



DORMINGTON & MORDIFORD GROUP PARISH COUNCIL



MINUTES OF THE MEETING HELD ON THURSDAY 29TH SEPTEMBER 2022

Email: clerk@dormingtonmordifordgroup-pc.gov.uk

Clare Preece, 17 Wheatridge Road, Belmont, Hereford, HR2 7UL, tel: 07940391150

Present:

Cllr Julia Cotton – Chair
Cllr Mike Jones – Vice Chair
Cllr Derek Hughes
Cllr Mel Preedy
Cllr Euan Grant

In attendance:

Ms Clare Preece – Clerk

Apologies

Cllr Marcus Billig
Cllr John Hardwick

**THE MEETING WAS OPENED BY THE CHAIRMAN
AND A MINUTES SILENCE OBSERVED TO MARK
THE DEATH OF**

HER MAJESTY QUEEN ELIZABETH II



REF	MINUTES	ACTION									
29092022/01	1. To receive apologies for absence: Cllr Marcus Billig Cllr John Hardwick										
29092022/02	2. To disclose personal and pecuniary interests in items listed below: None										
29092022/03	3. Public Forum: None										
29092022/04	4. To receive a brief verbal report from Ward member – Cllr John Hardwick – Cllr Hardwick had sent apologies										
29092022/05	5. To approve as correct the Minutes of the meeting held on 21st July 2022: The Minutes were unanimously APPROVED .										
29092022/06	6. Planning: a) To note comments made between meetings: <table><tr><th>Reference</th><th>Description</th><th>Comments/Status</th></tr><tr><td>P221899</td><td>St Peters Church Dormington. Replace gates with free standing posts to churchyard with new ones.</td><td>Support/Valid</td></tr><tr><td>P222459</td><td>Old Rectory, Mordiford. Eculatytus species; remove the tree to prevent damage to historical wall.</td><td>Support/Valid</td></tr></table>	Reference	Description	Comments/Status	P221899	St Peters Church Dormington. Replace gates with free standing posts to churchyard with new ones.	Support/Valid	P222459	Old Rectory, Mordiford. Eculatytus species; remove the tree to prevent damage to historical wall.	Support/Valid	
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	b) To comment on new planning applications: None				
	c) To note decisions/notifications received:				
	Reference	Description	PC Comments	Status	
	P222124	Morell Well Cottage, Mordiford – Proposed 3 bay timber garage with stone access track - retrospective	Support	Valid	
	P222204	Yew Tree House, Dormington - Proposed conversion of first floor of detached garage.	Support	Valid	
	P221940	Land at Church Field, Dormington. Reserved matters following outline approval 184473	Support	Valid	
	P221495/6	Old Rectory, Mordiford. Proposed rear extension and listed building consent.	Support	Refused	
	P221634	Priors Court, Dormington. Part retrospective conversion of barn to residential.	Support	Valid	
	P221809	Bagpiper cottage, Mordiford. Constructing a first floor over an existing single storey extension.	Support	Valid	
	d)To receive an update from the NDP Steering Group: The site visits to the 8 sites put forward following the Call for sites have been completed by AECOM and the NDP Steering group await their report. An inception call has taken place with the Design Code team and the steering group await their report also. The Steering group have met twice during the summer and have commented on the first draft of the Draft plan. It has been suggested by Kirkwells, the planning consultants, that a Parish Housing needs survey be conducted as it may add more weight to the finalised plan (see 7f below). Further meetings of the School and Community Hall working group need to be set up. The next meeting of the NDP steering group will take place on 5 th October 2022. e) To receive any update on the Larport Solar Farm – Community Benefits: Cllr Cotton met with George Hall and the school and following that attended an online presentation about solar panels with the school Governors. Part of the project awaits an application for the footpath diversion which needs to be made by the school. They will also need to obtain quotes for safeguarding fencing.				Clerk
29092022/07	7. Finance: a) To note the bank balances: Current account: £18,209.22 Reserves: £74,602.22				
	b) To consider the following payments:				Clerk

Payee	Description	Amount
Humfrys and Symonds	Maltings Green transfer	£1197.00
Clare Preece	Ink	£14.00
Gary Jones	PROW	£60.00
Clare Preece	Safety Boots – Burial ground training	£39.99
Clare Preece	Safety Boots – Burial ground training - Mike	£34.99
Clare Preece	High Viz – Burial ground training	£15.99
Clare Preece	Defib pads - adult	£139.20
Clare Preece	Defib pads - child	£96.00
Clare Preece	Postage	£7.14
Clare Preece	Ink - amazon	£33.99
J N Hereford	Mordiford Green S/O	£20.00
Euan Grant	First Aid course	£50.00
D C Gardening	PROW August – SI 1343	£372.00
PIP Printing	Jubilee mugs	£1330.32
M H Law	Checkley Footpath – removing old stile and erecting new wooden gate and re tensioning side fences	£490.00
G M Joyce	Pavement work on C1292	£2256.00
SLCC	CiLCA Focus session LO7 for Clerk	£24.00
NAMM	National Association of Memorial Stone Masons City and Guilds Safety inspection and assessment of memorials training course for Clare Preece, Mike Jones and Nick Brewin	£1170.00
PKF Littlejohn	Audit fees	£240.00
Enviroability	PROW - 4595	£488.00
D C Gardening	PROW – SI 1314 July	£276.00
Mike Jones	Dog mess signs	£6.49
G J Gardening	Fencing services at allotments	£120.00
Hereford Computer Services	Technical support for Clerk re printer	£48.00
HGN	Herefordshire Green Network Membership	£50.00
Clare Preece	Expenses	£127.50
Acer Trees	Removing Tree Stump for Bus stop installation	£330.00
Mike Jones	Refuse sacks	£26.99
SLCC	National conference for Clerk (virtual attendance)	£150.00
Ace Shelters	Dormington Bus shelter	£7355.04 (£1225.84 VAT)
Nick Brewin	Travel expenses to Rugby with Clare and Mike for SIAM Course	£90.05
	All payments (those made previously and outstanding) were APPROVED.	
	c) To receive an update on the finalised accounts following the external audit: The Clerk reported that there had been no issues regarding the accounts except to say that the value of reserves held were at a maximum. Councillors thanked the Clerk for her excellent work with the accounts.	

	<p>d) To consider the cost of printing the Checkley Common leaflet and distribution numbers: Cllr Jones had circulated a digital version of the leaflet it was AGREED that there is no need to print and distribute.</p> <p>d) To consider a donation to Age UK Hereford from between £50 and £500. It was AGREED to donate £150.</p> <p>e) To consider the Drainage Quotation from D C Gardening: DC Gardening are aware that the Parish Council has been allocated a reduced grant of £4339 from Balfour Beatty to fund drainage works for 2022-2023. They have sent a quote detailing two options. The first option would be to have 5 days ditching works to include hire of digger, labour charge and traffic management. The second option would be to have 3 days ditching and 1 day jetting/gully sucking to include the removal of the waste and traffic management. It was AGREED that Cllr Jones would meeting with D C Gardening onsite to discuss the Parish Drainage clearing needs. The Clerk will write to D C Gardening to request a meeting.</p> <p>f) To consider funding a Parish Housing needs survey: It was AGREED to carry out a Parish Housing needs survey in the same way as the Vision and Objectives survey was delivered by publishing a Microsoft forms link on the website which Cllr Cotton offered to create. A Parish Housing needs survey will add more weight to the NDP.</p> <p>i) To arrange a date for the meeting of the Finance Committee to formulate the budget 2023-2024: It was AGREED the Clerk will liaise with the members to agree upon a suitable date.</p>	<p>Clerk</p> <p>MJ / Clerk</p> <p>JC</p> <p>Clerk</p>
29092022/08	<p>8. Footpaths/Commons/Rivers/Open spaces:</p> <p>a) To consider the Footpaths report from the working group: August monthly maintenance mow and strim Swardon Quarry, Pentaloe green and Checkley Barn picnic site. Strim MF18a, MF16, MF11, MF2, FWB2D. Refitted gate latches on MF18. Approach to bridge on MF12 made safe by adding two sleepers to the approach. September – Mow and strim Swardon Quarry, Pentaloe green and Checkley Barn picnic site. Strim MF18a, MF9, MF11, MF2, FWB2D. Cut vegetation from metal gates opposite Swardon Quarry. Remove fire damaged Ash tree and replace damaged fencing and repair vandalised litter bin at Swardon Quarry. The Council wishes to thank Andy Radnor and Cllr Mike Jones for their hard work and commitment.</p> <p>b) To receive an update on Checkley Common: Councillors have been circulated with the management brief. Cllr Cotton reported the intention is to make a joint grant application with the landowner and other stakeholders including Broadmoor Common, for funds to purchase cut and collect</p>	

	<p>machinery and tender the work. In order to permit continuing grazing, the PC could either fund for the Common to be cut in two phases, or not to be cut at all (and may not be possible due to the felling of the Ash trees). It was AGREED that the PC would not fund the cut this year. Cllr Jones and the Clerk are to complete the necessary emails and phone calls to inform those concerned.</p> <p>c) To receive an update on the clearing of the pavement along the C1292 Sufton to Mordiford School: The works have now been completed. It was AGREED that this is something that needs to be carried out every 2 years.</p> <p>d) To receive an update on the Maltings Green asset transfer: This is now complete awaiting official notification from the land registry.</p> <p>e) To receive an update on the Black Poplar DNA testing: No update at present.</p>	<p>MJ/Clerk</p> <p>JC</p>
29092022/09	<p>9. Highways/Rural Roads/Bridges:</p> <p>a) To receive an update on the Dormington Bus stand installation: The installation is complete, and the Council wishes to thank Cllr Jones, Claston Farm and Peter Glendinning for their help.</p> <p>b) To receive an update on Mordiford Bridge and the overgrown vegetation. The vegetation was removed by persons unknown. HC had confirmed that legal responsibility for removal lay with Balfour Beatty (Highways) and this was NOTED for future instances.</p> <p>c) To receive an update on the B4224 Strategy group and memorandum of understanding and the outcome of the meeting at HALC on 6th September: Representatives from the Parish Council as well as Hampton Bishop and Fownhope met with Herefordshire Council. The MOU was signed by Lynda Wilcox and John Harrington.</p> <p>d) To receive an update on the Community Speedwatch action group: Vetting forms have been sent via email to the organiser who has very kindly got a group of six volunteers together. Nothing has been returned. It was AGREED that the Clerk will deliver hard copies.</p> <p>e) To receive an update on the cycle route proposal from Dormington to Bartestree: Nothing has been heard back from Herefordshire Council's consultation yet.</p> <p>f) To receive an update on the TRO including village gates for Dormington and Mordiford and dragons teeth in Dormington and to receive an update on the SID: It was AGREED that the TRO needs to be restarted and the next course of action needs to be decided. There has been a further incident at Dormington resulting in damage to the Dormington road sign and around 20ft of hedge destroyed. This incident where a car was found on its roof happened a</p>	<p>Clerk</p>

	<p>little further into the village from where the double fatality occurred in July 2020 and a resident (pedestrian) killed in June 2014. More “slow” signs are needed to be painted on the road and the white lines along either side need to be repainted. It was AGREED that Cllr Jones will arrange to meet up with Balfour Beatty to propose traffic calming measures. The Council is prepared to fund any required survey. Following the meeting with Balfour Beatty on 13th July on Mordiford Bridge, a survey needs to be arranged for the traffic calming in this area; Hampton Bishop Parish Council have agreed to go halves on the Balfour Beatty survey costing £1K. This was APPROVED.</p>	<p>MJ</p> <p>MJ/Clerk</p>
29092022/10	<p>10.Health/Safety and the Environment:</p> <p>a) To receive an update on the Burial Ground memorial safety training programme to be provided by NAMM: (National Association of Memorial Stone Masons) The Clerk, Cllr Jones and Nick Brewin attended the training day in Rugby. They have AGREED to arrange assessment in the Spring. This City and Guilds qualification will enable them to carry out the risk assessment of the burial ground with the necessary competency and compile the policy and procedures. The Council AGREED to fund the assessment fees which at this time are £395 per person.</p> <p>b) To receive an update on the Japanese knotweed at Dormington Church and to confirm the donation to the cost of removal. The cost of a ten year plan is £1925 plus VAT and the Council AGREED to contribute half.</p> <p>c) To receive an update on the sewerage concerns at Sufton Rise: The situation is being monitored by Welsh Water.</p> <p>d) To consider the escalating problem of dog waste in the parish and consider actions the parish can take including the draft dog waste leaflet for printing and distribution: The matter appears to be in abeyance at the moment as Cllr Cotton had managed to speak with a number of dog owners. Cllr Jones suggested delivering biodegradable dog waste bags and copies of the leaflet to AirBnBs in the area where there is a problem with waste. The Clerk will obtain Dog waste signs from her contact in Environmental health at Herefordshire council and Cllr Jones will put them up. It was AGREED to obtain a quote for printing 30 leaflets from PIP.</p> <p>e) To receive an update on the new defibrillators: The necessary permissions have been obtained in Checkley and Cllr Jones and Nick Brewin discussed the positioning of the defibrillator in Dormington. Cllr Jones will obtain quotes for installation. Cllr Grant said that he would take on the responsibility for checking the batteries in Dormington and Checkley. A discussion was held around whether to leave the defibrillators unlocked to prevent delay in obtaining access</p>	<p>Clerk</p> <p>MJ/Clerk</p> <p>MJ</p> <p>EG</p>

	<p>which would require the user to ring 999 to obtain a code to unlock the box. There were concerns over criminal damage and vandalism.</p> <p>f) To consider noise complaints following the three day Into the Woods festival: Cllr Cotton contacted the Environmental Health Department and completed the necessary forms but has not heard anything back from them as yet. At Dormington, noise levels of 50 DbA with windows closed were recorded, whilst residents of Western Beggard reported 80DbA. During the festival, daytime temperatures reached 40 degrees. Some locals had attended the event and had enjoyed it; it is thought that this may be the last time that it is staged.</p> <p>g) To receive an update on the vandalism at Swardon Quarry. The ancient Ash tree that was set alight has now been removed.</p> <p>h) To consider lobbying for the reintroduction of the DRM bus 476 from the Clerk at Tarrington Parish Council: The Council AGREED to support this and the Clerk will write to DRM.</p> <p>i) To receive an update on the Mordiford Church Wall: Rob Cannings had reported after a meeting with the Diocese that there may be a request for assistance with funding at some stage in the future. The Diocese will be meeting to discuss this further on 16th November, Cllr Cotton will update.</p> <p>j) To consider the Emergency plan highlighted by the gas main problem: Cllr Grant AGREED to continue with drawing up the emergency plan; possible central locations might be the School and the pub which could also provide “Warm Spaces” caused by any escalation of the cost of living/energy crisis. Cllr Cotton will ask the school for their inputs on this, and also if they might consider a food bank collection point. There is already one in Dormington Church.</p> <p>Cllr Grant has completed the first aid course which is now valid for 3 years. He will put together an appropriate first aid kit and provide cover at Parish Council events where possible.</p>	<p>Clerk</p> <p>JC</p> <p>EG/JC</p>
29092022/11	<p>11. Communications/Newsletters/Social Media/Community Engagement :</p> <p>a) To receive an update on the new website: Cllr Cotton has not had time to do this. It was AGREED that the Clerk will contact Tom Hughes to see if he has time to finish the setting up of the site with the transfer of the historical and current council documents. It was suggested that if Tom is unable to do this then we should employ a web developer. The Clerk will look into the legislation surrounding the retention of documents that applies to the documents on the website for public and transparency purposes.</p>	JC/Clerk

	<p>b) To receive an update on the Dragon project final evaluation report for the National lottery: Cllr Preedy said the grant had been selected for audit which had now been completed. Nothing further had been heard so hopefully all is in order.</p> <p>c) To consider the next edition of the Dragon Newsletter: It was AGREED that two editions of the newsletter will suffice and the Clerk has been asked to take this on. The Clerk confirmed she had Microsoft Publisher so a training session with Cllr Cotton will need to be set up to show the Clerk, who has no experience of using it, how to use the Newsletter template. The Clerk will require news items from Councillors for content.</p>	JC/Clerk
29092022/12	<p>12. Parish Council policies and resources:</p> <p>a) To consider PC manpower resources for the undertaking of tasks and to implement a process for assigning each new task: There are not enough resources available for the work taken on by the council with most Councillors working full-time. A number of names were put forward for prospective Councillors. There are currently 3 vacancies which have not been filled despite the positions being advertised.</p> <p>b) To consider the Grants policy: The Grants policy had previously been approved. The Grant application form had been circulated and APPROVED. This will be uploaded to the website and publicised in the next issue of the newsletter.</p> <p>c) To consider the updated Draft policies rewritten and circulated by the Clerk to date: Retention policy, Complaints procedure, Vexatious complaints policy, Data protection policy, Freedom of Information/model publication scheme, Training and Development policy, Equality and Diversity policy. The policies will be discussed in stages due the volume of paperwork. It was AGREED to adopt the Complaints and Vexatious complaints policies and these will be uploaded to the website.</p> <p>d) To consider the Parish Council Risk Assessment and the Asset register and inspection of assets: The risk assessment was ADOPTED and will be uploaded to the website. The assets will be divided between all Councillors and the Clerk and will be inspected in due course</p> <p>The meeting was closed at 9.15pm.</p> <p>The date and time of the next meeting will be Thursday November 3rd 2022 at 7.30pm in Mordiford School.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>