



DORMINGTON & MORDIFORD GROUP PARISH COUNCIL



Minutes of the Annual Meeting of the Group Parish Council held on Wednesday 19th July 2017 at 7.30pm at Mordiford School

Present

Cllrs Ray Dickson (Chair), Joanna Kippax, Cllr John Litchfield, David Lloyd, Mel Preedy, Cllr John Wood, Chris Bucknell (Parish Clerk)

In attendance

Ward Cllr John Hardwick

1 member of the public was present for part of the meeting

Item	Minutes	Action
1.0	To Receive Apologies for Absence – Cllr Jan Ashton-Jones	
2.0	<p>Declarations of Interest</p> <p>a) To Receive Declarations of Interest There were no declarations of interest</p> <p>b) To Consider Requests for Dispensations There were no requests for dispensation.</p>	
3.0	<p>To accept minutes of the Regular Meeting of the Group Parish Council held on 21st June 2017 Resolved: Minutes of meeting held on 21st June 2017 were agreed and signed by the Chairman.</p>	
4.0	<p>To receive brief verbal reports from:</p> <p>a) Police Update The June and July SNT Newsletter had not yet been received and there was no update. Cllr Hardwick updated the meeting about in incident that has happened in Fownhope where a farm had been invaded by travellers. The offenders, two of which had been recognised were tackled by a neighbour and had left by the time the police arrived, an hour after being called.</p> <p>b) Neighbourhood Watch Update There was no further update.</p> <p>c) Ward Member – Councillor Hardwick Cllr Hardwick reminded the meeting about Herefordshire Council's budget consultation which was available to complete online, saying that £10.6 million savings needed to be found over the next 2 years. Everyone was encouraged to take part so that their views could be taken into account. The waste processing plant at Hartlebury was now open and would process 43.5 tonnes of domestic waste per annum, making significant savings for Herefordshire Council with respect to landfill tax. It would produce 16 megawatts of power per hour when fully operational. Cllr Hardwick noted that there were currently 108 Neighbourhood Development Plans in progress across the county, 21 had been adopted with 4 currently at referendum stage with another 4 referendums taking place in September. 8 NDPs were currently at Examination Stage. Cllr Hardwick reported that Cllr Patricia Morgan was stepping down as Deputy Leader and would be succeeded by Cllr Jonathon Lester. Other changes would soon be announced.</p>	

Item	Minutes	Action												
	<p>CLlr Litchfield asked Cllr Hardwick if there had been any land identified along the new link road for the proposed amalgamation of GP practices. Cllr Hardwick was unaware of the details of the proposals.</p>													
5.0	<p>Public Participation Session There were no issues raised</p>													
6.0	<p>To Consider Planning Matters</p>													
	<p>a) To Consider any Planning Applications</p> <table border="1" data-bbox="196 468 1441 577"> <thead> <tr> <th data-bbox="196 468 371 504">Reference</th> <th data-bbox="371 468 1441 504">Application</th> </tr> </thead> <tbody> <tr> <td data-bbox="196 504 371 577">172120</td> <td data-bbox="371 504 1441 577">Land Adjacent to Stoneleigh, Mordiford. Construction of a 3-bedroom House with garage and parking</td> </tr> </tbody> </table>	Reference	Application	172120	Land Adjacent to Stoneleigh, Mordiford. Construction of a 3-bedroom House with garage and parking									
Reference	Application													
172120	Land Adjacent to Stoneleigh, Mordiford. Construction of a 3-bedroom House with garage and parking													
	<p>It was felt that now the development had been reduced to 3-bedroom houses this was more appropriate to the surrounds. It was noted that the Brook flooded at times of heavy rain and this needed to be considered in order to protect the neighbouring properties from potential damage. Overall the GPC supported the proposals and the Clerk was asked to submit these comments to Herefordshire Council.</p>	Clerk												
	<p>b) To Note any Decisions/Notifications Received</p> <table border="1" data-bbox="196 826 1441 1081"> <thead> <tr> <th data-bbox="196 826 371 862">Reference</th> <th data-bbox="371 826 1262 862">Application</th> <th data-bbox="1262 826 1441 862">Decision</th> </tr> </thead> <tbody> <tr> <td data-bbox="196 862 371 938">171982</td> <td data-bbox="371 862 1262 938">Sufton Court, Mordiford. Propose to fell and remove one dead Weeping Willow Tree</td> <td data-bbox="1262 862 1441 938">Approved</td> </tr> <tr> <td data-bbox="196 938 371 1014">171848</td> <td data-bbox="371 938 1262 1014">Mordiford Church of England Primary School. Retention of existing double mobile classroom</td> <td data-bbox="1262 938 1441 1014">Awaiting Decision</td> </tr> <tr> <td data-bbox="196 1014 371 1081">164103</td> <td data-bbox="371 1014 1262 1081">Claston Farm, Dormington. Erection of 2 additional broiler units on existing poultry site with associated infrastructure.</td> <td data-bbox="1262 1014 1441 1081">Awaiting Decision</td> </tr> </tbody> </table>	Reference	Application	Decision	171982	Sufton Court, Mordiford. Propose to fell and remove one dead Weeping Willow Tree	Approved	171848	Mordiford Church of England Primary School. Retention of existing double mobile classroom	Awaiting Decision	164103	Claston Farm, Dormington. Erection of 2 additional broiler units on existing poultry site with associated infrastructure.	Awaiting Decision	
Reference	Application	Decision												
171982	Sufton Court, Mordiford. Propose to fell and remove one dead Weeping Willow Tree	Approved												
171848	Mordiford Church of England Primary School. Retention of existing double mobile classroom	Awaiting Decision												
164103	Claston Farm, Dormington. Erection of 2 additional broiler units on existing poultry site with associated infrastructure.	Awaiting Decision												
	<p>Cllr Hardwick noted that he had been asked for his view on the Claston Farm development and he had reinforced to the Planning Team that all environmental issues needed to be addressed before a decision was made. This application would go to Committee and the Parish Council, together with those who had commented on the application, would be given an opportunity to speak. Cllrs discussed whether this information should be fed back to residents but Cllr Hardwick stressed that everyone who had submitted a comment would be contacted with the details.</p>													
7.0	<p>Finance</p>													
	<p>a) To receive a Finance Report from the RFO Bank balances: Business Current Account £3,776.22. Business Reserve account £54,309.33. Income included £985.86 for Quarter 1 Lengthsman and P3 grant. Invoice 04/16 (dated 17/02/17) for £40 to cover move of noticeboard at Mordiford Green still had not been paid but the Clerk has confirmation from BT that it is being processed for payment.</p>													
	<p>b) To Agree Payments made since June meeting The Clerk explained that she had paid the Lengthsman and P3 invoices which related to Quarter 1 so that the claim could be submitted to Herefordshire Council.</p>													
	<table border="1" data-bbox="209 1702 1437 1957"> <thead> <tr> <th data-bbox="209 1702 352 1778">Chq/ BACS</th> <th data-bbox="352 1702 1302 1778">Expenditure</th> <th data-bbox="1302 1702 1437 1778">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="209 1778 352 1814">BACS</td> <td data-bbox="352 1778 1302 1814">Enviroability invoice 2981. Build steps and erect handrail on PROW</td> <td data-bbox="1302 1778 1437 1814">£469.18</td> </tr> <tr> <td data-bbox="209 1814 352 1890">BACS</td> <td data-bbox="352 1814 1302 1890">D C Gardening invoice 105-1718. Churchyard and Burial Ground Maintenance June 2017 £200 + VAT</td> <td data-bbox="1302 1814 1437 1890">£240.00</td> </tr> <tr> <td data-bbox="209 1890 352 1957">Chq 932</td> <td data-bbox="352 1890 1302 1957">Michael Dyer invoice 16. Strimming Pentaloe Stream Bank, The Spout and The Common</td> <td data-bbox="1302 1890 1437 1957">£285.00</td> </tr> </tbody> </table>	Chq/ BACS	Expenditure	Amount	BACS	Enviroability invoice 2981. Build steps and erect handrail on PROW	£469.18	BACS	D C Gardening invoice 105-1718. Churchyard and Burial Ground Maintenance June 2017 £200 + VAT	£240.00	Chq 932	Michael Dyer invoice 16. Strimming Pentaloe Stream Bank, The Spout and The Common	£285.00	
Chq/ BACS	Expenditure	Amount												
BACS	Enviroability invoice 2981. Build steps and erect handrail on PROW	£469.18												
BACS	D C Gardening invoice 105-1718. Churchyard and Burial Ground Maintenance June 2017 £200 + VAT	£240.00												
Chq 932	Michael Dyer invoice 16. Strimming Pentaloe Stream Bank, The Spout and The Common	£285.00												
	<p>Resolved: Payments approved</p>													

Item	Minutes	Action															
8.0	<p>c) To Agree Payment of Outstanding Invoices</p> <table border="1" data-bbox="207 212 1428 470"> <thead> <tr> <th data-bbox="215 212 343 291">Chq/ BACS</th> <th data-bbox="343 212 1300 291">Expenditure</th> <th data-bbox="1300 212 1420 291">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="215 291 343 369">BACS</td> <td data-bbox="343 291 1300 369">Daniel Squire invoice 74642. Shepherds Orchard Grounds Maintenance and strimming 6 allotments £150 + VAT</td> <td data-bbox="1300 291 1420 369">£180.00</td> </tr> <tr> <td data-bbox="215 369 343 403">BACS</td> <td data-bbox="343 369 1300 403">Vision ICT invoice 7143. Email Hosting 2017/18 £15 + VAT</td> <td data-bbox="1300 369 1420 403">£18.00</td> </tr> <tr> <td data-bbox="215 403 343 436">BACS</td> <td data-bbox="343 403 1300 436">Wellington Parish Council. 50% of net cost of envelopes and address labels</td> <td data-bbox="1300 403 1420 436">£19.36</td> </tr> <tr> <td data-bbox="215 436 343 470">BACS</td> <td data-bbox="343 436 1300 470">25 x second class stamps (to be reimbursed to Clerk)</td> <td data-bbox="1300 436 1420 470">£14.00</td> </tr> </tbody> </table> <p>Resolved: Payments approved</p> <p>The Clerk asked the Parish Council for permission to pay invoices which came in during the period up until the September meeting, provided they were for regular expenditure or for expenditure which had previously been approved. This was agreed.</p> <p>d) To Consider Support for Dormington Play area</p> <p>The Parish Council has been contacted by a Dormington resident who expressed concern about the closure of the Play Area due to safety issues, asking whether the Parish Council would consider funding new equipment. Balfour Beatty had been contacted who confirmed that the play area had been temporarily closed but noting that they had applied to Herefordshire Council for funding to reinstate the ground covering and some of the equipment. It was noted in their response that not all residents wanted the play area and that some would like it changed to a wooded or wildflower area. Cllr Wood had sent a letter around to all residents asking their views on the play area and stated that the result was inconclusive. Various options were discussed including whether the equipment should be for an older age group than was currently the case and it was suggested that a piece should be put into the next Parish Newsletter asking residents views about potential options.</p> <p>The Clerk noted that there were significant liability issues with regard to play equipment and currently this was with Herefordshire Council, who owned the land. She did not recommend the Parish Council taking the play area on and felt more information should be obtained before a decision was made.</p> <p>Resolved: To wait to see the result of the funding application before further discussion. A site meeting will be arranged following this.</p> <p>e) To Consider GPC Response to Budget Consultation</p> <p>Details of the budget consultation and information supplied at the Budget Consultation meeting had been sent to Councillors in advance of the meeting. Cllrs did not wish to submit a response from the Parish Council but would respond as individuals.</p>	Chq/ BACS	Expenditure	Amount	BACS	Daniel Squire invoice 74642. Shepherds Orchard Grounds Maintenance and strimming 6 allotments £150 + VAT	£180.00	BACS	Vision ICT invoice 7143. Email Hosting 2017/18 £15 + VAT	£18.00	BACS	Wellington Parish Council. 50% of net cost of envelopes and address labels	£19.36	BACS	25 x second class stamps (to be reimbursed to Clerk)	£14.00	
	Chq/ BACS	Expenditure	Amount														
	BACS	Daniel Squire invoice 74642. Shepherds Orchard Grounds Maintenance and strimming 6 allotments £150 + VAT	£180.00														
	BACS	Vision ICT invoice 7143. Email Hosting 2017/18 £15 + VAT	£18.00														
	BACS	Wellington Parish Council. 50% of net cost of envelopes and address labels	£19.36														
	BACS	25 x second class stamps (to be reimbursed to Clerk)	£14.00														
	<p>Highways, Footpaths and Commons</p>																
	<p>a) Mordiford Traffic/Pedestrian Safety Proposals</p> <p>To Consider Proposals for Picket Fences – Cllr Lloyd had met with Rob Hemblade, Balfour Beatty Traffic Team Leader and this had resulted in a number of proposals which were put to the Parish Council for consideration. Cllr Lloyd noted that all these proposals were possible without the result of the TRO.</p> <p>It was noted that village gateways should be an integral part of speed management throughout a village rather than just at the entry points. On their own, isolated structures would do little to reduce speed but as part of a wider scheme there was a higher likelihood of reducing overall speeds.</p> <p>The proposals are outlined below:</p> <p>Plan A- Mordiford Bridge.</p> <p>Currently the village gateway sign and 30 mph terminal sign, with yellow backing, are in the same place.</p>																

Item	Minutes	Action
	<p>It was suggested improvements could include:</p> <ul style="list-style-type: none"> • Removal of white centre lines from terminal signs to east side of bridge • Installation of red road surfacing with 30 roundels, although this would have limited benefit as forward visibility was deemed to be good • Installation of picket gate or similar either as a standalone structure or integrated into existing double legged terminal sign on either side of road • Regular mowing of verge and maintenance of hedges <p>Cllr Hardwick noted that residents of Hampton Bishop were very keen to get something done about the speed issues. The Clerk added that there had still been no response from Hampton Bishop regarding the proposal to put picket fences at the far side of Mordiford Bridge. Cllr Hardwick confirmed this proposal had been approved.</p> <p>Plan B - Dormington Road</p> <p>Currently the village name plate was approximately 90m north of the terminal signs. At the 30mph terminal point there was red surfacing with 30 roundels and plain round 30 roundels.</p> <p>It was suggested improvements could include:</p> <ul style="list-style-type: none"> • Integrating larger 30mph terminal signs with village name plate with yellow backing • Removal of white centre line from village sign to Moon Inn junction • Installation of edge of carriageway lines to Moon Inn junction • Installation of picket fence or similar structure on either side of road. It was noted that any structure on the school side of the road would be susceptible to damage if it straddled the ditch or was too close to the edge of carriageway • Regular mowing of verge and maintenance of hedges <p>Plan C - Fownhope Road</p> <p>Currently the village name plate was a considerable distance from the 30 mph terminal signs. Space was very limited at the terminal signs which provided limitations on what could be achieved at this location. There was a 30mph terminal sign with grey backing board on one side and plain 30mph terminal sign on the other.</p> <p>It was suggested improvements could include:</p> <ul style="list-style-type: none"> • Installation of new terminal signs with yellow backing boards on both sides. Create overhang by off-setting boards and infill gap underneath with rising posts • Installation of carriageway edge line through to Moon Inn Junction • Installation of red surfacing and 30mph roundel • Installation of Dragons teeth on approach to terminal signs due to poor visibility • Regular mowing of verge and maintenance of hedges • Regular sign and post cleaning. <p>It was suggested that the School issues could be put to one side in the short term and progress could be made with Plan B and Plan C.</p> <p>Cllr Lloyd noted that he had not yet had clearance on the services and this needed to be progressed and an additional quotation obtained so that this could be compared with the costs proposed by Balfour Beatty.</p> <p>Cllrs were asked to consider the various options and to feedback comments to Cllr Lloyd who would then go back to Rob Hemblade to discuss further.</p> <p>b) School Car Parking</p> <p>There was no further update, the parking report was expected on 27th July 2017. The Clerk was asked to liaise with the Headteacher of the school about the proposed Working Group which would include Cllrs Ray Dickson, Jo Kippax and Mel Preedy. Cllr Hardwick noted that Charlotte Atkins from the Planning Team had offered to help with relevant advice if required.</p>	<p style="text-align: center;">All</p> <p style="text-align: center;">Clerk</p>

Item	Minutes	Action
	<p>c) Highways and Footpath Issues</p> <p>i) Update on Footpath Maintenance</p> <p>Cllr Litchfield reported that Penteloe Green had now been mowed and the entrances and exits to the Dormington footpaths cut and strimmed. All paths in Hough Wood had been strimmed and cut back and the repair of Checkley Footbridge was awaited.</p> <p>Cllr Kippax noted that the part of the Mordiford Loopwalk which entered what was Roger Gates' field was not accessible for those with dogs. Cllr Litchfield suggested that Cllr Kippax contact the new owner and ask for permission to install a self-closing gate, which Cllr Litchfield had in stock.</p> <p>Cllr Kippax reported that further down on the left of the field the stile was overgrown and impassable. Cllr Litchfield said he would arrange for it to be cut back and then review the issue of the stile.</p> <p>ii) Flooding on the Road at Checkley</p> <p>Following the meeting with residents at Checkley Cllr Dickson had received confirmation that Herefordshire Council had not been responsible for digging out the Brook and leaving the soil on the banks, which was causing the road to flood in times of heavy rain. Cllr Dickson suggested that the Parish Council funded the levelling and grassing of the banks and the erection of some posts and chains which could have reflectors on them if necessary. Taking the soil away would allow the water to run off from the hill into the stream without flooding the road. Cllr Dickson felt it would be a gesture of goodwill to arrange for the soil to be removed but there was concern that this would set a precedent and it needed to be made clear to the residents that this would be a one-off action and further maintenance would be the responsibility of the landowners. It was suggested that following the work a formal letter should be sent to all landowners explaining this.</p> <p>The Clerk was asked to obtain quotes for the work from Daniel Squire, R J Jones and Sons and John Meredith. The quotes should separate the work from the removal of the soil as it may be that this could be deposited on the neighbouring field, as had been mentioned at the residents' meeting.</p> <p>The Clerk was asked to check with the Locality Steward regarding clearing the drains between Checkley Brook and the Common.</p> <p>iii) Wye Valley Challenge</p> <p>Cllr Litchfield had communicated with the organisers but had received no response. The event was not until 2018 and this item would be taken off the agenda.</p> <p>d) Work to be carried out and any Other Issues and Updates</p> <p>Pathway between Mordiford School and Sufton Rise - D C Gardening had been asked to quote for this work (as requested by Cllr Preedy at the June meeting). The quote was £420 (plus VAT) to include hire of digger/diesel and labour charge for two men. Dave Campbell had asked for confirmation that there was tarmac under the soil on this stretch of pathway. Cllr Wood reported that the footpath was 4-foot-wide at the school end but it was through it was not so wide further up towards Sufton Rise. Cllrs thought there was tarmac under the soil but no inner curb. There Clerk would communicate this to D C Gardening.</p> <p>Councillors discussed the need to standardise quotations and invoices for work to include an hourly rate rather than just a fixed fee (which was the way Michael Dyer presented his invoices). The Clerk was asked to request Michael Dyer put an hourly rate on invoices in the future.</p> <p>Mordiford Bridge – growth of vegetation on the island (left hand) side was obstructing visibility. It was thought the Environment Agency undertook this work in the past. The Clerk would look into getting it done.</p> <p>Footpath in Sufton Rise – Daniel Squire had been asked to quote for clearing the brambles on the footpath between Shepherds Orchard and Sufton Rise on 02/07/17 but nothing further had been heard. Cllr Preedy would follow it up.</p>	<p>JK</p> <p>JL</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>MP</p>

Item	Minutes				Action
	There was the following Lengthsman and P3 grant remaining				
		Total Grant	Grant Remaining	Match Remaining	
	Lengthsman Grant 2017/8	£468.00	£358.00	£716 (200%)	
	P3 Grant 2017/8	£1,355.00	£479.14	£287 (30%)	
9.0	<p>Allotments</p> <p>a) Update on Allotments Cllr Ashton Jones had reported that one new tenant has signed the tenancy agreement and payment was awaited. Cllr Ashton Jones has received three additional enquiries about the allotments, two of these did not wish to take them up and a response from the third is awaited.</p> <p>Councillors asked that an item be included in the September agenda to discuss the potential for a Meadow or Wildflower area on the allotments, with particular reference to the plot which was sloping and deemed unsuitable for lease.</p> <p>b) Update on Lease Agreement David Campion had confirmed the lease transfers had been sent to the solicitors acting for the Housing Association and the Covenant had been sent to the Hereford family for execution. There was no further update.</p> <p>c) To Approve Expenditure on Legal Fees These were not yet known</p> <p>d) 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. The Clerk had received a note from Brian Dukes saying that he was pleased with the work that had been done on the new hedge by the caravan park.</p>				MP RD
11.0	<p>Mordiford Green</p> <p>a) To Consider upkeep of Little Green Hut Cllr Ashton Jones felt that the Little Green Hut on Mordiford Green needed attention, particularly the roof which was rusty and in need of painting. Cllr Preedy offered to paint the roof of the hut.</p> <p>There was a safety issue with the doorway which was low and could pose a risk to those entering the hut and it was felt something was needed to protect the metal edge. Cllr Dickson would get a sign made to warn people of the low doorway and would talk to Morgans to see if they could provide an edging for the sharp edge.</p> <p>The Clerk asked that all invoices to come back to her for payment at the September meeting or, if necessary, beforehand for payment in between meetings.</p>				Clerk
12.0	<p>To Consider Potential to hold Meetings at Priors Frome Chapel Cllr Dickson had spoken to the owner of the Chapel who would accept payment of £20 per meeting if the Parish Council were to hold regular meetings at the Chapel. It was felt that Priors Frome Chapel would be more central to those living in the 2 parishes and may attract more people to the meetings. The Clerk was asked to ascertain whether a commitment had been made to the School and if so to when.</p> <p>Resolved: Depending on whether a commitment had been made to the school to move all meetings to Priors Frome Chapel as soon as possible.</p>				

Item	Minutes	Action
13.0	<p>To Note the Information Sheet (July 2017) and any other Updates The Information Sheet was noted. There were no further updates.</p>	
14.0	<p>To Raise Items for the next Scheduled Parish Council Meeting School Parking Report, Dormington Play Area, Checkley Brook, Meadow or Wildflower Area for Allotments. Apologies were received from Cllr Lloyd and Cllr Wood.</p>	
15.0	<p>To Note Date and Time of the next Regular Meeting of the Group Parish Council Wednesday 20th September 2017 at 7.30pm. Venue to be confirmed. There would be no meeting in August.</p> <p>The meeting closed at 9.20 pm</p> <p>Signed Date 20th September 2017 Chairman of Dormington and Mordiford Group Parish Council</p>	