

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 1st July 2024 at 7.15 pm. (no SPC/TF/2049)

Cllr Ron Gow
Cllr Richard Andrews (6-15)
Cllr Ann Burke
Cllr Ian Nicholas

In attendance

Tony Ford – Parish Clerk

Members of the Public. 2

1. Apologies

Apologies for absence was considered and approved for Cllr Sharron Haworth.

2. Written requests for Dispensations

Dispensation was given to Cllr Ian Nicholas to consider Item 10 Electricity Substation on Willow Rise/Millway Open Space.

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 Ian Nicholas	√		10	Adjacent to property	Disclosable Pecuniary Interest

4. Receive approve and sign the Minutes of the Meeting of the Parish Council (no SPC/TF/2048) held on Monday 3rd June 2024

The minutes were signed by Councillor Ron Gow as a true record of the meeting.

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

5.1 Ward Councillors Report

The Ward Councillor sent his apologies.

5.2 Questions from other members of the public

There were no questions from the public.

6. Traffic Plan

The Clerk informed the Parish Council that he had not received a reply from Callum Bush, regarding the number of Traffic Regulation Orders required, it was agreed that the Clerk should continue to chase him and copy Cllr Peter Hamblin in on the follow up.

Action Clerk to continue to chase Callum Bush.

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

There were eleven actions requiring completion, five were completed, four were work in progress and two were closed. (Appendix 1 refers) – Noted.

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8. Financial Report

- 9.1 Invoices for payment

Ref	Payee	Amount £	VAT	
1	Richard Morgan	666.50	N/a	Lengthsman/grass cutting/repairs Invoices 1894, 1953, 1954, 1957, 1963,1967
2	HALC	300.00	50.00	25-06-24 (H2225) completion of Internal Audit 2023/24

Authorised and cheques signed

- 9.2 Receipts - None
- 9.3 Confirmation of Balances as of 01-07-24- £28,914.60 (Appendix 2 refers)

9. Public Right of Way Funding

The Clerk informed the Parish Council that he had asked Richard Morgan in his capacity as Footpath Officer to ascertain the information required by Herefordshire Council, which was in the report considered by the Parish Council. Having considered correspondence from Herefordshire Council and the action taken by the Clerk, the Parish Council delegated to the Clerk to complete the application form and submit it to Herefordshire Council.

Action - Clerk to complete the application and submit to Herefordshire Council.

10. Electricity Substation on Willow Rise/Millway Open Space.

Having considered the final HM Land Registry -Transfer of Part Registered Title document the Parish Council was happy to approve its acceptance.

Action – Clerk to inform the Parish Council Solicitors of the Parish Council acceptance.

11. Community First Herefordshire & Worcestershire, Rural Housing Enabler Project

The Parish Council considered and noted correspondence received.

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

- Traffic Plan.

13. Items for Information

Items for information noted. (Appendix 3 refers)

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

Parish Council Monday 5th August 2024 at 7.15pm at Sutton St. Nicholas Village Hall.

The Parish Council resolved to go into closed session.

15. Clerks' salary

The Parish Council approved the Clerks salary and authorised Cllr Ron Gow to sign the payments schedule.

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Appendix 1

Status of Actions from last meeting 03-06-24

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
07/01	04/08/23	18	Annual Playground Inspection	Clerk to action improvements	Clerk		Work In Progress
07/02	06/11/23	11	Section 106 Monies – Lane Orchard Land South of Woodville Grove, HR1 3DL	Clerk to continue to see if grants are available	Clerk	Two quotes received. Progress can be made	Work in progress
07/03	04/12/23	18	Clerks Salary – Pay Award 2023-24	Clerk to get clarification from HALC regarding the engagement of a payroll provider	Clerk	HALC has confirmed Good Practice/ Future Agenda item	Work In progress
07/04	19/03/24	16	Herefordshire Association of Local Councils (HALC)	Clerk to consider and approve Councillor Training requests	Clerk	On going	Closed
07/05	19/03/24		Herefordshire Association of Local Councils (HALC)	Clerk to circulate training schedule to Councillors when received.	Clerk	On going	Closed
07/06	02/04/24	8	Ward Councillors Report	The Clerk to submit an expression of interest when requested to do so.	Clerk		Work in progress
07/07	02/04/24	8	Ward Councillors Report	The Clerk liaise with the Lengthsman to develop a schedule of works relating to the Public Rights of Way for consideration by the Parish Council	Clerk	Agenda Item 9	Completed
07/08	20/05/24	20	Healthwatch Herefordshire	Clerk to put the Flyer on the Parish Council website.	Clerk		Completed
07/09	03-06-24	7	Traffic Regulation Order - Proposed Extension to the Existing 30MPH speed limit on C1125	Clerk to inform ADL of the Parish Councils decision.	Clerk		Completed
07/10	03-06-24	12	Section 2 Accounting Statement 2023/24		Clerk		Completed
07/11	03-06-24	12	Section 2 Accounting Statement 2023/24		Clerk		Completed

Completed	5
Work In progress	4
Closed	2
TOTAL	11

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Appendix 2

Sutton St Nicholas Parish Council Bank Reconciliation at 01-07-24

Opening 01/04/24	30,546.85
Receipts	16,750.00
	47,296.85
Expenditure	18,382.25
Balance	28,914.60

Bank balance **12/06/2024** 35,978.55

os cheques

1462	252.00
1505	750.00
1515	209.20
1516	363.00
1517	4,000.00
1506	666.50
1507	300.00
1508	314.05
1509	209.20

7,063.95

Balance as at 01-07-24 **28,914.60**

Items For information 01-07-24 (No Discussion)

Sent by email

- **Balfour Beatty** - Locality briefing Weobley, Queenswood & Sutton Walls 06/06/24
- **Herefordshire Council** - Lecture on hedges with Professor Dover
- **NALC** - NALC Newsletter 05-06-24
- **PCC**- Special PCC newsletter - June 2024
- **Balfour Beatty** - Locality briefing Weobley, Queenswood & Sutton Walls 13/06/24
- **Balfour Beatty** - Herefordshire Street Works Report W/C 17.06.2024
- **Herefordshire County BID** – Updates
- **Balfour Beatty** - Locality briefing Weobley, Queenswood & Sutton Walls 27/06/24
- **Balfour Beatty** - Herefordshire Street Works Report W/C 01.07.2024
- **PCC** - Newsletter June 2024