



DORMINGTON & MORDIFORD GROUP PARISH COUNCIL



Minutes of the Annual Meeting of the Group Parish Council held on Wednesday 18th May 2016 at 7.30pm

Present

CLLrs Ray Dickson (Chair), Jan Ashton-Jones, John Litchfield, David Lloyd
Cllr Joanne Kippax (from Item 5)

In attendance

Chris Bucknell – Clerk
1 member of the public

Item	Minutes	Action				
1.0	<p>To Elect a Chairman / Sign Declaration of Office Cllr Ray Dickson was Proposed by Cllr Litchfield and Seconded by Cllr Lloyd. All were in favour and Cllr Dickson signed the Acceptance of Office in front of the Clerk</p>					
2.0	<p>To Elect a Vice Chairman / Sign Declaration of Office Cllr David Lloyd was Proposed by Cllr Litchfield and Seconded by Cllr Ashton-Jones. All were in favour and Cllr Lloyd signed the Acceptance of Office in front of the Clerk</p>					
3.0	<p>To Receive Apologies for Absence - Ward Cllr John Hardwick</p>					
4.0	<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> <p>c) To Adopt Standing Orders and Code of Conduct All Cllrs were circulated with copies of the Standing Orders and Code of Conduct. The Clerk outlined that the decision making power of the Parish Council lay with the Council as a whole and not with individual Cllrs, stressing that all issues must be brought back to the Parish Council for discussion and decision with all activities being carried out in line with the Standing Orders and Code of Conduct. Resolved: The Group Parish Council confirmed their adoption of the Code of Conduct and Standing Orders</p>					
5.0	<p>To Agree Co-option of Joanna Kippax onto Mordiford Parish Council Resolved: To Co-opt Joanne Kippax onto Mordiford Parish Council</p> <p>Joanna Kippax signed the Declaration of Acceptance of Office and joined the meeting as a Parish Councillor.</p>					
6.0	<p>To Confirm other Officers, Committees and Working Groups</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 40%;">Churchyard and Burial Ground</td> <td>Cllr Jan Ashton-Jones, Cllr John Litchfield</td> </tr> <tr> <td>Emergency Co-ordinator</td> <td>Cllr Ray Dickson</td> </tr> </table>	Churchyard and Burial Ground	Cllr Jan Ashton-Jones, Cllr John Litchfield	Emergency Co-ordinator	Cllr Ray Dickson	
Churchyard and Burial Ground	Cllr Jan Ashton-Jones, Cllr John Litchfield					
Emergency Co-ordinator	Cllr Ray Dickson					

Item	Minutes	Action																		
	<table border="1"> <tr> <td>Finance Working Group</td> <td>Cllr Ray Dickson, Cllr David Lloyd, Parish Clerk</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> <tr> <td>Planning Working Party</td> <td>Cllr Ray Dickson, Cllr John Litchfield,</td> </tr> <tr> <td>Newsletter Editor</td> <td>Cllr Jan Ashton-Jones, Cllr Jo Kippax</td> </tr> <tr> <td>Webmaster</td> <td>Cllr Jan Ashton-Jones with support from Cllr Ray Dickson</td> </tr> <tr> <td>Tree Warden</td> <td>Cllr Jo Kippax</td> </tr> <tr> <td>Balfour Beatty (Highways) Liaison</td> <td>Cllr Ray Dickson</td> </tr> <tr> <td>Mordiford Green Co-ordinator</td> <td>Cllr Jan Ashton-Jones</td> </tr> </table> <p>Resolved: The Officers, Committees and Working Groups were confirmed as per the above</p>	Finance Working Group	Cllr Ray Dickson, Cllr David Lloyd, Parish Clerk	Footpaths Officer	Cllr John Litchfield	Allotment Working Party	Cllr Jan Ashton-Jones, Cllr David Lloyd	Planning Working Party	Cllr Ray Dickson, Cllr John Litchfield,	Newsletter Editor	Cllr Jan Ashton-Jones, Cllr Jo Kippax	Webmaster	Cllr Jan Ashton-Jones with support from Cllr Ray Dickson	Tree Warden	Cllr Jo Kippax	Balfour Beatty (Highways) Liaison	Cllr Ray Dickson	Mordiford Green Co-ordinator	Cllr Jan Ashton-Jones	
Finance Working Group	Cllr Ray Dickson, Cllr David Lloyd, Parish Clerk																			
Footpaths Officer	Cllr John Litchfield																			
Allotment Working Party	Cllr Jan Ashton-Jones, Cllr David Lloyd																			
Planning Working Party	Cllr Ray Dickson, Cllr John Litchfield,																			
Newsletter Editor	Cllr Jan Ashton-Jones, Cllr Jo Kippax																			
Webmaster	Cllr Jan Ashton-Jones with support from Cllr Ray Dickson																			
Tree Warden	Cllr Jo Kippax																			
Balfour Beatty (Highways) Liaison	Cllr Ray Dickson																			
Mordiford Green Co-ordinator	Cllr Jan Ashton-Jones																			
7.0	<p>To accept minutes of the previous meeting held on 20th April 2016 Resolved: Minutes of meeting held on 20th April 2016 were agreed and signed by the Chairman.</p>																			
8.0	<p>To receive brief verbal reports from:</p> <p>a) Police Update No Safer Neighbourhood Team Newsletter had been received and there was no update</p> <p>b) Neighbourhood Watch Update There was no NW Update</p> <p>c) Ward Member – Councillor Hardwick Cllr Hardwick had given apologies but had sent the following update:</p> <ul style="list-style-type: none"> • Bill Jackson, Chairman of the Enterprise Zone gave Cllr Hardwick and Cllr Matthews a guided tour of the EZ, highlighting that 400 jobs to date had been secured and the aspiration of 4000 jobs within the next 4 – 5 years would hopefully be achieved. The Southern Link Road is seen as highly important to deliver these jobs and the application for the road goes before the Planning Committee on 6th June. • The sale of the Council Smallholdings was discussed further at the last Cabinet meeting and approval was gained to select an agent to draw up the sales details with the expectation to market them from October time. • The Lack of 5 Year Housing Land Supply continues to feature at Planning Appeals and is causing Appeals to be lost. An all member seminar to discuss was held on 10th May and a further seminar is planned for June/July. • The Local Transport Plan will be discussed and voted on at full Council on Friday 20th May. 																			
9.0	<p>Public Participation Session There were no comments from the member of the public.</p>																			
10.0	<p>To Consider Planning Matters</p> <p>a) To Consider any Planning Applications</p> <table border="1"> <thead> <tr> <th data-bbox="197 1720 352 1753">Reference</th> <th data-bbox="352 1720 1422 1753">Application</th> </tr> </thead> <tbody> <tr> <td data-bbox="197 1753 352 1821">161289</td> <td data-bbox="352 1753 1422 1821">Tower Hill, Perton Lane, Stoke Edith. Replacement stable and shed with a single building containing a garage, carport and shed.</td> </tr> </tbody> </table>	Reference	Application	161289	Tower Hill, Perton Lane, Stoke Edith. Replacement stable and shed with a single building containing a garage, carport and shed.															
Reference	Application																			
161289	Tower Hill, Perton Lane, Stoke Edith. Replacement stable and shed with a single building containing a garage, carport and shed.																			
	<p>There were no objections to this application</p> <p>b) Update on Planning Appeal 140215 – 83 Tower Hill, Dormington The hearing would take place on 24th May at 10.00 am in the Town Hall. The GPC had been invited to attend and (at the discretion of the Inspector) take part in the discussions.</p>	Clerk																		

Item	Minutes			Action																
11.0	c) To Note and Decisions/Notifications Received			Clerk																
	Reference	Application	Decision																	
	160460	Hillside, Priors Frome. Demolish conservatory and replace with an oak framed orangery extension.	Approved																	
	160544	Land at Pump Orchard Lane, Priors Frome. Proposed 2 houses.	Withdrawn																	
	Cllr Dickson mentioned an application for outline planning in Chapel Lane which had not been received by the Parish Council. The Clerk would look into it.																			
	11.0 Finance																			
	a) To receive a Finance Report from the RFO																			
	Bank balances: Business Current Account £43,271.68 Business Reserve account £4,307.60. Q3 (£1,151.75) and Q4 (£416.53) Lengthsman and P3 Grant have now been paid. A claim for VAT up until 30 th March 2016 has been paid (£630.84). To date 7 allotment invoices have been paid - total income of £520 and 1 is still outstanding (being followed up by Cllr Ashton Jones). £505 burial fees for a recent interment have been received but have not yet been banked.																			
	a) To Agree Payments Made since April Meeting																			
	<table border="1"> <thead> <tr> <th data-bbox="181 817 341 891">Cheque/ BACS</th> <th data-bbox="341 817 1262 891">Expenditure</th> <th data-bbox="1262 817 1433 891">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="181 891 341 929">BACS</td> <td data-bbox="341 891 1262 929">Humfrys & Symonds. Searches for Allotment Lease Agreement</td> <td data-bbox="1262 891 1433 929">£286.10</td> </tr> </tbody> </table>	Cheque/ BACS	Expenditure		Amount	BACS	Humfrys & Symonds. Searches for Allotment Lease Agreement	£286.10												
	Cheque/ BACS	Expenditure	Amount																	
	BACS	Humfrys & Symonds. Searches for Allotment Lease Agreement	£286.10																	
Resolved: Payment Approved																				
b) To Agree Payment of Outstanding Invoices																				
<table border="1"> <thead> <tr> <th data-bbox="181 1028 341 1102">Cheque / BACS</th> <th data-bbox="341 1028 1262 1102">Expenditure</th> <th data-bbox="1262 1028 1433 1102">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="181 1102 341 1140">BACS</td> <td data-bbox="341 1102 1262 1140">Daniel Squire invoice 074056 Work at Community Orchard April £30 + VAT</td> <td data-bbox="1262 1102 1433 1140">£36.00</td> </tr> <tr> <td data-bbox="181 1140 341 1178">BACS</td> <td data-bbox="341 1140 1262 1178">Enviroability Invoice 2394. Fit 2 self-closing gates.</td> <td data-bbox="1262 1140 1433 1178">£223.00</td> </tr> <tr> <td data-bbox="181 1178 341 1254">BACS</td> <td data-bbox="341 1178 1262 1254">D C Gardening Invoice 15. Work at Churchyard and Burial Ground April 2016 £200 + VAT</td> <td data-bbox="1262 1178 1433 1254">£240.00</td> </tr> <tr> <td data-bbox="181 1254 341 1330">Chq 915</td> <td data-bbox="341 1254 1262 1330">Michael Dyer Invoice 4 Mowing The Spout, Pentoloe Green and the Common</td> <td data-bbox="1262 1254 1433 1330">£65.00</td> </tr> <tr> <td data-bbox="181 1330 341 1364">Chq 916</td> <td data-bbox="341 1330 1262 1364">Priors Frome Chapel invoice 7. Use of room for April GPC Meeting</td> <td data-bbox="1262 1330 1433 1364"></td> </tr> </tbody> </table>	Cheque / BACS	Expenditure	Amount	BACS	Daniel Squire invoice 074056 Work at Community Orchard April £30 + VAT	£36.00	BACS	Enviroability Invoice 2394. Fit 2 self-closing gates.	£223.00	BACS	D C Gardening Invoice 15. Work at Churchyard and Burial Ground April 2016 £200 + VAT	£240.00	Chq 915	Michael Dyer Invoice 4 Mowing The Spout, Pentoloe Green and the Common	£65.00	Chq 916	Priors Frome Chapel invoice 7. Use of room for April GPC Meeting			
Cheque / BACS	Expenditure	Amount																		
BACS	Daniel Squire invoice 074056 Work at Community Orchard April £30 + VAT	£36.00																		
BACS	Enviroability Invoice 2394. Fit 2 self-closing gates.	£223.00																		
BACS	D C Gardening Invoice 15. Work at Churchyard and Burial Ground April 2016 £200 + VAT	£240.00																		
Chq 915	Michael Dyer Invoice 4 Mowing The Spout, Pentoloe Green and the Common	£65.00																		
Chq 916	Priors Frome Chapel invoice 7. Use of room for April GPC Meeting																			
Resolved: Payments Approved																				
c) To Agree Renewal of Insurance Policy and 3 year Agreement																				
Came and Company are proposing renewal of the existing policy with Ecclesiastical Local Council Scheme. Annual premium would be £342.56 or, if a 3 year agreement were entered into, this would drop to £325.43 (a discount of £17.13 5%).																				
<table border="1"> <thead> <tr> <th data-bbox="181 1552 341 1641">Cheque / BACS</th> <th data-bbox="341 1552 1262 1641">Expenditure</th> <th data-bbox="1262 1552 1433 1641">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="181 1641 341 1686">BACS</td> <td data-bbox="341 1641 1262 1686">Came and Company Policy SC0119736</td> <td data-bbox="1262 1641 1433 1686">£325.43</td> </tr> </tbody> </table>	Cheque / BACS	Expenditure	Amount	BACS	Came and Company Policy SC0119736	£325.43														
Cheque / BACS	Expenditure	Amount																		
BACS	Came and Company Policy SC0119736	£325.43																		
Resolved: To Renew the Insurance Policy with the 3 year agreement																				
d) Update on Internal and External Audit																				
The Clerk confirmed that the annual accounts had been given to the Internal Auditor. To date there had been no queries. The aim was to approve the accounts for submission at the June GPC meeting.																				
12.0	Highways, Footpaths and Commons																			
a) Mordiford Traffic/Pedestrian Safety Proposals																				
There was no further update. Cllr Litchfield queried whether the speed tables and picket gates could																				

Item	Minutes	Action
13.0	be installed before the TRO was agreed. The Clerk would follow this up with Cllr Hardwick.	Clerk
	b) Highways and Footpath Issues	
	Speed Data Collection – This will take place on the Dormington Road over the coming weeks in order to inform the suitability of the existing 40 mph speed limit. It was noted that speed data collection also needed to be carried out on the Mordiford Road.	
	Bungalows Sign Sufton Lane – FCC Waste Collection had contacted the Clerk to say it was one of their operatives that damaged the sign and they have asked for two quotes to replace the sign. Balfour Beatty have been asked to provide a quotation.	
	Checkley Road Repairs – Balfour Beatty have looked into this. The end of the road by The Clouds is unadopted, and the middle section is a Public Right of Way/Bridleway. The end between Wootton Farm and Broomy Hill Cottage is adopted and as such is the responsibility of Balfour Beatty. The rest of Perton Lane is tarmac and deemed in reasonable repair. Balfour Beatty are going to raise a job to get some scalpels put down between Wootton Farm and Broomy Hill Cottage – the potholes are not such that this would come under their statutory responsibility and it may take 3 months to complete. Balfour Beatty were thanked for their proactive response to this issue.	
Dog Fouling in Sufton Lane – The Chair had received a complaint from a resident about dog fouling on Sufton Lane on the rough track. The resident has put signs up which seemed to have solved the problem. It was agreed to put something about dog fouling in the next issue of the newsletter.	J A-J /JK	
Pavement at Backbury View – Concern had been raised that the roadside pavement in front of the flats (from service road towards Dormington) had lost its width and the pavement needed re-widening as people were being forced to walk single file. The Locality Steward had been to see this and reported that there was someone selling runner beans, making the pavement even more inaccessible. Balfour Beatty do not feel this is enough of an issue to take forward.		
Addition of Footpath M32 at Mordiford – Cllr Litchfield went over the history of this footpath which was the Backbury Trig Point Path and which had now been designated as a PROW. A GPS was needed to identify the legal line and the Clerk was asked to request either a grid reference or co-ordinates for MF32.	Clerk	
c) Lengthsman Update		
There have been some changes to the way materials for works on Public Rights of Way are supplied and Balfour Beatty have requested a list of requirements in order to aid forward planning. Although it was noted that much work is reactive and as such cannot be planned for in advance Cllr Litchfield has provided a list of equipment and resources which has been passed to Balfour Beatty. The Clerk was asked to send a copy of this list to Enviroability.	Clerk	
Neighbourhood Planning		
a) Feedback from Breinton Meeting of Outlying Parishes		
The Clerk and Cllr Litchfield attended the meeting held on 10 th May 2016. The meeting had been called by Breinton Parish Council to consider the impact the Hereford Area Plan may have on parishes bordering Hereford City. Hereford City Council had not prepared a Neighbourhood Development Plan (NDP), and so was subject to an “Area Plan” which sat, in terms of influence, between the Core Strategy and NDPs, potentially taking precedence over any NDP produced by neighbouring parishes. It was felt there were likely to be common issues faced by parishes surrounding Hereford City, and where possible, there was a need to collaborate and input into the formulation of the HAP. Although it was recognised that Dormington and Mordiford were not adjacent to Hereford City and, as such, may not experience the same kind of issues that other parishes envisaged, it was felt that there still may be an impact, for example increased traffic, and for this reason it was felt to be beneficial to remain part of the group and attend future meetings.	Clerk	

Item	Minutes	Action
14.0	<p>Allotments</p> <p>a) Update from Allotment Working Party The rubble had now been removed and the area levelled. Cllr Lloyd reported that there had been a problem with the water trough which needed attention. It was noted that an elderly tenant with an allotment at the top end of the site was finding the current water supply too far away and this needed consideration. It was agreed that Cllrs Ashton-Jones and Lloyd would look into the cost of putting an additional standpipe at the top of the site.</p> <p>The upkeep of the 7 vacant plots would cost around £200 per month over the summer months and steps needed to be taken to maximise take up of these plots (see item 14d).</p> <p>b) To Consider Heads of Terms and Lease Agreement Mr David Campion (Humfrys & Symonds Solicitors) had received revised documents from West Mercia Homes' solicitors with the issues previously highlighted regarding inadequate access arrangements and overage provisions rectified. It had been ascertained that there were no Heads of Terms and Mr Campion was willing to move forward without these. Land Registry Transfer and Deed of Covenant had been sent to the Clerk and forwarded to Councillors for approval.</p> <p>Resolved: The documents and recommendations were approved and the Clerk was asked to contact Mr Campion to progress the completion of the Lease Agreement.</p> <p>c) To Approve Expenditure on Legal Fees and Searches The search fees had been approved under item 11b. It had been ascertained that both W M Housing and the Group Parish Council would pay their own legal fees but these were not yet known.</p> <p>d) To Consider Process for Vacant Allotments Cllr Dickson would advertise around the Castle Green and Bartonsham areas and Cllr Ashton-Jones would investigate putting an article in the Hereford Times. It was noted that Hereford City was short of allotment land and it was agreed to send a poster to the Hereford City Clerk to raise awareness of the vacant plots in Mordiford. The Clerk would also circulate the poster to neighbouring parishes.</p> <p>e) To Consider any Expenditure There was no further expenditure</p>	<p>J A-J/ DL</p> <p>Clerk</p> <p>RD/ J A-J/ Clerk</p>
15.0	<p>Burial Ground and Closed Churchyard Someone unknown had mowed part of the Burial Ground using a ride-on mower which had damaged the ground. Some graves had also been driven over. This damage would take some time to rectify and it was important to ensure that no-one did this again, although it was noted that it had probably been done with the best of intentions. Cllrs were asked to try and ascertain who had carried this out.</p> <p>a) Update on discussions with PCC regarding Church Wall As agreed at the March meeting Rev Moore had been sent a copy of the NALC Legal View and a copy of the Solicitor's letter referring to The Old Rectory, with a note saying that as no Section 216 (2)(a) had been found, the Group Parish Council considered it was the responsibility of the PCC to repair the wall in the churchyard, although the GPC would be willing to make some donation towards the cost. Rev Moore had acknowledged this email and said he had forwarded it to the Church Wardens. Nothing further had been received and it was agreed not to pursue this.</p> <p>b) To Consider any Costs related to the Burial Ground and Closed Churchyard There were no costs</p>	<p>All</p>
16.0	<p>Website Management There had not been a meeting with Brian Dukes to discuss this. It was felt the GPC should take back ownership of the website although it could be used to publicise community information as well as GPC issues as long as the Council information was separate and easily accessible.</p>	

Item	Minutes	Action
17.0	<p>Resolved: Cllr Dickson and Cllr Jan Ashton-Jones to look into this and report back at the next meeting</p> <p>To Consider Co-opting Parish Councillors Mel Preedy had indicated she would be willing to stand as a Parish Councillor after July.</p>	RD/ J A-J
18.0	<p>To Note the Information Sheet (May 2016) and any other Updates Resolved: The Information Sheet was noted.</p>	
19.0	<p>To Raise Items for the next Scheduled Parish Council Meeting Update of Financial Regulations, Membership of Tree Network, Approval of Annual Return, Fownhope Bus Service</p>	
20.0	<p>To Note Date and Time of the Annual Meeting of the Group Parish Council Wednesday 16th June 2016 at 7.30pm at Mordiford School</p> <p>The meeting closed at 9.20 pm</p> <p>Signed Date 16th June 2016 Chairman of Dormington and Mordiford Group Parish Council</p>	