



DORMINGTON & MORDIFORD GROUP PARISH COUNCIL



Minutes of the Meeting of the Group Parish Council held on Monday 15th June 2015 at 7.30pm

Present

Cllrs Ray Dickson (Chair), Graham Finnigan, Jan Ashton Jones, Richard Jones, John Litchfield, David Lloyd

In attendance

Ward Cllr John Hardwick

Cllr Paul Rone (Cabinet Member for Highways and Transportation)

Kirsty Cottrell (Housing Officer, Kemble Housing)

Chris Bucknell – Clerk

11 members of the public

Item	Minutes	Action												
571	To Receive Apologies for Absence – None													
572	Declarations of Interest a) There were no Declarations of Interest b) No written requests for dispensations had been received													
573	To accept minutes of the previous meeting held on 18th May 2015 Resolved: Minutes of meeting held on 18 th May 2015 were agreed and signed by the Chairman.													
574	To receive brief verbal reports from: a) Police Representative No police representative was present and there was no update. b) Neighbourhood Watch Update Cllr Ashton Jones gave an update. c) Ward Member Cllr Hardwick gave a brief update on the Annual Meeting of the Council saying there were now 53 Councillors instead of the previous 58. The Cabinet make up was similar to before with Cllr Jonathon Lester taking over responsibility for Young People. Cllr Hardwick was a member of the Overview and Scrutiny Committee and was Vice Chair of the Planning Committee. d) WM Housing The following update had been received from Erika Fowkes (WM Housing) regarding shared ownership properties. <table border="1" style="margin-top: 10px;"> <tr> <td>6 Shepherds Orchard</td><td></td><td>Sale Completed</td></tr> <tr> <td>8 Shepherds Orchard</td><td></td><td>Sale Completed</td></tr> <tr> <td>7 Shepherds Orchard</td><td>2 bed</td><td>Reservation cancelled – purchasers unable to get mortgage</td></tr> <tr> <td>9 Shepherds Orchard</td><td>3 bed</td><td>Still available</td></tr> </table> The properties had been extensively advertised and there were no further applicants with local connections although there were applicants from elsewhere who were keen to take on the properties. Erika requested that the GPC give consideration to offering the properties to those	6 Shepherds Orchard		Sale Completed	8 Shepherds Orchard		Sale Completed	7 Shepherds Orchard	2 bed	Reservation cancelled – purchasers unable to get mortgage	9 Shepherds Orchard	3 bed	Still available	
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	<p>without a local connection.</p> <p>Resolved: To offer the properties to those without a local connection but to give priority to those in neighbouring parishes where possible.</p> <p>Kirsty Cottrell, Housing Officer at Kemble Housing, gave an update on the allotments. A licence agreement had been drawn up and this was currently with the Parish Council for comment. A water meter had been installed. WM Housing were offering to rotate the allotments or to provide a starter pack. Cllr Ashton Jones was leading on the allocation of allotments and this would be done once the licence agreement was finalised. The Grand Opening was to be held on 14th July 2.00pm to 3.00 pm and the Parish Council was asked if it wished to be a guest speaker at the event. The school were also asked if they wanted to be involved. The Parish Council were asked to send the details of anyone who should receive an invitation to Kirsty.</p> <p>It was agreed to take Agenda Item 8a – Mordiford Traffic Safety Proposals at this point in the meeting (minuted below under item 578)</p>	<p>Clerk</p> <p>Clerk</p>															
575	<p>Public Participation Session</p> <p>There were no further comments from the public.</p> <p>Cllr Rone left the meeting at this point</p>																
576	<p>To Consider Planning Matters</p> <p>a) To Consider any Planning Applications - There were no new Planning Applications</p> <p>b) To Note and Decisions/Notifications Received</p> <table border="1"> <thead> <tr> <th>Reference</th><th>Application</th><th>Decision</th></tr> </thead> <tbody> <tr> <td>150949</td><td>21 Sufton Rise, Mordiford. Proposed single storey extension</td><td>Awaiting Decision</td></tr> <tr> <td>151343</td><td>Priors Court, Upper Dormington. Conversion of outbuildings to form dwelling, including reconstruction of hop kiln.</td><td>Awaiting Decision</td></tr> <tr> <td>150673</td><td>Land adjacent to Sufton Rise. Provision of waste water system including above ground kiosk and perimeter fencing (retrospective).</td><td>Approved with conditions</td></tr> <tr> <td>P143272/F</td><td>Stable and yard north of Mews House, Mordiford. Proposed earth shelter dwelling to replace an existing stable and storage building.</td><td>Awaiting Decision</td></tr> </tbody> </table>	Reference	Application	Decision	150949	21 Sufton Rise, Mordiford. Proposed single storey extension	Awaiting Decision	151343	Priors Court, Upper Dormington. Conversion of outbuildings to form dwelling, including reconstruction of hop kiln.	Awaiting Decision	150673	Land adjacent to Sufton Rise. Provision of waste water system including above ground kiosk and perimeter fencing (retrospective).	Approved with conditions	P143272/F	Stable and yard north of Mews House, Mordiford. Proposed earth shelter dwelling to replace an existing stable and storage building.	Awaiting Decision	
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577	<p>c) To Consider Response to Fownhope Regulation 14 Consultation</p> <p>This had been forwarded to all Councillors on 14th May 2015. The consultation was due to end on 30th June 2015. Councillors were asked to forward comments on any development which had an impact on Mordiford to the Clerk.</p> <p>Finance</p> <p>a) To receive a Finance Report from the RFO</p> <p>Business Current Account £25,228.29 (Bank statement awaited) Business Reserve account £4,305.91 (Bank Statement awaited). It should be noted that the above funds include earmarked reserves and should not be considered as available funds. Burial Ground Income of £355 received but not yet banked.</p> <p>b) To Receive Report from Internal Auditor</p> <p>The Internal Auditor had been asked to submit a report for the meeting but had not yet done so but had signed the relevant part of the Annual Return as being accurate and compliant with all</p>	<p>All</p>															

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	<p>requirements.</p> <p>c) To Approve Annual Governance Statement and Annual Return The accounts had been approved by the Internal Auditor. The Annual Return, Annual Governance Statement and comments to auditors ref variances had been circulated to all Cllrs in advance of the meeting for consideration. Resolved: To Approve the Annual Governance Statement. This was signed by the Chair Resolved: To Approve the Annual Return. This was signed by the Chair. Resolved: To submit the Annual Return to the External Auditors</p> <p>d) To agree payment of outstanding invoices</p> <table border="1"> <thead> <tr> <th>Cheque</th><th>Expenditure</th><th>Amount</th></tr> </thead> <tbody> <tr> <td>871</td><td>Clerks salary April to June 2015 net</td><td>£689.00</td></tr> <tr> <td>872</td><td>HMRC Payment Q1 2015-16</td><td>£172.20</td></tr> <tr> <td>873</td><td>J Litchfield. P3 expenses paid on cheque 855 but not cashed.</td><td>£101.40</td></tr> <tr> <td>874</td><td>Priors Frome Chapel for Neighbourhood Planning event</td><td>£40.00</td></tr> <tr> <td>875</td><td>C Bucknell. Gift card for Fred Davies as agreed at May meeting</td><td>£50.00</td></tr> <tr> <td>876</td><td>Aspire Living. Printing of Standing Orders and Code of Conduct</td><td>£5.40</td></tr> <tr> <td>877</td><td>Michael Dyer. Invoice 10. Various works as per worksheets (see item8d)</td><td>£468.00</td></tr> <tr> <td>878</td><td>HALC 50% of Clerks training course on Audit requirements invoice 6015. £12.50 + VAT</td><td>£15.00</td></tr> <tr> <td>879</td><td>D C Gardening Services invoice 63. Work in Burial Ground and Churchyard May 2015. £192.81 + VAT</td><td>£231.37</td></tr> </tbody> </table> <p>Resolved: Payments approved</p>	Cheque	Expenditure	Amount	871	Clerks salary April to June 2015 net	£689.00	872	HMRC Payment Q1 2015-16	£172.20	873	J Litchfield. P3 expenses paid on cheque 855 but not cashed.	£101.40	874	Priors Frome Chapel for Neighbourhood Planning event	£40.00	875	C Bucknell. Gift card for Fred Davies as agreed at May meeting	£50.00	876	Aspire Living. Printing of Standing Orders and Code of Conduct	£5.40	877	Michael Dyer. Invoice 10. Various works as per worksheets (see item8d)	£468.00	878	HALC 50% of Clerks training course on Audit requirements invoice 6015. £12.50 + VAT	£15.00	879	D C Gardening Services invoice 63. Work in Burial Ground and Churchyard May 2015. £192.81 + VAT	£231.37	<p>Clerk</p> <p>Clerk</p>
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578	<p>Highways, Footpaths and Commons</p> <p>a) Mordiford Traffic/Pedestrian Safety Proposals Cllr Rone addressed the meeting and congratulated those who had put on such an effective campaign, apologising for the fact that Balfour Beatty had deemed it necessary to take down the signs. Cllr Rone said he had got figures for reported injuries and accidents over the past 4 years and he would forward these to the Clerk for distribution. The main area for reported accidents was the bridge where there had been a number of back end shunts. There had been no reported accidents or injuries outside of the school. Near misses do not get reported. It was stressed that all incidents should be reported to the police.</p> <p>Cllr Rone said that in November 2014 he had taken part in a “walk to school”, describing it as enlightening in terms of understanding residents feelings, adding that it was obvious that children were at risk. Cllr Rone confirmed he would like to implement some of the recommendations as soon as possible.</p> <p>There were a number of schools wishing to implement Traffic Regulation Orders (TROs). Cllr Rone explained how TROs had an extensive consultation period with 28 consultees, ensuring that the process once completed was totally enforceable. This could take between 9 months and 3 years to complete. Cllr Rone said that all requests for TROs were important and he was not prepared to prioritise one over another. At the moment 25 TRPOs were being finalised and implemented and the next list would start the process in September. Cllr Rone proposed taking all the applications that affect schools and put them to the top of the list, meaning that they should be implemented by June 2016. Cllr Rone added that any TRO was likely to come with speed bumps, probably 230-250 meters towards Dormington and from Mordiford Bridge.</p> <p>Resolved: Cllr Finnigan would meet with local residents to prepare a case for the TRO submission. The Chair would join the group and stressed that everything must come back to the full Parish Council for agreement.</p>	<p>GF</p>																														

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580	<p>that the GPC was not dropping the Neighbourhood Plan but needed to recruit some new Councillors and get them up to speed on the issues before re-assessing its approach to developing a Plan.</p> <p>Allotments</p> <p>a) Update from Allotment Working Party Cllr Ashton Jones had taken over as lead on the Allotments and reported that she, Cllr Lloyd and Paul Liddell had met to consider the draft tenancy agreement which had been circulated to all Cllrs for consideration. It was hoped that a license would be granted which would allow access to the allotments whilst the full tenancy agreement was being completed. A draft License to Occupy had been sent by David Campion of Humfrys & Symonds Solicitors, who were acting in behalf of the GPC, but due to holiday commitments there would be a further delay in finalising this. Nick Edge had been asked to look into putting in a standpipe and to provide sizes for the various pitches.</p> <p>b) To Approve Tenancy Agreement Resolved: To devolve responsibility for progressing the tenancy agreement to the Allotment Working Party and bring back to the July GPC Meeting</p> <p>c) Next Steps Cllr Lloyd had put together some notes and Councillors were asked to feedback comments on these. There was a need to compile a breakdown of cost assumptions so that a lease cost could be agreed. The Clerk stressed that whilst the GPC did not wish to make a profit from the Allotments there was a need for them to cover their costs. There was also a need to consider the position regarding sheds, whether these should be standardised.</p>	All
581	<p>Burial Ground and Closed Churchyard</p> <p>a) Update from the Working Party Cllr Jones had been to see the soil and did not feel there was an issue.</p> <p>b) To Consider any Costs related to the Burial Ground and Closed Churchyard There were no costs to consider</p>	
582	<p>Scutterdine Lime Kilns</p> <p>a) Update from the Working Party The Working Group had met to discuss putting in an application for a Heritage Lottery Grant and were currently getting quotes from various stonemasons. Cllr Litchfield said the history of the Kilns and the artefacts related to it would provide a valuable educational benefit to the local community.</p> <p>b) To Consider Leasing Land from Landowner and Legal Costs Owning or holding a lease for the land was a requirement of the Heritage Lottery Fund and Cllr Litchfield had approached the landowner who was willing to discuss leasing the land to the GPC. It was felt that with current budget constraints and issues which needed to be addressed it was not possible to commit funding to cover lease costs at this stage. Resolved: Cllr Ashton Jones to talk to Dave Tristram to see if the Lottery Fund would agree to make the lease a condition of a successful application.</p> <p>c) To Consider Liability Issues There were liability issues to consider and what would happen if the GPC took on a lease and then the grant application were not successful. This would be looked into if a lease were progressed.</p>	J A-J
583	<p>Communication with Parishioners</p> <p>a) Website Update Cllr Ashton Jones was working with Brian Dukes on this.</p>	

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	<p>b) To Consider Future of The Dragon Newsletter Cllr Ashton Jones proposed sending out a two page newsletter once a month to update Parishioners on issues discussed at the GPC meeting. The Clerk expressed concern that this should only cover broad issues and not detailed discussions and decisions as the minutes would not be approved until the following meeting. There was also concern about the burden a monthly newsletter would have on those having to deliver them. J A-J</p> <p>Resolved: To start by producing a bi-monthly newsletter and evaluate this at the end of the year. Cllr Ashton Jones to circulate the draft before distribution.</p>	J A-J
584	<p>Code of Conduct Training The Clerk reminded all Councillors that Herefordshire Council were putting on training sessions for new and established Councillor on June 23th (afternoon) and July 9th (evening) on the Code of Conduct and Powers. Councillors were encouraged to attend.</p>	
585	<p>To Consider Change of Day for Group Parish Council Meetings Resolved: To change the GPC meetings to the third Wednesday of the month with effect from September 2015. The Clerk would check availability of the school hall.</p>	Clerk
586	<p>To Note the Information Sheet (June 2015) and any other Updates Resolved: The Information Sheet was noted.</p>	
587	<p>To Raise Items for the next Scheduled Parish Council Meeting None were raised</p>	
588	<p>To Note Date and Time of the Annual Meeting of the Group Parish Council Monday 20th July 2015 at 7.30pm in Priors Frome Chapel</p> <p>The meeting closed at 9.30 pm</p> <p>Signed Date 20th July 2015 Chairman of Dormington and Mordiford Group Parish Council</p>	