



## DORMINGTON & MORDIFORD GROUP PARISH COUNCIL



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

#### Present

Cllrs Nick Brewin (Chair), Ray Dickson, Jan Ashton-Jones, Peter Davies, Brian Dukes, John Lee.

#### In attendance

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

Item	Minutes	Action
249	<p><b>To Accept Apologies for Absence</b> Apologies were accepted from Cllr Cheryl Shearer, Cllr Lorna Radnor, Cllr John Litchfield</p>	
250	<p><b>Declarations of Interest</b> a) To receive declarations of interest - None received b) To approve any written requests for dispensations - None received The Chair asked the Clerk to confirm under what circumstances a dispensation would be required. The Clerk confirmed that a parish council may grant a dispensation if it considers that without the dispensation the number of Councillors prohibited from participating in a particular agenda item would be so great that it would seriously affect the council's ability to carry out its function and/or it would not be in the interests of people living in the parish.</p>	
251	<p><b>To accept minutes of the previous meeting held on 18<sup>th</sup> June 2013</b> Minutes of the previous meeting were accepted as a true and accurate record and signed by the Chairman Cllr Dukes requested that the minutes and agenda files be marked more clearly to aid identification. He also requested that a copy of the draft minutes be forwarded for inclusion on the website as soon as they have been reviewed by the Chair.</p>	<b>Clerk</b>
252	<p><b>Overview and Update on Neighbourhood Planning</b> a) Presentation from Lyonshall Parish Council Paul Avery, Chair of Lyonshall Parish Council gave a short presentation on Lyonshall's progress towards developing a Neighbourhood Plan, which they felt would give the parish the input they needed to shape their community. He stressed that it was necessary to include a high level of community consultation, which must be democratic and give all sectors of the community a chance to have their voice heard. It was felt important that the Parish Council should lead the process but not dominate it and in Lyonshall they had appointed an independent Chair of the Steering Group, which they felt had been instrumental to the success of the project. On the issue of time commitment, Paul Avery suggested that it may be possible to focus on only a few key issues, depending on what DMGPC's priorities were and how many were already covered by the Core Strategy.</p>	

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	<p>b) Discussion to determine DMGPC action Parish Councillors felt it important to find out more before making a decision whether to undertake a Neighbourhood Plan. Eardisley Neighbourhood Planning Group had offered the opportunity for Cllrs to come and visit but could not commit to attending a DMGPC meeting. <b>Resolved:</b> To contact Eardisley to arrange a visit and delay any decision until the PC is better informed.</p> <p>It was agreed to take items 12 (Mordiford Post Office) and 6 (Public Participation) before item 5.</p>	<b>Clerk</b>
253	<p><b>Mordiford Post Office</b> The Chair invited comments from the floor. Judith Hereford had met with a senior officer of the Post Office to discuss the proposed changes to the opening times at Mordiford Post Office. Whilst it was accepted that there was a need to consolidate opening hours due to low usage of the Post Office, she felt it would be better to wait until after the consultation period to agree which day and which hours to open; feeling that afternoon opening hours would be better for local people, with business people preferring a day earlier in the week. <b>Resolved:</b> To respond to the consultation saying that whilst it was acknowledged that there was a need to reduce operating hours the choice of the GPC and the residents was for the Post Office to open on a Tuesday afternoon rather than the proposed Thursday morning. In the event of a postal van service being offered centrally in the village this would be equally acceptable.</p>	
254	<p><b>Public Participation Session</b> A local resident cited parking outside the school as a continuing issue. This had been discussed at the May GPC meeting, when it was reported that the Chair, Cllrs Dukes and Ashton-Jones and Ward Cllr Hardwick had met with David Watkins, Chair of Governors at Mordiford School to discuss the issue. Cllr Hardwick was liaising with Herefordshire Council Planning Department about the possibility of a lay-by but felt that there was a need to wait until the position with the Rugby Club and Section 106 money was known before moving forward. The GPC assured the resident that discussions with the school would continue.</p>	
255	<p><b>To receive brief verbal reports from:</b></p> <p>a) Police Representative There was no representative and no report had been received. The July newsletter had been circulated to all Councillors.</p> <p>b) Neighbourhood Watch Update The damage done to the cable cover on a transformer at Pentoloe Green has been repaired by Western Power.</p> <p>c) Ward Member – Councillor Hardwick Councillor Hardwick's confirmed that Herefordshire Council's Public Realm services contract had been awarded to Balfour Beatty Living Places and would start on 1<sup>st</sup> September 2013. Balfour Beatty have committed a substantial up-front investment to upgrade the road system with the aim of lessening the cost of repairs over the period of the contract. The Core Strategy, along with various other items, was being discussed at Friday's full Council Meeting with the proposal that it be delayed for 2/3 months so that it can be more informed.</p> <p>d) Affordable Housing Kat La Tzar from WM Housing had reported to the Chairman that the Sufton Rise project was progressing satisfactorily with mains drainage approved. The contractors hoped to start on site in November 2013. It was suggested that Kat La Tzar come to the September or October GPC meeting to introduce the contractors and explain how local people can express an interest in the properties. A piece would be put in the next issue of the Dragon.</p>	<b>NB/BD</b>

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256	<p><b>To Consider Planning Matters</b></p> <p>a) To consider any Planning Applications</p> <table border="1" data-bbox="172 315 1358 389"> <thead> <tr> <th data-bbox="172 315 347 349">Reference</th> <th data-bbox="347 315 1358 349">Application</th> </tr> </thead> <tbody> <tr> <td data-bbox="172 349 347 389">131596/L</td> <td data-bbox="347 349 1358 389">Wootton Farm, Checkley. Replacement of windows. Listed Building Consent.</td> </tr> </tbody> </table> <p><b>Resolved:</b> The GPC had no objections to this application</p> <p>b) To Note any Decisions Received</p> <table border="1" data-bbox="172 499 1353 792"> <thead> <tr> <th data-bbox="172 499 347 533">Reference</th> <th data-bbox="347 499 1145 533">Application</th> <th data-bbox="1145 499 1353 533"></th> </tr> </thead> <tbody> <tr> <td data-bbox="172 533 347 607">131244/S</td> <td data-bbox="347 533 1145 607">Mangerdine, Mordiford – all-purpose utility farm building</td> <td data-bbox="1145 533 1353 607">Approval not required</td> </tr> <tr> <td data-bbox="172 607 347 719">131214/F</td> <td data-bbox="347 607 1145 719">Dwelling at Priors Court, Upper Dormington. Extension of time to permission DCCE2007/1991/F - proposed subdivision of existing dwelling house to form 2 no. dwellings</td> <td data-bbox="1145 607 1353 719">Approved with conditions</td> </tr> <tr> <td data-bbox="172 719 347 792">130963/F</td> <td data-bbox="347 719 1145 792">Wayside Cottage, Upper Dormington. Two storey pitch roof cottage dwelling.</td> <td data-bbox="1145 719 1353 792">Approved with conditions</td> </tr> </tbody> </table>	Reference	Application	131596/L	Wootton Farm, Checkley. Replacement of windows. Listed Building Consent.	Reference	Application		131244/S	Mangerdine, Mordiford – all-purpose utility farm building	Approval not required	131214/F	Dwelling at Priors Court, Upper Dormington. Extension of time to permission DCCE2007/1991/F - proposed subdivision of existing dwelling house to form 2 no. dwellings	Approved with conditions	130963/F	Wayside Cottage, Upper Dormington. Two storey pitch roof cottage dwelling.	Approved with conditions	Clerk		
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257	<p><b>Finance</b></p> <p>a) To receive a Finance Report from the RFO</p> <p><b>Bank balances:</b> Business Current Account (as at 14/06/13) £12,882.85 (£220 from Dawe Bros for Interment Fees has been received but is not yet showing on bank statement). Business Reserve account (as at 17/05/13) £4,302.49.</p> <table border="1" data-bbox="172 1032 1348 1144"> <thead> <tr> <th data-bbox="172 1032 422 1144">Income since last meeting - £1,628</th> <th data-bbox="422 1032 1177 1077">Lengthsman Grant (75%)</th> <th data-bbox="1177 1032 1348 1077">£1,316.25</th> </tr> </thead> <tbody> <tr> <td></td> <td data-bbox="422 1077 1177 1144">HMRC Payment 2012-13</td> <td data-bbox="1177 1077 1348 1144">£311.75</td> </tr> </tbody> </table> <p><b>The Clerk also reported back on the queries raised at the last GPC meeting (2012-13 accounts).</b></p> <p><b>Lengthsman</b> – The figures showing in the accounts (£1,316.25 income and £1,600.69 expenditure) are correct. There are 2 requests for payment on the system, £1,316.25 (the upfront payment of 75%) and £438.75 for Quarter 4 which was not received. The Clerk has resubmitted the documentation for this final payment and Amey has confirmed it will be paid. The Lengthsman administration figure of £131.64 is correct against the income at the time of the accounts but does not take into account the Q4 payment, which needs to be addressed once the income is received.</p> <p><b>P3 Scheme</b> – The figures showing on the accounts, £1,150 income and £1,600.69 expenditure are correct.</p> <p><b>Grant Income</b> (£1,057.83) – This was made up of the NALC Training Bursary, the HALC contribution to election grant (from 2011) and the Jubilee Committee contribution to mugs.</p> <p><b>Jubilee Expenditure</b> (£683.66) – this included Hire of toilets and Jubilee Mugs</p> <p><b>Contingency</b> (£408.50) – this consisted mainly of payment towards the bus service with other miscellaneous expenditure such as repair of window in the Iron Room.</p> <p><b>Resolved:</b> Report noted. There were no further queries on the 2012-13 accounts.</p> <p>b) To agree payment of outstanding invoices</p> <table border="1" data-bbox="172 1776 1358 2027"> <thead> <tr> <th data-bbox="172 1776 320 1816">Cheque</th> <th data-bbox="320 1776 1193 1816">Expenditure</th> <th data-bbox="1193 1776 1358 1816">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="172 1816 320 1890">711</td> <td data-bbox="320 1816 1193 1890">Vision ICT – hosting email Sept 2013 – August 2014. Invoice 3899. £15 + VAT</td> <td data-bbox="1193 1816 1358 1890">£18.00</td> </tr> <tr> <td data-bbox="172 1890 320 1964">712</td> <td data-bbox="320 1890 1193 1964">Fownhope Parish Council. 20% contribution towards Ross on Wye Bus Service March to May 2013.</td> <td data-bbox="1193 1890 1358 1964">£81.00</td> </tr> <tr> <td data-bbox="172 1964 320 2027">713</td> <td data-bbox="320 1964 1193 2027">Clerk's expenses April to June 2013. Including some set up costs because of change of Clerk. £41 stamps held in hand</td> <td data-bbox="1193 1964 1358 2027">£226.87</td> </tr> </tbody> </table>	Income since last meeting - £1,628	Lengthsman Grant (75%)	£1,316.25		HMRC Payment 2012-13	£311.75	Cheque	Expenditure	Amount	711	Vision ICT – hosting email Sept 2013 – August 2014. Invoice 3899. £15 + VAT	£18.00	712	Fownhope Parish Council. 20% contribution towards Ross on Wye Bus Service March to May 2013.	£81.00	713	Clerk's expenses April to June 2013. Including some set up costs because of change of Clerk. £41 stamps held in hand	£226.87	
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	<b>Cheque</b>	<b>Expenditure</b>	<b>Amount</b>	
	<b>714</b>	Robert Marsh Property Maintenance. Renovation of noticeboards at Sufton Rise, Checkely, Dormington and Mordiford	£152.00	
	<b>715</b>	P3 Scheme. M Dyer Invoice 50. Steps and pathway at Priors Frome strimmed and cleared.	£33.00	
	<b>716</b>	Lengthsman. M Dyer. Invoice 51. Various work.	£172.50	
	<b>Resolved:</b> Payments approved			<b>Clerk</b>
258	<p><b>Highways and Footpaths</b></p> <p>a) To report any defects to the Clerk</p> <ul style="list-style-type: none"> <li>• Potholes outside Anne's Cottage and Pen Hafod (Checkley HR1 4NA) <b>Action:</b> Report to Amey</li> <li>• Road slipping into the ditch at the top of Clouds Farm (Checkley HR1 4NA) <b>Action:</b> Report to Amey</li> <li>• The Dormington Village sign on the main A 438 (coming from Ledbury) has been partly knocked down. <b>Action:</b> Report to Amey</li> </ul> <p><b>Spraying Work</b> - Quotations have been requested from Herefordshire Housing who have carried out this work in other Parishes. The work would be progressed as soon as possible.</p> <ul style="list-style-type: none"> <li>• Pathway between Sufton Rise and Sufton Lane need spraying</li> </ul> <p>b) Dormington Bridle Path/Right of Way Defect This has been referred to HALC's legal team for comment and will be reported on at the September meeting.</p> <p>c) Signage in Sufton Lane This was the responsibility of Amey but it would not be given priority. The cost of the signage would be £297 for one 2 x 1.5 metre- 76mm Post (inc Bitumen Root)- provided and installed in concrete. <b>Resolved:</b> To order the signage at the expense of the GPC.</p> <p>d) To Report any Jobs for the Lengthsman</p> <ul style="list-style-type: none"> <li>• No jobs were reported</li> </ul> <p>Cllr Dukes noted that a number of parishioners have commented on the poor state of Pentalo Green following the grass cutting. The Lengthsman stated that it was strimmed as the ground was too uneven for a mower. This would be brought up with the Lengthsman.</p>			<b>Clerk</b>
259	<p><b>Mordiford Green</b></p> <p>a) Licence Agreement The final copy of the licence had been received, taking into account comments made by the Chair. <b>Resolved:</b> The Chair and Clerk to sign the licence agreement</p> <p>b) Working Party to propose scope and schedule of work It has been agreed that Major Hereford would maintain the ground until the licence agreement was signed and then responsibility for mowing and maintenance would pass to the GPC. <b>Resolved:</b> The Working Party to meet before the September GPC meeting and come forward with proposals and costs. <b>Resolved:</b> The Working Party to agree whether to use the existing play area fencing for the anti-parking posts along the front to save costs.</p>			<b>NB/Clerk</b>          <b>BD/RD/JA-J/PD</b>

Item	Minutes	Action
260	<p><b>Burial Ground and Closed Churchyard</b></p> <p>a) Working Party Update</p> <p>A representative from 'Caring for God's Acre' has supplied forms for the risk assessment. They have also given advice on the tidying up operations, recommending that these should not start until September when the birds will have finished nesting. They also suggested that the grass should be collected during mowing as this would improve the appearance and encourage wild flowers to germinate. The PCC has engaged the services of a tree specialist to assess and then remove the fir tree, if approval is first obtained by the PCC. The recommendation is not to remove the ivy as this is protecting the wall and the gravestones.</p> <p><b>Resolved:</b> The Working Party to meet during September to plan the next phase of work.</p>	BD
261	<p><b>Late Night Bus Service</b></p> <p>A copy of the review results had been circulated to all Cllrs. The late night bus service will reduced to Saturday only with effect from September and there will be increased publicity.</p>	
262	<p><b>To Note Information Sheet (July 2013) and any other updates</b></p> <p>In addition to the information sheet the following updates were given to the meeting</p> <ul style="list-style-type: none"> <li>• The Forestry Commission have levelled off the tracks in Kidleys Coppice following their timber operations last autumn</li> <li>• The date for Mordiford School to become an academy is now 1<sup>st</sup> September 2013</li> <li>• The Church Fete at Sufton Court raised £1,272.57</li> <li>• There has been no feedback yet from the meeting Cllr Dukes had with Mr Watkins of Amey – this would be followed up</li> <li>• There has been no feedback from the Environment Agency visit regarding the odour by the Moon Inn but it is felt this has now been addressed.</li> <li>• The Clerk and Chair were contacted by a resident of Upper Dormington who was concerned about the junction with the main Mordiford road heading towards Dormington. The Chair had informed her that as a result of Parish Council action last year, turning signs had been erected on both sides of the junction and 'Slow' written on the road. He reiterated that the Parish Council will continue to do what it can to protect the safety of residents within the law and national guidelines.</li> </ul> <p><b>Resolved:</b> The Information Sheet and additional updates were noted.</p>	
263	<p><b>To Raise Items for the next Scheduled Parish Council Meeting</b></p> <p>Items referred to in these minutes with the addition of Preserving the 'Weighing Bridge' at Mordiford</p>	
264	<p><b>To Note Date and Time of the next regular meeting of the Group Parish Council</b></p> <p>Tuesday 17<sup>th</sup> September 2013 at 7.30 pm (no meeting in August)</p> <p>The meeting closed at 9.50 pm</p>	
	<p>Signed .....</p> <p>Chairman of Dormington and Mordiford Group Parish Council</p>	<p>Date 17<sup>th</sup> September 2013</p>