



## DORMINGTON & MORDIFORD GROUP PARISH COUNCIL



### Minutes of the Meeting of the Group Parish Council held on Wednesday 21<sup>st</sup> September 2016 at 7.30pm

#### Present

Cllrs Ray Dickson (Chair), Jan Ashton-Jones, Cllr Joanna Kippax, David Lloyd, Chris Bucknell (Parish Clerk)  
Cllr Mel Preedy (from agenda item 3)

#### In attendance

Ward Cllr John Hardwick  
2 members of the public was present

Item	Minutes	Action
1.0	<b>To Receive Apologies for Absence</b> - Cllr John Litchfield	
2.0	<p><b>Declarations of Interest</b></p> <p><b>a) To Receive Declarations of Interest</b> Cllr David Lloyd declared a non-pecuniary interest in Item 8a) Planning Application 162558, The Lime Kilns, Hope Springs Farm, Mordiford.</p> <p><b>b) To Consider Requests for Dispensations</b> There were no requests for dispensation</p>	
3.0	<p><b>To Agree Co-option of Melanie Preedy onto Mordiford Parish Council</b></p> <p><b>Resolved:</b> To Co-opt Melanie Preedy onto Mordiford Parish Council</p> <p>Melanie Preedy signed the Declaration of Acceptance of Office and joined the meeting as a Parish Councillor.</p>	
4.0	<p><b>To accept minutes of the Regular Meeting of the Group Parish Council held on 20<sup>th</sup> July 2016</b></p> <p><b>Resolved:</b> Minutes of meeting held on 20<sup>th</sup> July 2016 were agreed and signed by the Chairman.</p>	
5.0	<p><b>To receive brief verbal reports from:</b></p> <p><b>a) Police Update</b> The SNT Newsletter had been circulated to all Councillors. This reported the theft of Ifor Williams Double Axel Caged Trailer from Mordiford on 9<sup>th</sup> August 2016. A short wheel based Mitsubishi Shogun 53 plate was seen in the area shortly before the theft was noticed.</p> <p>The Safer West Mercia Plan Consultation Plan was circulated to all Cllrs. No responses were received.</p> <p><b>b) Neighbourhood Watch Update</b> The following report had been received</p> <ul style="list-style-type: none"> <li>• There is a growing problem with scam emails being received with potentially dangerous links</li> </ul> <p>Other issues related to Highways were dealt with under agenda item 10.</p> <p><b>c) Ward Member – Councillor Hardwick</b> Cllr Hardwick gave the following update</p> <ul style="list-style-type: none"> <li>• Herefordshire Council Budget Consultation will run until 7<sup>th</sup> October and everyone was encouraged to take part. Substantial savings had to be found during the period 2010-2020 with</li> </ul>	

Item	Minutes	Action								
	<p>£87 million to be saved off the budget.</p> <ul style="list-style-type: none"> <li>There was a shortfall in the latest 5-year land supply which meant that the Core Strategy was out of date and planning refusals had a greater chance of being successful at appeal. Herefordshire Council was currently calling for sites for development in areas not covered by a Neighbourhood Development Plan. Since the Brexit vote Herefordshire Council had delayed introducing the Community Infrastructure Levy.</li> </ul>									
<b>6.0</b>	<p><b>To Receive Proposals for an Eastern River Crossing</b></p> <p>The Chair welcomed Steve Kerry, Clerk to Hereford City Council who was standing in for the Mayor who had a conflicting appointment. Steve Kerry reported the opinion that the Western Relief Road would not relieve traffic problems in the East/South and North areas of the city which experienced a substantial flow of traffic coming into Hereford from Worcester and Ledbury direction. It was felt the Western Relief Route would not address this issue and if the Rotherwas Scheme were successful this would produce a number of hi-tech high-salary jobs which would inevitably increase traffic flow. The Mayor's proposal was to dilute the original plans for an Eastern Relief Road and develop a smaller ring road which would go from Rotherwas, over a new bridge and on through Hampton Bishop, coming into Hereford at Tupsley. Hereford City Council had received an offer of help from a qualified Civil Engineer who was offering, on a no-fee basis, to look at the options and put forward suggestions for an affordable route. The Local Enterprise Partnership had indicated that they would be willing to look at a case for funding provided the proposals did not slow down the western route. Once the plans were produced (around December) there would be a series of public consultations (January – March) and eventually a referendum.</p> <p><b>a) To Consider Financial Support for the Project</b></p> <p>Steve Kerry indicated that Herefordshire City Council would welcome financial support to help with the cost of the consultation and referendum. It was expected this would take place in the next financial year.</p> <p><b>Resolved:</b> It was agreed to allocate around £100/£200 in the 2017/18 budget to help support the project</p>									
<b>7.0</b>	<p><b>Public Participation Session</b></p> <p>There was a discussion with members of the public about the Mordiford Traffic Issues and the various proposals that had been put forward. These discussions are minuted under Agenda Item 10a.</p>									
<b>8.0</b>	<p><b>To Consider Planning Matters</b></p> <p><b>a) To Consider any Planning Applications</b></p> <table border="1" data-bbox="188 1496 1417 1608"> <thead> <tr> <th data-bbox="188 1496 341 1525">Reference</th> <th data-bbox="347 1496 1417 1525">Application</th> </tr> </thead> <tbody> <tr> <td data-bbox="188 1534 341 1608">162427</td> <td data-bbox="347 1534 1417 1608">Land adjacent to Stoneleigh, Mordiford – construction of a 4-bedroom house with garage and parking.</td> </tr> </tbody> </table> <p>Councillors discussed this application and it was felt that the proposed dwelling was too big for the size of the plot and would dominate the site. Concern was also voiced about the potential for flooding of the stream as the newly installed bio-disc had been unreliable and a number of callouts had been necessary to rectify faults. Whether this bio-disc would be able to cope with a third property was felt to be doubtful.</p> <table border="1" data-bbox="188 1821 1417 1933"> <thead> <tr> <th data-bbox="188 1821 341 1850">Reference</th> <th data-bbox="347 1821 1417 1850">Application</th> </tr> </thead> <tbody> <tr> <td data-bbox="188 1852 341 1933">162558</td> <td data-bbox="347 1852 1417 1933">The Lime Kilns, Hope Springs Farm, Mordiford - Proposed change of use from B8 to B1 with conversion of existing building to form 5 office/workshop units</td> </tr> </tbody> </table> <p>Councillors discussed this application and fully supported the concept of encouraging rural enterprise, welcoming the fact that the site, which was currently considered to be an eyesore, would be</p>	Reference	Application	162427	Land adjacent to Stoneleigh, Mordiford – construction of a 4-bedroom house with garage and parking.	Reference	Application	162558	The Lime Kilns, Hope Springs Farm, Mordiford - Proposed change of use from B8 to B1 with conversion of existing building to form 5 office/workshop units	
Reference	Application									
162427	Land adjacent to Stoneleigh, Mordiford – construction of a 4-bedroom house with garage and parking.									
Reference	Application									
162558	The Lime Kilns, Hope Springs Farm, Mordiford - Proposed change of use from B8 to B1 with conversion of existing building to form 5 office/workshop units									

Item	Minutes	Action																						
9.0	<p>developed. However, concern was raised about the increase in traffic that this number of units would bring along rural roads which were currently used by pedestrians and horse riders. It was agreed that as part of the comments a request would be made for a traffic survey to be undertaken to determine the impact this development would have on the local area.</p> <table border="1" data-bbox="188 365 1418 510"> <thead> <tr> <th data-bbox="188 365 341 400">Reference</th> <th data-bbox="341 365 1418 400">Application</th> </tr> </thead> <tbody> <tr> <td data-bbox="188 400 341 510">162400</td> <td data-bbox="341 400 1418 510">Land West of Clay Hill Pit, Larport Farm, Larport Lane, Dormington – energy storage system comprising of battery storage containers, ancillary buildings, security fencing, CCTV landscaping and substation</td> </tr> </tbody> </table> <p>Whilst supporting this application in principle, Councillors wanted to request that the environmental impact of these proposals was carefully considered. It was also noted that consideration needed to be given to routing all traffic through Dormington rather than Mordiford.</p> <p><b>Resolved:</b> To submit comments to the Planning Team in line with the above.</p> <p><b>b) To Note any Decisions/Notifications Received</b></p> <table border="1" data-bbox="188 770 1407 956"> <thead> <tr> <th data-bbox="188 770 349 806">Reference</th> <th data-bbox="349 770 1187 806">Application</th> <th data-bbox="1187 770 1407 806">Decision</th> </tr> </thead> <tbody> <tr> <td data-bbox="188 806 349 882">161902</td> <td data-bbox="349 806 1187 882">Claston Farm, Dormington, HR1 4EA. Erection of 2 additional broiler units</td> <td data-bbox="1187 806 1407 882">Refused</td> </tr> <tr> <td data-bbox="188 882 349 956">P160870/F</td> <td data-bbox="349 882 1187 956">Land adjacent to Electricity Sub Station Site at Clayhill Pit, Dormington. Proposed emergency power generation site.</td> <td data-bbox="1187 882 1407 956">Approved with Conditions</td> </tr> </tbody> </table> <p><b>c) To Consider Other Planning Issues</b> Councillors had been notified of the following:</p> <ul style="list-style-type: none"> <li>• <b>Hereford Area Plan - Outlying Parishes.</b> A further meeting of this group will be held on 27<sup>th</sup> September 2016. The Clerk would attend this meeting.</li> <li>• <b>Planning Update</b> for Parish Councillors Meeting 6<sup>th</sup> October 2016. This workshop will outline the Direct Planning Document, which will cover parishes not completing a Neighbourhood Development Plan. Cllr Kippax had agreed to attend this meeting and report back.</li> </ul> <p>The Chair voiced concern that residents were no longer notified of Planning Applications which may affect them. It was noted that because of budgetary constraints this situation would not change and all efforts (eg through the website and notices) needed to be made to ensure residents knew about applications.</p> <p><b>9.0 Finance</b></p> <p><b>a) To Receive a Report from the RFO</b> The Business Current Account stood at £49,982.03, the second precept payment having been made. Business Reserve account is currently £4,308.50. The insurance payment for reinstatement of Bungalow Signs at Sufton Lane has been made (£276.60).</p> <p><b>b) Update on External Audit</b> The External Audit has been completed with no significant issues reported. The documents have been posted on the website as required.</p> <p><b>c) To Agree Payments made since July meeting</b></p> <table border="1" data-bbox="188 1816 1412 2033"> <thead> <tr> <th data-bbox="188 1816 328 1883">Chq/ BACS</th> <th data-bbox="328 1816 1275 1883">Expenditure</th> <th data-bbox="1275 1816 1412 1883">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="188 1883 328 1957">SO</td> <td data-bbox="328 1883 1275 1957">Hereford Estate. Lease cost for Mordiford Green 2016</td> <td data-bbox="1275 1883 1412 1957">£20.00</td> </tr> <tr> <td data-bbox="188 1957 328 2033">BACS</td> <td data-bbox="328 1957 1275 2033">Balfour Beatty Invoice IN 27764. Replacement of damaged sign for The Bungalows. £276.60 + VAT. Reclaimed from insurance.</td> <td data-bbox="1275 1957 1412 2033">£331.92</td> </tr> </tbody> </table>	Reference	Application	162400	Land West of Clay Hill Pit, Larport Farm, Larport Lane, Dormington – energy storage system comprising of battery storage containers, ancillary buildings, security fencing, CCTV landscaping and substation	Reference	Application	Decision	161902	Claston Farm, Dormington, HR1 4EA. Erection of 2 additional broiler units	Refused	P160870/F	Land adjacent to Electricity Sub Station Site at Clayhill Pit, Dormington. Proposed emergency power generation site.	Approved with Conditions	Chq/ BACS	Expenditure	Amount	SO	Hereford Estate. Lease cost for Mordiford Green 2016	£20.00	BACS	Balfour Beatty Invoice IN 27764. Replacement of damaged sign for The Bungalows. £276.60 + VAT. Reclaimed from insurance.	£331.92	Clerk
Reference	Application																							
162400	Land West of Clay Hill Pit, Larport Farm, Larport Lane, Dormington – energy storage system comprising of battery storage containers, ancillary buildings, security fencing, CCTV landscaping and substation																							
Reference	Application	Decision																						
161902	Claston Farm, Dormington, HR1 4EA. Erection of 2 additional broiler units	Refused																						
P160870/F	Land adjacent to Electricity Sub Station Site at Clayhill Pit, Dormington. Proposed emergency power generation site.	Approved with Conditions																						
Chq/ BACS	Expenditure	Amount																						
SO	Hereford Estate. Lease cost for Mordiford Green 2016	£20.00																						
BACS	Balfour Beatty Invoice IN 27764. Replacement of damaged sign for The Bungalows. £276.60 + VAT. Reclaimed from insurance.	£331.92																						

Item	Minutes			Action																					
	<table border="1"> <thead> <tr> <th data-bbox="185 226 325 271">Chq/ BACS</th> <th data-bbox="330 226 1275 271">Expenditure</th> <th data-bbox="1279 226 1410 271">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="185 277 325 349">BACS</td> <td data-bbox="330 277 1275 349">Daniel Squire. Invoice 74200. Shepherds Orchards Grounds Maintenance (July) £30 + VAT</td> <td data-bbox="1279 277 1410 349">£36.00</td> </tr> <tr> <td data-bbox="185 356 325 427">BACS</td> <td data-bbox="330 356 1275 427">Daniel Squire. Invoice 74242. Shepherds Orchards Grounds Maintenance (Aug) £30 + VAT</td> <td data-bbox="1279 356 1410 427">£36.00</td> </tr> <tr> <td data-bbox="185 434 325 506">BACS</td> <td data-bbox="330 434 1275 506">Chris Bucknell. Footpath Signs as agreed at July meeting</td> <td data-bbox="1279 434 1410 506">£40.00</td> </tr> <tr> <td data-bbox="185 512 325 584">Chq 918</td> <td data-bbox="330 512 1275 584">Michael Dyer Invoice 20. Mowing Spout, the common and Pentoloe Green. Cutting back wild clematis to the left of the Green.</td> <td data-bbox="1279 512 1410 584">£70.00</td> </tr> </tbody> </table>	Chq/ BACS	Expenditure	Amount	BACS	Daniel Squire. Invoice 74200. Shepherds Orchards Grounds Maintenance (July) £30 + VAT	£36.00	BACS	Daniel Squire. Invoice 74242. Shepherds Orchards Grounds Maintenance (Aug) £30 + VAT	£36.00	BACS	Chris Bucknell. Footpath Signs as agreed at July meeting	£40.00	Chq 918	Michael Dyer Invoice 20. Mowing Spout, the common and Pentoloe Green. Cutting back wild clematis to the left of the Green.	£70.00									
Chq/ BACS	Expenditure	Amount																							
BACS	Daniel Squire. Invoice 74200. Shepherds Orchards Grounds Maintenance (July) £30 + VAT	£36.00																							
BACS	Daniel Squire. Invoice 74242. Shepherds Orchards Grounds Maintenance (Aug) £30 + VAT	£36.00																							
BACS	Chris Bucknell. Footpath Signs as agreed at July meeting	£40.00																							
Chq 918	Michael Dyer Invoice 20. Mowing Spout, the common and Pentoloe Green. Cutting back wild clematis to the left of the Green.	£70.00																							
	<b>Resolved:</b> All payments approved			Clerk																					
	<b>d) To Agree Payment of Outstanding Invoices</b>																								
	<table border="1"> <thead> <tr> <th data-bbox="185 721 304 792">Chq/ BACS</th> <th data-bbox="309 721 1286 792">Expenditure</th> <th data-bbox="1291 721 1410 792">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="185 799 304 826">BACS</td> <td data-bbox="309 799 1286 826">HMRC Clerks Salary PAYE Qtr 2 as per salary summary</td> <td data-bbox="1291 799 1410 826">£175.60</td> </tr> <tr> <td data-bbox="185 833 304 860">BACS</td> <td data-bbox="309 833 1286 860">Chris Bucknell. Clerks Net Salary July – September as per salary summary</td> <td data-bbox="1291 833 1410 860">£702.92</td> </tr> <tr> <td data-bbox="185 866 304 893">BACS</td> <td data-bbox="309 866 1286 893">Chris Bucknell. Clerk's Expenses July – September as per expense sheet</td> <td data-bbox="1291 866 1410 893">£56.19</td> </tr> <tr> <td data-bbox="185 900 304 972">BACS</td> <td data-bbox="309 900 1286 972">D C Gardening Services Invoice 172. Grounds Maintenance at the Churchyard and Burial Ground August 2016. £200 + VAT</td> <td data-bbox="1291 900 1410 972">£240.00</td> </tr> <tr> <td data-bbox="185 978 304 1005">BACS</td> <td data-bbox="309 978 1286 1005">Grant Thornton Invoice 8591260. External Audit 2015/16. £200 + VAT</td> <td data-bbox="1291 978 1410 1005">£240.00</td> </tr> <tr> <td data-bbox="185 1012 304 1084">BACS</td> <td data-bbox="309 1012 1286 1084">Wellington Parish Council. 50% contribution towards net cost of Clerk's ink cartridges and paper. Viking Direct Invoice 516748 £181.36 + VAT</td> <td data-bbox="1291 1012 1410 1084">£90.68</td> </tr> </tbody> </table>	Chq/ BACS	Expenditure	Amount	BACS	HMRC Clerks Salary PAYE Qtr 2 as per salary summary	£175.60	BACS	Chris Bucknell. Clerks Net Salary July – September as per salary summary	£702.92	BACS	Chris Bucknell. Clerk's Expenses July – September as per expense sheet	£56.19	BACS	D C Gardening Services Invoice 172. Grounds Maintenance at the Churchyard and Burial Ground August 2016. £200 + VAT	£240.00	BACS	Grant Thornton Invoice 8591260. External Audit 2015/16. £200 + VAT	£240.00	BACS	Wellington Parish Council. 50% contribution towards net cost of Clerk's ink cartridges and paper. Viking Direct Invoice 516748 £181.36 + VAT	£90.68			
Chq/ BACS	Expenditure	Amount																							
BACS	HMRC Clerks Salary PAYE Qtr 2 as per salary summary	£175.60																							
BACS	Chris Bucknell. Clerks Net Salary July – September as per salary summary	£702.92																							
BACS	Chris Bucknell. Clerk's Expenses July – September as per expense sheet	£56.19																							
BACS	D C Gardening Services Invoice 172. Grounds Maintenance at the Churchyard and Burial Ground August 2016. £200 + VAT	£240.00																							
BACS	Grant Thornton Invoice 8591260. External Audit 2015/16. £200 + VAT	£240.00																							
BACS	Wellington Parish Council. 50% contribution towards net cost of Clerk's ink cartridges and paper. Viking Direct Invoice 516748 £181.36 + VAT	£90.68																							
	<b>Resolved:</b> All payments approved			Clerk																					
	<b>e) To Adopt Updated Financial Regulations</b>																								
	Adoption of the updated Financial Regulations had been deferred from the June and July meetings and suggested amendments had been recirculated to Councillors. The Clerk noted that these Financial Regulations were taken from the NALC template which aimed to address recent changes in legislation and requirements for Parish Council compliance.																								
	<b>Resolved:</b> To adopt updated Financial Regulations																								
	<b>f) To Agree Process for 2017/18 Budget and Precept</b>																								
	Herefordshire Council required the Precept figures to be submitted by 31 <sup>st</sup> December 2016. At the recent Budget Consultation meeting it had been stated that a summary of the decisions which would affect the Precept would be forwarded to all Parish Councils. This has not yet been received and will be followed up. There is a need to agree the process whereby the 2017/18 budget and precept will be set. It will need to be approved at the November GPC meeting in order to be submitted by the required date.																								
	<b>Resolved:</b> The Clerk would produce year to date figures together with end of year estimates. The Finance Group would meet in October to discuss these and bring a proposed budget to the GPC for consideration.			RD/DL/ Clerk																					
	<b>g) Update on Requirements for Automatic Enrolment for Pension Regulations</b>																								
	The Clerk outlined the requirement for all employers to offer a pension scheme to their employees. The staging date for D&M was 1 July 2016 after which a number of actions needed to be completed in order to comply with the regulations and a declaration of compliance sent to the Pensions Regulator by 1 December 2016. The Clerk stressed that whilst she was not in scope for automatic enrolment to																								

Item	Minutes	Action
10.0	<p>a pension scheme it was important that the processes were in place. The Chair asked for the Clerk more information on the requirements.</p> <p><b>Highways, Footpaths and Commons</b></p> <p><b>a) Mordiford Traffic/Pedestrian Safety Proposals</b></p> <p><b>Picket Fences</b> – as agreed at the July meeting Bosbury Parish Council had been contacted and a comprehensive response had been received from Cllr John Joyce-Townsend. Cllr Joyce-Townsend stated that Bosbury Parish Council were pleased with the results following the installation of the picket gates, with average speeds having dropped significantly. He noted that the picket fences were only part of the solution with the verges regularly mowed and planters positioned close to the village. Cllr Joyce-Townsend suggested a budget of around £850 for each entry to the village which would include the picket fence and signage. Members of the public stated that they would be happy to look for sponsors if this solution were adopted. The Parish Council felt the installation of picket fences would need to be done on 3 approaches to the village.</p> <p><b>Resolved:</b> That the Parish Council go ahead with the installation of Picket fences on the Dormington and Fownhope roads. The fence on the far side of the bridge needed permission from Hampton Bishop Parish Council and the Clerk was asked to contact them to ask if this could be put as an agenda item for their next meeting.</p> <p><b>Mirrors</b> - Members of the public suggested the installation of pedestrian mirrors to be sited on the road by Wallflower Row to enable pedestrians to see traffic coming around the corner. It was felt that mirrors would not be allowed as there were issues with safety which Balfour Beatty had outlined previously.</p> <p><b>Traffic Regulation Order</b> – The position regarding this was reiterated, that the TRO was in a queue and may be 4 years before it is processed. If the Parish Council were willing to pay this would guarantee the process took place immediately; the amount was unknown and may be between £5k - £10k. Cllr Dickson had attended a workshop on the TRO process and gave a brief update, saying the police had advised that speed could be reduced in a number of subtle ways, for example making the entry to the village more distinct, with markings or picket gates, or removing the line in the middle of the road as this made motorists think it was a single track road and they were more likely to give way.</p> <p><b>SIDS</b> – as agreed at the July meeting Tarrington Parish Council had been contacted about their Speed Indicator Device. Tarrington Clerk had responded saying the SID was available for hire, the cost currently being £150 for a 4-week period, although this was under review and may increase. It was noted that the existing school speed device may not be as effective as it could be as it was on all the time and this also needed consideration.</p> <p>It was agreed that Cllr Dickson would contact Cllr John Tallis from Tarrington Parish Council to discuss this further and report back at the October meeting.</p> <p><b>b) Dormington – Review of Existing 40 mph speed limit on C1292</b></p> <p>Cllr Litchfield and Cllr Hardwick had attended a meeting with Graham Hornsby (Traffic Regulation Officer) to look at this issue and the resulting report had been circulated to all Councillors. Speed figures had been recorded but it was not feel that reducing the speed limit would be beneficial, the decision being that the current 40 mph limit would remain.</p> <p><b>c) School Car Parking</b></p> <p>This issue was ongoing. Cllr Hardwick had met with Andy Hough (Highways) and a meeting with the Headteacher of the school was planned.</p> <p><b>d) Speed Data Collection</b></p> <p>Cllrs had met with Ian Connolly, Ian Connolly, Traffic Management Advisor with WM Police on 25<sup>th</sup> August. No further response or update had been received.</p>	<p>Clerk</p> <p>Clerk</p> <p>RD</p>

Item	Minutes	Action
	<p><b>e) Highways and Footpath Issues</b></p> <p><b>Addition of Footpath M32</b> – notification had been received that this is to be included and the details had been forwarded to Cllr Litchfield with a request to update the PROW map.</p> <p><b>Mirror at top of Stints Lane</b> – The Locality Steward had been contacted about this and had responded to say that traffic mirrors on the highway needed the permission of the Department for Transport. Balfour Beatty explained that whilst a traffic mirror may help those joining a road from a visibility impaired junction, a traffic mirror placed in the highway was legally classed as an obstruction and therefore could not be put up without the permission of the DfT. It was noted that permission was rarely given and was reserved only for the very poorest of busy junctions with a significant collision history and generally only on a temporary basis and until such time as junction improvements were made. It was agreed not to pursue this further</p> <p><b>Provision of Sandbags</b> – 150 empty sandbags had been ordered. Balfour Beatty had been asked to contact Cllr Dickson before delivery so that delivery and storage could be arranged.</p> <p><b>Other Issues</b></p> <ul style="list-style-type: none"> <li>• The scalplings that were to be put down at Checkley (along the track from Backbury) had not been done. The Clerk would follow this up.</li> <li>• The Bungalows signage at Sufton Lane had not been completed. The Clerk would follow this up with the Locality Steward. Reference CAS-598715-L4W2Z5</li> <li>• The overgrown hedge between The Moon and the Burial Ground has been cut back, but the work has highlighted the unstable nature of the bank and a lot of soil has dropped onto the pavement. Cllr Dickson had spoken to the Proprietor of The Moon and felt that a letter from the Parish Council was the best way forward.</li> <li>• The end post (near The Steppes), which supported the roadside barrier running along the Pentaloe Stream has been damaged and needs to be replaced. The Clerk would contact the Locality Steward. Reference CAS-598717-P3T2T8</li> </ul> <p><b>Lengthsman Update</b></p> <ul style="list-style-type: none"> <li>• The Lengthsman had been asked to clear the edges of the road and the drains from the Burial Ground down to the Loop Walk.</li> <li>• Cllr Litchfield had reported that an overgrowing tree from the Cemetery was fouling the footpath opposite the school. The Lengthsman had been asked to cut this back but when he arrived it had been done by persons unknown. This would incur a call-out fee from the Lengthsman. There were no further issues.</li> </ul>	<p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>
11.0	<p><b>Allotments</b></p> <p><b>a) Update from Allotment Working Party</b></p> <p>There were still 5 allotments that had not been taken despite extensive marketing in and around the area. Cllr Preedy offered to promote the allotments to the Green Network.</p> <p>The weed suppressant materials discussed at the July meeting had proved to be too expensive for the square meterage that would be required. Cllr Lloyd had obtained a quotation of £60 to spray the vacant allotments (in total); in order to be effective this would need to be done following a cut. The Clerk asked that Daniel Squire also be asked to quote as he currently carried out work in Shepherds Orchard. Concern was raised as to whether the chemical would leave the ground suitable for cultivation if the allotment was subsequently leased. A member of the public who leased an adjoining allotment expressed concern about whether the spray could be kept away from her boundary in case it affected her plants. She also wondered if spraying would put potential allotment holders off.</p> <p><b>Resolved:</b> To obtain more information about the spray in relation to the stated concerns.</p>	<p><b>MP</b></p> <p><b>J A-J /DL</b></p>

Item	Minutes	Action
	<p><b>b) To Consider Additional Water Standpipe</b> Cllr Ashton Jones had contacted WM Housing and had also spoken to a local plumber who had visited the site, resulting in a quotation of £1,500 to dig the trench and install the standpipe. There was a need to ascertain information on services which ran across the route of the proposed standpipe before the work could be considered. Cllr Ashton Jones would follow this up.</p> <p><b>c) Update on Lease Agreement</b> David Campion (Humfrys &amp; Symonds Solicitors) had sent an email saying that he considered that there was a right of way over Shepherds Orchard and there were rights of access from the road to the property. He stated that the site was dissected by a public footpath leading from the development to Sufton Rise and rights of access over this needed to be adopted otherwise the land to the north of the site would be landlocked. He had a number of queries regarding these rights of way which needed to be addressed before the Lease could be finalised. Cllr Preedy agreed to look at the plan again to identify the issues before contacting David Campion.</p> <p><b>d) To Approve Expenditure on Legal Fees</b> These were not yet known</p> <p><b>e) To Consider any Expenditure</b> There was no further expenditure</p>	<p>J A-J</p> <p>MP</p>
12.0	<p><b>Burial Ground and Closed Churchyard</b> There were no issues.</p>	
	<p><b>a) To Consider any Costs related to the Burial Ground and Closed Churchyard</b> There were no costs</p>	
13.0	<p><b>Communication</b></p> <p><b>a) To Consider proposals for Website Development</b> The Clerk had been in discussion with Vision ICT regarding updating the current website to one which complied with the requirements of the Transparency Act. This would cost in the region of £500 to purchase with a cost of £275 to transfer all data over from the existing website. Fees would be £175 annually for support and hosting. Since then Cllr Ashton Jones has been in discussion with Brian Dukes about what could be achieved with the existing website and had made a number of changes and updates to the website which Councillors were asked to comment on. The website was now in two sections, Parish Council and Community with the Clerk and Councillors being free to update and manage the Parish Council section. Brian Dukes would continue to manage the Community pages. It was agreed to look at the website in its revised format to see if it was fit for purpose and to continue discussions at the October meeting. The Chair noted that it was essential that all Councillors had access to put things onto the website and this was agreed.</p> <p>The potential for a Facebook page was discussed as this would give the potential to communicate with a wide range of the community, particularly younger people. It would also allow information about issues such as planning applications to be disseminated more effectively than it is at present. <b>Resolved:</b> To set up a Facebook page to be administered by the Clerk.</p> <p><b>b) Parish Newsletter</b> Cllr Ashton Jones was in the process of putting together then next edition of the newsletter and asked Cllrs and the Clerk for contributions. The Chair would do an article and forward it to Cllr Ashton Jones.</p>	<p>Clerk</p> <p>RD</p>
14.0	<p><b>To Consider Parish Council Response to Consultation on Bus Service Review</b> Herefordshire Council were carrying out a consultation on local bus services and had put out a questionnaire specifically for Parish Councils, both to ascertain the needs of their local community in terms of bus transport and also to investigate the potential for Parish Councils to part fund some loss making services in order to protect them. This consultation had been forwarded to all Councillors.</p>	

Item	Minutes	Action
	There had been no comments to date and the Clerk asked that if any Councillors wished to contribute they forward their comments to the Clerk in order for them to be included by the closing date.	<b>All</b>
<b>15.0</b>	<p><b>Herefordshire Council New Standards Procedure</b>  Herefordshire Council's Audit and Governance Committee had reviewed the procedure for dealing with Code of Conduct complaints and the views of Parish Councils were being sought on the updated procedure which was forwarded to all Councillors for comment. There had been no comments to date and the Clerk asked that if any Councillors wished to contribute they forward their comments to the Clerk in order for them to be included by the closing date with the aim of implementing the new procedure by 1<sup>st</sup> November 2016.</p>	<b>All</b>
<b>16.0</b>	<p><b>To Note the Information Sheet (September 2016) and any other Updates</b>  <b>Resolved:</b> The Information Sheet was noted.</p>	
<b>17.0</b>	<p><b>To Raise Items for the next Scheduled Parish Council Meeting</b>  Shoot Calender (the Clerk was asked to obtain the latest timetable from the Hereford Estate and the Foley Estate).</p>	
<b>18.0</b>	<p><b>To Note Date and Time of the next Regular Meeting of the Group Parish Council</b>  Wednesday 19<sup>th</sup> October 2016 at 7.30pm at Mordiford School</p>	
	The meeting closed at 9.45 pm	
	<p>Signed ..... Date 19<sup>th</sup> October 2016  Chairman of Dormington and Mordiford Group Parish Council</p>	