



DORMINGTON & MORDIFORD GROUP PARISH COUNCIL



Minutes of the Regular Meeting of the Group Parish Council held on Wednesday 25th April 2018 at 7.30pm at Priors Frome Chapel

Present

Cllrs Ray Dickson (Chair), John Litchfield, Craig Preedy, John Wood
Chris Bucknell (Parish Clerk)

In attendance

Ward Cllr John Hardwick

There were 19 members of the public present up to item 7

Item	Minutes	Action
1.0	To Receive Apologies for Absence – Cllr Jan Ashton Jones, Cllr David Lloyd, Cllr Mel Preedy	
2.0	Declarations of Interest a) To Receive Declarations of Interest There were no declarations of interest. b) To Consider Requests for Dispensations There were no requests for dispensation.	
3.0	To Accept minutes of the Regular Meeting of the Group Parish Council held on 21st March 2018 Cllr Wood asked that it be made clear that the church mentioned in the minutes was Mordiford. Resolved: Minutes of the meeting held on 21 st March 2018, with this amendment, were agreed and signed by the Chairman.	
4.0	To receive brief verbal reports from: a) Police Update The April SNT Newsletter had not yet been received. b) Neighbourhood Watch: The March NHW report about the damage to the hand rail on the lower side of the bridge on the Garlands Farm access road was still being followed up and would be discussed under item 8 c) Ward Member – Councillor Hardwick Cllr Hardwick reported about the comment made at the March meeting about parking restrictions and passing places outside of the school. He had noted Cllr Craig Preedy's comment that 2 x 40m stretches may be enough rather than the 4 proposed and Cllr Hardwick had passed this on and it was being considered. Herefordshire Council had been awarded an additional £1.3 million towards the repair of potholes across the county, and Cllr Hardwick noted that the Quickfix machine had been working relatively successfully on pothole repair to the north of the county. Cllr Hardwick had received a phone call from a resident with children at the school noting the state of the footpath that went between The Moon and the school. Cllr Dickson confirmed that this would soon be chipped and made more accessible.	

Item	Minutes	Action				
5.0	<p>Public Participation Session There were no comments.</p>					
6.0	<p>To Consider Planning Matters a) To Consider any Planning Applications</p>					
<table border="1"> <thead> <tr> <th data-bbox="193 376 352 414">Reference</th> <th data-bbox="352 376 1436 414">Application</th> </tr> </thead> <tbody> <tr> <td data-bbox="193 414 352 454">181220</td> <td data-bbox="352 414 1436 454">1 Claston Cottages, Dormington – proposed first floor extension</td> </tr> </tbody> </table>	Reference	Application	181220	1 Claston Cottages, Dormington – proposed first floor extension	<p>Resolved: To support the application</p>	Clerk
Reference	Application					
181220	1 Claston Cottages, Dormington – proposed first floor extension					
<table border="1"> <thead> <tr> <th data-bbox="193 521 352 560">Reference</th> <th data-bbox="352 521 1436 560">Application</th> </tr> </thead> <tbody> <tr> <td data-bbox="193 560 352 600">181026</td> <td data-bbox="352 560 1436 600">Old Rectory Barn, Mordiford – proposed replacement windows</td> </tr> </tbody> </table>	Reference	Application	181026	Old Rectory Barn, Mordiford – proposed replacement windows	<p>Resolved: To support the application</p>	Clerk
Reference	Application					
181026	Old Rectory Barn, Mordiford – proposed replacement windows					
<table border="1"> <thead> <tr> <th data-bbox="193 667 352 705">Reference</th> <th data-bbox="352 667 1436 705">Application</th> </tr> </thead> <tbody> <tr> <td data-bbox="193 705 352 745">180729</td> <td data-bbox="352 705 1436 745">Land at Church Field, Dormington – site for 4 detached two storey dwellings. Outline.</td> </tr> </tbody> </table>	Reference	Application	180729	Land at Church Field, Dormington – site for 4 detached two storey dwellings. Outline.	<p>Councillors discussed this application and took comments from the many residents who had attended the meeting expressly to speak against this proposal. The main comments are outlined below: Loss of grade 2 agricultural land - The development would sacrifice apple orchards, and it was felt that high quality Grade 2 Agricultural Land should be retained and not build on. Poor access to the site – the opening from the site onto the Dormington to Mordiford road was narrow with limited visibility. This visibility had recently been further decreased by the construction of a tall fence. There was a 40-mph speed limit on this stretch of road but vehicles often travelled at higher speeds and it was felt that the narrow opening proposed would put vehicles joining or leaving the busy road at risk. The housing proposed was not in keeping with the needs of the area of the Core Plan – It was felt that 4 bedrooms dwellings were not likely to be affordable for either young or local purchasers and would not address the need for affordable housing in Mordiford and Dormington. It was also not in line with the requirements of the Core Strategy. Inaccuracies in planning documentation - Under Planning Policy the documentation referred to Dormington having a minimum growth target of 57 new dwellings by 2031. It was noted that Dormington had fewer than 80 dwellings, and the stated figure of 57 may refer to the total area served by the Dormington and Mordiford Parish Council, which included Mordiford and Checkley and Priors Frome. Resolved: To oppose the application. Cllr Dickson would compile a statement which could be submitted to the Planning Department outlining the concerns of the Parish Council.</p>	RD/ Clerk
Reference	Application					
180729	Land at Church Field, Dormington – site for 4 detached two storey dwellings. Outline.					
<table border="1"> <thead> <tr> <th data-bbox="193 1485 352 1523">Reference</th> <th data-bbox="352 1485 1436 1523">Application</th> </tr> </thead> <tbody> <tr> <td data-bbox="193 1523 352 1563">180967</td> <td data-bbox="352 1523 1436 1563">Mordiford C of E Primary School – new Biodisc treatment plant</td> </tr> </tbody> </table>	Reference	Application	180967	Mordiford C of E Primary School – new Biodisc treatment plant	<p>It was felt that the application was not clear in terms of where the drainage would go once it left the tank and the Pentoloe was a particular concern in this respect. It was also noted that the plan incorporated part of the land which belonged to the Moon. Resolved: To respond to the application making the above observations and comments</p>	Clerk
Reference	Application					
180967	Mordiford C of E Primary School – new Biodisc treatment plant					
<table border="1"> <thead> <tr> <th data-bbox="193 1742 352 1780">Reference</th> <th data-bbox="352 1742 1436 1780">Application</th> </tr> </thead> <tbody> <tr> <td data-bbox="193 1780 352 1854">180809</td> <td data-bbox="352 1780 1436 1854">Priors Court Barn, Upper Dormington – change of use of former workshop/barn to dwelling</td> </tr> </tbody> </table>	Reference	Application	180809	Priors Court Barn, Upper Dormington – change of use of former workshop/barn to dwelling	<p>Resolved: To support the application</p>	Clerk
Reference	Application					
180809	Priors Court Barn, Upper Dormington – change of use of former workshop/barn to dwelling					

Item	Minutes		Action
7.0	b) To Note any Decisions/Notifications Received		
	Reference	Application	Decision
	180719	Pump Orchard Chapel Lane Dormington Hereford. Application for the discharge of details reserved by conditions attached to planning permission 173936.	Approved
	180988	Moon Inn Mordiford Hereford Herefordshire HR1 4LW, Application for the discharge of details reserved by conditions 3 & 4 attached to planning permission 174013. <i>No comments being accepted</i>	Awaiting Decision
	180463/X A2	Claston Farm, Dormington. Application for approval of details reserved by conditions 3, 7, 8, 10, 11, 12 & 13 attached to planning permission 164103. <i>No comments being accepted</i>	Awaiting Decision
	180361	Land West of Clay Hill Pit, Dormington. Variation of conditions 3, 5, 6 and 9 (162400/F) energy storage system.	Approved with Conditions
	180458	Sufton Court, Mordiford. Proposed works to dead tree.	Approved
	174463	The Barn, Prospect Field, Upper Dormington. Retrospective application for retention of barn used by processing businesses then continued use of land for the siting of mobile home and improvements to existing access including removal of part of hedge.	Awaiting Decision
	180403	21 The Maltings, Dormington. Retention of residential use of former converted carport for ancillary accommodation and retention of the non-material conversion works required to be reversed by Enforcement Notice.	Awaiting Decision
	c) To Consider any other Planning Issues and Updates		
	21 The Maltings – Cllr Hardwick had requested that if the Planning Officer recommended approval this application should be referred to the Planning Committee. If this was the case the Parish Council would be invited to speak for 3 minutes. Cllr Dickson confirmed he would do this on behalf of the Parish Council.		
	All but one of the members of the public left the meeting at this point		
	Finance		
	a) To receive a Finance Report from the RFO		
	Bank balances:		
Business Current Account £19,244.95. Business Reserve account £54,322.35. Income includes Part 1 Precept Payment of £11,222.50			
b) To Agree Payments made since March meeting – none			
Note: The Payment of Michael Dyer of £60 for clearing drains and gulleys at Larport Lane was approved at the March meeting but not paid until April.			
c) To Agree Payment of Outstanding Invoices			
Chq/ BACS	Expenditure	Amount	
BACS	Came and Company ref 1519/1391. Insurance Cover 01/06/18 – 31/05/19	£353.10	
Chq 936	Level Plumbing. Repair and installation of tap at Burial Ground	£80.00	
BACS	Can Do Crew invoice 3314. Mow and strim Pentaloe Green and Checkley Barn.	£119.60	
Resolved: Payments approved			
d) To Confirm Process and Timescale for Internal and External Audit 201			
Kerry Diamond had agreed to undertake the Internal Audit which had now been completed. There was one comment regarding the way income from interest on the Business Account was presented and this will be amended on the master copy – this does not affect the overall figures in any way. The Annual			
			Clerk

Item	Minutes	Action
8.0	<p>Accounting Statement will need to be approved at the May meeting so that the required papers can be submitted to the External Auditor by the due date of 11th June.</p> <p>e) To Approve Annual Governance Statement The Annual Governance Statement had been circulated to all Councillors in advance of the meeting. Resolved: The Annual Governance Statement was approved and signed by the Chair and Clerk</p> <p>f) To Consider Asset Register The Asset Register was circulated to all Councillors in advance of the meeting. There was a comment about whether the current value should be adjusted to take into account inflation/depreciation and the Clerk was asked to investigate what was required in this respect.</p> <p>g) GDPR Update and Next Steps The Clerk updated Councillors with the latest position regarding GDPR. It would be necessary to nominate a Parish Councillor to lead on GDPR compliance, to ensure the relevant documents were on the website, liaise with the Data Protection Officer etc. HALC have provided a toolkit which will assist with compliance. This has been circulated to all Cllrs. Cllr Mel Preedy and Cllr Craig Preedy both volunteered to lead on GDPR compliance and, in the absence of Cllr Mel Preedy, it was agreed to defer this until the May meeting.</p> <p>h) To Consider Appointment of Data Protection Officer A quotation had been obtained from Microshade. The overall cost was £325 in year 1 and £175 in subsequent years. The breakdown of services offered was included in the quotation which had been circulated to Councillors in advance of the meeting.</p> <p>HALC are providing the services of a Data Protection Officer for £50 which covers telephone support to assist with completing the paperwork (in line with the NALC GDPR Toolkit) when a breach is suspected and, if required, referral for the council to negotiate further professional support at their cost from HALC's GDPR support partner.</p> <p>There is still uncertainty as to whether a Data Protection Officer if required as an amendment to the bill is going through parliament. It was agreed to defer this until the May meeting when more information would be known.</p> <p>Highways, Footpaths and Commons</p> <p>a) Mordiford Traffic/Pedestrian Safety Proposals</p> <p>i) To Consider Proposals for Picket Fences Cllr Lloyd, haven given his apologies for the meeting, had forwarded the latest information from Rob Hemblade (see below). Cllr Lloyd believed that Rob Hemblade made a number of pertinent points, not least that current locations of signage eg speed limits, may alter at the various entries to the village.</p> <p><i>(Email from Rob Hemblade) - As discussed, we are intending on looking into two Traffic Regulation Order requests within Mordiford this year, one to extend the 30 mph terminals out and the second to look at the speed limit between Mordiford and Dormington. We will also consider a 20mph limit within the village at the same time. If we were to make an order to move the 30 mph terminals, it may involve installing features such as enhanced terminal signs, red patching and roundels. In this respect it may be better to await some clarity as to whether the signs will be moved and what other works would be involved before proceeding with your intended works around the gateways. In regards to timescales, I am hoping initial consultation will start within the next 4-6 weeks which will last about 1 month. After that we will compile a briefing note which could take a further 3-4 weeks setting out our recommendations and at this point you will have a firmer idea as to whether we intend on making an order and if we so what engineering measures are likely to be put in place to support it. Ultimately it can take between 8 -12 months for a new legal order to be put in place.</i></p>	Clerk

Item	Minutes	Action
	<p>ii) To Consider Cost of Pedestrian Guard Rail Outside Mordiford School Cllr Lloyd had forwarded the following email from Manny Smith.</p> <p><i>(Email from Manny Smith) At this time, I understand that there is potential for scheme works to take place with regards the School frontage/Entrance, it may be worthwhile for the Parish to wait before considering any expenditure for installing pedestrian guard railings and associated kerb works (as per guidelines for guard rail installations).</i></p> <p><i>But to recap, The quote is to build a new kerb line (none currently exists) from the school entrance to the public right of way, used as a school crossing point/ pedestrian entrance, as per engineering design (has to be 450mm set back from a kerb edge). I wouldn't be able to give a time scale for works completion, this would be done by a separate team, as per all highways jobs.</i></p> <p><i>I am advised that the area is being looked at very closely, and that Councillor Durkin has attended a recent meeting with BBLP, as previously stated it may be worth waiting a little bit longer rather than have a barrier to be installed short term and then find a scheme is imminent.</i></p> <p>iii) To Consider Road Markings outside Mordiford School Cllr Hardwick had covered this in his report which has been minuted under item 4c. He hoped that the work would be carried out soon.</p> <p>b) To Consider Proposals for School Car Parking There was no further update</p> <p>c) Highways and Footpath Issues</p> <p>i) Update on Footpath Maintenance Pentoloe Green and Checkley Barn had been cut. Cllr Litchfield noted that because of the weather these areas had only been strimmed and further mowing would be necessary. The materials that had been ordered from Balfour Beatty (Footpath signpost for MF30 adjacent to Garlands Farm entrance, Footpath signpost for MF15 adjacent to The Castle Checkley Way, Post for FWC1B at junction with MF21 and MF 20 Bridle way, Signpost for MF 27) had not come through and the Clerk was asked to follow this up as Enviroabilty were waiting to fit them.</p> <p>ii) Cycle Speed through Mordiford Village Cllr Dickson had gone to 2 cycle shops, both of whom were not prepared to address the issue with their clients. It was noted that the speed through Haugh Wood to the Centre of Mordiford was an average of 39.4 mph. Cllr Preedy was still working on contacting the Cycle Clubs to make their members aware of the dangers of speeding through the village.</p> <p>iii) To Consider Engagement of Lengthsman 2018/19 Resolved: To ask D C Gardening to take on the role of Lengthsman</p> <p>d) Work to be carried out and any Other Issues and Updates The edge of Sufton Lane opposite number 5 and number 8 was collapsing due to a vehicle parking on the side of the road and forcing people into the hedgerow. It was agreed to write to Herefordshire Housing to ask them to intervene. <i>Post Meeting Note: Herefordshire Housing have said they cannot help with this and have recommended contacting Herefordshire Council Highways.</i></p> <p>Pothole by Swarden Quarry picnic area, on the left-hand bend of the road. <i>CAS-680356-D1F4N7</i></p> <p>On entering Mordiford the Weight Restriction sign, School sign and Village sign are all overgrown and need cutting back.</p> <p>Footpath from the burial ground to the start of the Loop Walk – the base of the wall and gutter needs spraying and then scraping and clearing.</p> <p>D C Gardening would be contacted about undertaking the above work.</p>	<p>Clerk</p> <p>CP</p> <p>Clerk</p> <p>Clerk</p>

Item	Minutes	Action
	<p>Major Hereford had been contacted about the handrail at the back of the Post Office (reported by NHW in March) but he had said this was not Sufton land. It was noted that this had been installed in the 1950s by a previous tenant and had been part funded by the Sufton Estate so must be part of the Estate. It was noted that it was very dangerous and needed urgent attention. The Clerk was asked to go back to Major Hereford. <i>Post Meeting Note: Maj Hereford has said he will get someone to inspect the footbridge and to undertake a repair.</i></p>	
<p>9.0 Allotments a) Update on Allotments b) Update on Lease Agreement c) To Approve Expenditure on Legal Fees d) To Consider any Expenditure</p>	<p>A tenant had reported that the water had been turned off and the taps and water trough did not work. Cllr Ashton Jones was looking into this.</p> <p>There was no further update. It was not known when this would be progressed.</p> <p>These were not yet known</p> <p>There was no expenditure apart from any incurred in addressing the water issue (item 9a)</p>	
<p>10.0 Mordiford Burial Ground and Closed Churchyard</p>	<p>Cllr Litchfield noted that the water tap had been turned off. Cllr Dickson said this may be The Moon as they were carrying out work. Cllr Dickson would follow it up.</p> <p>Cllr Wood asked that it be made clear that this item was Mordiford Churchyard.</p> <p>a) To Consider any Costs related to the Burial Ground and Closed Churchyard There was no expenditure</p>	
<p>11.0 Mordiford Green a) To Consider any Expenditure</p>	<p>There was no expenditure</p>	
<p>12.0 Update on Dormington Play Area</p>	<p>A recent email from Spencer Grogan had inferred that the Play Area would be opened up again. There was no clear indication whether the residents of The Maltings wanted the Play Area maintained or removed. If it was taken away Balfour Beatty would seed the area and maintain it. Cllr Hardwick said he would follow it up with Spencer Grogan. Cllr Wood noted that if the Play Area were removed Tarrington would be interested in inheriting the equipment.</p>	
<p>13.0 Super Fast Broadband for Shepherds Orchard, Bagpipers and Hope Springs</p>	<p>There was no further information on this. It was noted that it was up to residents to put in a formal application for upgrade to super-fast broadband and it was suggested that a link was put in the next Newsletter encouraging people to register.</p>	
<p>14.0 To Consider GPC Involvement in Sufton Court Event</p>	<p>Cllr Craig Preedy felt that the GPC should have some kind of presence at the open event in the summer (date to be established) in order to encourage people to consider joining the Parish Council and to publicise what it had achieved. He felt that a marquee with leaflets would be appropriate.</p>	
<p>15.0 To Confirm Format for the Annual Parish Meeting</p>	<p>This would take place on Wednesday 23rd May 2018 in Priors Frome Chapel. The Clerk explained the required format. Final arrangements would be made at the May meeting.</p>	

Item	Minutes	Action
16.0	<p>To Note the Information Sheet (April 2018) and any other Updates The Information Sheet was noted. There were no further updates.</p>	
17.0	<p>To Raise Items for the next Scheduled Parish Council Meeting Good Neighbour Initiative</p>	
18.0	<p>To Note Date and Time of the Annual Meeting of the Group Parish Council Wednesday 16th May 2018 at 7.30pm at Priors Frome Chapel. Cllr Litchfield gave his apologies</p> <p>The meeting closed at 9.30 pm</p> <p>Signed Date 16th May 2018 Chairman of Dormington and Mordiford Group Parish Council</p>	