

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 6th January 2019 (SPC/TF/159)

Councillors Present

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

In attendance

Tony Ford – Parish Clerk

Members of the Public - 3

1. Apologies for Absence

All Councillors were present.

2. Receive approve and sign the Minutes of the Parish Council Meeting (no SPC/TF/157) held on Monday 2nd December 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/158) held on Monday 2nd December 2019

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

4. Disclosable Pecuniary Interest Dispensations

The Parish Council resolved to give dispensation to all Councillors to consider and approve budget and precept. (Agenda item 16 and 17)

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			16 &17	Parish Resident	Disclosable Pecuniary Interest
Cllr Richard Andrews			9,10, 16 &17	Parish Resident	Disclosable Pecuniary Interest Disclosable Pecuniary Interest
Cllr Ann Burke			16 &17	Parish Resident	Disclosable Pecuniary Interest
Cllr Stan Gyford			16 &17	Parish Resident	Disclosable Pecuniary Interest
Cllr Sharon Haworth			16 &17	Parish Resident	Disclosable Pecuniary Interest
Cllr Ian Nicholas			16 &17	Parish Resident	Disclosable Pecuniary Interest

6. Report from Clerk on actions from the last meeting

There were 22 actions requiring completion, nine were completed, 11 were in progress and two closed. (Appendix 1 refers) Noted

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

8.1 Ward Councillors Report

The Parish Council noted Cllr Kema Guthrie's apologies for absence and noted that, there was no Ward Councillor Report.

8.2 Questions from other members of the public

There were no questions from the public.

8. **Planning Application –Downfield, Sutton St. Nicholas HR1 3AY (194100) – Dismantle roof structure and roadside wall. Repair existing trusses and reinstate roof and rebuild roadside wall.**

The Parish Council considered the application and noted how dangerous the structure was, having considered it the Parish Council resolved to support the application.

Action- Clerk to inform Herefordshire Council of the Parish Councils decision.

9. **Planning Application – Land to the rear of Upper Court, Sutton St. Nicholas (194329) Proposed Outline application with all matters reserved save access for development of 4 cottages with garages and access drive.**

The Parish Council noted that *the site formed part of the Site Assessment when the Neighbourhood Development plan was developed as SSN8: land at Upper Court the assessment showed the following:-*

*‘SSN8 is well related to the built form of the village. It offers some potential for a sensitive scheme addressing the various issues associated with the small size and setting of the site, including the presence of the nearby listed building and adjoining dwellings, if access can be secured. These factors militate against an allocation and in any event the assessed capacity is below the minimum threshold. Instead, its potential is better recognised by its inclusion within an extended settlement boundary. **Site to be included in a revised settlement boundary.**’*

The Parish Council also noted that the settlement boundary was extended to include this site. Having considered the matter the Parish Council resolved to support the application.

Action Clerk to inform Herefordshire Council of the Parish Councils decision.

Cllr Richard Andrews left the meeting for this item.

10. **Planning Application – Barn Conversions at Lane Farm, Sutton St. Nicholas HR1 3AT (194257) Variation of a condition 2 following grant of planning permission (S113593/F) (Conversion of two barns (one listed) into two dwellings and the construction of new dwelling – Alteration to the new house.**

Having reviewed the changes being made, the Parish Council resolved to support the application.

Action Clerk to inform Herefordshire Council of the Parish Councils decision.

Cllr Richard Andrews left the meeting for this item.

11. **Defibrillator**

The Parish Council was informed that the Defibrillator was now operational, the painting was in progress, and was subject to the weather. In addition the Chairman had written to Mr and Mrs Chambers thanking them for their kind donation. Cllr Ann Burke reminded the Parish Council that at its October meeting the Parish Council had agreed that it would take up Heartstarts kind offer to train volunteers and that the event would be publicised when known.

Action Ann Burke to liaise with Heartstart and report back.

12. **Community Speed Watch**

The Parish Council considered correspondence dated 16th December 2019 from the Police and Crime Commissioner, and noted the following from it;- *‘As your correspondence relates to an operational police matter I have referred the matter to Superintendent Sue Thomas at Herefordshire’s local Policing Area for her consideration and allocation. I have suggested that she looks into the possibility of you receiving a grant for some calming measures within the village and to look at the possibility of the Local Policing team supporting the Community Speed Watch scheme you are running. One of her team will make contact with you to discuss this matter and I will be kept informed of any action taken.’*

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The Clerk confirmed that to date he had not received any follow up from the police. Having considered the matter the Clerk was asked to follow up the matter directly with the police.

The Clerk asked that Keith Lawton be thanked for drafting the letter that was sent by the Chairman to the police.

Action – Clerk to follow up with the police and invite a police representative to attend the next Parish Council meeting.

Action – Clerk to pass on the Parish Council's thanks to Keith Lawton.

13. Sutton Primary Academy – Consultation.

Having considered the reply to queries raised by the Parish Council, it was agreed that Cllr Stan Gyford would act as liaison on behalf of the Parish Council and raise the matter of the Travel Plan.

14. Sutton Primary Academy – Reply to Complaint

Having considered and noted correspondence received following the complaint regarding parking at the Village hall, it was agreed that Cllr Stan Gyford would act as liaison on behalf of the Parish Council and he would request a meeting with the Head teacher.

Action Clerk to reply informing the Headteacher of the Parish Council decision.

15. Financial Report

- 15.1 Confirmation of Balances £30,845.86 (Appendix 2 refers)
- 15.2 Receipts – Nil
- 15.3 Invoices for payments

Ref	Payee	Amount £	VAT	
1	Sutton Walls Conservation Group	132.00	n/a	Donation to the cost of hiring a brush/tree chipper.
2	Border Office Supplies and Systems Ltd	237.60	39.60	12/12/19 (00164282) In cartridges
3	Playdale Playgrounds Ltd	611.26	101.88	13/12/19 (38015) Specialist repairs to Aerial Runway.

Approved for payment and cheques to be signed

16. Budget 2020/21

The Parish Council considered and approved the budget for 2020/21 (Appendix 3 refers).

17. Precept 2020/21

Having considered the matter the Parish Council resolved that the precept for 2020/21 would be £28,577.00

Action Clerk to inform Herefordshire Council

18. Neighbourhood Planning Review

The Parish Council considered the first draft of the completed questionnaire received from Herefordshire Council, with regards to gaps in guidance notes it was agreed that the following should be added;-

That it should be made clear that Traveller sites, Mobile Phone Masts and minerals could not be considered as part of the neighbourhood Plan Process.

Action Clerk to update form as required

19. Biodiversity on Roadside Verges

The Parish Council considered correspondence from Balfour Beatty and resolved that there should not be any change in the cutting arrangements.

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Action Clerk to inform Balfour Beatty

20. Flooding Support Information

The Parish Council considered correspondence from Herefordshire Council (Appendix 4 refers) relating to grants and support given, it was agreed that a note would be put in Sutton News and full details on the Parish Council website.

Action - Clerk to put a note in Sutton News and full details on the Parish Council website.

21. Operation Panga – Courier Fraud Offences

The Parish Council considered correspondence from West Mercia Police (Appendix 5 refers), The Parish Council expressed its concern and it was agreed that the full article would be published in Sutton News.

Action Clerk to publish full article in Sutton News

22. Herefordshire Association of Local Councils

The Parish Council considered the Information Corner dated 9th December 2019. The Clerk drew the Parish Councils attention to the item relating to the National Association of Local Councils (NALCs) advice on repairs to property relating to affairs of the church, and recommended that the Parish Council follow the advice given by NALC. The Parish Council was also informed that representations had been received from the PCC. Having considered the matter the Parish Council noted the Clerks comments and resolved that it would continue with its previous practice.

23. Purchase of Hessian Bags

The Clerk asked that the matter be considered and agreed, having discussed the matter it was agreed that the Clerk would get a quote for 50 bags and report back to the next Parish Council meeting.

Action Clerk to seek a price for 50 Hessian bags and report back.

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

24.1 Balfour Beatty Weobley Sutton Walls & Queenswood Briefings W/C 29/11/19, 12/12/19, 19/12/19.

24.2 Village Hall Charity- Invite to Annual General Meeting on Monday 27th January 2020.

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

- Grass cutting quotations
- Lenghtsman rates
- P3 rates
- Gigaclear – invite to next Parish Council meeting
- Defibrillator Training

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

Parish Council Monday 3rd February 2020 @ 7.15pm at the Village Hall

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

27. St. Nicholas Churchyard Wall

Having considered the matter the quotation from Richard Morgan was accepted.

Action Clerk to inform contractor.

28. Sutton Playing Field

Having considered the matter the quote from Stretton Trees was accepted.

Action Clerk to inform contractor.

29. Clerks Salary

The Clerks Salary was authorised.

Status of Actions from last meeting 02/12/19

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
01/01	01/07/19	14	Lengthsman work in the Parish	Clerk and Cllr Stan Gyford to meet and draw up draft plan			Work in progress
01/02	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
01/03	05/08/19	17	Sutton Playing Field	Clerk to arrange for the hedge to be reduced in size to 4 feet	Clerk	Agenda item 28	Completed
01/04	07/10/19	14	Sutton Playing Field -Bark	Clerk to order as agreed	Clerk	Contractor liaising with Queenswood Country Park	Work in progress
01/05	07/10/19	19	Sutton Playing Field – Special maintenance	Cllr Gyford to be asked to look at the links	Clerk		Work in progress
01/06	07/10/19	22	Tree Planting 30 th November 2019	Clerk to take action as required.	Clerk	Will be done when weather improves	Work in progress
01/07	04.11.19	20	Parish Council Noticeboard	Clerk to look for design/costs and report back	Clerk	Agenda Item February 2020	Work In progress
01/08	04.11.19	21	Village Hall – New Pressurisation Unit	Clerk to agree the way forward.	Clerk		Completed
01/09	04.11.19	22	Footpaths Officers Report	The Clerk to Action	Clerk		Closed
01/10	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
01/11	02/12/19	7.1	Ward Councillors Report	Purchase Hessian Bags to be an agenda item for the next Parish Council meeting.	Clerk	Agenda Item 23	Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
01/12	02/12/19	7.2	Public Participation	Clerk to arrange to have the spikes removed	Clerk	Will form part of work to remove vegetation from wall	Work In Progress
01/13	02/12/19	7.2	Public Participation- Gigaclear	Cllr Kema Guthrie to request contact number from the Locality Steward	Cllr Guthrie		Work in progress
01/14	02/12/19	9	Community Speed Watch	Cllr Sharon Howarth to send to the Clerk all the statistics	Cllr Howarth		Closed
01/15	02/12/19	9	Community Speed Watch	Clerk to write to the Police and Crime Commissioner	Clerk		Completed
01/16	02/12/19	9	Community Speed Watch	Clerk to purchase permanent Speed Watch signs (similar to those in Ashperton	Clerk		Work in progress
01/17	02/12/19	12	Budget 20/21	Final 2020/21 Budget to be an agenda item at the next Parish Council meeting	Clerk	Agenda item 16	Completed
01/18	02/12/19	13	Sutton Primary Academy	Clerk to forward the Parish Council comments	Clerk	Agenda item 13	Completed
01/19	02/12/19	14	Footpath Posts	Footpath Officer to liaise with Balfour Beatty	Footpath Officer		Work in progress
01/20	02/12/19	15	Sutton Walls Conservation Group	Clerk to inform the Sutton Walls Conservation Group of the Parish Councils decision	Clerk		Completed
01/21	02/12/19	16	Parish Council Summit 20/09/19	Clerk to put a copy on the Parish Council Website	Clerk		Completed
01/22	02/12/19	18	HALC	Clerk to rebook Cllr Sharon Howarth on the Highway Patrol Course to be held on 6 th February 2020	Clerk		Completed

Bank Reconciliation as at 6th January 2020

Opening 01/04/19	24,018.77
Receipts	31,557.93
	55,576.70
Expenditure	24,730.84
Balance	30,845.86

Bank balance 11/12/2019 32,302.19

os cheques

1170	99.00
1182	16.51
1189	132.00
1190	237.60
1191	611.26
1192	216.36
1193	143.60

1,456.33

30,845.86

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Appendix 3

Parish Council Budget 2020/21

	Actual 2017/18	Budget 2018/19	Actual 2018/19	Budget 2019/20	Actual as at 07/10/19	Estimated outturn at 31/03/20	Draft Budget 2020/21
Income							
Precept	21,077.00	28,577.00	28,577.00	28,577.00	14,288.50	28,577.00	28,577.00
Other -	42.83	42.83	30.23	31.00	2,865.55	2,865.55	30.00
Balance Petty Cash Paid	32.00	0.00	0.00	0.00	0.00	0.00	0.00
New Lengthsman Scheme	527.50	0.00	37.37	0.00	0.00	0.00	0.00
Bursary	0.00	0.00	0.00	0.00	0.00	0.00	0.00
VAT recovered / estimate	0.00	360.17	1,877.59	300.00	0.00	300.00	300.00
Neighbourhood Plan Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00
P3 Scheme	317.00	790.00	670.77	0.00	115.38	0.00	0.00
Lottery Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Section 106 monies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	21,996.33	29,770.00	31,192.96	28,908.00	17,269.43	31,742.55	28,907.00
Expenditure							
Clerks Salary	4,439.56	4,670.00	4,536.12	5,000.00	2,739.63	5,000.00	5,100.00
Admin/Office Expenses	398.05	400.00	364.96	400.00	337.46	450.00	500.00
Training	60.00	130.00	0.00	130.00	0.00	40.00	130.00
Subsidy to Village Hall	0.00	0.00	3,592.00	0.00	125.00	1,840.00	0.00
Insurance	543.39	550.00	489.05	500.00	507.63	507.63	600.00
Membership Subs	507.88	530.00	551.20	550.00	0.00	589.00	600.00
Auditors	260.00	400.00	260.00	300.00	260.00	260.00	300.00
Services Repairs and Maintenance-	875.97	2,514.00	1,807.90	2,600.00	706.70	1,500.00	1,800.00
Lengthsman	1,165.00	1,000.00	428.75	2,000.00	757.37	1,500.00	2,200.00
Donations	225.00	200.00	0.00	200.00	0.00	132.00	2,200.00
Hall Hire	0.00	0.00	0.00	0.00	0.00	0.00	150.00
Elections	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Purchase of open spaces	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	8,597.74	4,298.87	8,597.74	8,598.00
Lottery Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Neighbourhood Plan							
Bin Collections	0.00	400.00	60.00	200.00	130.00	210.00	200.00
SIDs	750.00	424.00	205.98	450.00	180.00	180.00	0.00
Rent	0.00	1.00	0.00	1.00	0.00	0.00	10.00
New Website	500.00	100.00	200.00	250.00	100.00	150.00	200.00
Neighbourhood Plan	49.50			0.00	0.00	0.00	0.00
Community Garden/Playing Field/Open Space	2,651.60	2,400.00	2,128.60	2,600.00	2,968.60	4,000.00	3,360.00
Good Neighbour Scheme	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Footpaths Maintenance	1,110.00	1,027.00	902.00	1,027.00	1,205.00	1,205.00	1,500.00
Vat	584.20	426.00	331.44	300.00	146.83	470.00	309.00
Consultancy- travellers Site Submission	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sutton News	0.00	500.00	1,326.78	650.00	428.60	1,000.00	650.00

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	Actual 2017/18	Budget 2018/19	Actual 2018/19	Budget 2019/20	Actual as at 07/10/19	Estimated outturn at 31/03/20	Draft Budget 2020/21
Cash	0.00	0.00	0.00	0.00	0.00	0.00	0.00
cost of 1/2 share of SID	1,383.00	0.00	0.00	0.00	0.00	0.00	0.00
Litter pickers	27.05	0.00	0.00	0.00	0.00	0.00	0.00
Consultancy - Rural Area Site Allocation	325.00	0.00	0.00	0.00	0.00	0.00	0.00
Consultancy -Mast	870.88	0.00	0.00	0.00	0.00	0.00	0.00
Data protection Compliance	0.00	500.00	0.00	500.00	0.00	0.00	500.00
Reserves	0.00	5,000.00	500.00	2,652.26	4,200.00	4,200.00	0.00
Total Expenditure	25,323.82	29,770.00	26,282.52	28,908.00	19,091.69	31,831.37	28,907.00
Cash bank for playing field	288.00						
Bank expenditure	25,035.82						

Flooding Support

October & November flooding

Herefordshire Council appreciates what a difficult time this has been for people recently and has launched hardship schemes to residents and businesses whose homes or businesses have been flooded. This includes a Community Flood Recovery Grant worth £500 to each affected household. In order to qualify for the assistance, flood water must have entered the habitable areas of their property, or the residence has been considered unliveable for any period of time due to flooding. Alongside this is a Business Flood Recovery Grant, which will provide up to £2,500 per eligible small and medium-sized business. To qualify, businesses must be able to demonstrate that they have directly impacted or have directly suffered a loss of trade as a result of the flooding that cannot be recovered from insurance.

Please can you let people in your area know that the application process has now opened and that they can apply online at www.herefordshire.gov.uk/floods.

In addition, I can also confirm that 100% Council Tax discount is available for 3 months for primary residence where, as a result of the relevant weather event:

- Flood water entered into the habitable areas; OR
- Flood water did not enter into the habitable areas, but the local authority regards that the residence was otherwise considered unliveable for any period of time, for example:
 - o where access to the property is severely restricted (e.g. upper floor flats with no access);
 - o key services such as sewerage, draining, and electricity are severely affected;
 - o the adverse weather has resulted in other significant damage to the property such that it would be, or would have been, advisable for residents to vacate the premises for any period of time.

Furthermore, 100% business rate discount for 3 months (up to state aid de minimis levels) is available for primary residence in the following circumstances:

The hereditament was directly impacted by the relevant weather event - for instance flood damage to the property, equipment, and/or stock; or; the business could not function due to lack of access to premises, equipment and/or stock as a result of the relevant weather event, and no alternatives were available; AND

- On that day business activity undertaken at the hereditament was adversely affected as a result; AND
- On that day the rateable value of the hereditament was less than £10 million.

Again, please can you let people in your area know that if the above criteria is satisfied, they can email counciltax@herefordshire.gov.uk or businessrates@herefordshire.gov.uk who will arrange for a visiting officer to attend the property to verify the situation.

We are aware that not everyone who suffered from flooding contacted the emergency services or the council for help and so would like to encourage anybody who has been affected by flooding to get in touch and report any issues online at www.herefordshire.gov.uk/floods

Operation Panga – Courier Fraud offences**Correspondence received from Sue Thomas Superintendent – Policing
Commander Herefordshire**

I seek your assistance please to communicate an important message out to our communities to prevent elderly victims being “conned” by an ongoing series of fraud offences.

Operation Panga is the name attached to the Courier fraud offences and these offences have been ongoing for a couple of years with sporadic offences across the Force area at various stages.

Since the beginning of November 2019, a series has developed and hit Herefordshire hard with 140 offences to date. Of these, unfortunately, 9 have been successful in handing over money totalling approx £70,000.

The method of offending is such that a phone call is made to an elderly (mainly female) victim stating they are a Police Officer and advising them that their accounts have been compromised and that someone at the bank is involved. They are instructed to withdraw their funds and an officer will collect it and secure it at the police station.

There are different methods used but all of them recently have involved Police Officers. Some other methods see the caller saying they are from HMRC or the banks themselves.

The key message is to inform as many as possible and for them to talk to their family, friends and work colleagues. The message is simple:-

The Police or any other professional organisation will not call you to ask you to move money. This is a bogus call so please hang up and contact the Police.

Please get this message out to as many as possible and lets work together to prevent any further offending.

Thankyou