



## DORMINGTON & MORDIFORD GROUP PARISH COUNCIL



### Minutes of the Meeting of the Group Parish Council held on Monday 19<sup>th</sup> January 2015 at 7.30pm

#### Present

Cllrs Nick Brewin (Chair), Jan Ashton-Jones, Ray Dickson (Vice Chair), Brian Dukes, John Litchfield, John Lee, David Lloyd, Lorna Radnor, Cheryl Shearer

#### In attendance

Ward Cllr John Hardwick

Chris Bucknell – Clerk

No members of the public attended

Item	Minutes	Action
<b>492</b>	<p><b>To Receive Apologies for Absence</b> There were no apologies for absence</p>	
<b>493</b>	<p><b>Declarations of Interest</b> a) There were no Declarations of Interest b) No written requests for dispensations had been received</p>	
<b>494</b>	<p><b>To accept minutes of the previous meeting held on 18<sup>th</sup> November 2014</b> <b>Resolved:</b> Minutes of meeting held on 18<sup>th</sup> November 2014 were agreed and signed by the Chairman.</p>	
<b>495</b>	<p><b>To receive brief verbal reports from:</b></p> <p><b>a) Police Representative</b> Apologies had been received from PCSO Elena Ekanite and the following update given  08/01/2015 – Dormington: a 4x4 farm vehicle was reported as stolen. The keys had been left in vehicle. Ongoing Police enquiries.  Dec/January - Mordiford: Sufton Court area, suspicious vehicles seen travelling along the road to the court. Previous thefts at location.  PCSO Ekanite emphasised that the PCSOs were always happy to visit or contact people with crime prevention advice and anyone seeing anything suspicious should call 101.</p> <p><b>b) Neighbourhood Watch Update - no further update</b></p> <p><b>b) Ward Member</b>  Cllr Litchfield reported that there had been major objections to the Court Farm Planning application from residents of Eign Road. He clarified that the application was for a farm digester as opposed to a waste unit. Modifications to the Transport Plan were being discussed and the results of these discussions will benefit both Mordiford and Hereford residents. Cllr Hardwick had attended a session on the Herefordshire Economic Plan which will be written up towards the end of 2015.</p>	

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	<p><b>c) WM Housing</b>  A summary on the allocation of shared ownership dwellings had been received from Erika Fowkes of WM Housing and this had been circulated to Cllrs on 12/01/15. An update was given at the meeting. To date 8 applications had been received. Applicants with local connection had been given preference and WM Housing were currently working with applicants.</p> <p>A visit by Cllrs before applicants took up residence had been agreed by WM Housing although it was noted that this would need to be short and little flexibility of dates would be possible. It was agreed photographs would be taken. Cllr Hardwick asked to be kept informed regarding this visit.</p> <p><b>496 To Consider Mordiford Traffic/Pedestrian Safety Proposals</b>  Following a site visit by Cllr P Rone and after consultation with the school, Councillors and local residents a draft list of proposals had been prepared for submission to Herefordshire Council for consideration. The Chair noted that there had been a lot of support from the school who wished to be involved with discussions at every level.</p> <p>Following detailed discussion the following proposals were agreed.</p> <ol style="list-style-type: none"> <li>1. A lay-by/dropping off area in the school grounds parallel with the D-M road taken from the edge of the school field with space for around 20 cars (subject to Section 106 funds becoming available) or similar car parking scheme such as a drive through/drop-off/park loop – maybe going in the Sufton Court end and coming out lower down the road</li> <li>2. A 20mph limit from the far side of both bridges and up towards Sufton Court</li> <li>3. White ‘picket gates’ at all entrances of the village to make traffic aware they were entering a hazardous area</li> <li>4. Pavement extension opposite Wallflower Row and pavement from the Moon pub round the corner to the entrance to the school</li> <li>5. Wrought-iron posts along the edge of the pavement adjacent to the entrances of the houses in Wallflower Row, whilst still allowing room for prams and wheelchairs etc</li> <li>6. A mirror on the signpost by the old smithy so pedestrians can see around the blind bend</li> <li>7. A short single-file section at Wallflower Row (prioritised flow) across which a passive table crossing to join the proposed new footpath extension could be constructed</li> <li>8. Weight and width limit on the bridge, with no exemptions and adequate advance signage – and enforcement of this</li> <li>9. Children crossing warning signs - there should be one at each approach to Mordiford</li> <li>10. Off-street parking site for residents</li> <li>11. Enforcement of the law regarding access to the village and ‘industrial vehicles’ obeying the conditions of the local anaerobic digester traffic plan and planning permission</li> <li>12. Relocation of the school higher up the Mordiford to Dormington road with purpose-built car park (and bigger, better amenities)</li> <li>13. An Eastern by-pass, including alternative river crossing to relieve pressure on the Dormington to Fownhope road, via Mordiford, and through Mordiford village</li> </ol> <p><b>Resolved:</b> To submit these proposals to Herefordshire Council</p>	
497	<p><b>Public Participation Session</b>  There were no members of the public present.</p>	Clerk

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498	<p><b>To Consider Planning Matters</b></p> <p><b>a) To Consider any Planning Applications</b></p> <table border="1" data-bbox="193 275 1425 622"> <thead> <tr> <th data-bbox="193 275 368 309">Reference</th> <th data-bbox="368 275 1425 309">Application</th> </tr> </thead> <tbody> <tr> <td data-bbox="193 309 368 409">P143719/K</td> <td data-bbox="368 309 1425 409">Mordiford Cemetery. Fell holly tree and replace with Hawthorn Hedge. <i>No objections</i></td> </tr> <tr> <td data-bbox="193 409 368 510">P143579/FH</td> <td data-bbox="368 409 1425 510">Rowan House, Checkley. Proposed detached garage and storage building. <i>No objections</i></td> </tr> <tr> <td data-bbox="193 510 368 622">P112834/N</td> <td data-bbox="368 510 1425 622">The Court, Rectory Road, Hampton Bishop - anaerobic digester proposal. <i>A response was compiled with input from members of the community and sent to Debbie Klein on 09/12/14.</i></td> </tr> </tbody> </table> <p><b>b) To Note and Decisions/Notifications Received</b></p> <table border="1" data-bbox="193 689 1425 835"> <thead> <tr> <th data-bbox="193 689 408 723">Reference</th> <th data-bbox="408 689 1190 723">Application</th> <th data-bbox="1190 689 1425 723"></th> </tr> </thead> <tbody> <tr> <td data-bbox="193 723 408 835">P143272/F</td> <td data-bbox="408 723 1190 835">Land north of Mews House, Mordiford. Proposed earth shelter dwelling to replace an existing stable and storage building.</td> <td data-bbox="1190 723 1425 835">Awaiting Decision</td> </tr> </tbody> </table>		Reference	Application	P143719/K	Mordiford Cemetery. Fell holly tree and replace with Hawthorn Hedge. <i>No objections</i>	P143579/FH	Rowan House, Checkley. Proposed detached garage and storage building. <i>No objections</i>	P112834/N	The Court, Rectory Road, Hampton Bishop - anaerobic digester proposal. <i>A response was compiled with input from members of the community and sent to Debbie Klein on 09/12/14.</i>	Reference	Application		P143272/F	Land north of Mews House, Mordiford. Proposed earth shelter dwelling to replace an existing stable and storage building.	Awaiting Decision																													
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499	<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 £26,062.99 (Bank statement 15/12/14) Business Reserve account £4,305.21 (Bank Statement 19/11/14) (+ 57p interest). It should be noted that the above funds include earmarked reserves and grant funding and should not be considered as available funds.</p> <p><b>b) To Agree Payments made since last meeting</b></p> <table border="1" data-bbox="209 1171 1425 1541"> <thead> <tr> <th data-bbox="209 1171 347 1205">Cheque</th> <th data-bbox="347 1171 1270 1205">Expenditure</th> <th data-bbox="1270 1171 1425 1205">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="209 1205 347 1238">828</td> <td data-bbox="347 1205 1270 1238">Refreshments for NP SWOT Event 24/11/14 (Cllr Shearer) NP Grant</td> <td data-bbox="1270 1205 1425 1238">£67.02</td> </tr> <tr> <td data-bbox="209 1238 347 1317">829</td> <td data-bbox="347 1238 1270 1317">Data Orchard Invoice 57 dated 30/12/14. Professional Support for NP Oct-Dec 14 NP Grant</td> <td data-bbox="1270 1238 1425 1317">£3,861.64</td> </tr> <tr> <td data-bbox="209 1317 347 1395">830</td> <td data-bbox="347 1317 1270 1395">Office Furniture Online Inv 3898122 dated 19/12/14. Display equipment for NP. NP Grant £480 + VAT</td> <td data-bbox="1270 1317 1425 1395">£576.00</td> </tr> <tr> <td data-bbox="209 1395 347 1473">831</td> <td data-bbox="347 1395 1270 1473">Hoople Maps for NP. Inv 66808920 Dated 22/12/14 £801 + VAT NP Grant</td> <td data-bbox="1270 1395 1425 1473">£893.00</td> </tr> <tr> <td data-bbox="209 1473 347 1507">832</td> <td data-bbox="347 1473 1270 1507">HMRC Qtr 3</td> <td data-bbox="1270 1473 1425 1507">£162.60</td> </tr> <tr> <td data-bbox="209 1507 347 1541">833</td> <td data-bbox="347 1507 1270 1541">Information Commissioner Z2506742</td> <td data-bbox="1270 1507 1425 1541">£35.00</td> </tr> </tbody> </table> <p><b>Resolved:</b> All payments approved</p> <p><b>c) To agree payment of outstanding invoices</b></p> <table border="1" data-bbox="209 1641 1425 2040"> <thead> <tr> <th data-bbox="209 1641 347 1675">Cheque</th> <th data-bbox="347 1641 1270 1675">Expenditure</th> <th data-bbox="1270 1641 1425 1675">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="209 1675 347 1753">834</td> <td data-bbox="347 1675 1270 1753">Stamps, stationery etc for NP. Order 2839779 Dated 30/12/14. £270.97 + VAT NP Grant</td> <td data-bbox="1270 1675 1425 1753">£282.77</td> </tr> <tr> <td data-bbox="209 1753 347 1832">835</td> <td data-bbox="347 1753 1270 1832">PIP Printing. Invoice 58877 dated 13/1/15. 350 copies of the Dragon in colour.</td> <td data-bbox="1270 1753 1425 1832">£288.77</td> </tr> <tr> <td data-bbox="209 1832 347 1910">836</td> <td data-bbox="347 1832 1270 1910">Michael Dyer invoice 19 dated 01/12/14. P3 work as instructed by Cllr Litchfield</td> <td data-bbox="1270 1832 1425 1910">£115.00</td> </tr> <tr> <td data-bbox="209 1910 347 1989">837</td> <td data-bbox="347 1910 1270 1989">R G Moss invoice 20108 dated 09/12/14. Gate repairs at Burial Ground. £106.00 + VAT</td> <td data-bbox="1270 1910 1425 1989">£127.20</td> </tr> <tr> <td data-bbox="209 1989 347 2022">838</td> <td data-bbox="347 1989 1270 2022">CPRE Membership 2015/16 Membership Number 735337</td> <td data-bbox="1270 1989 1425 2022">£36.00</td> </tr> <tr> <td data-bbox="209 2022 347 2040">839</td> <td data-bbox="347 2022 1270 2040">Clerks net salary October to December 2014</td> <td data-bbox="1270 2022 1425 2040">£650.40</td> </tr> </tbody> </table>		Cheque	Expenditure	Amount	828	Refreshments for NP SWOT Event 24/11/14 (Cllr Shearer) NP Grant	£67.02	829	Data Orchard Invoice 57 dated 30/12/14. Professional Support for NP Oct-Dec 14 NP Grant	£3,861.64	830	Office Furniture Online Inv 3898122 dated 19/12/14. Display equipment for NP. NP Grant £480 + VAT	£576.00	831	Hoople Maps for NP. Inv 66808920 Dated 22/12/14 £801 + VAT NP Grant	£893.00	832	HMRC Qtr 3	£162.60	833	Information Commissioner Z2506742	£35.00	Cheque	Expenditure	Amount	834	Stamps, stationery etc for NP. Order 2839779 Dated 30/12/14. £270.97 + VAT NP Grant	£282.77	835	PIP Printing. Invoice 58877 dated 13/1/15. 350 copies of the Dragon in colour.	£288.77	836	Michael Dyer invoice 19 dated 01/12/14. P3 work as instructed by Cllr Litchfield	£115.00	837	R G Moss invoice 20108 dated 09/12/14. Gate repairs at Burial Ground. £106.00 + VAT	£127.20	838	CPRE Membership 2015/16 Membership Number 735337	£36.00	839	Clerks net salary October to December 2014	£650.40	Clerk
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501	<p>The Slow Sign has not been repainted on the road by the Electricity Substation following the resurfacing.</p> <p>The central road dots opposite The Maltings have still not been repainted, making it unsafe for motorists on this dangerous bend.</p> <p>Large Pothole outside the school on the corner</p> <p>Road Surface on the Mordiford Road by Sufton Rise (where the temporary lights have been) has been damaged</p> <p>Salt bin by the Iron Room is empty.</p>	Clerk
	<p><b>d) To Report any Jobs for the Lengthsman</b></p> <p>The Lengthsman had been asked for a cost to clear the drains and gully in Larport Lane. This had not yet been received.</p>	Clerk
	<p><b>Neighbourhood Planning</b></p>	
	<p><b>a) Update on Progress</b></p>	
	<p>Cllr Shearer undated the meeting on progress. An Open Evening had been held in December to identify the issues that were of importance to the community (SWOT). A business questionnaire had been circulated to each household along with a Call for Sites questionnaire which would help to identify land suitable for potential development. An extensive data capture and collation exercise had taken place with the consultants Data Orchard and a Steering Group had been formed as well as a wider Reference Group. It was noted that there had been considerable engagement with the public which was seen as a strength. An Open Day was planned where the results of the SWOT analysis as well as other issues of importance to the community would be discussed before developing the resident's questionnaire which would go to all households.</p>	
	<p>The Chair noted that the Neighbourhood Plan should be Parish Council led and as such all thematic groups (Economic Development, Community and Infrastructure, Open Spaces and Leisure, Housing). should be led by, or have significant input from, Councillors. Cllr Dickson and Cllr Lloyd confirmed they would be happy to lead a group and Cllr Radnor and Cllr Litchfield whilst not wishing to lead a group were happy to support them.</p>	
	<p>It was felt important to maintain the interest and engagement of the public but there was also the issue of the forthcoming election and the purdah period to consider. It was hoped the Open Day could take place in March/April so that the questionnaire could be developed with the aim of sending it out after the election.</p>	
	<p><b>b) Report on NP Grant Expenditure</b></p>	
	<p>The Clerk reported that £5,672.96 of grant had been expended. In total £6,960 had been awarded with £6,264 paid up front, meaning that if the final grant report and expenditure were accepted £591.04 would need to be returned. The group congratulated Cllr Shearer and the Clerk for their work on the Neighborhood Plan and for maximizing the potential of the grant.</p>	
	<p><b>c) To Consider Terms of Reference for Steering Group</b></p>	
<p>The latest version (TOR2) would be circulated to all Cllrs who were asked to consider it and send any comments and/or edits to Cllr Shearer</p>	All	
<p><b>c) To Consider Vision Statement</b></p>		
<p>The latest version (Visions Statement 3) would be circulated to all Cllrs who were asked to consider it and send any comments and/or edits to Cllr Shearer</p>	All	
<p><b>d) To Consider any Costs related to Neighbourhood Planning</b></p>		
<p>There were no costs</p>		

Item	Minutes	Action
502	<p><b>Allotments</b></p> <p><b>a) Update on Progress</b> Cllr Dukes reported on the Working Party which had met with Julian Greenway (Housing Officer WM Housing), Nick Edge (Project Manager WM Housing) Gary Godsell (J Harper and Sons) and two members of the community on 18<sup>th</sup> December 2014. There were to be 13 allotments which would be set up with a path and a base for a shed. Issues relating to the water supply and to the provision of on-site toilet facilities were discussed. It was felt that some mechanism for limiting the use of water was necessary. Also that a natural toilet would be preferable to a portaloo. Cllr Dukes would get more information and costs.</p> <p><b>b) To Consider Format and Membership of Allotment Committee</b> The Allotment Committee would be a Working Party of the Group Parish Council and as such would need to bring recommendations back to the GPC for discussion and agreement. A Chair would be nominated at the next meeting. <b>Resolved:</b> Cllr Dukes would get the Allotment Working Party together and bring proposals and costs back to the GPC.</p> <p><b>c) To Consider Process for Allocation of Allotments</b> To date 7 residents had indicated that they would be interested in an allotment. It was felt that priority should be given to those living in or around the Parish. All applicants thus far had a local connection.</p> <p><b>d) To Consider Membership of the National Allotment Society</b> <b>Resolved:</b> To join the NAS at a cost of £55 + VAT per year.</p>	<p>BD</p> <p>Clerk</p>
503	<p><b>Mordiford Green</b></p> <p><b>a) Update from Working Party</b> Shrubs have been planted and a solar powered light installed.</p> <p><b>b) To Consider any costs related to Mordiford Green</b> There were no costs</p>	
504	<p><b>Burial Ground and Closed Churchyard</b></p> <p><b>a) Working Party Update</b> The new hedge was almost complete. Cllr Dukes was commended for his hard work removing the hedge. A leak in the water system had been reported to the landlord of The Moon. Soil continued to be left in the corner of the cemetery. The Clerk would reinforce with undertakers that soil should be removed.</p> <p><b>b) To Consider removal of Holly Tree</b> Cllr Dukes had obtained 3 quotations for the work (1) £300, (2) £165 and (3) £240. <b>Resolved:</b> To ask Daniel Squire to quote <b>Resolved:</b> To commission the work using the lowest quotation.</p> <p><b>c) To Consider Ground Anchor System</b> Cllr Dukes reported on the Ground Anchor System being used by all Stonemasons and how this resulted in some gravestones being higher than others. Cllr Dukes suggested that the plinths should be put in at ground level. It was felt that the plinth protected the gravestone from damage from strimmers and also gave the families somewhere to put plants etc. Following discussion it was agreed to accept the GAS as it currently was.</p> <p><b>c) To Consider any Costs related to the Burial Ground and Closed Churchyard</b> There were no costs</p>	

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505	<p><b>Scutterdine Lime Kilns</b></p> <p>A progress report had been put into The Dragon together with pictures of the lime kilns. Thanks were given to Cllr Lloyd, Cllr Ashton Jones and the 2 residents of Pentalo Close who had helped to carry out the restoration. It was suggested that some directions about how to access the Lime Kilns, which were not on an official footpath, should be put in the next edition of The Dragon</p> <p><b>Resolved:</b> To hire a skip (around £200) to clear rubbish and other debris from the kilns.</p>	JLi
506	<p><b>To Consider Memorial for Local Resident</b></p> <p>Cllr Lloyd had been approached about the potential for a memorial for Howard Holbrook who had come to Mordiford in 1933 and was well known by the residents. Cllr Dukes had produced an excellent pen portrait which had been circulated to all Cllrs. It was felt that in principle the GPC felt that this proposal was a good idea but it was noted that no funding had been allocated for this kind of memorial. Cllr Lloyd was asked to go back to the residents and bring any proposals back to a future meeting.</p>	DL
507	<p><b>Tolkien's Shire Link with Mordiford</b></p> <p>Cllr Dukes had been contacted by a Jeff Johnson of Auckland, New Zealand about perceived links between Mordiford and Tolkien's Shire in Lord of the Rings. An appeal for comments had been put into the January edition of The Dragon and the result of this would be discussed at the February meeting.</p>	
508	<p><b>To Note the Information Sheet (January 2015) and any other Updates</b></p> <p>The Clerk informed the meeting that the new Quality Parish Scheme (renamed Local Council Award Scheme) had been launched and she was attending an Information Session at HALC on 20<sup>th</sup> January. Councils that held accreditation under the old scheme could be passported through to Foundation Level of the new scheme and the Clerk would submit the documentation to facilitate this.</p> <p><b>Resolved:</b> Information Sheet and update on the Local Council Award Scheme was noted.</p>	
509	<p><b>Chairman's Statement</b></p> <p>Cllr Brewin stated that due to work commitments he would be unable to attend the February, March or April GPC meetings. It was agreed that Cllr Brewin would continue as Chair and that Cllr Dickson would Chair the meetings in his absence. Cllr Brewin thanked everyone for their support.</p>	
510	<p><b>How to Encourage New Councillors</b></p> <p>The main discussion was deferred. It was noted that HALC were offering to deliver Open Meetings to encourage people to put themselves forward to be a Councillor. The Clerk was asked to find out more details for discussion at the next meeting.</p>	Clerk
511	<p><b>To Raise Items for the next Scheduled Parish Council Meeting</b></p> <p>Review of Standing Orders and Financial Regulations, How to Encourage New Parish Councillors, Election Process and Procedure, Quality Parish Scheme, Grant to Dormington PCC, Tolkien's Shire Link with Mordiford, Memorial for Howard Holbrook</p>	
512	<p><b>To Note Date and Time of the next Regular Meeting of the Group Parish Council</b></p> <p>Monday 16<sup>th</sup> February 2015 at 7.30pm in Dormington Church</p> <p>The meeting closed at 10.00 pm</p> <p>Signed ..... Date 16<sup>th</sup> February 2015 Vice Chairman of Dormington and Mordiford Group Parish Council</p>	