

Sutton St. Nicholas Parish Council

Minutes of the Virtual Meeting of Sutton St. Nicholas Parish Council, held on Monday 4th January 2021 at 7.15 pm via Zoom (SPC/TF/177)

Councillors Present

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

In attendance

Cllr Kema Guthrie (Ward Councillor)
Tony Ford – Parish Clerk

1. Apologies for Absence

All Councillors were present.

2. Receive approve and sign the Minutes of the Parish Council Meeting (no SPC/TF/175) held on Monday 7th December 2020.

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/176) held on Monday 7th December 2020.

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 11 and 12)

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	√		11 &12	Parish resident	Disclosable Pecuniary Interest
Cllr Richard Andrews	√		11 &12	Parish resident	Disclosable Pecuniary Interest
Cllr Ann Burke	√		11 &12	Parish resident	Disclosable Pecuniary Interest
Cllr Sharon Haworth	√		11 &12	Parish resident	Disclosable Pecuniary Interest
Cllr Ian Nicholas	√		11 &12	Parish resident	Disclosable Pecuniary Interest

6. Questions /Issues, from members of the public present

6.1 Ward Councillors Report

A verbal update was received from Cllr Kema Guthrie (Ward Councillor) Appendix 1 refers).

6.2 Questions from other members of the public

- The Parish Council was informed that the Clerk had received correspondence from parishioners regarding the possible safety issues relating to Bank House. Help was sort from Cllr Kema Guthrie, who has contacted officers at Herefordshire Council, and a building surveyor will be attending the site to carry out an inspection.

Sutton St. Nicholas Parish Council

- The Parish Council was also informed that a youth in the village was doing his Duke of Edinburgh Award, and has kindly agreed to do some related work in the Community Garden. The Parish Council thanked the youth for choosing the Community Garden.

7. Report from the Clerk on Actions from the last meeting

There were 24 actions requiring completion, seven were completed, 17 were in progress (Appendix 2 refers) Noted

8. Planning Application – Ashcroft House, Sutton St. Nicholas HR1 3BD (204157). Demolition of existing conservatory and construction of single side and rear extension

The Parish Council considered the above application, having considered the matter the Parish Council resolved to support the application.

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

9. Financial Report

- 9.1 Confirmation of Balances as of 4th January 2021 was £33,421.00. (Appendix 3 refers)
- 9.2 Receipts - none
- 9.3 Invoices for payments

Ref	Payee	Amount £	VAT	
1	Richard Morgan	250.00	N/a	(14/12/20 & 27/12/20) (1173 & 1175) Lengthsman Duties, spreading play-bark
2	Mike Darley	120.00	N/a	31/12/20 (50) Bin Clearance. Playground Inspection and spray
3	R. A. Ford	99.59	16.60	07/12/20 (SO106322) reimbursement for Disinfectant Cleaning Solution
4	Abbychart	177.70	29.62	10/12/20 (SQ019809) Disinfectant Cleaning solution original order over supplied.

Authorised for payments and cheques to be signed

10. Budget Monitoring Report

The consider Budget Monitoring Report as of 5th October 2020. (Appendix 4 refers). The Clerk informed the Parish Council that Corona Virus costs had not been budget for, in addition it was anticipated that there was planned a week of Lengthsman ditch work/ redoing Grips (costing some £900 including the cost of a digger), on Ridgeway (both sides of the junction. Watery Lane, Churchway, The Rhea. The Parish Council asked that Wyatt Road was also included in these works and that regarding works on Watery Lane the Lengthsman liaised with Cllr Richard Andrews.

Action Clerk to inform the Lengthsman of the changes

11. Budget 2021/22

The Parish Council considered and approved the 2021/22 budget (Appendix 5 refers).

12. Precept 2021/22

Following approval of the budget the Parish Council approved the 2021/22 precept in the sum of £30,000, an increase of £1,423. It was noted that the Parish Council is likely to spend some £2,000 unplanned expenditure on Corona Virus related expenditure in the current

Sutton St. Nicholas Parish Council

2020/21 financial year. Expenditure on Corona Virus related costs will continue into 2021/22

Action Clerk to inform Herefordshire Council of its decision.

13. The Future of Rubbish and Recycling in Herefordshire

The Parish Council considered questions 4.11.12 and 13 and agreed the following

Q4 -Top 3 Aspects in order

1st Results in a high recycling rate

2nd Prevents waste

3rd Provides value for money

Q10 – If there was a fee for collecting garden waste

Up to £60 per year

Q11- Preferred collection option

Option 1

Q12 Why option chosen

The Parish Council is committed to recycling and felt that option1 was the lesser of two evils as neither was suitable for a rural community.

The Parish Council noted that for general waste the 180-litre bin was used for options 1 and option 2, with option 1 having a collection every three weeks and option 2 every two weeks. Regarding option 2 dry recycling had 3 separate open containers, however these would be collected weekly rather than every three weeks under option 1, which had two larger lidded containers.

Q13 The Council needs to consider

- Residents who are unable to transport containers to the property boundary for collection
- Residents who live in more rural areas being able to easily transport containers to the end of lane/road for collection
- Lack of space outside to store containers provided
- Confusion as to when containers get placed out for collection.
- Confusion as to what materials go in each container.

Online link melresearch.co.uk/herefordshirewastesurvey

Action Clerk to submit the Parish Councils reply

Action Clerk to put link in Sutton News.

14. Neighbourhood Development Plan

The Parish Council was informed that current year grants had to be spent by 31st March 2021, and that the Clerk was monitoring the relevant website and as soon as information was available on 2021/22 grants an application would be made.

15. Items for Information

By Email

- Balfour Beatty b- Weobley, Sutton Walls & Queenswood Ward Briefing W/E 11.12.2020, W/E 18.12.2020,
- Balfour Beatty Lea village - Flood alleviation scheme - January/February 2021
- Herefordshire Council - Weekly Covid Update 16/12/20
- Cllr Kema Guthrie - Flood Update

Noted

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

- Neighbourhood Development Plan Update

Sutton St. Nicholas Parish Council

- 17. Confirmation of the date, time, and venue of the next meeting,**
Parish Council Monday 1st February 2021 at 7.15pm (Virtual Meeting)

The Parish Council resolved to go into private session

- 18. Grass cutting Rates**
The Parish Council approved the grass cutting rates

Action – Clerk to inform Contractors

- 19. Lengthsman/Footpath Rates**
Deferred to February 2021 meeting

- 20. Playground Inspection /spraying Rates**
Deferred to February 2021 meeting

- 21. Bin Clearance Rates**
Deferred to February 2021 meeting

- 22. Clerks Salary**
Authorised payment of the Clerks Salary.

Ward Councillors Report

Re: Coronavirus Update

On 30th December 2020 Herefordshire moved up to Tier 3 (Very High Alert) due to the rapidly rising rate of infection in the county. However, I understand that the Prime Minister will be making an announcement tonight, regarding possible tougher Lockdown measures in order to combat the spread of the virus.

Herefordshire Council is consulting on its budget, Council Tax and savings plan for 2021/22.

The council is consulting on three areas:

Council budget and savings programme

Herefordshire Council is predicting a worst case scenario budget gap of up to £16 million in the next financial year. The Covid-19 pandemic has caused uncertainty which has made it difficult to anticipate how much funding the council will receive from central government, Council Tax and Business Rates in future years.

Council Tax rates and the Social Care precept

The budget assumes a total Council Tax increase of 4.99%. This would be made from an increase of 1.99% to core Council Tax which would contribute £2.2 million towards council services. A social care precept of 3% would contribute a further £3.2 million to be used on social care services.

Support for vulnerable residents

The council is consulting on two ideas to support vulnerable residents. Firstly, whether residents would be willing to pay more Council Tax if the increase helped residents on low incomes. Secondly, whether residents would support the introduction of a voluntary Community Contribution Scheme to provide additional funding to support vulnerable residents.

Have your say by midnight **Friday 8 January 2021**. The received feedback will be considered by full Council on 12 February 2021.

www.herefordshire.gov.uk/budgetconsultation

The future of rubbish and recycling in Herefordshire – have your say

Herefordshire Council is encouraging residents and businesses to have their say on the future of rubbish and recycling collection services in the county.

The council's current rubbish and recycling collection contract is due to end in 2023. Since the current service was introduced the government has announced a new national resource and waste strategy and the council will have to make changes to collections to ensure it meets new requirements.

Find out more and to complete the survey at: melresearch.co.uk/herefordshirewastesurvey

People without internet access can call FREEPHONE 0800 0730 348 (Mon – Fri, 9am-5pm) to complete the survey over the phone or request a postal survey. The survey will close on Sunday 7th February 2021.

Update on Planning Application 202956

I attended the Redirection Meeting on 8th December 2020. The request for a Redirection was considered but it was not agreed to be referred to the Planning Committee as the Redirection Committee considered that it did not meet any of the necessary criteria. So on this occasion the decision was that the application shall not be referred to the Planning Committee and be dealt with by delegated powers. Planning Permission has now been granted with a condition that the outbuilding shall be used for personal use only and not for business use.

Sutton St. Nicholas Parish Council

Re: Bank House, Sutton St. Nicholas

I've been contacted by villagers who are becoming increasingly concerned about Bank House which apparently is now in a very derelict, unsecured and dangerous state with youths accessing the premises. I have alerted the Environmental Health Team and the Council's Senior Building Surveyor, who has advised that he will visit the property to assess the situation and then he will advise accordingly.

Re: Concern about Possible Car Dumping in the village

I have alerted officers to this issue, who will investigate and report back. Is there any further information on this matter with which I can update officers?

Re: Invitation to Councillor John Harrington (Cabinet Member - Infrastructure and Transport) to attend Sutton Parish Council Meeting.

I have spoken to Councillor Harrington who apologises for not being able to attend a Parish Council meeting sooner and he now hopes to attend the next Parish Council Zoom Meeting on 1st February 2021 in order to discuss TRO issues and the cycle path idea from Sutton to Hereford.

Report by Kema Guthrie 04/01/2021

Sutton St. Nicholas Parish Council

Appendix 2

Status of Actions from last meeting 07/12/20

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	07/10/19	19	Sutton Playing Field – Special maintenance	Cllr Gyford to be asked to look at the links	Clerk		Work in progress
01/03	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
01/04	02/12/19	9	Community Speed Watch	Clerk to purchase permanent Speed Watch signs (similar to those in Ashperton	Clerk	Liaising with Adnan Ali Community Speed Watch Co-ordinator	Work in progress
01/05	06/01/20	23	Purchase of Hessian Bags	Clerk to seek a price for 50 Hessian bags and report back	Clerk		Work in progress
01/06	03/02/20	8.2	Ward Councillors Report	Pass on the Parish Council invitation to Cllr John Harrington to attend a future Parish Council meeting	Cllr Kema Guthrie	Cllr Kema Guthrie has sent him the dates for Parish Council meetings and is waiting for a reply	Work in progress
01/07	31/07/20	8	Planning Application Sutton Primary Academy – Retention of existing double mobile classroom	Cllr Ron Gow to raise the issue of the Travel Plan with Keith Lawton	Cllr Ron Gow		Work in progress
01/08	05/10/20	13	Bus Shelter	Clerk to get costings for the suggested works	Clerk	Electrical work outstanding	Work In progress
01/09	02/11/20	8	Vacant Parish Councillor positions	Clerk to put a notice in a future edition of Sutton News	Clerk		Work In progress
01/10	02/11/20	20	Cycle Path – Sutton to Hereford	Cllr Kema Guthrie would raise the matter with Cllr Harrington) Cabinet Member -	Cllr Kema Guthrie		Work In progress

Sutton St. Nicholas Parish Council

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
				Infrastructure and Transport			
01/11	07/11/21	6	Census 21	Clerk to put relevant information on the Parish Council Website	Clerk		Work in progress
01/12	07/12/21	6	Census 21	Clerk to put introductory article in Sutton News	Clerk		Work in progress
01/13	07/12/21	8.2	Questions from other members of the public	Clerk to identify when Cllr Guthrie raised the issue with Herefordshire Council	Clerk	Raised in 2018 Herefordshire Council- has it changed since then	Work in progress
01/14	07/12/21	9	Report from the Clerk on Actions from the last meeting	Clerk to get both benches removed	Clerk	Request made to contractor should be removed by start of school term	Work in progress.
01/15	07/12/21	9	Report from the Clerk on Actions from the last meeting	Clerk to let Cllr Ann Burke have police contact details	Clerk		Completed
01/16	07/12/21	10	Planning Application – Re-consultation -Lane Orchard, Land to the south of Woodville Grove, Sutton St. Nicholas (193293	The Clerk to inform Herefordshire Council of the Parish Councils decision	Clerk		Completed
01/17	07/12/21	11	Community Speedwatch	Clerk to liaise with Cllr Sharron Haworth and draft a letter which would be sent to the Police and Crime Commissioner and a copy to Cllr Kema Guthrie.	Clerk		Work in progress
01/18	07/12/21	13	Bus Shelter Maintenance Costs	Clerk to inform Contractor	Clerk		Completed
01/19	07/12/21	16	Marden's Updated Neighbourhood	Clerk to complete and return form	Clerk		Completed

Sutton St. Nicholas Parish Council

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
			Development Plan				
01/20	07/12/21	18	Parochial Church Council	Clerk to inform the Parochial Church Council	Clerk		Completed
01/21	07/12/21	18	Parochial Church Council	Clerk to raise a cheque and add to the schedule at 14.3	Clerk		Completed
01/22	07/12/21	24	Neighbourhood Development Plan Review Meeting	The Parish Council sends the correspondence to the consultant who helped with the development of the original plan and ask for a fixed cost to complete the work.	Clerk		Completed
01/23	07/12/21	24	Neighbourhood Development Plan Review Meeting	The Clerk to develop associated costs for consideration			Work In progress
01/24	07/12/21	24	Neighbourhood Development Plan Review Meeting	above the Clerk submits application form/s to DCLG		Grant information for 2021/22 not available	Work in progress

Summary

Completed - 7

Work In progress - 17

TOTAL 24

Sutton St. Nicholas Parish Council

Appendix 3

Bank reconciliation as at 4th January 2021

Opening 01/04/20	23,200.44
Receipts	28,827.00
	52,027.44
Expenditure	18,606.44
Balance	33,421.00

Bank balance 11/12/2020 36,085.63

os cheques

1252	40.00
1265	380.00
1267	240.00
1268	118.16
1269	193.53
1270	128.80
1271	500.00
1272	250.00
1273	120.00
1274	99.59
1275	177.70
1276	250.45
1277	166.40

2,664.63

33,421.00

Sutton St. Nicholas Parish Council

Appendix 4
Agenda item 10

Budget monitoring Report as at 5th October 2020

		Actual 2017/18	Actual to 2018/19	Budget 2019/20	Actual 2019/20	Budget 2020/21	Actual as at 05/10/20	variance	Comments
Income									
Precept	21,077.00	28,577.00	28,577.00	28,577.00	28,577.00	28,577.00	14,288.50	-14,288.50	2nd Instalment due in September/waiting for bank statement
Other -	42.83	42.83	30.23	31.00	32.23	30.00	0.00	-30.00	
Balance Petty	32.00	0.00	0.00	0.00		0.00	0.00	0.00	
Cash Paid									
New Lengthsman Scheme	527.50	0.00	37.37	0.00		0.00	0.00	0.00	
Donations	0.00	0.00	0.00	0.00	2,835.32	0.00	250.00	250.00	unplanned Coronavirus Linked
VAT recovered / estimate	0.00	360.17	1,877.59	300.00		0.00	0.00	0.00	
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	300.00	0.00	-300.00	Vat claim to be made
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	31,559.93	28,907.00	14,538.50	14,368.50	
Expenditure									
Clerks Salary	4,439.56	4,670.00	4,536.12	5,000.00	4,734.03	5,100.00	2,076.71	3,023.29	O

		Sutton St. Nicholas Parish Council						variance	Comments
		Actual 2017/18	Actual to 2018/19	Budget 2019/20	Actual 2019/20	Budget 2020/21	Actual as at 05/10/20		
Admin/Office Expenses	398.05	400.00	364.96	400.00	598.30	500.00	313.39	186.61	
Training	60.00	130.00	0.00	130.00	0.00	130.00	0.00	130.00	
Subsidy to Village Hall	0.00	0.00	3,592.00	0.00	1,836.20	0.00	0.00	0.00	
Insurance	543.39	550.00	489.05	500.00	507.63	600.00	639.62	-39.62	Higher than planned- due to cover review and update.
Membership Subs	507.88	530.00	551.20	550.00	601.38	600.00	0.00	600.00	Due for payment in February 21
Auditors	260.00	400.00	260.00	300.00	260.00	300.00	60.00	240.00	
Services	875.97	2,514.00	1,807.90	2,600.00	1,336.70	1,800.00	465.00	1,335.00	
Repairs and Maintenance									
Lengthsman	1,165.00	1,000.00	428.75	2,000.00	1,327.37	2,200.00	375.00	1,825.00	
Donations	225.00	200.00	0.00	200.00	652.00	2,200.00	0.00	2,200.00	2000 included in Reserves -Village Hall
Elections	0.00	0.00	0.00	0.00	0.00	150.00	0.00	150.00	
Purchase of open spaces	0.00	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	8,597.74	8,597.74	8,598.00	4,298.87	4,299.13	
Lottery Grant	0.00	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	170.00	200.00	420.00	-220.00	Bin collection more frequent due to Coronavirus

[illegible]

Sutton St. Nicholas Parish Council									
		Actual 2017/18	Actual to 2018/19	Budget 2019/20	Actual 2019/20	Budget 2020/21	Actual as at 05/10/20	variance	Comments
Data protection Compliance	0.00	500.00	0.00	500.00	0.00	500.00	0.00	500.00	
Reserves	0.00	5,000.00	500.00	2,652.26	4,200.00	0.00	0.00	0.00	
Total Expenditure	25,323.82	29,770.00	26,282.52	28,908.00	32,376.26	28,907.00	15,017.14	13,889.86	
Cash bark for playing field	288.00								
Bank expenditure	25,035.82								

Sutton St. Nicholas Parish Council

Appendix 5

	Actual to 2018/19	Budget 2019/20	Actual 2019/20	Budget 2020/21	Estimated to 31/03/21	Budget 2021/22
Income						
Precept	28,577.00	28,577.00	28,577.00	28,577.00	28,577.00	30,000.00
Other -	30.23	31.00	32.23	30.00	30.00	30.00
New Lengthsman Scheme	37.37	0.00		0.00	0.00	0.00
Donations	0.00	0.00	2,835.32	0.00	250.00	0.00
VAT recovered / estimate	1,877.59	300.00		0.00	500.00	800.00
P3 Scheme	670.77	0.00	115.38	300.00	0.00	0.00
Total Income	31,192.96	28,908.00	31,559.93	28,907.00	29,357.00	30,830.00
Expenditure						
Clerks Salary	4,536.12	5,000.00	4,734.03	5,100.00	4,800.00	5,100.00
Admin/Office Expenses	364.96	400.00	598.30	500.00	450.00	500.00
Training	0.00	130.00	0.00	130.00	0.00	200.00
Subsidy to Village Hall	3,592.00	0.00	1,836.20	0.00	0.00	
Insurance	489.05	500.00	507.63	600.00	639.62	650.00
Membership Subs	551.20	550.00	601.38	600.00	650.00	650.00
Auditors	260.00	300.00	260.00	300.00	260.00	300.00
Services Repairs and Maintenance	1,807.90	2,600.00	1,336.70	1,800.00	700.00	800.00
Lengthsman	428.75	2,000.00	1,327.37	2,200.00	2,000.00	2,200.00
Donations	0.00	200.00	652.00	2,200.00	500.00	700.00
Elections	0.00	0.00	0.00	150.00	0.00	0.00
Loan repayment	8,597.74	8,597.74	8,597.74	8,598.00	8,598.00	8,598.00

	Sutton St. Nicholas Parish Council					
	Actual to 2018/19	Budget 2019/20	Actual 2019/20	Budget 2020/21	Estimated to 31/03/21	Budget 2021/22
Bin Collections	60.00	200.00	170.00	200.00	600.00	500.00
SIDs	205.98	450.00	180.00	0.00	0.00	0.00
Rent	0.00	1.00	5.00	10.00	0.00	0.00
New Website	200.00	250.00	150.00	200.00	165.00	200.00
Neighbourhood Plan	0.00	0.00	0.00	0.00	0.00	1,000.00
Community Garden/Playing Field/Open Space	2,128.60	2,600.00	4,987.98	3,360.00	3,400.00	3,000.00
Good Neighbour Scheme	0.00	0.00	0.00	0.00	200.00	200.00
P3 Scheme	902.00	1,027.00	1,205.00	1,500.00	1,400.00	1,600.00
Vat	331.44	300.00	598.33	309.00	350.00	350.00
Corona Virus	0.00	0.00	0.00	0.00	2,100.00	2,000.00
Sutton News	1,326.78	650.00	428.60	650.00	665.14	700.00
Swing Seat	0.00	0.00	0.00	0.00	173.60	0.00
Data protection Compliance	0.00	500.00	0.00	500.00	0.00	500.00
Reserves	500.00	2,652.26	4,200.00	0.00	0.00	1,082.00
Total Expenditure	26,282.52	28,908.00	32,376.26	28,907.00	27,651.36	30,830.00