

Sutton St. Nicholas Parish Council

Minutes of Virtual Annual Meeting of Sutton St. Nicholas Parish Council, held on Tuesday 4th May 2021 at 7.15 pm via Zoom (SPC/TF/186)

Councillors Present

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

In attendance

Cllr Kema Guthrie (9, 16 -21)
Tony Ford – Parish Clerk

Members of the Public 4

1 Apologies for Absence

There were no apologies for absence.

2 Election of Chairman and signing of Acceptance form.

Cllr Ron Gow was appointed chairman

3 Election of Vice Chairman

It was agreed that there would be a rota covering the position of Vice Chairman.
Action Clerk to submit rota to the next Parish Council.

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		√			
Cllr Richard Andrews		√			
Cllr Ann Burke		√			
Cllr Sharon Haworth		√			
Cllr Ian Nicholas		√			

6 Future Meetings

The Parish Council considered and approved future meetings (Appendix 1 refers)
It was delegated to the Clerk to comment on minor planning applications received prior to 28th June 2021.

7 Footpaths Officer

Maik Darley was appointed Footpaths Officer.

8 Receive approve and sign the Minutes of the Parish Council Meeting (no SPC/TF/184) held on Tuesday 6th April 2021

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

9 Questions /Issues, from members of the public present 9.1 Ward Councillors Report

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Cllr Kema Guthrie (Ward Councillor) gave brief verbal report (Appendix 2 refers).

Following questions from Parishioners it was agreed that Cllr Kema Guthrie would

- Ask Herefordshire Council for Balfour Beatty contract details relating to Traffic Regulation Orders.
- Make enquiries regarding details on the cycle route
- Arrange a meeting with Richard Ball Director of Environment.
- Request that the new Chief Executive include Sutton St. Nicholas Parish Council on any site visits that he makes

9.2 Questions from other members of the public

There were no questions from the public.

10 Neighbourhood Development Plan

The Clerk informed the Parish Council that the Parish Council was now aware that there were two large plots of land, one on The Ridgeway and one on The Rhea being put out to tender with potential developers. The number of houses totalling some 300. The Parish Council was aware that there were rumours spreading in the village as to the location of the plots of land and to allay parishioners, the Parish Council agreed that the location maps would be put on the Parish Councils website and in Sutton News. The Clerk reminded the Parish Council that due to the high phosphate levels in the Lugg the Conservation of Species and Habitat Regulation 2017 ("2017 Regulations") could not be met, however it was advisable to start work on the review of the Parish Councils Neighbourhood Development immediately, so that the Parish Council could take advantage of planning delays in the Lugg catchment area, and once the Lugg issue was solved the Parish Council could work on the requirements of the 2017 regulations. The Parish Council also formally considered the quotation from DJN Planning Ltd in the sum of £10,230 and resolved to accept it

Action Clerk to inform DJN Planning Ltd of the Parish Councils decision.

Action Clerk to put location maps on the Parish Councils website and in Sutton news.

11 Neighbourhood Development Plan Working Group.

The Parish Council considered and approved the Terms of reference of the group. (Appendix 3 refers)

12 Appointments to The Neighbourhood Development Plan Working Group.

Having considered the matter, the Parish Council appointed Cllr Ron Gow, Cllr Richard Andrews, and Cllr Ian Nicholas to the working Group, and accepted the following volunteers to the group., Rebecca Blackman, Stan Gyford, Keith Lawton, and Dr Seng Yeo. The Clerk was asked to contact Tony Walmsley, who was Chairman of the last working group to see if he would like to join the group.

Action Clerk to contact Tony Walmsley to see if he would like to join the group.

Action Clerk arrange a meeting of the group.

Action Clerk to seek volunteers with preference given to female volunteers.

13 Planning Application P174419/PA7- Proposed polytunnel

The Parish Council was informed that parishioners had received correspondence informing them that the polytunnels would be taken down, however representation would still be made to the Ombudsman as there had been a failure of procedure at Herefordshire Council, The Parish Council noted the updated.

14 Planning Application 1 The Craft Sutton St. Nicholas HR1 3BZ (211409) Crimson King Maple tree T1 fell because of large size which is causing shading.

Having considered the matter, the Parish Council resolved to support the application.

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

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- 15 **Planning Application Woodville House, 30 Woodville Grove, Sutton St Nicholas, Hereford, Herefordshire HR1 3DL (211680) T1 Betula Pendula Tree, 1D 0BY5 Crown Lift to 4m and cut back from building. T2 Betula Pendula Tree ID 0BY6 Crown lift to 4m. T3 Taxus Baccata Tree ID 0BXN Crown lift to 3m.**

Having considered the matter, the Parish Council resolved to support the application.

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

- 16 **Report from the Clerk on Actions from the last meeting.**

There were 10 actions requiring completion, one was completed, nine were in progress (Appendix 4 refers)

Agenda item 9 was received next

- 17 **Financial Report**

17.1 Confirmation of Balances as of 4th May 2021 was £24,439.07 (Appendix 5 refers)

17.2 Receipts - Nil

17.3 Invoices for payments

Ref	Payee	Amount £	VAT	
1	Mike Darley	95.00	n/a	28/04/21 (75) Playground inspection/sanitise, bin clearance
2	Richard Morgan	381.95	N/a	Grass cutting/Lengthsman and bus Shelter cleaning

Authorised for payments and cheques to be signed

- 18 **Width of Footpaths**

The Parish Council considered complaints regarding Width of Footpaths in the Parish, and mention was made regarding the footpath located on MR43 from ST4 on the bend turning right.

Action - The Clerk to inform Herefordshire Council.

- 19 **Matters relayed to the Clerk for the Agenda of the next meeting**

- Neighbourhood Development Plan update.

- 20 **Items for Information**

The Parish Council noted items (Appendix 6 refers)

- 21 **Confirmation of the date, time, and venue of the next meeting,**

Parish Council Monday 28th June 2021 at 7.15pm (Village Hall)

The Parish Council resolved to go into private session

- 22 **Clerks Salary**

The Parish Council authorised payment of the Clerks Salary.

Parish Council Meetings

Day	Date	Meeting Type	Location	Time
Monday	28/06/2021	Parish Council	Village Hall	7.15 pm
Monday	02/08/2021	Parish Council	Village Hall	7.15 pm
Monday	06/09/2021	Parish Council	Village Hall	7.15 pm
Monday	04/10/2021	Parish Council	Village Hall	7.15 pm
Monday	01/11/20/21	Parish Council	Village Hall	7.15 pm
Monday	06/12/2021	Parish Council	Village Hall	7.15 pm
Monday	04/01/2022	Parish Council	Village Hall	7.15 pm
Monday	07/02/2022	Parish Council	Village Hall	7.15 pm
Monday	07/03/2022	Parish Council	Village Hall	7.15 pm
Monday	04/04/2022	Parish Council	Village Hall	7.15 pm
Tuesday	03/05/2022	Annual meeting of the Parish Council	Village Hall	7.15 pm
Monday	16/05/2022	Annual Parish Meeting	Village Hall	7.15 pm

Ward Councillor's Report

Re: Parish Council Meetings

Recently, the Government announced that all public meetings must no longer take place online and return to normal after 7th May. This means that all three Parish Council Meetings (Moreton on Lugg, Marden and Sutton St. Nicholas) are scheduled at similar times online tonight. Apologies, I therefore will only have a short time in attendance at this meeting and I will do a brief update Report before I move onto the next Parish Council Meeting accordingly.

Coronavirus Update

Herefordshire's COVID-19 infection rate remains fairly low at 37.3 cases per 100K. Comparably, cases in England are at 23.2 cases per 100K. It appears that there has been a rise in cases within North Herefordshire which includes Moreton on Lugg, Marden, Withington and Lugwardine and I have been seeking Council advice for more information on the details accordingly.

Further UPDATE today

Public Health have been proactive working with a lot of Herefordshire farms, carrying out testing and quickly picking up any cases. Cases have been identified and then isolated in order to stop the spread of Coronavirus.

Re: Rhea Lane – Concerns regarding speeding traffic

A constituent has contacted me regarding speeding traffic on the Rhea Lane. I contacted our Balfour Beatty Locality Steward who advised that I contact the Safer Roads Partnership with reference to stickers stating "Please drive slowly through the village" for wheelie bins throughout the village.

Re: Follow up with the Cabinet Member for Highways regarding the Traffic Regulation Order (TRO) for the extension of the 30 mph limits throughout the village

- 1) He had run out of time regarding the matter of bringing the TRO "in house to the Council" and this would not be possible until next year.
- 2) He advised that Balfour Beatty said "No" to the offer of expertise from Stan & Keith.
- 3) Re: plans for a Cycleway at Moreton on Lugg and potentially Sutton St. Nicholas he told me that he would arrange for the documents to be sent onto me but I haven't received them yet.
- 4) I raised the issue of meeting with the Director and Highways Officers, as this had not been arranged. If the TRO can't be progressed, I'm not sure how helpful this meeting will be - so I want to discuss the way forward with the Parish Council accordingly.

Report by Kema Guthrie 04/05/21

Terms of Reference

Name

The name of the organisation shall be the Sutton St. Nicholas Neighbourhood Development Plan Project Group.

Purpose

The purpose of the Project Group is to support Sutton St. Nicholas Parish Council to develop and produce a Neighbourhood Development Plan

Activities

The Project Group will carry out the following tasks:

- Investigate and identify support for the Neighbourhood Development Plan.
- Take responsibility for planning, budgeting, and monitoring expenditure on the Plan and report back to the parish council on these matters.
- Liaise with relevant authorities and organisations to make the Plan as effective as possible.
- Use the information collated during 2011-13 and summarised in the Community Led Plan, Sutton Looks Forward, to inform the Neighbourhood Development Plan
- Identify ways of involving the whole community and gather the views and opinions of as many groups and organisations in the community as possible.
- Determine the types of survey and information gathering to be used.
- Be responsible for the analysis of the survey, the production and distribution of the final report.
- Identify priorities and timescale for local action in the Action Plan, including the lead organisations and potential sources of project funding.
- Regularly report back to the parish council on progress, issues arising and outcomes from the exercise.
- Ensure that the Plan meets the basic conditions for the preparation of the Neighbourhood Plan.
- Assist the Parish Council and where necessary attend any hearing that may be called by the Independent Examiner after the submission of the Plan

Membership

- The Project Group will be made up from a good cross-section of the community, including parish councillors nominated by the parish council.

Roles

- At the first meeting, the Project Group will elect a chairperson and a secretary,
- The Parish Clerk will act as Finance Co-ordinator.
- Whenever possible all members of the Project Group should have a specific role such as Communication's Co-ordinator or volunteer Co-ordinator, to be agreed by the Project Group.

Working groups

- The Project Group may establish such working groups as it considers necessary to carry out the functions specified by the Project Group.
- Each working group should have a lead person.

Governance and Reporting

- Parish Council insurance will cover the previously agreed activities of the Project Group and volunteers, but Project Group officers, in liaison with the parish clerk, need to ensure that terms of the insurance are not breached.
- It is expected that all Project Group members abide by the principles and practice of the Parish Council Code of Conduct including declarations of interest.
- Parish councillors who are also members of the Project Group will act as liaison officers between the 2 bodies.
- The Project Group, parish council members will provide a regular report to the parish council, for endorsement.
- The parish council will provide the opportunity for the endorsement of regular reports via its meeting agenda.
- Working Groups will carry out duties specified by the full Project Group, which may include: -
 - Data Gathering
 - Consultations
 - Making recommendations
- The make-up and purpose of working groups will be regularly reviewed by the full Project Group.

Meetings

- The Project Group shall normally meet monthly (but every two months as a minimum), or as may be required.
- At least three clear days' notice of meetings shall be sent to members via the communication method agreed with, and appropriate to, each individual member.
- Whenever possible, notices of meetings should detail the matters to be discussed.
- The secretary shall keep a record of meetings and circulate notes to Project Group members and the Parish Council in a timely fashion. The latter will publicise the notes via the village website.
- It is recommended that an annual rolling schedule of meetings is set in place, preferably at the first meeting of the Project Group and made available to the public via Village Hall notice board and Village website.
- All meetings should be held in public and be open to the public.
- Copies of the Parish Council's Code of Conduct will be available at all meetings.

Finance

- All grants and funding will be applied for and held by the parish council, who will ring-fence the funds for Neighbourhood Development Plan purposes only.

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- Notification of all planned expenditure will be given to the parish council before actual costs are incurred.
- The Parish Clerk shall keep a clear record of expenditure supported by receipted invoices.
- The Parish Clerk will draw up and agree with the Project Group procedures for volunteers who wish to claim expenses.
- The Parish Clerk will report back to the Project Group and the parish council on planned and actual expenditure for the project.
- Invoices will be made out in the name of the parish council who will pay them at their next scheduled parish council meeting.
- Members of the community who are involved as volunteers with any of the working groups may claim back any previously agreed expenditure that was necessarily incurred during the process of producing the Neighbourhood Development Plan. This could include postage and stationery, telephone calls, travel cost.

Dissolving the Steering Group

- At the conclusion of the Neighbourhood Development Plan project the parish council and Project Group should discuss the future working of the Project Group. If the Project Group wishes to dissolve it must notify the parish council.

Considered and approved by the Parish Council on Tuesday 4t May 2021

Ron Gow

Chairman

Sutton St. Nicholas Parish Council

Appendix 4

Status of Actions from last meeting 06/04/21

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
05/01	07/10/19	22	Tree Planting 30 th November 2019	Clerk to take action as required.	Clerk	On hold due to COVID-19	Work in progress
05/02	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
05/03	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
05/04	05/10/20	13	Bus Shelter	Clerk to get costings for the suggested works	Clerk	Electrical work outstanding	Work In progress
05/05	02/11/20	8	Vacant Parish Councillor positions	Clerk to put a notice in a future edition of Sutton News	Clerk		Work In progress
05/06	07/12/20	24	Neighbourhood Development Plan Review Meeting	The Clerk to develop associated costs for consideration	Clerk	Agenda Item 10	Work In progress
05/07	07/12/20	24	Neighbourhood Development Plan Review Meeting	Subject to above the Clerk submits application form/s to DCLG	Clerk	Agenda item 10	Work in progress
05/08	06/04/21	14	Review of Insurance	Clerk to forward Asset Register to the Parish Councils insurers	Clerk		Completed
05/09	06/04/21	15	Sutton Playing Field	Clerk and Cllr Katie Baures to report back to the Parish Council meeting	Clerk		Work in progress

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
05/10	06/04/21	15	Sutton Playing Field	Clerk to get costs to remove the hedge (facing the road), to improve visibility	Clerk	Request for quotes sent	Work in progress

Summary

Closed	0
Completed	1
Work In progress	9
TOTAL	10

Sutton St. Nicholas PC

Bank Reconciliation as at 4th May 2021

Opening 01/04/21	26,133.97
Receipts	0.00
	26,133.97
Expenditure	1,694.90
Balance	24,439.07

Bank balance	04/05/2021	26,305.97
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os cheques

1265	380.00
1291	18.12
1292	255.00
1293	250.45
1294	166.40
1295	95.00
1296	381.95
1297	192.38
1298	127.60

1,866.90

Balance as at 04/05//21	24,439.07
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For Information

- **Minerals and Waste Local Plan Pre- Submission Consultation**
12 April – 24 May 2021

Herefordshire Council is preparing a Minerals and Waste Development Plan Document, which when adopted will form part of the Herefordshire Local Plan.

The Minerals and Waste Local Plan will be published along with accompanying evidence base reports for a 6-week period starting on Monday 12 April until midnight on Monday 24 May 2021.

During this period comments are invited on the 'soundness' of the plan and whether the correct legal processes have been followed. To be sound policies should be positively prepared, justified, effective and consistent with national policy.

Comments are also sought on the Sustainability Appraisal and the Habitats Regulations Assessment reports, which have been published alongside the MWLP and its evidence base documents.

The consultation documents & evidence used to support the development of the MWLP, and details of how to take part will be available on the [Minerals and Waste Local Plan webpage](#) from the consultation start date.

A video presentation providing an overview of the policies and proposals of the MWLP, and how to get involved in the consultation, can also be viewed on the website, along with the presentation slides. After watching this, should you have any questions on the MWLP or its evidence base, please email ldf@herefordshire.gov.uk

After the consultation, the council will consider all the representations prior to submitting the final draft of the document to the Secretary of State for examination, together with the representations received.

If you have any questions, please email ldf@herefordshire.gov.uk or call 01432 260146.

12/04/21

- Email Herefordshire Council - Affordable housing and letter to Mr Jenrick.
- Email Herefordshire Council Talk Community Covid update 23rd April 2021
- Email Herefordshire Council Covid update 9th April