

Sutton St. Nicholas Parish Council

Minutes of the Annual Meeting of Sutton St. Nicholas Parish Council, held at Sutton St. Nicholas Village Hall, Bayley Way, Sutton St. Nicholas, Hereford HR1 3SZ on Monday 12th May 2025 at 7.30 pm. (no SPC/TF/2060)

Cllr Ron Gow
Cllr Richard Andrews
Cllr Ann Burke
Cllr Sharron Haworth
Cllr Ian Nicholas
Cllr Anna Toon (3-26)

In attendance

Tony Ford – Parish Clerk

Members of the Public. 3

1. Election of Chairman.

Cllr Ron Gow was elected Chairman on the understanding that he intended to step down as a Councillor at the next Annual Meeting of the Parish Council in May 2026

2. Co-option

Anna Toon was co-opted as a Councillor to the Parish Council.

3. Apologies

All Councillors were present.

4. Written requests for Dispensations

There were no requests for dispensation.

5. 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 Richard Andrews	√		15		Disclosable Pecuniary Interest
Cllr Ann Burke		√			
Cllr Sharron Haworth		√			
Cllr Ian Nicholas		√			
Cllr Anna Toon		√			

6. Herefordshire Councils Footpath Officers Guide

The Parish Council considered and noted the guide.

7. Footpath Officer.

Howard Prestage was appointed Footpath Officer.

8. Future Parish Council Meetings

The Parish Council approved the date for future meetings. (Appendix 1)

Sutton St. Nicholas Parish Council

9. Village Fete Sutton St. Nicholas Village Fete in honour of VE Day

The Parish Council was of the view that the event was very successful as it brought the village together, and that the grant money was money well spent. The Parish Council also expressed they're thanks to the organising Team

Action Clerk to draft a thank you letter for the Chairman to sign.

10. Receive approve and sign the Minutes of the Ordinary Meeting of the Parish Council (no SPC/TF/2058) held on Monday 7th April 2025

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

11. Receive approve and sign the Minutes of the ExtraOrdinary Meeting of the Parish Council (no SPC/TF/2059) held on Monday 28th April 2025

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

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

12.1 Ward Councillors Report

The Parish Council noted report from the Ward Councillor.

Action Clerk to put on the Parish Council website.

12.2 Questions from other members of the public

There were no questions from the public.

13. Planning Application -Upper Court, Sutton St. Nicholas HR1 3AY (250719) Proposed external timber and window repair, including replacement of 3 windows.

Having considered the application, the Parish Council resolved to support it

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

14. Planning Application Land at Hyscock Farm, off Ridgeway Road, Sutton St. Nicholas HR1 3BJ (251262) Application for prior approval of proposed development by telecommunications code systems operators. Upgrade of existing telecommunications base station. Removal of 1no existing 15m monopole and 6no existing antennas to be replaced with 1no new 20m monopole accommodating 3no new antennas, 1no new 600mm dish, 1no new 300mm dish and other associated ancillary works thereto.

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

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

15. Planning Application – Re-consultation Upper Court, Sutton St. Nicholas HR1 3AY (231391) Erection of four dwellings and associated work to include access and drainage for the proposed dwellings and the replacement of the septic tank at ‘Apple Bank’ with a Packaged Treatment Plant.

Having considered the application, the Parish Council resolved to support the application subject to the following concerns

- In line with the highways departments comments the applicant should demonstrate the visibility splays are achievable based upon potential land ownership constraints within the control of either the applicant or the local highway authority, the splays should not cross third-party land.'
- Access issues to and from the site be addressed.
- Drainage issues and concerns legal and otherwise highlighted by neighbouring property owners be addressed satisfactorily.
- The Parish Council also noted that three dwellings would allow drainage to be sited on the development and not outside it.

Sutton St. Nicholas Parish Council

- The requirements of The Land Drainage Department as follows are met.

- **Surface Water Drainage**

No plan has been provided to show the layout of the proposed surface water drainage arrangements for the site and whether the proposed number of soakaways can be suitably located within the site boundary. A construction plan/detailed drainage design drawing including associated drainage calculations will be required at Discharge of Condition.

- **Foul Water Drainage**

We require the submission of a clear foul water drainage layout confirming the proposed PTP and pump location in shared open space whereby the foul water from all proposed dwellings can discharge to these features via gravity. The Applicant should also clarify the foul water exceedance flow routes using topographical survey information for in the event of pump failure. It should be demonstrated that no third parties would be affected by this; this must be considered when confirming the drainage layout. Given the nearby location of existing dwellings downgradient of the site, and the spatial constraints onsite, we have significant concerns regarding the risk associated with the proposed pump.

- **Overall Comment**

We have concerns regarding the proposed private foul water pump for the reasons outlined above. A clear foul water drainage layout drawing is required to confirm the PTP and pump location in line with the above advice. The foul water exceedance flow routes must be presented on a plan for in the event of pump failure to demonstrate that no third parties would be affected.

Action Clerk to inform Herefordshire of the Parish Council decision

Having declared an interest Cllr Richard Andrews left the meeting and did not take part in discussions or vote on the matter.

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

There were fourteen actions requiring completion, eleven were completed, three were work in progress. (Appendix 2 refers) – Noted.

17. Financial Report

- 17.1 Invoices for payment.

Ref	Payee	Amount £	VAT	
1	Richard Morgan	95.00	N/a	Invoices 2135 Lengthsman
2	Sutton News	885.74	N/a	Annual inserts
3	R. A. Ford	213.97	35.66	Reimbursement – Purchase of new printer. & Ink cartridges

Approved for payment

- 17.2 Receipts - Nil
- 17.3 Confirmation of Balances as of 12-05-25 -£18,940.19 (Appendix 2 refers) The Parish Council also noted that the first installment of the precept was due, in addition to grant monies due from Herefordshire Council.

18. Review of Insurance

The Parish Council completed the review of insurance (Appendix 3 refers). The Clerk to send all Councillors questions

19. Herefordshire Lengthsman Contract 2025-26

Having considered the contract, the Parish Council authorised the Chairman and the Clerk to sign it on behalf of the Parish Council and delegated to the Clerk to complete the Maintenance Plan. For 2025-26.

Sutton St. Nicholas Parish Council

Action Clerk to complete the Maintenance Plan for 2025-26 and send to Herefordshire Council.

Action Clerk to send signed contract to Herefordshire Council.

20. Traffic Plan

The Parish Council noted that the Plan was on hold until the road works by the new development was fully completed, as this was not the case the Clerk was asked to make enquires as to when these works would be completed and by whom and once ascertained the Traffic Plan Working group should meet to progress the matter.

Action Clerk to raise the matter with Herefordshire Council.

21. Playing Field Update.

Having considered the update from the Clerk the Parish Council was keen to keep as much of the old equipment as possible, the Clerk reminded the Parish Council that any new equipment would have to be inclusive to all and there would also be the need to rectify any inspection issues in any upgrade, therefore there would be a need to dispose of some of the old equipment. Having considered the matter, the Parish Council agreed to wait for the next annual inspection report. The Parish Council was also informed that the Parish Council had received correspondence regarding the drainage connection of barn and bungalow plots at bank house, which would mean that Welsh Water would have to dig a trench through the playing field, the Clerk was asked to get more information on the matter and report back to the next meeting.

Action Clerk to report back regarding the Welsh Water issue.

22. Herefordshire Association of Local Councils Information Corner 17-04-25

The Parish Council considered and noted Information Corner 17-04-25.

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

Councillors to inform the Clerk

24. Items for Information

Items for information noted. (Appendix 4 refers)

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

Meeting of the Parish Council Monday 2nd June 2025, **7.15pm** at Sutton St. Nicholas Village Hall.

26. Clerks' salary

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

**Sutton St Nicholas Parish Council
Parish Council Meetings Information**

Day	Date	Meeting Type	Location	Time
Monday	2 nd June 2025	Parish Council	Sutton St. Nicholas Village Hall	7.15 pm
Monday	7 th July 2025	Parish Council	Sutton St. Nicholas Village Hall	7.15 pm
Monday	4 th August 2025	Parish Council	Sutton St. Nicholas Village Hall	7.15 pm
Monday	1 st September 2025	Parish Council	Sutton St. Nicholas Village Hall	7.15 pm
Monday	6 th October 2025	Parish Council	Sutton St. Nicholas Village Hall	7.15 pm
Monday	3 rd November 2025	Parish Council	Sutton St. Nicholas Village Hall	7.15 pm
Monday	1 st December 2025	Parish Council	Sutton St. Nicholas Village Hall	7.15 pm
Monday	5 th January 2026	Parish Council	Sutton St. Nicholas Village Hall	7.15 pm
Monday	2 nd February 2026	Parish Council	Sutton St. Nicholas Village Hall	7.15 pm
Monday	2 nd March 2026	Parish Council	Sutton St. Nicholas Village Hall	7.15 pm
Tuesday	7 th April 2026	Parish Council	Sutton St. Nicholas Village Hall	7.15 pm
Tuesday	5 th May 2026	Annual Parish Meeting	Sutton St. Nicholas Village Hall	7.15 pm
Tuesday	5 th May 2026	Annual meeting of the Parish Council	Sutton St. Nicholas Village Hall	7.30 pm

Sutton St. Nicholas Parish Council

Appendix 2

Bank Reconciliation at 12-05-25 Sutton St. Nicholas Parish Council Bank Reconciliation 12-05-25.

Opening 01/04/25	24,072.96
Receipts	0.00
	24,072.96
Expenditure	5,132.77
Balance 12-05-25	18,940.19

Bank Statement balance **14/04/2025** 22,774.16

os cheques

1515	209.20
1556	250.00
1557	759.50
1558	95.00
1559	885.74
1560	213.97
1561	897.31
1562	314.05
1563	209.20

3,833.97

Balance as at 12-05-25 **18,940.19**

Sutton St. Nicholas Parish Council

Appendix 3

Review of Insurance

[illegible]

Items For Information (No discussion)

- **Herefordshire Council-** Parish Footpath Officers (PFOs) - An Update.
- **Sutton Events Team -** Re: Sutton Village Fete
- **Police & Crime Commissioner -** PCC newsletter - April 2025
- **NALC -** Chief executive's bulletin - 24 April 2025.
- **Balfour Beatty-** Locality Briefing Weobley, Queenswood & Sutton Walls 17.4.25.
- **Balfour Beatty -** Herefordshire Street Works Report / Week Commencing 05.05.2025.
- **Balfour Beatty -** Village Walk About Thursday 22nd May at 10am meet at St. Nicholas Church.
- **Balfour Beatty -** Locality briefing Weobley, Queenswood & Sutton Walls 8.5.25.