



## DORMINGTON & MORDIFORD GROUP PARISH COUNCIL



### Minutes of the Meeting of the Group Parish Council held on Wednesday 16<sup>th</sup> September 2015 at 7.30pm

#### Present

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

#### In attendance

Chris Bucknell – Clerk

1 member of the public (present from item 6)

Item	Minutes	Action					
606	To Receive Apologies for Absence – Cllr J Hardwick, Local Policing Team						
607	Declarations of Interest a) There were no Declarations of Interest b) No written requests for dispensations had been received						
608	To accept minutes of the previous meeting held on 20 <sup>th</sup> July 2015 Resolved: Minutes of meeting held on 20 <sup>th</sup> July 2015 were agreed and signed by the Chairman with one amendment. The cost for allotments was £1 per week for small plots and £2 per week for medium/large plots.						
609	To receive brief verbal reports from: a) Police Representative No police representative was present and there was no update.  b) Neighbourhood Watch Update An information sheet on Neighbourhood Watch had been provided and would be added to the newsletter. There was no local update.  c) Ward Member Cllr Hardwick had given his apologies.						
610	Public Participation Session There was no member of the public present at this point in the meeting						
611	To Consider Planning Matters a) To Consider any Planning Applications						
	<table><tr><th>Reference</th><th>Application</th></tr><tr><td>152075</td><td>Yewtree House, Dormington, Hereford, HR1 4ES. Proposed two storey rear extension and detached garage. Visited by Cllrs Dickson and Jones who recommended support.</td></tr><tr><td>152286</td><td>Rowan House, Checkley, Hereford. HR1 4ND. Proposed detached garage and storage building.</td></tr></table> Resolved: To support the applications		Reference	Application	152075	Yewtree House, Dormington, Hereford, HR1 4ES. Proposed two storey rear extension and detached garage. Visited by Cllrs Dickson and Jones who recommended support.	152286
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152286	Rowan House, Checkley, Hereford. HR1 4ND. Proposed detached garage and storage building.						
		Clerk					

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612	<p><b>b) To Note and Decisions/Notifications Received</b></p> <table><tr><th>Reference</th><th>Application</th><th>Decision</th></tr><tr><td>P143272/F</td><td>Stable and yard north of Mews House, Mordiford. Proposed Earth Sheltered Dwelling to Replace an Existing Stable and Storage Building on a Previously Developed Site.</td><td>Awaiting Decision</td></tr></table> <p>Councillors Dickson, Lloyd, Ashton Jones and Litchfield had attended Herefordshire Council’s Planning training. It was noted that there had been no response to the query about what constituted sustainability.</p>	Reference	Application	Decision	P143272/F	Stable and yard north of Mews House, Mordiford. Proposed Earth Sheltered Dwelling to Replace an Existing Stable and Storage Building on a Previously Developed Site.	Awaiting Decision																															
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	<p><b>Finance</b></p> <p><b>a) To receive a Finance Report from the RFO</b></p> <p><b>Bank balances:</b> Business Current Account £23,671.93 (Bank statement awaited) Business Reserve account £4,306.05 (Bank Statement 19/08/15). It should be noted that the above funds included earmarked reserves and should not be considered as available funds. Income since the last meeting includes a burial fee (£220) and VAT reclaim for period 13/3/14 – 27/02/15 (£615.85). The External Audit has now been completed with no significant issues.</p>																																					
	<p><b>b) To agree payment of outstanding invoices</b></p> <table><tr><th>Cheque</th><th>Expenditure</th><th>Amount</th></tr><tr><td>888</td><td>Clerk’s net salary July to September 2015 as per salary summary</td><td>£689.10</td></tr><tr><td>889</td><td>HMRC Payment Quarter 2 as per salary summary</td><td>£172.20</td></tr><tr><td>890</td><td>D C Gardening invoices 153 and 193. Work in Churchyard and Burial Ground July and August 2015. £385.62 + VAT</td><td>£462.74</td></tr><tr><td>891</td><td>R J Barrell Invoice 972. Mowing Checkley Common</td><td>£300.00</td></tr><tr><td>892</td><td>A J Virgo. Work on Memorial in Churchyard. <i>Note this invoice includes £120 for removal of the old stonework, hire of skip etc. The original quote of £412 was to leave the stonework onsite for the GPC to remove at a later date - which the Clerk felt could be a safety and liability issue.</i></td><td>£532.00</td></tr><tr><td>893</td><td>Balfour Beatty invoice 23766. Supplying and fitting signposts at The Bungalows. £297 + VAT</td><td>£356.40</td></tr><tr><td>894</td><td>Enviroability invoice 1828. Various footpath work as instructed by Cllr Litchfield</td><td>£462.00</td></tr><tr><td>895</td><td>HALC invoice 6132. Training Course on Transparency Code attended by Clerk 17/8/15 £25 + VAT</td><td>£30.00</td></tr><tr><td>896</td><td>Grant Thornton invoice 8416539. 2014/15 External Audit £200 + VAT</td><td>£240.00</td></tr><tr><td>897</td><td>Fownhope Parish Council. Subsidy for Ross on Wye bus service March – August 2015.</td><td>£84.00</td></tr><tr><td>898</td><td>Priors Frome Chapel – July meeting of GPC.</td><td>£40.00</td></tr></table>	Cheque	Expenditure	Amount	888	Clerk’s net salary July to September 2015 as per salary summary	£689.10	889	HMRC Payment Quarter 2 as per salary summary	£172.20	890	D C Gardening invoices 153 and 193. Work in Churchyard and Burial Ground July and August 2015. £385.62 + VAT	£462.74	891	R J Barrell Invoice 972. Mowing Checkley Common	£300.00	892	A J Virgo. Work on Memorial in Churchyard. <i>Note this invoice includes £120 for removal of the old stonework, hire of skip etc. The original quote of £412 was to leave the stonework onsite for the GPC to remove at a later date - which the Clerk felt could be a safety and liability issue.</i>	£532.00	893	Balfour Beatty invoice 23766. Supplying and fitting signposts at The Bungalows. £297 + VAT	£356.40	894	Enviroability invoice 1828. Various footpath work as instructed by Cllr Litchfield	£462.00	895	HALC invoice 6132. Training Course on Transparency Code attended by Clerk 17/8/15 £25 + VAT	£30.00	896	Grant Thornton invoice 8416539. 2014/15 External Audit £200 + VAT	£240.00	897	Fownhope Parish Council. Subsidy for Ross on Wye bus service March – August 2015.	£84.00	898	Priors Frome Chapel – July meeting of GPC.	£40.00	Clerk
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<p><b>Resolved:</b> All payments approved</p>																																						
<p><b>c) To Consider Grant Request from Citizens Advice Bureaux</b></p> <p>A request from the CAB for a donation was considered.</p>																																						
<p><b>Resolved:</b> To donate £50 to the CAB in recognition of their work in the Parish.</p>																																						
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613	<p><b>d) To Agree Process and Timescale for 2016/17 Budget and Precepting</b> The deadline for precept requests to be received at Herefordshire Council is the 31<sup>st</sup> December 2015.</p> <p><b>Resolved:</b> The Clerk would prepare a year to date summary against budget and circulate to all Cllrs. A meeting of the Finance Working Group (consisting of Cllrs Dickson, Lloyd, Finnigan) would be called in the first part of October in order that proposals can be brought to the November GPC meeting.</p> <p><b>e) Transparency Code for Smaller Councils and online reporting requirements</b> The Clerk reported on the Regulations which came into force 1<sup>st</sup> April 2015 which were mandatory for all Parish Councils with an income of less than £25,000 per annum. They were effective from 1<sup>st</sup> July 2015 and annually thereafter with a requirement to publish by 1<sup>st</sup> July 2016. The following information must be published on a publically accessible website</p> <ul style="list-style-type: none"> <li>• End of Year Accounts</li> <li>• Annual Governance Statement</li> <li>• Internal Audit Report</li> <li>• Detail of all council assets including land and buildings</li> <li>• Date and amount of all expenditure over £100 (ex VAT)</li> <li>• Agendas and papers 3 clear days before meetings</li> <li>• Draft minutes no later than 1 month after meeting</li> <li>• Names of all Councillors</li> <li>• Council Member representation on external public bodies</li> </ul> <p><b>Resolved:</b> Requirements note. Cllr Ashton Jones would arrange for Brian Dukes to provide training on the website for her and the Clerk so that the website would be within the control of the GPC and there would be flexibility in who could upload documents in line with the regulations. Once this was done the position would be reviewed.</p>	Clerk
	<p><b>Highways, Footpaths and Commons</b></p> <p><b>a) Mordiford Traffic/Pedestrian Safety Proposals</b> The TRO had been submitted to Herefordshire Council on 24<sup>th</sup> August 2015 and had been acknowledged by Cllr Paul Rone and by Ray Wallace, Senior Engineer at Balfour Beatty. Cllr Hardwick had committed to following it up.</p>	J A-J
	<p><b>b) Highways and Footpath Issues</b></p> <p><b>The Bungalows Sign at Sufton Lane</b> The sign had been installed. Cllr Jones would enquire whether an additional sign was needed at the top of Stints Lane.</p> <p><b>Footpaths</b> The 2 in 1 gate on DR5 had been delivered and Cllr Litchfield was arranging for Enviroability to fit it.</p>	RJ
	<p><b>c) Checkley Common</b> There was a need for a definitive quote from an expert regarding responsibility for the upkeep of Checkley Common. Herefordshire Council had stated that removal of the ragwort was the responsibility of the landowner but this needed to be formalised and also whose responsibility it was to mow the Common. It was suggested that Herefordshire Nature Trust and Natural England be approached as well as Herefordshire Council. The Clerk was asked to follow this up and bring back to the October meeting.</p>	Clerk
	<p><b>d) To report any defects to the Clerk</b> Swardon Quarry – pothole on the bend opposite the car park. The Locality Steward would be asked to look at it to establish the depth and whether it was the responsibility of BBLP. Case ref: CAS-532485-Q1B1M4</p>	Clerk

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	<p>Dragon's Teeth markings going up to Mordiford Bridge have been worn away and need replacing in order to make the central line clearer. Case ref: CAS-532488-B1K5X3</p> <p>Some of the new markings by Mordiford School, by the junctions where the re-tarmac'd gulley have been tarmac'd over. Case ref: CAS-532492-B7C7B4</p> <p><b>e) Lengthsman Update</b></p> <p>There was a need for a schedule of work which the Lengthsman could undertake on a regular basis whilst still maintaining control over work carried out and grant expended.</p> <p><b>Resolved:</b> To issue a worksheet for Penteloe Green, the area by the Spout, and the small green opposite the Steppes – to be strimmed monthly for the period April to October. Cuttings were to be piled up as per the arrangement with Cllr Litchfield.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>
614	<p><b>Neighbourhood Planning</b></p> <p>There were no comments on the Fownhope Regulation 16 Consultation.</p> <p><b>Resolved:</b> A Working Group consisting of Cllrs Dickson, Lloyd and Finnigan to meet to discuss the Dormington and Mordiford Neighbourhood Plan and to report back to the November meeting.</p>	<p><b>RD</b></p>
615	<p><b>Allotments</b></p> <p><b>a) Update from Allotment Working Party</b></p> <p>Permission to go on the land had now been granted, a Licence to Occupy issued and the Tenancy Agreement ready to go out. There were 10 applicants for the 13 allotments; allotments have been offered to those living in Dormington, Mordiford, Fownhope and Bartestree and Lugwardine. Lease costs are confirmed as £1 per week for small plots and £2 per week for medium/large plots. Cllrs Ashton Jones and Lloyd have measured the allotments and transposed the sizes onto the small sketch which will form part of the Tenancy Agreement. Allotments are demarcated by posts and wires. Tenants will not be charged until January 2016 to allow time for them to occupy the allotments and to get established. The land is due to be rotovated for a second time on Friday 18<sup>th</sup> September. In Autumn a hedge will be laid adjacent to Sufton Rise to divide housing and the plots. This hedge will be the responsibility of the individual tenants to cut and maintain. It has been confirmed that no planning permission is required for the erection of sheds which is covered by permitted development regulations. Cost of the In</p> <p><b>b) Insurance and Liability</b></p> <p>The common/public areas (ie not inside the allotment boundaries) will be covered by the GPC's public liability insurance. The Allotments will be the responsibility of the tenants to insure for both equipment and public liability. This is stipulated in the Tenancy Agreement.</p> <p><b>c) Next Steps</b></p> <p>Covered above</p>	
616	<p><b>To Consider Shepherds Orchard Community Orchard</b></p> <p>This will be planted by WM Housing in October/November and will be the responsibility of the GPC to insure and maintain the trees and the grass. Nick Edge is to come back to the GPC with suggestions for types and size of trees. Cllr Dickson proposed that the area be made into a cider orchard with those who will harvest the apples being responsible for the maintenance costs. It was felt that the original intention was that it should be a Community Orchard in line with the Community Led Plan and this position should be retained. It was noted that there were issues with the location of the Orchard in relation to the adjacent house and this needed to be taken into account when choosing and planting the trees.</p> <p><b>Resolved:</b> When the list of planting proposals was received Cllr Ashton Jones would circulate to all Cllrs for comment. It was agreed to make the decision regarding trees before the October meeting in</p>	<p><b>J A-J</b></p>

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617	<p>order to minimise delay in planting.</p> <p><b>Burial Ground and Closed Churchyard</b></p> <p><b>a) Update on Request to plant Memorial Tree</b>  Cllr Dickson had met with Christine Evans who had asked for permission to plant a Mulberry tree in the Burial Ground in memory of Roger Willott. A suitable position tight against the top fence had been identified which would keep the tree well away from the graves and still allow space for people to walk around the site. Christine Evans would let the GPC know the timescale for planting the tree.</p> <p><b>b) To Consider Repairs to Church Wall</b>  Ownership of the wall had not yet been established. It was noted that the wall between the Rectory and the Mews was in joint ownership as was the wall between the Mews and Cllr Litchfield's land.  <b>Resolved:</b> To establish ownership of the wall before taking it forward. Cllr Dickson to make enquires and to report back.</p> <p><b>c) To Consider any Costs related to the Burial Ground and Closed Churchyard</b>  There were no costs to consider</p>	RD
618	<p><b>Scutterdine Lime Kilns</b></p> <p><b>a) Update from the Working Party</b>  Herefordshire Council's funding meeting due to be held at the Library had been relocated and no indication given of where this was taking place. Herefordshire Council have offered another meeting to discuss possible applications to the Heritage Lottery Fund and Cllr Litchfield and Cllr Ashton Jones would take this forward.</p>	JL/J A-J
619	<p><b>Local Council Award Scheme</b>  The Clerk had registered an interest in DMGPC becoming accredited and this had been acknowledged by NALC with a timescale for completion and submission of the required documentation.  <b>Resolved:</b> The Clerk to take this forward with Cllr Litchfield offering support as needed.</p>	Clerk
620	<p><b>Herefordshire Council Governance Review</b>  Herefordshire Council were requesting initial views from Dormington and Mordiford Group Parish Council on how the CGR could/would affect them. Suggestions from Herefordshire Council are</p> <ul style="list-style-type: none"> <li>• Grouping or de-grouping of parishes/parish councils.</li> <li>• Splitting off an area of an existing parish council and establishing a new separate parish council.</li> <li>• Altering boundaries of existing parishes/parish councils.</li> <li>• Amending the number of parish councillors per parish council.</li> </ul> <p><b>Resolved:</b> The GPC are happy with the status quo but would be open to discussions regarding options as the review progressed.</p>	
621	<p><b>To Note the Information Sheet (September 2015) and any other Updates</b>  <b>Resolved:</b> The Information Sheet was noted.</p> <p>Cllr Finnigan noted that although support had been offered to the MIND Festival of Sport, specifically a water/rest area on Mordiford Green, no response had been received back from the organisers.</p>	
622	<p><b>To Raise Items for the next Scheduled Parish Council Meeting</b>  No additional items were raised. Cllr Finnigan gave his apologies.</p>	

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623	<p data-bbox="196 219 1102 253"><b>To Note Date and Time of the Annual Meeting of the Group Parish Council</b></p> <p data-bbox="196 253 932 286">Wednesday 21<sup>st</sup> October 2015 at 7.30pm in Mordiford School</p> <p data-bbox="196 309 564 342">The meeting closed at 9.15 pm</p> <p data-bbox="196 450 608 483">Signed .....</p> <p data-bbox="871 450 1147 483">Date 21<sup>st</sup> October 2015</p> <p data-bbox="196 488 940 521">Chairman of Dormington and Mordiford Group Parish Council</p>	