

Sutton St. Nicholas Parish Council

Minutes of the Ordinary Meeting of Sutton St. Nicholas Parish Council, held at Sutton St. Nicholas Village Hall, Bayley Way, Sutton St. Nicholas, Hereford HR1 3SZ on Tuesday 4th January 2022 at 7.15 pm (SPC/TF/198)

Councillors Present

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

In attendance

Tony Ford – Parish Clerk

1. Apologies for Absence

To receive and approve apologies for absence. The Parish Council considered and approved apologies for absence for Cllr Ron Gow and Cllr Sharron Haworth.

2. Receive approve and sign the Minutes of the Parish Council Meeting (no SPC/TF/196) held on Monday 6th December 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/197) held on Monday 6th December 2021.

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

4. Disclosable Pecuniary Interest Dispositions

The Parish Council resolved to give dispensation to all Councillors to consider and approve the budget and precept. (Agenda item 14 and 15)

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 Richard Andrews	√		14 &15	Personal interest	Disclosable Pecuniary Interest
Cllr Katie Bauress	√		14 &15	Personal interest	Disclosable Pecuniary Interest
Cllr Ann Burke	√		14 &15	Personal interest	Disclosable Pecuniary Interest
Cllr Ian Nicholas	√		14 &15	Personal interest	Disclosable Pecuniary Interest

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

6.1 Ward Councillors Report

Having sent her apologies there was no report from Cllr Kema Guthrie.

6.2 Questions from other members of the public

The Parish Council was informed of the following.

- That there has been an increase in dog poo being left on the open space on Millway.
- That there has been an increase in dog poo being left on the ST3 footpath from Watery Lane.

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- Complaints from residents on Willow Rise/Millway regarding some dog owners exercising their dogs on front gardens, allowing dogs to poo on front gardens and in some cases leaving it.

The Parish Council felt that we were all very lucky to live in a very nice village, with a lot of open spaces and asks that all dog owners pick up their dog's poo from public spaces and ensure that they respect private gardens on their walks.

- Some Parishioners were not aware that the Community Garden next to the Village Hall was a public open space. The Parish Council has agreed to put up signage stating 'Community Garden open to the public.'

Action Clerk put a note in Sutton News.

7. Planning Application - The Firs, Cross Keys, Hereford, HR1 3NP (213935)- Demolition of existing conservatory, garage and shed. Erection of new garage

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

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

8. Planning Application – Ordiss Farm, Sutton St. Nicholas, Hereford, HR1 3AY (214442) – Replacement. on a like for like basis of 5 sliding sash windows on front elevation of house. There are 4 X 8 over 8 windows and 1 X 6 over 6 window.

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

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

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

There were 11 actions requiring completion, five were completed, six were work in progress (Appendix 1 refers) Noted

10. Financial Report

- 10.1 Invoices for Payment

	Payee	Amount £	VAT	
1	Richard Morgan	676.40	N/a	1367 & 1371- Lengthsman Work, installation of benches at Community Garden.
2	Sovereign Play Equipment Co Ltd	2,269.81	378.30	Deposit - Play equipment
3	DC Gardening Services	588.00	98.00	SI-1144 (19/12/21) Hedge at the Playing Field
4	Border Office Supplies & Systems	385.25	64.21	SINV00208496 (23/12/21) Stationery
5	Mike Daley	40.00	N/a	116 (29/12/21) Playground Inspections

Authorised and Cheques to be signed

- 10.2 Receipts £8,937.37 (Covid 19 Grant)
- 10.3 Confirmation of Balances as of 4th January 2022 was £51,888.23 (Appendix 2 refers)

11. Financial Regulations

The Parish Council completed its review of its Financial Regulations. (Appendix 3 refers)

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12. Playing Field – Infant Play Equipment

The Parish Council noted that since the last meeting the grant had been increased from £6,250 to £8,937.37., which meant only the Covid19 Budget head of £1,000 would be used.

The Parish Council also noted that the infant play equipment had been ordered, and that the Parish Council was waiting for confirmation of the installation date.

It was delegated to the Clerk to proceed with the matter.

Action Clerk to put a note in Sutton News.

13. Speeding Through the Village

The Parish Council noted correspondence from Herefordshire Council. (Appendix 4 refers)

14. Budget 2022/23

The Parish Council considered and approved the budget for 2022/23. (Appendix 5 refers)

15. Precept 2022/23

The Parish Council considered and approved the precept for 2022/23 at £30,000.00 not change from 2021/22

16. Herefordshire Local Plan Update – Pre-Consultation Engagement

The Parish Council considered the suggested submission from the Chairman of the Neighbourhood Development Plan Project Group, having considered the matter the Parish Council agreed that the draft be sent to Dr David Nicholson to review on behalf of the Parish Council. It was delegated to the Clerk to submit the final version to Herefordshire Council. The Parish Council noted the hourly rate that would be charged for the review.

Action Clerk to submit final version to Herefordshire Council.

17. Neighbourhood Development Plan

There was nothing to report. This was a standing agenda item,

18. Herefordshire Association of Local Councils (HALC)

The Parish Council noted the HALC information Corner 20-12-21

19. Playground Hedge

The Parish Council accepted the quotation from DC Gardening Services in the sum of £490.00 plus VAT.

Action Clerk to inform contractor.

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

- Grass cutting 2022/23

21. Items for Information

The Parish Council noted information received by email.

Herefordshire Council - Avian Influenza Outbreak in Shobdon Area

West Mercia Police- Winter 2021 Newsletter.

Les Wilkinson – Speed watch

Herefordshire Council - Parish Council Summit 17 January 2022.

NALC – NALC newsletter

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Balfour Beatty - Weobley, Sutton Walls & Queenswood Ward Briefing Week ending 17/12/21.

NALC - Chief Executive's bulletin 10/12/21

Herefordshire Council - Talk Community Newsletter 17 December 2021

NALC - Chief Executive's bulletin 17/12/21

- 22. Confirmation of the date, time, and venue of the next meeting,**
Parish Council Monday 7th February 2022 at 7.15pm

The Parish Council resolved to go into closed session

- 23. Clerks Salary**
The Parish Council authorised payment of the Clerks Salary.

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Appendix 1

Status of Actions from last meeting 06/12/21

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
01/01	31/07/20	8	Planning Application Sutton Primary Academy – Retention of existing double mobile classroom	Cllr Ron Gow to raise the issue of the Travel Plan with Keith Lawton	Cllr Ron Gow		Work in progress
01/02	02/11/20	8	Vacant Parish Councillor positions	Clerk to put a notice in a future edition of Sutton News	Clerk		Work In progress
01/03	28/06/21	20	Cycle Route	Clerk to liaise with Cllr Kema Guthrie on the matter	Clerk		Work In progress
01/04	02/08/21	15	Queens Jubilee – Plant a Tree/s	Clerk to progress the matter.	Clerk		Work in progress
01/05	06/09/21	15	Sutton Playing Field	Clerk to carry out actions as required.	Clerk		Work in progress
01/06	06/12/21	7	Planning Application Three Gables. Ridgeway Road HR1 3BG (214023)-	Clerk to inform Herefordshire Council of the Parish Councils decision	Clerk		Completed
01/07	06/12/21	8	Planning Application 13 The Craft, HR1 3BZ (214263)	Clerk to inform Herefordshire Council of the Parish Councils decision	Clerk		Completed
01/08	06/12/21	9	Planning Application - Orchard View, Cross Keys, HR1 3NL (214036)	Clerk to inform Herefordshire Council of the Parish Councils decision	Clerk		Completed
01/09	06/12/21	10	Planning Application- Land at Lyde Court, Lyde Cross, Hereford HR1 3AE (214046)	Clerk to inform Herefordshire Council of the Parish Councils decision	Clerk		Completed
01/10	06/12/21	16	Playing Field – Infant Play Equipment Funding	Clerk to proceed with the order as agreed	Clerk	Agenda item 14	Completed
01/11	06/12/21	21	Attendance by Herefordshire Council's Chief Executive.	Clerk to put a note in Sutton News.	Clerk		Work In progress

Closed 0
 Completed 5
 Work In progress 6
TOTAL 11

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Appendix 2

Sutton St. Nicholas Parish Council Bank Reconciliation as at 4th January 2022

Opening 01/04/21	26,133.97
Receipts	48,997.83
	75,131.80
Expenditure	23,243.57
Balance	51,888.23

Bank balance **15/12/2021** 58,895.19

os cheques

1311	166.40
1314	240.00
1315	1,860.00
1319	231.69
1320	154.00
1321	676.40
1322	2,269.81
1323	588.00
1324	385.25
1325	40.00
1326	237.41
1327	158.00
	7,006.96

Balance as at 04/01/22 **51,888.23**

Approved Financial Regulations

Please see separate document

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Speeding Through the Village

Hi Tony,

The basic principle behind the ideas is enhance the sense of “community space” through villages and remove the feeling of traffic dominance. The most efficient & cost effective way of achieving this appears to be the visual narrowing of the available road space (enhanced carriageway edge lining) and removal of any specific lane definition (centreline) which, encourages drivers to share the remaining space. This creates more of a feeling of uncertainty amongst drivers which (usually) reduces speed.

The other aspect is enhancing the “green space” to present the feeling of a more “kept” private space (rather than a standard public road / verge). The neater this looks, the more psychological impact it can have, and suitable additional planting that compliments this sort of feel could be considered.

The attached document explains more detail around the concepts and can be used to inspire more. What I would say is, whilst many of the ideas / materials highlighted in here are great in concept, they are also financially challenging, so what I have attempted to do is modify the theories into something that is more cost effective using elements that are more easily accessible / practical.

The first step is for villages to capture their aspirations for the future and produce a document that can be used as the template for future works, ensuring everything ties together. This can then be used to bid for potential additional funding and focus spend (like Section 106 monies) on achieving a coherent end goal, (rather than a random scatter gun approach with various measures that I have witnessed over many years).

Kind Regards,

Simon

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Appendix 5

Budget 2022/23

	Actual 2019/20	Budget 2020/21	Actual 2020/21	Budget 2021/22	Estimate 31/03/22	Budget 2022/23	Comments
Income							
Precept	28,577.00	28,577.00	28,577.00	30,000.00	30,000.00	30,000.00	
Other -	32.23	30.00	0.00	30.00	60.46	30.00	
Donations	2,835.32	0.00	250.00	0.00	0.00	0.00	
VAT recovered / estimate	0.00	300.00	1,401.98	800.00	800.00	500.00	
Neighbourhood Plan Grant	0.00	0.00	0.00	0.00	10,000.00	0.00	
P3 Scheme	115.38	0.00	0.00	0.00	0.00	0.00	
Herefordshire Council-COVID 19 Grant	0.00	0.00	0.00	0.00	8,937.37	0.00	
Total Income	31,559.93	28,907.00	30,228.98	30,830.00	49,797.83	30,530.00	
Expenditure							
Clerks Salary	4,734.03	5,100.00	3,877.97	5,100.00	4,900.00	5,200.00	
Admin/Office Expenses	598.30	500.00	588.40	500.00	800.00	1,000.00	
Training	0.00	130.00	0.00	200.00	200.00	250.00	
Subsidy to Village Hall	1,836.20	0.00	0.00	0.00	0.00	0.00	
Insurance	507.63	600.00	639.62	650.00	646.65	670.00	
Membership Subs	601.38	600.00	592.39	650.00	630.00	650.00	
Auditors	260.00	300.00	260.00	300.00	275.00	300.00	
Services Repairs and Maintenance	1,336.70	1,800.00	555.00	800.00	1,000.00	1,000.00	
Lengthsman	1,327.37	2,200.00	2,335.90	2,200.00	1,200.00	3,000.00	To include annual gutter clearing
Donations	652.00	2,200.00	500.00	700.00	500.00	700.00	
Elections	0.00	150.00	85.02	0.00	0.00	0.00	
Loan repayment	8,597.74	8,598.00	8,597.74	8,598.00	8,597.74	8,600.00	
Neighbourhood Development Plan Grant	0.00	0.00	0.00	0.00	3,000.00	0.00	Grant reserved
Bin Collections	170.00	200.00	630.00	500.00	250.00	300.00	
SIDs	180.00	0.00	0.00	0.00	0.00	0.00	
Rent	5.00	10.00	0.00	0.00	0.00	0.00	
New Website	150.00	200.00	165.00	200.00	100.00	100.00	
Neighbourhood Plan	0.00	0.00	0.00	1,000.00	500.00	0.00	2022/23 reserve in place
Community Garden/Playing Field/Open Space	4,987.98	3,360.00	3,235.90	3,000.00	3,500.00	3,558.00	
Good Neighbour Scheme	0.00	0.00	10.00	200.00	0.00	0.00	

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Footpaths -P3 Scheme	1,205.00	1,500.00	1,197.80	1,600.00	600.00	600.00	Herefordshire Council has the legal obligation to keep clear
Vat	598.33	309.00	565.20	350.00	2,700.00	502.00	
Corona Virus	0.00	0.00	2,117.05	2,000.00	2,000.00	1,000.00	Estimate to 31/03/21 includes £1,000 towards Playground Equipment
Sutton News	428.60	650.00	1,071.06	700.00	700.00	700.00	
Swing Seat & Anti Climb Fence-Playing Field	0.00	0.00	271.40	0.00	0.00	0.00	
Benches-Community Garden	0.00	0.00	0.00	0.00	1,038.00	0.00	
Playground Equipment	0.00	0.00	0.00	0.00	9,937.57	0.00	
Data protection Compliance	0.00	500.00	0.00	500.00	0.00	500.00	
Reserves	4,200.00	0.00	0.00	1,082.00	0.00	0.00	
Village Hall Reserve						1,900.00	
Total Expenditure	32,376.26	28,907.00	27,295.45	30,830.00	43,074.96	30,530.00	
Opening 01/04/21					26,134.97		Grant Given
Add Receipts					49,797.83		
					75,932.80		
Less Total Estimated Expenditure					- 43,074.96		
Estimated Balance at 31/03/22					32,857.84		
Less Specific Reserves	Elections			2,000.00			
	Churchyard			1,000.00			
	Village Hall			2,700.00			
	Good Neighbour £500 less £500			0.00			
	Village Gates			9,000.00			
	Neighbourhood Development Plan			5,000.00			
	Open Space/Playground			1,500.00			
	Telephone box/Defibrillator			500.00			
	NDP Grant £10,000 -£3,000			7,000.00	28,700.00		
	Estimated General Reserve				4,157.84		
	Planned at last Review 04/10/21				5,637.00		

