

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 2nd March 2026 at 7.15pm. (no. SPC/TF/2070)

Cllr Ron Gow
Cllr Ann Burke
Cllr Richard Andrews (1-13)
Cllr Anna Toon

In attendance

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

Members of the Public - Four

1. Apologies

All Councillors were present.

2. Co-option

No Councillors were coopted.

3. Written requests for Dispensations.

To ensure the Parish Council was quorate dispensation was given to Cllr Ann Burke to discuss only agenda item 14

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	√		14	Spouse PCC member	Disclosable Pecuniary Interest.
Cllr Ann Burke	√		14	PCC member	Disclosable Pecuniary Interest.
Cllr Anna Toon		√			

5. Receive approve and sign the Minutes of the Ordinary Meeting of the Parish Council (no SPC/TF/2070) held on Monday 2nd February 2026

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

6. Herefordshire Tree Warden Network

Richard Moore introduced himself and highlighted four key messages

- Trees and Hedges matter.
- Better care of trees.
- Plant more trees.
- Inspire to enjoy

Would be able to give advice to everyone or refer to other bodies.

Richard also highlighted tree cover in 2025

- England 10%
- UK 14%
- Herefordshire 19%

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Richard agreed to come back to the May 2026 meeting to give the Parish Council a more detailed update on proceedings.

Having considered the matter, the Parish Council agreed to appointment Richard as the volunteer Tree Warden.

Action – Clerk to have an Agenda Item for the May 2026 meeting.

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

7.1 Ward Councillors Report

Cllr Peter Hamblin Informed the Council that he had sent his report to the Clerk, the Clerk confirmed that he had sent it to Councillors, in summary the Council had agreed a balanced budget. Regarding potholes the bad weather had undone what had been done and that filling potholes was a priority, 10% of the roads in Herefordshire being resurfaced in 2025/26 and at least 10% of the roads to be resurfaced in 2026-27. Cllr Peter Hamblin asked that Parishioners continued to report potholes to Herefordshire Council.

In reply to a query from Cllr Ron Gow Cllr Peter Hamblin confirmed that he would follow up on his request for a Sutton sign on the Bromyard road Junction.

Post meeting confirmation has been received that as part of the improvements on the junction there will be a Sutton sign.

7.2 Questions from other members of the public

1. PCSO Mahoney, South Wye Police Station attended and informed the Parish Council of two incidents in the parish.

- The first being the dig on Sutton Walls, which looked as an attempt to build a den. PCSO Mahoney also highlighted that there were one million views on social media. Cllr Anna Toon informed the Parish Council that the hole has not been filled in yet, she also confirmed that the membrane has not been punctured.
- Local farmer has found dead and injured lambs shot by an air rifle.

PCSO Mahoney also asked that parishioners remain vigilant at all times and report anything suspicious to the police. in addition, regarding abandoned vehicles report the vehicle registration number to the police via 101.

On behalf of the Parish Council Cllr Ron Gow thanked PCSO Mahoney for attending the meeting.

2. The Parish Council noted the seventeen-signature petition titled Residents traffic concerns in Ridgeway Road (East). The Parishioner representing the petitioners informed the Parish Council that the problem on Ridgeway Road when delivering Sutton News was the big increase in HGV traffic since May 2025. Although S & A Davis vehicles complied with the speed limit, the continental registered vehicles did not.

Cllr Ron Gow highlighted that the Parish Council has published its Traffic Plan, which was not fully implemented as Ridgway Road was still outstanding., Cllr Ron Gow also confirmed that the Parish Council supported the petition as the Parish Council aim was to reduce speeding through the village.

Cllr Peter Hamblin informed the Parish Council that S & A was keen to ensure that vehicles going through villages kept to a speed of 20 miles per hour and that Parishioners who see vehicles that are not complying to take the registration number and vehicle details and report to S & A.

Traffic Calming Suggestions put forward.

Suggestion	Parish Council Comment
20 MPH limit through the village	Police would not support

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Police Speed traps	On-going but would request more frequent visits
Fixed Speed Camera	As part of the Traffic Plan the Parish Council will be purchasing a Speed Indicator Device (SID)
Return of Speed Watch	The Police do not run Speed Watch in the same area where they have speed enforcement.
Additional roundels and white lining on Ridgeway Road East.	Included within the Sutton St. Nicholas Traffic Plan
Priority over oncoming vehicles signage	Will pass request to Herefordshire Council
HGV 'except for Access clause (to allow HGVs to enter a restricted area only to deliver or collect goods, but not to use it as a through route.	Will pass request to Herefordshire Council

Cllr Ron Gow asked Cllr Peter Hamblin to chase the Ridgeway Road works in the Traffic Plan, which he agreed to.

Action Cllr Peter Hamblin to raise the matter with Herefordshire Council.

Action -Clerk to inform Herefordshire Council

8. **Planning Application Crumble House, Sutton St. Nicholas HR1 3AU (260231).**

Demolition of existing conservatory and construction of two-storey extension and alterations of existing driveway and rebuilding of boundary wall to the front of the property.

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

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

9. **Report from the Clerk on Actions from the last meeting.**

There were seventeen actions requiring completion, seven were completed, ten were work in progress. (Appendix 1 refers) – Noted.

10. **Financial Report**

- 10.1 Invoices for payment.

Ref	Payee	Amount £	VAT	
1	There were no invoices for payment	N/a	N/a	N/a

- 9.2 To note Direct Debits

Ref	Payee	Amount £	VAT	
1	Lloyds Bank	8.25		10-05-25 to 09-06-25
2	Lloyds Bank	6.25		10-06-25 to 09-07-25
3	Lloyds Bank	5.25		10-07-25 to 09-08-25
	Lloyds Bank	6.26		10-12-25 to 09-01-26
4	Public Works Loan Board	4298.87	n/a	01-07-25 Loan repayment
5	HMRC	675.82	N/a	PAYE – 3 months to December 2025

- 10.3 Receipts - Nil

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- 10.4 Confirmation of Balances as of 02-03-26 £37,605.91 (Appendix 2 refers)

11. Compliance with Annual Governance Statement -Assertion 10

Having reviewed compliance with Annual Governance Statement – Assertion 10 the Parish Council noted the update. (Appendix 3 refers)

12. Review of Risk Register and Internal Control Procedures

The Parish Council reviewed the Parish Councils Risk Register and associated actions. 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 that internal Control was satisfactory, and Cllr Ron Gow was authorised to sign the register.

Action Cllr Ron Gow to sign the register.

13. Internal Auditor 2025/26

Having considered the matter HALC was appointed the Parish Councils Internal Auditor for the 2025/26 Annual Governance & Accounting Return (AGAR).

Action Clerk to inform HALC

14. Application for Grass Cutting at St Michael Churchyard.

Having considered the application for a grant of up to £1,000.00 towards grass cutting at St. Michaels Churchyard the Parish Council approved a grant of £1,000 towards Grass cutting for next year and authorised a cheque to be signed.

Having declared an interest Cllr Richard Andrews left the meeting.

Cllr Ann Burke did not vote on the matter.

15. HALC Call to Action – English Devolution cuts Parish & Town Council out of planning process.

Having considered the correspondence form from HALC on the matter, the Parish Council agreed to email the suggested letter of objection to the seven peers most closely involved in the matter and the local MP.

Action- Clerk to send email.

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

Councillors to let the Clerk know.

17. Items for Information

Items for information were noted.

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

Meeting of the Parish Council **Tuesday 7th April 2026 at 7.15pm** at Sutton St. Nicholas Village Hall.

19. Clerks' salary

The Parish Council authorised the Clerk salary for February 2026 and authorised Cllr Ron Gow to sign the payment Schedule

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Appendix 1

Status of Actions from last meeting 05-02-25

Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
03/01	07-04-25	7	October 2024 Quinquennial Inspection of St. Nichols Church	Church Wall -waiting for Specification for work to be done. from the Diocese	Clerk		Work in progress
03/02	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
03/03	07-07-25	19	Opening a Deposit Account	Clerk to progress the matter.	Clerk		Work in progress
03/04	01-09-25	20	Locality Steward	Cllr Peter Hamblin to raise the Parish Councils concern with Herefordshire Council.	Cllr Hamblin		Work in progress
03/05	06-10-25	18	Accounts and Audit Regulation.	Clerk to add agenda item references.	Clerk		Work in progress
03/06	06-10-25	20	Drainage Grant	Clerk to request dates and circulate to Councillors.	Clerk	To agree date for site visit	Work in progress
03/07	03-11-25	22	Annual Governance Statement Assertion 10 -Digital and Data Compliance – Review of Requirements	Clerk to have an agenda Item in March 2026.	Clerk	Agenda Item 11	Completed
03/08	03-11-25	23	Poor Standard of Road Surfaces in the Parish.	Cllr Peter Hamblin to raise the matter with Herefordshire Council.	Cllr Peter Hamblin		Work in progress
03/09	01-12-25	17	Herefordshire Heartstart	Clerk to liaise with Heartstart.	Clerk	booked Saturday 28 th March pm for 20 people.	Completed
03/10	05-01-26	15	Becoming a Community Champion	Put information in Sutton News	Clerk		Work in progress
03/11	02-02-26	6.1	Ward Councillors Report	Clerk to put contact information in Sutton News.	Clerk		Work in progress
03/12	02-02-26	6.1	Ward Councillors Report	Clerk to send Cllr Peter Hamblin the report reference for the sign request.	Clerk		Completed

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Meeting Ref	Date of Meeting	Agenda Item	Reference	Action	Action Owner	Action Taken	Status
03/13	02-02-26	6.2	Questions from other members of the public	Clerk to raise the traffic issue with school.	Clerk		Work in progress
03/14	02-02-26	9	Planning Application Beechcroft A465 from C1118 to Ridgeway Road, Cross Keys HR13NN (260055).	Clerk to inform Herefordshire Council of the Parish Councils decision.	Clerk		Completed
03/15	02-02-26	10	Report from the Clerk on Actions from the last meeting.	Clerk to put the Heartstart information in Sutton News	Clerk		Completed
03/16	02-02-26	15	Tree work on Millway/Willow Rise Open Space	Clerk to inform the contractor.	Clerk		Completed
03/17	02-02-26	16	Tree Warden for Sutton St. Nicholas	Clerk to invite Stuart Moore and Sally Webster to the next meeting.	Clerk	Agenda Item 6	Completed

Completed	7
Work in progress	10
Closed	0
TOTAL	17

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Bank Reconciliation as at 02-03-26.

Opening 01/04/25	24,072.96
Receipts	43,136.18
	67,209.14
Expenditure	29,603.23
Balance 02-03-26	37,605.91

Bank Statement balance **09/02/2026** 39,023.01

os cheques

1515	209.20
1596	579.80
1598	314.05
1600	314.05
	1,417.10

Balance as at 02-03 26 **37,605.91**

Annual Governance Statement Assertion 10 - Review

Criteria		Action
Email Accounts -.	Request made to Eyelid Productions	Circulate when received
Website	The Parish Council has a .gov website	None
IT Policy –	IT Policy Adopted 03-11-25(16)	None
Website Accessibility.	Eyelid Productions has confirmed that the Parish Council website was originally built and tested to meet WCAG 2.1/2.2 and the Public Sector Bodies Accessibility Regulations 2018 and that an accessibility Statement is published in the website footer. Automated tools such as Lighthouse may be used for routine checks, although these are not a substitute for full manual testing. Ongoing accessibility compliance remains the responsibility of the Council. Hosting, backups, email services and the.gov.uk domain are provided separately by Cloud Next.	None but to be kept under review.
Data Protection Officer	Clerk appointed Data Protection Officer	None
Data Protection Policy-	Data Protection Policy reviewed 03-11-23(1)	None
Publication Scheme.	Publication Scheme reviewed 03-11-25(20)	None
Local Government Transparency Code 2015 -	Page on the Parish Council website Quarterly Information on Annual Information - pending	Annual information to be added.