approve and sign the Minutes of the Parish Council Meeting (no SPC/TF/155) held on Monday 4th November 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/156) held on Monday 4th November 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

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 Richard Andrews		√			
Cllr Ann Burke	√		10.3.5	Trustee Sutton St Nicholas Village Hall Charity	Disclosable Pecuniary Interest
Cllr Stan Gyford		√			
Cllr Sharron Haworth		√			
Cllr Ian Nicholas	√		10.3.5	Trustee Sutton St Nicholas Village Hall Charity	Disclosable Pecuniary Interest

6. Report from Clerk on actions from the last meeting

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

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

7.1 Ward Councillors Report

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

Action – Purchase Hessian Bags to be an agenda item for the next Parish Council meeting.

7.2 Questions from other members of the public

The Parish Council received the following questions from the public.

- Regarding the kissing gate leading to the footpath beside St. Nicholas Church, concerned that the spikes on the gate could be dangerous as kids have been seen to climb on the gate. The Parish Council to remove the spikes

Action- Clerk to arrange to have the spikes removed.

- Issue regarding Gigaclear no having the proper signage up,
- The bus stop by the Golden Cross was suspended and there was no signs directing bus users to the temporary locations.
- There was no contact number on signage.
- The randomness of the work being carried out was raised.

Action – Cllr Kema Guthrie to request contact number from the Locality Steward

8. Defibrillator

The Parish Council was informed and noted that work on repairing and painting the Telephone box was in progress, and that the Parish Council was waiting for confirmation of delivery and installation.

9. Community Speed Watch

Cllr Sharron Haworth informed the Parish Council that from the end of June 2019 to Friday 29th November 2019 there had been some 78 volunteer hours, there was 673 vehicles doing more than 35 miles per hour.

Cllr Sharron Haworth also raised a concern that there was no support from Herefordshire Council or the Safer Road Partnership - Community Speed Watch Team, with calls being made to their office, with no reply.

It was clear that some divers had changed their behaviour and It was now down to the harden speeders, with constant intimidation of volunteers by drivers.

No one was aware of official police visits made to regular speeders.

The Parish Council agreed that there was now a strong need for some sort of enforcement by the police.it was agreed that the Clerk would write to the Police and Crime Commissioner, highlighting concerns and demanding action.

Action Cllr Sharron Haworth to send to the Clerk all the statistics.

Action Clerk to write to the Police and Crime Commissioner

Action Clerk to purchase permanent Speed Watch signs (similar to those in Ashperton)

10. Financial Report

- 10.1 Confirmation of Balances £ 32,186.68 (Appendix 3 refers)
- 10.2 Receipts – None
- 10.3 Invoices for payments

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Ref	Payee	Amount £	VAT	
1	HALC	16.51	2.75	11/11/19 (H771) photocopying
2	Mike Darley	210.00	N/a	30/11/19 (401) Grass cutting, new signs, bin clearance
3	Richard Morgan	TBC		
4	Radbournes	588.00	98.00	25/09/19 (230245) 4 Bags Play Bark.31/10/19 (230479) 2 bags Play Bark
5	Sutton St Nicholas Village Hall Charity	1,711.20	N/a	Donation for the cost of the new Pressurisation Unit for the Village Hall

Approved for payment and cheques to be signed

Cllr Ann Burke and Cllr Ian Nicholas left the meeting for agenda item 10.3.5

11. Budget Monitoring Report

The Clerk explained the negative variance and indicated that it was likely that total expenditure would be within budget, the clerk also highlighted the overspend on Footpaths and indicated that for future years all tree clearance works should be reported to Hereford Council due to the cost. The Parish Council noted Budget Monitoring Report as at 7th October 2019 (Appendix 4 refers)

12. Budget 2020/21

Having introduced the figures for Pre-budget consideration the Clerk reminded the Parish Council that previously the precept was raised to help fund the gateway scheme and in view of balances and section106 monies likely to be received from the two big developments in the parish it was likely that there would not be a need to increase the precept again. A brief discussion took place and it was agreed that the precept, and that the budget for 2020/21 would be considered and approved at the next Parish Council meeting.

Action – Final 2020/21 Budget to be an agenda item at the next Parish Council meeting.

13. Sutton Primary Academy

To Parish Council considered the consultation correspondence relating to Sutton Primary Academy expansion (Appendix 5 refers)

The Parish Council was reminded that one of the Planning Application requirements for the new mobile classroom was as follows:-

Prior to the first occupation of the development hereby approved, a Travel Plan which contains measures to promote alternative sustainable means of transport for staff, pupils and visitors with respect to the development hereby permitted shall be submitted to and be approved in writing by the Local Planning Authority. The Travel Plan shall be implemented, in accordance with the approved details, on the first occupation of the development. A detailed written record shall be kept of the measures undertaken to promote sustainable transport initiatives and a review of the Travel Plan shall be undertaken annually. All relevant documentation shall be made available for inspection by the local planning authority within 21 days, upon reasonable request.

Having discussed the matter the Parish Council was mindful that it had objected to the planning application due to the impact of the extra volume of vehicles, the Clerk was asked to raise the following points ;-

- There was a need for a breakdown of how many of the current 189 pupils lived in the village.
- At full capacity, what is the likely number of pupils from the village.

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- Where the travel plan as is required by the latest planning permission.
- How will the travel plan be monitored and enforced
- What mitigation action will be taken to reduce vehicle usage
- Is the new mobile class occupied and if not when will it be.

Action Clerk to forward the Parish Council comments

14. Footpath Posts

The Parish Council was reminded that this was delegated to the Clerk however due to the difference in price it had be brought back for consideration.

- At Hillcard Ltd in Bodenham there was 2 grades of sleeper as follows;
Grade A1 @ £23.00 + VAT each = £55.20 for 2 or
Grade A2 @ £20.00 + VAT each = £50.00 for 2
Not much difference specification with A2 grade being more warped and with a few more splits than the A1 grade.
- 2 Galvanised posts was £200.00 plus VAT each

Mike Darley informed the Parish Council that the original posts had not lasted as long as suggested by Balfour Beatty, and therefore they should be asked for replacements. Having considered the matter the Parish Council agree that Mike Darley would seek free replacements from Balfour Beatty, and if they were not available that two Grade A1 Sleepers would be purchased from Hillcard Ltd.

Action- Footpath Officer to liaise with Balfour Beatty

15. Sutton Walls Conservation Group

The Parish Council considered a request for a donation of £132 to cover the cost of hiring a brush/tree chipper for a day. The Parish Council was made aware that there was a sum of £200 in the donation budget and that the Parish Council would be match funding the donation made by Marden. Having considered the matter the Parish Council agreed to a donation of £132 being made to the Sutton Walls Conservation Group.

Action Clerk to inform the Sutton Walls Conservation Group of the Parish Councils decision.

16. Parish Council Summit 20/09/19

The Parish Council noted the summary of workshop discussions received from Herefordshire Council.

Action Clerk to put a copy on the Parish Council Website

17. Accounts and Audit Regulations

The Parish Council considered the Requirements of the Accounts and Audit Regulations – March 2019, and noted that the Parish Councils Risk Register was aligned to the Annual Governance Statement. As part of its considerations the checklist (Appendix 6 refers) was completed.

18. HALC

The Parish Council noted the latest HALC Training Schedule.

Action Clerk to rebook Cllr Sharron Haworth on the Highway Patrol Course to be held on 6th February 2020.

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

19.1 **Balfour Beatty** Weobley Sutton Walls & Queenswood Briefings W/C 01/11/19, 08/11/19, 15/11/19 & 22/11/19. (Noted)

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19.2 **Balfour Beatty** – Road Closures November 2019. (Noted)

19.3 **Herefordshire Council** – Budget 2020/21 & Corporate Plan Consultation. (Noted)

19.4 **Balfour Beatty** – Parish Briefing Invitation. (Noted)

19.5 **HALC** – HALC Conference and AGM. (Noted)

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

- Purchase of Hessian bags
- Councillors to notify the Clerk.

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

Parish Council Monday 6th January 2020 @ 7.15pm at the Village Hall

The Parish Council resolved to go in to private session

22. Clerks Salary

The Parish Council authorised payment of the Clerks Salary

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Appendix 1

Status of Actions from last meeting 04/11/19

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
12/1	01/07/19	14	Lengthsman work in the Parish	Clerk and Cllr Stan Gyford to meet and draw up draft plan			Work in progress
12/2	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
12/3	05/08/19	17	Sutton Playing Field	Clerk to arrange for the hedge to be reduced in size to 4 feet	Clerk	Waiting for quote	Work in progress
12/4	07/10/19	14	Sutton Playing Field -Bark	Clerk to order as agreed	Clerk	Contractor liaising with Queenswood Country Park	Work in progress
12/5	07/10/19	19	Sutton Playing Field – Special maintenance	Cllr Gyford to be asked to look at the links	Clerk		Work in progress
12/6	07/10/19	22	Tree Planting 30 th November 2019	Clerk to take action as required.	Clerk		Work in progress
12/7	04/11/19	16	Review Bank Mandate	Clerk to draft letter which would be signed by two signatories	Clerk		Completed
12/8	04.11.19	18	St. Nicholas Churchyard Wall	The Clerk to get quotes for the cutting back of the vegetation.	Clerk	Agenda item for 6 th January 2020	Completed
12/9	04.11.19	19	Joint use of Speed Indicator Device	Clerk to inform Marden Parish Council of the decision.	Clerk		Completed
12/10	04.11.19	20	Parish Council Noticeboard	Clerk to look for design/costs and report back	Clerk		Work In progress
12/11	04.11.19	21	Village Hall – New Pressurisation Unit	Clerk to agree the way forward.	Clerk	Waiting for additional quotation	Work in progress
12/12	04.11.19	22	Footpath Officers Report	The Footpath Officer to seek costs	Footpath Officer	Agenda Item 14	Completed
12/13	04.11.19	22	Footpaths	The Clerk to	Clerk	Agenda Item	Work in

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
			Officers Report	Action		14	progress
12/14	04.11.19	29	Village Hall Budget	The Village Hall Management Committee would now have an advertisement in Sutton News advertising the facilities of the hall.	The Village Hall Management Committee		Work In Progress

Ward Councillor's Update ReportRe: Reminder - Budget 2020/21 and Corporate Plan Consultation: 7th November to 4th December 2019

The closing date for the proposed budget consultation is 4 December 2019 – If you haven't already done so please make your comments.

To view and complete the online survey, visit www.herefordshire.gov.uk/ambition

Re: Highways MattersThe Rhea Lane – Resurfacing Update

Officer response as follows:

"In regards to the resurfacing of the Rhea, the additional investment in the highway network looked at different treatments for different locations and conditions. The choice in this location was to undertake a 2 part treatment, a layer of binder course followed by surface dressing (SD). There was a time delay between the 2 treatments, this was to allow the surface to weather which would give a better surface to treat. SD requires a binder layer, this could be compromised if laid on a fresh bitumen based layer, excessive bitumen will compromise the SD with a potential to fail with the bitumen 'bleeding' through the surface. This could be designed out but to achieve the best result a time delay in the operation is programmed in, there is some flexibility in timing between the 2 treatments, between 3 and 5 years is the norm.

The treatment was 2 part, the binder course adds the strength and regulates the surface condition and profile. The surface dressing is to seal and to add texture to the surface. Not treating the site with the surface dressing would shorten the life of the site with accelerated deterioration which would require further intervention.

The combination of the 2 treatments provides a good surface for the location and value for money by adding strength and a good surface, this will have further interventions during its life to extend the whole life of the investment."

Recent Flooding & associated problems - Sandbags issue for isolated households

I will raise this matter of concern with Council Officers, stressing the need for some support (e.g. issue of sandbags) for isolated households accordingly.

Free parking for Christmas events and late night shopping

The council car parks in Hereford city centre, on street pay & display and the Old Market car park will be free for shoppers after 4pm for late night Christmas shopping on **4th, 11th and 18th December**. There will be a range of shops open late including Maylord shopping centre, the Old Market, High Town and the surrounding area. These concessions do not apply to Friars Street car park or any private car parks in the city centre, except the Old Market.

Search for seasonal events across the county at www.herefordshire.gov.uk/events

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SEASONS GREETINGS

“HAPPY Christmas and BEST WISHES FOR THE New Year”

With Kind Regards

Kema

Report by Kema Guthrie 02/12/2019

COUNCILLOR KEMA GUTHRIE

Tel: 01432 830577

Email: kguthrie@herefordshire.gov.uk

Bank Reconciliation as at 2nd December 2019

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Opening 01/04/19	24,018.77
Receipts	31,557.93
	55,576.70
Expenditure	23,390.02
Balance	32,186.68

Bank balance 15/11/2019 35,255.28

os cheques

1170	99.00
1174	60.00
1182	16.51
1183	210.00
1184	0.00
1185	588.00
1186	1,711.20
1187	230.69
1188	153.20

3,068.60

32,186.68

Appendix 4

[illegible]

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	Actual 2016/17	Budget 2017/18	Actual 2017/18	Budget 2018/19	Actual to 31-03-19	Budget 2019/20	Actual as at 07/10/19	variance	Comments
Purchase of open spaces	1,247.00	0.00	0.00	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	8,597.74	4,298.87	4,298.87	2nd Payment due in January 2020
Lottery Grant	2,926.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Neighbourhood Plan									
Bin Collections	0.00	0.00	0.00	400.00	60.00	200.00	130.00	70.00	As required
SIDs	750.00	1,000.00	750.00	424.00	205.98	450.00	180.00	270.00	No more Expenditure due
Rent	5.00	1.00	0.00	1.00	0.00	1.00	0.00	1.00	
New Website	0.00	200.00	500.00	100.00	200.00	250.00	100.00	150.00	
Neighbourhood Plan	1,729.40	0.00	49.50			0.00	0.00	0.00	
Community	1,235.60	2,110.00	2,651.60	2,400.00	2,128.60	2,600.00	2,968.60	-368.60	Additional works at playing Field
Garden/Playing Field/Open Space									
Good Neighbour Scheme	0.00	500.00	0.00		0.00	0.00	0.00	0.00	
P3 Scheme	1,023.50	1,027.00	1,110.00	1,027.00	902.00	1,027.00	1,205.00	-178.00	no more Payments due
Vat	1,362.67	550.00	584.20	426.00	331.44	300.00	146.83	153.17	
Consultancy- travellers	1,559.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Site Submission									
Sutton News	0.00	500.00	0.00	500.00	1,326.78	650.00	428.60	221.40	
Cash	320.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
cost of 1/2 share of SID	0.00	0.00	1,383.00	0.00	0.00	0.00	0.00	0.00	
Litter pickers	0.00	0.00	27.05	0.00	0.00	0.00	0.00	0.00	
Consultancy - Rural Area	0.00	0.00	325.00	0.00	0.00	0.00	0.00	0.00	
Site Allocation									
Consultancy -Mast	0.00	0.00	870.88	0.00	0.00	0.00	0.00	0.00	
Data protection	0.00	0.00	0.00	500.00	0.00	500.00	0.00	500.00	
Compliance									
Reserves	0.00	0.00	0.00	5,000.00	500.00	2,652.26	4,200.00	-1,547.74	tree work & defibrillator
Total Expenditure	29,685.85	24,087.00	25,323.82	29,770.00	26,282.52	28,908.00	19,091.69	9,816.31	
Cash bark for playing field			288.00						
Bank expenditure			25,035.82						

Hereford Marches Federation of Academies Sutton Primary Academy

4th November 2019

The Trustees and CEO of The Herefordshire Marches Federation of Academies, along with the Sutton Governors would like to provide some context surrounding the expansion of Sutton Primary Academy over the past 12 years and open a consultation for a period of 4 weeks.

This local consultation will open on Monday, 4th November until Wednesday, 4th December 2019 at 12 noon.

If you would like to respond to this consultation, please send your comments to:

HMFA.CompanySecretary@hmfa.org.uk

or

HMFA Company Secretary
C/o Sutton Primary Academy
Bayley Way
Sutton St Nicholas.
Hereford
HR1 3SZ

Please ensure that your response reaches us by noon on **Wednesday, 4th December** at the latest.

Sutton Primary School moved into new premises in 2007 with 47 pupils. The new School had 4 classrooms, one dedicated to the Nursery and 3 classrooms to accommodate mixed year groups across the primary age range.

New leadership and the conversion to Academy as part the HMFA Multi Academy Trust, lead to a significant increase in Sutton's popularity, not only for pupils within the Village of Sutton, but also the wider community. There has been a steady increase in the number of pupils coming into the Reception class year on year, ultimately bringing us to the point where we have been able to move away from mixed year classes, towards a model of 7 classes, each with single year groups.

When the planning permission was originally approved for the new School build, it included permission for one additional classroom, anticipating the growth in pupil numbers. Bids to secure capital funding to enable us to build this additional classroom have, to date, been unsuccessful. However, we were able to reconfigure the ample space within the building allowing for more teaching space, without compromising the education of the pupils.

In more recent years, we have gained planning permission to add mobile classrooms at the back of the building, allowing us to free up areas around the school to use for nurture groups, 1:1 reading, confidential meetings etc.

Throughout this whole process we have had the interests of the pupils at the forefront of everything. At no point has there been any compromise to pupil welfare, their education or their school experience as a whole. Parents have been supportive and have welcomed the move away from mixed year classes towards a single form entry.

It is not our intention to take Sutton beyond a single year intake Academy. At full capacity the School will accommodate 210 pupils plus the pupils in Sutton Seedlings Nursery.

Pupil numbers currently stand at 189 to include the Nursery.

Accounts and Audit Regulations – March 2019

AGS Assertion No	Requirements of the Accounts and Audit Regulations	Parish Councils Action	Comments
1	Financial Management and Preparation of Accounting Statements		
	Budgeting- Agenda item	√	
	Accounting Records and supporting Documents – internal Auditor	√	
	Bank Reconciliation – Agenda Item	√	
	Investments	N/a	
	Reserves – Agenda Item	√	
2	Internal Control		
	Standing Orders and Financial Regulations – Agenda item	√	
	Safe and efficient arrangements to safeguard public money- Risk register	√	
	Employment – Agenda Item	√	
	Fixed Asset and Equipment- Agenda Item	√	
	Loans and Long Term Liabilities – Agenda item	√	
3	Compliance with Laws, regulations and proper practice		
	Regulations and Proper Practice	√	
	Actions during the year	√	
4	Exercise of Public Rights		
	Publication – Agenda Item	√	
	Limited assurance review by the external Auditor – Agenda Item	√	
5	Risk Management		
	Identifying Risks – Agenda Item	√	
	Assessing Risks- Agenda Item	√	
	Addressing Risks – Agenda Item	√	
	Reviewing and Reporting- Agenda Item	√	
6	Internal Audit		
	In place/Agenda item	√	
7	Reports From Auditors		
	Agenda item	√	
8	Significant Events		
	Agenda Item	√	
9	Trust Funds	N/a	