



DORMINGTON & MORDIFORD GROUP PARISH COUNCIL



Minutes of the Meeting of the Group Parish Council held on Wednesday 15th February 2017 at 7.30pm At Priors Frome Chapel

Present

Cllrs Ray Dickson (Chair), Cllr Joanna Kippax, Mel Preedy, John Litchfield (from Agenda Item 8), Chris Bucknell (Parish Clerk)

In attendance

Ward Cllr John Hardwick

6 members of the public were present

Item	Minutes	Action				
1.0	To Receive Apologies for Absence – Cllr Ashton-Jones, Cllr Lloyd, Cllr Litchfield (present from Agenda Item 8)					
2.0	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.					
3.0	To accept minutes of the Regular Meeting of the Group Parish Council held on 18th January 2017 Resolved: Minutes of meeting held on 18 th January 2017 were agreed and signed by the Chairman.					
4.0	To receive brief verbal reports from: a) Police Update The February SNT Newsletter had been circulated to all Cllrs. There were no incidents reported. b) Neighbourhood Watch Update There was no update c) Ward Member – Councillor Hardwick Cllr Hardwick reported that the full Council had agreed the budget for 2017/18 and the Council Tax was set to rise by 3.9%. It was expected that it would rise by that figure in the two following years.					
5.0	Public Participation Session A member of the public had contacted the Parish Council about concerns regarding parking at Sufton Rise. This is minuted under Agenda Item 8c.					
6.0	To Consider Planning Matters a) To Consider any Planning Applications					
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Reference</th> <th style="text-align: center;">Application</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">170048</td> <td>85 Tower Hill, Dormington. Certificate of lawfulness for existing use as a dwelling for in excess of 10 years.</td> </tr> </tbody> </table>	Reference	Application	170048	85 Tower Hill, Dormington. Certificate of lawfulness for existing use as a dwelling for in excess of 10 years.	
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	<i>This application had been circulated to Cllrs in between meetings. There were no objections.</i>					

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	b) To Note any Decisions/Notifications Received			
	Reference	Application	Decision	
163491/ 163733		Woodavens, Dormington. Conversion of outbuilding into dwelling/Listed building consent	Approved with Conditions	
162558		The Lime Kilns, Hope Springs Farm, Mordiford - Proposed change of use from B8 to B1 with conversion of existing building to form 5 office/workshop units	Awaiting Decision	
163288		Land Adjacent to Pump Orchard, Priors Frome. Application for 2 houses with garaging	Withdrawn	
163300		Land Adjacent to Pump Orchard, Priors Frome. Site for 3 detached houses with garaging and alterations to existing access (outline)	Approved with Conditions	
	Reference	Application	Decision	
164103		Claston Farm, Dormington. Erection of 2 additional broiler units on existing poultry site with associated infrastructure.	Awaiting Decision	
	<p>A resident of Dormington had contacted the Clerk expressing concern that the views of Dormington residents had not been considered when discussing this application at the January meeting. The Clerk had pointed out that despite the efforts of the Parish Council it had not been possible to find a resident of Dormington to sit on the Parish Council and no residents attended the Parish Council meetings despite the meetings being widely publicised in and around Dormington. Subsequent to this, the Chair had contacted the resident concerned who had failed to return his call. The Parish Council felt that without some level of engagement from Dormington it was impossible to address these concerns.</p> <p>The Clerk noted that she had been contacted by Ed Thomas from Claston Farm who had expressed willingness to come to a GPC meeting if required to answer questions from Cllrs and from the public. Mr Thomas confirmed that the comments made by the Parish Council regarding environmental issues, waste disposal and maintaining the footpath had been taken on board and would be fully addressed when progressing the application.</p>			
	<p>c) Other Planning Issues</p> <p>21 The Maltings Dormington – Steve Davies, Development Supervisor / Enforcement Officer had sent the following information.</p> <p><i>The residential development of the carports (former barns) does not fall under the definition of development, not being regarded as a ‘separate planning unit’ under planning law as long as its use remains ancillary to the main dwelling. However, the alteration of these buildings is in breach of Condition 10 of the original planning permission. Therefore, the Council has required the owner either to restore the buildings to their original condition or apply for planning permission to vary Condition 1 within 60 days of 17th January 2017. With regard to the windows on the north-western elevations of the original stone buildings, we have it on record that the owner was informed by the Council that the harm caused by this particular breach was not so significant that it would necessarily be expedient to take enforcement action, and therefore the Council has not required the owner to remove these windows.</i></p> <p>A resident from The Maltings was present at the GPC meeting and spoke about concerns regarding this development. The building was now occupied which, as expected, was causing parking and access issues. Visibility concerns had also been voiced from the resident of Dormington Court. It was noted that this was now a 4-bedroom house, the extension having removed any parking which was now limited to only a double garage which was currently being used for storage. It was noted that Article 8 of the original planning application required the developer to retain the original allocated parking and</p>			

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7.0	<p>this had not been adhered to. As well as road safety issues because of reduced visibility concern was also raised about access for emergency vehicles and it was suggested that the Police or Ambulance Service should be asked to comment on the accessibility. It was also suggested that the GPC could write to the resident expressing concerns about parking. The Clerk was asked to raise this once more with the Planning Team.</p> <p>BT Connection Box – The noticeboard had now been moved to its new position alongside the pavement which it was felt made it more accessible as well as allowing the new BT Connection box to be installed. The Clerk had passed this information onto Colin Foster who said he would keep the GPC informed of the timescale for the installation.</p> <p>Finance</p> <p>a) To receive a Finance Report from the RFO Bank balances: Business Current Account £47,977.51. Business Reserve account £4,308.97. Income included Qtr 3 Lengthsman and P3 Grant (£1,176.76) and Burial Ground fees of £225. 5 Allotment fees have been paid (£312), one (£52) was still outstanding and would be followed up.</p> <p>b) To Agree Payments made since January meeting There had been no payments</p> <p>c) To Agree Payment of Outstanding Invoices</p> <table border="1" data-bbox="209 909 1433 1384"> <thead> <tr> <th>Chq/ BACS</th> <th>Expenditure</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>BACS</td> <td>National Allotment Society Membership Number S4886A. £55 + VAT <i>Note: It was agreed to pay this subscription for 2017 but to keep under review.</i></td> <td>£66.00</td> </tr> <tr> <td>BACS</td> <td>50 x 2nd class stamps (cost reimbursed to Clerk)</td> <td>£27.50</td> </tr> <tr> <td>BACS</td> <td>Reimbursement to Wellington Parish Council for 50% of Clerks SLCC Membership Fee</td> <td>£60.50</td> </tr> <tr> <td>BACS</td> <td>Reimbursement to Wellington Parish Council for 50% of Ink Cartridge Order (net)</td> <td>£61.44</td> </tr> <tr> <td>BACS</td> <td>Enviroability invoice 2855. Moving of Mordiford Green noticeboard. To be recovered from BT</td> <td>£40.00</td> </tr> <tr> <td>BACS</td> <td>B&Q voucher. Gift to Fred Davies for maintaining Mordiford Green £50 voucher with 6% discount (reimbursed to Clerk)</td> <td>£47.00</td> </tr> </tbody> </table> <p>Resolved: All payments Approved</p> <p>d) To Consider Donation to Dormington Churchyard</p> <table border="1" data-bbox="209 1469 1433 1581"> <thead> <tr> <th>Chq/ BACS</th> <th>Expenditure</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Chq 925</td> <td>Donation to Dormington PCC towards upkeep of churchyard</td> <td>£250.00</td> </tr> </tbody> </table> <p>Resolved: To give a donation to Dormington PCC towards the upkeep of the churchyard.</p> <p>e) To Consider Ross on Wye Bus Subsidy The Clerk at Fownhope had provided usage figures for the bus service which were circulated to Cllrs in advance of the meeting. For the 12-month period there were 240 journeys (in total) at an overall cost of £168 (subsidy for all passengers = £0.70 per journey). Unfortunately, the bus company did not keep statistics of who joined the bus at each stop so there was no indication of whether these residents came from Dormington and Mordiford and therefore an evaluation of value for money could not be made. Following discussion, it was felt that this needed to be kept under review but at the moment the DMGPC would continue with the subsidy.</p> <p>f) To Review and Approve Standing Orders The Standing Orders were last reviewed and adopted on 17/02/2016 and Councillors had been asked</p>	Chq/ BACS	Expenditure	Amount	BACS	National Allotment Society Membership Number S4886A. £55 + VAT <i>Note: It was agreed to pay this subscription for 2017 but to keep under review.</i>	£66.00	BACS	50 x 2 nd class stamps (cost reimbursed to Clerk)	£27.50	BACS	Reimbursement to Wellington Parish Council for 50% of Clerks SLCC Membership Fee	£60.50	BACS	Reimbursement to Wellington Parish Council for 50% of Ink Cartridge Order (net)	£61.44	BACS	Enviroability invoice 2855. Moving of Mordiford Green noticeboard. To be recovered from BT	£40.00	BACS	B&Q voucher. Gift to Fred Davies for maintaining Mordiford Green £50 voucher with 6% discount (reimbursed to Clerk)	£47.00	Chq/ BACS	Expenditure	Amount	Chq 925	Donation to Dormington PCC towards upkeep of churchyard	£250.00	Clerk
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	<p>for comments about whether they felt any amendments should be made. Resolved: Cllrs did not feel there needed to be any amendments and the Standing Orders were therefore re-adopted and will be re-circulated.</p> <p>g) To Review and Approve Financial Regulations and Risk Assessment The Financial Regulations were last reviewed and adopted on 17/02/16 and Councillors were asked for comments about whether they felt any amendments should be made. The Clerk highlighted the fact that currently BACS payments were made on the approval of the whole Parish Council and, once payment was made, a copy of the transaction confirmation was printed out and attached to the invoice. The Financial Regulations currently stated that it should be 2 of the 4 cheque signatories that should approve the BACS transactions and the Clerk proposed that this was amended to reflect the approval of the whole Council. It was noted that there were currently only 2 cheque signatories. Resolved: To amend the Financial Regulations and Risk Assessment to reflect the authorisation of electronic (BACS) payments and to re-adopt the documents. Resolved: To put the issue of cheque signatories onto the March agenda</p> <p>Cllr John Litchfield joined the meeting at this point</p>	<p>Clerk</p> <p>Clerk</p>
8.0	<p>Highways, Footpaths and Commons</p> <p>a) Mordiford Traffic/Pedestrian Safety Proposals To Consider Proposals for Picket Fences – The Chair circulated the information from Eardisley, Winforton and Whitney together with a costing for the project. The information pack was handed to Cllr Preedy with the intention that it be passed on to Councillors to consider before the March meeting. The Chair noted that the areas which had already installed Picket Fences had noticed a small but significant impact on the number of vehicles speeding in their area. No further information had been received from Hampton Bishop Parish Council but Cllr Hardwick requested that they be given a plan of where the fences were to be located. Cllr Dickson said he would prepare this information. SIDS – There was no further information regarding this.</p> <p>b) School Car Parking A letter which had been circulated to the parents of all school pupils was shown to Cllrs – this indicated that the school were actively looking to find a solution to the issue sooner rather than later. Cllr Hardwick reiterated the report he gave at the January meeting regarding potential funding for the school, discussions about which were ongoing.</p> <p>c) Highways and Footpath Issues Update on Footpath Maintenance Cllr Litchfield reported that M32, the Trig Point Path, was now fully open and he thanked Balfour Beatty for all their hard work in clearing this path. Way posts were to be placed at either end of the path. The Enviroability Team were currently working by The Pound creating steps and a hand rail to make the path in the woods more accessible.</p> <p>Heavy Lorries using the Upper Dormington Road The Clerk had been contacted by a resident who was concerned by the number of heavy lorries using the Upper Dormington Road. He had asked that a weight restriction be placed on the road but that would require a Traffic Regulation Order which would take some time and may not be successful. It was noted that this was probably a Sat Nav issue with lorries turning off the main Ledbury road too soon. It was suggested that a sign saying the road was not suitable for HGV Vehicles could be a possibility and the Clerk was asked to pursue this with Balfour Beatty.</p> <p>Parking Restrictions on Sufton Rise The Clerk had received an email from a resident of Sufton Rise, (he and one other resident were in attendance at the meeting), requesting the help of the Parish Council to get parking restrictions at the top of Sufton Rise. Residents were requesting that lines be placed on the road at the turning point at</p>	<p>RD</p> <p>Clerk</p>

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	<p>the top end of the street to ensure all emergency services vehicles, delivery vehicles, refuse lorries and residents could get unrestricted access to properties at the top of the street, access currently being restricted by on street parking in the turning area. Residents had been told that to do this they would need a Traffic Regulation Order which need to be applied for by the Parish Council. Herefordshire Housing had been contacted and confirmed that they had regularly received complaints about parking over the years, much relating to vehicles being inappropriately parked at the turning area and because of this they would be broadly supportive of any measures that would make the area safer for all residents and which would allow them access to their driveways where applicable.</p> <p>It was felt that to apply for a TRO in the usual way would take a disproportionate length of time and Cllr Hardwick said he would pursue this with Herefordshire Council to see if something could be done quickly to alleviate the parking issue.</p> <p>d) To Agree 2017/18 Lengthsman and P3 Annual Plan A draft of the Annual Plan had been circulated to all Cllrs in advance of the meeting, based on last year's plan, amended to take into account the significant reduction in funding for 2017/18. The frequency of some of the work had been reduced with some activities removed completely in order to match the grant funding available. It was noted that this lack of funding would impact on some work which traditionally has been done on a regular basis. Cllr Litchfield strongly advocated that work such as strimming of Pentaloe Close, The Spout etc should not be reduced as this would impact on residents.</p> <p>Whilst this was acknowledged the Clerk noted that there was only a certain amount of funding available in 2017/18 and the Annual Plan needed to reflect this, although additional work could be funded in full by the Parish Council. Cllr Litchfield put forward some amendments to the Annual Plan and the Clerk was asked to incorporate these before submitting to Balfour Beatty. It was agreed that there was a need to agree a sum which could be earmarked over and above the match funding for the Lengthsman and P3 contract so that maintenance work could continue at the same level as before. The Clerk was asked to prepare and indicative budget and circulate this before the March meeting.</p> <p>e) Work to be carried out and any Other Issues and Updates Litter on the Dormington to Mordiford Road The Lengthsman could be asked to do this if there was sufficient budget; alternatively, it was suggested that the Parish Council could organise a Community Litter Pick. It was felt that sometime around Easter may be advantageous as this would allow time to let the public know and to gather support. The Clerk was asked to establish the availability of litter pick kits.</p> <p>Pothole Outside of Mordiford School – The Clerk was asked to check if this had been reported.</p> <p>Stints Lane to Old Sufton Lane – there was a pothole and the bank had collapsed close to the T junction at the top of the lane. The wall outside The Froome had collapsed and needed repair. Cllr Dickson would draft a letter to be sent to the resident asking him to carry out this work.</p> <p>Checkley Brook – The resident of Brookside had complained once more about the state of the Brook and the fact that debris was blocking it, causing it to overflow onto her drive. She was insistent that this was the responsibility of the Parish Council and/or Herefordshire Council and was demanding that something was done. The Clerk reiterated that Balfour Beatty had confirmed that this was a Riparian Responsibility issue and that those owning the land adjacent to the Brook were responsible for clearing it rather than the Council. This had been communicated to the resident who refused to accept this. The Clerk had asked Balfour Beatty for further guidance and Cllr Kippax said she would look on the Land Registry to see if she could establish who owned the adjoining land.</p> <p>f) To Consider Lengthsman Contract 2017/18 With the much-reduced funding available from 2017/18 there was a need to ensure that the grant was spent in the best way possible with work being undertaken together to gain efficiencies wherever possible. Cllr Litchfield proposed that the strimming of Pentaloe Green, The Spout, the Common and the area by the stream be undertaken by Enviroability who would do this work in conjunction with</p>	<p></p> <p></p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>RD/ Clerk</p> <p>JK</p>

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9.0	<p>other work in the area, thus saving money on equipment and travel.</p> <p>Allotments</p> <p>a) Update from Allotment Working Party There was no further update</p> <p>b) To Consider Vacant Allotments Two allotment holders had written to withdraw from their allotment tenancy leaving 6 allotments filled (one tenant has yet to pay the 2017 fee). Total annual income from the allotments (if the remaining rental is paid) would be £364 – the cost of strimming the vacant allotments was £20 each – which meant the cost of maintaining the vacant plots would exceed the income unless additional tenants could be found.</p> <p>c) Update on Lease Agreement The final lease agreement had been received but there were inaccuracies in the Chairman’s name which needed to be amended before it was signed. Cllr Preedy confirmed that she and Cllr Lloyd had met with the solicitor to look at the map of the area. With the current under occupation Cllrs queried if there was a break clause in the lease which could be used if it was decided the project could no longer continue. The Clerk was asked to establish this.</p> <p>d) To Approve Expenditure on Legal Fees These were not yet known</p> <p>e) To Consider any Expenditure There was no further expenditure</p>	Clerk
10.0	<p>Burial Ground and Closed Churchyard</p> <p>a) To Consider any Costs related to the Burial Ground and Closed Churchyard There were no costs</p>	
11.0	<p>2017 Parish Newsletter In the absence of Cllr Ashton Jones the Chair agreed to take this forward and asked that any suggestions for content be forwarded to him with the aim of getting a newsletter produced for April.</p>	
12.0	<p>To Note the Information Sheet (February 2017) and any other Updates Due to a technical error Cllrs has not received the February Information Sheet and this would be re-sent. Brian Dukes had recently noted that the website usage statistics showed a much-increased hit rate from Russia and Cllrs wondered if this should be reported. It was agreed to consider who this should be reported to.</p>	
13.0	<p>To Raise Items for the next Scheduled Parish Council Meeting - None</p>	
14.0	<p>To Note Date and Time of the next Regular Meeting of the Group Parish Council Wednesday 15th March 2017 at 7.30pm at Mordiford Primary School</p> <p>The meeting closed at 9.25 pm</p> <p>Signed Date 15th March 2017 Chairman of Dormington and Mordiford Group Parish Council</p>	