

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 7th April 2025 at 7.15 pm. (no SPC/TF/2058)

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. 5

1. Apologies

All Councillors were present.

2. Written requests for Dispensations

There were no requests for dispensation.

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		√			
Cllr Ann Burke	√		7	Member PCC	Disclosable Pecuniary Interest
Cllr Richard Andrews	√		7		Non Disclosable Pecuniary Interest
Cllr Ann Burke		√			
Cllr Sharron Haworth		√			
Cllr Ian Nicholas		√			

4. Receive approve and sign the Minutes of the Ordinary Meeting of the Parish Council (no SPCTF/2057) held on Monday 10th March 2025

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

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

5.1 Ward Councillors Report

The Ward Councillor was not present, the Parish Council noted that he had three separate Parish Councils in his ward, and that a written report was promised.

5.2 Questions from other members of the public

Cllr Sharron Haworth informed the Parish Council that she has received a number of queries from residents regarding the refurbishment of the barns at Bank House as there was no planning permission granted and also about their concern about the possibility of the two bungalows being built without permission. It was agreed that the Clerk would follow up with Herefordshire Council.

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Action Clerk to follow with Herefordshire Council.

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

The Parish council received an update from the events organiser on progress, the Parish Council noted that a village fete had not occurred in the village for some time. The Parish Council recommended that the organisers liaised and worked with the Sutton St. Nicholas Village Hall Committee on organising the event, with a view to the Village Hall Committee being the umbrella organisation for the event, the organisers agreed to a meeting with the Village Hall Committee to progress the matter. Having considered the matter, the Parish Council agreed a donation of £250 towards the event and that the cheque be paid to the Sutton St. Nicholas Village Hall Committee

Action The Clerk to raise a cheque in the sum of £250.00.

7. October 2024 Quinquennial Inspection of St. Nichols Church

Keith Lawton Churchwarden for St. Nicholas reminded the Parish Council that the Church was a closed Churchyard, with the Parish Council having responsibility for its upkeep, he also gave a summary of what was required from the Parish Council which covered.

- Exterior walls
- The gate
- Headstones
- Tombstones
- Trees
- Path

Cllr Ron Gow expressed a view that it would cost a lot of money. The Clerk informed the Parish Council that at the time if the Parish Council had not agreed to take over responsibility the responsibility would have fallen to the Principal Authority., now that the Parish Council has responsibility it will run for evermore. The Clerk was asked get costs for relevant works.

The Clerk also informed the Parish Council that he would get Richard Morgan to remove the growth on the Churchyard wall, and that he had been in contact with the Clerk at Leominster Town Council who has recommended Treasure & Son Limited, Cllr Ron Gow mentioned a contractor who advertises in the Sutton News. It was agreed that the Clerk would contact both and arrange a meeting with Keith Lawton.

Regarding the trees The Clerk would arrange a site meeting with Dan Statton tree surgeon to identify the relevant trees.

Action- Clerk to liaise with Keith Lawton.

8. Sutton Playground Consultation/briefing

The Parish Council considered the feedback analysis (Appendix 1 refers) by the Clerk which showed the following attendees.

- Adults 12
- Children 6
- Parish Councillors 4
- Parish Clerk 1

The main theme was to keep as much of the old play equipment as possible, however the Parish Council was mindful that this must be balanced with accessibility for all and the ongoing cost of the upkeep of aging equipment. The

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Clerk was asked to report back to the Parish Council on the issues previously raised regarding the seesaw, the metal climbing frame and the Whirley Bird.

Action Clerk to report back on the items mentioned.

Action Clerk to put Feedback analysis on the Parish Council website.

9. 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.

10. Financial Report

• 10.1 Invoices for payment.

Ref	Payee	Amount £	VAT	
1	Richard Morgan	923.50	N/a	Invoices 2095,2100,2103,2112,2113 Lengthsman duties

Authorised for payment

• 10.2 Noted Direct Debits

Ref	Payee	Amount £	VAT	
1	Lloyds Bank	6.75	N/a	Service Charge 10-01-25 to 09-02-25
2	Lloyds Bank	6.25	N/a	Service Charge 10-02-25 to 09-03-25

• 10.3 Receipts - Nil

• 10.4 Confirmation of Balances as of 31-03-25 £24,072.96 (Appendix 3 refers)

11. Budget Monitoring Report at 31-03-25

The Parish Council considered and noted the budget monitoring report as at 31-03-25 (Appendix 4)

12. Bank Reconciliation Sign off

The Parish Council noted sign off as at 31-03-25.

13. Asset Register 31-03-25

The Parish Council reviewed Asset Register at 31-03-25. (Appendix 5 refers)

14. Parish Council Consultation -Telecoms Site Hyscocks Farm (Ref:CS 20810421)

The Clerk informed the Parish Council that correspondence had been received from Cournerstone regarding the proposed Base Station upgrade at Hyscocks Farm, Ridgeway Road, Sutton St. Nicholas. As the correspondence requested preplanning comments the Clerk was asked to thank Cornerstone for documentation received and to inform them that the Parish Council would comment formally as part of the planning process.

Action Clerk to inform Cournerstone of the Parish Councils decision.

15. Lengthsman Scheme 25-26

The Parish Council considered and accepted the quote from Richard Morgan. The Clerk and Cllr Ron Gow was authorised to sign the quote schedule.

Action Clerk to inform Richard Morgan.

16. Local Plan & NDP Update

The Parish Council noted that due to the new government housing targets the requirement for new homes in the county had risen from 16,100 to 27,260 an increase of some 70%. In addition that Herefordshire Council no longer has a five-year Housing Land Supply, which decreased from 5.59 years to 3.06 years.

Where made Neighbourhood Development plans are more than 5 years old it has less weight in the decision process and there is the threat of speculative development.

Where Neighbourhood plans are less than 5 years old and contains policies and housing allocations which meet identified housing needs, they will continue to carry significant weight in the planning process.

Sutton St. Nicholas Neighbourhood Plan is less than 5 years as it was made 20th March 2023, and it carries significant weight.

Action Clerk to request updated numbers from Herefordshire Council.

17. Village Hall

The Parish Council noted that the meeting with the Academy due to take place on Thursday 10th April at 10am at the Village Hall, had been postponed at the request of the Academy

18. Police Charter 01-04-25 to 30-06-25

The Parish Council noted submission to West Mercia Police by the Clerk, which had the Parish Priority as Speeding through the village on the C1125 and C1126 (6am to 10am and 2.30pm to 6pm.)

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

- Co-option
- Playing Field update
- Update on housing numbers.

20. Items for Information

Items for information noted. (Appendix 6 refers)

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

Annual Parish Meeting Wednesday 7th May 2025 at **7.15pm** at Sutton St. Nicholas Village Hall

Annual Meeting of the Parish Council Wednesday 7th May 2025 at **7.30pm** at Sutton St. Nicholas Village Hall.

22. Clerks' salary

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

Consultation/Briefing Playground Equipment 29-03-25
Feedback sheet analysis

ATTENDEES		
• Adults - 12 • Children - 6 • Parish Councillors - 4 • Parish Clerk - 1		
Reference	Play Equipment Description	Yes, minus No
2	Team swing	+15
Sovereign	Oasis Roundabout	+12
5	Gravity Bowl	+11
Sovereign	Rota Net	+11
Sovereign	Multi Activity Centre	+11
Sovereign	2.4m Log Swing with Flat Seat	+10
4	Gravity Rider	+10
11	Lakeland Table	+8
Sovereign	2.4m Log Swing with Basket Seat	+7
Sovereign	Rota Post	+6
7	Ball Maze Panel	+6
Sovereign	Surfs Up	+4
9	Bandrake Seat	+3
Sovereign	Shark Springer	+2
1	Mambo Plus	+2
3	Play Tractor	+1
5	Musical Panel	0
8	Loudspeakers	0
Sovereign	Royal Springers	-1
OTHER SUGGESTION/COMMENTS		
Commentator A	• Rota Net- If the Climbing frame goes • Oasis Roundabout- if the roundabout goes • We really enjoy the current roundabout • Love the metal slide down the slope it feels safer for the little ones	
Commentator B	• Pile of rocks fundamental • Large and Small swing	
Commentator C	• Shark Springer – Keep seesaw • Rota Net- or keep roundabout • Rota Post – or keep metal climbing frame • Oasis Roundabout – keep roundabout • Multi Activity Centre – this seems to double up on equipment staying. • Keep Metal Climbing frame please • Keep Roundabout please • Keep Seesaw • With Swings try for a pair of flat next to each other • Astroturf pitch	

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	• Worth considering parking access- consider remaining grass verge outside of fence to allow more cars to park	
Commentator D	• Fireman's Pole	
Commentator E	• A very well thought out proposal that caters for all children abilities.	
Commentator F	• Trampoline in the ground	
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.	

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Appendix 2

Status of Actions from last meeting 10-03-25

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
04/01	04/12/23	18	Clerks Salary – Pay Award 2023-24	Clerk to get clarification from HALC regarding the engagement of a payroll provider	Clerk	HALC has confirmed Good Practice/ Future Agenda item	Work In progress
04/02	05/08/24	18	HM Revenue and Customs Payments	Clerk to set up a Direct Debit and authorised signatories were authorised to sign the required documentation	Clerk		Work in progress
04/03	02-12-24 (Postponed meeting of 04-11-24)	14	Playground Inspection	Clerk to Action	Clerk	Richard is working on key issues	Work in progress
04/04	03-02-25	14	Grant Application – Sutton Playing Field Play Equipment	Clerk to progress the public consultation/briefing	Clerk		Completed
04/05	10-03-25	5.1	Ward Councillors Report.	Clerk to put the Ward Councillor Report on the Parish Councils Website, with the latest update on Moreton Bridge.	Clerk		Completed
04/06	10-03-25	8	Review of Risk Register/Internal Control.	Cllr Ron Gow to sign the risk register.	Cllr Ron Gow		Completed
04/07	10-03-25	9	Internal Auditor		Clerk		Completed
04/08	10-03-25	10	Grant Application – Sutton Playing Field Play Equipment	Clerk to progress the matter.	Clerk		Completed
04/09	10-03-25	10	Grant Application – Sutton Playing Field Play Equipment	Clerk to send update to Councillors nearer the time.	Clerk		Completed
04/10	10-03-25	11	Request for Grant Funding	Clerk to PCC	Clerk		Completed
04/11	10-03-25	13	Lengthsman Scheme	Clerk to update last year's schedule and send to the Lengthsman	Clerk		Completed
04/12	10-03-25	13	Lengthsman Scheme	Clerk to have an Agenda Item on the matter for the April 2025 meeting.	Clerk		Completed
04/13	10-03-25	14	Village Hall	Clerk to inform the Academy of the consideration it would like to be discussed.	Clerk		Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
04/14	10-03-25	14	Village Hall	Cllr Ron Gow, Cllr Ann Burke and Clerk to represent the Parish Council at the meeting to discuss the matter	Clerk	Item 17	Completed

Completed	11
Work in progress	3
Closed	0
TOTAL	14

**Sutton St. Nicholas Parish Council
Bank Reconciliation at 31-03-25**

Opening 01/04/24	30,546.85
Receipts	35,930.23
	66,477.08
Expenditure	42,404.12
Balance 31-03-25	24,072.96

Bank Statement balance	13/03/2025	25,397.41
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os cheques

1515	209.20
1549	342.00
1550	314.05
1551	209.20
1552	250.00

1,324.45

Balance as at 31-03-25	24,072.96
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Appendix 4

Budget Monitoring Report as at 31 -03-25

	Budget 2021/22	Actual 2021/22	Budget 2022/23	Actual 2022/23	Budget 2023/24	Actual 2023/24	Budget 2024/25	Actual to 31-03-25	Variance	Comments
Income										
Precept	30,000.00	30,000.00	30,000.00	30000.00	31,500.00	31,500.00	33,500.00	33,500.00	0.00	
Other -	30.00	60.46	30.00	30.23	30.00	30.23	30.00	2,430.23	2,400.23	Monies re Substation
VAT recovered / estimate	800.00	800.00	500.00	3596.42	500.00	928.11	500.00	0.00	-500.00	VAT Claim to be made after 31-03-25
Lengthsman Grant	0.00	0.00	0.00	0.00	0.00	802.00	1,500.00	0.00	-1,500.00	Claim to be made by 10- 04- deadline
Neighbourhood Plan Grant	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Herefordshire Council-COVID 19 Grant	0.00	8,937.37	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Income	30,830.00	49,797.83	30,530.00	33,626.65	32,030.00	33,260.34	35,530.00	35,930.23	400.23	
Expenditure										
Clerks Salary	5,100.00	4,640.70	5,200.00	5989.39	5,800.00	6,243.75	6,450.00	6,279.00	171.00	
Admin/Office Expenses	500.00	779.76	1,000.00	1128.78	1,100.00	583.91	1,100.00	677.15	422.85	
Training	200.00	200.00	250.00	0.00	250.00	0.00	250.00	0.00	250.00	
Insurance	650.00	646.65	670.00	735.52	800.00	801.18	1,000.00	843.69	156.31	
Membership Subs	650.00	623.27	650.00	673.41	700.00	739.04	750.00	814.20	-64.20	
Auditors	300.00	275.00	300.00	285.00	350.00	430.00	460.00	208.00	252.00	
Services Repairs and Maintenance	800.00	2,181.06	1,000.00	1570.50	2,000.00	787.00	2,050.00	631.00	1,419.00	
Lengthsman	2,200.00	1,005.00	3,000.00	1915.75	3,000.00	2,727.00	3,000.00	1,391.10	1,608.90	
Donations	700.00	500.00	700.00	1550.00	700.00	1,540.00	1,000.00	1,000.00	0.00	
Elections	0.00	0.00	0.00	0.00	0.00	158.10	0.00	0.00	0.00	

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	Budget 2021/22	Actual 2021/22	Budget 2022/23	Actual 2022/23	Budget 2023/24	Actual 2023/24	Budget 2024/25	Actual 2024/25	Variance	Comments
Loan repayment	8,598.00	8,597.74	8,600.00	8597.74	8,600.00	8,597.74	8,600.00	8,597.74	2.26	
Bin Collections	500.00	148.00	300.00	0.00	0.00	40.00	250.00	70.00	180.00	
Rent	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Website	200.00	100.00	100.00	0.00	110.00	150.00	200.00	325.00	-125.00	Two Years Charges
Neighbourhood Plan	1,000.00	0.00	0.00	4210.63	0.00	0.00	0.00	0.00	0.00	
Community Garden/Playing Field/Open Space	3,000.00	3,677.30	3,558.00	3367.65	4,100.00	5,788.23	3,500.00	8,603.15	-5,103.15	Safety Work at Playground/ use of Reserve £4,000.00 to be updated at next review
Good Neighbour Scheme	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Footpaths -P3 Scheme	1,600.00	600.00	600.00	297.75	600.00	77.00	600.00	230.00	370.00	
Vat	350.00	2,905.91	502.00	986.03	500.00	842.68	500.00	2,024.45	-1,524.45	Linked to Work ay Playground
Corona Virus	2,000.00	429.50	1,000.00	0.00	0.00	0.00	0.00		0.00	
Sutton News	700.00	300.00	700.00	815.00	800.00	629.00	800.00	847.20	-47.20	
Benches-Community Garden	0.00	1,038.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Playground Equipment	0.00	9,457.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Playground Inspections				10.75	620.00	100.00	520.00	120.00	400.00	
NDP Grant - Reserve	0.00	3,833.10	0.00	6166.90	0.00	0.00	0.00	0.00	0.00	
Data protection Compliance	500.00	0.00	500.00	0.00	500.00	0.00	0.00	0.00	0.00	

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	Budget 2021/22	Actual 2021/22	Budget 2022/23	Actual 2022/23	Budget 2023/24	Actual 2023/24	Budget 2024/25	Actual 2024/25	Variance	Comments
Traffic Plan							2,000.00	420.00	1,580.00	
Reserves	1,082.00	0.00	0.00	0.00	0.00	0.00	2,500.00	0.00	2,500.00	
Village Hall Reserve	0.00	0.00	1,900.00	0.00	1,500.00	0.00	0.00	4,000.00	-4,000.00	Village Hall Reserve - updated at 02-07-24 meeting
PROW Grant Work							0.00	4,104.44	-4,104.44	to reclaim from Herefordshire Council
Drainage Grant Work							0.00	1,218.00	-1,218.00	to reclaim from Herefordshire Council
litter Bin	0.00	0.00	0.00	408.95	0.00	0.00	0.00	0.00	0.00	
New Lap Top	0.00	0.00	0.00	0.00	0.00	589.00	0.00	0.00	0.00	
Total Expenditure	30,830.00	41,938.56	30,530.00	38,709.75	32,030.00	30,823.63	35,530.00	42,404.12	-6,874.12	

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Appendix 5

Asset Register at 31-03-25

		Location	Amount	Playground Equipment	Furniture at Playground and community garden	Village Hall	Highways Furniture	Office Equipment	open Space	Gates, fences & church Wall	war memorial	Ground Surfaces	
	Dell Laptop PP21L plus case & mouse	Clerk	350.00					350.00					
1	Aerial Runway	Playground											
2	Jungle Climber - Congo	Playground											
3	Combo 6 SS/TT	Playground											
4	Log Walk (1x600mm)	Playground											
5	Helvellyn (3 Ledge)	Playground											
6	Log Walk (2x 600mm)	Playground											
7	Spiders Web	Playground											
8	Striding Stilts (4 Stilts)	Playground											
9	Be-Bop	Playground											
10	Yorkstone Tower (CED Ltd)	Playground											
11	Cushionfall	Playground											
12	Terram Surfacing	Playground											
13	Glasslock Surfacing	Playground											
14	Goal Posts	Playground											
15	Steel Bench	Playground											
	Playground Equipment		34,629.00	34,629.00									
17	Village Hall (Community Asset)		1.00			1.00							
	Bench	Community Garden	5.00		5.00								
	Bench	St Nicholas Church entrance	5.00				5.00						
	Bench	Golden Cross Junction	5.00				5.00						

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		Location	Amount	Playground Equipment	Furniture at Playground and community garden	Village Hall	Highways Furniture	Office Equipment	open Space	Gates, fences & church Wall	war memorial	Ground Surfaces	
	Lichgate	Willow Rise/Rea	5.00				5.00						
	Asset Register as at 31st March 2011		35,000.00	34,629.00	5.00	1.00	15.00	350.00					35,000.00
		Location											
	Timber Shelter	Playground	2,200.00		2,200.00								
	Mini Gazebo	Community Garden	377.99		377.99								
	Toshiba Satellite Laptop (SN 20080681S bag and mouse	Clerks	495.81					495.81					
	Dell Laptop PP21L plus case & mouse		-350.00					-350.00					
	Projector		208.32					208.32					
	Asset Register as at 31st March 2015		37,932.12	34,629.00	2,582.99	1.00	15.00	704.13					37,932.12
	Mobile Display screens	Village Hall	512.43					512.43					
	Asset Register as at 31st March 2016		38,444.55	34,629.00	2,582.99	1.00	15.00	1,216.56					38,444.55
	Toshiba Satellite Laptop (SN 20080681S Scrapped		-480.00					-480.00					
	HP Pavillion 15.6" Laptop	Clerks	332.50					332.50					
	Sutton Playing Filed - transferred from Herefordshire Council	Orchard Close	5.00						5.00				
	Millway/Willow Rise Open Space - transferred from Herefordshire Council		5.00						5.00				
	Asset Register as at 31st March 2017		38,307.05	34,629.00	2,582.99	1.00	15.00	1,069.06	10.00				38,307.05
	Half share of Speed Indicator devise		1,383.00				1,383.00						
	Two litter Pickers	Village Hall	27.05				27.05						

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By Email

- **Herefordshire Council** - Herefordshire Council Local Plan & NPPF update
- **Balfour Beatty** - Herefordshire Street Works Report W/C 10.03.2025.
- **West Mercia Police** - Fraud Bulletin - March Extra
- **Balfour Beatty** - Locality Briefing Weobley, Queenswood & Sutton Walls 13.3.25
- **NALC** - Chief executive's bulletin - 13 March 2025
- **Herefordshire Council** - Flood Pod visiting Herefordshire - Fri 28 and sat 29th March 2025.
- Balfour Beatty - Locality briefing Weobley, Queenswood & Sutton Walls 27.3.25
- **West Mercia Police** - Monthly Fraud Bulletin – April
- **NALC** - Events newsletter 01-04-25.
- **PCC- newsletter** -March 2025
- **Balfour Beatty** - Locality briefing Weobley, Queenswood & Sutton Walls 03.04.25
- **NALC** - Chief executive's bulletin - 3 April 2025
- **Herefordshire Council** - Final parish summit agenda and papers