

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 Monday 6th December 2021 at 7.15 pm (SPC/TF/196)

Councillors Present

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

In attendance

Cllr Kema Guthrie (Agenda Items 1 to 6.1)
Tony Ford – Parish Clerk

1. Apologies for Absence

The Parish Council considered and approved apologies for absence for Cllr Richard Andrews and Cllr Katie Bauress.

2. Receive approve and sign the Minutes of the Parish Council Meeting (no SPC/TF/194) held on Monday 1st November 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/195) held on Monday 1st November 2021.

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

4. Disclosable Pecuniary Interest Dispensations

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 Ann Burke		√			
Cllr Sharron Haworth		√			
Cllr Ian Nicholas		√			

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

6.1 Ward Councillors Report

The Parish Council received a brief verbal report from the Ward Councillor. (Appendix 1 refers)

6.2 Questions from other members of the public

There were no questions from the public.

7. Planning Application Three Gables. Ridgeway Road HR1 3BG (214023)-removal of existing single storey attached garage and shed. Proposed two storey extension and single store porch

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

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

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8. **Planning Application 13 The Craft, HR1 3BZ (214263)** The proposal includes a storey side extension comprising of a garage at ground floor level and a new principal bedroom at first floor level, with a further single storey section to provide workshop space in the garage. Also proposed is a balcony with glass balustrade to the rear of the principal bedroom.

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

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

9. **Planning Application - Orchard View, Cross Keys, HR1 3NL (214036)** Proposed extension to the existing bungalow and render to the external walls.

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

10. **Planning Application- Land at Lyde Court, Lyde Cross, Hereford HR1 3AE (214046)** Proposed change of use of land, as an aerodrome consisting of the continued use of a grass airstrip, re-use of an existing barn as hangarage and for maintenance and associated landscaping.

Having considered the application, the Parish Council resolved to object due to its adverse environmental impact and the adverse impact on the amenities of local and surrounding residents.

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

11. **Report from the Clerk on Actions from the last meeting**

There were 16 actions requiring completion, eleven were completed, five were work in progress (Appendix 2 refers) Noted

12. **Financial Report**

- 12.1 Invoices for Payment

	Payee	Amount £	VAT	
1	Richard Morgan	TBC		
2	Mike Darley	70.00	n/a	112(26/11/21) Playing field inspections/Bin clearance
3	HALC	240.00	40.00	H1375 (15/11/21) Cllr Katie Bauress – Planning training 06/11/21
4	DJN Planning Ltd	1,860.60	N/a	SSN 22 (26/11/21) draft NDP (75% stage payment) plus meetings
5	Stan Gyford	250.00	N/a	Donation -Sutton Good Neighbor's Scheme January to December 2021
6	Stan Gyford	250.00	N/a	Donation – Sutton Village Coffee Morning April 2021 to March 2022
7	No Butts Bin Co Ltd	1,245.60	207.60	134014 (01/12/21) Purchase of Benches for Community Garden

Authorised for payments and cheques to be signed and regarding 12.1.7 authority to send cheque with order as the Parish Council did not have an account.

- 12.2 Receipts – nil
- 12.3 Confirmation of Balances as of 6th December 2021 was £47,305.73 (Appendix 3 refers)

13. **Bank Reconciliation Sign**

The Parish Council received confirmation from Cllr Ian Nicholas of the sign off for 28th June 2021 and 6th September 2021

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14. Pre- Budget Consideration

Cllr Ron Gow asked Councillors to send their 2022/23 budget requests to the Clerk.

15. Designated Cycle Way in St Owen Street-Hereford

The Parish Council was informed that a reply had been received from Cllr Harrington (Appendix 4 refers) which was noted.

16. Playing Field – Infant Play Equipment Funding

The Parish Council was informed that a Grant of £6,250.00 had been granted and considered how the balance would be funded.

Cost of Purchase and instalment (as per q quote)	9,457.57
Less Cost of removing existing timber A frame	-590.55

	8,867.02
Less COVID 19 Recovery Fund -Get active -Green Space Grant	-
	6,250.00
	2,617.02

Less Playground Reserve	1,500.00
Less COVID 19 Budget head	1,000.00
	2,500.00

Ordinary reserves	117.02
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The Parish Council was mindful of Financial Regulations however the grant requirements were met, the price was in line with similar products, the product would not compromise the setting, in addition there was the need for the purchase to be completed as soon as possible due to pending increases in the new year.

Having considered the funding the Parish Council agreed to the purchase on the understanding that only 50% was paid on order and the remainder paid on completion. It was delegated to the Clerk to purchase and get the installation completed.

Action Clerk to proceed with the order as agreed.

Post meeting the Parish Council was informed that the grant had been increased to **£8,937.37**

17. Neighbourhood Development Plan

The Parish Council was informed that mention of the Parish Council's Traffic Plan had been added to the draft submitted by Dr David Nicholson, the draft would be forwarded to Herefordshire for an environmental impact assessment to be completed.

18. Bridges in Moreton on Lugg and Marden

In her absence the Parish Council noted the contents of Cllr Kema Guthrie in her Ward Councillors Report (Appendix 1 refers)

19. Speeding Through the Village

The Parish Council was informed that a very constructive meeting was held on 24th November 2021, with officers from Herefordshire Council, Balfour Beatty and West Mercia Police, the Parish Council was waiting for confirmation from Herefordshire on possible actions to be taken by the Parish Council such as

- A traffic plan being included as part of the Neighbourhood plan.
- No centre lines on the road except for those on the Golden Cross junction
- Verges with in the 30 MPH signs to be kept neatly cut

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The Parish Council noted the update and look forward to receiving confirmation from Herefordshire Council.

20. Herefordshire Association of Local Councils (HALC)

The Parish Council noted the HALC information Corner 19-11-21. The new code of conduct to be considered at a future meeting.

21. Attendance by Herefordshire Council's Chief Executive.

The Parish Council noted that the Herefordshire Council Chief Executive has agreed to attend the Parish Council meeting on **Monday 7th February 2022.**

Action Clerk to put a note in Sutton News.

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

- Infant Play equipment update
- The new Code of Conduct.

23. Items for Information

By Email

- **Herefordshire Council** – Talk Community Newsletter 05/11/21
- **NALC** – Newsletter 10/11/21
- **Herefordshire Council** – Herefordshire Citizen Climate Assembly
- **Herefordshire Council** – Leaders Newsletter 10/11/21
- **Herefordshire Council** – Talk Community Newsletter 12/11/21
- **Herefordshire Council**- Talk Community Newsletter 18/12/21
- **Balfour Beatty Briefing** – Weobley, Sutton Walls, Queenswood Ward Briefing 26/11/21
- **NALC**- Chief Executive Bulletin 29/11/21
- **West Mercia Police** – Mobile Police Surgery Location for Hereford Rural North
- **PCC** – Newsletter- Holding the Police to account.
- **Cllr Kema Guthrie** – Pharmacy Survey
- **Herefordshire Council** – Leaders Newsletter 30/11/21
- **Herefordshire Council** – Talk Community Newsletter 30/11/21
- **NALC** – Newsletter 01/12/21

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

Parish Council Tuesday 4th January 2022 at 7.15pm

25. Clerks Salary

The Parish Council authorised payment of the Clerks Salary.

Herefordshire Councillor's Report**Re: Avian Flu Update**

Herefordshire Council is supporting an outbreak of avian flu at a poultry farm in the Shobdon area near Leominster, following confirmation of the presence of the virus by the Government's Animal and Plant Health Agency (APHA) on Thursday 2nd December 2021.

I sent on a more detailed update from Marc Willimont (Head of Public Protection) to the Tony Ford (Parish Clerk) today.

Re: Council agrees new recycling and waste plans

Residents and business owners across Herefordshire will be provided with new rubbish and recycling collection arrangements from late 2023. The news follows a decision made by Cabinet Members on Thursday 25 November 2021.

The changes include a new weekly food waste collection service and a fortnightly, seasonal garden waste collection service. The Council is introducing the service after consulting with residents and gaining the feedback on collection options that more needs to be done to help increase recycling.

New rubbish and recycling collections being introduced from late 2023

The enhanced service, providing much more recycling capacity, comprises the following collection "streams", which will improve both the quantity and quality of recycling:

- **New bin.** Paper and cardboard will be collected separately in new 240-litre wheelie bins
- **Existing green bin.** Metals (tins and cans), most plastics (pots, tubs, trays and bottles) and glass
- **Existing black bin.** Anything that cannot be recycled or put into food waste
- **Food waste.** We will provide all households with a new, 23-litre food caddy and liners
- **Garden waste bin.** Residents can opt for a seasonal garden waste collection

How the collection scheme will work

Week 1 Paper and card - to make new paper products

Week 2 Plastics, cans and glass – to make new products

Week 3 General waste – creates electricity

Weekly General food waste – to anaerobic digester

Fortnightly Seasonal Gardening waste – composting

To find out more visit: <https://www.herefordshire.gov.uk/news/article/1265/council-agrees-ambitious-new-recycling-and-waste-plans>

Re: Moreton Bridge & Laystone Bridge – Update

There has been much concern about the recent multiple bridge strikes to Laystone Bridge. Indeed this has been an ongoing problem and in response to these issues the Council are going to undertake a review of the options to identify any possible protection of both Laystone and Moreton Grade II star listed bridges. This will be an initial review with further options work being undertaken in the 2022/23 Annual Plan subject to resource.

Laystone Bridge – I rang our Locality Steward this morning for a further update on the bridge repairs – he advised that the bridge has now been repaired but unfortunately, during Storm Arwen a tree fell on it, the tree is being cleared from the bridge but he wasn't sure if any damage had been caused to the bridge or not. Hopefully, the bridge and road will be opened soon.

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Re: Remembrance Sunday – Hereford

I was honoured to stand in for the Chairman of the Council at the Remembrance Sunday Service in St. Peter's Square, Hereford and lay a wreath on behalf of Herefordshire Council, Members and Staff. The event was very well supported.

Re: Free parking and late night Christmas Shopping

Free parking in council car parks for the following events:

Hereford late night shopping: after 4pm in Hereford on Wednesdays 8th, 15th and 22nd December (including the Old Market).

This includes all council public car parks and on-street pay and display bays. The free parking offered does not apply to any private car parks unless stated.

As usual, it is free parking in the market towns every Sunday and after 6pm.

Search for other seasonal events across the county here: www.herefordshire.gov.uk/events.

(Please contact me with any queries you may have on the above issues on: Tel: [01432 830577](tel:01432830577) or email kguthrie@herefordshire.gov.uk)

Wishing everyone:

Happy Christmas & a Happy New Year!

Keep Safe and Well.

With Kind Regards

Kema Guthrie

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Appendix 2

Status of Actions from last meeting 01/11/21

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
12/01	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
12/02	02/11/20	8	Vacant Parish Councillor positions	Clerk to put a notice in a future edition of Sutton News	Clerk		Work In progress
12/03	28/06/21	20	Cycle Route	Clerk to liaise with Cllr Kema Guthrie on the matter	Clerk		Work In progress
12/04	02/08/21	15	Queens Jubilee – Plant a Tree/s	Clerk to progress the matter.	Clerk		Work in progress
12/05	06/09/21	13	Risk Register	Cllr Ian Nicholas to check and sign off the Bank Reconciliation as of 28 th June 2021	Cllr Ian Nicholas		Completed
12/06	06/09/21	15	Sutton Playing Field	Clerk to carry out actions as required.	Clerk		Work in progress
12/07	01/11/21	6	Sutton Walls Site	Clerk to put update in Sutton News			Completed
12/08	01/11/21	9	Planning Application -44 Fieldway (213704)	Clerk to inform Herefordshire Council of the Parish Councils Decision	Clerk		Completed
12/09	01/11/21	13	Herefordshire Local Plan update	Clerk to put the matter on the next project group agenda	Clerk		Completed
12/10	01/11/21	15	Phosphates in rivers	Clerk to put update in Sutton News	Clerk		Completed
12/11	01/11/21	15	Phosphates in rivers	Clerk to send extract to Sutton Walls Conservation Group	Clerk		Completed
12/12	01/11/21	16	Power Cuts in the village	Clerk to put update in Sutton News	Clerk		Completed
12/13	01/11/21	17	Playing Field – Infant Play Equipment	Clerk to chase	Clerk	Agenda Item 15	Completed
12/14	01/11/21	18	Community Garden Benches	Clerk to action purchase	Clerk	Agenda Item 11.7	Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
12/15	01/11/21	24	Gutter Clearing	Clerk to inform contractor	Clerk		Completed
12/16	01/11/21	25	Playing Field Hedge Cutting	Clerk to inform contractor	Clerk		Completed

Summary

Closed	0
Completed	11
Work In progress	5
TOTAL	16

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Appendix 3

Bank Reconciliation at 6th December 2021

Opening 01/04/21	26,133.97
Receipts	40,060.46
	66,194.43
Expenditure	18,888.70
Balance	47,305.73

Bank balance **12/11/2021** 52,008.42

os cheques

1311	166.40
1312	235.00
1313	70.00
1314	240.00
1315	1,860.00
1316	250.00
1317	250.00
1318	1,245.60
1319	231.69
1320	154.00

4,702.69

Balance as at
06/12/21 **47,305.73**

Designated Cycleway on St Owens Street

Good Morning Ronald,

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My sincere apologies for the delay in replying to your email a couple of weeks, I need to try and manage my time better.

The St. Owen's Contraflow could not be delivered as I had hoped because the price had basically doubled during lock down and I refused to accept the new price and was concerned that BBLP could not deliver the project within year as they were struggling with capacity issues. More pertinently we needed to make changes to the design and particularly the way we got through the junctions – previous design did what BBLP/HC did best in the past and just gave up at the junctions. There were also problems with the way this project was being managed and there has been a change of personnel at Herefordshire Council as a result as we improve the way capital works are planned and delivered. This delivery is now part of the Hereford City Centre Improvements scheme and will be completed in year 2022-23 (most likely in the summer). I will ask officers for a more accurate start and completion date.

I share your frustrations and the frustrations of many others Ronald. I only wish we had not had to deal with structural issues within the officer corp and the problems we had with the BBLP contract when we came in as an administration. I wish we had more money but £62 million a year out of our budgets with the almost complete withdrawal of the Revenue Support Grant (which both our MPs repeatedly voted to reduce) means every day is a juggling act. We also had historic floods and Covid-19 to deal with, it has not been easy. We are getting there.

Kindest,

John