



## DORMINGTON & MORDIFORD GROUP PARISH COUNCIL



### Minutes of the Meeting of the Group Parish Council held on Wednesday 19<sup>th</sup> April 2017 at 7.30pm At Mordiford School

**Present**

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

**In attendance**

4 members of the public were present

Item	Minutes	Action				
1.0	<b>To Receive Apologies for Absence</b> – Ward Cllr John Hardwick					
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.</p>					
3.0	<p><b>To accept minutes of the Regular Meeting of the Group Parish Council held on 15<sup>th</sup> March 2017</b> <b>Resolved:</b> Minutes of meeting held on 15<sup>th</sup> March 2017 were agreed and signed by the Chairman.</p>					
4.0	<p><b>To receive brief verbal reports from:</b></p> <p><b>a) Police Update</b> The April SNT Newsletter was circulated on 31/03/17. There were two incidents reported in the neighbouring parishes of Hampton Bishop and Fownhope.</p> <p><b>b) Neighbourhood Watch Update</b> There was no further NHW Update. The GPC had not received costed proposals for NHW signs and this would be deferred until more information was available.</p> <p><b>c) Ward Member – Councillor Hardwick</b> Cllr Hardwick was not present at the meeting.</p>					
5.0	<p><b>Public Participation Session</b> Comments from the public on planning matters were taken under agenda item 6. There were no further comments.</p>					
6.0	<p><b>To Consider Planning Matters</b></p> <p><b>a) To Consider any Planning Applications</b></p> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="width: 20%;">Reference</th> <th style="width: 80%;">Application</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">170891</td> <td>St Peters Church, Dormington. Proposed Extension to provide WC facilities.</td> </tr> </tbody> </table> <p>Mr Nick Brewin, representing St Peters Church, was present to give an overview of the application and to answer any questions. The proposed extension would allow space for much needed toilet facilities</p>	Reference	Application	170891	St Peters Church, Dormington. Proposed Extension to provide WC facilities.	Clerk
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7.0	<p>as well as for other facilities which would allow the church to maximise its potential as a community venue. The character of the building would be maintained through careful choice of materials and design. The Group Parish Council were unanimous in their support for this application.</p>	Clerk												
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	<p>Councillors had reviewed this application and supported the proposals.</p>													
	<p><b>b) To Note any Decisions/Notifications Received</b></p>													
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<p><b>Other Planning Issues</b></p>														
<p><b>21 The Maltings Dormington</b></p>														
<p>Following the March GPC Meeting a resident from The Maltings had received the following communication from the Planning Team.</p>														
<p><i>I have been advised to seek further information from the owner regarding the proposed occupation of the conversion and the parking situation by means of a Planning Contravention Notice. We need more evidence before we can decide whether there is sufficient harm to pursue enforcement.</i></p>														
<p>A resident who was present at the GPC meeting gave an update about a recent communication from Stephan Davies of the Planning Team which stated that a planning contravention notice had been issued which required a response by the 25<sup>th</sup> April. If this condition was not met the Planning Officer would seek authority to take appropriate action. Cllr Hardwick was also following up on this.</p>														
<p><b>Rural Sites Allocation Consultation Event</b></p>														
<p>The Rural Area Site Allocation Development Plan Document is now approaching the Issues and Options consultation stage. This document would outline the issues within the rural area and the possible scope for the coverage of the Rural Area Site Allocation, including the identification of Parishes without a NDP which will be included. An information event has been arranged for parish councils and the Clerk encouraged Cllr to attend as decisions made could affect Dormington and Mordiford.</p>														
<p><b>Finance</b></p>														
<p><b>a) To receive a Report from the RFO</b></p>														
<p><b>Bank balances:</b></p>														
<p>Business Current Account £44,899.86. Business Reserve account £4,309.04. Income includes Burial Ground fees of £115 and Allotment Fees of £50. A wayleave payment of £29.79 had been received but was not yet showing on the accounts. Cheque signatories – the required documentation to put Cllr Lloyd on the mandate is in the process of being completed.</p>														
<p><b>b) To Agree Payments made since March meeting</b></p>														
<p>There have been no payments</p>														

Item	Minutes				Action									
8.0	<b>c) To Agree Payment of Outstanding Invoices</b>				Clerk									
	Chq/ BACS	Expenditure		Amount		Clerk								
	BACS	Enviroability Invoice 2915. Various P3 work as instructed by Cllr Litchfield		£642.65			Clerk							
	Chq 929	Level Plumbing. Work to repair tap in Allotments		£70.00				Clerk						
	BACS	Reimbursement to Cllr Ashton Jones for March Newsletter printing costs		£80.00					Clerk					
	<b>Resolved:</b> All payments approved									Clerk				
	<b>d) To Consider Process for Approval of Annual Return</b>										Clerk			
	The Clerk reported that DMGPC was required to submit the Annual Return to the External Auditors by 26 <sup>th</sup> June 2017. Before this the accounts needed to be prepared and Internally Audited. The Clerk proposed that the accounts were presented to Keri Diamond by mid-May in order to give her a month to do the Internal Audit before they came to the June GPC meeting for approval. This was agreed. The Clerk also explained that the threshold of £25,000 for a Parish Council to be within scope for the limited audit outlined in the Transparency Act was gross income, and although D&M Precept was below this, with income from the Burial Ground and Allotments total income was in excess of this and a full external audit would be required.											Clerk		
	<b>e) Confirmation of Lengthsman and P3 Budget</b>												Clerk	
	P3 Grant	P3 Match Funding	Lengthsman Grant	Lengthsman Match Funding										Total budget available
£1,355	£406.50	£468.00	£936.00	P3 - £1,761.50 Lengthsman - £1,404.00	Clerk									
A total of £6,000 had been approved in the 2017/18 budget to cover Lengthsman and P3 work. This was made up of £3,165.50 to cover expenditure related to the grant and match funding and an additional £2,834.50 from the Parish budget to cover the shortfall in funding. The Clerk felt that the split between Lengthsman and P3 expenditure would need to be particularly rigorous in 2017/18 because of the difference in match funding. Cllr Litchfield would send details of work commissioned to the Clerk so that worksheets could be completed for all work. The contract for 2017/18 had now been signed and returned to Herefordshire Council as requested. The final claim for 2016/17 was in the process of being prepared.						Clerk								
<b>8.0 Highways, Footpaths and Commons</b>							Clerk							
<b>a) Mordiford Traffic/Pedestrian Safety Proposals</b>								Clerk						
<b>To Consider Proposals for Picket Fences</b> – Cllr Hardwick had reported that Hampton Bishop Parish Council had approved the installation of Picket Gates but did not want them to say Welcome to Mordiford, as the gates would be positioned within Hampton Bishop Parish and not on the actual boundary. Words relating to driving carefully would be supported. Cllr Hardwick believed the boundary was at the mid-point of the 1 <sup>st</sup> arch of the bridge but it was noted that the current Mordiford Parish sign was some distance before this. Cllr Lloyd reported that the next step would be to look at technical details such as underground cabling, water routes etc. The Clerk said she would look into whether there were still grants available. Cllr Lloyd would start the process with support from Cllr Dickson.									Clerk  DL/ RD					
<b>b) School Car Parking</b>										Clerk				
This was the subject of ongoing discussion between the School and Herefordshire Council. Bill Wiggin MP had received a complaint about car parking outside of Mordiford School and the Safer Neighbourhood Team were currently compiling a report of actions to date. Cllrs have inputted into this and the report has been forwarded to PCSO Ekanite for inclusion in the response to Bill Wiggin MP.											Clerk			

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	<p><b>c) Highways and Footpath Issues</b></p> <p><b>i. Update on Footpath Maintenance</b>  Cllr Litchfield reported that Enviroability had undertaken a routine check and strim programme in some areas, paths having been cleared and marked, all of which fitted in with the agreed budget. Many of the collapsing stiles and gates had been done in 2016/17 so it was hoped that there would not be too many more to do out of the reduced budget. Cllr Preedy said she would be happy to help walk the footpaths and Cllr Litchfield welcomed this.</p> <p><b>ii. Parking Restrictions on Sufton Rise</b>  A meeting between the Safer Neighbourhood Team, the Housing Associations and residents was held at the end of March to address the issues surrounding parking and public disorder incidents. The Parish Council were invited but no Cllrs were available to attend. After this meeting PCSO Ekanite circulated a report which was forwarded to all Cllrs. Amongst other things this stated that Kemble Housing would not allow parking at Shepherds Orchard except for residents or allotment holders. The suggestion of double yellow lines was brought up with Balfour Beatty, the cost to the Parish Council would be in the region of £6k and given the rural location regular enforcement would not be possible and the yellow lines were therefore not recommended. All residents had received a letter regarding considerate parking and the SNT would continue to monitor this. It was felt that this issue was not something the Parish Council should be dealing with and it was agreed to leave it to the Housing Association and the SNT to progress in whatever way was felt most appropriate.</p> <p><b>iii. Heavy Lorries using the Upper Dormington Road</b>  Following the March GPC Meeting, Balfour Beatty were contacted about the possibility of signage on the main Ledbury to Hereford Road. They responded to say that the cost would be in the region of £1,000 each signage, with most of the cost being for traffic management on the main road. Manny Smith had asked how many times lorries turned up this road as the frequency may not justify the cost of the signage, and Cllr Hardwick had suggested the erection of signage on the C road close to the entrance as this would be less cost. It was felt that whilst lorries turning into this road were annoying and disruptive for the residents it wasn't a frequent enough occurrence to justify the cost of signage on the A438. Cllr Kippax reported that she had gone onto the Ordnance Survey SATNAV support website which collated reports of narrow and unsuitable roads to inform future updates of the system. Both the Upper Dormington Road and Backbury Hill had been reported as unsuitable for HGVs and it was hoped that this information would eventually amend the SATNAV systems so that occurrences of HGVs turning up there would be less frequent.</p> <p><b>iv. SATNAV Issues at Backbury Hill, Checkley</b>  Cllr Kippax had reported this to the Ordnance Survey SATNAV support website along with the Upper Dormington Road (see above). It was not felt necessary to anything further regarding signage at this stage.</p> <p><b>d) Work to be carried out and any Other Issues and Updates</b>  James Hereford has been in touch about the brambles opposite the entrance to Swarden Quarry saying he would be willing to cut them back but would want permission from Herefordshire Council as there would be traffic management issues with large machinery. Balfour Beatty and Cllrs who have visited the site do not feel this is enough of an issue to warrant such action. Cllr Kippax offered to cut back the brambles.</p> <p>The gully at the side of Stints Lane on the right-hand side up from Larport Lane had broken down and needed reinforcing. Balfour Beatty would be asked to look at this. Case ref CAS-628883-J5W4Q1</p> <p>Potholes on the left hand side of the road after the bridge towards Fownhope by The Mill Case ref CAS-628891-L3P0R5</p> <p>The base of the burial ground wall, curb edge and into the gutter needs spraying or scraping to remove</p>	<p><b>Clerk</b></p> <p><b>JK</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>

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	<p>build up of weeds and debris. Between the access to the burial ground and the access to the Loop Walk.</p> <p>The Clerk reported that the latch on the self-closing gate on the way to the Picnic Ground was broken causing the gate to swing back. Cllr Litchfield would look into it.</p> <p>There was effluent from the school and Pub septic tanks coming out by the telephone kiosk and potentially entering Pentaloe Brook and Environmental Health needed to be informed. Cllr Dickson said he would ask the pub for an update.</p> <p>Following the intervention of the GPC the footpath between Sufton Rise and Sufton Lane has been strimmed and cleared up. The resident who reported it has passed on thanks to the GPC.</p> <p>Thanks were given to Cllr Mel Preedy for her work in organising the community litter pick and to the Clerk for arranging for the equipment.</p> <p><b>e) Update on Lengthsman and P3 Grant</b> The current situation has been noted under agenda item 7e.</p>	<p><b>Clerk</b></p> <p><b>Clerk RD</b></p>
<p><b>9.0 Allotments</b></p> <p><b>a) Update on Allotments</b></p>	<p>One additional allotment had been leased but there was no more interest despite repeated advertising, which was disappointing. It was felt that the allotments were too expensive and it was proposed to offer them at £40 regardless of size. It was noted that the cost of the water was not yet known and any reduction in rent needed to be subject to ongoing review to ensure that the allotments covered their cost.</p> <p><b>Resolved:</b> To reduce the cost of all allotments to £40 per year</p> <p><b>Resolved:</b> To give a voucher from Radway Bridge Garden Centre to the current allotment holders to pay them back the difference between their current rent (£52) and the £40.</p> <p><b>Resolved:</b> The holder of the one large allotment (who had paid £104) would be asked whether they wanted a refund or an extension of their tenure.</p> <p><b>b) To Consider Vacant Allotments</b> Daniel Squire had been asked to continue to strim the vacant allotments. It was agreed not to spray them. It was suggested that the vacant allotments could be turned into a Community Orchard and Cllr Kippax said she would investigate this. It was agreed to re-advertise the vacant allotments around the Parish and surrounding areas and to contact the school to put an advertisement in their newsletter. An entry would also be put in the next available St Peters Church Newsletter.</p> <p><b>c) Update on Lease Agreement</b> Cllr Dickson had looked over and agreed the content of the lease and this had now been signed and would be returned to David Campion at</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><b>Clerk</b></p>
<p><b>10.0 Burial Ground and Closed Churchyard</b></p> <p><b>a) To Consider any Costs related to the Burial Ground and Closed Churchyard</b></p>	<p>There were no costs</p>	
<p><b>11.0 To Consider Format of Annual Parish Meetings</b></p>	<p>This was to take place on Wednesday 10<sup>th</sup> May at Priors Frome Chapel. Originally it had been agreed that the Dormington meeting would take place at 7.00 pm and Mordiford at 7.30pm, but it was felt that this could be brought forward a bit to enable the speaker to start earlier. Cllr Litchfield had not been</p>	

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	able to arrange for a speaker and Cllr Kippax said she would contact Bob Hall to ask if he could give a talk focusing on Checkley Common and local Nature Reserves. Cllr Dickson would check if there was projections equipment available and Cllr Ashton Jones said she would do some publicity posters.	JK RD
12.0	<b>To Note the Information Sheet (April 2017) and any other Updates</b> Noted.	
13.0	<b>To Raise Items for the next Scheduled Parish Council Meeting - None</b>	
14.0	<b>To Note Date and Time of the Annual Meeting of the Group Parish Council</b> Wednesday 17 <sup>th</sup> May 2017 at 7.30pm at Mordiford Primary School	
	The meeting closed at 9.10 pm	JK
	Signed ..... Date 17 <sup>th</sup> May 2017 Chairman of Dormington and Mordiford Group Parish Council	