



## DORMINGTON & MORDIFORD GROUP PARISH COUNCIL



### Minutes of the Annual Meeting of the Parish Council held on Tuesday 21<sup>st</sup> May 2013 at 7.30pm

#### Present

Cllrs Nick Brewin (Chair), Jan Ashton-Jones, Peter Davies, Brian Dukes, John Lee, Lorna Radnor, Cheryl Shearer

#### In attendance

Ward Cllr John Hardwick  
Chris Bucknell – Parish Clerk  
1 member of the public

| Item                         | Minutes  | Action                  |                                |          |   |                              |   |           |  |         |   |             |          |                 |   |                |   |                     |             |           |             |                   |             |  |
|------------------------------|--|-------------------------|--------------------------------|----------|---|------------------------------|---|-----------|--|---------|---|-------------|----------|-----------------|---|----------------|---|---------------------|-------------|-----------|-------------|-------------------|-------------|--|
| <b>219</b>                   | <p><b>To Elect a Chairman/Sign Declaration of Office</b><br/>Cllr Nick Brewin was unanimously voted in as Chair and signed the Declaration of Office<br/>Cllr Ray Dickson was unanimously voted in as Vice Chair</p>   |                         |                                |          |   |                              |   |           |  |         |   |             |          |                 |   |                |   |                     |             |           |             |                   |             |  |
| <b>220</b>                   | <p><b>To Accept Apologies for Absence</b><br/>Apologies were accepted from Cllr Ray Dickson and Cllr John Litchfield. Apologies had also been received from PC Neil James</p>  |                         |                                |          |   |                              |   |           |  |         |   |             |          |                 |   |                |   |                     |             |           |             |                   |             |  |
| <b>221</b>                   | <p><b>Declarations of Interest</b><br/><b>(a) To receive declarations of interest</b><br/>None received<br/><b>(b) To approve any written requests for dispensations</b><br/>None received</p>   |                         |                                |          |   |                              |   |           |  |         |   |             |          |                 |   |                |   |                     |             |           |             |                   |             |  |
| <b>222</b>                   | <p><b>To confirm other Officers, Committees and Working Groups</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 30%;">Emergency Co-ordination</td> <td>Peter Davies, Jan Ashton-Jones</td> </tr> <tr> <td>Planning</td> <td>Ray Dickson, Peter Davies, Cheryl Shearer, John Lee</td> </tr> <tr> <td>Churchyard and Burial Ground</td> <td>Peter Davies, Jan Ashton Jones, Lorna Radnor, Brian Dukes</td> </tr> <tr> <td>Footpaths</td> <td>John Litchfield (Footpath Officer), John Lee, Jan Ashton-Jones</td> </tr> <tr> <td>Finance</td> <td>Nick Brewin, Cheryl Shearer, Brian Dukes, Ray Dickson</td> </tr> <tr> <td>Tree Warden</td> <td>John Lee</td> </tr> <tr> <td>Parish Projects</td> <td>Jan Ashton-Jones, Brian Dukes, Cheryl Shearer, Lorna Radnor</td> </tr> <tr> <td>Localism Group</td> <td>Nick Brewin, Brian Dukes, Cheryl Shearer, Ray Dickson, Jan Ashton-Jones</td> </tr> <tr> <td>HALC Representative</td> <td>Nick Brewin</td> </tr> <tr> <td>Webmaster</td> <td>Brian Dukes</td> </tr> <tr> <td>Newsletter Editor</td> <td>Brian Dukes</td> </tr> </tbody> </table> | Emergency Co-ordination | Peter Davies, Jan Ashton-Jones | Planning | Ray Dickson, Peter Davies, Cheryl Shearer, John Lee | Churchyard and Burial Ground | Peter Davies, Jan Ashton Jones, Lorna Radnor, Brian Dukes | Footpaths | John Litchfield (Footpath Officer), John Lee, Jan Ashton-Jones | Finance | Nick Brewin, Cheryl Shearer, Brian Dukes, Ray Dickson | Tree Warden | John Lee | Parish Projects | Jan Ashton-Jones, Brian Dukes, Cheryl Shearer, Lorna Radnor | Localism Group | Nick Brewin, Brian Dukes, Cheryl Shearer, Ray Dickson, Jan Ashton-Jones | HALC Representative | Nick Brewin | Webmaster | Brian Dukes | Newsletter Editor | Brian Dukes |  |
| Emergency Co-ordination      | Peter Davies, Jan Ashton-Jones   |                         |                                |          |   |                              |   |           |  |         |   |             |          |                 |   |                |   |                     |             |           |             |                   |             |  |
| Planning                     | Ray Dickson, Peter Davies, Cheryl Shearer, John Lee  |                         |                                |          |   |                              |   |           |  |         |   |             |          |                 |   |                |   |                     |             |           |             |                   |             |  |
| Churchyard and Burial Ground | Peter Davies, Jan Ashton Jones, Lorna Radnor, Brian Dukes  |                         |                                |          |   |                              |   |           |  |         |   |             |          |                 |   |                |   |                     |             |           |             |                   |             |  |
| Footpaths                    | John Litchfield (Footpath Officer), John Lee, Jan Ashton-Jones   |                         |                                |          |   |                              |   |           |  |         |   |             |          |                 |   |                |   |                     |             |           |             |                   |             |  |
| Finance                      | Nick Brewin, Cheryl Shearer, Brian Dukes, Ray Dickson  |                         |                                |          |   |                              |   |           |  |         |   |             |          |                 |   |                |   |                     |             |           |             |                   |             |  |
| Tree Warden                  | John Lee   |                         |                                |          |   |                              |   |           |  |         |   |             |          |                 |   |                |   |                     |             |           |             |                   |             |  |
| Parish Projects              | Jan Ashton-Jones, Brian Dukes, Cheryl Shearer, Lorna Radnor  |                         |                                |          |   |                              |   |           |  |         |   |             |          |                 |   |                |   |                     |             |           |             |                   |             |  |
| Localism Group               | Nick Brewin, Brian Dukes, Cheryl Shearer, Ray Dickson, Jan Ashton-Jones  |                         |                                |          |   |                              |   |           |  |         |   |             |          |                 |   |                |   |                     |             |           |             |                   |             |  |
| HALC Representative          | Nick Brewin  |                         |                                |          |   |                              |   |           |  |         |   |             |          |                 |   |                |   |                     |             |           |             |                   |             |  |
| Webmaster                    | Brian Dukes  |                         |                                |          |   |                              |   |           |  |         |   |             |          |                 |   |                |   |                     |             |           |             |                   |             |  |
| Newsletter Editor            | Brian Dukes  |                         |                                |          |   |                              |   |           |  |         |   |             |          |                 |   |                |   |                     |             |           |             |                   |             |  |

| Item                     | Minutes  | Action           |             |                          |   |          |   |       |
|--------------------------|--|------------------|-------------|--------------------------|---|----------|---|-------|
| 223                      | <p><b>To accept minutes of the previous meeting held on 16<sup>th</sup> April 2013</b><br/>Minutes of the previous meeting were accepted as a true and accurate record and signed by the Chairman. It was noted that Kiddley Copse should read Kidley Coppice.</p>   |                  |             |                          |   |          |   |       |
| 224                      | <p><b>To receive brief verbal reports from:</b></p> <p><b>a) Police Representative</b><br/>Apologies had been received from PC Neil James. It was noted that at a recent HALC meeting the Police Crime Commissioner, Bill Longmore, had promoted the need to have input from local policing teams at Parish Council meetings and this was welcomed.</p> <p><b>b) Neighbourhood Watch Update</b><br/>No further updates</p> <p><b>c) Ward Member – Councillor Hardwick</b><br/>Councillor Hardwick updated the meeting on the Amey contract which was due for renewal from 1<sup>st</sup> September. The contract will be split into 4 groups – Highways/Rights of Way, Building Services, Building Cleaning and Ancillary. He also spoke about Herefordshire Council’s financial position and the newly identified flaws in the current budget. The Council’s base budget (without schools) was now £150 million, 57% of which came from government grants, 24% from the Council tax and 19% from business rates.</p> <p><b>d) West Mercia Housing Group</b><br/>Kat La Tzar was unable to attend but Cllr Brewin gave an updated on the Sufton Rise project. The planning application had been heard and approved. The contracts were exchanged immediately after the planning application was approved and tenders for the building work had been issued. Drainage is still a concern but a condition of the planning approval requires an investigation into the porosity of the underlying rock so that an appropriate solution can be put in place. It is expected this will take in the region of 8 weeks to complete. Cllr Brewin thanked Cllr Shearer and Cllr Hardwick for their input at the Planning Committee.</p> |                  |             |                          |   |          |   |       |
| 225                      | <p><b>Public Participation Session</b><br/>The grass on the village green had not been cut, but as the Green still remains the responsibility of Major Hereford, as no lease has yet been signed, Major Hereford should continue to maintain the area for the time being. Cllr Davies agreed to follow this up.</p>  | PD               |             |                          |   |          |   |       |
|                          | <p>The bridle path/right of way between Dormington Court and the Church had become unsafe due to a local resident removing a long standing tree stump. The Clerk would contact Amey to report.</p>   | Clerk            |             |                          |   |          |   |       |
| 226                      | <p><b>To Consider Planning Matters</b></p> <p><b>a) To consider any Planning Applications</b></p> <table border="1" data-bbox="193 1693 1377 2016"> <thead> <tr> <th data-bbox="193 1693 371 1765">Reference Number</th> <th data-bbox="371 1693 1377 1765">Application</th> </tr> </thead> <tbody> <tr> <td data-bbox="193 1765 371 1877">S/112834/N and S112782/F</td> <td data-bbox="371 1765 1377 1877">Court Farm, Hampton Bishop – Anaerobic digester and engineering works to existing slurry storage lagoon. The Parish Council have no objections to this application.</td> </tr> <tr> <td data-bbox="193 1877 371 2016">130963/F</td> <td data-bbox="371 1877 1377 2016">Wayside Cottage, Upper Dormington. Two storey pitch roof cottage dwelling. To be discussed at the GPC meeting.<br/><b>Resolved:</b> to support this application but to make a comment that any dwelling should be constructed with materials that are sympathetic to the local area.</td> </tr> </tbody> </table>   | Reference Number | Application | S/112834/N and S112782/F | Court Farm, Hampton Bishop – Anaerobic digester and engineering works to existing slurry storage lagoon. The Parish Council have no objections to this application. | 130963/F | Wayside Cottage, Upper Dormington. Two storey pitch roof cottage dwelling. To be discussed at the GPC meeting.<br><b>Resolved:</b> to support this application but to make a comment that any dwelling should be constructed with materials that are sympathetic to the local area. | Clerk |
| Reference Number         | Application  |                  |             |                          |   |          |   |       |
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| 130963/F                 | Wayside Cottage, Upper Dormington. Two storey pitch roof cottage dwelling. To be discussed at the GPC meeting.<br><b>Resolved:</b> to support this application but to make a comment that any dwelling should be constructed with materials that are sympathetic to the local area.  |                  |             |                          |   |          |   |       |

| Item   | Minutes   |   | Action      |          |  |  |  |
|--|---|---|-------------|----------|--|--|--|
| 227  | <table border="1"> <thead> <tr> <th data-bbox="186 262 363 331">Reference Number</th> <th data-bbox="363 262 1377 331">Application</th> </tr> </thead> </table>   | Reference Number  | Application |          |  |  |  |
|  | Reference Number  | 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. The Parish Council have no objections to this application.     | Clerk       |          |  |  |  |
|  | 131214/F  | Dwelling at Priors Court, Upper Dormington. Extension of time to permission DCCE2007/1991/F - proposed subdivision of existing dwelling house to form 2 no. dwellings. The Parish Council have no objections to this application. | Clerk       |          |  |  |  |
|  | <b>b) To Note any Decisions Received</b>  |   |             |          |  |  |  |
|  | <table border="1"> <thead> <tr> <th data-bbox="186 698 363 763">Reference Number</th> <th data-bbox="363 698 1225 763">Application</th> <th data-bbox="1225 698 1377 763">Decision</th> </tr> </thead> </table> | Reference Number  | Application | Decision |  |  |  |
|  | Reference Number  | Application   | Decision    |          |  |  |  |
|  | 130641/U  | The Old Dairy, Hope Springs, Mordiford. Lawful development certificate for existing two storey, one bedroom barn conversion.  | Approved    |          |  |  |  |
|  | S123565/F   | Sufton Rise Mordiford. Erection of 12 affordable units with associated access, landscaping and allotments   | Approved    |          |  |  |  |
|  | 130777/F  | Valley View, Mordiford. Retention of domestic garage/Workshop. Deadline for comments 26 <sup>th</sup> April 2013  | Approved    |          |  |  |  |
| <b>Finance</b>   |   |   |             |          |  |  |  |
| <b>a) To receive a Finance Report from the RFO</b><br><b>Bank balances:</b> Business Current Account (as at 04/05/13) £7,232.16 and Business Reserve account £4,302.08. A claim for refund of VAT covering the period 01/04/12 to 31/03/13 has been submitted, total £311.75.              |   |   |             |          |  |  |  |
| <b>b) To agree payment of outstanding invoices</b>   |   |   |             |          |  |  |  |
| <table border="1"> <thead> <tr> <th data-bbox="186 1310 355 1346">Cheque</th> <th data-bbox="355 1310 1214 1346">Expenditure</th> <th data-bbox="1214 1310 1377 1346">Amount</th> </tr> </thead> </table>  | Cheque  | Expenditure   | Amount      |          |  |  |  |
| Cheque   | Expenditure   | Amount  |             |          |  |  |  |
| 699  | D C Gardening invoice 26 visit carried out 23/04/13   | £192.81   |             |          |  |  |  |
| 700  | Michael Dyer Lengthsman – Invoice 51. Work on ditch alongside school and under foot bridge  | £33.00  |             |          |  |  |  |
| 701  | Fownhope Parish Council. 20% contribution to Ross on Wye bus service December 12 – February 13  | £81.00  |             |          |  |  |  |
| 702  | D C Gardening invoice 53 visit carried out 20/05/13   | £192.81   |             |          |  |  |  |
| 703  | Amey. Grit bins x 3. £194.40 + VAT  | £233.28   |             |          |  |  |  |
| 704  | PIP Printing invoice 55435. Printing 350 copies of May Dragon   | £112.60   |             |          |  |  |  |
| <b>Resolved:</b> All payments approved   |   |   | Clerk       |          |  |  |  |
| <b>c) To Consider renewal of Insurance policy and long term agreement</b><br><b>Resolved:</b> To renew the insurance policy with Aviva<br><b>Resolved:</b> To sign up to the 3 year agreement  |   |   | Clerk       |          |  |  |  |
| <b>d) To consider signage for The Bungalows, Sufton Lane</b><br>A quotation of £297 had been received from Amey for supply and installation of one sign.<br><b>Resolved:</b> To make enquiries of Amey in respect of whether the sign should be replaced at no cost to the Parish Council. |   |   | Clerk       |          |  |  |  |

| Item | Minutes   | Action   |
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| 228  | <p><b>e) To consider refurbishment of noticeboards</b><br/>           An estimated quotation (£152) had been received for refurbishment of noticeboards in Sufton Rise, Mordiford, Dormington and Checkley. All notices would need to be taken down for a period of at least two days in order to allow this work to be completed.<br/> <b>Resolved:</b> to have the noticeboards refurbished<br/> <b>Resolved:</b> to follow up quotation for new noticeboard for Priors Frome</p> <p><b>Highways and Footpaths</b><br/>           The Lengthsman Grant for 2013-14 had been confirmed at £1,755<br/>           The P3 Scheme grant for 2013-14 had been confirmed at £1,150</p> <p><b>a) To report any defects to the Clerk</b></p> <ul style="list-style-type: none"> <li>• The road surface is still poor at Sufton Rise. The road needs to be fully resurfaced and not just patched. This has been reported before but needs to be reported again.</li> </ul> <p><b>b) To Report any Jobs for the Lengthsman</b></p> <ul style="list-style-type: none"> <li>• The Lengthsman had notified the Clerk that he would no longer be carrying out spraying work due to the increase in the cost of insurance. He reported that spraying was required from the school up to Sufton Rise and from the Moon to Pentaloe Close.<br/> <b>Resolved:</b> Cllr Shearer to make enquires of her gardener to see if he could carry out the work<br/> <b>Resolved:</b> To enquire whether the Lengthsman grant could be used for this work<br/> <b>Resolved:</b> To get another quotation for the work</li> <li>• The green at Pentaloe Close, at the Pentaloe stream turn had been cut but was still rough and needed redoing</li> </ul> | <p>Clerk<br/>Clerk</p> <p>Clerk</p> <p>CS</p> <p>Clerk<br/>Clerk<br/>Clerk</p> |
| 229  | <p><b>Neighbourhood Planning</b><br/>           The Chairman asked all Councillors to learn as much as possible re Neighbourhood Planning as a decision must be taken soon as to whether DMGPC proceed.<br/> <b>Resolved:</b> To invite a representative from Almeley to come and talk at the June meeting about their experience of developing a Neighbourhood Plan in a small parish.</p>   | <p>All<br/>Clerk</p>   |
| 230  | <p><b>Review of Polling Stations</b><br/>           Herefordshire Council was carrying out a review of polling stations and had invited comments on existing venues and the potential for possible new venues.<br/> <b>Resolved:</b> It was felt that the current venue, Mordiford School, was well situated for all electors.</p>  | <p>Clerk</p>   |
| 231  | <p><b>To Note Information Sheet (May 2013) and any other updates</b><br/>           The Chair, Cllrs Dukes and Ashton-Jones and Ward Cllr Hardwick had met with David Watkins, Chair of Governors at Mordiford School regarding car parking outside the school and to build better relationships between the two organisations. Cllr Hardwick promised to speak to Ed Thomas (Herefordshire Council Planning Department) about the possibility of a lay-by being looked into again. The stream at the back of the school was blocked with debris and as it was close to the septic tank, this was causing concern. This had been reported to Amey and a meeting with Cllr Dukes had been arranged.</p> <p>The Chair had met with James Hereford about the village green. The planning application for 5 The Wallflowers mentions a fence to be put up as a demarcation between the new access strip and the area to be leased by the Group Parish Council and the height/type needed to be followed up. Also discussed was the fence around the play area and whether this was concreted</p>  | <p>BD</p>  |

| Item | Minutes  | Action   |
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|      | <p>in or could be used on the village green. Once this had been finalised and agreed with James Hereford, then the lease could be agreed and signed.</p> <p>The Chair had discussed with the Rev Chris Moor responsibility for the churchyard wall. Rev Chris Moore advised that the closure of the churchyard had been granted on 28 November 1910 and produced an extract from the London Gazette, 6 December, 1910 to support this. This article appeared to detail legislation relating to closing the churchyard but not explicitly handing over responsibility for repairs and upkeep to the Parish Council and this has been forwarded to NALC for their comment.</p> <p>Cllr Brian Dukes had met Churchwarden, Edgar Moss, regarding clearing up the closed Churchyard and had agreed most of the work to be undertaken, but not in relation to the Yew Tree. However they had agreed that a dead tree needed to be removed but it would need Church permission to remove it. The post that the gate swings on needs replacing. It was agreed to get a quotation for this. Any work done would be strictly without prejudice to the discussions regarding the boundary wall.</p> <p>Cllr Brian Dukes asked the Clerk to write letters of thanks to Sylvia Musson and Rob Wells who had been largely responsible for arranging the clean-up operations in Kidley Coppice following timber removal by the Forestry Commission last year.</p> | <p><b>NB</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> |
| 232  | <p><b>To Raise Item for the next Scheduled Parish Council Meeting</b><br/>There were no items raised other than those covered in the meeting</p>   |  |
| 233  | <p><b>To Note Date and Time of the Annual Meeting of the Parish Council</b><br/>Tuesday 18<sup>th</sup> June 2013 at 7.30 pm</p>   |  |
|      | <p>The meeting closed at 9.30 pm</p>   |  |
|      | <p>Signed ..... Date 18<sup>th</sup> June 2013<br/>Chairman of Dormington and Mordiford Group Parish Council</p>   |  |