



DORMINGTON & MORDIFORD GROUP PARISH COUNCIL



Minutes of the Annual Meeting of the Group Parish Council held on Wednesday 16th May 2018 at 7.30pm at Priors Frome Chapel

Present

CLRs Ray Dickson (Chair), David Lloyd (Vice Chair), Craig Preedy, Mel Preedy
Chris Bucknell (Parish Clerk)

In attendance

There was 1 member of the public present

Item	Minutes	Action
1.0	To Elect a Chairman/Sign Declaration of Office Cllr Lloyd was proposed as Chairman by Cllr Mel Preedy and seconded by Cllr Ashton-Jones This was unanimous and Cllr Lloyd signed the Declaration of Office and took the Chair	Clerk
2.0	To Elect Vice Chairman/Sign Declaration of Office Cllr Mel Preedy was proposed by Cllr Craig Preedy and seconded by Cllr Ashton-Jones This was unanimous and Cllr Mel Preedy signed the Declaration of Office Resolved: To have a rotation of Chair every 2 years. This would be built into the Standing Orders Cllr Ray Dickson was thanked for all he had done during his term as Chairman of the Group Parish Council, CLRs commenting he had done an excellent job dealing with several difficult topics over the past years.	
3.0	To Receive Apologies for Absence – Cllr John Litchfield, Cllr John Wood and Ward Cllr John Hardwick	
4.0	Declarations of Interest a) To Receive Declarations of Interest There were no declarations of interest. b) To Consider Requests for Dispensations There were no requests for dispensation.	
5.0	To Confirm other Officers, Committees and Working Groups	
a	Mordiford Churchyard and Burial Ground	Cllr John Litchfield
b	Emergency Co-ordinator	Cllr Ray Dickson
c	Finance Working Group	Cllr Ray Dickson, Cllr David Lloyd, Cllr Mel Preedy and Parish Clerk
d	Footpaths Officer	Cllr John Litchfield
e	Allotment Co-ordinator	Cllr Mel Preedy
f	Planning Working Group	Cllr Ray Dickson, Cllr John Litchfield, Cllr David Lloyd
g	Newsletter Editor	Cllr Mel Preedy
h	Website/Social Media	Cllr Craig Preedy
i	Tree Warden	Cllr Ray Dickson and Cllr John Wood

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	j	Balfour Beatty/Highways Liaison	Cllr David Lloyd and Cllr Craig Preedy																						
	k	Mordiford Green and Pentaloe Green Co-Ordinator	Cllr John Litchfield																						
	l	GDPR/Data Monitor	Cllr Craig Preedy and Cllr Mel Preedy																						
6.0	To Accept minutes of the Regular Meeting of the Group Parish Council held on 25th April 2018 Resolved: Minutes of the meeting held on 25 th April 2018 were agreed and signed by the Chairman.																								
7.0	To receive brief verbal reports from: a) Police Update The May SNT Newsletter had not yet been received. It was not known if these had now been discontinued b) Neighbourhood Watch: There had been no report c) Ward Member – Councillor Hardwick Cllr Hardwick was not present at the meeting. He had sent an update saying that Council Officers had met with the school to discuss various solutions to the current issues. Further information would be shared with the Parish Council in due course.																								
8.0	Public Participation Session There were no comments.																								
9.0	To Consider Planning Matters a) To Consider any Planning Applications <table><tr><th>Reference</th><th>Application</th></tr><tr><td>181354</td><td>Haycroft Cottage, Checkley – conversion and extension of existing building</td></tr></table> Resolved: To carry out a site visit and then to submit comments. <i>Post Meeting Note: Cllr Dickson and Cllr Lloyd had visited the site and spoken to neighbours. There was no objection to the proposals.</i> b) To Note any Decisions/Notifications Received <table><tr><th>Reference</th><th>Application</th><th>Decision</th></tr><tr><td>181220</td><td>1 Claston Cottages, Dormington – proposed first floor extension</td><td>Awaiting Decision</td></tr><tr><td>181026</td><td>Old Rectory Barn, Mordiford – proposed replacement windows</td><td>Awaiting Decision</td></tr><tr><td>180729</td><td>Land at Church Field, Dormington – site for 4 detached two storey dwellings. Outline.</td><td>Awaiting Decision</td></tr><tr><td>180967</td><td>Mordiford C of E Primary School – new Biodisc treatment plant</td><td>Approved</td></tr><tr><td>180809</td><td>Priors Court Barn, Upper Dormington – change of use of former workshop/barn to dwelling</td><td>Awaiting Decision</td></tr></table>			Reference	Application	181354	Haycroft Cottage, Checkley – conversion and extension of existing building	Reference	Application	Decision	181220	1 Claston Cottages, Dormington – proposed first floor extension	Awaiting Decision	181026	Old Rectory Barn, Mordiford – proposed replacement windows	Awaiting Decision	180729	Land at Church Field, Dormington – site for 4 detached two storey dwellings. Outline.	Awaiting Decision	180967	Mordiford C of E Primary School – new Biodisc treatment plant	Approved	180809	Priors Court Barn, Upper Dormington – change of use of former workshop/barn to dwelling	Awaiting Decision
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Clerk

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10.0	Reference	Application	Decision	Clerk
	180988	Moon Inn Mordiford Hereford Herefordshire HR1 4LW, Application for the discharge of details reserved by conditions 3 & 4 attached to planning permission 174013.	Awaiting Decision	
	180463/X A2	Claston Farm, Dormington. Application for approval of details reserved by conditions 3, 7, 8, 10, 11, 12 & 13 attached to planning permission 164103.	Approved	
	174463	The Barn, Prospect Field, Upper Dormington. Retrospective application for retention of barn used by processing businesses then continued use of land for the siting of mobile home and improvements to existing access including removal of part of hedge.	Awaiting Decision	
	180403	21 The Maltings, Dormington. Retention of residential use of former converted carport for ancillary accommodation and retention of the non-material conversion works required to be reversed by Enforcement Notice.	Awaiting Decision	
	c) To Consider any other Planning Issues and Updates			Clerk
	21 The Maltings – There was no further update on whether this would go to Planning Committee and, if so, when this would be.			
	Hampton Bishop NDP Consultation – this had been forwarded to all Cllrs in advance of the meeting. Cllrs felt that the proposals in the NDP would only bring benefit to the area and particularly supported the proposals on Flood Alleviation Issues and the proposed speed limit. The Clerk was asked to forward these comments to Hampton Bishop Parish Council.			
	Finance			Clerk
	a) To receive a Finance Report from the RFO			
Bank balances: Business Current Account £18,955.04. Business Reserve account £54,324.73. Income includes HMRC VAT Payment of £340.79				
b) To Agree Payments made since April meeting			Clerk	
Chq/ BACS	Expenditure	Amount		
BACS	Daniel Squire invoice 75058. Maintenance of Shepherds Orchard April. £65 + VAT	£78.00		
Resolved: Payment noted and agreed.			Clerk	
c) To Agree Payment of Outstanding Invoices				
Chq/ BACS	Expenditure	Amount		
BACS	D C Gardening invoice 17-1819. Maintenance at Mordiford Churchyard and Burial Ground April 2018. £200 + VAT	£240.00	Clerk	
Chq 937	Level Plumbing. Repair and installation of tap at Burial Ground	£40.00		
BACS	Priors Frome Chapel invoices 15 and 16. Use of Chapel April and May	£40.00		
Resolved: Payments Approved				

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	<p>e) To Receive a Report from internal Auditor The following report had been received from Kerry Diamond, Internal Auditor, and was read out to the meeting: To confirm that the recent annual internal audit was conducted in accordance with standard protocols and samples we taken from both income and expenditure entries and traced backwards from the reported accounts to the source documents and a further sample was taken from source documents through to the reported accounts. The totals reported were reconciled to the detailed entries and all were found to be accurate. The accounts are exceptionally well prepared and all backup clearly labelled and present. Actual expenses incurred are properly authorised and seem reasonable compared with budgets and prior years. Nothing of any concern to report</p> <p>f) To Approve Annual Accounting Statement The Annual Accounting Statement had been circulated to Cllrs in advance of the meeting together with the Variance Report. Resolved: The Annual Accounting Statement was approved and signed by the Chair and Responsible Finance Officer. This would now be forwarded to the External Accountant.</p> <p>g) To Consider Asset Register Following the discussion at the April meeting, the Clerk reported that there did not seem to be any definitive format for the Asset Register. The Clerk recommended that it was submitted in its current format and further advice would be sought from HALC.</p> <p>h) GDPR Update and Next Steps HALC had confirmed that the amendment to exempt Parish Councils from the requirement to appoint a Data Protection Officer had been passed through parliament. It still had to be accepted by the Lords but it was unlikely this would change. HALC are now not offering the service. Microshade, who originally quoted for the full DPO service have amended their offer to an advisory support service, details of which had been forwarded to Parish Councillors. The Clerk noted that the decision now needed to be made as to whether D&MGPC wish to commission some low-level service as offered or whether Cllrs felt they could manage unaided. The Clerk added that it would still be necessary to put the relevant notices, policies etc onto the website and would be good practice to have some kind of advisory service, at least in the first instance, to ensure that all the requirements of the Act had been met. It was agreed that the Clerk would send relevant information and HALC templates to all Cllrs and Cllr Mel Preedy and Cllr Craig Preedy would take it forward on behalf of DMGPC.</p> <p>In addition, the Clerk undated the meeting with the current regulations regarding registration with the Information Commissioner's Office. Currently registration was a requirement of the Data Protection Act 1998. When that act is repealed this will no longer be a requirement, but Parish Councils will be required to pay a Data Protection Fee to the ICO. Current information indicates that DMGPC would fall into tier 1 which will entail of fee of £40 and non-payment or incorrect payment will incur a fine. The current £35 fee would cover DMGPC until that registration has expired and before this happened the ICO would make contact to outline the next stage of registration.</p> <p>i) To Note Clerk's Salary Award The Clerk's hourly rate for SCP 22 had risen from £10.739 to £10.953 (an increase of 21.0p). This would add an additional £74.47 onto the annual salary budget. This increase is to be backdated to 1st April 2018.</p>	<p>Clerk</p> <p>Clerk</p> <p>MP/CP</p>
11.0	<p>Highways, Footpaths and Commons</p> <p>a) Mordiford Traffic/Pedestrian Safety Proposals</p> <p>i) To Consider Proposals for Picket Fences There was no further information at this stage. Cllr Lloyd would continue to progress it.</p>	

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	<p>ii) To Consider Cost of Pedestrian Guard Rail Outside Mordiford School As the recommendation from Manny Smith (Balfour Beatty) had been not to progress this until more was known about the safety measures being put in place outside the school, nothing further had been done.</p> <p>iii) To Consider Road Markings outside Mordiford School No further information was known at this stage.</p> <p>b) To Consider Proposals for School Car Parking No further information was known at this stage.</p> <p>Cllr Mel Preedy felt that the GPC should be invited to meetings about the school proposals and not excluded as had been the case in recent months. The Clerk was asked to contact Ward Cllr Hardwick regarding this.</p> <p>c) Highways and Footpath Issues Dormington – Mordiford Speed Limit Review. ADL Traffic & Highways Engineering Ltd had been appointed by Balfour Beatty to investigate the request to reduce the current national speed limit on the C1292 between Mordiford and Dormington between Points A to B as shown on a plan which had been circulated to all Cllrs. ADL would be on site to take measurements and observe traffic movements/pattern, they also anticipated undertaking traffic surveys by installing tube counters on the C1292. It was noted the speed survey locations shown on the plans were only indicative but gave an idea of where the tube counters would be installed.</p> <p>d) Update on Footpath Maintenance Cllr Litchfield was not in attendance at the meeting but had submitted the following report</p> <ul style="list-style-type: none"> • Pentoloe Green and Checkley Barn Picnic Site both had monthly mow and strim last week. • A local resident reported a footpath blocked by timber on section of path above Swardon Quarry in woods. This was cleared the same day. • A fallen tree was reported to be blocking the bridle way linking Old Sufton to Swardon Quarry. This has been cleared. • The order for signposts and way posts with BB has been placed and it is now understood these have been delivered to Enviroability. <p>ii) Cycle Speed through Mordiford Village Cllr Dickson had now gone to 3 cycle shops, all of whom were not prepared to address the issue with their clients. Cllr Craig Preedy was still working on contacting the Cycle Clubs to make their members aware of the dangers of speeding through the village. Cllr Craig Preedy also suggested consideration be given to signage warning cyclists of the danger of speeding. The Clerk was asked to contact Balfour Beatty and ask about the protocol for erecting such signage.</p> <p>d) Work to be carried out and any Other Issues and Updates The weight restriction sign near the school and 30 sign on the Dormington road as you enter Mordiford is in need of undergrowth clearing. It was felt this should be the job for Balfour Beatty rather than the Lengthsman. <i>CAS-683099-W6W5Y1</i></p> <p>D C Gardening to be asked to include Pentoloe Bridge opposite The Moon in their weed kill and subsequent scrape and brush clear of weeds on the path edge against the bridge.</p> <p>D C Gardening to be asked to strim back wide the entrance to the footpath opposite Dormington Church and the two entrances to the footpaths on the Ledbury Road on the left heading towards the Hospice.</p> <p>Balfour Beatty to be asked to address the potholes along Sufton Lane (opposite number 5 and number 8). The Clerk confirmed that this had already been reported but that it would not be seen as a Category 1 or 2a priority because of the location. Cllr Preedy said he would send a photograph to be forwarded</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

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	<p>to Balfour Beatty.</p> <p>The Clerk expressed a view that all liaison about work to be carried out may be better channelled through one person in order to ensure there was no overlap between work commissioned through Enviroability, D C Gardening and others. It was felt it may be better if all work were commissioned by Cllr Litchfield and this would be further discussed when he was present.</p>	
12.0	<p>Allotments</p> <p>a) Update on Allotments</p> <p>The grass on the front allotment was getting long and needed to be put into the maintenance programme. This needed to be covered with weed suppressant but in the meantime the Clerk was asked to get Daniel Squire to strim it. The work on the tap had now been carried out and there was water available.</p> <p>b) To Consider any Expenditure</p> <p>There was no expenditure apart from the invoice regarding repair of the water system (item 10c)</p>	Clerk
13.0	<p>Mordiford Burial Ground and Closed Churchyard</p> <p>The tap had now been switched back on in the Burial Ground. There was no further update</p> <p>a) To Consider any Costs related to the Burial Ground and Closed Churchyard</p> <p>There was no expenditure</p>	
14.0	<p>Mordiford Green</p> <p>This had now been mowed and was looking good.</p> <p>a) To Consider any Expenditure</p> <p>There would be a need to buy a further gift voucher for Fred Davies and this would be brought to the June meeting.</p>	
15.0	<p>Good Neighbour Initiative</p> <p>Cllr Preedy proposed developing a community network which could help those who were in need and who maybe needed help; in various situations. Cllr Preedy would put something in the newsletter to gauge interest in the scheme.</p>	MP
16.0	<p>Update on Dormington Play Area</p> <p>Cllr Hardwick had circulated a report of his meeting with Spencer Grogan (below), noting that in his view the play area should remain as intended when built. He added that the option to control locally was there if the PC was willing to do so; but this would obviously be at a cost.</p> <p><i>(Spencer Grogan) We have had representation from residents of the Maltings that wish the play facility to be re-opened. Balfour Beatty, our principle contractors, have visited the site to spray the mossy areas and clean off the safety tiles. The Area Steward has inspected the site and has agreed it should be re-opened. Our contractors will visit the site each month to inspect and instruct if any further maintenance is required. Currently I can see no reason de-commission this site as a play area if there is a need to use it as it was designed – removal of the equipment and returning to grass would be a significant cost which currently is unjustifiable and would not offer up substantial maintenance savings for the future.</i></p> <p><i>As discussed previously the site is suitable for a potential asset transfer to the Parish Council, if there was a local desire to do so? If you would like to discuss this further we have Officers who could manage you through this process. The Benefit of this is that all decisions regarding the site could be made at a local level but you would also incur the costs of maintaining the site.</i></p> <p>Cllrs felt that this was as far as the GPC could go with the Play Area and it was agreed to take it off the agenda.</p>	

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17.0	<p>To Consider GPC Involvement in Sufton Court Event</p> <p>Cllr Craig Preedy felt that the GPC should have a presence at the Church Fete in the summer (2nd June) in order to encourage people to consider joining the Parish Council and to publicise what it had achieved. This was discussed and it was felt that there may not be enough time to organise activities but a working party would be formed to take it forward. It was suggested a questionnaire be given out asking people what they wanted the GPC to address within the parishes. Cllr Craig Preedy offered to provide the marquee and the GPC had display boards that could be used. A raffle would be run and any proceeds would go to Mordiford Church.</p> <p>Resolved: A budget of £150 was agreed to cover expenditure.</p>	
18.0	<p>To Confirm Format for the Annual Parish Meeting</p> <p>This would take place on Wednesday 23rd May 2018 at 7.00 pm in Priors Frome Chapel. The Clerk explained the required format. Cllrs Lloyd and Dickson would liaise regarding the Chairman's report.</p>	
19.0	<p>To Note the Information Sheet (May 2018) and any other Updates</p> <p>The Information Sheet was noted. There were no further updates.</p>	
20.0	<p>To Raise Items for the next Scheduled Parish Council Meeting</p>	
21.0	<p>To Note Date and Time of the next Regular Meeting of the Group Parish Council</p> <p>Wednesday 20th June 2018 at 7.30pm at Priors Frome Chapel.</p> <p>The meeting closed at 9.20 pm</p> <p>Signed Date 20th June 2018 Chairman of Dormington and Mordiford Group Parish Council</p>	