

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 7th August 2023 at 7.15 pm. (no SPC/TF/2037)

Councillors Present

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

In attendance

Tony Ford – Parish Clerk

Members of the Public – One

1. Apologies

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

2. Written requests for Dispensations

There were no 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 Ann Burke		√			
Cllr Sharron Haworth		√			
Cllr Ian Nicholas		√			

4. Co-option

No Councillors were Co-opted to the Parish Council

5. Receive approve and sign the Minutes of the Ordinary Meeting of the Parish Council (no SPC/TF/2036) held on Monday 3rd July 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 Peter Hamblin - Ward Councillor was not in attendance.

6.2 Questions from other members of the public

The Parish Council noted the query regarding the footpath running from the top of the quarry across and down onto Churchway. The Clerk informed the Parish Council that had commissioned and received The Footpath Officers Report (tabled for information, (Appendix 1 refers) on the footpaths across the parish, which included the issues raised by the Parishioner. The Clerk informed the Parish Council that the report would be sent to Herefordshire Council who had the legal obligation to keep the paths clear for them to act.

The Parish Council noted complaints received regarding footpaths and stiles and hoped that the report would help Herefordshire Council to meet their legal obligations.

Action Clerk to send Footpath Officers report to Herefordshire Council.

The Clerk informed the Parish Council that complaints had been received regarding. The clearing of the verge on the lower parts of the Rhea, and that Cllr Richard Andrews had spoken to staff at the Environmental Agency, who have confirmed that their contractor had carried out the scheduled work and if the Parish Council did not want the area cut in future the Environmental Agency should be informed. The Parish Council was mindful that the Environmental Agency also carried out some gully clearing. It was agreed that the Parish Council would request from the Agency information on planned works.

Action Clerk to ask Cllr Richard Andrews to ask the agency for information on future works on the Rhea.

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

There were seventeen actions requiring completion, ten were completed, five were work in progress. and two were closed. (Appendix 2 refers).

8 Financial Report

- 8.1 Invoices for payment

Ref	Payee	Amount £	VAT	
1	Richard Morgan	355.00	N/a	Grass cutting/Lengthsman/inspections Invoice 1731,1732, 1734, 1737
2	Eyelid Productions	150.00	N/a	12/07/23 (3303) Website and email Migration
3	Fran White	62.50	N/a	30/07/23 (00590) Annual Paly Equipment Inspection
4	Stan Gyford	500.00	N/a	Grant towards Coffee Morning Club and Good Neighbour Scheme
5	PWLB	4,298.87	N/a	Direct Debit – Loan Repayment 01-07-23

Authorised for payment and noted the PWLB direct Debit.

- 8.2 Receipts £30.23 (Wayleave)
- 8.3 Confirmation of Balances as of 7th August 2023- £31,728.58 (Appendix 3 refers)

9. Bank Reconciliation Sign off 03-07-23.

The Parish Council noted the Bank Reconciliation, sign off at 03-07-23, which would be put in the Audit File

10. Budget Monitoring Report at 03-07-23

The Parish Council considered and noted Budget Monitoring Report at 03-07-23 (Appendix 4 refers)

11. Purchase of Laptop

Having considered the matter, the Parish Council authorised the Clerk to purchase a new mid-range Laptop.

Action – Clerk to purchase a mid-range laptop,

12. Community Charter Priorities - July till September 2023

The Clerk informed the Parish Council that the deadline was missed and asked that it was delegated to the Clerk to complete future Community Charter Priorities, as the receipt and the deadline for completion fell between meetings. Having considered the matter, it was delegated to the Clerk to complete future Charter Priorities.

13. Town and Parish Council Survey 2023

The Parish Council considered and completed the survey.

Action Clerk to submit survey.

14. Traffic Plan

The Parish Council confirmed the date for the Extraordinary Parish Council Meeting as Monday 18th September 2023 at 7.15pm. and that the meeting will be to start the Traffic Plan process formally.

Action Clerk to ensure that the date is publicised in the Sutton News,

15. Traffic Regulation Order

The Clerk informed the Parish Council that relevant correspondence had been sent to Cllr Peter Hamblin as agreed at the last meeting, and to date there was no update.

Action Clerk to follow up with Cllr Peter Hamblin

16. Traffic Mirror

The Clerk informed the Parish Council that relevant correspondence had been sent to Cllr Peter Hamblin as agreed at the last meeting, and to date there was no update.

Post Meeting confirmation that the Traffic Mirror has been installed.

Action Clerk to follow up with Cllr Peter Hamblin

17. Sutton Walls Conservation Group

The Parish Council considered correspondence received, restating that Marden Parish Council had refused match funding, with the Parish Council, however the Conservation Group had received a grant of £360.00 from Herefordshire Community Foundation and have opted for a cheaper option and would still require a grant of £500.00 from Sutton Parish Council. Having considered the matter, the Parish Council agreed to the grant of £500.00 on the conditions that the noticeboard is sited on the Ordis Farm Footpath/Bridle Way and markers previously removed and discarded by the Conservation Groups contractor, be put back in its rightful place.

Action Clerk to inform the conservation group of its decision.

Action Clerk to raise a cheque once confirm is received that the group agreed to the Parish Councils conditions.

18. Annual Playground Inspection

Having consider Annual Playground Inspection Report, it was noted that a number of areas required reinstatement, (best time after the school holidays) It was delegated to the Clerk to action improvements.

Action – Clerk to action improvements

19. Parish Council Website.

The Parish Council noted the new Parish Council Website address – <https://suttonstnicholasparishcouncil.gov.uk>

Action – Clerk to put a notice in the Sutton News

20. Sub-station National Grid

The Clerk informed the Parish Council that all the requested papers have been submitted to the Parish Council Solicitors. (Noted)

21. Herefordshire Association of Local Councils (HALC) Information Corner 05/07/23

Having considered the HALC Information Corner, the Clerk was asked to get confirmation from the Herefordshire Elections Department that all register of interest from have been rolled over as all the Parish Councillors had been re-elected.

Action - Clerk to check Herefordshire Councils website to ensure that previous registers are on the site.

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

None

23. Items for Information

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

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

Parish Council Monday 4th September 2023 at 7.15pm at Sutton St. Nicholas Village Hall.

Extraordinary Monday Meeting 18th September 2023 at 7.15 pm at Sutton St. Nicholas Village Hall. – to progress the Village Traffic Plan.

25. Clerks' salary

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

Footpaths Officers Report

Hi Tony,

These are my findings after walking all the footpaths and Bridle paths within the village boundary...

Number

MR44. Most of the route is good but the middle stile is not good and signage is poor.



ST 3. Very narrow still behind care home, badly hanging gate part way along broken footboard on stile.



ST4. Most stiles broken/rotted missing signs.

ST6-8. First gate good,
all stiles badly damaged missing! Access gates wired up to prevent easy entry field footpath grown over by
planting / crops.



ST10. Very overgrown past last gateway off the lane/bridle path.
Path up field edge towards ridgeway road has been ploughed up and planted!

ST10. Continued over ridgeway road towards Wyatt Road very good condition.

ST11. Good condition except a very high railed stile onto the Rhea preventing larger dog walking!!

ST12. Good condition.

ST13. Good condition.

ST14. Good condition recently been mowed evidence of maintenance being carried out!!

ST15. Good initially then after disused railway bridge almost completely impassable large vehicles have cut it up
badly, very wet and slippery throughout.



ST17. Most stiles and gates are impassable and very overgrown. The crop has grown over the footpath and there are multiple overgrowing weeds out of the footpath at the side of the field.



Appendix 2

Status of Actions from last meeting 03-07-23

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
08/01	05/09/22	15	Playing Field – Annual Inspection	Clerk to action improvements	Clerk	See Agenda Item 18	Closed
08/02	07/11/22	18	Website Upgrade	The Clerk to proceed with the upgrade	Clerk	See Agenda Item 19	Completed
08/03	07/11/22	24	HALC Information Corner 30-09-22	Clerk to purchase a copy of Charles Arnold Baker.	Clerk		Work In progress
08/04	06/03/23	12	Substation Proposal	Clerk to progress the matter	Clerk	Relevant Papers with Solicitors	Work in progress
08/05	15/05/23	8	Code of Conduct	Clerk to put a copy on the Parish Councils website	Clerk	Part of website tidy up	Work In progress
08/06	03/07/23	7	Planning Application - 230161 - Upper Court, Sutton St Nicholas	Clerk to inform Herefordshire Council of the Parish Councils decision	Clerk		Completed
08/07	03/07/23	8	Planning Application - 231924 - Willow House, Millway, Sutton St Nicholas	Clerk to inform Herefordshire Council of the Parish Councils decision	Clerk		Completed
08/08	03/07/23	11	Community Charter Priorities - July till September 2023	Clerk to complete form on behalf of the Parish Council	Clerk	See agenda Item 12	Closed
08/09	03/07/23	13	Lengthsman Scheme 23-24	Clerk to Complete the Expression of Interest Form and submit to Balfour Beatty	Clerk		Completed
08/10	03/07/23	13	Lengthsman Scheme 23-24	Clerk to complete the Works plan and submit to Balfour Beatty.	Clerk		Completed
08/11	03/07/23	13	Lengthsman Scheme 23-24	Cllr Ron Gow and the Clerk to sign the contract and submit to Balfour Beatty	Cllr Ron Gow/ Clerk		Completed
08/12	03/07/23	14	Traffic Plan	Clerk to circulate days to Councillors.			Completed
08/13	03/07/23	14	Traffic Plan	Clerk to ensure that the agreed date for the extraordinary meeting is in the		Agenda Item 14	Completed

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
				September edition of Sutton News			
08/14	03/07/23	15	Traffic Regulation Order	Clerk to send to Cllr Hamblin pass correspondence on the matter			Completed
08/15	03/07/23	15	Traffic Regulation Order	Cllr Hamblin to follow up with Herefordshire Council.			Work In progress
08/16	03/07/23	16	Traffic Mirror	Clerk to send to Cllr Hamblin pass correspondence on the matter			Completed
08/17	03/07/23	16	Traffic Mirror	Cllr Hamblin to follow up with Herefordshire Council.			Work In progress

Completed	10
Work In progress	5
Closed	2
TOTAL	17

Sutton St. Nicholas Parish Council

Bank Reconciliation at 03-07-23

Opening 01/04/23	28,110.14
Receipts	15,780.23
	43,890.37
Expenditure	12,161.79
Balance	31,728.58

Bank balance **13/07/2023** 34,153.53

os cheques

1432	476.00
1446	198.00
1448	195.20
1449	355.00
1450	150.00
1451	62.50
1452	293.05
1453	195.20
1454	500.00
	2,424.95

Balance as at 07-08-23 **31,728.58**

Sutton St. Nicholas Parish Council Budget Monitoring Report 03-07-23

	Budget 2020/21	Actual 2020/21	Budget 2021/22	Actual 2021/22	Budget 2022/23	Actual 2022/23	Budget 2023/24	Actual 03/07/23	Variance	Notes
Income										
Precept	28,577.00	28,577.00	30,000.00	30,000.00	30,000.00	30000.00	31,500.00	15,750.00	-15,750.00	2nd instalment due in September 2023
Other -	30.00	0.00	30.00	60.46	30.00	30.23	30.00	0.00	-30.00	Monies due
Donations	0.00	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
VAT recovered / estimate	300.00	1,401.98	800.00	800.00	500.00	3596.42	500.00	0.00	-500.00	Claim to be done
Neighbourhood Plan Grant	0.00	0.00	0.00	10,000.00	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	0.00	
Total Income	28,907.00	30,228.98	30,830.00	49,797.83	30,530.00	33,626.65	32,030.00	15,750.00	-16,280.00	
Expenditure										
Clerks Salary	5,100.00	3,877.97	5,100.00	4,640.70	5,200.00	5989.39	5,800.00	1,953.00	3,847.00	
Admin/Office Expenses	500.00	588.40	500.00	779.76	1,000.00	1128.78	1,100.00	186.99	913.01	
Training	130.00	0.00	200.00	200.00	250.00	0.00	250.00	0.00	250.00	
Insurance	600.00	639.62	650.00	646.65	670.00	735.52	800.00	801.18	-1.18	
Membership Subs	600.00	592.39	650.00	623.27	650.00	673.41	700.00	0.00	700.00	
Auditors	300.00	260.00	300.00	275.00	300.00	285.00	350.00	220.00	130.00	
Services Repairs and Maintenance	1,800.00	555.00	800.00	2,181.06	1,000.00	1570.50	2,000.00	357.00	1,643.00	
Lengthsman	2,200.00	2,335.90	2,200.00	1,005.00	3,000.00	1915.75	3,000.00	1,123.00	1,877.00	
Donations	2,200.00	500.00	700.00	500.00	700.00	1550.00	700.00	0.00	700.00	
Elections	150.00	85.02	0.00	0.00	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	8597.74	8,600.00	0.00	8,600.00	
Bin Collections	200.00	630.00	500.00	148.00	300.00	0.00	0.00	0.00	0.00	
Rent	10.00	0.00	0.00	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	110.00	0.00	110.00	
Neighbourhood Plan	0.00	0.00	1,000.00	0.00	0.00	4210.63	0.00	0.00	0.00	
Community Garden/Playing Field/Open Space	3,360.00	3,235.90	3,000.00	3,677.30	3,558.00	3367.65	4,100.00	950.00	3,150.00	

[illegible]

Items for Information (no Discussion)

- **NALC** – Chief Executives Bulletin 06-07-23
- **Balfour Beatty** - Locality Briefing - Weobley, Queenwood & Sutton Walls 6.7.23
- **Balfour Beatty** - Herefordshire Street Works Report W/C 10.07.2023.
- **NALC** - Chief Executives Bulletin 13-07-23.
- **Balfour Beatty** - - Locality Briefing - Weobley, Queenwood & Sutton Walls 13.7.23
- **Balfour Beatty** - Herefordshire Street Works Report W/C 17.07.2023.
- **Police and Crime Commissioner** - Herefordshire Firearms Licensing Event
- **NALC** – Newsletter 19-07-23
- **Balfour Beatty** - Locality Briefing - Weobley, Queenwood & Sutton Walls 20.7.23.
- **Balfour Beatty** - Herefordshire Street Works Report W/C 24.07.2023.
- **NALC** – Newsletter 26-07-23
- **Balfour Beatty** - Locality Briefing - Weobley, Queenwood & Sutton Walls 27.7.23.
- **NALC** - Chief Executives Bulletin 27-07-23.
- **Balfour Beatty** - Herefordshire Street Works Report W/C 31.07.2023.
- **Police and Crime Commissioner**- PCC newsletter - July 2023
- **Balfour Beatty** - Road Closures - August
- **NALC** – Newsletter 02-08-23
- **Balfour Beatty** - Public Realm Round up.
- **Herefordshire Council** - S106 Drop In Sessions - Parishes - August 2023 (30/08/2023 & 31/08/20).