



DORMINGTON & MORDIFORD GROUP PARISH COUNCIL



Minutes of the Meeting of the Group Parish Council held on Monday 16th March 2015 at 7.30pm

Present

Cllrs Ray Dickson (Vice Chair), Brian Dukes, John Lee, John Litchfield, David Lloyd, Cheryl Shearer

In attendance

Cllr John Hardwick

Mr Graham Green – Conservative Candidate for Ward Councillor

Chris Bucknell – Clerk

1 member of the public

Item	Minutes	Action
532	<p>To Receive Apologies for Absence Cllr N Brewin, Cllr Ashton Jones, Cllr Radnor</p>	
533	<p>Declarations of Interest a) There were no Declarations of Interest b) No written requests for dispensations had been received</p>	
534	<p>To accept minutes of the previous meeting held on 16th February 2015 Resolved: Minutes of meeting held on 16th February 2015 were agreed with one amendment to item 524 and signed by the Vice Chairman.</p>	
535	<p>To receive brief verbal reports from:</p> <p>a) Police Representative No police representative was present and there was no update</p> <p>b) Neighbourhood Watch Update A robbery had taken place at Fownhope, thieves broke into the house whilst the owner was at Church. The police were alerted and 2 people arrested. Incident at Brook Cottage. A potential car theft but thieves ran off before any damage was done. Rubbish left outside Brook House. Cllr Dukes has contacted the landlord who is dealing with the issue. A car left the road and damaged the wall between Mordiford Post Office and the bridge. There is rubbish on the footpath between the school and Sufton Rise. The Clerk was asked to report this. (Case ref CAS-497912-P7Z4B8 Balfour Beatty Ref: 11020273) The vegetation below the bridge has been cleared making visibility better. Willows have been planted on the upstream side of the bridge, by the windmill. This was addressed and minuted under Open Time. Tractors with sludge trailers going to and from Hampton Bishop were still causing problems, particularly with school traffic. The Post Office is still not opening on time. This had been reported to the Post Master in January and the response circulated to Cllrs.</p>	

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	<p>c) Ward Member Cllr Hardwick gave an update on the Council Tax which had been set at £1,608.11 for a band D property in Mordiford. The enquiry on the Core Strategy was nearly complete. There had been a challenge to the 5 year housing supply figures, saying they were unachievable.</p> <p>d) WM Housing There had been no update on the properties for rent. The Clerk was asked to follow up whether there could be a visit to the properties before they were handed over to the residents.</p> <p>There are now 3 shared ownership properties reserved (2 x 2 beds, 1 x 3 bed) with still 1 three bed property available. All purchasers have a local connection.</p>																			
536	<p>Public Participation Session A member of the public commented about the fact the February GPC meeting was held in a private house. The Clerk confirmed that advice had been sought from the SLCC who had advised that as it was unavoidable due to specific circumstances, and as the venue had been open to the public, the meeting and all decisions made were lawful.</p> <p>A member of the public responded to Cllr Dukes comment on trees being planted on the upstream side of the bridge (item 535b) saying that they were silver birch trees and had been planted to comply with planning conditions and to protect the bank from erosion. Cllr Dukes accepted this explanation and did not want the matter progressed.</p>																			
537	<p>To Consider Planning Matters</p>																			
	<p>a) To Consider any Planning Applications</p> <table border="1" data-bbox="193 1032 1417 1176"> <thead> <tr> <th data-bbox="193 1032 392 1077">Reference</th> <th data-bbox="392 1032 1417 1077">Application</th> </tr> </thead> <tbody> <tr> <td data-bbox="193 1077 392 1176">150420</td> <td data-bbox="392 1077 1417 1176">16 The Maltings, Dormington. Proposed single storey extension and driveway alterations. <i>No objections</i></td> </tr> </tbody> </table>	Reference	Application	150420	16 The Maltings, Dormington. Proposed single storey extension and driveway alterations. <i>No objections</i>															
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	<p>b) To Note and Decisions/Notifications Received</p> <table border="1" data-bbox="193 1176 1417 1736"> <thead> <tr> <th data-bbox="193 1176 392 1220">Reference</th> <th data-bbox="392 1176 1190 1220">Application</th> <th data-bbox="1190 1176 1417 1220">Decision</th> </tr> </thead> <tbody> <tr> <td data-bbox="193 1220 392 1310">P150321/FH</td> <td data-bbox="392 1220 1190 1310">Hill View, Checkley. Proposed garage and workshop</td> <td data-bbox="1190 1220 1417 1310">Awaiting Decision</td> </tr> <tr> <td data-bbox="193 1310 392 1400">P150290/F</td> <td data-bbox="392 1310 1190 1400">Mordiford Church of England Primary School – proposed erection of canopy over existing paved play area</td> <td data-bbox="1190 1310 1417 1400">Awaiting Decision</td> </tr> <tr> <td data-bbox="193 1400 392 1489">P112834/N</td> <td data-bbox="392 1400 1190 1489">The Court, Rectory Road, Hampton Bishop - anaerobic digester proposal.</td> <td data-bbox="1190 1400 1417 1489">Awaiting Decision</td> </tr> <tr> <td data-bbox="193 1489 392 1579">P143272/F</td> <td data-bbox="392 1489 1190 1579">Stable and yard north of Mews House, Mordiford. Proposed earth shelter dwelling to replace an existing stable and storage building.</td> <td data-bbox="1190 1489 1417 1579">Awaiting Decision</td> </tr> <tr> <td data-bbox="193 1579 392 1736">P140215/F</td> <td data-bbox="392 1579 1190 1736">83 Tower Hill, Dormington, Hereford, Resumption of residential use. Retention of bat roost.</td> <td data-bbox="1190 1579 1417 1736">Refused</td> </tr> </tbody> </table> <p>Cllr Dukes had raised concern about proposals for a second access to Mangerdine. The Planning Team had been contacted and advised that the owner would need planning permission to lay a hard surface and create the access if it wasn't for agricultural use. Agricultural use would mean a field gate, directly into the land allowing access for agricultural traffic. Cllr Dukes had subsequently spoken to the owner who confirmed that the additional access would only be used in an emergency and would not be used for general traffic.</p>	Reference	Application	Decision	P150321/FH	Hill View, Checkley. Proposed garage and workshop	Awaiting Decision	P150290/F	Mordiford Church of England Primary School – proposed erection of canopy over existing paved play area	Awaiting Decision	P112834/N	The Court, Rectory Road, Hampton Bishop - anaerobic digester proposal.	Awaiting Decision	P143272/F	Stable and yard north of Mews House, Mordiford. Proposed earth shelter dwelling to replace an existing stable and storage building.	Awaiting Decision	P140215/F	83 Tower Hill, Dormington, Hereford, Resumption of residential use. Retention of bat roost.	Refused	
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538	<p>Finance</p> <p>a) To receive a Finance Report from the RFO</p> <p>Bank balances: Business Current Account £17,716.39 (Bank statement awaited) Business Reserve Account £4,305.63 (Bank Statement 19/02/15). It should be noted that the above funds include earmarked reserves and grant funding and should not be considered as available funds. Income since the last meeting - £55 for memorial.</p> <p>b) To agree payment of outstanding invoices</p> <table border="1" data-bbox="209 517 1410 922"> <thead> <tr> <th data-bbox="209 517 347 555">Cheque</th> <th data-bbox="347 517 1257 555">Expenditure</th> <th data-bbox="1257 517 1410 555">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="209 555 347 640">851</td> <td data-bbox="347 555 1257 640">Community Development Foundation. NP Grant underspend. Grant ID 17819</td> <td data-bbox="1257 555 1410 640">£591.08</td> </tr> <tr> <td data-bbox="209 640 347 678">852</td> <td data-bbox="347 640 1257 678">Clerks Net Salary January to March 2015 as per salary summary</td> <td data-bbox="1257 640 1410 678">£769.10</td> </tr> <tr> <td data-bbox="209 678 347 716">853</td> <td data-bbox="347 678 1257 716">HMRC Quarter 4 payment as per salary summary</td> <td data-bbox="1257 678 1410 716">£192.20</td> </tr> <tr> <td data-bbox="209 716 347 801">854</td> <td data-bbox="347 716 1257 801">Lengthsman invoice 35 dated 09/03/15. Drains dug around, lids lifted and cleaned out in Larport Lane.</td> <td data-bbox="1257 716 1410 801">£72.00</td> </tr> <tr> <td data-bbox="209 801 347 840">855</td> <td data-bbox="347 801 1257 840">Fuel and equipment for footpath maintenance. P3 Grant</td> <td data-bbox="1257 801 1410 840">£101.40</td> </tr> <tr> <td data-bbox="209 840 347 922">856</td> <td data-bbox="347 840 1257 922">Skip Hire for Scutterdine Lime Kilns (as agreed at January GPC meeting) £185.00 + VAT (Cllr Lloyd)</td> <td data-bbox="1257 840 1410 922">£222.00</td> </tr> </tbody> </table> <p>It was confirmed that the Business Rates Relief for Mordiford Cemetery will be rolled forward into 2015-16</p> <p>c) To Consider Grant to Dormington PCC Resolved: To Award a £250 grant to Dormington PCC to support maintenance of the churchyard.</p> <table border="1" data-bbox="209 1099 1410 1223"> <thead> <tr> <th data-bbox="209 1099 347 1137">Cheque</th> <th data-bbox="347 1099 1257 1137">Expenditure</th> <th data-bbox="1257 1099 1410 1137">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="209 1137 347 1223">857</td> <td data-bbox="347 1137 1257 1223">Dormington PCC. Donation towards upkeep of churchyard.</td> <td data-bbox="1257 1137 1410 1223">£250.00</td> </tr> </tbody> </table> <p>d) Review of Standing Orders Resolved: To accept the Standing Orders and to retain Section 16 of the Standing Orders which stated: <i>Due to the restricted number of Councillors, sub-committees will not be appropriate.</i></p> <p>e) To Consider Subsidy for Ross and Ledbury Bus Service Fownhope Parish Council has re-negotiated the agreement with the provider of the bus service. The Ross service will continue as before on the 2nd Thursday of each month (same times and stops as previously). The cost has been reduced to £70.00 per trip. The Ledbury service will continue until August 2015 on the 4th Friday each month (same times and stops as previously). However the May 2015 service will be on the 5th Friday so that it falls within the schools half term. The service will then become a summer only one (May - August) from May 2016. The cost of the service has also been reduced to £70.00 per trip. The Clerk was asked to check which route the Ledbury bus took. Resolved: To continue to pay a 20% subsidy towards the Ross on Wye bus service as previously agreed.</p> <p>f) Internal Audit Grant Thornton had been appointed as external auditor for the year ended 31 March 2015. The statutory deadline for approval of the Annual Return is 30th June and Grant Thornton has requested that DMGPC Annual Return is submitted on 15th June. The Clerk proposed that Kerry Diamond be asked to carry out the Internal Audit as in previous years with a view to taking any queries and comments to the May GPC meeting in advance of the Annual Return being approved at the June meeting. Resolved: To appoint Kerry Diamond as Internal Auditor for 2014-15</p>	Cheque	Expenditure	Amount	851	Community Development Foundation. NP Grant underspend. Grant ID 17819	£591.08	852	Clerks Net Salary January to March 2015 as per salary summary	£769.10	853	HMRC Quarter 4 payment as per salary summary	£192.20	854	Lengthsman invoice 35 dated 09/03/15. Drains dug around, lids lifted and cleaned out in Larport Lane.	£72.00	855	Fuel and equipment for footpath maintenance. P3 Grant	£101.40	856	Skip Hire for Scutterdine Lime Kilns (as agreed at January GPC meeting) £185.00 + VAT (Cllr Lloyd)	£222.00	Cheque	Expenditure	Amount	857	Dormington PCC. Donation towards upkeep of churchyard.	£250.00	
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539	<p>Resolved: To ask Grant Thornton for an extension of their deadline to 22nd June in order to approve the Annual Return at the June GPC meeting (15th June 2015).</p> <p>Highways, Footpaths and Commons</p> <p>a) Mordiford Traffic/Pedestrian Safety Proposals</p> <p>Cllr Hardwick confirmed that the request for the Dormington TRO had been received and acknowledged by Herefordshire Council and he had challenged the fact that this was not on their current list. There were 9 TROs in progress which will be completed in 2015/16, with 91 others awaiting a start date. Cllr Hardwick received confirmation that the Dormington TRO request would be added and given high priority when the list was reviewed in July.</p> <p>Cllr Hardwick had met with Cllr Rone to discuss the list of proposals which had been submitted to Herefordshire Council following the January GPC meeting, stating that Cllr Rone was keen to progress this as soon as possible.</p> <p>The following comments were made against the proposals submitted.</p> <ol style="list-style-type: none"> 1. A lay-by/dropping off area – supported 2. A 20mph limit - supported 3. White ‘picket gates’ - supported 4. Pavement extension opposite Wallflower Row and pavement from the Moon pub round the corner to the entrance to the school – may be problematic 5. Wrought-iron posts along the edge of the pavement at Wallflower Row – this may be difficult because of the restricted width of the highway. Cllr Litchfield challenged this view and would send a picture of a similar solution to Cllr Hardwick 6. A mirror on the signpost by the old smithy – this could be instigated by the GPC and would probably be acceptable to Herefordshire Council 7. A short single-file section at Wallflower Row – this was viewed as a longer term option 8. Weight and width limit on the bridge – there was a need to consider local farming practices. Weight limits for access were difficult to enforce. 9. Children crossing warning signs - supported 10. Off-street parking site for residents – Where would this be and what time would it operate? 11. Enforcement of the law regarding the local anaerobic digester - the planning permission was still to be granted and there would be a strict traffic management plan. There was a suggestion that a new access to Court Farm could be created through their land to the Ledbury Road. This may be added as a condition to the planning permission. 12. Relocation of the school – for the future 13. An Eastern by-pass – for the future <p>Cllr Hardwick would compile a response to Cllr Rone, copied to Yvonne Coleman (ref Section 106 funding).</p> <p>b) Highways and Footpath Issues</p> <p>Cllr Hardwick reported that Herefordshire Council could potentially access another £11.7 million of funding for Highways improvements across Herefordshire. Priority would be given to the A44 and the funding would not be related to the Eastern Crossing.</p> <p>It was reported there was a safety issue crossing from the footpath into Shepherds Orchard due to high vehicle speed. It was suggested that maybe a pair of picket fences by Shepherd’s Orchard and Sufton Rise could be considered. It was noted that the original plan included bollards but that was rejected. It was also suggested that a roundabout, taking away part of the bottom green, would help with the buses which needed to turn around.</p>	<p>Clerk Clerk</p> <p>JL</p>

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540	<p>c) Lengthsman and P3 Scheme Annual Plan In order to access the grant an Annual Maintenance Plan needed to be completed detailing the Activity, Level of Service/Frequency and the Estimated Budget. Cllrs Litchfield and Ashton Jones had met with the Clerk to prepare the plan. They had looked at three key areas, routine maintenance, emergency response and improvement activities. The Clerk was currently compiling the plan from the discussions that took place. Resolved: To give delegated authority to Cllr Litchfield to approve the plan and to submit to Balfour Beatty by the end of March 2015.</p> <p>The new grant would enable the GPC to commission work from a range of Lengthsmen and contractors and a comprehensive contract needed to be agreed with each. Claims would be made in arrears and there was a need to ensure that work was only carried out after issue of a work ticket, in order to ensure a clear audit trail. Resolved: To retain Mr Dyer to carry out routine Lengthsman work but to commission other contractors to carry out pothole and spraying work. Resolved: The Clerk to complete the contract and other paperwork in conjunction with Cllr Litchfield</p> <p>d) To report any defects to the Clerk Fly tipping opposite the Barn Conversion at Priors Frome – thought to be the people doing the barn conversion. A large pothole between Pen Hafod and Clouds Farm on the uphill side (CAS-498045-J5C1B2. Balfour Beatty Ref:11020299). The road is falling away 40/50 mtrs uphill from Clouds Farm (CAS-498048-Y8W0C5. Balfour Beatty Ref:11020300)</p> <p>e) To Report any Jobs for the Lengthsman No jobs were reported.</p> <p>Neighbourhood Planning a) Update on Progress The Steering Group had met on 12th March to discuss a Communications Strategy with particular reference to identifying stakeholders. Cllr Shearer pointed out that every resident was a stakeholder in the Neighbourhood Plan as well as those who operated a business or otherwise used facilities in the neighbourhood. Resolved: To put an article in the Dragon explaining what Stakeholders were and asking for volunteers to communicate with the various stakeholder groups.</p> <p>At 10.30 am on 11th April at the Chapel at Priors Frome there would be a meeting to plan the open day and the informal consultation events which would take place in June. All Cllrs were encouraged to attend. It had been agreed to attach the Open Day to the School Fete on 13th June in order to attract a wider group of people than may otherwise be possible. It was also suggested that something could be put on in conjunction with Maj Hereford's event and Cllr Shearer would progress this with Cllr Brewin.</p> <p>Resolved: Following this meeting on 11th April the Neighbourhood Plan would be put on hold until after the election when the new Parish Council would need to make a decision as to whether to progress it.</p> <p>b) To Consider and Approve Terms of Reference for Steering Group Terms of Reference had been circulated to all Cllrs for comment. Resolved: To adopt the Terms of Reference</p> <p>c) To Consider and Approve the Vision Statement The Vision Statement had been discussed at the Steering Group and circulated to all Cllrs for comment.</p>	<p>Clerk</p> <p>All</p> <p>CS</p>

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	<p>the AONB area and is encouraging the GPC to apply for a grant to carry on with the work although it was noted that the grant would not cover any expenditure that had already been committed. If the GPC were to successfully apply for a grant the AONB would contribute another £1,000.</p> <p>Resolved: To set a budget of £500 to cover the work going forward (to include the skip hire agreed at item 537b but not the cost of the skip paid for in February).</p> <p>b) To Consider Gift for Use of the Digger</p> <p>Resolved: To arrange a £25 voucher for a meal at The Moon Inn. Cllr Dickson agreed to arrange this.</p>	RD
545	<p>Checkley Common</p> <p>Cllr Litchfield had been approached by a parishioner who had queried why the Common hadn't been cut. The issues of the ragwort and travellers was discussed but the parishioner did not believe the plant was ragwort and suggested this should be checked by an expert. It was also thought that the alleged travellers were in fact a local resident who had tethered his horses on the Common. Herefordshire Council had cleared the ragwort in 2014 and had written to Rupert Foley saying that in future it was his responsibility, as landowner, to clear the ragwort. It was noted that this needed to be pulled or spot sprayed because of the orchids.</p> <p>Resolved: To ask Mr Barrell to cut the Common as normal in August/September.</p>	Clerk
546	<p>To Consider Memorial for Local Resident</p> <p>Cllr Lloyd had had a further conversation with the family explaining that whilst the benches on Mordiford Green had been supplied by the GPC the plaques were a private donation from the family. Cllr Lloyd felt that the family would concur to this approach. No response had been received from Chris Moore about a collaborative approach and Cllr Lloyd would follow this up with Cllr Brewin.</p>	DL
547	<p>Tolkien's Shire Link with Mordiford</p> <p>There had been no response to the article in The Dragon or the letter in the Hereford Times. This would now be removed from the agenda.</p>	
548	<p>Election Processes and Procedures</p> <p>The Clerk talked about the need to observe the 'purdah' requirements and also reiterated the timescale and process for those wishing to apply for re-election. A query had been raised if, as a Group Parish, one Parish did not return any Cllrs in the election how that would affect the running of the GPC. The Clerk agreed to look into this. The Clerk highlighted that in order to qualify for the General Power of Competence there needed to be two thirds of the total number of seats filled by Councillors who had been elected (which in the case of DMGPC would be 6). Elected councillors include all councillors who stood for election whether or not the election was contested. The Clerk pointed out that if the GPC could not achieve the General Power of Competence this would severely limit what funding could be spent on as the council would need to go back to using the Section 137 rules.</p>	
549	<p>To Agree Time and Venue of the Annual Parish Meeting</p> <p>Dormington is holding its APM on Tuesday 14 April at 7.30pm at Dormington Church. Traditionally Mordiford had held its own Annual Parish Meeting but it was suggested that this year they may want to join with Dormington. The Clerk agreed to look into whether this would statutorily be possible. Cllr Dickson agreed to talk to Cllr Brewin about the options.</p>	RD
550	<p>To Note the Information Sheet (March 2015) and any other Updates</p> <p>Resolved: The Information Sheet was noted.</p>	
551	<p>To Raise Items for the next Scheduled Parish Council Meeting</p> <p>Scutterdine Limekilns</p>	

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552	<p data-bbox="193 185 1171 221">To Note Date and Time of the next Regular Meeting of the Group Parish Council</p> <p data-bbox="193 224 911 259">Monday 20th April 2015 at 7.30pm in Mordiford School Hall.</p> <p data-bbox="193 327 564 362">The meeting closed at 9.35 pm</p> <p data-bbox="193 434 1110 504">Signed Date 20th April 2015 Vice Chairman of Dormington and Mordiford Group Parish Council</p>	