

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 4th September 2023 at 7.15 pm. (no SPC/TF/2038)

Councillors Present

Cllr Ann Burke
Cllr Sharron Haworth
Cllr Richard Andrews

In attendance

Tony Ford – Parish Clerk

Members of the Public – Two

1. Apologies

The Parish Council considered and approved apologies for absence for Cllr Ron Gow and Cllr Ian Nicholas.

In the absence of Cllr Ron Gow, Cllr Sharron Haworth took the Chair.

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 Ann Burke		√			
Cllr Sharron Haworth		√			
Cllr Richard Andrews		√			

4. Receive approve and sign the Minutes of the Ordinary Meeting of the Parish Council (no SPC/TF/2037) held on Monday 7th August 2023.

The minutes were signed by Councillor Sharron Haworth as a true record of the meeting.

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

5.1 Ward Councillors Report

Cllr Peter Hamblin - Ward Councillor was not in attendance.

5.2 Questions from other members of the public

- The Parish Council was pleased to note that work had started on the Lane Orchard development, the Parish Council looked forward to considering the official name for the site.
- The Parish Council had received a number of complaints regarding the non-attendance to the alarm going off at the Village Hall/school, it was agreed that Cllr Ann Burke would raise the matter with the school at the meeting on 14th September and report back to the Parish Council.

6. Planning Application (232289)- Upper Court, Sutton St. Nicholas, HR1 3AY. Repointing of entire chimney stack using lime mortar. Repointing of second chimney stack using lime mortar.

Having considered the matter, the Parish Council resolved to support the application and noted the comments of the Historic Buildings Officer.

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

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

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

Regarding item 09/07 Cllr Richard Andrews informed the Parish Council that the Environment Agency would like dates from the Parish Council when not to cut the vegetation on The Rhea.

Action Cllr Richard Andrews would check to see if he had a contact number.

8. Financial Report

- 8.1 Invoices for payment

Ref	Payee	Amount £	VAT	
1	Richard Morgan	580.00	N/a	Grass cutting/Lengthsman/inspections Invoice
2	Eyelid Productions	100.00	N/a	29/08/23 (3341) Annual Website support.
3	Border Office Supplies & Systems Ltd	748.78	124.80	Purchase of Laptop and Paper

Authorised for payment.

- 8.2 Receipts - Nil
- 8.3 Confirmation of Balances as of 4th September 23 – £29,811.55. (Appendix 2 refers)

9. Risk Register.

The Parish Council considered/reviewed the Parish Council's Risk Register. and authorised Cllr Sharron Haworth to sign the register.

10. Traffic Regulation Order

The Parish Council was informed that nothing had been received from Herefordshire Council, The Clerk was asked to continue in his efforts to get a reply.

Action Clerk to follow up again with Herefordshire Council.

11. Sutton Walls Conservation Group

The Parish Council was informed that for health and safety and public liability reasons the noticeboard would highlight what visitors can and cannot do, also highlighting that the land was private land. Based upon usage it would like to site the notice board on the junction of Busy Hill and ST2.

Installation of way markers was the responsibility of Herefordshire Council; however, the conservation group would have to get Scheduled Monument Consent for replacements.

Having considered the matter, the Parish Council agreed to the re-siting of the noticeboard at the junction of Busy Hill /ST2 (northside) and approved the raising of a cheque for £500.

12. Sub-station National Grid

The Parish Council consider documents received from the Parish Councils Solicitors having considered the documents the only issues related to the

- draft transfer paragraphs 12.4.9 and 12.4.10
- Solicitors email last two bullet points.

The Parish Council was of the view that these were open ended obligations in favour of National Grid, and without any guidance/detail the Parish Council could not see how it could agree to them at the present time.

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Action Clerk to raise concerns with the Parish Councils Solicitors.

13. Herefordshire Association of Local Councils (HALC) Information Corner (24-08-23)

Having considered the matter, regarding Register of Interest Form the Parish Council agreed to put the link to Herefordshire Council on the Parish Councils website.

Action Clerk to set up the link on the Parish Councils website.

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

- Traffic Regulation Order.

15. Items for Information

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

Parish Council Monday 2nd October 2023 at 7.15pm at Sutton St. Nicholas Village Hall.

17. Clerks' salary

The Parish Council authorised payment of the Clerks salary and Cllr Sharron Haworth signed the payment schedule.

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Appendix 1

Status of Actions from last meeting 04-08-23

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
09/01	07/11/22	24	HALC Information Corner 30-09-22	Clerk to purchase a copy of Charles Arnold Baker.	Clerk		Work In progress
09/02	06/03/23	12	Substation Proposal	Clerk to progress the matter	Clerk	Agenda Item 12	Work in progress
09/03	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
09/04	03/07/23	15	Traffic Regulation Order	Cllr Hamblin to follow up with Herefordshire Council.	Cllr Hamblin		Work In progress
09/05	03/07/23	16	Traffic Mirror	Cllr Hamblin to follow up with Herefordshire Council.			Closed
09/06	04/08/23	6.2	Questions from other members of the public	Clerk to send Footpath Officers report to Herefordshire Council	Clerk		Completed
09/07	04/08/23	6.2	Questions from other members of the public	Clerk to ask Cllr Richard Andrews to ask the agency for information on future works on the Rhea.	Clerk		Work in progress
09/08	04/08/23	11	Purchase of Laptop	Clerk to purchase a mid-range laptop,	Clerk	Agenda 8.1.3	Completed
09/09	04/08/23	13	Town and Parish Council Survey 2023	Clerk to submit survey	Clerk		Completed
09/10	04/08/23	14	Traffic Plan	Clerk to ensure that the date is publicised in the Sutton News	Clerk		Completed
09/11	04/08/23	15	Traffic Regulation Order	Clerk to follow up with Cllr Peter Hamblin	Clerk		Completed
09/12	04/08/23	16	Traffic Mirror	Clerk to follow up with Cllr Peter Hamblin	Clerk		Closed
09/13	04/08/23	17	Sutton Walls Conservation Group	Clerk to inform the conservation group of its decision	Clerk		Completed
09/14	04/08/23	17	Sutton Walls Conservation Group	Clerk to raise a cheque once confirm is received that the group agreed to the Parish	Clerk		Work In progress

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
				Councils conditions			
09/15	04/08/23	18	Annual Playground Inspection	Clerk to action improvements	Clerk		Work In Progress
09/16	04/08/23	19	Parish Council Website	Clerk to put a notice in the Sutton News	Clerk		Completed
09/17	04/08/23	21	Herefordshire Association of Local Councils (HALC) Information Corner 05/07/23	Clerk to check Herefordshire Councils website to ensure that previous registers are on the site.	Clerk		Completed

Completed	8
Work In progress	7
Closed	2
TOTAL	17

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Appendix 2

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Bank Reconciliation at 04-09-23

Opening 01/04/23	28,110.14
Receipts	15,780.23
	43,890.37
Expenditure	14,078.82
Balance	29,811.55

Bank balance **10/08/2023** 33,112.28

os cheques

1432	476.00
1450	150.00
1451	62.50
1453	195.20
1454	500.00
1455	580.00
1456	100.00
1457	748.78
1458	293.05
1459	195.20

3,300.73

Balance as at 04-09-23 **29,811.55**