



## DORMINGTON & MORDIFORD GROUP PARISH COUNCIL



### Minutes of the Regular Meeting of the Group Parish Council held on Wednesday 18<sup>th</sup> October 2017 at 7.30pm at Priors Frome Chapel

#### Present

CLLrs Ray Dickson (Chair), Jan Ashton-Jones, John Litchfield, David Lloyd, Mel Preedy, John Wood  
Chris Bucknell (Parish Clerk)

#### In attendance

Ward Cllr John Hardwick

There were no members of the public present

Item	Minutes	Action
1.0	<p><b>To Receive Apologies for Absence – None</b></p> <p><b>a) To Note Resignation of Jo Kippax from Group Parish Council</b> The resignation was noted and the Clerk outlined the next steps which would be to place notices regarding an election. It was felt that Jo Kippax had been a very valuable member of the Parish Council and she would be missed. The Chair would write a letter thanking her for her input into the GPC.</p>	RD
2.0	<p><b>Declarations of Interest</b></p> <p><b>a) To Receive Declarations of Interest</b> There were no declarations of interest.</p> <p><b>b) To Consider Requests for Dispensations</b> There were no requests for dispensation. The Clerk asked Councillors to review the latest information on Dispensations which had been issued by Herefordshire Council.</p>	
3.0	<p><b>To accept minutes of the Regular Meeting of the Group Parish Council held on 20<sup>th</sup> September 2017.</b> Cllr Hardwick noted that there was a misspelling of his name in item 4c. Cllr Wood asked that it be made clear that item 10 referred to Mordiford Churchyard. Cllr Litchfield requested that item 8c iii be reworded as he felt the current statement did not reflect the conversation that took place. The Clerk clarified that part of that item referred to a statement that Jo Kippax had submitted to be read in her absence and this should remain. Cllr Litchfield would re-write agenda item 8c iii and this would be reviewed and, if agreed, substituted into the minutes which would be brought back to the November meeting.</p> <p><b>Resolved:</b> With the above amendments, minutes of the meeting held on 20<sup>th</sup> September 2017 were agreed and signed by the Chairman.</p>	JL
4.0	<p><b>To receive brief verbal reports from:</b></p> <p><b>a) Police Update</b> The October SNT Newsletter had been circulated to all Cllrs in advance of the meeting. There was a report of an incident of a suspicious vehicle reported driving around Mordiford on 24<sup>th</sup> September approx 23:30.</p> <p><b>b) Neighbourhood Watch Update</b> There was no further update.</p>	

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5.0	<p><b>c) Ward Member – Councillor Hardwick</b>            Cllr Hardwick gave brief report saying that from 6<sup>th</sup> November parking meters would be in use on many of the city roads. The planning application for Claston Farm would go to the Planning Committee on 15<sup>th</sup> November and the GPC would be notified. The Clerk asked Cllrs if they wished to speak at the meeting and none did.</p> <p><b>Public Participation Session</b>            There were no members of the public present</p>																									
6.0	<p><b>To Consider Planning Matters</b></p> <p><b>a) To Consider any Planning Applications</b></p> <table border="1" data-bbox="197 600 1433 745"> <thead> <tr> <th>Reference</th> <th>Application</th> </tr> </thead> <tbody> <tr> <td>173379</td> <td>Scutterdine Cottage, Mordiford. Proposed first floor front and side extension. New access and parking for two vehicles including turning area.</td> </tr> <tr> <td>173588</td> <td>Broomy Green House, Checkley. Proposed single storey extension.</td> </tr> </tbody> </table> <p><b>Resolved:</b> Both applications were supported.</p> <p><b>b) To Note any Decisions/Notifications Received</b></p> <table border="1" data-bbox="197 846 1425 958"> <thead> <tr> <th>Reference</th> <th>Application</th> <th>Decision</th> </tr> </thead> <tbody> <tr> <td>164103</td> <td>Claston Farm, Dormington. Erection of 2 additional broiler units on existing poultry site with associated infrastructure.</td> <td>Awaiting Decision</td> </tr> </tbody> </table>	Reference	Application	173379	Scutterdine Cottage, Mordiford. Proposed first floor front and side extension. New access and parking for two vehicles including turning area.	173588	Broomy Green House, Checkley. Proposed single storey extension.	Reference	Application	Decision	164103	Claston Farm, Dormington. Erection of 2 additional broiler units on existing poultry site with associated infrastructure.	Awaiting Decision	Clerk												
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7.0	<p><b>Finance</b></p> <p><b>a) To receive a Finance Report from the RFO</b>  <b>Bank balances:</b>            Business Current Account £11,815.06. Business Reserve account £54,311.13. Income included Part 2 Precept (£11,222.50), Burial Fees (£395 + £15), Allotment Fees (£20), Lengthsman and P3 grant (£837.14), and £40 owing from BT for moving the noticeboard on Mordiford Green. A VAT claim to cover the period 01/04/17 – 30/09/17 had been submitted and payment was awaited.</p> <p><b>b) To Agree Payments made since September meeting</b></p> <table border="1" data-bbox="212 1317 1441 1541"> <thead> <tr> <th>Chq/ BACS</th> <th>Expenditure</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>BACS</td> <td>R J Jones and Sons. Clearing and removing soil from Checkley Brook as agreed quotation. (£200 + VAT)</td> <td>£240.00</td> </tr> <tr> <td>BACS</td> <td>Priors Frome Chapel invoice 11. Hall booking for July (£40), September (£20), October (£20)</td> <td>£80.00</td> </tr> </tbody> </table> <p><b>Resolved:</b> Payments Approved</p> <p><b>c) To Agree Payment of Outstanding Invoices</b></p> <table border="1" data-bbox="212 1641 1433 1966"> <thead> <tr> <th>Chq/ BACS</th> <th>Expenditure</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>BACS</td> <td>Daniel Squire invoice 74803. Grounds Maintenance and strimming 5 vacant allotments. £130 + VAT</td> <td>£156.00</td> </tr> <tr> <td>Chq 934</td> <td>Michael Dyer invoice 36. Strimming The Spout and The Common</td> <td>£45.00</td> </tr> <tr> <td>BACS</td> <td>D C Gardening invoice 231 – 1718. Grounds Maintenance for September 2017. £200 + VAT</td> <td>£240.00</td> </tr> <tr> <td>BACS</td> <td>Enviroability invoice 3133. Mowing Pentaloe Green 13/10/17 (See note below)</td> <td>£117.40</td> </tr> </tbody> </table> <p><b>Resolved:</b> Payments Approved</p>	Chq/ BACS	Expenditure	Amount	BACS	R J Jones and Sons. Clearing and removing soil from Checkley Brook as agreed quotation. (£200 + VAT)	£240.00	BACS	Priors Frome Chapel invoice 11. Hall booking for July (£40), September (£20), October (£20)	£80.00	Chq/ BACS	Expenditure	Amount	BACS	Daniel Squire invoice 74803. Grounds Maintenance and strimming 5 vacant allotments. £130 + VAT	£156.00	Chq 934	Michael Dyer invoice 36. Strimming The Spout and The Common	£45.00	BACS	D C Gardening invoice 231 – 1718. Grounds Maintenance for September 2017. £200 + VAT	£240.00	BACS	Enviroability invoice 3133. Mowing Pentaloe Green 13/10/17 (See note below)	£117.40	
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	<p>The Clerk noted that the invoice from Enviroability for mowing Pentoloe Green (the only item detailed on the invoice) was much higher than the amount charged by Michael Dyer. Cllr Litchfield confirmed that this invoice was for all the monthly mowing including Pentoloe Green and Checkley Barn and Swarden Quarry Picnic Sites.</p> <p><b>d) To Consider 2018/19 Budget and Precept setting</b>  A meeting of the Finance Group had taken place on Thursday 12<sup>th</sup> October and a preliminary draft budget circulated to all Councillors in advance of the meeting. The Chair summarised the key items in the budget:</p> <p><b>Expenditure:</b></p> <ul style="list-style-type: none"> <li>• An allowance of £8,000 had been allowed for P3/Lengthsman work</li> <li>• An increase on allotment spend had been included to allow for maintenance and for sowing of wild flowers and trees in the bottom plots</li> <li>• £3,000 had been included for Parish Projects, which included road safety improvements</li> </ul> <p><b>Income:</b></p> <ul style="list-style-type: none"> <li>• It had been assumed that there would be £1,200 of P3 grant but this had not yet been confirmed</li> </ul> <p>The 2018/19 precept was discussed and it was agreed to maintain this at the current rate (£22,445). It was also noted that there was a considerable reserve which needed to be spent on Parish Projects which benefitted the local community.</p> <p><b>Resolved:</b> To submit a 2018/19 precept of £22,445 to Herefordshire Council</p> <p><b>e) To Consider renewal of contract for Grounds Maintenance in Shepherds Orchard</b>  The current contract held by Daniel Squire ended in December 2017. It was currently a fixed price quotation of £240 + VAT for the upkeep and maintenance of this orchard – to include monthly grass cutting from March to the end of October. The price also to include spraying around the base of the trees and an annual prune of the trees. Latterly Daniel Squire had also carried out strimming of the vacant allotments at a cost of £20 each.</p> <p><b>Resolved:</b> To ask Daniel Squire to submit an itemised quotation for the same work which would be considered at the November GPC meeting.</p>	<p>Clerk</p> <p>Clerk</p>
8.0	<p><b>Highways, Footpaths and Commons</b></p> <p><b>a) Mordiford Traffic/Pedestrian Safety Proposals</b>  <b>To Consider Proposals for Picket Fences</b> – Since Cllr Lloyd’s meeting with Rob Hemblade of Balfour Beatty the proposals had moved into Balfour Beatty’s commercial are for comment. This report was expected at the beginning of November.</p> <p><b>Residents Parking</b> – an email had been received from a resident of Wallflower Row asking if residents’ parking permits could be issued for the road outside of the school. It was felt that parking permits could not be issued for an area of road which did not have a parking order in force and that any solution such as this was not enforceable. Consideration was given to whether the area to the back of Mordiford Green could be turned into a residents’ parking area but it was felt that this still would not guarantee a space for those requiring it. It was noted that the GPC was currently actively engaging with the school to try and find a long-term solution to the parking issues and Cllr Dickson would respond to the resident.</p> <p><b>b) School Car Parking</b>  Cllr Hardwick and Cllr Preedy had met with Balfour Beatty and the School Headteacher/Board Members. It was felt that this meeting had been successful, resulting in Balfour Beatty raising a works order for bollards to be erected at no cost to the GPC. Cllr Hardwick had requested a costing for a more satisfactory fix of railings and curbing, which may require funding input from the GPC. Cllr Hardwick has also requested that Section 106 funding is considered.</p>	<p>RD</p>

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	<p><b>c) Highways and Footpath Issues</b></p> <p><b>i) Update on Footpath Maintenance</b> Cllr Litchfield reported Checkley Barn, Swarden Quarry and Pentaloe Green had been mown for the last time this season.</p> <p><b>ii) Update on Checkley Brook</b> The soil had now been removed. Cllr Dickson would measure up for posts, chains and reflectors to finish the work off. It was noted that Balfour Beatty had approved this work and the positioning of the posts.</p> <p><b>iii) Update on Loop Walk at Checkley</b> Cllr Litchfield reported that Prof Ghandi's wire fence adjacent to the gate by the field had been snipped through (by persons unknown), presumably to allow a dog to pass through. Cllr Litchfield had subsequently met with Prof Ghandi and various options were discussed, focussing on several models for creating a dog gate/stile. Prof Ghandi wished to discuss these options with the farmer who, he had stated, would repair the fence. Cllr Litchfield had suggested that it would be advantageous to make provision for dogs before mending the fence, but Prof Ghandi had indicated he was reluctant to give way to criminal damage and wished to leave the access to the footpath as it was at present. It was agreed that as Prof Ghandi had been offered various options, which he did not want to consider, the GPC would not have any further involvement at this time.</p> <p><b>iv) Work to be carried out and any Other Issues and Updates</b> There was no work to be carried out and no other issues or updates</p>	RD
9.0	<p><b>Allotments</b></p> <p><b>a) Update on Allotments</b> Cllr Ashton Jones had considered the cost of weed suppressant material to cover the communal area, the 2 front allotments and Allotment number 6. This would cost between £500 and £600 plus the cost of installation. It was noted that this cost needed to be considered against the cost of strimming the allotments, which was an ongoing commitment. Cllr Preedy queried whether the 2 front plots, as they were being considered as a wild flower meadow, should be included, but it was noted that the material, if no longer needed on a specific area, could be taken up, stored and re-used. It was agreed that a working party would put the material down which would save on the cost of installation.</p> <p><b>Resolved:</b> To concentrate on the front 2 plots and leave the communal area grassed. Cllr Ashton-Jones would arrange to purchase the material on behalf of the GPC.</p>	JA-J
	<p>The GPC had not yet received a water bill and this was being followed up with WM Housing.</p> <p><b>b) Update on Lease Agreement</b> There was no further update.</p> <p><b>c) To Approve Expenditure on Legal Fees</b> These were not yet known</p> <p><b>d) To Consider any Expenditure</b> <b>Resolved:</b> To purchase the weed suppressant fabric as outlined in item 9a.</p>	JA-J
10.0	<p><b>Mordiford Burial Ground and Closed Churchyard</b></p> <p><b>a) To Consider any Costs related to the Burial Ground and Closed Churchyard</b> There were no costs.</p>	
11.0	<p><b>Mordiford Green</b></p> <p><b>a) Update on the Little Green Hut</b> Cllr Dickson had painted the roof and the side where the paint was peeling off and had treated the</p>	

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	front panel. Cllr Dickson was looking into the options for the low doorway.	RD
	<p><b>b) To approve any expenditure</b> There was no further expenditure</p>	
12.0	<p><b>Update on Dormington Play Area</b> Cllr Wood reported that he had sent a questionnaire around to residents of The Maltings but this had proved inconclusive. There had been a balanced response from those who overlooked the play area with many of those who did not overlook it feeling it was an asset which should be maintained. Cllr Wood had emailed Dave Tristram about grant funding which could be accessed by the Dormington Community Association Trust. It was agreed to ask the Locality Steward for an update on the timescale for re-opening the Play Area. The Clerk cautioned the GPC about doing anything that would indicate that they were taking over liability for the play area.</p>	Clerk
13.0	<p><b>Tree Warden Update</b> Cllr Dickson would contact Jo Kippax to ascertain whether she would be willing to continue with this role.</p>	RD
14.0	<p><b>To Note the Information Sheet (October 2017) and any other Updates</b> The Information Sheet was noted. The Parish Newsletter was mentioned and it was proposed to include thanks to Jo Kippax. Cllr Dickson agreed to write his Chairman's section and Cllr Wood would put in something about Dormington Play area. There were no further updates.</p>	RD JW
15.0	<p><b>To Raise Items for the next Scheduled Parish Council Meeting</b> There were no items</p>	
16.0	<p><b>To Note Date and Time of the next Regular Meeting of the Group Parish Council</b> Wednesday 15<sup>th</sup> November 2017 at 7.30pm at Priors Frome Chapel.</p>	
	The meeting closed at 9.15 pm	
	Signed .....	Date 15 <sup>th</sup> November 2017
	Chairman of Dormington and Mordiford Group Parish Council	