

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 4th November 2019 (SPC/TF/155)

Councillors Present

Cllr Ron Gow (Chairman)
Cllr Richard Andrews
Cllr Ann Burke
Cllr Stan Gyford
Cllr Sharron Haworth
Cllr Ian Nicholas

In attendance

Cllr Kema Guthrie – Ward Councillor
Tony Ford – Parish Clerk

Members of the Public – 5

1. Apologies for Absence

None received.

2. Receive approve and sign the Minutes of the Parish Council Meeting (no SPC/TF/152) held on Monday 7th October 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/153) held on Monday 7th October 2019

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

4. Receive, approve and sign the minutes of the Extraordinary Parish Council Meeting (no SPC/TF/154) held on Monday 14th October 2019.

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

5. Disclosable Pecuniary Interest Dispensations

The Parish Council resolved that Dispensation be given to Cllr Ron Gow, Cllr Ann Burke and Cllr Ian Nicholas to discuss agenda item 29 as they were most suitable to answer questions from the Parish Council.

6. 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	√		Agenda item 21 & 29	Trustee- Village Management Committee	Disclosable Pecuniary Interest
Cllr Richard Andrews		√			
Cllr Ann Burke	√		Agenda item 21 & 29	Trustee- Village Management Committee	Disclosable Pecuniary Interest
Cllr Stan Gyford		√			
Cllr Sharron Haworth		√			
Cllr Ian Nicholas	√		Agenda item 21 & 29	Trustee- Village Management Committee	Disclosable Pecuniary Interest

7. Report from Clerk on actions from the last meeting

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

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

8.1 Ward Councillors Report

The Parish Council received a brief verbal report from the Ward Councillor (Appendix 2 refers)

8.2 Questions from other members of the public

- Parishioner query regarding the completion of the road works on the Rhea as there is a part not surfaced dressed. - Cllr Guthrie to follow up.
- Rotten gate post on ST 3 – Footpath Officer to investigate
- Regarding the outstanding request for the '*Principle*' used by Balfour Beatty to conclude that the Rhea required surface dressing.
- Query regarding the impact of flooding on the Hereford Road and the proposed development next to Woodville. The Clerk informed the meeting that the development was not on the low lying area and that the entrance would be opposite the bungalow entrance.

9. Defibrillator

The Parish Council was informed that the current position was as follows

- The Parish Council was waiting for the installation date.
- The free paint had arrived from Crown Decorating Centre- Hereford
- Richard and Nickatie Morgan had agreed to contribute their time free of charge to paint the telephone Box and put the stickers up. The Parish Council asked the Clerk passed on its thanks to Richard and Nickatie Morgan for their kind offer of support.

10. Community Speed Watch

Cllr Sharron Haworth informed the Parish Council that the new equipment was very easy to use and that it was intended to get teams out continuously. In the past priority was given to peak times, teams were out during the day, with over 12% of vehicles speeding. West Mercia police were in the process of training officers to carryout speed checks. On behalf of the Parish Council Cllr Ron Gow thanked Cllr Sharron Haworth and all the volunteers for the time and effort they have spent on the project.

11. Village Gateway

Cllr Stan Gyford requested that this item be deferred until the outcome of the Parish Council request for the movement of signs was known. He also informed the Parish Council that due to the excessive speeds identified as part of the Speed Watch Programme, gates alone would not solve the problem and that width restrictions, plus speed bumps would be needed in the middle of the village. The Parish Council agreed with the request from Cllr Stan Gyford and the need for speed bumps and width restrictions.

12. Sutton Playing Field - Bark

The Parish Council was informed that wood chipping not bark was available from Queenswood Country Park at £50 per ton if collected. As previously agreed this would form the base, with play bark being put on top. The Clerk was authorised to liaise with the contractor and Queenswood.

13. Financial Report

- 13.1 Confirmation of Balances £35,096.28 (Appendix 3 refers)
- 13.2 Receipts £14,288.50 (2nd instalment of precept.)
- 13.3 Invoices for payments

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Ref	Payee		Amount £	VAT	
1	HALC		60.00	10.00	08/10/19 (H751) Annual fee Website and Domain Name
2	JNH Surfacing & Groundwork		474.00	79.00	14/10/19 (0068) reconstruction of block paving
3	R.A. Ford		37.88	N/a	Reimbursement for Postage and files
4	Mike Darley		80.00	N/a	31/10/19, (398) Bins and Playing Field -maintenance
5	Richard Morgan		320.00	N/a	01/11/19 (96) Lengthsman duties and hardcore disposal x 2

Approved for payment and cheques to be signed

14. Review of Reserves

The Parish Council was informed that Heads of terms for the development by Woodville has some £44,720 for any or all of the following:-

- Village gateway features with carriageway narrowing
- Bus infrastructure improvements
- Provision of dropped kerbs on footpaths through the village
- Cycle infrastructure improvements.

The Parish Council was also informed that the figures for the Sutton Cattle Yard development was currently unknown.

During the review of reserves the Parish Council was mindful of the Gateway Project. , and agreed the figures at 4th November 2019 as set out below:-

	31/03/2019	At Review 04/11/19
Election	2,000.00	2,000.00
Church Yard	2,000.00	2,000.00
Village Hall (6,000)	2,408.00	2,458.00
Good Neighbour Scheme	500.00	500.00
Village Gates	8,000.00	12,000.00
Open Space	1,000.00	1,000.00
Telephone Box/ Defibrillator	1,000.00	500.00
Total Specific	16,908.00	20,458.00
	7,111.00	6,213.00
Total Reserves	24,019.00	26,671.00
Estimated reserves at 31/03/20 calculation		
Opening 01/04/19	24,019.00	
Budgeted income	28,908.00	
	52,927.00	
Less Budgeted Exp	26,256.00	

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Estimated reserves
@ 31/03/20

26,671.00

15. Review of Activities

The two major projects identified were the movement of signs and the Village Gateway project and in view of the review of reserves at agenda item 14 it was felt that projects were adequately funded

16. Review Bank Mandate

The Parish Council that a request be made to the bank to confirm signatories.

Action Clerk to draft letter which would be signed by two signatories.

17. Sutton Playing Field

.Outstanding

- Work around the tunnel
- The shelter steps
- Stone Tower – Safety Surface
- Bark Laying

The Parish Council noted the update

18. St. Nicholas Churchyard Wall

The Parish Council was informed that following a request from the Parish Council contractor Cllr Stan Gyford has had a look at the wall and informed the Parish Council that the wall will need repairing in the future, however the wall on the Rhea between the footpath and the main entrance was covered in vegetation, which will need cutting back. Having considered the matter The Parish Council asked the Clerk to get quotes for the cutting back of the vegetation.

Action The Clerk to get quotes for the cutting back of the vegetation.

19. Joint use of Speed Indicator Device

The Parish Council was reminded by Cllr Ron Gow that there was the continuing concern regarding the short life of the battery before there was a need to swap it, and having looked into the matter it was not possible to carry out any enhancements to batteries currently in use. The Parish Council was mindful that it had previously agreed that it would not spend any more money on the speed indicator device and there was the continuing cost of re-siting and battery changes. It was also noted that Speed Indicator Device continued to give incorrect readings even when travelling at 30 miles per hour and the example of showing 87 miles per hour with a thank you message was given

It was felt that the Parish Councils limited resources was better spend on developing the Speed Watch Programme.

Having considered the matter the Parish Council agreed reluctantly that it would let Marden Parish Council have its half share for free and that the cost be written off.

Action Clerk to inform Marden Parish Council of the decision.

20. Parish Council Noticeboard

The Parish Council considered a request for a Parish Council noticeboard to be sited in the vicinity of The Rhea/Ridgeway area. It was agreed that the Clerk would look at options and report back.

Action Clerk to look for design/costs and report back

21. Village Hall – New Pressurisation Unit

Having received an update from Cllr Ian Nicholas, The Parish Council considered the request for a grant of £1,711.20 towards the cost of a new Pressurisation unit and agreed

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to make a donation from the Village Hall Reserve subject to receipt of a third quotation. It was delegated to the Clerk to agree the way forward once the third quotation had been received.

Cllr Ron Gow, Cllr Ann Burke and Cllr Ian Nicholas did not vote on this matter.

Action Clerk to agree the way forward.

22. Footpath Officers Report

The Parish Council was informed that the

- Gate behind the Church had been in place for some three to four years ,which is less than the expected life span of five years
- Gate behind Courtfarm/Old Post Office needs replacing as well

Having considered the issue of the posts it was agreed that both posts be replaced and 4 inches by 4 inches galvanised posts be considered. It was delegated to the Clerk to progress.

Action The Footpath Officer to seek costs

Action The Clerk to action

The Footpath Officer also informed the Parish Council that Marden Parish Council had agreed to a circular walk on Sutton Walls, which would link MR 24 with ST2 and that the part between both footpaths was on private property. The Parish Council noted this and was of the view that ST2 was a public footpath open to the public, and as to the connections between both footpaths, would be on private land it was up to the individual landowners.

23. Contractor Code of Conduct.

The Parish Council considered and approved the draft code of conduct. (Appendix 4 refers)

24. West Mercia Police & Crime Commissioner Consultation

The Parish Council noted the Strategy and Councillors were asked to send comments to the Clerk.

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

24.1 **Balfour Beatty** Weobley Sutton Walls & Queenswood Briefings W/C 04/10/19, 11/10/19, 18/10/19, 25/10/19. (Noted)

24.2 **Balfour Beatty** – Road Closures October 2019. (Noted)

24.3 **Herefordshire Council** – Invite to the unveiling of the Herefordshire Flag. (Noted)

24.4 **Herefordshire Council** – Position Statement on the River Lugg. (Noted)

24.5 Herefordshire Council – Herefordshire Travellers Site Development Plan Document. (Noted)

24.6 The Great Collaboration – Invite to event/s. (Noted)

24.7 Herefordshire Council – Update on Hereford and South Wye Transport Package. (Noted)

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

- Defibrillator update
- Footpath Posts update

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

Parish Council Monday 2nd December 2019 @ 7.15pm at the Village Hall

The Parish Council resolved to go into closed session

28. Parishioner Complaint

The Parish Council noted that the matter was now closed.

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29. Village Hall Budget

The Parish Council resolved to donate £2,000 per annum starting on 1st April 2020, with future payments linked to RPI as at 30th November in the previous financial year.
(2021/22 payment RPI as at 30th November 2020,)

The Parish Council would also pay £10.00 room hire for each Parish Council meeting, billed annually in arrears.

Action The Village Hall Management Committee would now have an advertisement in Sutton News advertising the facilities of the hall.

30. Clerks Salary

The Clerks Salary was authorised

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Appendix 1

Status of Actions from last meeting 07/10/19

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
11/1	01/07/19	14	Lengthsman work in the Parish	Clerk and Cllr Stan Gyford to meet and draw up draft plan			Work in progress
11/2	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
11/3	05/08/19	17	Sutton Playing Field	Clerk to arrange for the hedge to be reduced in size to 4 feet	Clerk	Quotes requested	Work in progress
11/4	02/09/19	8	Defibrillator	Clerk to send documents to Community Heartbeat Trust	Clerk		Completed
11/5	02/09/19	10	Traffic Regulation Order	Clerk to send forms to Balfour Beatty	Clerk		Completed
11/6	07/10/19	8	Planning Application (193293) - Lane Orchard, Land to the South of Woodville Grove, Sutton St. Nicholas	The Clerk inform Herefordshire Council of the Parish Councils decision	Clerk		Completed
11/7	07/10/19	8	Planning Application (193293) - Lane Orchard, Land to the South of Woodville Grove, Sutton St. Nicholas	The Clerk to inform Bell Homes of issues raised.	Clerk		Completed
11/8	07/10/19	9	Planning Application (193170) – Slade Villa Sutton St. Nicholas HR1 3AU	The Clerk inform Herefordshire Council of its decision	Clerk		Completed
11/9	07/10/19	14	Sutton Playing Field -Bark	Clerk to order as agreed	Clerk		Work in progress
11/10	07/10/19	18	Sutton Playing Field- - Police Signage	Clerk to inform Parishioner of the Parish Council decision	Clerk		Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
11/11	07/10/19	19	Sutton Playing Field – Special maintenance	Clerk to inform Playdale	Clerk		Completed
11/12	07/10/19	19	Sutton Playing Field – Special maintenance	Cllr Gyford to be asked to look at the links	Clerk		Work in progress
11/13	07/10/19	22	Tree Planting 30 th November 2019	Clerk to take action as required.	Clerk		Work in progress
11/14	14/10/19	4	Planning Application – Land adjacent Appletree House, Willow Rise, Sutton St. Nicholas (193353)	Clerk to inform Herefordshire Council of the Parish Councils decision	Clerk		Completed

Ward Councillor's Report

Ward Councillor's Update Report

Re: Highways Matters

Recent Heavy Rainfall and Flooding

Herefordshire council staff and our contractors BBLP have been working together dealing with flooded roads and affected communities.

Locally flooding occurred on Haywood Lane (C1122) – currently the road is closed. The C1120 Moreton Road to Marden flooded and is now passable with care.

Mud on Roads

Our Locality Steward raised the issue of "mud on roads" in his report and I would like to highlight the concerns which are as follows:

"At this time of year, to look out for 'mud on road' information signs and drive accordingly. Also, when you are out and about, if you do see large quantities of mud on the road, please call 01432 261800 to report it (This number is answered 24/7)"

Re: Laystone Bridge, Major Bridge Repairs and Parapet Wall Repair

Balfour Beatty have advised of the following road closure:

C1122 - Laystone Bridge, Marden (C1122 from C1120 to Wellington Crossing)

Monday, 25 November 2019 to (and including) Friday, 20 December 2019

Full road closure from 08.00 hours on Monday, 25 November 2019 and will not re-open until Friday, 20 December 2019 at 17.00 hours

Balfour Beatty engineers are currently considering how best to repair the damage caused, and how to reduce the chances of future strikes.

Report by Kema Guthrie 04/11/2019

COUNCILLOR KEMA GUTHRIE

Tel: 01432 830577

Email: kguthrie@herefordshire.gov.uk

Bank Reconciliation as at 4th November 2019

Opening 01/04/19	24,018.77
Receipts	31,557.93
	55,576.70
Expenditure	20,480.42
Balance	35,096.28

Bank balance 10/10/2019 39,684.81

os cheques

1166	240.00	
1168	40.00	
1169	2,660.00	
1170	99.00	
1173	160.80	
1174	60.00	
1175	474.00	
1176	37.88	
1177	80.00	
1178	320.00	
1179	250.45	
1180	166.40	
		4,588.53

35,096.28

**Sutton St. Nicholas Parish Council
Contractor Code of Conduct**

Sutton St Nicholas Parish Council is committed to providing a high quality environment for its parishioners. This code has been prepared to set standards for all contractors and their employees working for the Parish Council.

- Be polite and treat parishioners and members of the public with respect.
- Behave in a proper and professional manner
- Make due allowance for any disability, mobility impairment, vulnerability or cultural issues.
- Properly control hazards and risks arising from their work
- Comply with professional and general health and safety best practice
- Cordon off work areas and provide warning where practical,
- Store and use materials, tools and equipment to avoid causing inconvenience or hazard.
- Minimise inconvenience to parishioners.
- Do not work under the influence of alcohol or drugs
- Report any incidents to the Parish Clerk in writing.
- To complete work agreed in a timely manner.
- Do not do any additional work without the approval of the Clerk.

Serious noncompliance with the code could lead to the cancelation of any contract you have with the Parish Council

Ron Gow
Chairman – Parish Council
04/11/19