

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 6th October 2025 at 7.15pm. (no. SPC/TF/2065)

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

In attendance

Tony Ford – Parish Clerk

Members of the Public. 2

1. Apologies

All Councillor 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/2064) held on Monday 1st September 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

Having sent his apologies the Parish Council noted that Cllr Peter Hamblin would be sending his report to the Clerk at a later date for circulation to Councillors.

6.2 Questions from other members of the public

There were no questions from the public.

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

The Clerk informed the Parish Council that the Parish Councils Solicitors (hcrlaw) were waiting on confirmation from the Solicitors of Turner and Williams that their legal fees will be paid. Councillors considered and accepted the hcrlaw Engagement Letter and authorised Cllr Ron Gow to sign it.

(Post meeting confirmation has been received from Turner and Williams that hcrlaw legal feed have been paid.)

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Action Clerk to inform hcrlaw of the Parish Councils decision.

Action – Clerk to send signed document to hcrlaw.

8. Traffic Plan

The Parish Council considered and noted correspondence from Herefordshire Council as follows; -

Good news on the approval for the projects scope of work, I'll get to work on this straight away to get the design process underway.

Regarding a meeting with the Design Team, this would be me, as the design engineers only work to my instruction and any other comments put forward from the Highway Authority. This said, once the design is completed, which will be to Highway's specifications that we are introducing around the County, a copy of the design will then be shared with the Parish Working Group as well as a meeting with myself (or the next Project Manager (PM) following me in October), to run over the designs. At that meeting the Working Group can put forward suggestions or make comment on the design which in turn can be taken back to Highways for consideration.

Hopefully, this helps, but nothing will go in on the ground before the Parish are consulted. The next incoming PM or I will be in touch in due course once the design is ready.

9. St. Nicholas Churchyard Wall

Having considered correspondence from Stephen Challenger Property Secretary Diocese of Hereford (Appendix 1) the Parish Council agreed to the assessment of the condition of the wall by the church architect. Once the condition has been established and a Scheme of Work prepared, quotes can be sought from contractors.

Action Clerk to inform the Diocese.

10. Planning Application – Freens Court House Sutton St. Nicholas HR1 3AY (252449) Proposed two-storey extension, reordering of existing dwelling and improvements to access.

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

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

11. Planning Application- Shanoo House Millway Sutton St. Nicholas HR13BQ (252799)

The numbered trees are proposed for removal (1)(2)(8) Lime green conifers. (2) Sufficiently large to raise root foundation damage concerns. (7) Dark green conifer too close to Shanoo House and creating root foundation damage concerns (3) Large common Laurel- (4)(5)(6) Leylandii. The intention is to clear these overgrown trees and to plant a fruit tree (cherry) and landscape a new patio area with native pleached beech trees and a small, raised bed kitchen garden area.

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

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

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

There were sixteen actions requiring completion, eight were completed, six were work in progress and two closed. (Appendix 2 refers) – Noted.

13. Financial Report

- 13.1 Invoices for payment.

Sutton St. Nicholas Parish Council

Ref	Payee	Amount £	VAT	
1	Richard Morgan	420.00	N/a	Lengthsman Invoices 2313,2219
2	PKF Littlejohn LLP	252.00	42.00	External Audit 2024/25
3	Eyelid Productions	100.00	n/a	4042 (28-08-25) Annual Website Support.
4	Information Commissioner	52.00	N/a	Annual Data Protection Fee

Authorise for Payment

- 13.2 Receipts - £4,217.44 (PWOW Grant)
- 13.3 Confirmation of Balances as of 06-10-25. = £33,074.82 (Appendix 3 refers)

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

The Parish Council noted the Bank Reconciliation sign off by Councillor Sharron Haworth.

15. External Auditors Report

The Parish Council considered and noted the clean External Auditors Report (Appendix 4 refers) for the 31-03-25. The Parish Council thanked the Clerk.

16. Notice of Conclusion of Audit

The Parish Council noted that the Notice of Conclusion of Audit had been published on the Parish Councils website by the legal deadline.

17. Playing Field -Upgrade

The Clerk informed the Parish Council that he had added three items for smaller children to the list as it was likely that it would be these types of items that would be removed to house any upgrade, having reviewed the costings (Appendix 5 refers) the Parish Council agreed the list including the additional items (Shark Springer, Play Tractor and the Royal Springer). The Parish Council also agreed that the Clerk would contact Fran White for advice on how the layout could be arranged.

Action – Clerk to submit a lottery grant claim.

Action – Clerk to liaise with Fran White.

18. Accounts and Audit Regulation.

The Parish Council considered and noted the requirements of the Accounts & Audit Regulations (Appendix 6 refers)

Action Clerk to add agenda item references.

19. Standing Orders

The Parish Council considered and approved the revised Standing Orders (Appendix 7) received from Herefordshire Association of Local Councils.

20. Drainage Grant

The Clerk reminded the Parish Council that they had previously agreed to apply for funds to carry out investigations at various flooding hot spots, the Clerk also informed the Parish Council that confirmation had been received from Herefordshire Council that unfortunately the grant cannot be used for a study/investigation and that the Principal Flood Risk Management & Drainage Officer was willing to meet and have a look at the various issues and see if he can suggest some solutions.

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Action Clerk to request dates and circulate to Councillors.

21. Information Commissioner

The Parish Council authorised payments to be made by Direct Debit and authorised two signatories to sign the mandate, which they did.

22. Information request – Parish Council Grants

Having considered correspondence from Cradley and Storridge Parish Council the Clerk was authorised to complete the questionnaire on behalf of the Parish Council.

Action Clerk to complete the questionnaire.

23. Early Help In the Community -Road Show

The Parish Council considered and noted the invitation to the roadshow.

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

- Traffic Plan
- Poor condition of road surfaces in the Parish.
- Bank House update.
- St. Nicholas Churchyard Wall.

25. Items for Information

Items for information noted. (Appendix 8 refers).

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

Meeting of the Parish Council **Monday 3rd November 2025, 7.15pm** at Sutton St. Nicholas Village Hall.

27. Clerks' salary

The Parish Council authorised the Clerks September salary.

St. Nicholas Churchyard Wall

Dear Keith

It's good to hear from you but I'm sorry to hear you are moving away from the village – not too far away, I hope!

The repair of churchyard walls can usually be undertaken with the archdeacon's consent as a Faculty List B matter (unless it is separately Listed). I have checked the Historic England Register, and it appears the wall is not separately Listed.

Although the churchyard is currently maintained by the Parish Council, it remains in the "ownership" of the incumbent and the Parochial Church Council (PCC). I suggest, therefore, that an application for List B consent should be made by the PCC on behalf of the Parish Council, using the Online Faculty System.

In terms of the type of repair, the starting point should be an assessment of the condition of the wall either by the church architect or a suitably qualified surveyor. Once the condition has been established and a Scheme of Work prepared, quotes can be sought from contractors. This is specialist work so there may not be many to choose from! I can provide site examples of recent similar work for the Parish Council to inspect before approaching a contractor if that would help.

With kind regards

Sutton St. Nicholas Parish Council

Appendix 2

Status of Actions from last meeting 01-09-25

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
10/01	07-04-25	7	October 2024 Quinquennial Inspection of St. Nichols Church	Clerk to liaise with Keith Lawton.	Clerk	Agenda item 9 Chasing regarding trees	Work in progress
10/02	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
10/03	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
10/04	07-07-25	15	Public Rights of Way Grant Funding Scheme 2025-26	Clerk to submit an application.	Clerk		Work in progress
10/05	07-07-25	16	Drainage Grant Funding 2025-26	Clerk to liaise with Richard Morgan	Clerk	Agenda Item 19	Closed
10/06	07-07-25	16	Drainage Grant Funding 2025-26	Clerk to submit an application	Clerk	Agenda Item 19	Closed
10/07	07-07-25	19	Opening a Deposit Account	Clerk to progress the matter.	Clerk		Work in progress
10/08	01-09-25	6.1	Ward Councillors Report	Clerk to circulate report to Councillors	Clerk		Completed
10/09	01-09-25	6.1	Ward Councillors Report	Clerk to put the notice of the 2 nd October presentation on the Parish Council Noticeboard	Clerk		Completed
10/10	01-09-25	8	Traffic Plan	Clerk to inform Herefordshire Council of the Parish Councils decision	Clerk	Agenda Item 8	Completed
10/11	01-09-25	10	Planning Application – Land adjacent to Moyes Cottage, Sutton St. Nicholas HRI3BB (251941)	Clerk to inform Herefordshire Council of the Parish Councils decision.	Clerk		Completed
10/12	01-09-25	15	Signage on the Bromyard Road	Clerk to request sign indicating turn off for Sutton St. Nicholas.	Clerk		Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
10/13	01-09-25	17	Playing Field - Upgrade	Clerk to get updated costs for the October meeting.	Clerk		Completed
10/14	01-09-25	18	Payroll Service	Clerk to progress the matter.	Clerk		Completed
10/15	01-09-25	19	Parish Summit and Charter for Herefordshire Council.	Clerk to inform Herefordshire Council.	Clerk		Completed
10/16	01-09-25	20	Locality Steward	Cllr Peter Hamblin to raise the Parish Councils concern with Herefordshire Council.	Cllr Hamblin		Work in progress

Completed	8
Work in progress	6
Closed	2
TOTAL	16

**Sutton St. Nicholas PC
Bank Reconciliation 06-10-25.**

Opening 01/04/25	24,072.96
Receipts	26,386.18
	50,459.14
Expenditure	16,484.32
Balance 06-10-25	33,974.82

Bank Statement balance **09/09/2025** 35,322.07

os cheques

1515	209.20
1580	420.00
1581	252.00
1582	100.00
	52.00
1583	314.05

1,347.25

Balance as at 06-10-25 **33,974.82**

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of **Sutton St Nicholas Parish Council– HE0117**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

07/09/2025

Reference	Play Equipment Description	£
2	Team swing	1,499.00
Sovereign	Oasis Roundabout	9,230.93
5	Gravity Bowl	1.895.00
Sovereign	Rota Net	7.787.63
Sovereign	Multi Activity Centre	11,684.83
Sovereign	2.4m Log Swing with Flat Seat	2.614.71
4	Gravity Rider	1.595.00
11	Lakeland Table	
Sovereign	2.4m Log Swing with Basket Seat	3,169.75
Sovereign	Rota Post	2,574.47
	Total (not including surfacing and installation say £30,000)	42,051.32
7	Ball Maze Panel	1,665.00
Sovereign	Surfs Up	2,055.35
9	Bandrake Seat	360.00
Sovereign	Shark Springer	1,784.88
1	Mambo Plus	15,371.00
3	Play Tractor	2,862.00
5	Musical Panel	1,648.00
8	Loudspeakers	1,495.00
Sovereign	Royal Springers	1.728.14
Commentator G	Park equipment such as a bucket swing, accessible roundabout, and inground trampoline would enable children with disabilities to access the same play opportunities as their peers.	

**Accounts and Audit Regulations –
Linked to Practitioners Guide March 2025**

AGS Assertion No	Requirements of the Accounts and Audit Regulations	Parish Councils Action	Comments
1	Financial Management and Preparation of Accounting Statements		
	Budgeting- Agenda item	√	
	Accounting Records and supporting Documents – Risk Register /internal Auditor	√	
	Bank Reconciliation – Agenda Item	√	Includes Councillor Independent Check - Quarterly
	Investments	N/a	
	Reserves – Agenda item	√	
2	Internal Control		
	Standing Orders and Financial Regulations – Agenda item	√	
	Safe and efficient arrangements to safeguard public money- Risk register	√	
	Employment – Agenda Item	√	
	Fixed Asset and Equipment- Agenda Item	√	
	Loans and Long Term Liabilities – Agenda item	√	
3	Compliance with Laws, regulations and proper practice		
	Regulations and Proper Practice- Risk Register	√	
	Actions during the year – Risk Register	√	
4	Exercise of Public Rights		
	Publication – Agenda Item	√	
	Limited assurance review by the external Auditor – Agenda Item	√	
5	Risk Management		
	Identifying Risks – Agenda Item	√	
	Assessing Risks- Agenda Item	√	
	Addressing Risks – Agenda Item	√	
	Reviewing and Reporting- Agenda Item	√	
6	Internal Audit		
	In place/Agenda item	√	
7	Reports From Auditors		
	Agenda item	√	
8	Significant Events		
	Agenda Item	√	
9	Trust Funds	N/a	

Standing Orders

Please see separate document

Items For Information (No discussion)

- **Balfour Beatty** - Locality briefing Weobley, Queenswood, Sutton Walls & Credenhill.
21.08.25.
- **Balfour Beatty** - Locality briefing Weobley, Queenswood, Sutton Walls & Credenhill.
28.08.25.
- **Balfour Beatty** - Herefordshire Streetworks Report / Week Commencing 01.09.2025.
- **Balfour Beatty** - Herefordshire Streetworks Report / Week Commencing 08.09.2025.
- **Balfour Beatty** - Locality briefing Weobley, Queenswood, Sutton Walls & Credenhill.
04-09-.25.
- **NALC** - Chief executive's bulletin - 11 September 2025.
- **Balfour Beatty** - Locality briefing Weobley, Queenswood, Sutton Walls & Credenhill.
11-09-.25.
- **Cllr Peter Hamblin** - Ward Report - September 2025.
- **Balfour Beatty** - Herefordshire Streetworks Report / Week Commencing 15=09.2025.
- **Balfour Beatty** - Locality briefing Weobley, Queenswood, Sutton Walls & Credenhill.
18-09-.25.
- **NALC** - Chief executive's bulletin - 18 September 2025.
- **Balfour Beatty** - C1120 from Old School House to c1121 Marden.
- **Balfour Beatty** - Herefordshire Streetworks Report / Week Commencing 22=09.2025.
- **Balfour Beatty** - Locality briefing Weobley, Queenswood, Sutton Walls & Credenhill.
25-09-.25
- **NALC** - Chief executive's bulletin – 25 September 2025.
- **West Mercia PCC** - PCC newsletter - September 2025.
- **Balfour Beatty**- Quarterly Stakeholder Engagement session slides.
- **Balfour Beatty** - Herefordshire Streetworks Report / Week Commencing 29-09.2025.
- **Cllr Peter Hamblin** - Childres' Services talk - on Thursday - 2nd Oct.
- **West Mercia Police** - Economic Crime Unit - Monthly bulletin October 2025.