



## DORMINGTON & MORDIFORD GROUP PARISH COUNCIL



### Minutes of the meeting of the Parish Council held on Tuesday 16<sup>th</sup> April 2013 at 7.30pm

#### Present

Clhrs Nick Brewin (Chair), Ray Dickson, Peter Davies, Brian Dukes, John Lee, John Litchfield, Lorna Radnor, Cheryl Shearer

#### In attendance

Ward Cllr John Hardwick  
Chris Bucknell – Parish Clerk  
1 member of the public

Item	Minutes	Action
204	<p><b>To Accept Apologies for Absence</b> Apologies were accepted from Cllr Jan Ashton-Jones</p>	
205	<p><b>Declarations of Interest</b> <b>(a) To receive declarations of interest</b> None received <b>(b) To approve any written requests for dispensations</b> None received</p>	
206	<p><b>To accept minutes of the previous meeting held on 19<sup>th</sup> March 2013</b> Minutes of the previous meeting were accepted as a true and accurate record and signed by the Chairman</p> <p><b>(a) To receive minutes of the Annual Parish Meetings held on Tuesday 2<sup>nd</sup> April 2013</b> Minutes of the meetings held at St Peter's Church Dormington and Mordiford School were read out. <b>Action:</b> To circulate minutes of the Annual Parish Meeting with the draft minutes of the April PC meeting.</p>	Clerk
207	<p><b>Overview and Update on Neighbourhood Planning</b> Ted Bannister, Planning Officer at Herefordshire Council gave an update on Neighbourhood Planning including the current position and potential funding opportunities. A copy of the presentation would be circulated to all Clhrs. <b>Resolved:</b> to find out more about Almeley and Lyonshall progress on Neighbourhood Plan in order to inform future discussions</p>	Clerk NB
208	<p><b>To receive brief verbal reports from:</b> <b>a) Police Representative</b> There was no representative and no report had been received</p>	

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	<p><b>b) Neighbourhood Watch Update</b></p> <ul style="list-style-type: none"> <li>• There had been an incident in Sufton Rise where screws and nails had been spread onto lawns and footpaths.</li> <li>• Kiddley Copse had been cleared up.</li> <li>• There had been a report of builders offering to do work on roofs and being intimidating to residents. The police had been involved and the builder sentenced.</li> <li>• A black leather sofa had been deposited on the entrance to Kiddley Copse.</li> </ul> <p><b>Action:</b> The Community Protection Team to be notified</p> <p><b>c) Ward Member – Councillor Hardwick</b> Councillor Hardwick updated the meeting on the Core Strategy and Community Infrastructure Levy consultations with particular reference to the debate regarding whether the by-pass should take the Eastern or Western Route.</p> <p><b>d) West Mercia Housing Group – Kat La Tzar</b> There was no further update. A meeting to discuss the allotments had been held on 10<sup>th</sup> April, attended by Cllr Dukes and the Clerk. Kat La Tzar had indicated the planning for Sufton Rise would go to committee on 15<sup>th</sup> May but this still had to be confirmed. <b>Resolved:</b> Cllr Shearer would speak in support of the application at the planning committee</p>	Clerk									
209	<p><b>Public Participation Session</b> <b>Resolved:</b> To put minutes of the meeting on the website in draft clearly marked as not approved by the Parish Council.</p>	BD									
210	<p><b>To Consider Planning Matters</b></p>										
	<p><b>a) To consider any Planning Applications</b></p> <table border="1" data-bbox="193 1167 1377 1417"> <thead> <tr> <th data-bbox="193 1167 363 1234">Reference Number</th> <th data-bbox="363 1167 1377 1234">Application</th> </tr> </thead> <tbody> <tr> <td data-bbox="193 1234 363 1308">130777/F</td> <td data-bbox="363 1234 1377 1308">Valley View, Mordiford. Retention of domestic garage/Workshop. Deadline for comments 26<sup>th</sup> April 2013</td> </tr> <tr> <td data-bbox="193 1308 363 1417">130641/U</td> <td data-bbox="363 1308 1377 1417">The Old Dairy, Hope Springs, Mordiford. Lawful development certificate for existing two storey, one bedroom barn conversion. Deadline for comments 3<sup>rd</sup> May 2013</td> </tr> </tbody> </table> <p><b>Resolved:</b> The Planning Committee to meet to discuss the applications</p>	Reference Number	Application	130777/F	Valley View, Mordiford. Retention of domestic garage/Workshop. Deadline for comments 26 <sup>th</sup> April 2013	130641/U	The Old Dairy, Hope Springs, Mordiford. Lawful development certificate for existing two storey, one bedroom barn conversion. Deadline for comments 3 <sup>rd</sup> May 2013				
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	<p><b>b) To Note any Decisions Received</b></p> <table border="1" data-bbox="193 1525 1377 1744"> <thead> <tr> <th data-bbox="193 1525 363 1599">Reference Number</th> <th data-bbox="363 1525 1166 1599">Application</th> <th data-bbox="1166 1525 1377 1599">Decision</th> </tr> </thead> <tbody> <tr> <td data-bbox="193 1599 363 1673">130011/FH</td> <td data-bbox="363 1599 1166 1673">32 Sufton Rise, Mordiford. Demolition of single storey lean-to and construction of two storey extension to side elevation</td> <td data-bbox="1166 1599 1377 1673">Approved with conditions</td> </tr> <tr> <td data-bbox="193 1673 363 1744">123376/F</td> <td data-bbox="363 1673 1166 1744">Land adjacent to the Castle Checkley. Change of use from agricultural to equestrian and erection of stable block.</td> <td data-bbox="1166 1673 1377 1744">Approved with conditions</td> </tr> </tbody> </table>	Reference Number	Application	Decision	130011/FH	32 Sufton Rise, Mordiford. Demolition of single storey lean-to and construction of two storey extension to side elevation	Approved with conditions	123376/F	Land adjacent to the Castle Checkley. Change of use from agricultural to equestrian and erection of stable block.	Approved with conditions	
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211	<p><b>To consider application for grant of premises licence for Lucksall Caravan and Camping Park</b> <b>Resolved:</b> To express concern on be basis of Public Safety. The purchase of alcohol to be consumed off the premises would generate additional traffic and pedestrians along the approach road. It was felt alcohol should be limited for the consumption of those residents on the campsite only.</p>	Clerk									

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212	<p><b>a) To Receive a Finance Report from the RFO</b>  <b>Resolved:</b></p> <ul style="list-style-type: none"> <li>• Standing Order to outgoing clerk to be cancelled with immediate effect</li> <li>• Address for bank account administration to be changed to 12 Cliveden Grove, Hereford HR4 ONE with immediate effect</li> <li>• Outgoing clerk to be removed from account and new clerk (Chris Bucknell) added with immediate effect</li> </ul> <p><b>b) To Agree Payment of Outstanding Invoices</b></p> <table border="1" data-bbox="209 555 1377 958"> <thead> <tr> <th data-bbox="209 555 357 591">Cheque</th> <th data-bbox="357 555 1198 591">Expenditure</th> <th data-bbox="1198 555 1377 591">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="209 591 357 627">692</td> <td data-bbox="357 591 1198 627">Mel Preedy final expense claim 01 April 2013</td> <td data-bbox="1198 591 1377 627">£82.87</td> </tr> <tr> <td data-bbox="209 627 357 663">693</td> <td data-bbox="357 627 1198 663">HMRC payment quarter 4 (Mel Preedy)</td> <td data-bbox="1198 627 1377 663">£15.20</td> </tr> <tr> <td data-bbox="209 663 357 698">694</td> <td data-bbox="357 663 1198 698">Cllr J Litchfield – P3 expenses (receipts submitted)</td> <td data-bbox="1198 663 1377 698">£38.41</td> </tr> <tr> <td data-bbox="209 698 357 779">695</td> <td data-bbox="357 698 1198 779">H W Morgan &amp; Sons. Repair to Bus Shelter Inv 1082013 (£30 + VAT)</td> <td data-bbox="1198 698 1377 779">£36.00</td> </tr> <tr> <td data-bbox="209 779 357 860">696</td> <td data-bbox="357 779 1198 860">Donation to Citizens Advice Bureau (agreed at March PC meeting agenda item 196(b))</td> <td data-bbox="1198 779 1377 860">£45.00</td> </tr> <tr> <td data-bbox="209 860 357 896">697</td> <td data-bbox="357 860 1198 896">Maj J Hereford - Checkley Barn picnic site peppercorn rent (2012)</td> <td data-bbox="1198 860 1377 896">£10.00</td> </tr> <tr> <td data-bbox="209 896 357 958">698</td> <td data-bbox="357 896 1198 958">HALC Training event – Fun with Finance. Cllr Brewin. Inv 2457 (£25 + VAT)</td> <td data-bbox="1198 896 1377 958">£30.00</td> </tr> </tbody> </table> <p><b>Resolved:</b> All payments agreed</p> <p><b>c) To confirm process and timescale for submission of 2012-13 accounts</b>  The outgoing clerk will compile the annual accounts and have them internally audited. The annual return will be completed using this information.</p> <p>The new external auditors are Grant Thornton and they have set the following timescale for submission of the annual return</p> <table data-bbox="193 1283 1318 1391"> <tr> <td data-bbox="193 1283 1050 1319">Display the Notice of Date for Exercise of Electors rights</td> <td data-bbox="1050 1283 1318 1319">3<sup>rd</sup> May 2013</td> </tr> <tr> <td data-bbox="193 1319 1050 1355">Statutory deadline for DMGPC to approve the annual accounts</td> <td data-bbox="1050 1319 1318 1355">30<sup>th</sup> June 2013</td> </tr> <tr> <td data-bbox="193 1355 1050 1391">Publish or display audited annual return</td> <td data-bbox="1050 1355 1318 1391">30<sup>th</sup> September 2013</td> </tr> </table> <p><b>Resolved:</b> Process and timescale noted  <b>Resolved:</b> A quarterly bank reconciliation to be carried out with the Chair</p> <p><b>d) To consider Clerk's Training requirements</b>  <b>Resolved:</b> To support the Clerk to attend SLCC training courses on Burial Grounds and Allotments  <b>Resolved:</b> To apply to NALC for the training bursary</p>	Cheque	Expenditure	Amount	692	Mel Preedy final expense claim 01 April 2013	£82.87	693	HMRC payment quarter 4 (Mel Preedy)	£15.20	694	Cllr J Litchfield – P3 expenses (receipts submitted)	£38.41	695	H W Morgan & Sons. Repair to Bus Shelter Inv 1082013 (£30 + VAT)	£36.00	696	Donation to Citizens Advice Bureau (agreed at March PC meeting agenda item 196(b))	£45.00	697	Maj J Hereford - Checkley Barn picnic site peppercorn rent (2012)	£10.00	698	HALC Training event – Fun with Finance. Cllr Brewin. Inv 2457 (£25 + VAT)	£30.00	Display the Notice of Date for Exercise of Electors rights	3 <sup>rd</sup> May 2013	Statutory deadline for DMGPC to approve the annual accounts	30 <sup>th</sup> June 2013	Publish or display audited annual return	30 <sup>th</sup> September 2013	<p>Clerk</p> <p>Clerk</p> <p>NB/ Clerk</p> <p>Clerk</p>
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213	<p><b>Highways and Footpaths</b></p> <p><b>a) To report any defects to the Clerk</b></p> <ul style="list-style-type: none"> <li>• A new sign is required for the Bungalows numbers 1 – 6 on Sufton Lane  <b>Action:</b> Quotations to be brought to the next meeting</li> <li>• Two trees between the burial ground and the Moon have been cut back but the rest still need attention  <b>Action:</b> To write to Enterprise Inns with cc to landlord of the Moon</li> <li>• The hedge opposite Well Wood House, Dormington was severely cut back several years</li> </ul>	<p>Clerk</p> <p>Clerk</p>																														

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	<p>ago and has not grown back.  <b>Action:</b> To liaise with out-going clerk re contacting Mr Williams asking for it to be reinstated</p> <ul style="list-style-type: none"> <li>• The road is falling into the ditch by Clouds Farm which is causing a hazard, particularly for school and service buses.  <b>Action:</b> Report to Amey</li> <li>• The edges of the Dormington to Mordiford road are damaged and in places dangerous.  <b>Action:</b> Report to Amey</li> <li>• There are severe potholes in Hampton Bishop road from Mordiford bridge through to Bunch of Carrots. There are also a number of cat's eyes missing.  <b>Action:</b> Report to Amey</li> <li>• The white lines in the centre of the road by the Maltings Dormington are worn away and causing a hazard.  <b>Action:</b> Report to Amey</li> <li>• The road between Broomy Hill and Wootton Farm, near Checkley is in a bad state of repair but the ownership is unclear.  <b>Action:</b> To establish if it is part of the Foley Estate or Amey's responsibility.</li> </ul> <p><b>b) To Report any Jobs for the Lengthsman</b></p> <ul style="list-style-type: none"> <li>• The stile by Moor Mills, leading from the Orchard to the Main Herford to Ledbury road is overgrown.</li> <li>• Dormington Village sign by Moor Mills needs cleaning</li> <li>• Litter pick required at Swardon Quarry</li> <li>• The area around the Spout needs the vegetation cutting back  <b>Action:</b> Lengthsman to be notified</li> </ul>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
214	<p><b>Current Consultations</b></p> <p><b>a) Core Strategy</b></p> <p>It was felt that the new Hereford relief road should go to the East, linking Rotherwas to the B4224, coming out at the bottom of Tupsley Pitch, on the Ledbury road at a minimum. This would relieve the pressure on the already-busy Mordiford – Dormington road. An Eastern route would not only benefit Rotherwas but would link the south side of the city with the colleges and the hospital, making access easier, particularly for ambulances. Concern was expressed that no mention was made of health services which would be essential to support the proposed growth.  <b>Resolved:</b> To respond with a recommendation that the opportunity for an Eastern route should be given serious consideration as should the provision of additional health services.</p> <p><b>b) Community Infrastructure Levy</b>  <b>Resolved:</b> To respond with a comment that the £140 rate was too high and may put pressure on the viability of development in certain areas of Herefordshire.</p>	<p>Clerk</p> <p>Clerk</p>
215	<p><b>Burial Ground and Closed Churchyard</b></p> <p><b>a) To confirm arrangements for the Closed Churchyard Working Group</b>  <b>Resolved:</b> Cllr Dukes to convene a meeting to agree the proposed work with Rev Chris Moore and Edgar Moss (Churchwarden) with a view to compiling a list of tasks which can be carried out after July.</p>	<p>BD</p>
216	<p><b>To Note Information Sheet (April 2013) and any other updates</b></p> <p>The Chair updated the Parish Council about the following meetings which were to be set up  Rev Chris Moore – Churchyard wall</p>	

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<p><b>217</b></p> <p><b>218</b></p>	<p>Major Hereford – The Green and Fence The Chair of Governors of Mordiford School</p> <p><b>To Raise Item for the next Scheduled Parish Council Meeting</b> There were no items raised other than those covered in the meeting</p> <p><b>To Note Date and Time of the Annual Meeting of the Parish Council</b> Tuesday 21<sup>st</sup> May 2013 at 7.30 pm</p> <p>The meeting closed at 9.20 pm</p> <p>Signed ..... Date 21<sup>st</sup> May 2013 Chairman of Dormington and Mordiford Group Parish Council</p>	