



DORMINGTON & MORDIFORD GROUP PARISH COUNCIL



Minutes of the Annual Meeting of the Group Parish Council held on Monday 18th May 2015 at 7.30pm

Present

Cllrs Ray Dickson (Vice Chair), Cllr Ashton Jones, Graham Finnigan, Richard Jones, John Litchfield

In attendance

Ward Cllr John Hardwick

Chris Bucknell – Clerk

4 members of the public

Item	Minutes	Action										
571	<p>To Elect a Chairman and Sign Declaration of Office Cllr Ray Dickson was proposed by Cllr Jan Ashton-Jones and seconded by Cllr John Lichfield. Resolved: Cllr Ray Dickson was unanimously voted in as Chairman and signed the Declaration of Office in front of the Clerk.</p>											
572	<p>To Elect a Vice Chairman Cllr Ray Dickson asked for nominations for Vice Chairman. Cllr David Lloyd was proposed by Cllr John Litchfield and seconded by Cllr Graham Finnigan. Resolved: Cllr David Lloyd was unanimously voted in as Vice Chairman</p>											
573	<p>To Receive Apologies for Absence Apologies were accepted from Cllr David Lloyd</p>											
574	<p>Declarations of Interest a) There were no Declarations of Interest b) No written requests for dispensations had been received c) To Adopt Standing Orders and Code of Conduct All Cllrs were circulated with hard copies of the Standing Orders, Code of Conduct, Financial Regulations and Financial Risk Assessment, which had been reviewed in March 2015. The Clerk briefly outlined the content of the documents stressing that they formed the framework for how the Group Parish Council as a whole, and individual Cllrs, should operate. Resolved: The Group Parish Council confirmed their adoption of the Code of Conduct and Standing Orders</p>											
575	<p>To Confirm other Officers, Committees and Working Groups</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 40%;">Churchyard and Burial Ground</td> <td>Cllr Jan Ashton Jones, Cllr Richard Jones</td> </tr> <tr> <td>Emergency Co-ordinator</td> <td>Cllr Ray Dickson, Cllr Graham Finnigan</td> </tr> <tr> <td>Finance Working Group</td> <td>Cllr Ray Dickson, Cllr David Lloyd</td> </tr> <tr> <td>Footpaths Officer</td> <td>Cllr John Litchfield</td> </tr> <tr> <td>Allotment Working Party</td> <td>Cllr Jan Ashton-Jones, Cllr David Lloyd</td> </tr> </tbody> </table>	Churchyard and Burial Ground	Cllr Jan Ashton Jones, Cllr Richard Jones	Emergency Co-ordinator	Cllr Ray Dickson, Cllr Graham Finnigan	Finance Working Group	Cllr Ray Dickson, Cllr David Lloyd	Footpaths Officer	Cllr John Litchfield	Allotment Working Party	Cllr Jan Ashton-Jones, Cllr David Lloyd	
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576	<p>To accept minutes of the previous meeting held on 16th March 2015 Resolved: Minutes of meeting held on 20th April 2015 were agreed and signed by the Vice Chairman with the following amendments:</p> <ul style="list-style-type: none"> Name of nominated person changed to Richard Jones Item 556c – Cllr Hardwick said that the aim was to complete a road to come out at the bottom of the Cock of Tupsley pitch Item 560b – Cllr Litchfield reported that he had discussed footpath DR1 with the Locality Steward and if it followed the legal line it would not be blocked by buildings 													
577	<p>To receive brief verbal reports from:</p> <p>a) Police Representative No police representative was present. The May edition of the newsletter had been circulated to all Councillors. It was noted that PCSO Dean Wall was now training as a Police Officer and PCSO Ekanite would be the contact for DMGPC. Concern was raised by a resident that there continued to be no police representative present.</p> <p>b) Neighbourhood Watch Update A resident mentioned an incident opposite Upper Hope Drive where a telegraph pole had been cut down with a chainsaw, particularly with respect to the time it has taken over reinstatement, which was due to a misunderstanding over planning requirements. It was agreed that for future meetings Brian Dukes would be asked to provide an update.</p> <p>c) Ward Member Cllr Hardwick reported on the result of the elections with Conservatives gaining 29 seats on Herefordshire Council, giving a majority of 5. As a result the Cabinet system will be retained and Cabinet positions, and the make-up of the various committees, will be decided on Friday 22nd May. The new Balfour Beatty Locality Steward for the area will be Maynard (Manny) Smith.</p> <p>d) WM Housing The following update had been received from Erika Fowkes (WM Housing) regarding shared ownership properties.</p> <table border="1"> <tr> <td data-bbox="209 1603 580 1641">6 Shepherds Orchard</td> <td data-bbox="580 1603 1378 1641">Purchasers completed and moved in</td> </tr> <tr> <td data-bbox="209 1641 580 1680">7 Shepherds Orchard</td> <td data-bbox="580 1641 1378 1680">Purchasers awaiting mortgage offer</td> </tr> <tr> <td data-bbox="209 1680 580 1718">8 Shepherds Orchard</td> <td data-bbox="580 1680 1378 1718">Purchases awaiting mortgage offer but expected soon</td> </tr> <tr> <td data-bbox="209 1718 580 1756">9 Shepherds Orchard</td> <td data-bbox="580 1718 1378 1756">Still available but there is someone interested</td> </tr> </table>	6 Shepherds Orchard	Purchasers completed and moved in	7 Shepherds Orchard	Purchasers awaiting mortgage offer	8 Shepherds Orchard	Purchases awaiting mortgage offer but expected soon	9 Shepherds Orchard	Still available but there is someone interested	Clerk				
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578	<p>Public Participation Session</p> <p>A member of the public congratulated the Parish Council on their election and in particular welcomed new members. Congratulations were also given to Cllr Hardwick for his re-election to Ward Councillor.</p> <p>The lack of the Beware of Horses sign at Woolhope was mentioned again. The Clerk had contacted</p>													

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579	<p>the Woolhope Parish Clerk in 2014 about this who had responded saying the Woolhope Councillors did not see it as an issue. The resident was encouraged to take the issue to a Woolhope PC meeting.</p> <p>The same resident asked if there was any update on Poors Acre as trees were marked up ready for felling. The Chair said there was no update and also reiterated that Poors Acre was not in Mordiford Parish.</p> <p>The same resident complained about smoke from fires by the Limekiln. Cllr Litchfield confirmed that no member of the Parish Council was burning greenwood by the Limekilns. It was also confirmed that there were no regulations regarding the lighting of bonfires, merely guidelines.</p> <p>It was noted that there was to be a Traffic Safety Campaign the first week in June. Cllr Hardwick would take this forward with the new Cabinet.</p> <p>To Consider Planning Matters</p> <p>a) To Consider any Planning Applications</p> <table border="1" data-bbox="212 748 1433 1037"> <thead> <tr> <th data-bbox="212 748 368 824">Reference</th> <th data-bbox="368 748 1433 824">Application</th> </tr> </thead> <tbody> <tr> <td data-bbox="212 824 368 927">150949</td> <td data-bbox="368 824 1433 927">21 Sufton Rise, Mordiford. Proposed single storey extension <i>Cllrs Dickson and Finnigan would visit the site and report back to the Clerk with comments</i></td> </tr> <tr> <td data-bbox="212 927 368 1037">151343</td> <td data-bbox="368 927 1433 1037">Priors Court, Upper Dormington. Conversion of outbuildings to form dwelling, including reconstruction of hop kiln. <i>Cllrs Dickson and Finnigan would visit the site and report back to the Clerk with comments</i></td> </tr> </tbody> </table> <p>b) To Note and Decisions/Notifications Received</p> <table border="1" data-bbox="196 1140 1433 1442"> <thead> <tr> <th data-bbox="196 1140 355 1216">Reference</th> <th data-bbox="355 1140 1203 1216">Application</th> <th data-bbox="1203 1140 1433 1216">Decision</th> </tr> </thead> <tbody> <tr> <td data-bbox="196 1216 355 1330">150673</td> <td data-bbox="355 1216 1203 1330">Land adjacent to Sufton Rise. Provision of waste water system including above ground kiosk and perimeter fencing (retrospective).</td> <td data-bbox="1203 1216 1433 1330">Awaiting Decision</td> </tr> <tr> <td data-bbox="196 1330 355 1442">P143272/F</td> <td data-bbox="355 1330 1203 1442">Stable and yard north of Mews House, Mordiford. Proposed earth shelter dwelling to replace an existing stable and storage building.</td> <td data-bbox="1203 1330 1433 1442">Awaiting Decision</td> </tr> </tbody> </table>	Reference	Application	150949	21 Sufton Rise, Mordiford. Proposed single storey extension <i>Cllrs Dickson and Finnigan would visit the site and report back to the Clerk with comments</i>	151343	Priors Court, Upper Dormington. Conversion of outbuildings to form dwelling, including reconstruction of hop kiln. <i>Cllrs Dickson and Finnigan would visit the site and report back to the Clerk with comments</i>	Reference	Application	Decision	150673	Land adjacent to Sufton Rise. Provision of waste water system including above ground kiosk and perimeter fencing (retrospective).	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	RD/GF RD/GF
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580	<p>Finance</p> <p>a) To receive a Finance Report from the RFO</p> <p>Business Current Account £25,704.29 (Bank Statement awaited) Business Reserve account £4,305.91 (Bank Statement awaited). It should be noted that the above funds include earmarked reserves and should not be considered as available funds. Income since the last meeting - £11,222.50 part 1 instalment of the precept.</p> <p>b) To Accredite DMGPC with General Power of Competence</p> <p>The Clerk outlined that to be eligible for the GPC, which allows a Parish Council to spend money on anything that an individual can, provided it is legal and does not contravene other specific legislation, there must be 2/3 of the Parish Councillors who have been elected and a qualified Clerk. Dormington and Mordiford GPC currently has 6 elected Parish Councillors with three vacant seats and the Clerk holds the CILCA qualification. Dormington and Mordiford Group Parish Council therefore meets this qualifying criteria.</p> <p>Resolved: To Accredite Dormington and Mordiford Parish Council with the General Power of Competence.</p>																

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580	<p>c) To agree payment of outstanding invoices</p> <table border="1" data-bbox="212 237 1418 356"> <thead> <tr> <th data-bbox="212 237 347 271">Cheque</th> <th data-bbox="347 237 1262 271">Expenditure</th> <th data-bbox="1262 237 1418 271">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="212 271 347 315">868</td> <td data-bbox="347 271 1262 315">Brian Dukes. Ink cartridges for production of Dragon Newsletter</td> <td data-bbox="1262 271 1418 315">£51.67</td> </tr> <tr> <td data-bbox="212 315 347 356">869</td> <td data-bbox="347 315 1262 356">Broker Network. Insurance Policy 24414511CHC 01/06/15 to 31/05/2016</td> <td data-bbox="1262 315 1418 356">£328.33</td> </tr> </tbody> </table> <p>Resolved: All payments approved</p> <p>d) Update on Internal and External Audit The Clerk reported that the accounts were with the Internal Auditor with the aim of addressing any queries in time to approve the Annual Return at the June meeting. Date for submission of the Annual Return to Grant Thornton is 22nd June 2015.</p> <p>Highways, Footpaths and Commons</p> <p>a) Mordiford Traffic/Pedestrian Safety Proposals There was no more to report on this. Cllr Hardwick would continue to pursue it once the Cabinet positions had been formalised.</p> <p>b) Highways and Footpath Issues Nick Brewin had been contacted by a resident concerned about the stile at Woodfield Bungalow, Upper Dormington. She and the owner of the bungalow thought the stile where the DR5 met the Upper Dormington road was dangerous. Cllr Litchfield confirmed that this was on the list of jobs passed to the Lengthsman.</p> <p>The signage for The Bungalows Sufton Lane has been ordered. BB agreed to honour the original quotation of £594 + VAT for producing the plate and erecting it on posts set in concrete.</p> <p>c) To Consider Lengthsman and P3 Contracts The Clerk outlined the new process for the Lengthsman Contract and stressed that because the process for claiming the grant was now in arrears considerably more evidence of work carried out would be needed and it was particularly important that all requests for work were formalised on worksheets. There were new contracts to be signed between the Parish Council and the Lengthsman and also between the Parish Council and Herefordshire Council.</p> <p>Mr Dyer has asked that his hourly rate be raised from £11 to £12 per hour.</p> <p>Resolved: To devolve responsibility for completing the contracts to the Clerk. Resolved: It was agreed that the Lengthsman hourly rate be raised to £12 per hour.</p> <p>d) To report any defects to the Clerk There is a large puddle on the road by the Moon (where the little Green Hut used to be) which appears to be from a blocked drain. (HC Ref: CAS-509859-B2H9P0 BB Ref:11022032)</p> <p>e) To Report any Jobs for the Lengthsman The Lengthsman has been asked to carry out regular work along Pentaloee Lane and The Spout. He had reported that as the grass was so long this would require two visits and the cost would therefore be double.</p> <p>Cllr Litchfield had given the Lengthsman the following jobs MF1 – Clear the stiles at both ends; MF2 – Kill and clear weeds under steps DR1/DR2/DR3 – Clear stile, gates and signs and strim and clear hedge; DR5 – Repair stile DR 10A – Clear Sign; MF4 – Strim land/hedge; Mow Swarden Quarry Strim and clear Loop Walk Section near Checkley Old Post Office.</p>	Cheque	Expenditure	Amount	868	Brian Dukes. Ink cartridges for production of Dragon Newsletter	£51.67	869	Broker Network. Insurance Policy 24414511CHC 01/06/15 to 31/05/2016	£328.33	Clerk
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581	<p>To Consider Future of Neighbourhood Planning The Clerk noted that she had been contacted by Rupert Foley who said he had not been included in any of the Neighbourhood Planning mailshots even though part of the estate was in the Parish.</p>	Clerk									

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582	<p>The Clerk and Clare Hearne are attending the CPRE information session at Breinton on 26th June 2015.</p> <p>Resolved: Not to take Neighbourhood Planning forward at this stage. This would be reviewed if new Councillors put themselves forward.</p> <p>There Clerk asked if there were any responses to the Fownhope Parish Council Regulation 14 consultation that had been circulated to all Cllrs on 14th May 2015. Deadline for Responses was 30th June 2015.</p> <p>Resolved: To formulate a response at the June meeting</p> <p>Website and Newsletter</p> <p>The future of the Dragon and the Parish Website was discussed following Brian Dukes decision not to put himself forward as a Councillor.</p> <p>Website: Brian Dukes had offered to continue to maintain the website. The Parish Council was grateful for this offer but felt that the Parish Council website should not operate without a lead Councillor.</p> <p>Resolved: Cllr Ashton Jones to support Brian Dukes in managing and monitoring the website - this would be kept under review.</p> <p>Newsletter - The future of the Dragon Newsletter was discussed and it was felt important to continue with a newsletter of some kind in order to prove good communication links, which was a requirement of the new Local Council Award Scheme. Items could be placed in the Beneficial but this did not go to all households. It was felt that maybe something smaller and more frequent with local items would be preferable and more manageable.</p> <p>Resolved: To agree the principle of keeping some kind of communication with parishioners but to decide what and how at a later meeting.</p>	
583	<p>Allotments</p> <p>a) Update and Way Forward</p> <p>There had been no response from Nick Edge regarding the size of the allotments. WM Housing solicitor had been instructed and WM Housing were requesting the name of a solicitor who would act for the Parish Council. Humfrys and Symonds had prepared the Licence agreement for Mordiford Green, this had cost £500 + VAT</p> <p>Resolved: To commission Humfrys and Symonds to deal with the lease for the allotments.</p> <p>A meeting of the Allotment Working Party was urgently needed in order to decide the cost per annum of the allotments, timescale for allocation etc. Cllr Dickson would get in touch with Cllr Lloyd and propose some dates.</p> <p>The NALC template agreement had been circulated to prospective tenants for comment. Paul Liddell had come back with an issue surrounding bonfires and incinerators and had suggested some amendments to the agreement. These would be discussed at the Working Group.</p>	Clerk RD
584	<p>Mordiford Green</p> <p>a) Update and Way Forward</p> <p>Fred Davies had mowed the Green and put weed killer on the path. There was a need for a Lead Councillor to oversee Mordiford Green as this was a requirement of the Public Liability insurance (in terms of Risk Management). Cllr Finnigan agreed to undertake this on behalf of the Parish Council. It was agreed to take Mordiford Green off the agenda as a standing item and to update periodically when appropriate.</p> <p>b) To Consider any costs related to Mordiford Green</p> <p>Resolved: To give Fred Davies a £50 B&Q voucher twice a year (January and June) to reflect the Parish Council's gratitude for the work he is doing at Mordiford Green.</p>	

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585	<p>Burial Ground and Closed Churchyard</p> <p>a) Update from the Working Party</p> <p>Brian Dukes had expressed concern about the soil that had been left in the Burial Ground. The Clerk had contacted D C Gardening who had said this was normal practice as soil was often required to top up graves which had sunk over time. Dave Campbell had visited the Burial Ground and, in his opinion, the excess soil was not a problem although if it continued to grow then it may need moving. He also noted that due to the location of the soil pile (in the far corner of the Burial Ground) there was no vehicular access so removing it would be very labour intensive and would require a mini digger to load the soil onto a power wheelbarrow. An alternative would be to ask the farmer of the adjacent field whether he would be agreeable to having the fence opened out and the soil moved with a tele handler. Cllr Jones agreed to go and look at the situation and to report back to the Parish Council.</p> <p>Resolved: To leave the excess soil in the Burial Ground but to continue to monitor it.</p> <p>b) To Consider any Costs related to the Burial Ground and Closed Churchyard</p> <p>There was no costs.</p>	RJ						
586	<p>Scutterdine Lime Kilns</p> <p>There was nothing further to report</p>							
587	<p>Update on Memorial for Local Resident</p> <p>Nick Brewin had been in touch with Rev Moore and suggested that the GPC pass a cheque over to the PCC for half the cost of a bench similar to that installed in Mordiford Green. The PCC would then continue to liaise with the family and purchase and install the bench without further input from the GPC. As the PCC cannot claim the VAT the 50% contribution would be £80 = VAT = £96.</p> <p>Resolved: To send a cheque for £96 to Mordiford PCC and agree for them to take the memorial forward.</p> <table border="1" data-bbox="209 1128 1418 1211"> <thead> <tr> <th data-bbox="209 1128 349 1167">Cheque</th> <th data-bbox="349 1128 1262 1167">Expenditure</th> <th data-bbox="1262 1128 1418 1167">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="209 1167 349 1211" style="text-align: center;">870</td> <td data-bbox="349 1167 1262 1211">Mordiford PCC. Contribution towards memorial bench for local resident</td> <td data-bbox="1262 1167 1418 1211" style="text-align: center;">£96.00</td> </tr> </tbody> </table>		Cheque	Expenditure	Amount	870	Mordiford PCC. Contribution towards memorial bench for local resident	£96.00
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588	<p>To Note the Information Sheet (May 2015) and any other Updates</p> <p>Resolved: The Information Sheet was noted. It was agreed that Cllr Dickson would print off any relevant email correspondence and take to Cllr Jones who was not online. Agenda, minutes and information sheet would be posted to him.</p>							
589	<p>To Raise Items for the next Scheduled Parish Council Meeting</p> <p>Co-option of new Councillors</p>							
590	<p>To Note Date and Time of the next Regular Meeting of the Group Parish Council</p> <p>Monday 15th June 2015 at 7.30pm in Mordiford School Hall.</p> <p>The meeting closed at 9.00 pm</p> <p>Signed Date 15th June 2015 Chairman of Dormington and Mordiford Group Parish Council</p>							