

Sutton St. Nicholas Parish Council

Minutes of the Virtual Meeting of Sutton St. Nicholas Parish Council, held on Monday 8th December 2020 at 7.15 pm via Zoom (SPC/TF/175)

Councillors Present

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

In attendance

Tony Ford – Parish Clerk

1. Members of the Public – One Apologies for Absence

All Councillors were present

2. Receive approve and sign the Minutes of the Parish Council Meeting (no SPC/TF/173) held on Monday 2nd November 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/174) held on Monday 2nd November 2020.

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

4. Disclosable Pecuniary Interest Dispositions

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 Ron Gow		√	10		Disclosable Pecuniary Interest
Cllr Richard Andrews	√				
Cllr Ann Burke		√			
Cllr Sharon Haworth		√			
Cllr Ian Nicholas		√			

6. Census 2021

The Parish Council received a briefing from Jeannie Cohen-Brand Census Engagement Manager Herefordshire, Office for National Statistics. The main points were as follows

- Census day was 21st March 2021
- The census would be digital
- So that these funds could be allocated in the most appropriate and effective ways, it's was important that the census accurately captured everyone in our society
- There would be support to help people fill in their census on line/paper copy, such as
 - Local Census Support Centres
 - Census Field Officers
 - Census Engagement Managers
 - Community Volunteers

Sutton St. Nicholas Parish Council

- To help better understand communities and identify inequalities there are three new questions.
 - Past service in the Armed Forces
 - Gender
 - Sexual Orientation
- Outlined the census timeline
- Outlined the help needed from the Parish Council
- Identified Sutton St. Nicholas in the 1086 census.

The Parish Council thanked Jeannie Cohen-Brand for the briefing and agreed to

- Set up a separate page on The Parish Council Website and put relevant items on it.
- put an introductory article in February's edition of Sutton News,
- make the Village Hall available to ensure parishioners who need help receive it locally
- help identify parishioners who might need support.

Action Clerk to put relevant information on the Parish Council Website

Action Clerk to put introductory article in Sutton News

7. Parish Council Vice-Chairman

The Parish Council considered the matter and agreed that rather than have a permanent Vice Chairman, all other Councillors would take turns in covering the position of Vice-Chairman. (Appendix 1 refers)

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

8.1 Ward Councillors Report

Cllr Kema Guthrie sent her apologies therefore there was no verbal report from the Ward Councillor

8.2 Questions from other members of the public

Cllr Richard Andrews informed the Parish Council that he had received a complaint from a Parishioner regarding, the dumping of cars on the plot of land across from the old post office. The Clerk reminded the Parish Council that Cllr Kema Guthrie had raised the issue with Herefordshire Council officers who investigated and found there were no issues.

Action. Clerk to identify when Cllr Guthrie raised the issue with Herefordshire Council.

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

There were 13 actions requiring completion three were completed, ten were in progress. (Appendix 2 refers).

Cllr Ann Burke informed the Parish Council, with regards to 12/10 that the damage was vandalism caused by a group of boys, the same boys who had damaged the brick work by the entrance to the village hall.

Cllr Ann Burke also informed the Parish Council that she had been informed that a child had cut his finger on the bench, the Clerk reminded the Parish Council that the bench had been roped off for safety reasons.

The update was noted.

Action – Clerk to get both benches removed

Action – Clerk to let Cllr Ann Burke have police contact details

Sutton St. Nicholas Parish Council

10. Planning Application – Re-consultation -Lane Orchard, Land to the south of Woodville Grove, Sutton St. Nicholas (193293) Proposed erection of 24 dwellings

Mr Mark Andrews informed the Parish Council that Lugg River phosphate issue has held up progress, and the developer was ensuring that everything was in place, when the phosphate issue was solved, and the development could proceed. Having considered the additional/amended information with regards the pedestrian connectivity – footpath and crossing point.,. The Parish Council resolved to note the amendments.

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

11. Community Speed Watch

The Parish Council noted the update from Cllr Sharron Haworth. (Appendix 3 refers). Cllr Sharron Haworth also informed the Parish Council that she attended a Police and Crime Commissioner virtual meeting and asked why the promised speed enforcement by the police had not occurred, even though the resource was available, she was unable to get an answer. Cllr Sharron Haworth also informed the Parish Council that all the Parishes highlighted the issue of speeding as a concern. Cllr Sharron was thanked for her update, which the Parish Council noted.

Action 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.

12. Herefordshire Council Budget Consultation

The Parish Council noted correspondence from Herefordshire Council

13. Bus Shelter Maintenance Costs

The Parish Council considered and approved the costs from Richard Morgan

- Painting £160.00
- Cleaning and sanitising - Annual cost £520 (£20.00 x 26).

Action- Clerk to inform contractor

14. Financial Report

- 14.1 Confirmation of Balance as at 7th December 2020 £34,485.14 (Appendix 4 refers)
- 14.2 Receipts -none
- 14.3 Invoices for payments

Ref	Payee	Amount £	VAT	
1	Richard Morgan	380.00	N/a	01/12/20 (1170) Lengthsman Duties
2	Mike Darley	150.00	N/a	30/11/20 (370) Bin clearance, Playing Field Inspection & Sanitise
3	PKF Littlejohn LLP	240.00	40.00	08/11/20 (SB20202529) External Audit Fee 2019/20 AGAR
4	Sutton News	118.16	N/a	17/11/20 – Printing Corona Virus Information, for circulation
5	Sutton News	500.00	N/a	Donation to Sutton News

Authorised for payment and cheques to be signed

15. Pre Budget-Considerations

Councillors to send their ideas to the Clerk.

16. Marden's Updated Neighbourhood Development Plan

The Parish Council considered correspondence from Marden Parish Council and resolved to support the plan

Sutton St. Nicholas Parish Council

Action Clerk to complete and return form

17. Herefordshire Association of Local Councils Information Corner 23/11/20

The Parish Council considered and note the Information Corner.

18. Parochial Church Council

Having considered the request for a grant, the Parish Council resolved to pay an annual top up grant of £500.00 to support Sutton News, as this was seen as a lifeline for many subscribing elderly parishioners in the village, in particularly those who did not use social media. The Parish Council was also mindful that it did not have the expertise or resources to run its own newsletter and that Sutton News went to over 50% of households.

Action Clerk to inform the Parochial Church Council

Action Clerk to raise a cheque and add to the schedule at 14.3

19. External Auditors Report

The Parish Council considered and noted the External Auditors Report (Appendix 5) and also noted that the clerk had published the document as legally required.

20. The Accounts and Audit Regulations

The Parish Council considered the requirements of the Accounts and Audit Regulations (Appendix 6 refers) and noted that a Reserves Policy was needed. The Clerk informed the Parish Council that HALC was developing one and as soon as it was received it would be an agenda item,

21. Items for Information

The Parish Council noted Items for information (Appendix 7) refers

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

- Broadband speed in the village.
- Councillors to inform the Clerk

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

Parish Council Monday 4th January 2021 at 7.15pm (Virtual meeting)

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

24. Neighbourhood Development Plan Review Meeting

The Clerk informed the Parish Council that a virtual meeting attended by Cllr Sharron Haworth and the Clerk was held with the Herefordshire Council's Neighbourhood Development Plan Team.

The Clerk informed the Parish Council that as Herefordshire Council does not have a 5-year land supply, for Neighbourhood Development Plans over 2 years old to be given full weight in planning decisions it must have a settlement boundary and there must be housing allocations (number of houses to be built).

The Sutton St. Nicholas Neighbourhood Development Plan is over 2 years old and has a settlement boundary and housing allocations, however once the housing allocations in the Sutton Plan are granted planning permission, they become commitments and no longer count as housing allocations for planning purposes, which would then leave a gap in the current plan which could be exploited. The Parish Council was also informed that the owners of the two housing allocation sites in the current Sutton Plan have applied to Herefordshire Council for planning permission and are waiting for a decision, which has been delayed due to the issue of high phosphate levels in the River Lugg.

Although Sutton has met its proportionate growth target, to ensure that the Sutton St. Nicholas plan is robust and continues to be given full weighting in planning decisions

Sutton St. Nicholas Parish Council

Herefordshire Council has suggested that additional site allocation/s are put in an updated plan. The Clerk informed the Parish Council that this would mean a significant review of the current plan

Having considered the update and correspondence received from Herefordshire Council, the Parish Council accepted the recommendation made by the clerk regarding a review. The Clerk was asked to identify costs and possible grant applications that could be made and report back to the Parish Council.

25. Grass cutting Rates

To consider and approve – Deferred to the January meeting

26. Lengthsman/Footpath Rates

To consider and approve – Deferred to the January meeting

27. Playground Inspection /spraying Rates

To consider and approve – Deferred to the January meeting

28. Bin Clearance Rates

To consider and approve – Deferred to the January meeting

29. Clerks Salary

The Clerks Salary was authorised.

Vice-chairman Rota

Councillor	Month
Cllr Richard Andrews	January 2021
Cllr Ann Burke	February 2021
Cllr Sharron Haworth	March 2021
Cllr Ian Nicholas	April 2021
Cllr Richard Andrews	May 2021

Sutton St. Nicholas Parish Council

Appendix 2

Status of Actions from last meeting 02/11/20

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
12/01	01/07/19	14	Lengthsman work in the Parish	Clerk and Cllr Stan Gyford to meet and draw up draft plan			Work in progress
12/02	07/10/19	19	Sutton Playing Field – Special maintenance	Cllr Gyford to be asked to look at the links	Clerk		Work in progress
12/03	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
12/04	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
12/05	06/01/20	23	Purchase of Hessian Bags	Clerk to seek a price for 50 Hessian bags and report back	Clerk		Work in progress
12/06	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
12/07	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
12/08	07/09/20	10	Sutton Playing Field Action Plan	Clerk proceed with the action plan	Clerk		Complete
12/09	05/10/20	13	Bus Shelter	Clerk to get costings for the suggested works	Clerk		Work In progress
12/10	05/10/20	18	Benches Community Garden	Cllr Ann Burke to have a look at the benches in the Community Garden and report Back to the Parish Council	Cllr Burke		Completed

Sutton St. Nicholas Parish Council

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
12/11/	02/11/20	8	Vacant Parish Councillor positions	Clerk to put a notice in a future edition of Sutton News	Clerk		Work In progress
12/12	02/11/20	12	Planning Application – Re-consultation -Sutton Cattle Yard, Sutton St. Nicholas (192444) site for 23 dwellings	Clerk to inform Herefordshire Council of the Parish Councils decision	Clerk		Completed
12/13	02/11/20	20	Cycle Path – Sutton to Hereford	Cllr Kema Guthrie would raise the matter with Cllr Harrington) Cabinet Member - Infrastructure and Transport	Cllr Kema Guthrie		Work In progress

Summary

Completed -3
 Work In progress - 10
TOTAL 13

Community Speed Watch Update

We have operated community speedwatch in Sutton St Nicholas for 18 months or so and have carried out 140 hours whilst monitoring 1,354 vehicles in excess of 35 mph throughout various sites in our village. The PCC may recall that as a team we came to see him at an open surgery last year expressing our concerns and he subsequently attended our parish council meeting. Due to the community concern we were requesting occasional enforcement and feedback from our police. We have very occasionally had the presence of our SNT PCSO's, who are enthusiastic and helpful. Unfortunately, lockdowns have curtailed our efforts and our good working relationship.

In our opinion, despite our efforts, speeding is still a major concern which our robust records show.

We are asking again for regular enforcement in our village. Also, despite constant nagging on our part and promises from our SNT to our knowledge we have not seen the enforcement motorbike in Sutton. Could you confirm what resources are available county wide and why they are seemingly unavailable to us.

Also, from the SRP, we would like clarification of the communication procedures in place with our SNT regarding consistently high speeders, as again, as our records show, our roadside efforts are being ignored and we regularly record the same speeders.

Many thanks

Sharron Haworth

Sutton St Nicholas CSW co-ordinator

Bank Reconciliation as at 7th December 2020

Opening 01/04/20	23,200.44
Receipts	28,827.00
	52,027.44
Expenditure	17,542.30
Balance	34,485.14

Bank balance 12/11/2020 36,920.30

os cheques

1252	40.00	
1260	115.00	
1262	210.07	
1263	139.60	
1264	220.00	
1265	380.00	
1266	150.00	
1267	240.00	
1268	118.16	
1269	193.53	
1270	128.80	
1271	500.00	2,435.16

34,485.14

Section 3 – External Auditor Report and Certificate 2019/20In respect of **Sutton St Nicholas Parish Council- HE0117****1 Respective responsibilities of the body and the auditor**

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

07/11/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

**Accounts and Audit Regulations –
Linked to Practitioners Guide March 2020**

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	√	Reserves policy required
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	

1. By email

- Herefordshire Council - Hereford transport strategy review update
- Herefordshire Council - Talk Community Covid update 30 October 2020
- NALC - Neighbourhood Development Plans – research
- Balfour Beatty - Road closures - November 2020 -02.11.2020
- Herefordshire Council - info on play areas
- Herefordshire Council - Letter from the Chief Executive
- Herefordshire Council - Covid response update
- Balfour Beatty – Road Closures - November 2020 - 06.11.2020
- Herefordshire Council - Talk Community Covid weekly update 6 11 20
- Balfour Beatty - Weobley, Sutton Walls & Queenswood Ward Briefing W/E 6.11.2020, 23/11/20, 27/11/20. 04/12/20
- Balfour Beatty – Road Closures - NOVEMBER/DECEMBER 2020 - 20.11.2020
- PPC- Herefordshire - What matters to you? PCC hosts online crime prevention event
- SNT Hereford Rural North- Sutton Playing Field
- Herefordshire Council- Covid19 Community Leaders update - 20th November 2020
- HEREFORDSHIRE Road Closures - NOVEMBER/DECEMBER 2020 - 27.11.2020
- Herefordshire Council - Weekly Covid update 27/11/20
- Herefordshire Council - Talk Community Hubs
- Office for National Statistics 2021 Census
- Herefordshire Council - Weekly Covid update Herefordshire 04 12 20

2. Hereford transport strategy review – upcoming meeting -attached