

Stretton Sugwas Parish Council

The minutes of the Annual Parish Council Meeting on Thursday 15th May 2025 at 6.10pm in Stretton Sugwas Village Hall.

In attendance: John Robinson (JR – Vice Chair), Garnet Cresswell (GC), Marianne Marshall (MM), Stuart Howard (SH), James Croft Hil (JCH)

Also present 1 member of the public, E Noble, Parish Clerk and RFO and Charlotte Taylor, Ward Councillor

1. **To elect a Chairperson** – Prior to the meeting Andy Fellowes declared he was happy to stand as Chairman for coming year. GC proposed AF to be elected as Chairman and all present were in agreement that the clerk could take AF email as confirmation of his acceptance and a form will be signed as the first opportunity.
2. **To elect a Vice Chairperson – GC nominated MM as Vice Chair and JR seconded this proposal – all present were in agreement and therefore Marianne Marshall was elected as Vice Chair. JR continued as Vice Chair for the meeting in this instance as agreed by the parish council.**
3. **To receive apologies of absence – Andy Fellowes and Jane Denny**
4. **To receive declarations of interest and written applications for dispensation**
5. **To adopt minutes of previous meeting** – March 2025 – GC proposed that the minutes were a true record of the meeting and that they should be adopted, JCH seconded this and all present were in agreement. The minutes were therefore ADOPTED.
6. **Public Forum –**
 - 6.1. **Local Residents** – At Chairman's discretion, up to 10 mins will be allocated for the public to make representations, ask questions & give evidence in respect of any item on the agenda.-
An email has been received from a local resident with regards over speeding traffic along the A480 - The Parish Council are currently operating a Speedwatch Operation and are looking at new potential sites. GC has noted the email concern and will liaise with the local policing team regarding this location. GC is due to meet with the team shortly and expressed thanks to clerk for providing information in relation to the meeting with Simon Hobbs in 2024 in a timely manner in order for him to provide information to the local policing team. **ACTION: GC**
A member of the public had also alerted a member of the parish council regarding suspicious activity of two males in balaclavas accessing a field in the parish and being caught on security cameras.
 - 6.2. **To receive Ward Councillor Report** – Ward Cllr Taylor reported that she has been on a parish drive with Mike Gill, Locality Steward to look at Credenhill and will shortly do the same for Stretton Sugwas. Ward Cllr Taylor also reported that Herefordshire Council are currently looking at a Local Transport Plan for the next 16 years – there is a link for the public to part in this and the clerk will forward on to the parish council. Ward Cllr Taylor updated the parish council in regard to possible flooding risk assessments regarding neighbourhood plans and possible settlements. Ward Cllr Taylor thanked the parish council for the support she has received in her first year serving the parish.
7. **To comment on planning applications determined by Herefordshire Council**
 - 7.1 **Planning Consultation 250930 – Sunny View, Stretton Sugwas – Proposed new single storey extension, removal of existing conservatory and demolition of existing brick outbuilding** – It was agreed by all those present to support the application as it was felt a positive alteration to the dwelling. The clerk will submit the comments as appropriate. JR stated that in relation to the outgoing NDP and the email he had sent to the parish council updating them following on the Herefordshire Council Local Plan and NPPF meeting he attended, it was believed that the parish council may want to investigating possible housing development sites. The parish council will await further direction from local Government. **ACTION: CLERK**
 - 7.2 **To note planning decisions determined by Herefordshire Council** – no decisions have been determined since the last meeting.
8. **Traffic Regulation Order Scheme** – to implement a proposed extension to existing 30mph speed limit on u730919 – support or issues to be submitted by noon 21st May – the parish council discussed the TRO in detail and unanimously agreed to support the proposal – the clerk will record the decision to Herefordshire Council as appropriate.
9. **To consider request by Stretton Sugwas Primary School for parking at the Copse for the school fete Friday 4th July and also request to work with the parish council on community matters –**

The parish discussed the request at length and the only concern raised was that a small area has been taped off due to seeding. The parish council are happy for the school to use the Copse as parking for the fete as long as the taped area is not used. The clerk will let the school know of the outcome. Regarding the other items on the email regarding moving forward with the parish council over parking and the possible use of verges in the parish, after contacting Mike Gill, Locality Steward, it was not advised that the verges would not provide a safe place for parents to park and that there maybe more suitable areas in the parish for parents to park. It was agreed that there could be a few possible sites and that both JCH and Charlie Taylor, Ward Cllr will visit the school at peak times and look at the issues as well as looking at other possible suitable places to park. They will then meet with the school to explore the best way to proceed and report back to the parish council. The parish council also discussed the proposal of a visit to school and all agreed the parish council will do this and arrange for a visit when the building works on completed on the school. The parish council are also happy to work with the school promoting the community working together on various topics like recycling, planting and maybe the children designing a poster for the parish speedwatch scheme asking motorists to slow down. The new memorial 'buddy bench' in memory of Bob Matthews is due to be officially presented with a plaque and the pupils may be able to help officially 'present' the bench to the parish. The clerk will feedback to Ben Ford, Head of School.

10. Tree Warden - To consider the following

10.1 Replacing the tree planted for the Queen's Jubilee (due to it dying) – It was agreed by all present that a replacement tree is needed and it is believed that Wyevale are prepared to assist with this – the parish council will ask JD to liaise with Chris from Wyevale. **ACTION JD**

10.2 To consider alternative site for Walnut Tree (to replace the one by the Travellers Rest site)
ACTION: JD

10.3 To consider planting seasonal bulbs/wildflower seeds in appropriate areas of the road verges in the parish – The Parish Council discussed the proposal and all agreed that JD could liaise with Mike Gill, Locality Steward to discuss the proposal and identify suitable sites: **ACTION: JD**

11 Finance

11.1 To consider clerks salary an. expenses in accordance with pay scale - ACTIONED

11.2 To consider payment to HMRC in relation to clerks salary - ACTIONED

11.3 To consider insurance renewal £583.22 – The clerk to ask Clear Councils if the £50 admin charge can be reconsidered – the parish council are happy to agree to the renewal but hope the admin fee can be waived. **ACTION - CLERK**

11.4 To consider invoice for audit – C pinches - ACTIONED

11.5 To consider adopting the Model financial recommendations March 2025 and Model Standing Orders 2025 (update England) – all present agreed to adopt the update - ADOPTED

12.. Annual Governance and Accountability

12 .1 Certificate of Exemption - To confirm the Parish Councils exemption. –

Eligibility criteria for exemption were reviewed by councillors who were satisfied the PC was able to self-certify as exempt. The certificate was duly signed and will be returned to the external auditors (PFK Littlejohn) no later than June 30th

12.2 Internal Audit Report - To consider the internal Audit Report - The internal report was evaluated by councillors and noted. The report will be displayed on the PC website.

12.3 Annual Governance Statement

The councillors stepped through the Annual Governance statement and it was signed and will be published on the PC website along with the internal report.

12.5 To consider and approve the Accounting Statements - Councillors stepped through and APPROVED the figures presented in section 2 Accounting Statements. The statements were duly signed and will be displayed on the PC website and publication of the exercise of public rights in compliance with statutory requirements.

13 – To consider Lengthman Scheme and Drainage Scheme – All those present agreed that the acting chair could sign the contract for the parish council to take part in the lengthsman scheme for 25/26. The drainage scheme contract is yet to be received. The hedge owned by the Duchy needs cutting back and the clerk will contact the Duchy's representative to ask for this to be done. **ACTION: CLERK**

14 To consider agenda items for next meeting – traffic calming and maintenance

17.To note date of next meeting - July 17th 2025

These are draft minutes to be presented to the parish council at the next meeting 17th July 2025

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