

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 September 2025 at 7.15pm. (no. SPC/TF/2064)

Cllr Ron Gow
Cllr Richard Andrews
Cllr Ann Burke
Cllr Sharron Haworth
Cllr Anna Toon

In attendance

Cllr Peter Hamblin (Ward Councillor)
Tony Ford – Parish Clerk

Members of the Public. 5

1. Apologies

All Councillors were present.

2. Co-option

No councillor/s were co-opted.

3. Written requests for Dispensations.

There were no requests for dispensation.

4. 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 Sharron Haworth	√		7	Near residence	Disclosable Pecuniary Interest
Cllr Anna Toon		√			

5. Receive approve and sign the Minutes of the Ordinary Meeting of the Parish Council (no SPC/TF/2063) held on Monday 4th August 2025

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

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

6.1 Ward Councillors Report

Cllr Peter Hamblin (Ward Councillor) informed the Parish Council that he had sent his report to the Clerk earlier in the day and asked that the Parish Council to note that the roadworks by the Old School House was planned for within the next two weeks and that the presentation of Children Services was due to take place at Marden School on 2nd October at 7pm.

Action Clerk to circulate report to Councillors

Action Clerk to put the notice of the 2nd October presentation on the Parish Council Noticeboard

6.2 Questions from other members of the public

On behalf of the organising team of the Sutton St. Nicholas Village Fete in honour of VE Day Leah thanked the Parish Council for the donation which was gratefully received.

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On behalf of the Parish Council Cllr Ron Gow thanked the Leah and the team for a great event and highlighted that the Parish Council looked forward to other future events.

7. Bank House- barn and bungalow plots- drainage.

The Parish Council noted that Mr Williams and Welsh Water had been sent the Parish Councils Solicitors details. The Parish Council authorised the Chairman plus one other Councillor to sign documents once cleared by the Parish Councils Solicitors.

8. Traffic Plan

Keith Lawto (Chairman of the Traffic Plan Working Group, introduced the paper outlining the traffic calming measures previously discussed and agreed subject to approval by the Parish Council, the Parish Council was also informed that it was anticipated that the design stage would be completed in October, with construction taking place spring/summer of 2026. The Parish Council noted the comments from the floor. Having considered the calming measures which included

- Removal of carriageway centerline & any existing 'cats' eyes'
- 150mm edge lining to create a feeling of a reduced width carriageway
- Village gateway treatments at the 4x 30mph terminal location with potential planters (space allowing)
- Buff, high-friction carriageway patches with white speed limit roundels
- Buff, high-friction carriageway patches at busy / significant junctions
- Buff, high-friction 'SLOW' carriageway markings
- SID's (Speed Indicator Devices) –4 x poles with 1 x solar powered unit to be rotated on a monthly basis
- School traffic calming measures including new wig-wag lights, red 'SLOW' markings and dragonsteeth

Having considered the matter, the Parish Council approved the calming measures submitted on the understanding that the Golden Cross Junction is given attention, expenditure is kept within the Section 106 budget, (Monies from Bramley Drive and Sutton Cattle Yard Developments) and the design team has a meeting with the Traffic Plan Working Group.

Action Clerk to inform Herefordshire Council of the Parish Councils decision

9. Roadworks at Bramley Drive

The Parish Council noted the following update from Balfour Beatty.
A road closure application has been logged for 27th October for 2 days for KW Bell to complete the remedials and lining. The network is clear so the legal order will be commenced to achieve this date.

10. Planning Application – Land adjacent to Moyes Cottage, Sutton St. Nicholas HRI3BB (251941) Proposed erection of agricultural building.

The Clerk informed the Parish Council that the Parish Council had not received notification of the application as Herefordshire Councils Website stated the location was in Much Cowarne Parish Council rather than Sutton St. Nicholas Parish Council.

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Having considered the matter, the Parish Council resolved to support the application and noted the comments from the River Lugg Internal Drainage board.

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

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

There were eighteen actions requiring completion, eight were completed, seven were work in progress and three closed. (Appendix 1 refers) – Noted

12. Financial Report

- 12.1 Invoices for payment.

Ref	Payee	Amount £	VAT	
1	Richard Morgan	390.00	N/a	Lengthsman Invoices 2194, 2199, 2202,2204,
2	Fran White	62..50	N/a	02-08-25(00744) Annual Inspection Sutton Playing Field.

Authorised for payment.

- 12.2 Receipts - £2,332.74 (VAT Refund)
- 12.3 Confirmation of Balances as of 01-09-25.- £30,963.18 (Appendix 2 refers)

13. Budget Monitoring Report 07-07-25

The Parish Council consider and noted the Budget Monitoring Report as at 07-07-25. (Appendix 3)

14. Bank Reconciliation Sign off as at 07-07-25.

To note Bank Reconciliation, Sign off. – This item was deferred to the next meeting.

15. Signage on the Bromyard Road

Having considered the matter, the Parish Council agreed to formally request a replacement sign indicating the turn off for Sutton St. Nicholas on the junction of the Bromyard Road (A465) and Ridgeway Road. (C1126).

Action Clerk to request sign indicating turn off for Sutton St. Nicholas.

16. Playing Field Annual Inspection Report

The Parish considered and noted the report.

17. Playing Field -Upgrade

The Parish Council noted the possible funds for the upgrade (Appendix 4 refers),

Having considered the mater of which items to be included in the upgrade and what items to remove, the Parish Council agreed to get undated costing for the following Team swing, Oasis Roundabout, Gravity Bowl, Rota Net, Multi Activity Centre, 2.4m Long Swing with Flat Seat, Gravity Rider,2.4m Log Swing with Basket Seat and Rota Post.. At the Parish Council meeting to be held on 6th October the Parish Council would decide which items to purchase and which items to replace.

Action Clerk to get updated costs for the October meeting.

18. Payroll Service

Having considered the costs, the Parish Council approved Autela Payroll Service to do its payroll and authorised the Clerk to complete and sign documents.

Action Clerk to progress the matter.

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19. Parish Summit and Charter for Herefordshire Council.

The Parish Council noted the Charter and regarding the invitation for Tuesday 7th October 2025, Cllr Ron Gow informed the Parish Council that he was willing to represent the Parish Council, which the Parish Council agreed to.

Action Clerk to inform Herefordshire Council.

20. Locality Steward

Having considered the matter of the Locality Steward taking on the additional responsibility of Locality Steward for the Credenhill Ward. The Parish Council asked Cllr Peter Hamblin to raise the Parish Council concerns regarding service as previously the service received by the Ward was very limited.

Action Cllr Peter Hamblin to raise the Parish Councils concern with Herefordshire Council.

21. Herefordshire Association of Local Councils (HALC) Information Corner 14-08-25

The Parish Council noted the information Corner.

22. Section 19 Flood Investigation -Cross Keys Site Visit (04-09-25

The Parish Council noted the invitation to the site visit.

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

- Bank Reconciliation sign of at 07-07-25

24. Items for Information

Items for information noted. (Appendix 5 refers).

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

Meeting of the Parish Council Monday 6th October 2025, **7.15pm** at Sutton St. Nicholas Village Hall.

26. Clerks' salary

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

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Appendix 1

Status of Actions from last meeting 04-08-25

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
09/01	04/12/23	18	Clerks Salary – Pay Award 2023-24	Clerk to get clarification from HALC regarding the engagement of a payroll provider	Clerk	Agenda Item 18	Closed
09/02	02-12-24 (Postponed meeting of 04-11-24)	14	Playground Inspection	Clerk to Action	Clerk	See Agenda Item 16	Closed
09/03	07-04-25	7	October 2024 Quinquennial Inspection of St. Nichols Church	Clerk to liaise with Keith Lawton.	Clerk	Meeting regarding wall-09-09-25 Tree meeting pending	Work in progress
09/04	28-04-25	8	Herefordshire Councils Local Plan & NPPF Update	Agenda Item -Parish Council to consider position regarding its Neighbourhood Plan at September 26 PC Meeting	Clerk		Work in progress
09/05	02-06-25	14	Bank Mandate	Clerk to have an agenda item to review for the 1 st of December 2025 meeting	Clerk		Work in progress
09/06	07-07-25	15	Public Rights of Way Grant Funding Scheme 2025-26	Clerk to liaise with Cllr Sharron Haworth and Richard Morgan.	Clerk		Completed
09/07	07-07-25	15	Public Rights of Way Grant Funding Scheme 2025-26	Clerk to submit an application.	Clerk		Work in progress
09/08	07-07-25	16	Drainage Grant Funding 2025-26	Clerk to liaise with Richard Morgan	Clerk		Work in progress
09/09	07-07-25	16	Drainage Grant Funding 2025-26	Clerk to submit an application	Clerk		Work in progress
08/10	07-07-25	19	Opening a Deposit Account	Clerk to progress the matter.	Clerk		Work in progress

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
08/11	04-08-25	7	Bank House- barn and bungalow plots- drainage	Clerk to contact HCR Legal LLP and progress the matter.	Clerk	Agenda Item 7	Completed
08/12	04-08-25	9	Vehicle Speed Enforcement	Clerk to put the information in Sutton News.	Clerk		Completed
08/13	04-08-25	10	Planning Application – The Oast House, 3 Pantalls Farm, Sutton St Nicholas, (252160))	Clerk to inform Herefordshire Council of its decision	Clerk		Completed
08/14	04-08-25	11	Planning Application and at Cross Keys Inn, Cross Keys, Withington (252127)	Clerk to inform Herefordshire Council of its decision	Clerk		Completed
08/15	04-08-25	14	Roadworks by Bramley Drive.	Clerk to chase again and copy Cllr Peter Hamblin in.	Clerk	Agenda Item 9	Closed
08/16	04-08-25	15	Donation Application	Clerk to raise a cheque in the sum of £750.00 to be signed by authorised signatories	Clerk		Completed

Completed	6
Work in progress	7
Closed	3
TOTAL	16

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Appendix 2

**Sutton St. Nicholas Parish Council
Bank Reconciliation 01-09-25**

Opening 01/04/25	24,072.96
Receipts	22,168.74
	46,241.70
Expenditure	15,278.52
Balance 01-09-35	30,963.18

Bank Statement balance **14/08/2025** 32,295.23

os cheques

1515	209.20
1574	209.60
1575	390.00
1576	313.65
1577	209.60

1,332.05

Balance as at 01-09-25 **30,963.18**

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Appendix 3

Budget Monitoring Report 07-07-25

	Budget 2022/23	Actual 2022/23	Budget 2023/24	Actual 2023/24	Budget 2024/25	Actual to 31-03-25	Budget 2025/26	Actual 07-07-25	Variance	Comments
Income										
Precept	30,000.00	30000.00	31,500.00	31,500.00	33,500.00	33,500.00	33,500.00	16,750.00	-16,750.00	2nd Precept due in September
Other -	30.00	30.23	30.00	30.23	30.00	2,430.23	30.00	0.00	-30.00	Weyleave due later in the year
VAT recovered / estimate	500.00	3596.42	500.00	928.11	500.00	0.00	500.00	0.00	-500.00	Refund received in August 2025
Lengthsman Grant	0.00	0.00	0.00	802.00	1,500.00	0.00	1,500.00	1,733.00	233.00	Claim higher than estimate
Drainage Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,353.00	1,353.00	Not budgeted for
Footpath Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Income	30,530.00	33,626.65	32,030.00	33,260.34	35,530.00	35,930.23	35,530.00	19,836.00	-15,694.00	
Expenditure										
Clerks Salary	5,200.00	5989.39	5,800.00	6,243.75	6,450.00	6,279.00	6,450.00	2,093.00	4,357.00	
Admin/Office Expenses	1,000.00	1128.78	1,100.00	583.91	1,100.00	677.15	1,000.00	606.24	393.76	
Training	250.00	0.00	250.00	0.00	250.00	0.00	0.00	0.00	0.00	
Insurance	670.00	735.52	800.00	801.18	1,000.00	843.69	1,000.00	897.31	102.69	
Membership Subs	650.00	673.41	700.00	739.04	750.00	814.20	800.00	0.00	800.00	
Auditors	300.00	285.00	350.00	430.00	460.00	208.00	500.00	0.00	500.00	

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	Budget 2022/23	Actual 2022/23	Budget 2023/24	Actual 2023/24	Budget 2024/25	Actual to 31-03-25	Budget 2025/26	Actual 07-07-25	Variance	Comments
Playground Equipment	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	500.00	
Playground Inspections		10.75	620.00	100.00	520.00	120.00	520.00	47.50	472.50	
NDP Grant - Reserve	0.00	6166.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Data protection Compliance	500.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	
Traffic Plan					2,000.00	420.00	0.00	0.00	0.00	
Reserves	0.00	0.00	0.00	0.00	2,500.00	0.00	1,763.00	0.00	1,763.00	
Village Hall Reserve	1,900.00	0.00	1,500.00	0.00	0.00	4,000.00	4,000.00	0.00	4,000.00	
PROW Grant Work					0.00	4,104.44	0.00	0.00	0.00	
Drainage Grant Work					0.00	1,218.00	0.00	0.00	0.00	
litter Bin	0.00	408.95	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
New Printer	0.00	0.00	0.00	589.00	0.00	0.00	0.00	74.99	-74.99	Not budgeted for
Total Expenditure	30,530.00	38,709.75	32,030.00	30,823.63	35,530.00	42,404.12	35,530.00	8,508.65	27,021.35	

PLAYGROUND UPGRADE

FUNDING AVAILABLE

Source	£
Section 106 Brambley Drive (193293)	28,484.00
Section 106 Sutton Cattle Yard (192444)	22,962.00
Lottery Grant	20,000.00
TOTAL	71,446.00

Items for Information 01-09-25

- **Balfour Beatty** - Herefordshire Streetworks Report / Week Commencing 04.08.2025.
- **West Mercia Police** - Economic Crime Unit - Monthly Fraud Update - August 2025.
- **Community First** -Upstream Prevention- Elevating the role of community in preventing ill health Invite
- **Clear Insurance**- Important Notice for our Customers
- **NALC** -Chief executive's bulletin - 7 August 2025
- **Balfour Beatty** - Herefordshire Streetworks Report / Week Commencing 11.08.2025.
- **NALC** -Chief executive's bulletin -14 August 2025
- **Balfour Beatty** - Herefordshire Streetworks Report / Week Commencing 18.08.2025.
- **NALC** -Chief executive's bulletin -21 August 2025