



DORMINGTON & MORDIFORD GROUP PARISH COUNCIL



Minutes of the meeting of the Parish Council held on Tuesday 15th October 2013 at 7.30pm

Present

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

In attendance

Ward Cllr John Hardwick
Chris Bucknell – Parish Clerk
Kat La Tsar – West Midlands Housing (for agenda item 5)
Nick Edge – West Midlands Housing (for agenda item 5)
Sarah Harrison-Branter – Kemble Housing (for agenda item 5)
Anthony Rees - Harper Group PLC (for agenda item 5)
Gary Godsell - Contracts Manager Harper Group PLC (for agenda item 5)
7 members of the public (for Agenda Item 5)

Item	Minutes	Action
281	<p>To Accept Apologies for Absence Apologies were accepted from Cllr Cheryl Shearer and Cllr John Litchfield</p>	
282	<p>Declarations of Interest a) To receive declarations of interest - None received b) To approve any written requests for dispensations - None received</p>	
283	<p>To accept minutes of the previous meeting held on 15th September 2013 Minutes of the previous meeting were accepted as a true and accurate record and signed by the Vice Chairman</p> <p>It was agreed to take Agenda Item 5 next</p>	
284	<p>To receive brief verbal reports from: a) Police Representative There was no representative and no report had been received. The September newsletter had been circulated to all Councillors. It was noted that a new PCSO, Elena Ekanite, had joined the team.</p> <p>b) Neighbourhood Watch Update</p> <ul style="list-style-type: none"> • Untaxed cars on Sufton Rise • Cars observed speeding down Sufton Rise (the drivers had been spoken to and it was felt this had been contained) • There was no Orange mobile signal in Checkley. Cllr Hardwick added that there was a government initiative to place 6 masts across Herefordshire in areas where it was uneconomical for commercial companies to operate. There was 1 planned for 	

Item	Minutes	Action												
	<p>Fownhope which may help the situation in Checkley.</p> <ul style="list-style-type: none"> Environmental Health was currently testing the water at the Spout for possible contamination. It was reinforced that people should not drink from the Spout. <p>c) Ward Member – Councillor Hardwick Cllr Hardwick gave an update on the Cabinet meetings, the current budget pressures and the handover from Amey to Balfour Beatty. Balfour Beatty was adopting a Locality Focus – the Locality Manager covering D&M was Tim Ellis.</p> <p>d) WM Housing Kat La Tzar gave an update on the project which was progressing well. £350k had been received from the Homes and Communities Agency and thanks were given to those who had worked on the application. Nick Edge would be taking the project forward and Sarah Harrison-Branter, Housing Services Manager at Kemble Housing, would be responsible for advertising and letting the properties. It was noted that as yet there was no Section 106 agreement in place so the ringfencing has not been confirmed but allocation would have a local focus. There will be 8 rented properties and 4 affordable properties for buy/rent. Anyone interested should register with Homepoint as soon as possible on 01432 260300 (24 hour bidding line: 0845 270 2550); Email: info@home-point.info or in person at Franklin House, Commercial Road. These details would be put into the next edition of the Dragon and on the website.</p> <p>The 7 members of the public left at this point in the meeting</p>	BD												
285	<p>Overview and Update on Neighbourhood Planning</p> <p>a) Visit to Eardisley Group Parish Council Resolved: The Clerk to obtain a list of potential dates (evening) and circulate.</p> <p>b) Neighbourhood Planning Questionnaire This was discussed and answers agreed. The Clerk would complete and return to the Neighbourhood Planning Team.</p>	Clerk Clerk												
286	<p>Public Participation Session There were no public present at this point in the meeting.</p>													
287	<p>To Consider Planning Matters</p> <p>a) To consider any Planning Applications - No planning applications had been received</p> <p>b) To Note any Decisions Received</p> <table border="1" data-bbox="220 1491 1347 1854"> <thead> <tr> <th data-bbox="220 1491 379 1527">Reference</th> <th data-bbox="379 1491 1193 1527">Application</th> <th data-bbox="1193 1491 1347 1527"></th> </tr> </thead> <tbody> <tr> <td data-bbox="220 1527 379 1639">131215/F</td> <td data-bbox="379 1527 1193 1639">Priors Court, Upper Dormington. Extension of time to permission DCCE2007/1923/F - conversion of outbuilding to form dwelling including reconstruction of hop kiln</td> <td data-bbox="1193 1527 1347 1639">Approved with conditions</td> </tr> <tr> <td data-bbox="220 1639 379 1783">132175/4</td> <td data-bbox="379 1639 1193 1783">End House, Priors Frome. Listed Building Consent. Change of use of store room at the south-eastern end of cottage into a study on ground floor and a bedroom and en-suite bathroom on the first floor. Replacement windows and door.</td> <td data-bbox="1193 1639 1347 1783">Awaiting decision</td> </tr> <tr> <td data-bbox="220 1783 379 1854">S/112834/N S112782/F</td> <td data-bbox="379 1783 1193 1854">Court Farm, Hampton Bishop – Anaerobic digester and engineering works to existing slurry storage lagoon.</td> <td data-bbox="1193 1783 1347 1854">Awaiting decision</td> </tr> </tbody> </table>	Reference	Application		131215/F	Priors Court, Upper Dormington. Extension of time to permission DCCE2007/1923/F - conversion of outbuilding to form dwelling including reconstruction of hop kiln	Approved with conditions	132175/4	End House, Priors Frome. Listed Building Consent. Change of use of store room at the south-eastern end of cottage into a study on ground floor and a bedroom and en-suite bathroom on the first floor. Replacement windows and door.	Awaiting decision	S/112834/N S112782/F	Court Farm, Hampton Bishop – Anaerobic digester and engineering works to existing slurry storage lagoon.	Awaiting decision	
Reference	Application													
131215/F	Priors Court, Upper Dormington. Extension of time to permission DCCE2007/1923/F - conversion of outbuilding to form dwelling including reconstruction of hop kiln	Approved with conditions												
132175/4	End House, Priors Frome. Listed Building Consent. Change of use of store room at the south-eastern end of cottage into a study on ground floor and a bedroom and en-suite bathroom on the first floor. Replacement windows and door.	Awaiting decision												
S/112834/N S112782/F	Court Farm, Hampton Bishop – Anaerobic digester and engineering works to existing slurry storage lagoon.	Awaiting decision												

Item	Minutes	Action																																	
288	<p>Finance</p> <p>a) To receive a Finance Report from the RFO Bank balances: Business Current Account (as at 13/09/13) £11,351.86 (£878.69 cheques yet to be presented). Business Reserve account (as at 19/08/13) £4,302.92. Income since the last meeting</p> <table border="1" data-bbox="228 421 1369 562"> <tr> <td data-bbox="228 421 379 562">Income since last meeting £ 6,472.50</td> <td data-bbox="379 421 1198 562">Part 2 Precept Payment (not yet showing on bank balance)</td> <td data-bbox="1198 421 1369 562">£ 6,472.50</td> </tr> </table> <p>b) To agree payments made since the September meeting</p> <table border="1" data-bbox="233 629 1374 707"> <thead> <tr> <th data-bbox="233 629 379 665">Cheque</th> <th data-bbox="379 629 1209 665">Expenditure</th> <th data-bbox="1209 629 1374 665">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="233 665 379 707">732</td> <td data-bbox="379 665 1209 707">HMRC Quarter 2 payment</td> <td data-bbox="1209 665 1374 707">£173.80</td> </tr> </tbody> </table> <p>Resolved: Payment approved</p> <p>c) To agree payment of outstanding invoices</p> <table border="1" data-bbox="233 808 1374 1285"> <thead> <tr> <th data-bbox="233 808 379 844">Cheque</th> <th data-bbox="379 808 1209 844">Expenditure</th> <th data-bbox="1209 808 1374 844">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="233 844 379 922">733</td> <td data-bbox="379 844 1209 922">PIP Printing. Invoice 56181. 350 copies of Dragon Newsletter October 2013</td> <td data-bbox="1209 844 1374 922">£147.30</td> </tr> <tr> <td data-bbox="233 922 379 958">734</td> <td data-bbox="379 922 1209 958">D C Gardening. Invoice 245. Grounds Maintenance 17/9/13</td> <td data-bbox="1209 922 1374 958">£192.81</td> </tr> <tr> <td data-bbox="233 958 379 1037">735</td> <td data-bbox="379 958 1209 1037">R J Barrell. Invoice 929. Mowing Checkley Common and removal of ragwort</td> <td data-bbox="1209 958 1374 1037">£300.00</td> </tr> <tr> <td data-bbox="233 1037 379 1115">736</td> <td data-bbox="379 1037 1209 1115">Michael Dyer Lengthsman. Invoice 89. Mordiford Loop sitting area, verge and ditch sand common land trimmed</td> <td data-bbox="1209 1037 1374 1115">£55.00</td> </tr> <tr> <td data-bbox="233 1115 379 1171">737</td> <td data-bbox="379 1115 1209 1171">Clerk's salary July – September 2013 including back pay on national salary award</td> <td data-bbox="1209 1115 1374 1171">£694.67</td> </tr> <tr> <td data-bbox="233 1171 379 1207">738</td> <td data-bbox="379 1171 1209 1207">Clerk's Expenses July – September 2013</td> <td data-bbox="1209 1171 1374 1207">£74.35</td> </tr> <tr> <td data-bbox="233 1207 379 1285">739</td> <td data-bbox="379 1207 1209 1285">Michael Dyer Lengthsman. Invoice 05. Various work as per worksheet dated 19/09/13 (2) and 29/09/13</td> <td data-bbox="1209 1207 1374 1285">£231.00</td> </tr> </tbody> </table> <p>Resolved: Payments approved</p> <p>d) To agree process for 2014/15 budget and precept setting Herefordshire Council require notification of the 2014/15 Parish Precept by Friday 31st January 2014 at the latest. The Parish Council are asked to agree the process and timescale.</p> <p>Resolved: The Clerk would prepare a paper detailing the 2012/13 budget against end of year actuals and the 2013/14 year to date budget against actuals by the second week in November. The Finance Group, consisting of Cllrs Brewin, Shearer, Dukes and Dickson would meet to discuss this in preparation for budget proposals to be considered and agreed at the December meeting.</p>	Income since last meeting £ 6,472.50	Part 2 Precept Payment (not yet showing on bank balance)	£ 6,472.50	Cheque	Expenditure	Amount	732	HMRC Quarter 2 payment	£173.80	Cheque	Expenditure	Amount	733	PIP Printing. Invoice 56181. 350 copies of Dragon Newsletter October 2013	£147.30	734	D C Gardening. Invoice 245. Grounds Maintenance 17/9/13	£192.81	735	R J Barrell. Invoice 929. Mowing Checkley Common and removal of ragwort	£300.00	736	Michael Dyer Lengthsman. Invoice 89. Mordiford Loop sitting area, verge and ditch sand common land trimmed	£55.00	737	Clerk's salary July – September 2013 including back pay on national salary award	£694.67	738	Clerk's Expenses July – September 2013	£74.35	739	Michael Dyer Lengthsman. Invoice 05. Various work as per worksheet dated 19/09/13 (2) and 29/09/13	£231.00	Clerk
Income since last meeting £ 6,472.50	Part 2 Precept Payment (not yet showing on bank balance)	£ 6,472.50																																	
Cheque	Expenditure	Amount																																	
732	HMRC Quarter 2 payment	£173.80																																	
Cheque	Expenditure	Amount																																	
733	PIP Printing. Invoice 56181. 350 copies of Dragon Newsletter October 2013	£147.30																																	
734	D C Gardening. Invoice 245. Grounds Maintenance 17/9/13	£192.81																																	
735	R J Barrell. Invoice 929. Mowing Checkley Common and removal of ragwort	£300.00																																	
736	Michael Dyer Lengthsman. Invoice 89. Mordiford Loop sitting area, verge and ditch sand common land trimmed	£55.00																																	
737	Clerk's salary July – September 2013 including back pay on national salary award	£694.67																																	
738	Clerk's Expenses July – September 2013	£74.35																																	
739	Michael Dyer Lengthsman. Invoice 05. Various work as per worksheet dated 19/09/13 (2) and 29/09/13	£231.00																																	
289	<p>Highways and Footpaths</p> <p>a) Handover to Balfour Beatty of previously reported defects There was a need to ensure that all outstanding defects were currently being dealt with by Balfour Beatty.</p> <p>Resolved: The Clerk to recirculate the latest list of defects (from Amey) and all Cllrs to notify the Clerk which of these, and any others, are outstanding. The Clerk will then log them into Balfour Beatty system.</p>	Clerk																																	

Item	Minutes	Action
	<p>b) To report any defects to the Clerk</p> <ul style="list-style-type: none"> • The side of the road outside of the school is crumbling and there is a ridge/gulley in the road which is causing a hazard. • Cllr Litchfield had reported a problem on footpath DR5, which he thought belonged to Claston Farm. The footpath is being churned up by cattle as the farmer has placed a hay feeder adjacent to the footpath. Cllr Litchfield had offered to replace 2 stiles with galvanised pedestrian gates at no cost to the landowner as long as the landowner confirms that the stiles are indeed on his land. <p>Resolved: Cllr Davies would confirm to the Chair who owned the land and the Clerk would then write a letter.</p> <ul style="list-style-type: none"> • There was concern that the grass and weeds were growing back following the recent spraying work. <p>Resolved: The Clerk to contact D C Gardening to ask that this be looked into.</p> <p>c) Parking outside of Mordiford School</p> <p>A site visit to assess the traffic situation has been organized by Ward Cllr John Hardwick. This will take place on 24th October 2013.</p> <p>Resolved: Cllr Dickson will attend on behalf of the Parish Council</p> <p>d) To Report any Jobs for the Lengthsman</p> <ul style="list-style-type: none"> • Lower Cockshoot Farm, Checkley. There are branches in the hedge which need removing. (It was later suggested this may be better dealt with locally rather than involve the Lengthsman). <p>Currently there was £339.30 of Lengthsman Grant remaining.</p> <p>e) Ragwort on Checkley Common</p> <p>Mr Barrell had mowed the Common and removed the ragwort.</p> <p>f) Winter Maintenance Parish Scheme</p> <p>Resolved: Because of the issues surrounding liability and the storage of the salt it was resolved not to join the scheme.</p>	<p>Clerk</p> <p>PD/NB Clerk</p> <p>Clerk</p> <p>RD</p>
290	<p>Mordiford Green</p> <p>a) Proposals and associated costs from Working Party</p> <p>The Lengthsman had quoted £250 for cutting back the vegetation around the stream.</p> <p>Resolved: To get another quotation from the Can Do Crew. The Clerk to ask them to contact Cllr Dukes.</p> <p>The posts around the perimeter would cost £100. The play area fencing will be used to divide the site, ensuring the septic tank is not included in the PC area.</p> <p>Resolved: Cllr Davies to install the fencing and arrange installation of perimeter posts</p> <p>Resolved: The Chair to contact James Hereford to agree position of dividing fence</p> <p>Resolved: The Clerk to get a quote for 2 benches (cemented in like Pentoloe Close)</p> <p>b) To Consider Monument</p> <p>Cllr Dukes presented a quotation for £845 he had got for a galvanized barrel monument to celebrate the Mordiford dragon. It was felt a stone monument remembering those died in the Mordiford flood would be less cost and more appropriate.</p> <p>Resolved: Cllrs Dukes and Davies to investigate the cost of a local stone monument and plaque.</p> <p>Resolved: Cllr Dickson and Dukes to submit costed proposals for the Finance WP consideration at same time as they consider the precept.</p>	<p>BD/ Clerk</p> <p>PD NB Clerk</p> <p>BD/PD RD/BD</p>

Item	Minutes	Action
291	<p>Thanks were given to Cllr Dukes for all his work on developing proposals for Mordiford Green.</p> <p>c) Woodland Trust Tree Pack The GPC had been awarded a pack of 30 copse type trees from the Woodland Trust. These were being delivered to Cllr Dickson. The number and position of the trees to be planted would be considered.</p> <p>Burial Ground and Closed Churchyard</p> <p>a) Working Party Update The Working Party had met twice and a further session was planned.</p> <p>b) Risk Assessment A full risk assessment was in place. It was not always possible to have a first aider on site, which was problematic as this was affecting the work. Resolved: If no first aider were present the volunteers should be asked to sign to say that they are going the work at their own risk. Cllr Dukes was thanked for all his hard work and the work of the volunteers.</p>	BD
292	<p>Mordiford Post Office Consultation The Post Office would be open 14.30 – 16.30 on a Tuesday. Changes to the opening hours would start on Tuesday 29th October 2013.</p>	
293	<p>The Future of the Weighing Bridge Hut at Mordiford Cllr Ashton Jones asked the GPC to consider the future of the Weighing Bridge hut which was of historic interest but very dilapidated and needed attention. It was felt there was a need to ascertain who owned the hut before progressing this. Resolved: Cllr Dukes to put a note in the Dragon asking local people who owned the hut Resolved: The Clerk would ask Herefordshire Council if they had any knowledge of it</p>	All BD Clerk
294	<p>To Note Information Sheet (Oct 2013) and any other updates</p>	
295	<p>To Raise Items for the next Scheduled Parish Council Meeting No additional items were noted</p>	
296	<p>To Note Date and Time of the next regular meeting of the Group Parish Council Tuesday 19th November 2013 at 7.30 pm</p> <p>The meeting closed at 9.50 pm</p> <p>Signed Chairman of Dormington and Mordiford Group Parish Council</p> <p>Date 19th November 2013</p>	