

Sutton St. Nicholas Parish Council

Minutes of Virtual Meeting of Sutton St. Nicholas Parish Council, held on Tuesday 6th April 2021 at 7.15 pm via Zoom (SPC/TF/184)

Councillors Present

Cllr Richard Andrews
Cllr Katie Bauress
Cllr Ann Burke
Cllr Sharron Haworth
Cllr Ian Nicholas

In attendance

Tony Ford – Parish Clerk

Members of the Public 4

1. Apologies for Absence

The Parish Council considered and approved apologies for absence for Cllr Ron Gow. Cllr Sharron Haworth was elected as the Chairman of the meeting.

2. Receive approve and sign the Minutes of the Parish Council Meeting (no SPC/TF/181) held on Monday 1st March 2021.

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/182) held on Monday 1st March 2021.

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

4. Receive approve and sign the minutes of the Extraordinary Parish Council Meeting (no SPC/TF/183) held on Tuesday 30th March 2021.

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

5. Disclosable Pecuniary Interest Dispensations

There were no requests for dispensation.

6. 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 Richard Andrews	√		8	Personal connections	Disclosable Pecuniary Interest
Cllr Katie Bauress		√			
Cllr Ann Burke		√			
Cllr Sharon Haworth		√			
Cllr Ian Nicholas		√			

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

7.1 Ward Councillors Report

In the absence of the Ward Councillor the Clerk gave a verbal summary of the Ward Councillors report (Appendix 1 refers).

7.2 Questions from other members of the public

There were no questions from the public.

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8. Planning Application P174419/PA7- Proposed polytunnel

The Parish Council was updated on progress, although progress had been slow there was likely to be a positive outcome regarding the lambing issue, however it was agreed that the Parish Council would receive an update at its next meeting. The Parish Council and Parishioners were still waiting for an update on the outcome of Herefordshire Council Planning Department site visit. The Parish Council reaffirmed its support for the parishioners involved and the action they were taking.

Cllr Richard Andrews did not take part in any discussions.

9. Planning Application 19 Willow Rise Sutton St. Nicholas HR1 3DH (210499) Proposed single storey side extension.

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

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

There were 12 actions requiring completion, one was closed, five were completed, seven were in progress (Appendix 2 refers) Noted.

11. Financial Report

11.1 Confirmation of Balance as of 31st March 2021 was £26,133.97(Appendix 3 refers)

11.2 Confirmation of Balances as of 6th April 2021 was £25,239.00 (Appendix 4 refers)

11.3 Receipts Nil

11.4 Invoices for payments

Ref	Payee	Amount £	VAT	
1	Mike Darley	205.00	n/a	29/03/21 (65) Bins, Inspection and Sanitising play equipment
2	R. A. Ford	18.12	n/a	Reimbursement for stamps
3	Richard Morgan	255.00	n/a	22/03/21(1187&1188) 24/03/21(1189 & 1190) Grass Cutting

Authorised for payments and cheques to be signed

12. Budget Monitoring Report

The Parish Council considered and noted the Budget Monitoring Report as at 31/03/21 (Appendix 5 refers)

13. Review of Asset Register

The Parish Council reviewed and noted the Asset Register (Appendix 6 refers)

14. Review of Insurance

The Parish Council carried out a review of its insurance. (Appendix 6 refers) subject to insurers minimum levels.

Action Clerk to forward Asset Register to the Parish Councils insurers

15. Sutton Playing Field

The Parish Council considerations included

- Seclusion due to the hedging facing the main road, which was a concern to parents.
- The age of the play equipment.
- Surface under some of the equipment.
- The condition of the swing.
- Lack of facilities for toddlers.
- Muddy surface

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The Clerk reminded the Parish Council that the proposed development at Lane Orchard brought with it Section 106 monies contributing to Children's play area in the village. Regarding the Sutton Cattle Yard site, the allocation of Section 106 monies was not known, however it was likely that Section 106 monies would be available. Unfortunately, due to the high levels of phosphate in the River Lugg both developments were on hold.

Mention was made of Active Garden a local firm that supplied play equipment.

Having considered the matter, the Parish Council asked the Clerk and Cllr Katie Bauress to come up with short-term proposals for toddlers.

Action Clerk and Cllr Katie Bauress to report back to the Parish Council meeting.

Action Clerk to get costs to remove the hedge (facing the road), to improve visibility.

16. Traffic Regulation Order

The Parish Council considered correspondence from Balfour Beatty (Appendix 7 refers). The Clerk informed the Parish Council that only indicative costs are available, and he estimates that both schemes would cost some £20,000. The Parish Council also noted that the promise of a meeting with Mr Stan Gyford, Mr Keith Lawton and the Parish Council had not come to fruition, the promise of a reply to the query of using free local expertise has not been answered and confirmation has not been received as to when the TRO process would be transferred back in house. even after follow-up by Cllr Kema Guthrie (Ward Councillor). The Clerk also reminded the Parish Council that there was £10,000 in the Lane Orchard Development Heads of Terms to cover Traffic Regulation Orders, however figures in the Sutton Cattle Yard Heads of Terms was not known.

The Parish Council thanked Cllr Guthrie for her efforts.

Action– The Parish Council asked Cllr Kema Guthrie to keep chasing on outstanding issues.

Action– The Parish Council asked Cllr Kema Guthrie if she could ascertain what Section 106 monies are available from the Sutton Cattle Yard development.

17. Neighbourhood Development Plan

The Clerk informed The Parish Council that correspondence received from Herefordshire Council (Appendix 8 refers), indicated that due to the issue of high phosphate levels in the Lugg, any updated Neighbourhood Development, could not be submitted to Herefordshire Council for them to consult on and adoption. For a Neighbourhood Plan to be adopted/ made, the Parish Council is required to ensure that the plan meets the 'Basic Conditions', one of those conditions being compliance with The Conservation of Species and Habitat Regulation 2017 ("2017 Regulations").

Consequently, until water quality conditions improve sufficiently and measures and/or treatment works are in place, through the Herefordshire Nutrient Management Plan and water quality testing concludes that there would be no adverse effect on the River Lugg Catchment Area, the neighbourhood plans within the River Lugg Catchment Area would fail the 'basic conditions' test.

Currently the Sutton St. Nicholas Neighbourhood Development Plan does carry some weight, however once the two developments (Allocations) in for planning permission get approved, they will become commitments., a plan with no allocations does not carry a lot of weight and would leave the parish open to speculative developments outside its settlement boundary and outside the control of the Parish Council

Having considered the matter the Parish Council was mindful that it was not known when the phosphate issue in the Lugg would be solved, however looking at the risks it agreed that priority should be given to getting a draft plan in place, so that as soon as the Lugg river

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issue was solved, any plan in place could be quickly made to comply with the 2017 regulations therefore reducing the risks associated with not doing so.

The Clerk is working on the relevant grant application.

Action Clerk to progress work on the Revised Neighbourhood Development Plan.

18. Review of Reserves

Having Carried out a review of reserves as of 31st March 2021, the following was agreed in line with the Parish Councils Reserve Policy.

	31/03/19	04/11/19	05/10/20	31/03/21
Elections	2,000.00	2,000.00	2,000.00	2,000.00
Churchyard	2,000.00	2,000.00	2,000.00	1,000.00
Village Hall	2,408.00	2,458.00	2,621.00	2,700.00
Good Neighbour Scheme	500.00	500.00	500.00	500.00
Village Gates (the Parish Council noted that there was also S106 available from the Lane Orchard Development	8,000.00	12,000.00	12,000.00	8,753.00
Neighbourhood Plan	00.00	00.00	00.00	5,000.00
Open Space/Playground	1,000.00	1,000.00	1,000.00	1,000.00
Telephone box/ Defibrillator	1,000.00	500.00	500.00	100.00
Total Specific	16,908.00	20,458.00	20,621.00	21,053.00
General	7,111.00	6,213.00	4,580.00	5,080.00
TOTAL RESERVES	24,019.00	26,671.00	25,201.00	26,133.00

19. Review of Activities

The Parish council reviewed its activities to identify significant or long-term projects likely to impact on Parish Council finances. It was agreed that the review of reserves previously carried out ensured adequate financial cover for projects and therefore no further action was required.

20. Draft Annual Governance and Accounting Return (AGAR) Timetable

The Parish Council considered and approved the draft AGAR timetable. (Appendix 9 refers)

21. 2021 Verge Cutting

Having considered correspondence from Balfour Beatty on the matter the Parish Council agreed that for both planned cuts, only verges within of the 30 MPH signs should be cut, and that Balfour Beatty be asked to look at the thistles growing on the left-hand verge on the C1125 heading towards the village from Wergins Bridge.

Action Clerk to inform Balfour Beatty

22. Future Parish Council meetings

Having considered the matter, the Parish Council agreed the following

- **19th April 2021**- Annual Parish meeting.
- **4th May 2021** -Annual Meeting of the Parish Council

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- **28th June 2021-** (no meeting on 7th June)- delegation to the Clerk to pay payments due and manage the Parish Council administration. By then hopefully there should be more guidance.

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

- Polytunnel Update
- Playground Equipment update
- Footpaths – Width of Footpaths

24. Items for Information

- **Herefordshire Council** COVID updates, 0/03/21, 19/03/21,01/04/21
- **West Mercia Police** – PCC Newsletter
- **Balfour Beatty Briefing** W/e 26/03/21
- **Balfour Beatty** Annual Programme Drop in session

25. Confirmation of the date, time, and venue of the next meeting, Annual meeting of the Parish Council Tuesday 4th May 2021 at 7.15pm (virtual)

26. Clerks Salary

The Parish Council authorised payment of the Clerks Salary.

Ward Councillor's Report**Re: Coronavirus Update**

- We are now back to levels last seen in early October and by specimen date ending on 26 March 2021 the COVID-19 case rate in Herefordshire was 25.9 cases per 100k people. This was a decrease of -19.4% on the previous week. Cases remain low compared to the national average (55.4 per 100k population).
- Some increase in cases are to be expected as society reopens and more asymptomatic cases are identified through regular rapid testing.
- Coronavirus immunisations continue in Herefordshire, targeting the priority groups. Almost 100,000 first and second dose vaccinations have been given to Herefordshire residents (and over 30m people in the UK).

For all the latest data and information slides for Herefordshire, visit our [Herefordshire COVID-19 dashboard](#).

The latest data slides can found on the [Understanding Herefordshire COVID-19 weekly summary page](#) which is now moving to fortnightly production.

The Herefordshire Council website provides local COVID-19 information including [vaccinations](#), [testing](#), [financial support](#), [mental wellbeing](#), [help talking to children](#), [myth-busting](#), and the [Love Local](#) map.

National Covid guidance is available on the Government website www.gov.uk/coronavirus

Re: Free cycle stands for county businesses

Businesses and organisations in the county can apply for a free bike stand, courtesy of Herefordshire Council and cycling charity 'Life Cycle UK'.

Herefordshire Council declared a climate emergency in March 2019, strengthened in December 2019 to a 'climate and ecological emergency'. The council is committed to promoting and encouraging healthy and sustainable forms of transportation, such as walking and cycling, which are better for the individual and the environment.

Please view the Council's website news article: [Free cycle stands for county businesses](#) for more information.

Re: Parking charges revamped in Herefordshire

The car parking charge structure in Herefordshire is to be simplified. The price of parking is to be divided into bands relative to proximity to the City or town centre, with shorter- term parking in the city and longer-term parking available further from the city centre. It is hoped that this new parking structure will ensure there are plenty of spaces available in the centre for short term users.

Parking will also be free in all market towns on Sundays and after 6pm every day, while in Hereford the charged parking period has been reduced down by two hours and will now be free after 8pm every day.

Please view the Council's website news article: [Parking charges revamped in Herefordshire](#) for more information.

Re: New Beryl e-bikes for Hereford

30 Beryl e-Bikes will be available to hire from Beryl Bays across the city, as part of the existing bike share scheme provided by the British bike share and e-Scooter hire operator in partnership with Herefordshire Council. The Beryl e-Bikes will provide residents with an additional sustainable mode of transport to make everyday journeys.

For more information on the initiative, please visit beryl.cc

Re: Leominster and Hereford Mayfair 2021

Due to the pandemic the Leominster and Hereford Mayfair have been postponed until the Summer. They are planned to be rescheduled as follows:

Leominster: Thursday 29 to Saturday 31 July inclusive

Hereford: Tuesday 3 to Thursday 5 August inclusive

The Hereford May Fair will celebrate the 900th anniversary of the granting of its charter in 2021, while the Leominster Fair can be traced back to the 17th century, and both events attract many residents and visitors every year. Events and activities are being organised to celebrate Hereford's 900th anniversary and details of these will be available on the Herefordshire Council website in the next few weeks.

Household Waste and Recycling Centres in Herefordshire will operate Summer opening hours from 1st April

The new opening times will be **8am to 6pm, 7 days a week** in Hereford and Leominster.

To ensure safety and efficiency, **residents are still required to book slots** to visit the Household Recycling Centres. Only those who have booked a slot will be allowed entry.

This can be done online or, for those unable to book online, by contacting the Herefordshire Council customer services team on 01432 260051.

The Household Recycling Centres are only open to Herefordshire residents, and the booking system is in place to ensure the safety of staff by controlling numbers of visitors and prevent queues at sites. Residents can book up to four slots every two weeks and will receive a pass before visiting. An address and vehicle registration number are needed to secure the booking.

To ensure the safety of staff, contractors and each other, please continue to observe all the relevant guidelines.

To book online and for more information, please visit [Herefordshire.gov.uk/recycling](https://www.herefordshire.gov.uk/recycling)

For Information – Please Report Highways Problems on Herefordshire Council's website

Potholes

<https://www.herefordshire.gov.uk/transport-and-highways/maintenance/potholes>

<https://myaccount.herefordshire.gov.uk/report-a-pothole>

If you wish to make a claim as a result of damage to your vehicle: <https://www.herefordshire.gov.uk/info/200196/roads/2>

Footpaths

<https://www.herefordshire.gov.uk/transport-and-highways/footpaths-byways-and-bridleways/cg-report-prow-problem>.

Report fly tipping

Telephone the Contact Centre on 01432 261800 or report the fly tipping via the council website https://www.herefordshire.gov.uk/info/200226/report_a_problem/98/fly_tipping

Report by Kema Guthrie 06/04/2021

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Appendix 2

Status of Actions from last meeting 01/03/21

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
04/01	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
04/02	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
04/03	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
04/04	05/10/20	13	Bus Shelter	Clerk to get costings for the suggested works	Clerk	Electrical work outstanding	Work In progress
04/05	02/11/20	8	Vacant Parish Councillor positions	Clerk to put a notice in a future edition of Sutton News	Clerk	Agenda item 4	Work In progress
04/06	07/12/20	24	Neighbourhood Development Plan Review Meeting	The Clerk to develop associated costs for consideration	Clerk	See below	Work In progress
04/07	07/12/20	24	Neighbourhood Development Plan Review Meeting	Subject to above the Clerk submits application form/s to DCLG	Clerk	Grant information for 2021/22 not available	Work in progress
04/08	01/03/21	4	Co-option	Clerk to send paperwork to Cllr Katie Bauress.			Completed
04/09	01/03/21	4	Co-option	Clerk to send HALC training schedule to Cllr Katie Bauress.			Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
04/10	01/03/21	8	Planning Application P174419/PA7- Proposed polytunnel	Clerk to inform Cllr Kema Guthrie of its support and ask that the matter be raised again with Herefordshire Council	Clerk		Completed
04/11	01/03/21	12	Review Risk Register	Cllr Ron Gow to sign the updated Risk Register	Cllr Ron Gow		Completed
04/12	01/03/21	14	Traffic Regulation Order	Clerk to ask Cllr Kema Guthrie to raise concerns with Balfour Beatty.	Clerk		Completed

Summary

Closed	0
Completed	5
Work In progress	7
TOTAL	12

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Appendix 3

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Bank Reconciliation as at 31st March 2021

Opening 01/04/20	23,200.44
Receipts	30,228.98
	53,429.42
Expenditure	27,295.45
Balance	26,133.97

Bank balance 15/03/2021 27,844.29

os cheques

1265	380.00
1283	396.40
1285	528.00
1286	405.92

1,710.32

Balance as at 31/03/21	26,133.97
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Appendix 4

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Bank Reconciliation as of 6th April 2021

Opening 01/04/21	26,133.97
Receipts	0.00
	26,133.97
Expenditure	894.97
Balance	25,239.00

Bank balance 15/03/2021 27,844.29

os cheques

1265	380.00
1283	396.40
1285	528.00
1286	405.92
1290	205.00
1291	18.12
1292	255.00
1293	250.45
1294	166.40

2,605.29

Balance as at 06/04//21 **25,239.00**

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Appendix 5

Budget Monitoring Report as at 31st March 2021

	Actual 2017/18	Budget 2018/19	Actual 2018/19	Budget 2019/20	Actual 2019/20	Budget 2020/21	Actual 31/03/21	variance	Comments
Income									
Precept	21,077.00	28,577.00	28,577.00	28,577.00	28,577.00	28,577.00	28,577.00	0.00	2nd Instalment due in September
Other -	42.83	42.83	30.23	31.00	32.23	30.00	0.00	-30.00	Western Power Wayleave not received.
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	
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		300.00	1,401.98	1,101.98	Vat claim made higher - than budgeted
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	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	31,559.93	28,907.00	30,228.98	1,321.98	
Expenditure									
Clerks Salary	4,439.56	4,670.00	4,536.12	5,000.00	4,734.03	5,100.00	3,877.97	1,222.03	
Admin/Office Expenses	398.05	400.00	364.96	400.00	598.30	500.00	588.40	-88.40	
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	592.39	7.61	
Auditors	260.00	400.00	260.00	300.00	260.00	300.00	260.00	40.00	
Services Repairs and Maintenance	875.97	2,514.00	1,807.90	2,600.00	1,336.70	1,800.00	555.00	1,245.00	
Lengthsman	1,165.00	1,000.00	428.75	2,000.00	1,327.37	2,200.00	2,335.90	-135.90	Higher than planned- due to gully work across the parish
Donations	225.00	200.00	0.00	200.00	652.00	2,200.00	500.00	1,700.00	

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	Actual 2017/18	Budget 2018/19	Actual 2018/19	Budget 2019/20	Actual 2019/20	Budget 2020/21	Actual 31/03/21	variance	Comments
Elections	0.00	0.00	0.00	0.00	0.00	150.00	85.02	64.98	
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	8,597.74	0.26	
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	630.00	-430.00	Bin collection more frequent due to Coronavirus
SIDs	750.00	424.00	205.98	450.00	180.00	0.00	0.00	0.00	
Rent	0.00	1.00	0.00	1.00	5.00	10.00	0.00	10.00	
New Website	500.00	100.00	200.00	250.00	150.00	200.00	165.00	35.00	
Neighbourhood Plan	49.50	0.00	0.00	0.00	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	4,987.98	3,360.00	3,235.90	124.10	
Good Neighbour Scheme	0.00		0.00	0.00	0.00	0.00	10.00	-10.00	There is Good Neighbour Scheme reserve
P3 Scheme	1,110.00	1,027.00	902.00	1,027.00	1,205.00	1,500.00	1,197.80	302.20	
Vat	584.20	426.00	331.44	300.00	598.33	309.00	565.20	-256.20	Higher than planned but claimable
Corona Virus	0.00	0.00	0.00	0.00	0.00	0.00	2,117.05	-2,117.05	Unplanned and not budgeted for
Sutton News	0.00	500.00	1,326.78	650.00	428.60	650.00	1,071.06	-421.06	Higher than planned
cost of 1/2 share of SID	1,383.00	0.00	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	0.00	
Consultancy - Rural Area Site Allocation	325.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Swing Seat & Anti Climb Fence-Playing Field	0.00	0.00	0.00	0.00	0.00	0.00	271.40	-271.40	not budgeted for/safety equipment
Consultancy -Mast	870.88	0.00	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	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	27,295.45	1,611.55	
Cash bark for playing field	288.00								
Bank expenditure	25,035.82								

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Appendix 6

	Location		Playground Equipment	Furniture at Playground and community garden	Village Hall	Highways Furniture	Office Equipment	open Space	Gates, fences & church Wall	war memorial	Ground Surfaces
Dell Laptop PP21L plus case & mouse	Clerk	350.00					350.00				
Aerial Runway	Playground										
Jungle Climber - Congo	Playground										
Combo 6 SS/TT	Playground										
Log Walk (1x600mm)	Playground										
Helvellyn (3 Ledge)	Playground										
Log Walk (2x 600mm)	Playground										
Spiders Web	Playground										
Striding Stilts (4 Stilts)	Playground										
Be-Bop	Playground										
Yorkstone Tower (CED Ltd)	Playground										
Cushion fall	Playground										
Terram Surfacing	Playground										
Glasslock Surfacing	Playground										
Goal Posts	Playground										
Steel Bench	Playground										
Playground Equipment		34,629.00	34,629.00								
Village Hall (Community Asset)		1.00			1.00						
Bench	Community Garden	5.00		5.00							
Bench	St Nicholas Church entrance	5.00				5.00					

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	Location		Playground Equipment	Furniture at Playground and community garden	Village Hall	Highways Furniture	Office Equipment	open Space	Gates, fences & church Wall	war memorial	Ground Surfaces
Bench	Golden Cross Junction	5.00				5.00					
Lichgate	Willow Rise/Rea	5.00				5.00					
Asset Register as at 31st March 2011		35,000.00	34,629.00	5.00	1.00	15.00	350.00				
Timber Shelter	Playground	2,200.00		2,200.00							
Mini Gazebo	Community Garden	377.99		377.99							
Toshiba Satellite Laptop (SN 20080681S bag and mouse		495.81					495.81				
Dell Laptop PP21L plus case & mouse		-350.00					-350.00				
Projector		208.32					208.32				
Asset Register as at 31st March 2015		37,932.12	34,629.00	2,582.99	1.00	15.00	704.13				
Mobile Display screens	Village Hall	512.43					512.43				
Asset Register as at 31st March 2016		38,444.55	34,629.00	2,582.99	1.00	15.00	1,216.56				
Toshiba Satellite Laptop (SN 20080681S Scrapped		-480.00					-480.00				
HP Pavilion 15.6" Laptop		332.50					332.50				
Sutton Playing Filed - transferred from Herefordshire Council		5.00						5.00			
Millway/Willow Rise Open Space - transferred from Herefordshire Council		5.00						5.00			

Sutton St. Nicholas Parish Council

	Location		Playground Equipment	Furniture at Playground and community garden	Village Hall	Highways Furniture	Office Equipment	open Space	Gates, fences & church Wall	war memorial	Ground Surfaces
Asset Register as at 31st March 2017		38,307.05	34,629.00	2,582.99	1.00	15.00	1,069.06	10.00			
Half share of Speed Indicator devise		1,383.00				1,383.00					
Two litter Pickers	Village Hall	27.05				27.05					
Asset Register as at 31st March 2018		39,717.10	34,629.00	2,582.99	1.00	1,425.05	1,069.06	10.00			
6 Streetmaster Pro litter Pickers	Village Hall	113.40				113.40					
6 Hand hoopers with Handles	Village Hall	88.50				88.50					
1 telephone box	Golden Cross PH car park	1.00				1.00					
Asst Register as at 31st March 2019		39,920.00	34,629.00	2,582.99	1.00	1,627.95	1,069.06	10.00			
Church Wall		5.00							5.00		
War memorial		5.00								5.00	
Half share of Speed Indicator devise written off		-1,383.00				-1,383.00					
Asst Register as at 31st March 2020		38,547.00	34,629.00	2,582.99	1.00	244.95	1,069.06	10.00	5.00	5.00	
Swing Seat- Playing Field	Playground	173.60	173.60								
Anti-Climb Fencing - Playing Field	Playground	97.80		97.80							
Asst Register as at 31st March 2021		38,818.40	34,802.60	2,680.79	1.00	244.95	1,069.06	10.00	5.00	5.00	
Insurance cover June 2020			65,710.00	4,000.00	Village Hall Committee	36,000.00	2,000.00	Public liability only	20,000.00	36,000.00	10,000.00

Sutton St. Nicholas Parish Council

Location	Playground Equipment	Furniture at Playground and community garden	Village Hall	Highways Furniture	Office Equipment	open Space	Gates, fences & church Wall	war memorial	Ground Surfaces
Insurance Cover June 2021	70,000.00	5,000.00	Village Hall Committee	36,000.00	2,000.00	Public liability only	20,000.00	36,000.00	10,000.00
				Lichgate mainly					Churchyard footpath & Hardstanding at Playground

Traffic Regulation Order

Hi Councillor

Thank you for this information.

Firstly, in regards to the TRO list comparison that's been put together, schemes listed in there with the label "not in list" is down to a few reasons. Either schemes have been started / closed down, removed from the list following Local Member approval (we review schemes older than 5 years old on the list, each year to check to see if they are still required or can be removed), or removed following separate funding (through CCM or S106 etc).

I think there has been some confusion surrounding the updated TRO list that I have sent you. The prioritised list 2021/22 that I have sent you, only contains TRO's that have yet to be started. In the instance of Stonewater housing estate and Bodenham Road, these are request for 20mph schemes which after an initial review, require Herefordshire Council to draft a relevant policy in order for us to start designing a suitable scheme. As you've duly noted, these schemes also appear on last years priority list, for the very same reasons mentioned above. When bringing schemes forward, we have brought the following 12 or schemes to fruition and left those 2 in place, because there is no policy. The hold up on these should not have a knock on effect of other schemes in the pipeline not being started, in which I'm sure you would agree.

"For both the Sutton St. Nicholas Village and Wyatt Road Traffic Regulation Orders the ranking schedule had omitted factoring scores which lead to both projects being given a zero score. (post meeting Cllr Kema Guthrie raised the matter with Balfour Beatty and has received confirmation that this was an omission, which has now been corrected, however ranking positions have not changed.)" – Ranking positions have not been changed because the updated score (from when previously scored was circulated to Councillor Guthrie) due to an initial error when copying the information to a separate spreadsheet in order to accommodate the PC & LM request to view the scores. The scored that each scheme has been given, mean that their positions within our list are accurate. If both schemes were scored as zero they would be at position 119 & 120 respectively.

"There were Traffic Regulation Orders that were on Herefordshire Council Website, but not on either Traffic Regulation Order lists." – There are multiple traffic orders that are still being progressed that have been ongoing since 2018/2019 – hence the reason they do not appear on the 2020 or 2021 prioritised list.

I note the Parish and Local member concerns however I can confidently confirm that our processes on scoring & prioritisation and delivery have been subject of a recent independent audit undertaken on behalf of Herefordshire Council where it has not raised any concerns. The scoring procedure etc has received previous Cabinet Member approval and is deemed the fairest way to score the many multiple requests we receive each year, and all schemes are scored on an even at equitable basis with no scheme taking favour over another. These scoring procedures are reviewed annually and any new requests will be scored fairly in the next review in January 2022.

All new entries onto the list have been entered at the suitable position in which their score determines. We take schemes forward on a 2 by 2 basis (speed limits and Other TRO's (which can be one-ways, parking restrictions, weight limits, height restrictions etc.))

I am sorry but I am unable to assist further with this matter.

Regards

Callum Bush

Neighbourhood Development Plan update

Dear Clerk

I am writing to update you regarding the Council's latest advice to parishes whose area fall within the River Lugg Catchment Area of the River Wye Special Area of Conservation ("SAC"). For a Neighbourhood Plan to be adopted/ made, the Council is required to ensure that the plan meets the 'Basic Conditions', one of those conditions being compliance with

The Conservation of Species and Habitat Regulation 2017 ("2017 Regulations").

Although the neighbourhood plans themselves do not grant planning permission for development, they are subject to compliance with The Conservation of Species and Habitats Regulations 2017 meaning that unless it can be demonstrated that the making of a plan is not likely to have a significant effect on a European Site (SAC is listed as a European Site in the 2017 Regulations) and that there will be no adverse effects on the integrity of the River Lugg Catchment Area as a result of the proposed allocations or proposals within the neighbourhood plan, the Council is unable to continue to promote a neighbourhood plan which allocates sites for residential development and cannot make/adopt a neighbourhood plan.

Consequently until water quality conditions improve sufficiently and measures and/or treatment works are in place, through the Nutrient Management Plan and water quality testing to conclude that there would be no adverse effect on the River Lugg Catchment Area, the neighbourhood plans within the River Lugg Catchment Area will fail the 'basic conditions' test.

As a result and in accordance with Regulation 15 the parish council would be required to submit a Basic Condition Statement which indicated how the NDP policies and proposal meet the requirements of the basic conditions. At the present time, due to the failing water quality levels in the River Lugg Catchment area, it is not possible for the parish council to demonstrate that the Basic Conditions can be met. It will also not be possible to produce a HRA report which can demonstrate that there would be no likely significant effects on the River Lugg catchment area.

Whilst the parish council could still submit, we would strongly advise to consider whether to proceed to Regulation 16 as the plan would not meet the Basic Conditions at examination.

Parish Councils wishing to proceed to a Regulation 14 consultation will need to be minded that this could not be supported with a HRA report which demonstrated that there would be no likely significant effects on the River Lugg catchment area.

I understand that this will be of concern to the parish council and we will keep you updated on any resolutions to the issue.

Please find attached a copy of the position statement relating to advice to parish councils with an NDP within the River Lugg Catchment Area and links to the general position statement on the progress being made to address these issues.

If you have any queries, please let me know.

[Kind regards](#)

Sam

Annual Return Draft Timetable AGAR 20/21

The Table below sets out the key tasks to plan a timetable to ensure that the submission of the Annual Return meet the statutory requirements.

	Key Tasks Timetable and checklist	Dates Planned	Comments
1	Ensure you have arranged for an independent internal Audit and for the person carrying out it out to complete the Annual Internal Audit Report on the Annual Return	Monday 1 st March 2021	This must be done before anything else.
2	Arrange a meeting of the full Council after 31 st March 2021 but before the first 10 working days in July 2021 (see 5 below)	See 5 below	
3	Compile accounts as at 31 st March 2021 and supporting working papers, complete Section 1 (Annual Governance Statement) and Section 2 (Accounting Statements) of the Annual Returns.	By Monday 26 th April 2021	
4	Certify the Accounting Statements	See 5 Below	
5	Hold a meeting of the full Council to consider, approve and sign the Annual Governance Statement and the Accounting Statements, the Annual Governance Statement must be approved before the Accounting Statements, but they can be done at the same meeting as long as the order is clear in the minutes	Latest Wednesday 30 th June 2021	
6	Set the period for the exercise of public rights and complete the necessary documentation, inform the external auditor of the date of commencement	Latest Thursday 1 st July 2021.	
7	Publish on Website the approved and signed Annual Governance Statement and Accounting Statements along with the notice for the exercise of public rights and the Declaration of the status of the accounts.	Latest Wednesday 30 th June 2021.	
8	Submit to the external auditor the approved and signed Annual Return and other supporting information	Latest Friday 2 nd July 2021.	
9	Respond to any queries or request for information from the external auditors	As required	
10	On completion of the Limited Assurance review, publish the certified Annual Return and notice of conclusion documents for the exercise of public rights	By Thursday 30 th September 2021.	