

Sutton St. Nicholas Parish Council

Minutes of the Annual Meeting of Sutton St. Nicholas Parish Council, held at Sutton St. Nicholas Village Hall, Bayley Way, Sutton St. Nicholas, Hereford HR1 3SZ on Monday 15th May 2023 at 7.15 pm.

Councillors Present

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

In attendance

Tony Ford – Parish Clerk

Members of the Public – One

1. Election of Chairman

Cllr Ron Gow was elected Chairman.

2. Co-option

No Councillors were Co-opted to the Parish Council.

3. Election of Vice Chairman

No Councillor was elected Vice Chairman, however it was agreed that the Clerk would draw up a rota, to cover when the elected Chairman did not attend a meeting.

Action Clerk to draw up a rota.

4. Apologies

All Councillors were present.

5. Written requests for 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 Ron Gow		√			
Cllr Richard Andrews		√			
Cllr Ann Burke		√			
Cllr Sharron Haworth		√			
Cllr Ian Nicholas		√			

7. Appointment of Parish Council Officers

Richard Morgan was appointed Footpath Officer.

8. Code of Conduct

Having considered the matter, the Parish Council resolved to adopt the Local Government Code of Conduct previously adopted by Herefordshire Council and recommended by HALC. (Appendix 1 refers).

Action - Clerk to put a copy on the Parish Councils website,

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Action - Clerk to inform Herefordshire Council

9. Future Parish Council Meeting

The Parish Council agreed the date, place, and time of meetings of the future Parish Council meetings. (Appendix 2 refers)

Action Clerk to send the schedule of meeting to the new Ward Councillor.

Action Clerk to put the schedule on the Parish Council Website.

Action Clerk to put a notice in Sutton News.

10. Receive approve and sign the Minutes of the Ordinary Meeting of the Parish Council (no SPC/TF/2032) held on Monday 3rd April 2023.

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

11. Receive, approve, and sign the Minutes of the Extraordinary Meeting of the Parish Council (no SPC/TF/2033) held on Thursday 27th April 2023.

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

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

12.1 Ward Councillors Report

The Ward Councillor was not present.

12.2 Questions from other members of the public

There were no questions from the public.

13. 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 3 refers).

14. Financial Report

- 14.1 Invoices for payment

Ref	Payee	Amount £	VAT	
1	Richard Morgan	711.00	N/a	Lengthsman Duties & grass cutting Invoices 1633,1634,1639,1640,1641,1645, 1652,1653,1655, 1659, 1660
2	BHIB Ltd	801.18	N/a	Insurance Cover 1 st June 23 to 31 st May 24

- 14.2 Receipts - deferred to the next meeting.
- 14.3 Confirmation of Balances as at 15th May 23 – deferred to the next meeting.

The Parish Council was informed that Bank Statements to 15th April had not been received, Cllr Ron Gow agreed to visit the bank and get a duplicate copy.

15. Asset Register

The Parish Council considered and noted the Asset Register as of 31st March 2023.

16. Review of Insurance

Having reviewed its insurance cover against the Asset Register values (Appendix 4 refers) The Parish Council agreed that the current cover was adequate and agreed to the three-year agreement with BHIB Ltd.

17. Sub Station – National Grid

Cllr Ron Gow reminded Parish Councillors that legal documents received from the Parish Councils solicitors had been previously circulated to councillors. The Parish Councils solicitors were in the process of agreeing their costs with the solicitors acting for National Grid.

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18. Internal Audit

The Parish Council agreed to appoint HALC as Internal Auditors.

19. Change of Domain Name

The Parish Council confirmed its new website and email address.as.

Domain Name - suttonstnicholaspc.gov.uk

Email address – clerk@suttonstnicholaspc.gov.uk

Action Clerk to inform HALC.

20. Lengthsman Grant Funding 23-24

The Clerk informed the Parish Council that Balfour Beatty were working on the new contracts, which would be sent out when finalised.

21. Condition of Roads in the Parish

The Clerk informed the Parish Council that following a request to Balfour Beatty for an update following their inspection of roads in the parish, in reply they have asked for areas of concern, having considered the matter the Parish Council agreed to the following areas of note:-

- The Vicarage on Ridgeway Road (C1126)
- The Old Post office (C1126)
- Between St. Michaels Church and Pool House (C1126)
- Wergins Bridge (C1125)
- Between Hawthorn Farm and the Small Holdings (C1125)

Action Clerk to inform Balfour Beatty

22. HALC Training Schedule

Councillors to inform the Clerk.

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

- Traffic Plan
- Traffic Regulation Order Update
- Traffic Mirror update

24. Items for Information

The Parish Council noted items for information (Appendix 5 refers)

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

Parish Council Monday 5th June 2023 at 7.15pm at Sutton St. Nicholas Village Hall.

26. Clerks' salary

The Parish Council authorised payment of the Clerks salary and the Chairman signed the payment schedule.

Please see separate Document

**Sutton St Nicholas Parish Council
Parish Council Meetings Information**

Day	Date	Meeting Type	Location	Time
Monday	5 th June 2023	Parish Council	Village Hall	7.15 pm
Monday	3 rd July 2023	Parish Council	Village Hall	7.15 pm
Monday	7 th August 2023	Parish Council	Village Hall	7.15 pm
Monday	4 th September 2023	Parish Council	Village Hall	7.15 pm
Monday	2 nd October 2023	Parish Council	Village Hall	7.15 pm
Monday	6 th November 2023	Parish Council	Village Hall	7.15 pm
Monday	4 th December 2023	Parish Council	Village Hall	7.15 pm
Tuesday	2 nd January 2024	Parish Council	Village Hall	7.15 pm
Monday	5 th February 2024	Parish Council	Village Hall	7.15 pm
Monday	4 th March 2024	Parish Council	Village Hall	7.15 pm
Tuesday	2 nd April 2024	Parish Council	Village Hall	7.15 pm
Tuesday	7 th May 2024	Annual Parish Meeting	Village Hall	7.15 pm
Tuesday	7 th May 2024	Annual meeting of the Parish Council	Village Hall	7.30 pm

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Appendix 3

Status of Actions from last meeting 03-04-23

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
05/01	07/03/22	21	Tree Planting- Willow Rise/Millway	Clerk to monitor the Woodland Trust Website	Clerk		Work in progress
05/02	05/09/22	15	Playing Field – Annual Inspection	Clerk to action improvements	Clerk	On going	Work in progress
05/03	07/11/22	9	Traffic Plan	Cllr Ron Gow to call an extraordinary meeting.	Clerk	Traffic Plan Tool Kit being Printed	Work in progress
05/04	07/11/22	18	Website Upgrade	The Clerk to proceed with the upgrade	Clerk	Agenda Item 19	Work in progress
05/05	07/11/22	24	HALC Information Corner 30-09-22	Clerk to purchase a copy of Charles Arnold Baker.	Clerk		Work In progress
05/06	06/02/23	14	Neighbourhood Development Plan Update	Clerk to draft letter of thanks to Dr Nicholson for Cllr Ron Gow to sign.	Clerk		Completed
05/07	06/02/23	15	Key Services for older people across Herefordshire	Cllr Ann Burke to follow up	Cllr Burke		Work in Progress
05/08	06/03/23	12	Substation Proposal	Clerk to progress the matter	Clerk	Agenda Item 17	Work in progress
05/09	06/03/23	14	Lengthsman Grant Funding 22-23	Clerk to follow up with Balfour Beatty	Clerk	Agenda Item 20	Completed
05/10	03/04/23	6.2	Questions from the Public	The Clerk ask Balfour Beatty when the next roads inspection will be completed and request that the Parish Council is informed of the outcome.	Clerk		Completed
05/11	03/04/23	8	Planning Application - Land adjacent Stone House, 3NL (230503)	Clerk to inform Herefordshire Council of the Parish Councils decision.	Clerk		Completed
05/12	03/04/23	15	DLUHC Permitted Development Consultation - Draft NALC Response - Chance to Comment	Clerk to inform HALC of its decision	Clerk		Completed
05/13	27/04/23	4	Planning Application - Orchard Lane (193293)	Clerk to inform Herefordshire Council of its decision.	Clerk		Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
05/14	27/04/23	5	Planning Application- Barn House (230596)	Clerk to inform Herefordshire Council of its decision.	Clerk		Completed

Closed	0
Completed	7
Work In progress	7
TOTAL	14

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Appendix 4

		Playground Equipment	Funiture at Playground and community garden	Village Hall	Highways Furniture	Office Equipment	open Space	Gates, fences & church Wall	war memoral	Ground Surfaces	
Asset register as at 31st March 2023	49,722.92	44,260.17	3,718.79	1.00	653.90	1,069.06	10.00	5.00	5.00	0.00	49,722.92
New Cover recommended by Insurerers		111,093.00		Insured by the Charity	59,198.00	15,000.00		29,598.00	53,277.00	14,798.00	

Sutton St. Nicholas Parish Council 15-05-23

Items For Information

- **NALC** - NALC Newsletter 12-04-23
- **Balfour Beatty** - Weobley, Queenswood & Sutton Walls Locality Briefing 13.4.23.
- **Balfour Beatty** - Herefordshire Street Works Report W/C 17.04.2023.
- **NALC** – Chief Executive Bulletin – 14.-04-23
- **Herefordshire Council** - Herefordshire's Big Economic Plan: vision to 2050
- **West Mercia Police** - Community Speed Watch Newsletter
- **Balfour Beatty** -Weobley, Queenswood and Sutton Walls Locality briefing 20.04.23.
- **Balfour Beatty** - Herefordshire Street Works Report W/C 24.04.2023.
- **NALC** – Chief Executive Bulletin – 21-04-23
- **Balfour Beatty** – Road closures May
- **West Mercia PCC**- PCC newsletter - April 2023
- **Balfour Beatty** - Weobley, Queenswood & Sutton Walls Locality briefing 27.04.23
- **Harrison Clark Rickerby**- Substation documents
- **NALC** – Chief Executive Bulletin – 05-05-23
- **Balfour Beatty** - Herefordshire Street Works Report W/C 08.05.2023
- **Balfour Beatty** - Locality briefing Weobley, Queenswood & Sutton Walls 04/05/23
- **NALC** - NALC Newsletter 3-05-23
- **HALC** - Election Special Information Corner
- **NALC** - NALC Newsletter 10-05-23
- **Balfour Beatty** - Verge Cutting Season 2023
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