

Sutton St. Nicholas Parish Council

Minutes of the Ordinary meeting of Sutton St. Nicholas Parish Council held on 2nd April 2024 at Sutton St. Nicholas Village Hall, Bayley Way, Sutton St. Nicholas, Hereford HR1 3SZ. (no SPC/TF/2046)

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. 4

1. Apologies

All Councillors were present.

2. Written requests for Dispensations

With reference to Agenda Item 24 dispensation was given to Cllr Ron Gow, Cllr Ann Burke, and Cllr Ian Nicholas to discuss the matter.

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	√		24	Village Hall Trustee	Disclosable Pecuniary Interest
Cllr Richard Andrews	√		17	Wife Member of PCC	Disclosable Pecuniary Interest
Cllr Ann Burke	√		17	Member of PCC	Disclosable Pecuniary Interest
			24	Village Hall Trustee	Disclosable Pecuniary Interest
Cllr Sharron Haworth		√			
Cllr Ian Nicholas	√		24	Volunteer - Treasurer	Disclosable Pecuniary Interest

4. Receive approve and sign the Minutes of the Ordinary Meeting of the Parish Council (no SPC/TF/2045) held on Tuesday 19th of March 2024

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

5. Traffic Plan

The Clerk informed the Pariah Council that he sent a reminder to Callum Bush, however, to date he had not received a reply, in addition he reminded the Parish Council that until confirmation was received of what works Herefordshire would allow the Parish Council to carry out the Plan was on hold, as the calculation of the loan repayment figure and precept impact could not be done. Having considered the matter, the Clerk was asked to write to the Chief Executive and the relevant Director at Herefordshire Council.

Action Clerk to email the Chief Executive and the relevant Director at Herefordshire Council.

6. Traffic Regulation Order

The Parish Council noted that the Papers received related to the previous Traffic Regulation Order (TRO) , which included the original Traffic Regulation Order on the C1125,(By the new development the Parish Council was mindful that there was now a revised Traffic Regulation Order relating to the C1125 which was being consulted on, there was a concern that this revised TRO might delay the completion of the works to bring all the TROs into force. The Clerk was asked to get confirmation from Herefordshire Council as to the likely impact the revised TRO would have on the original completion date.

Action Clerk to raise the Parish Councils concern with Herefordshire Council.

7. Planning Application (240320) -Sutton Primary School, Bayley Way HR1 3SZ- Proposed extension to existing school to provide Hygiene Room & Physiotherapy Room.

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

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

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

8.1 Ward Councillors Report

In the absence of Cllr Peter Hamblin, the Parish Council considered his report, which covered an update on The Lengthsman Scheme, Public Rights of Way (Footpaths), and Local Drainage Funding, Regarding the Lengthsman Scheme, which the Parish Council had already signed up to it was noted that the funding had doubled to £120.00 per KM of C and U roads in the Parish.

Regarding the Public Rights of Way grant The Parish Council noted that it would have to submit an expression of interest with details of planned work with costs and an estimate of any material costs once Herefordshire Council had sent the details of how to do so.

Action The Clerk to submit an expression of interest when requested to do so.

Action 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.

Regarding the Local Drainage Funding the Parish Council noted that the Parish Council had to submit an expression of interest by the end of April 2024, confirming the name of the Parish Council, the name of the Lengthsman. Herefordshire Council would be releasing the details of the scheme after April 2024, having considered the matter the Parish Council agreed that an expression of interest be submitted.

Action Clerk to submit an expression of interest.

8.2 Questions from other members of the public

The Parish Council noted that the Lengthsman and Parishioners had raised concerns regarding the blocked drains at the following locations.

- Junction Ridgeway Road (C1126) and Millway
- Churchway U72600 (across from Elmstone)
- Ridgeway Road (C1126) across from the Telephone exchange.

The Parish Council noted that the Clerk would be asking Herefordshire Council to unblock the drains mentioned.

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

There were thirteen actions requiring completion, five were completed, eight were work in progress. (Appendix 1 refers)

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10. Financial Report

- 10.1 Invoices for payment

Ref	Payee	Amount £	VAT	Detail
1	Richard Morgan	318.75	N/a	Lengthsman duties/Grass Cutting (1866. 1867,1868.1873
2	Mr. D Stretton	1,020.00	N/a	Tree Work - Sutton Playing Field
3	Wicksteed Leisure Ltd	516.73	86.12	19-03-24 (824823) New seats for the Whirlybird -Sutton Playing Field.

Authorised for Payment and cheques to be signed.

- 10.2 Receipts -Nil
- 10.3 Confirmation of Balances as of 31st March 2024 £29,618.74 (Appendix 2 refers)

11. Budget Monitoring Report

The Clerk informed the Parish Council that a VAT has been made and that it would not be known if the refunded had been credited prior to 31st March 2024, if so, the Parish Council will be updated. The Parish Council considered and noted Budget Monitoring Report at 31st March 2024. (Appendix 3 refers)

12. Bank Reconciliation Sign off.

The Parish Council noted sign of as at 31st March 2024by Cllr Ian Nicholas.

13. Review of Activities

The Parish Council completed its review of activities (Appendix 4 refers)

14. Review of Reserves

The Parish Council completed its review of reserves as of 31st March 2024. (Appendix 5 refers)

15. Delegation to the Clerk

Having considered the matter, the Parish Council resolved to delegate to the Clerk the authority to make payments between meetings and authorise signatories to sign cheques as required. A schedule of such payments to be reported to the Parish Council meeting following payment.

16. Parish Councillors Email address

Having considered the matter all Councillors agreed that they would prefer to keep their personal email address.

17. St Michaels Church, Sutton St. Nicholas

The Parish Council was mindful that the cemetery was available as a resting place for all residents of the Parish and that it had a donation budget of £1,000 for 2024/25. Having considered the request for up to £1,100.00 the Parish Council resolved to make a payment of £750.00 and would consider a further request later in the financial year if there was still donation funds available in the budget. The Parish Council agreed that Cllr Ann Buke could sign the cheque as an authorised signatory.

Having declared an interest in the matter Cllr Ann Burke and Cllr Richard Andrews left the meeting and did not take part in discussion nor did they vote on the matter.

Action Clerk to raise a cheque for signing.

18. Herefordshire Association of Local Councils (HALC) Information Corner 11-03-24

The Parish Council considered and noted the Information Corner.

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19. Sutton Walls- Closed Landfill Site

Having considered correspondence from Nick James Principal Technical Officer. Herefordshire Council regarding a public meeting, the Parish Council was of the view that as the meeting could not be held without Mr James, it would be better if the Parish Council requested dates when he would be available.

Action Clerk to get possible dates from Nick James.

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

- Costings for installing Play Bark by the Stack of stones.

21. Items for Information

The Parish Council noted items for information.

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

Annual Parish Meeting Monday 20th May 2024 at 7.00pm at Sutton St. Nicholas Village Hall.
Annual Meeting of the Parish Council 20th May 2024 at 7.20pm at Sutton St. Nicholas Village Hall.

The Parish Council resolved to go into closed session.

23. Clerks Salary

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

24. Village Hall

Cllr Ron Gow was authorised to sign confidential notes. The Parish Council received an update regarding the requirement for a new electric boiler in the kitchen at a cost of £3.650.00 plus VAT., having considered the matter the Parish Council was of the view that an instant boiling water tap would be a better option.

The Parish Council also noted that there was a planning application for a Hygiene Room & Physiotherapy Room, which would add to the running costs of the school, which was not part of the original joint use agreement.

Action Clerk to add the Parish Council request for an instant boiling water tap to the letter previously agreed by it would send to the Academy,

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Appendix 1

Status of Actions from last meeting 19-03-24

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
04/01	04/08/23	18	Annual Playground Inspection	Clerk to action improvements	Clerk		Work In Progress
04/02	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	On HALC's advice Meeting with recommended person in the new Year	Work in progress
04/03	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/Agenda item for March meeting	Work In progress
04/04	05/02/24	7	Traffic Plan	Cllr Peter Hamblin to arrange a joint meeting between Herefordshire Council Officers and the Project Group.	Cllr Hamblin		Work In progress
04/05	19/03/24	5	Traffic Plan	Clerk to make another request to Callum Bush, and copy Cllr Peter Hamblin in.	Clerk		Completed
04/06	19/03/24	5	Traffic Plan	Clerk to ascertain loan costs for each combination of options.	Clerk	Waiting for Callum Bush to reply	Work in progress
04/07	19/03/24	11	Traffic Regulation Order - Proposed extension to existing 30mph speed limit on C1125. Sutton St Nicholas, Herefordshire	Clerk to inform ADL Traffic & Highways of the Parish Councils decision	Clerk		Completed
04/08	19/03/24	12	Parish Council Lengthsman Services 2024-25	Clerk to inform Richard Morgan.	Clerk		Completed
04/09	19/03/24	13	West Mercia Police Towns and Village project	Clerk to inform West Mercia Police of the Parish Councils decision.	Clerk		Completed
04/10	19/03/24	15	Internal Auditor 2023/24	Clerk to inform HALC of the Parish Councils decision.	Clerk		Completed
04/11	19/03/24	16	Herefordshire Association of	Clerk to consider and approve	Clerk		Work in progress

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
			Local Councils (HALC)	Councillor Training requests			
04/12	19/03/24		Herefordshire Association of Local Councils (HALC)	Clerk to circulate training schedule to Councillors when received.	Clerk		Work in progress
04/13	19/03/24	22	Village Hall	Clerk to draft a letter from the Parish Council to the Academy, to be signed by Ron Gow.			Work in progress

Completed	5
Work In progress	8
Closed	0
TOTAL	13

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Appendix 2

**Sutton St. Nicholas Parish Council
Bank Reconciliation at 31 03-24**

Opening 01/04/23	28,110.14
Receipts	32,332.23
	60,442.37
Expenditure	30,823.63
Balance	29,618.74

Bank balance **12/03/2024** 31,464.90

os cheques

1462	252.00
1485	1,594.16

1,846.16

Balance as at 31-03-24 **29,618.74**

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Appendix 3

Budget Monitoring Report as at 31st March 2024

	Budget 2020/21	Actual 2020/21	Budget 2021/22	Actual 2021/22	Budget 2022/23	Actual 2022/23	Budget 2023/24	Actual 31/03/24	Variance	
Income										
Precept	28,577.00	28,577.00	30,000.00	30,000.00	30,000.00	30000.00	31,500.00	31,500.00		
Other -	30.00	0.00	30.00	60.46	30.00	30.23	30.00	30.23	0.23	
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 sent waiting for refund
Lengthsman Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	802.00	802.00	Not budgeted for
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	32,332.23	302.23	
Expenditure										
Clerks Salary	5,100.00	3,877.97	5,100.00	4,640.70	5,200.00	5989.39	5,800.00	6,243.75	-443.75	Annual pay rise
Admin/Office Expenses	500.00	588.40	500.00	779.76	1,000.00	1128.78	1,100.00	583.91	516.09	
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	739.04	-39.04	
Auditors	300.00	260.00	300.00	275.00	300.00	285.00	350.00	430.00	-80.00	change of Internal Auditor to ensure completed on time
Services Repairs and Maintenance	1,800.00	555.00	800.00	2,181.06	1,000.00	1570.50	2,000.00	787.00	1,213.00	
Lengthsman	2,200.00	2,335.90	2,200.00	1,005.00	3,000.00	1915.75	3,000.00	2,727.00	273.00	

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	Budget 2020/21	Actual 2020/21	Budget 2021/22	Actual 2021/22	Budget 2022/23	Actual 2022/23	Budget 2023/24	Actual 31/03/24	Variance
Benches- Community Garden	0.00	0.00	0.00	1,038.00	0.00	0.00	0.00	0.00	0.00
Playground Equipment	0.00	0.00	0.00	9,457.57	0.00	0.00	0.00	0.00	0.00
Playground Inspections						10.75	620.00	100.00	520.00
NDP Grant - Reserve	0.00	0.00	0.00	3,833.10	0.00	6166.90	0.00	0.00	0.00
Data protection Compliance	500.00	0.00	500.00	0.00	500.00	0.00	500.00	0.00	500.00
Reserves	0.00	0.00	1,082.00	0.00	0.00	0.00	0.00	0.00	0.00
Village Hall Reserve	0.00	0.00	0.00	0.00	1,900.00	0.00	1,500.00	0.00	1,500.00
litter Bin	0.00	0.00	0.00	0.00	0.00	408.95	0.00	0.00	0.00
New Laptop	0.00	0.00	0.00	0.00	0.00	0.00	0.00	589.00	-589.00
									Not budgeted for
Total Expenditure	28,907.00	27,295.45	30,830.00	41,938.56	30,530.00	38,709.75	32,030.00	30,823.63	1,206.37

Parish Council Activities 02-04-24

Project/Activity		£	Funded
Traffic Plan - Infrastructure cost	To be confirmed in costed Traffic Plan	£ TBC	• Reserve £12,000 • Grants • PWLB • S & A Davis grant
Noticeboard on the Rhea		£1000	Reserve

Review of Reserves 02-04-24

Sutton 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			33,500.00
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	0.00	
	Total Deduction		8598.00
	Total Net Revenue Expenditure for the Year		24902.00
	3 Months		6,225.50
	Actual		4,618.74
	Difference		-1,606.76

The council will carry out a review of its reserves.

- as part of the annual budget process.
- at the yearend particularly if general reserves are more than twice the precept.
- at mid-year to get assurance that things are going to plan.

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- Only the Council can set up a reserve.
- Movement on reserves will be monitored as part of the budget monitoring process.

	31/03/22	04/04/23	31-03-24
Elections	2,000.00	2,000.00	2,000.00
Churchyard	1,000.00	1,000.00	1,500.00
Village Hall	4,700.00	7,500.00	8,000.00
Traffic Plan - Infrastructure	9,000.00	12,000.00	12,000.00
Neighbourhood Plan	4,000.00	0.00	0.00
Open Space/Playground	1,000.00	1,000.00	00.00
Telephone box/ Defibrillator	500.00	500.00	500.00
NDP -Grant	6,167.00	0.00	0.00
Traffic Mirror	0.00	1,000.00	0.00
Traffic Plan- Printing	0.00	500.00	00.00
Noticeboard - Rhea	0.00	1,000.00	1,000.00
Total Specific	28,367.00	26,500.00	25,000.00
General	4,826.24	5,580.00	4,618.74
TOTAL RESERVES	33,193.24	32,080.00	29,618.74

Opening 1st April 2023	28,110.14
Precept	31,500.00
Other income	832.23
	60,442.37
Less Expenditure to 31/03/24	30,823.63
Balance as at 31/03/24	29,618.74