

Sutton St. Nicholas Parish Council

Minutes of the Convened Ordinary meeting of Sutton St. Nicholas Parish Council held on 19th March 2024 (published meeting of 4th March postponed) at Sutton St. Nicholas Village Hall, Bayley Way, Sutton St. Nicholas, Hereford HR1 3SZ. (no SPC/TF/2045)

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

In attendance

Tony Ford – Parish Clerk

Members of the Public. One (items 5,10 and 11)

1. Apologies

Apologies for absence was considered and approved for Cllr Richard Andrews.

2. Written requests for Dispensations

Dispensation was given to Cllr Ron Gow, Cllr Ann Burke, to consider agenda item 22 Village Hall.

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	√		22	Village Hall Trustee	Disclosable Pecuniary Interest
Cllr Ann Burke	√		22	Village Hall Trustee	Disclosable Pecuniary Interest
Cllr Sharron Haworth		√			
Cllr Ian Nicholas	√		22	Volunteer - Treasurer	Disclosable Pecuniary Interest

4. Receive approve and sign the Minutes of the Ordinary Meeting of the Parish Council (no SPC/TF/2044) held on Monday 5th February 2024

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

5. Traffic Plan

The Parish Council noted that replies had been received, from Gregg Speller, Simon Hobbs and Ian Connelly, but not Callum Bush, even after follow-up requests from the Clerk. The Clerk reminded the Parish Council that it was necessary to get a reply from Callum Bush as he had to agree what the Parish Council could and could not do, until then the final draft of the Traffic Plan would be on hold and could not be consulted on.

The Clerk was asked to make a further request to Callum Bush for a reply and copy Cllr Peter Hamblin in.

The Parish Council was of the opinion that in view of the costs there should be a focus on Phase 1 of the Plan.

Action Clerk to make another request to Callum Bush, and copy Cllr Peter Hamblin in.

Action Clerk to ascertain loan costs for each combination of options.

At the request of the Chairman, items 10 &11 were considered next.

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

6.1 Ward Councillors Report

Having sent his apologies there was no report from the Ward Councillor

6.2 Questions from other members of the public

There were questions from the public.

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

There were sixteen actions requiring completion, ten were completed, four were work in progress. and two were closed. (Appendix 1 refers)

8. Financial Report

- 8.1 Invoices for payment

Ref	Payee	Amount £	VAT	Detail
1	Richard Morgan	208.00	N/a	Lengthsman duties/Playground repairs invoice 1857.1860
2	Radbournes	525.60	87.60	31-01-24 (281414) Play Bark for Sutton Playing Field

Authorised for Payment

- 8.2 To note. The following Payments

Ref	Payee	Amount £	VAT	Detail
1	Playdale Playgrounds Ltd	1,594.16	265.69	12/02/24 (54150) deposit for playing field repairs and inspection. -Paid under delegated authority minute 05-02-24(15).
2	Public Works Loan Board	4298.87	N/a	Direct Debit -02/01/24 Loan repayment

- 8.3 Receipts £802 – Lengthsman Grant Payment
- 8.4 Confirmation of Balances as of 4th March 2024 £29,618.14 (Appendix 2 refers)

9. Risk Register

The Parish Council reviewed its Risk Register and associated tasks, The Parish Council was also mindful that the Risk Register was aligned to The Annual Governance Statement and therefore evidenced the Parish Council review of its internal control procedures, having completed the review the Parish Council was satisfied, and Cllr Ron Gow was authorised to sign the register.

10. Traffic Regulation Order

The Clerk informed that he had received a number of documents from Cllr Peter Hamblin, which would be on the agenda for the April meeting.

11. Traffic Regulation Order - Proposed extension to existing 30mph speed limit on C1125. Sutton St Nicholas, Herefordshire

Having considered the proposal to implement a southerly extension to the existing 30mph speed limit on the C1125 in the village of Sutton St Nicholas, The Parish Council resolved to support it.

Action Clerk to inform ADL Traffic & Highways of the Parish Councils decision.

12. Parish Council Lengthsman Services 2024-25

Having considered the quotation received from the Lengthsman the Parish Council resolved to accept it and authorised Cllr Ron Gow to sign the quotation document.

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Action Clerk to inform Richard Morgan.

13. West Mercia Police Towns and Village project

Having considered correspondence from West Mercia Police regarding SmartWater Kits, the Parish agreed to note it and asked the Clerk to inform West Mercia Police of its decision.

Action Clerk to inform West Mercia Police of the Parish Councils decision.

14. Herefordshire Local Plan Regulation-18 Consultation Coming Soon,

The Parish Council noted correspondence from Herefordshire Council on future consultation.

15. Internal Auditor 2023/24

Having consider the matter the Parish Council approved HALC as Internal Auditor for the 2023/24 Annual Governance & Accountability Return.

Action Clerk to inform HALC of the Parish Councils decision.

16. Herefordshire Association of Local Councils (HALC)

Having considered the matter the Parish Council noted the training schedule The Parish Council was mindful of the two free places for 2024/25 and it was delegated to the Clerk to consider and approve future training requests from Councillors.

Action Clerk to consider and approve Councillor Training requests.

Action Clerk to circulate training schedule to Councillors when received.

17. Age Uk Herefordshire & Worcestershire

Having considered it the Parish Council noted the correspondence regarding fundraiser.

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

- Delegation to Clerk
- Traffic Regulation Order
- Traffic Plan

19. Items for Information

The Parish Council noted items for information.

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

Parish Council Tuesday 2nd April 2024 at 7.15pm at Sutton St. Nicholas Village Hall.

Annual Parish meeting 20th May 2024 at 7.00pm at Sutton St. Nichola Village Hall

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

The Parish Council resolved to go into closed session.

21. Clerks Salary

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

22. Village Hall

The Parish Council approved the confidential notes of the 5th February 2024, and authorised Cllr Ron Gow to sign the notes.

Being mindful of the discussions on the 5th February the Parish Council agreed that in the first instance a request be made to the Academy for a meeting to discuss the Joint Use agreement.

Action Clerk to draft a letter from the Parish Council to the Academy, to be signed by Ron Gow.

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Appendix 1

Status of Actions from last meeting 05-02-24

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
03/01	15/05/23	8	Code of Conduct	Clerk to put a copy on the Parish Councils website	Clerk	Not required	Closed
03/02	04/08/23	18	Annual Playground Inspection	Clerk to action improvements	Clerk		Work In Progress
03/03	04/09/23	13	Herefordshire Association of Local Councils (HALC) Information Corner (24-08-23)	Clerk to set up the link on the Parish Councils website.	Clerk	Not require	Closed
03/04	06/11/23	11	Section 106 Monies – Lane Orchard Land South of Woodville Grove, HR1 3DL	Clerk to continue to see is grants are available	Clerk	On HALC's advice Meeting with recommended person in the new Year	Work in progress
03/05	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
03/06	02/01/24	13	Footpaths Officer	Clerk to inform HALC of the Parish Councils request.	Clerk	HALC has confirmed that they will be raising the matter with Herefordshire Council	Completed
03/07	02/01/24	17	Bereavement Service in Herefordshire	Clerk to put the flyer on the Parish Council Website and Village Hall Noticeboard.	Clerk		Completed
03/08	05/02/24	5.1	Ward Councillors Report	Clerk to circulate report	Clerk		Completed
03/09	05/02/24	5.2	Questions from other members of the public	Clerk to put the information of the affordable homes in Sutton News	Clerk		Completed
03/10	05/02/24	6	Planning Application – 6 Willow Rise, Sutton St. Nicholas, HR1 3DH (240127)	Clerk to inform Herefordshire of its decision.	Clerk		Completed
03/11	05/02/24	7	Traffic Plan	Clerk to send the draft plan to Gregg Speller, Simon Hobbs and Callum Bush at Herefordshire Council with Cllr Peter Hamblin copied in	Clerk		Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
03/12	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
03/13	05/02/24	7	Traffic Plan	Clerk to send the draft plan to Ian Connelly at West Mercia Police	Clerk		Completed
03/14	05/02/24	13	Sutton Walls Closed Landfill Site	Clerk to inform Nick James	Clerk		Completed
03/15	05/02/24	15	Playdale Quote – Playground Equipment Repairs	Clerk to confirm acceptance of the quotation and progress the matter.	Clerk		Completed
03/16	05/02/24	15	Playdale Quote – Playground Equipment Repairs	Two signatories to sign the deposit cheque	Clerk		Completed

Completed	10
Work In progress	4
Closed	2
TOTAL	16

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Appendix 2

Sutton St. Nicholas Parish Council Bank Reconciliation at 04-03-24.

Opening 01/04/23	28,110.14
Receipts	32,332.23
	60,442.37
Expenditure	30,824.23
Balance	29,618.14

Bank balance **13/02/2024** 32,721.15

os cheques

1462	252.00
1485	1,594.16
1486	208.00
1487	525.60
1488	314.05
1489	209.20

3,103.01

Balance as at 04/03/24 **29,618.14**