



## DORMINGTON & MORDIFORD GROUP PARISH COUNCIL



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

#### Present

CLLrs Ray Dickson (Vice Chair), Jan Ashton-Jones, Brian Dukes, John Litchfield, David Lloyd, Lorna Radnor,

#### In attendance

Chris Bucknell – Clerk, 1 member of the public attended

The meeting was scheduled to be held in Dormington Church but due to circumstances outside of the control of the GPC the meeting was moved to Dormington Court. Arrangements were made to direct members of the public to the venue.

Item	Minutes	Action																					
<b>513</b>	<p><b>To Receive Apologies for Absence</b> Cllr N Brewin, Cllr J Lee, Cllr C Shearer, Cllr J Hardwick</p>																						
<b>514</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>515</b>	<p><b>To accept minutes of the previous meeting held on 19<sup>th</sup> January 2015</b> <b>Resolved:</b> Minutes of meeting held on 19<sup>th</sup> January 2015 were agreed with one amendment to item 495b and signed by the Vice Chairman.</p>																						
<b>516</b>	<p><b>To receive brief verbal reports from:</b></p> <p><b>a) Police Representative</b> No police representative was present and there was no update</p> <p><b>b) Neighbourhood Watch Update</b> There had been an accident on the approach to Mordiford Bridge (from Hereford) where a 4x4 ran into the rear of another vehicle. There were no injuries.</p> <p><b>c) Ward Member</b> Cllr Hardwick had given apologies. There was no update.</p> <p><b>d) WM Housing</b> The following update on shared ownership properties had been received</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 20%;">Applicant A</td> <td style="width: 15%;">(2 bed)</td> <td>Refused due to affordability</td> </tr> <tr> <td>Applicant B</td> <td>(3 bed)</td> <td>Unable to proceed</td> </tr> <tr> <td>Applicant C</td> <td>(3 bed)</td> <td>Orbit approval refused due to applicant still owning a property with ex</td> </tr> <tr> <td>Applicant D</td> <td>(3 bed)</td> <td>Decided not to proceed – have issues with the development</td> </tr> <tr> <td>Applicant E</td> <td>(3 bed)</td> <td>Now offered a property – applicant checking mortgage availability</td> </tr> <tr> <td>Applicant F</td> <td></td> <td>No local connection</td> </tr> <tr> <td>Applicant G</td> <td></td> <td>No local connection</td> </tr> </tbody> </table>	Applicant A	(2 bed)	Refused due to affordability	Applicant B	(3 bed)	Unable to proceed	Applicant C	(3 bed)	Orbit approval refused due to applicant still owning a property with ex	Applicant D	(3 bed)	Decided not to proceed – have issues with the development	Applicant E	(3 bed)	Now offered a property – applicant checking mortgage availability	Applicant F		No local connection	Applicant G		No local connection	
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	Applicant H	(2 bed)	Had local connection, offered a property but decided not to proceed																
	Applicant I	(2 bed)	Lived in Mordiford for 7 years – offered a property and paid reservation on plot 9 – plot reserved																
	Applicant J	(2 bed)	Application being assessed																
	<p>Information had been placed in The Beneficial and in the Dormington Newsletter in order to encourage people to take up the properties.</p> <p>There was no update on the allocation of rented properties.</p> <p>WM Housing anticipate that the scheme will be competed and handed over from Harpers on 16<sup>th</sup> March.</p>																		
<b>517</b>	<p><b>Public Participation Session</b></p> <p>There were no comments from members of the public.</p>																		
<b>518</b>	<p><b>To Consider Planning Matters</b></p> <p><b>a) To Consider any Planning Applications</b></p>																		
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<b>519</b>	<p><b>Finance</b></p> <p><b>a) To receive a Finance Report from the RFO</b></p> <p><b>Bank balances:</b></p> <p>Business Current Account £18,441.48 (Bank statement 13/02/15) Business Reserve account £4,305.21 (Bank Statement 19/11/14). It should be noted that the above funds include earmarked reserves and grant funding and should not be considered as available funds.</p>																		

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520	<b>b) To Agree Payments made since last meeting</b>	Clerk							
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	<b>Resolved:</b> Payment Approved								
	<b>c) To agree payment of outstanding invoices</b>								
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<b>Resolved:</b> Payments Approved									
<b>Update on NP Grant</b> – Total Grant awarded = £6,960, £6,264 paid in advance. Total expended (less VAT) = £5,672.96. Final Report has been submitted and approved and a repayment of around £591.04 is expected.									
<b>d) To Consider Grant to Dormington PCC</b>									
This item was deferred until the March meeting.									
<b>e) Review of Standing Orders and Financial Regulations</b>									
Financial Regulations and Standing Orders (last reviewed April 2014) had been circulated to all Cllrs in advance of the meeting for comment.									
The Standing Orders had been amended to include a section on the recording, filming and reporting of Parish Council meetings (Openness of Local Government Regulations 2014). Cllr Dukes queried Section 16 which stated: Due to the restricted number of Councillors, sub-committees will not be appropriate.									
<b>Resolved:</b> To look back at why this section had been added and to review at the March meeting.									
There was no change to the Financial Regulations. The Risk Assessment had been updated to include a section on electronic banking which mirrors the Financial Regulations.									
<b>Resolved:</b> To approve the Financial Regulations and Risk Assessment									
<b>Highways, Footpaths and Commons</b>									
<b>a) Mordiford Traffic/Pedestrian Safety Proposals</b>									
The list of proposals had been submitted to Herefordshire Council as agreed at the January meeting. No response had yet been received.									
<b>b) Highways and Footpath Issues</b>									
The Clerk reported planned works in Mordiford (outside Yew Tree Cottage and Rectory Cottage),									

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521	<p>which will result in three way traffic lights.</p> <p>A complaint had been received from a member of the public regarding heavy lorries passing through Mordiford. This had been reported to Balfour Beatty who responded by saying that the restriction was a weight limit at the bridge of 16.5T ‘except for access’, which effectively legitimised anything over 16.5T using that route. This response had been passed on to Cllr Hardwick.</p> <p>Cllr Litchfield responded to a comment made regarding whether bollards outside Wallflower Row would leave enough room for pushchairs; he felt installation of bollards would make no difference to the use of the pavement and may increase pedestrian safety.</p> <p><b>c) Update on Lengthsman and P3 Scheme</b></p> <p>Balfour Beatty have now produced guidance notes for the Lengthsman and P3 Grant. An Annual Maintenance Plan will need to be completed which details the Activity, Level of Service/Frequency and the Estimated Budget. Balfour Beatty recognise that this can only be as accurate as the information held at the time and that things may change but the plan will need to be completed, together with a risk assessment, before 1 April 2015, if the grant is to be accessed. The Clerk reported that Michael Dyer had indicated that he is willing to carry on with general Lengthsman duties but did not want to take on pothole filling. The Clerk recommended that Richard Mills, who successfully carried out the work during the pilot and who is fully trained with a team of experienced men is considered if the GPC wished to consider pothole repair. It was also noted that if the GPC wished to include the filling of potholes in their Lengthsman plan there would need to be link Cllr(s) who would work with the Locality Steward to identify the work to be done before it is passed to the Lengthsman. This is to ensure that there is clear demarcation and agreement about which defects would be the responsibility of the Lengthsman and which would be carried out by Balfour Beatty. The Clerk asked the GPC to consider their position regarding the scope and requirements of new Lengthsman and P3 Scheme.</p> <p><b>Footpaths</b> - Cllr Litchfield noted that following concerns about footpath DR1 at Claston Farm he had walked the route and in his view there were no real issues other than the footpath needed way-marker posts to direct walkers along the legal line, which Cllr Litchfield suggested was done after the building work was complete.</p> <p>A resident had reported a problem when walking between Jones Hill and Mangerdine, requesting that railway sleepers be put down along the route. Cllr Litchfield noted that this had previously been discussed with the Forestry Commission but it was not felt to be a realistic option.</p> <p>It was noted that £168.51 of Lengthsman Grant remained with one invoice for work at Larport Lane outstanding. £146 of P3 grant remained.</p> <p><b>d) To report any defects to the Clerk</b></p> <p>On the Priors Frome to Dormington Road (part way between the Electricity Sub-station and Larport Cross Roads) the sign, which was previously reported as missing is still there but leaning into the hedge and needs re-seating.</p> <p>On the Woolhope Road, above Pentoloe Close on the right, the reflective pegs marking the edge of the sheer drop have been knocked over.</p> <p><b>e) To Report any Jobs for the Lengthsman</b></p> <p>No further jobs were reported.</p> <p><b>Neighbourhood Planning</b></p> <p>This item was deferred to the March meeting.</p> <p><b>Allotments</b></p>	<p>Clerk</p> <p>Clerk</p>

Item	Minutes	Action
522	<p><b>a) Update from Allotment Working Party</b> WM Housing had agreed to install the water dip tank, which will have its own meter and lockable tap.</p> <p>There are 4 plots between 126 and 140 sqm, 5 between 210 and 266 sqm and 2 between 160 and 170sqm. The remaining 2 plots which you've asked us to grass over are 70 sqm and 154 sqm. Total 13. There is a need to match these sizes to the plan and the Clerk was asked to contact Nick Edge. Currently the GPC had asked for 11 of the plots to be set up with the 2 by the orchard set to grass until they were required. This would be reviewed at a later date once the total number of applicants were known. To date expressions of interest had been received from 8 residents; 5 from Mordiford, 2 from Dormington and 1 from Bartestree.</p> <p>There was a need to agree a formal application form for those interested in the allotments. There was also a need to agree the type of fruit trees to be planted in the Orchard.</p> <p><b>b) To Consider Allotment Tenancy Agreement</b> The NALC Tenancy Agreement Template and a draft set of Allotment Rules (from Lark Lane Allotment Association) had been circulated to all Cllrs in advance of the meeting. The Clerk pointed out that there were some discrepancies with the Allotment Rules, particularly regarding keeping of livestock.</p> <p><b>Resolved:</b> To use the Allotment Rules provided by the National Allotment Society in order to ensure compliance and consistency. These would be circulated once the membership application had been approved.</p> <p><b>c) To Consider Site Facilities</b> WM Housing could not fund the provision of toilets. Various options had been considered and a small group were to visit Leominster allotments to investigate the organic toilets installed there. A portaloos could be provided by Green Sludge for £18 per week, fully serviced. It was felt that the cost of facilities should be included in the allotment rental and not borne by the GPC.</p>	Clerk
522	<p><b>Mordiford Green</b></p> <p><b>a) Update from Working Party</b> There was no further update.</p> <p><b>b) To Consider any costs related to Mordiford Green</b> There were no costs</p>	
523	<p><b>Burial Ground and Closed Churchyard</b></p> <p><b>a) Update from the Working Party</b> There was 10 yards of hedge still to be planted. The leaking standpipe had not been attended to. It was suggested that if the water was purely for the benefit of the Burial Ground the GPC should consider funding the repair. Cllr Dickson agreed to discuss it with the Landlord of the Moon Inn.</p> <p><b>b) To Consider any Costs related to the Burial Ground and Closed Churchyard</b> There were no costs</p>	RD
524	<p><b>Scutterdine Lime Kilns</b> All the rubbish had been cleared out of both Kilns and the ivy and stumps had been poisoned in order for them not to grow back. The pond had been cleared out and had exposed an industrial archeological site. It was noted that the farmer was pleased with the project. The AONB had been approached and will carry out a site visit in March with a view to being able to access the £1,00 grant funding discussed when the project was first started.</p> <p>It was proposed that a small gift could be given as a thank you for use of the digger. This would be discussed at the March meeting</p> <p><b>To Consider Memorial for Local Resident</b> Cllr Lloyd had continued to explore the options with the family, who had indicated their preference</p>	

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525	<p>would be for a small bench with a plaque to be sited either on the green adjacent to the “Spout” or failing that, the burial ground. Cllr Brewin had been in contact with Rev Chris Moore regarding a joint approach. Cllr Dukes felt the Churchyard would be a better site but this would require a Faculty from the PCC. It was noted that there had been a private contribution to the benches in Mordfiord Green and it was felt the family may like to make a similar contribution, maybe funding the plaque.  <b>Resolved:</b> Cllr Lloyd to approach the family with regard to a financial contribution.  <b>Resolved:</b> Cllr Brewin to continue discussions with Rev Moore regarding a joint approach.</p>	
526	<p><b>Tolkien’s Shire Link with Mordiford</b>  There had been no response to the article in The Dragon. Cllr Dukes had been in touch with the Hereford Times and Visit Herefordshire and was going to put another, longer piece on the website.</p>	DL NB
527	<p><b>Election Processes and Procedures</b>  The Clerk outlined the timescale for the election and the process for those wishing to stand. No response had been received from HALC regarding their pre-election offering. Nomination packs were available at the meeting. It was agreed to place a notice on the noticeboards saying that those wishing to stand should contact the Elections Team. This would also be announced at the Neighbourhood Planning Steering Group Meeting.</p>	
528	<p><b>Local Council Award Scheme</b>  Foundation level of the Local Council Award Scheme had been awarded due to the existing Quality Parish Status. The criteria to apply for Quality and Quality Gold Status was now available and would be considered. It was felt unrealistic to make the application before the election but work could be done on gathering some of the evidence.</p>	
	<p><b>To Note the Information Sheet (February 2015) and any other Updates</b>  <b>Resolved:</b> The Information Sheet was noted.</p>	
529	<p><b>To Raise Items for the next Scheduled Parish Council Meeting</b>  Venue for GPC Meetings.</p>	
530	<p><b>To Note Date and Time of the next Regular Meeting of the Group Parish Council</b>  Monday 16<sup>th</sup> March 2015 at 7.30pm in Mordiford School Hall.</p>	
531	<p>The meeting closed at 9.30 pm</p>	
	<p>Signed ..... Date 16<sup>th</sup> March 2015  Vice Chairman of Dormington and Mordiford Group Parish Council</p>	

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