

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 3rd April 2023 at 7.15 pm (SPC/TF/2032)

Councillors Present

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

In attendance

Cllr Kema Guthrie- Ward Councillor
Tony Ford – Parish Clerk

Members of the Public – One

1. Apologies for Absence

All Councillors were present.

2. Disclosable Pecuniary Interest Dispensations

To consider requests for dispensation

3. 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 Sharron Haworth		√			
Cllr Ian Nicholas		√			

4. Receive approve and sign the Minutes of the Ordinary Meeting of the Parish Council (no SPC/TF/2030) held on Monday 6th March 2023.

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

5. Receive approve and sign the Confidential Minutes of the Ordinary Meeting of the Parish Council Meeting (no SPC/TF/2031) held on Monday 6th March 2023.

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

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

6.1 Ward Councillors Report

Cllr Kema Guthrie (Ward Councillor) informed the Parish Council that due to Purdah, there was no Ward Councillor Report, she also informed the Parish Council that she would not be standing as a Councillor at the May 23 elections. On behalf of the Parish Council Cllr Ron Gow thanked Cllr Kema Guthrie for her excellent service over the years, this was concurred with by all the Councillors present.

6.2 Questions from other members of the public

The Parish Council noted the concerns of residents regarding the poor condition of the roads in the parish in particular the C1125 to Hereford, it was agreed that the Parish Council, would ask Balfour Beatty when the next inspection was due, and that the Parish was informed of the outcome of the road inspection once completed.

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Action The Clerk ask Balfour Beatty when the next roads inspection will be completed and request that the Parish Council is informed of the outcome.

7. Village Hall

The Parish Council noted that the PAC test was done and that the Village Hall Charity was arranging a meeting soon, to which the potential treasurer would be invited.

8. Planning Application -Land adjacent Stone House, Cross Keys, Hereford HR1 3NL (230503)

Proposed change of use of land to tourism use and siting of four glamping tents together with construction of new access track.

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

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

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

There were twelve actions requiring completion, two were completed, eight were work in progress and two was closed. (Appendix 1 refers) Noted.

10. Financial Report

- 10.1 Invoices for payment

Ref	Payee	Amount £	VAT	
1	Richard Morgan	476.00	N/a	Lengthsman Duties & grass cutting- Invoice nos.1616,1622,1626,1627,1628

Approved for payment and cheque to be signed.

- 10.2 Receipts – None
- 10.3 Confirmation of Balances as of 31st March 23 - £28,110.14 (Appendix 2 refers)
- 10.4 Confirmation of Balances as of 3rd April 2023.- £27,145.89 (Appendix 3 refers)

11. Bank Reconciliation Sign off.

The Parish Council noted confirmation of sign off as of 31st March 2023.

12. Budget Monitoring Report

The Parish Council considered and noted the budget monitoring report as of 31st March 2023. (Appendix 4 refers)

13. Review of Activities

The Parish Council completed its review of activities (Appendix 5 refers)

14. Review of Reserves

The Parish Council completed its review of reserves as of 31st March 2023. (Appendix 6 refers)

15. DLUHC Permitted Development Consultation - Draft NALC Response - Chance to Comment

Having considered its approach, the Parish Council agreed to support the NALC submission.

Action Clerk to inform HALC of its decision.

16. Lengthsman Grant Funding 22-23

The Parish Council was informed that a reply was still outstanding.

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

Requests to be sent to the Clerk.

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18. Traffic Mirror

The Parish Council was informed that the Locality Steward has now informed the Parish Council that *'I was aware when the mirror went missing. At the time I sent my thoughts to customer services stating that I believed the mirror should be replaced as the visibility here is very poor when exiting onto the main road'*.

In addition, Cllr Kema Guthrie (Ward Councillor) has informed the Clerk that she has had a meeting with Bruce Evans recently and he has advised that he has approved the Traffic Mirror, and that he would be contact the Parish Council accordingly.

The Parish Council thanked Cllr Kema Guthrie for her help in the matter.

19. Items for Information

The Parish Council noted items for information (Appendix 7 refers)

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

Parish Council Tuesday 9th May 2023 at 7.15pm at Sutton St. Nicholas Village Hall.

The Parish Council resolved to go into closed session.

21. Clerks' salary

The Clerks Salary was authorised for payment and the authorised the Chairman to sign the pay document.

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Appendix 1

Status of Actions from last meeting 06-03-23

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
04/01	07/03/22	21	Tree Planting- Willow Rise/Millway	Clerk to monitor the Woodland Trust Website	Clerk		Work in progress
04/02	05/09/22	15	Playing Field – Annual Inspection	Clerk to action improvements	Clerk	On going	Work in progress
04/03	07/11/22	9	Traffic Plan	Cllr Ron Gow to call an extraordinary meeting.	Clerk	Traffic Plan Tool Kit being Printed	Work in progress
04/04	07/11/22	18	Website Upgrade	The Clerk to proceed with the upgrade	Clerk	Request sent to HALC	Work in progress
04/05	07/11/22	24	HALC Information Corner 30-09-22	Clerk to purchase a copy of Charles Arnold Baker.	Clerk		Work In progress
04/06	05/12/22	13	Litter Bin Replacement - Watery Lane	Clerk to purchase the bin	Clerk	Bin installed	Completed
04/07	06/02/23	14	Neighbourhood Development Plan Update	Clerk to draft letter of thanks to Dr Nicholson for Cllr Ron Gow to sign.	Clerk	To be completed once NDP adopted.	Work In Progress
04/08	06/02/23	15	Key Services for older people across Herefordshire	Cllr Ann Burke to follow up	Cllr Burke		Work in Progress
04/09	06/03/23	6	Questions from other members of the public	Clerk to report to West Mercia Police	Clerk		Completed
04/10	06/03/23	8	Planning Application Bodlawen, Sutton St. Nichola, HR1 3BB	Clerk to inform Herefordshire Council	Clerk		Completed
04/11	06/03/23	12	Substation Proposal	Clerk to inform National Grid of its decision	Clerk		Completed
04/12	06/03/23	12	Substation Proposal	Submitted drawings to be put on the Parish Councils website	Clerk		Completed
04/13	06/03/23	12	Substation Proposal	Clerk to progress the matter	Clerk		Work in progress
04/14	06/03/23	13	Un-owned Commons in Herefordshire	Clerk to inform The Parish Council Clerk	Clerk		Completed
04/15	06/03/23	14	Lengthsman Grant Funding 22-23	Clerk to follow up with Balfour Beatty	Clerk	Clarification requested	Work In progress

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
04/16	06/03/23	15	Parish Celebration of King Charles 3rd Coronation - Monday 8th May 2023	Clerk to raise a Cheque made payable to Stan Gyford the organiser	Clerk		Completed
04/17	06/03/23	15	Parish Celebration of King Charles 3rd Coronation - Monday 8th May 2023	Clerk to inform the organiser of the Parish Council decision.	Clerk		Completed

Closed	0
Completed	8
Work In progress	9
TOTAL	17

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Appendix 2

Sutton St. Nicholas Parish Council

Bank Reconciliation as at 31-03-23

Opening 01/04/22	33,193.24
Receipts	33,626.65
	66,819.89
Expenditure	38,709.75
Balance	28,110.14

Bank balance **14/03/2023** 30,747.34

os cheques

1409	298.25
1420	490.74
1425	102.00
1427	751.01
1429	195.20
1430	800.00

2,637.20

Balance as at 31-03-23 **28,110.14**

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Appendix 3

Sutton St. Nicholas Parish Council

Bank reconciliation as at 03-04-23

Opening 01/04/23	28,110.14
Receipts	0.00
	28,110.14
Expenditure	964.25
Balance	27,145.89

Bank balance **14/03/2023** 30,747.34

os cheques

1409	298.25
1420	490.74
1425	102.00
1427	751.01
1429	195.20
1430	800.00
1432	476.00
1433	293.05
1434	195.20
	3,601.45

Balance as at 03-04-23 **27,145.89**

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Appendix 4

Budget Monitoring Report as of 31st March 2023

	Budget 2020/21	Actual 2020/21	Budget 2021/22	Actual 31/03/22	Budget 2022/23	Actual 31-03-23	Variance	
Income								
Precept	28,577.00	28,577.00	30,000.00	30,000.00	30,000.00	30,000.00	0.00	
Other -	30.00	0.00	30.00	60.46	30.00	30.23	0.23	
Donations	0.00	250.00	0.00	0.00	0.00	0.00	0.00	
VAT recovered / estimate	300.00	1,401.98	800.00	0.00	500.00	3,596.42	3,096.42	Higher than estimate
Neighbourhood Plan Grant	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00	
P3 Scheme	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Herefordshire Council-COVID 19 Grant	0.00	0.00	0.00	8,937.37	0.00	0.00	0.00	
							0.00	
Total Income	28,907.00	30,228.98	30,830.00	48,997.83	30,530.00	33,626.65	3,096.65	
Expenditure								
Clerks Salary	5,100.00	3,877.97	5,100.00	4,640.70	5,200.00	5,989.39	-789.39	Backdated pay from 2021/22 received in 22/23
Admin/Office Expenses	500.00	588.40	500.00	779.76	1,000.00	1,128.78	-128.78	Increased cost not foreseen when budget approved
Training	130.00	0.00	200.00	200.00	250.00	0.00	250.00	
Subsidy to Village Hall	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Insurance	600.00	639.62	650.00	646.65	670.00	735.52	-65.52	

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	Budget 2020/21	Actual 2020/21	Budget 2021/22	Actual 31/03/22	Budget 2022/23	Actual 31-03-23	Variance	
Membership Subs	600.00	592.39	650.00	623.27	650.00	673.41	-23.41	
Auditors	300.00	260.00	300.00	275.00	300.00	285.00	15.00	
Services Repairs and Maintenance	1,800.00	555.00	800.00	2,181.06	1,000.00	1,570.50	-570.50	Includes £652.50 non planned work in the Closed Churchyard
Lengthsman	2,200.00	2,335.90	2,200.00	1,005.00	3,000.00	1,915.75	1,084.25	
Donations	2,200.00	500.00	700.00	500.00	700.00	1,550.00	-850.00	Donations higher than planned -£800 to Kings Coronation Parish Celebrations
Elections	150.00	85.02	0.00	0.00	0.00	0.00	0.00	
Loan repayment	8,598.00	8,597.74	8,598.00	8,597.74	8,600.00	8,597.74	2.26	
Bin Collections	200.00	630.00	500.00	148.00	300.00	0.00	300.00	Costs in Lengthsman
Rent	10.00	0.00	0.00	0.00	0.00	0.00	0.00	
New Website	200.00	165.00	200.00	100.00	100.00	0.00	100.00	
Neighbourhood Plan	0.00	0.00	1,000.00	0.00	0.00	4,210.63	-4,210.63	Specific Reserve
Community Garden/Playing Field/Open Space	3,360.00	3,235.90	3,000.00	3,677.30	3,558.00	3,367.65	190.35	
Good Neighbour Scheme	0.00	10.00	200.00	0.00	0.00	0.00	0.00	
Footpaths -P3 Scheme	1,500.00	1,197.80	1,600.00	600.00	600.00	297.75	302.25	
Vat	309.00	565.20	350.00	2,905.91	502.00	986.03	-484.03	Higher than planned all VAT Reclaimable
Corona Virus	0.00	2,117.05	2,000.00	429.50	1,000.00	0.00	1,000.00	
Sutton News	650.00	1,071.06	700.00	300.00	700.00	815.00	-115.00	Includes £150 for Sutton News delivery Volunteers

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	Budget 2020/21	Actual 2020/21	Budget 2021/22	Actual 31/03/22	Budget 2022/23	Actual 31-03-23	Variance	
Swing Seat & Anti Climb Fence-	0.00	271.40	0.00	0.00	0.00	0.00	0.00	
Playing Field Benches-	0.00	0.00	0.00	1,038.00	0.00	0.00	0.00	
Community Garden								
Playground Equipment	0.00	0.00	0.00	9,457.57	0.00	0.00	0.00	
Playground Inspections						10.75	-10.75	Separate for information purposes
NDP Grant - Reserve	0.00	0.00	0.00	3,833.10	0.00	6,166.90	-6,166.90	Repayment - Out of Specific Grant reserves
Data protection Compliance	500.00	0.00	500.00	0.00	500.00		500.00	
Reserves	0.00	0.00	1,082.00	0.00	0.00		0.00	
Village Hall Reserve					1,900.00		1,900.00	Reserves reviewed Twice a year April 22 and December 22
Litter Bin	0.00	0.00	0.00	0.00	0.00	408.95	-408.95	Herefordshire would not replace bin removed for Health & safety reasons
Total Expenditure	28,907.00	27,295.45	30,830.00	41,938.56	30,530.00	38,709.75	-8,179.75	

Review of Activities

Sutton St. Nicholas Parish Council

Parish Council Activities 03-04-23

Project/Activity		£	Funded
Neighbourhood Development Plan Review Complete		Nil	N/a
Neighbourhood Development Plan Grant – un-used Grant repaid		Nil	N/a
Village Gates	Installation of Gates	£ TBA	Reserve plus Possible West Mercia Funding Plus, section 106 monies
Traffic Plan	Developing Traffic Plan – additional Printing	£500	Reserve
Noticeboard on the Rhea	Cost of Materials	£1000	Reserve

Review of Reserves 3rd April 2023Sutton St. Nicholas Parish Council
Reserves Policy**1. Introduction**

It is essential that authorities have sufficient Reserves (General and Earmarked) to finance both its day-to-day operations and future plans. It is important, however, given that funds are generated from taxation, that such reserves are not excessive.

The need for adequate reserves is reinforced by the Local Government Finance Act 1992, which requires local authorities to have regards to the level of reserves needed for meeting estimated future expenditure when considering its budget requirement.

2. General Reserves

- The use of this reserve is not restricted, and will be used to meet unexpected expenditure, otherwise there is a chance that the Council could run out of money before the year end.
- A Council should typically hold between 3- and 12-months expenditure as a general reserve. If the general reserve is too low then it may not be enough to cover unexpected expenditure or emergencies, whilst if the general reserve is too high then local electors have paid a tax which is not being used for the benefit of the local community.
- The Council has no legal powers to hold revenue reserves other than for reasonable working capital or for specifically earmarked purposes, therefore the year-end general reserve should not be significantly higher than the annual precept.

3. Specific Reserves

- If deemed necessary the council will have 'specific reserves' for specific projects, where money is allocated for a specific purpose/project that due to the level of commitment needed will need a gradual allocation of funds over more than one year.
- Where grants/donations have been received for specific projects/ schemes.
- Where there is a legal requirement.

4. Level of General Reserves

The council's level of general reserves will be at least 3 months of net revenue expenditure calculated as follows.

		£	£
Annual Precept			31,500.00
Less	Total Loan Repayments	8,598.00	
Less	Amount included in annual Precept for capital projects	00.00	
Less	Amount included in annual Precept for transfer to a specific reserve – Village Gates	1,500.00	
	Total Deduction		10,098.00
	Total Net Revenue Expenditure for the Year		21,402.00
	3 Months		5,325.50

5. Process

- The council will carry out a review of its reserves.
 - as part of the annual budget process.
 - at the yearend particularly if general reserves is more than twice the precept.
 - at mid-year to get assurance that things are going to plan.
- Only the Council can set up a reserve.
- Movement on reserves will be monitories as part of the budget monitoring process.

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	31/03/21	04/10/21	31/03/22	05/12/22	31-03-23
Elections	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
Churchyard	2,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Village Hall	2,700.00	2,700.00	4,700.00	6,000.00	7,500.00
Good Neighbour Scheme	500.00	500.00	0.00	0.00	0.00
Village Gates	8373.00	9,000.00	9,000.00	10,000.00	12,000.00
Neighbourhood Plan	5,000.00	5,000.00	4,000.00	0.00	0.00
Open Space/Playground	1,000.00	1,500.00	1,000.00	1,000.00	1,000.00
Telephone box/ Defibrillator	100.00	500.00	500.00	500.00	500.00
NDP -Grant	0.00	10,000.00	6,167.00	0.00	0.00
Traffic Mirror	0.00	0.00	0.00	1,000.00	1,000.00
Traffic Plan	0.00	0.00	0.00	300.00	500.00
Noticeboard	0.00	0.00	0.00	800.00	1,000.00
Total Specific	21,053.00	32,200.00	28,367.00	22,600.00	26,500.00
General	5,080.00	5,637.00	4,826.24	5,493.24	5,580.00
TOTAL RESERVES	26,133.00	37,837.00	33,193.24	28,093.24	32,080.00

Opening 1st April 2023	28,110.00
Precept	31,500.00
Other income	3,000.00
	62,610.00
Less Estimated Expenditure to 31/03/24	30,530.00
Estimated balance as at 31/03/24	32,080.00

For Information 03-04-23

- **NALC** - NALC Newsletter 01-03-23
- **Herefordshire Council** - Herefordshire Children's Services Ministerial Decision
- **Balfour Beatty** - Weobley, Sutton Walls & Queenswood locality briefing 03/03/2023.
- **Balfour Beatty** - Herefordshire Street Works Report W/C 06.03.2023.
- **Balfour Beatty** - BBLP Monthly Round Up February 23
- **NALC** - Chief Executive's bulletin 03-03-23.
- **Herefordshire Council** - Leaders Newsletter March 23
- **Balfour Beatty** - Winter Update - 10th March 2023
- **Balfour Beatty** - Weobley, Queenswood & Sutton Walls Locality Briefing 09/03/2023.
- **Balfour Beatty** - Queenswood & Sutton Walls Locality briefing 16.3.23.
- **NALC** - NALC Newsletter 15-03-23
- **Herefordshire Council** - Adoption of the revised Sutton St Nicholas NDP
- **Balfour Beatty** - Members Monthly Round Up March 23.
- **Balfour Beatty** - Weobley, Sutton Walls & Queenswood locality briefing 30.03.2023.
- **Herefordshire Community Foundation** - Spring News from Herefordshire Community Foundation
- **Herefordshire Council** - Upcoming Parish Briefing-Section 106 Portfolio of Works Delivery Update
- **NALC** - NALC Newsletter 29-03-23