

Sutton St. Nicholas Parish Council

Minutes of the Extraordinary Virtual Meeting of Sutton St. Nicholas Parish Council, held on Friday 31st July 2020 at 7.15 pm via Zoom (no, SPC/TF/165)

Councillors Present

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

In attendance

Cllr Kema Guthrie – Ward Councillor
Tony Ford – Parish Clerk

Members of the Public – Nil

Cllr Ron Gow (Chairman) welcomed everyone to the first Zoom meeting and the first Parish Council meeting since 2nd March 2020

1. Apologies for Absence

All councillors were present.

2. Receive approve and sign the Minutes of the Parish Council Meeting (no SPC/TF/163) held on Monday 2nd March 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/164) held on Monday 2nd March 2020.

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

4. Disclosable Pecuniary Interest Dispensations

No requests for dispensation received.

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	√		19	Village Hall Trustee	Disclosable Pecuniary Interest
Cllr Richard Andrews	√		8	Owns Adjacent land	Disclosable Pecuniary Interest
Cllr Ann Burke	√		19	Village Hall Trustee	Disclosable Pecuniary Interest
Cllr Stan Gyford		√			
Cllr Sharon Haworth		√			
Cllr James Hitchcock		√			
Cllr Ian Nicholas	√		19	Village Hall Trustee	Disclosable Pecuniary Interest

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

6.1 Ward Councillors Report

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

6.2 Questions from other members of the public

There were no questions from the public.

Sutton St. Nicholas Parish Council

7. **Planning Application Plot 1 Annexe at Jacobs Barn, Cross Keys, Hereford HR1 3NP (202046) - Removal of conditions 3 & 4 to planning 160223 (Proposed conversion of attached outbuilding to create annex living accommodation) to allow a secondary use as a holiday let.**

The Parish Council noted this item

8. **Planning Application Sutton Primary Academy – Retention of existing double mobile classroom**

The Parish Council noted the matter, it was agreed that Cllr Ron Gow would speak Keith Lawton regarding the school's Travel Plan and its impact on the Village Hall Carpark.

Action – Cllr Ron Gow to raise the issue of the Travel Plan with Keith Lawton.

Having previously declared a Disclosable Pecuniary Interest Cllr Richard Andrews was put in the lobby for this agenda item and took no part in discussions.

9. **Sutton Playing Field**

The Parish Council considered the impact of government guidelines (updated version 17th July 2020), in relation to the opening of the playground. The Clerk informed the Parish Council that he had sort guidance from the Parish Council's insurers and was waiting for a reply. The Parish Council agreed to defer the matter until guidance had been received from the Parish Councils insurers. The Parish Council also agreed that it would hold an extraordinary meeting to discuss any guidance received from its insurers.

Action Clerk to ensure that an extraordinary is called.

10. **Future Parish Council Meeting**

The Parish approve the dates for future Parish Council meetings (Appendix 2 refers). The Parish Council also noted that although the location showed *Virtual –via Zoom*, this would be kept under review.

11. **Community Speed Watch**

Cllr Sharron Haworth informed the Parish Council that due to lockdown there had been no sessions, however now that sessions had begun again, things had been quiet for a couple of weeks, and now regarding speeding things are back to what it was prior to lockdown. There has been a lot of support from the Better Neighbourhood Team. Due to the Community Speed Watch team's good work and the speeds they have been catching drivers doing, the Speed enforcement team will be doing a site visit to see where they can set up in the village to formally monitor speeding. It was noted that the Community Speed Watch programme would have to cease for the duration of any formal activity by West Mercia Police. On behalf of the Parish Council Cllr Ron Gow thanked Cllr Sharron Haworth and all the volunteers for their hard work.

12. **Zoom App**

Having considered the purchase of the Zoom App the Parish Council agreed to continue using the App purchased by Cllr James Hitchcock. Cllr James Hitchcock was happy for the use to continue.

13. **Financial Report**

- 13.1 Confirmation of Balances £26,399.54 (Appendix 3 refers)
- 13.2 Receipts - Precept £14,288.50, £250 West Mercia Police Coronavirus Support Grant.
- 13.3 Invoices for payments

Ref	Payee	Amount £	VAT	
1	Signs and labels Hereford Ltd	103.14	17.19	17/03/20 (16402) Corona virus signs
2	Richard Morgan	320.00	N/a	(1014,1018,1019,1020,1023) grass

Sutton St. Nicholas Parish Council

Ref	Payee	Amount £	VAT	
				cutting, repairs,
3	Mike Darley	50.00	N/a	(2) Bins , collect & erect signs
4	Border Office Supplies & Systems	228.44	38.07	31/03/20 (171500 & 171499)
5	SupplyMePrint.com Ltd	49.00	Na	18/03/20 (Coronavirus Information Sheet)
6	Richard Morgan	490.00	N/a	(1034-1037,1049,1052,1053,1055
7	Mike Darley	260.00	N/a	28/04/20 (1) Bins Footpath Work
8	Marches Bottling Package Company	79.63	13.27	14/04/20 (1000) Hand Sanitiser
9	Richard Morgan	455.00	N/a	(1054,1059,1068,1073-10760 grass cutting and Lengthsman work
10	Supply Meprint .Com Ltd	65.00	N/a	13/05/20 (116308) Lockdown news
11	Eyelid Productions	65.00	15.00	10/05/20 (2339) Accessibility Upgrade
12	Mike Darley	180.00	N/a	6 (27/05/20) Bins, footpaths
13	Border Office Supplies and Systems Ltd	513.96	7.16	05/06/20 (174283) – Masks 29/05/20 (174047) Surface Wipes
14	BHIB Ltd	639.52	N/a	19/05/20 Insurance Premium
15	Sutton News	665.14	N/a	29/05/20 Sutton News fee
16	Richard Morgan	305.00	N/a	(1090-1094) Grass cutting & Lengthsman Duties
17	Herefordshire Council	85.02	N/a	27/05/20 (91351407)
18	Mike Darley	505.00	N/a	8 (01/07/20) Bins Footpath work
19	Border Office Supplies and Systems	107.94	N/a	24/07/20 (176631) Disposable Masks
20	R.A. Ford	16.92	N/a	Reimbursement Stamps
21	Public Works Loan Board	4,298.87	N/a	Direct Debit 01/07/2020

All payments approved

14. Annual Internal Audit Report 2019/20

The Parish Council considered and noted the Internal Audit Report for 2019/20 (Appendix 4 refers.)

15. Annual Governance Statement 2019/20

The Parish Council considered and approved the Annual Governance Statement for 2019/20 (Appendix 5 refers), and the Chairman and the Clerk was authorised to sign it on behalf of the Parish Council.

16. Statement of Accounts 2019/20

The Parish Council considered and approved the Accounting Statements for 2019/20 (Appendix 6 refers) and the Chairman was authorised to sign it on behalf of the Parish Council. The Parish Council noted the variance analysis.

17. Information Corner 20/07/20

The Parish Council considered and noted Information Corner 20/07/20.

18. The Great Collaboration

The Parish Council noted the update on the next steps towards a Zero Carbon Herefordshire. (Appendix 7 refers)

19. Village Hall Grant

The Clerk informed the Parish Council that due to the Corona Virus Pandemic the Village Hall Management Committee had received a grant of £10,000 from Herefordshire.

Sutton St. Nicholas Parish Council

The Parish Council noted the substantial level of reserves and was of the view that the £2,000 annual grant previously approved could not be paid, under these circumstance, the Parish Council was also of the view that £1,711.20 donation made by the Parish Council towards the Pressurisation unit , should not be repaid.

Having considered the matter the Parish Council resolved that it would not pay the grant to the Village Hall Management Committee and that £2,000 would be put in the Village Hall Reserve every year, until required by the Village Hall Management Committee.to cover any future revenue or capital costs.

Cllr Ron Gow, Cllr Ann Burke and Cllr Ian Nicholas having previously declared a Disclosable Pecuniary Interest were put in the lobby for this agenda item and took no part in discussions.

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

- Management of St. Nicholas Churchyard.
- Management of road verges

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

21. Clerks Salary

The Parish Council authorised the payment of the Clerks Salary.

Confirmation of the date, time and of the next meeting

Monday 7th September 2020 at 7.15pm

Ward Councillors Report

Re: Ongoing Pandemic

I would like to add my heartfelt thanks to all NHS staff and keyworkers who provided our essential services during the Covid-19 pandemic. In addition, many thanks to the Parish Council, all the dedicated volunteers and community groups looking after the vulnerable and shielded.

Ref: Key messages from the Chief Executive's weekly update report

- The outbreak at A S Green & Co Farm in Mathon is now in its third week. During the course of the outbreak, 134 people linked to the farm have tested positive, and this may increase as testing continues. The vast majority of these cases were identified through mass swabbing following the initial reporting of 6 cases on the farm.
- New cases elsewhere remain low in the county. Total confirmed cases are now 875; nine more than last week.
- There have been no new confirmed resident cases or outbreaks in care homes since the single case at the end of June.
- This week's published ONS data confirms that one further Herefordshire resident died of COVID-19 during the week ending 17th July, taking the total to 126.

Overall, the number of deaths is similar to average for this time of year

Herefordshire Council – Virtual Meetings

Herefordshire Council is conducting its public committees as virtual meetings that can be viewed live online.

The first virtual full Council Meeting was held on 17th July 2020 and the next one will be held on 4th August 2020.

Details about the new meeting format can be found at Herefordshire.gov.uk/virtualcommittees

Re: Full Council Meeting held on 17th July 2020 (held virtually via Zoom & can be viewed on the Council's Youtube Channel)

I submitted a written question about Sutton PC's application for a Traffic Regulation Order, asking about what's holding things up?

From the Cabinet Member's written response, he seemed to be under the impression that the Parish Council were reliant on the 106 money to fund the TRO.

My Supplementary Question was as follows:

The Traffic Regulation Order (TRO) to extend the 30 mph limits around Sutton St. Nicholas village is a high priority for villagers. The Parish Council have enough funds (not 106 money) to pay for the TRO – which was confirmed in my email of 13th February to Balfour Beatty. Why didn't Balfour Beatty start the process then and send the Parish Council the Community Commissioning forms? I would like to strongly request that the Community Commissioning forms are sent now thus preventing any more delays.

Sutton St. Nicholas Parish Council

In conclusion it was agreed that an officer would make contact with the Parish Council in order for the TRO to be progressed – which is indeed good news! In addition, I hope that the Cabinet Member will be able to attend a future Parish Council meeting on this matter.

Re: Flooding & Drainage Problem – Sutton to Bodenham road (C1125)

At the Council Meeting I also asked another question regarding an ongoing drainage issue in the Ward on the C1125 in Marden Parish near the junction with Holbach Lane. *A recent rainstorm meant that the road was flooded and had to be closed yet again – therefore, what will the Drainage Team do to solve the problem?*

After the meeting I discussed the problem on the phone with the Cabinet Member and in conclusion he agreed to arrange for an officer to have a look at things and investigate the causes of this flooding problem

Report by Kema Guthrie 31st July 2020

Future Parish Council meetings

Day	Date	Location	Time
Monday	7 th September 2020	Virtual –via Zoom	7.15 pm
Monday	5 th October 2020	Virtual –via Zoom	7.15 pm
Monday	2 nd November 2020	Virtual –via Zoom	7.15 pm
Monday	7 th December 2020	Virtual –via Zoom	7.15 pm
Monday	4 th January 2021	Virtual –via Zoom	7.15 pm
Monday	1 st February 2021	Virtual –via Zoom	7.15 pm
Monday	1 st March 2021	Virtual –via Zoom	7.15 pm
Tuesday	6 th April 2021	Virtual –via Zoom	7.15 pm
Tuesday	4 th May 2021 (Annual Meeting of PC)	Virtual –via Zoom	7.15 pm

Bank Reconciliation as at 31st July 2020

Opening 01/04/20	23,200.44
Receipts	14,538.50
	37,738.94
Expenditure	11,339.30
Balance	26,399.64

Bank balance	15/07/2020	27,515.41
--------------	------------	-----------

os cheques

1229	85.02	
1232	49.20	
1233	107.94	
1234	16.92	
1235	158.94	
1236	60.00	
1237	58.60	
1238	210.00	
1239	72.00	
1240	10.00	
1241	172.35	
1242	114.80	
		1,115.77

26,399.64

Annual Internal Audit Report 2019/20

Annual Internal Audit Report 2019/20

Sutton St Nicholas Parish Council (HE0117)

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			N/A
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			N/A
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		

M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

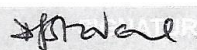
21 07 20

DD/MM/YY

DD/MM/YY

DEBORAH STEVENS INTERNAL AUDITOR

Signature of person who carried out the internal audit



SIGNED REQUIRED

Date

21 07 20

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Annual Governance Statement

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

Sutton St Nicholas Parish Council (HE0117) RITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

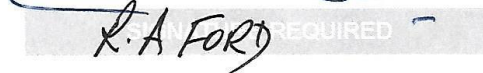
This Annual Governance Statement was approved at a meeting of the authority on:

31st July 2020

and recorded as minute reference:

MINUTE REFERENCE
15

Signed by the Chairman and Clerk of the meeting where approval was given.

Chairman 
Clerk 

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

www.suttonstnicholas.co.uk

Statement of Accounts 2019/20

Section 2 – Accounting Statements 2019/20 for

Sutton St Nicholas Parish Council (HE0117)

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	19,108	24,019	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	28,577	28,577	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2,615	2,981	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	4,536	4,734	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	8,597	8,597	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	13,148	19,045	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	24,019	23,201	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	24,019	23,201	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	39,920	38,547	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	87,022	82,862	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

R.A. Ford REQUIRED

Date

24/04/2020

I confirm that these Accounting Statements were approved by this authority on this date:

31st July 2020

as recorded in minute reference:

MINUTE REFERENCE 16

Signed by Chairman of the meeting where the Accounting Statements were approved

John...

The Great Collaboration

Exciting Next Steps towards a Zero Carbon Herefordshire

Herefordshire is making progress in our response to the Climate and Ecological Emergency (CEE). An Action Plan for the county is due to be launched by Herefordshire Council in December 2020, and over the Winter / Spring of 2019 - 20, 155 of Herefordshire's parish and county councillors attended The Great Collaboration / Zero Carbon Herefordshire workshops run by Herefordshire Green Network (HGN).



Over the coming months HGN will increase the momentum of its work with parish councils through a range of online tools, including bespoke website resources for local parishes as an engagement tool for communities.

During lockdown, HGN have been developing a portfolio of tailored webinars covering a range of subject areas requested through our earlier workshops. These will be made available on our website and YouTube channel over the coming months. We also plan to support the development of local forums for parish councillors on climate related issues.

Excitingly, we have been successful in a bid to the MCS Charitable Foundation. Working closely with HALC and with Herefordshire based organization, Caplor Horizons, HGN will make use of the funds to develop interactive platforms which will work alongside parish council websites. The locally focused platforms will encourage individual households on their journey towards zero carbon, whilst guiding and supporting the development and uptake of local zero carbon initiatives.

As councillors become increasingly aware of the vital role they have to play in the climate response HGN, Caplor Horizons, HALC and also NALC are pooling understanding, contacts, expertise and resource to develop a facility that will be responsive to local needs, and supportive of future carbon reduction planning.

In the experience of HGN, councils across the UK are concerned about declaring a climate emergency because of the perceived risk of being unable to make tangible plans towards achieving a zero carbon target. The platforms we are developing will offer support for those councils in developing their own local strategies, and a way of working with their local community that will be both inspirational and practical, enabling communities to engage with the climate emergency in a way that provides local outcomes, and allays feelings of impotency in the face of climate anxiety.

Given our current global context with COVID-19 the capacity of The Great Collaboration website to move virtually around communities where people are socially distancing or isolating may prove vital in maintaining the momentum of our work towards carbon reduction.

We will trial the project with Fownhope Parish Council in the Autumn / Winter of 2020. HGN will then coordinate with HALC to ensure good uptake for the website around Herefordshire - and then with NALC to extend the offer to parish councils around the UK. We plan to have the platform resource available for local use across Herefordshire by Spring 2021.

'We hope your parish would like to be involved and we would be pleased if you could express your desire to do so as soon as possible in the coming weeks, by contacting:

Beth Williamson, The Great Collaboration Coordinator for HGN
events@hgnetwork.org

Meanwhile we would welcome you and your parishes to join HGN to keep in touch with resources and plans as they develop: www.hgnetwork.org/network-links