



DORMINGTON & MORDIFORD GROUP PARISH COUNCIL



Minutes of the Regular Meeting of the Group Parish Council held on Wednesday 20th September 2017 at 7.30pm at Priors Frome Chapel

Present

CLLrs Ray Dickson (Chair), Jan Ashton-Jones, John Litchfield, Mel Preedy
Chris Bucknell (Parish Clerk)

In attendance

Ward Cllr John Hardwick

There were no members of the public present

Item	Minutes	Action
1.0	To Receive Apologies for Absence – Cllrs Joanna Kippax, David Lloyd, John Wood	
2.0	<p>Declarations of Interest</p> <p>a) To Receive Declarations of Interest There were no declarations of interest. The Clerk had reminded those who had not yet completed their revised Declarations of Interest (in line with the new Code of Conduct) to do so as soon as possible.</p> <p>b) To Consider Requests for Dispensations There were no requests for dispensation.</p>	
3.0	<p>To accept minutes of the Regular Meeting of the Group Parish Council held on 19th July 2017. Cllr Hardwick noted that the amount of waste being processed at Hartlebury should read 43.5 thousand tonnes</p> <p>Resolved: With the above amendment, minutes of the meeting held on 19th July 2017 were agreed and signed by the Chairman.</p>	
4.0	<p>To receive brief verbal reports from:</p> <p>a) Police Update The September SNT Newsletter had been circulated to all Cllrs in advance of the meeting. There were incidents at Tarrington reported but none within the Parish.</p> <p>b) Neighbourhood Watch Update There was no further update.</p> <p>c) Ward Member – Councillor Hardwick Cllr Hardwick gave an update on the Planning Services, which was now based at Plough Lane, saying that there had recently been several workshops which segregated Members and Officers. The service was currently being looked at with a proposal that all Councils raised fees by 20% and Herefordshire Council would take up this option when allowed to do so. There was a stipulation that the extra revenue must be rolled back into the service to fund more Planning Officers, better enforcement etc.</p> <p>Cllr Hardwick noted that there were currently 56 NDPs within the County which gave a considerable amount of protection to the area in terms of planned development</p> <p>The overspend at Blueschool House was mentioned and Cllr Hardwick said that Audit and Governance had reported that Officers had gone over and above their station in authorising the work. The</p>	

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	<p>investigation was ongoing and a report will be issued in due course.</p> <p>Cllr Patricia Morgan had stepped down as Deputy Leader with her place on the Cabinet being taken over by Cllr Lester. Cllr Rone had taken over responsibility for Social Care with Cllr Durkin now covered Highways.</p>																						
5.0	<p>Public Participation Session</p> <p>There were no members of the public present</p>																						
6.0	<p>To Consider Planning Matters</p> <p>a) To Consider any Planning Applications</p> <p>The following planning applications were received during August</p> <table><tr><th>Reference</th><th>Application</th></tr><tr><td>172129</td><td>Old Rectory Mordiford. Installation of a new boiler, a 250l pressurised cylinder in the seller plus creations of a hole for the flue.</td></tr><tr><td>172120</td><td>Land Adjacent to Stoneleigh, Mordiford. Construction of a 3 bedroom House with garage and parking. Amended application</td></tr></table> <p>Both applications were circulated to all Cllrs who did not have any objection to the work being proposed</p> <p>b) To Note any Decisions/Notifications Received</p> <table><tr><th>Reference</th><th>Application</th><th>Decision</th></tr><tr><td>172129</td><td>Old Rectory Mordiford. Installation of a new boiler, a 250l pressurised cylinder in the cellar plus creation of a hole for the flue.</td><td>Approved with Conditions</td></tr><tr><td>172120</td><td>Land Adjacent to Stoneleigh, Mordiford. Construction of a 3-bedroom House with garage and parking. Amended application</td><td>Approved with Conditions</td></tr><tr><td>171848</td><td>Mordiford Church of England Primary School. Retention of existing double mobile classroom. The Decision Paper with Conditions had been circulated to all Councillors in advance of the meeting.</td><td>Approved with Conditions</td></tr><tr><td>164103</td><td>Claston Farm, Dormington. Erection of 2 additional broiler units on existing poultry site with associated infrastructure.</td><td>Awaiting Decision</td></tr></table> <p>c) Consultation of Future Plans for Mineral and Waste</p> <p>Consultation documents were forwarded to Cllrs with detailed maps of existing and proposed sites. The Clerk attended the presentation at the Shire Hall and copies of the handouts were circulated to Cllr in advance of the meeting.</p> <p>Resolved: There were no comments</p> <p>d) Governance Review</p> <p>In 2015, Herefordshire Parish Councils were consulted asking them to identify any issues they would wish a Community Governance Review to address. Whether to:</p> <ul style="list-style-type: none">• create a new parish• alter the boundary of one or more existing parishes• bring a number of parishes together as a grouped parish council• alter the number of seats on an existing parish council <p>The DMGPC responded in September 2015 that they were satisfied with the Parish Boundaries as they currently were but would be happy to be involved in future discussions. Herefordshire Council were now considering whether to take the review forward and have asked DMGPC to confirm if that is still their position or whether they would want to make additional comments.</p> <p>Resolved: It was felt these comments were still valid.</p>	Reference	Application	172129	Old Rectory Mordiford. Installation of a new boiler, a 250l pressurised cylinder in the seller plus creations of a hole for the flue.	172120	Land Adjacent to Stoneleigh, Mordiford. Construction of a 3 bedroom House with garage and parking. Amended application	Reference	Application	Decision	172129	Old Rectory Mordiford. Installation of a new boiler, a 250l pressurised cylinder in the cellar plus creation of a hole for the flue.	Approved with Conditions	172120	Land Adjacent to Stoneleigh, Mordiford. Construction of a 3-bedroom House with garage and parking. Amended application	Approved with Conditions	171848	Mordiford Church of England Primary School. Retention of existing double mobile classroom. The Decision Paper with Conditions had been circulated to all Councillors in advance of the meeting.	Approved with Conditions	164103	Claston Farm, Dormington. Erection of 2 additional broiler units on existing poultry site with associated infrastructure.	Awaiting Decision	
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7.0	<p>Cllr Hardwick said for the 2018 Parliamentary Constituency Boundary Review the GPC may want to consider whether they wished to be in North Herefordshire (which went all the way to Shropshire). It was felt it would be better for the Parish to be included in South Herefordshire.</p> <p>Finance</p> <p>a) To receive a Finance Report from the RFO</p> <p>Bank balances:</p> <p>Business Current Account £1,349.60. Business Reserve account £54,310.70. Income included £20 Allotment Fees. Invoice 04/16 (dated 17/02/17) for £40 to cover move of noticeboard at Mordiford Green still hasn't been paid but payment has been promised for the end of the month. A claim for the remaining Lengthsman and P3 Grant is in the process of being prepared. It is expected the Part 2 Precept would be paid by the end of the month.</p> <p>b) To Agree Payments made since July meeting</p> <table border="1"> <thead> <tr> <th>Chq/ BACS</th><th>Expenditure</th><th>Amount</th></tr> </thead> <tbody> <tr> <td>BACS</td><td>Enviroability invoice 3013. Various Lengthsman work</td><td>£160.30</td></tr> <tr> <td>BACS</td><td>Enviroability invoice 3014. Strimming Pentoloe Green, Checkley Barn, footpaths and stiles</td><td>£189.50</td></tr> <tr> <td>BACS</td><td>D C Gardening invoice 149-1718. Churchyard and Burial Ground July 2017. £260 + VAT</td><td>£312.00</td></tr> <tr> <td>BACS</td><td>D C Gardening invoice 175 and 177-1718. Clearing and scraping back footpath from Mordiford School to Sufton Rise (2 invoices). £420.00 + VAT</td><td>£504.00</td></tr> <tr> <td>BACS</td><td>Daniel Squire invoice 74697. Grounds Maintenance at Shepherds Orchard. A£30 + VAT</td><td>£36.00</td></tr> <tr> <td>BACS</td><td>Enviroability invoice 3056. Monthly Grass Cutting.</td><td>£191.00</td></tr> <tr> <td>BACS</td><td>Enviroability invoice 3057. Repair bridge and strimming near bridge</td><td>£370.56</td></tr> <tr> <td rowspan="3">Chq 933</td><td>Michael Dyer invoice 31. Cutting back and cleaning road signs.</td><td>£84.00</td></tr> <tr> <td>Michael Dyer invoice 22. Scrapping and clearing away foliage following the spraying</td><td>£144.00</td></tr> <tr> <td>Michael Dyer invoice 21. Strimming the Spout and the Common</td><td>£45.00</td></tr> </tbody> </table> <p>Resolved: All payments approved</p> <p>c) To Agree Payment of Outstanding Invoices</p> <table border="1"> <thead> <tr> <th>Chq/ BACS</th><th>Expenditure</th><th>Amount</th></tr> </thead> <tbody> <tr> <td>BACS</td><td>Daniel Squire invoice 74745. Shepherds Orchard Grounds Maintenance £30 + VAT</td><td>£36.00</td></tr> <tr> <td>BACS</td><td>Clerks net salary quarter 2 as per salary summary sheet</td><td>£739.99</td></tr> <tr> <td>BACS</td><td>HMRC Payment related to quarter 2 salary payments</td><td>£185.00</td></tr> <tr> <td>BACS</td><td>D C Gardening invoice 192 – 1718. Grounds Maintenance for August 2017. £200 + VAT</td><td>£240.00</td></tr> <tr> <td>BACS</td><td>Grant Thornton invoice 873361 External Audit 2016/17 £225 + VAT</td><td>£270.00</td></tr> <tr> <td>BACS</td><td>Enviroability invoice 3093 Monthly Grass Cutting (September)</td><td>£151.00</td></tr> <tr> <td>BACS</td><td>Paint for Little Green Hut. Reimbursement to Clerk £18.49 + VAT</td><td>£22.19</td></tr> </tbody> </table> <p>Resolved: Payments Approved</p> <p>d) To Note Conclusion of External Audit</p> <p>The Audit has been completed with no issues.</p>	Chq/ BACS	Expenditure	Amount	BACS	Enviroability invoice 3013. Various Lengthsman work	£160.30	BACS	Enviroability invoice 3014. Strimming Pentoloe Green, Checkley Barn, footpaths and stiles	£189.50	BACS	D C Gardening invoice 149-1718. Churchyard and Burial Ground July 2017. £260 + VAT	£312.00	BACS	D C Gardening invoice 175 and 177-1718. Clearing and scraping back footpath from Mordiford School to Sufton Rise (2 invoices). £420.00 + VAT	£504.00	BACS	Daniel Squire invoice 74697. Grounds Maintenance at Shepherds Orchard. A£30 + VAT	£36.00	BACS	Enviroability invoice 3056. Monthly Grass Cutting.	£191.00	BACS	Enviroability invoice 3057. Repair bridge and strimming near bridge	£370.56	Chq 933	Michael Dyer invoice 31. Cutting back and cleaning road signs.	£84.00	Michael Dyer invoice 22. Scrapping and clearing away foliage following the spraying	£144.00	Michael Dyer invoice 21. Strimming the Spout and the Common	£45.00	Chq/ BACS	Expenditure	Amount	BACS	Daniel Squire invoice 74745. Shepherds Orchard Grounds Maintenance £30 + VAT	£36.00	BACS	Clerks net salary quarter 2 as per salary summary sheet	£739.99	BACS	HMRC Payment related to quarter 2 salary payments	£185.00	BACS	D C Gardening invoice 192 – 1718. Grounds Maintenance for August 2017. £200 + VAT	£240.00	BACS	Grant Thornton invoice 873361 External Audit 2016/17 £225 + VAT	£270.00	BACS	Enviroability invoice 3093 Monthly Grass Cutting (September)	£151.00	BACS	Paint for Little Green Hut. Reimbursement to Clerk £18.49 + VAT	£22.19	Clerk
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	<p>e) To Agree Budget for Lengthsman and P3 work for the remainder of 2017/18 All Lengthsman and P3 Grant had been expended.</p> <table><tr><td></td><td>Grant</td><td>Match Funding</td><td>Total</td></tr><tr><td>Lengthsman Grant 2017/18</td><td>£468.00</td><td>£995.30</td><td>£1,463.30</td></tr><tr><td>P3 Grant 2017/18</td><td>£1,355.00</td><td>£806.19</td><td>£2,161.19</td></tr><tr><td>Total</td><td>£1,823</td><td>£1,801.49</td><td>£3,624.49</td></tr></table> <p>The budget for 2017/18 allowed for a total spend of £6,000 (grant and match funding), resulting in £2,375.51 remaining within the budget to cover the period up until the end of March 2018.</p> <p>Resolved: It was considered that the £6,000 budget figure was still adequate for 2017/18</p> <p>f) To Agree Timescale and Process for 2018/19 Budget and Precept setting Herefordshire Council had requested that precept requirements to be submitted by the end of December. As there was no GPC meeting in December it was agreed to have an initial meeting of the Finance Group on Thursday 12th October where the year to date figures would be considered and a draft budget prepared. This would then be taken to the October meeting for comment before final approval at the November GPC meeting.</p> <p>It was noted that although there was a significant figure held in reserves it was likely that Herefordshire Council would, over the coming years, spend less with more responsibility coming down to the Parishes and this needed to be considered.</p> <p>g) To Consider Donation to Age UK Hereford and Localities A request had been received from Age UK for a donation to their Information, Advice and Support activities for older people. In October 2015 a donation of £100 was given to help maintain support services for older people in the area. The letter from Age UK was circulated to all Cllrs in advance of the meeting. The Clerk declared an interest in this item being the Chair of Trustees for Age UK H&L.</p> <p>Resolved: To donate £100 to Age UK Hereford and Localities</p> <table><tr><td>Chq/ BACS</td><td>Expenditure</td><td>Amount</td></tr><tr><td>BACS</td><td>Donation to Age UK Hereford and Localities</td><td>£100.00</td></tr></table>		Grant	Match Funding	Total	Lengthsman Grant 2017/18	£468.00	£995.30	£1,463.30	P3 Grant 2017/18	£1,355.00	£806.19	£2,161.19	Total	£1,823	£1,801.49	£3,624.49	Chq/ BACS	Expenditure	Amount	BACS	Donation to Age UK Hereford and Localities	£100.00	Clerk
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	8.0	<p>Highways, Footpaths and Commons</p> <p>a) Mordiford Traffic/Pedestrian Safety Proposals To Consider Proposals for Picket Fences – Cllr Lloyd had met with Rob Hemblade of Balfour Beatty to discuss opportunities for improvement of traffic related issues in Mordiford village, and to view the suggested locations for the picket fences. Rob Hemblade had agreed to work out budget costings and potential timescales for the installation. It was planned that these would be available for discussion at the October GPC meeting.</p> <p>b) School Car Parking The report from Herefordshire Council had been produced but was currently confidential. Cllr Hardwick spoke about the potential for the £277k of Section 106 money paid to Herefordshire Council from the developers of the Hampton Dene site to be used and had managed to get Mordiford School named within the proposals. There was a discussion regarding protection for pedestrians coming off the footpath and Balfour Beatty were considering putting bollards at the entrance to the footpath but were not in a position to fund this work and any such improvements would need to be funded by the Parish Council or through the Section 106 funding. The Parish Council gave their support in principle to the proposal to erect railings but more information was needed about the detail. A meeting was due to take place with the Headteacher, Governors, Balfour Beatty and Cllr Mel Preedy from the Parish Council on 21st September when more information would be known.</p>	Clerk																					

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	<p>c) Highways and Footpath Issues</p> <p>i) Update on Footpath Maintenance</p> <p>Cllr Litchfield reported that recent work had been based on mowing and strimming Checkley Barn, Swarden Quarry and Pentaloe Green. It was noted that annual maintenance had taken place on nearly all the paths. The Trig Point needed to be checked and Cllr Dickson said he would do this. The footpath at Checkley was overgrown and Cllr Kippax was to approach the landowners about permission to cut this back.</p> <p>ii) Update on Checkley Brook</p> <p>Requests for quotations were sent to Daniel Squire, John Meredith and Jones and Sons as discussed at the July meeting. Daniel Squire said he did not want to quote and there was no response from John Meredith. R Jones and Sons submitted a quote for £250 +VAT which included removal of the soil. This quotation had been agreed by email and the work commissioned on 09/08/17. A letter was subsequently sent to all residents telling the work would be carried out but noting that this did not indicate longer term responsibility by the GPC and any future work would be the responsibility of the landowners.</p> <p>It was noted that earth had not yet been removed and Cllr Dickson had contacted R Jones and Sons to move this forward. It was hoped that the work would soon be completed and the Parish Council would then arrange to put grass seed on the remaining soil and erect some posts (possibly with reflectors) to stop people going into the Brook. The Clerk noted that anything erected on the edge of the highway needed to be a regulation distance from the road. Cllr Dickson confirmed that this stretch of the Brook was not adjacent to the highway.</p> <p>iii) Update on Wye Valley Route (Loop Walk)</p> <p>Cllrs Litchfield and Kippax have met with Professor Ghandhi to discuss some problems with the section of Mordiford Circular walk which crosses Broomy Green land in Checkley. He has been experiencing walkers who don't keep to the legal line when crossing his land, dogs off leads chasing sheep and stock proof wire fencing cut adjacent to his stile. Several options were discussed including the provision of a self closing gate to replace the stile or the creation of a dog access hatch in the stile. Both of these were refused although Professor Ghandhi was grateful for Councillors' input.</p> <p>iv) Rights of Way Improvement Plan Consultation</p> <p>This had been circulated to all Cllrs in advance of the meeting. Cllr Litchfield said that the 2 lost paths had now been reclaimed and there were no other lost paths in the Parishes. There were no further comments on the consultation.</p> <p>d) Work to be carried out and any Other Issues and Updates</p> <p>The Clerk asked for clarification about which work Michael Dyer was now required to do. Cllrs confirmed that it was</p> <ul style="list-style-type: none"> • Mowing the Green opposite the Spout • Scraping the dirt and weeds from the curb on the road from The Moon to Pentaloe Close and below the Burial Ground wall • Strimming the grass verge between the concrete posts along the roadside adjacent to the Pentaloe Brook from the green opposite the Spout to the telephone kiosk <p>The Brook from the telephone box by The Moon to the Green was now being done by the landowner under Riparian Rights.</p> <p>Mordiford Bridge – growth of vegetation on the island (left hand) side was still obstructing visibility. This had been reported to the Environment Agency but nothing had been done. The Clerk would follow it up. Cllr Hardwick noted that Cllr Jamie Rogers of Hampton Bishop was also working on this.</p> <p>Allotments</p>	<p>RD JK</p> <p>Clerk</p>

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9.0	<p>a) Update on Allotments</p> <p>Cllr Ashton Jones reported that 7 allotments had been taken with a potential for another 2 to be let in the near future. There was concern over the allotment which had been let to Geoff Boucher, he had paid his fees and put a greenhouse onto the plot but had left the area and was uncontactable. It was agreed that as he had paid his fees until January 2018 the allotment would be left as it was until then.</p> <p>The cost of maintaining the vacant allotments had been £240 in 2016/17 and £320 to date in 2017/18. Cllr Ashton Jones felt this was too much of an expense and the vacant allotments would be better covered in a weed suppressant fabric which she had costed at around £151 for a piece 50 meters x 5 meters. Cllr Ashton Jones felt the Communal area could be covered in this as well and there was a suggestion that this could be turned into 2 small allotments. The Clerk mentioned about the risk factor of putting fabric down on the vacant allotments and whether this could pose a danger to the other tenants. It was confirmed that the areas where this would be laid were separately fenced and not accessible by other tenants.</p> <p>b) Update on Lease Agreement</p> <p>David Campion had confirmed the lease transfers had been sent to the solicitors acting for the Housing Association and the Covenant had been sent to the Hereford family for execution. There was no further update.</p> <p>c) Potential to Include a Wildflower Meadow</p> <p>It was discussed whether Plot 1 – which was deemed not to be suitable as an allotment - could be turned into a Community Orchard or Wild Flower Meadow. The Chair noted that any trees planted on the plot would block light from the bungalows and would need pruning and maintenance. Cllr Litchfield offered to prune the trees in the Community Orchard but the Clerk noted that this work had been included in the contract awarded to Daniel Squire.</p> <p>d) To Approve Expenditure on Legal Fees</p> <p>These were not yet known</p> <p>e) To Consider any Expenditure</p> <p>Resolved: To purchase the weed suppressant fabric. Cllrs Ashton Jones and Litchfield would peg this down onto the vacant allotments and communal area.</p>	J A- J/JL
10.0	<p>Burial Ground and Closed Churchyard</p> <p>Brian Dukes was no longer able to remove the black rubbish bags from the Burial Ground but Cllr Ashton Jones offered to take this on.</p> <p>Cllr Litchfield noted that the grass cutting was not as smooth as it should be in the Churchyard.</p> <p>a) To Consider any Costs related to the Burial Ground and Closed Churchyard</p> <p>There were no costs.</p>	
11.0	<p>Mordiford Green</p> <p>a) Update on the Little Green Hut</p> <p>Cllr Dickson had painted the roof and the side where the paint was peeling off. It was felt this had much improved the Hut and Cllr Dickson was thanked. There was a sign warning of the low doorway but it was felt that something else was needed. Cllr Dickson would look into the options.</p> <p>b) To approve any expenditure</p> <p>There was no further expenditure</p>	
12.0	<p>Update on Dormington Play Area</p> <p>The Chair, Parish Clerk and Cllr Wood had met with Manny Smith from Balfour Beatty to look at the options. Balfour Beatty were going to cut the grass, relay the play matting and check the equipment. Following this the play area would be reopened. The only issue seemed to be the Wendy House and it</p>	RD

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	<p>was not known how many children used this. It was thought Balfour Beatty would not maintain the fencing and this would need to be done by the Parish Council if the Play Area remained open. It was still uncertain how many people wished the play area to remain open and this would need to be ascertained. It was agreed not to take this forward until more information was known.</p>	
13.0	<p>Parish Newsletter</p> <p>Cllr Dickson would write a Chairman's address for the newsletter. Cllr Ashton Jones suggested that it would be a good idea to get together a volunteer working party to undertake work around the Parishes. The Clerk noted the requirements for monitoring and risk assessment to comply with the requirements of the insurance policy. It was confirmed that all work would be done under the supervision of a Parish Councillor. It was agreed that Cllr Ashton Jones could invite volunteers but there should be no mention of the Parish Council not having sufficient money to carry out the various work as this may not always be the case and Herefordshire Council's requirements going forward were not yet known. Cllr Litchfield would write an article about the Parish Walks for a future edition of the newsletter.</p>	<p>RD</p> <p>JL</p>
14.0	<p>To Note the Information Sheet (September 2017) and any other Updates</p> <p>The Information Sheet was noted. There were no further updates.</p>	
15.0	<p>To Raise Items for the next Scheduled Parish Council Meeting</p> <p>There were no items</p>	
16.0	<p>To Note Date and Time of the next Regular Meeting of the Group Parish Council</p> <p>Wednesday 18th October 2017 at 7.30pm at Priors Frome Chapel.</p> <p>The meeting closed at 9.00 pm</p>	
	<p>Signed Date 18th October 2017</p> <p>Chairman of Dormington and Mordiford Group Parish Council</p>	