



DORMINGTON & MORDIFORD GROUP PARISH COUNCIL



Minutes of the Regular Meeting of the Group Parish Council held on Wednesday 17th January 2018 at 7.30pm at Priors Frome Chapel

Present

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

In attendance

Ward Cllr John Hardwick

There were 9 members of the public present

Item	Minutes	Action
1.0	To Receive Apologies for Absence – None	
2.0	<p>Declarations of Interest</p> <p>a) To Receive Declarations of Interest There were no declarations of interest.</p> <p>b) To Consider Requests for Dispensations There were no requests for dispensation.</p>	
3.0	<p>To Accept minutes of the Regular Meeting of the Group Parish Council held on 15th November 2017 Resolved: Minutes of the meeting held on 15th November 2017 were agreed and signed by the Chairman.</p>	
4.0	<p>To receive brief verbal reports from:</p> <p>a) Police Update The December and January SNT Newsletters had been circulated to all Cllrs in advance of the meeting. The following incidents were reported Dormington – Between 25th and 26th Nov, theft of quad bike from agricultural location. Bike was described as a green Kawasaki. Offenders forced locks to gain entry to workshop where quad was stored. Mordiford – Sometime between 8th and 14th December a number of sheds on school premises had been forced open.</p> <p>b) Neighbourhood Watch Update There was no further update.</p> <p>c) Ward Member – Councillor Hardwick Cllr Hardwick reported that the Cabinet had agreed to recommend a 4.9% increase on Council Tax and this would now go to the Full Council for approval. Following central government approval planning application fees would now be increased by 20%. This money would go back into the Planning Service, specifically to fund legal support. Cllr Hardwick reported that 20 out of 35 contracts related to the sale of smallholdings had now been completed, resulting in capital receipts of £27 million with a further £16 million expected by the end of March. Herefordshire Council were currently looking at capital projects which could generate revenue.</p>	

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5.0	<p>Public Participation Session Greg Brunt, Chair of Checkley Social Amenities Committee, spoke to the meeting about the plans for Checkley Chapel, which included a small extension, kitchen and toilets allowing the church to be used for a wider range of community activities. A copy of the plan together with the history and background of the project was left with the Chairman of the GPC. It was noted that Checkley Chapel came under Woolhope PCC.</p>	Clerk								
6.0	<p>To Consider Planning Matters</p>									
	<p>a) To Consider any Planning Applications</p>									
	<p>The following applications had been considered and commented on between meetings</p>									
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	<p>The following applications were discussed at the meeting</p>									
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	<p>The Parish Council felt that although the project put forward a very sensible improvement of Yew Tree cottage the new roof should be thatched to match and blend with main building. However, it was felt that this would be left to the Listing Organisation to comment on.</p>									
	<p>Resolved: To support the application (174549) and to put forward a comment on application 174550 regarding listed building consent.</p>	Clerk								
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	<p>Clr Wood had delivered letters to all neighbouring properties inviting comments.</p>									
	<p>Clrs had serious concerns about the business being set up and also the retrospective application. The following concerns were highlighted and would be included in the submission to Hfcs Council</p>									
	<ul style="list-style-type: none"> ● Access to the field and run off from the new access ● The removal of the hedge ● Increased traffic ● The fact that the application highlighted the 10-year rule which would negate the need for permission – the barn and access were built within the last 5/6 years so would be out of scope for this. 									
	<p>Resolved: Not to support the application and to make the points above to the Planning Department</p>	Clerk								

Item	Minutes		Action		
7.0	Reference	Application			
	174127	Substation, Clay Hill Pitch, Dormington. Variation of condition 3 and 4 of planning. Re-consultation on additional information			
	<p>CLRs felt strongly that the number of additions and amendments that had been made, together with basic errors in the application, had made it impossible to interpret the application accurately and the planning team should insist on a new application being made. The proposed amendments would make the site more akin to a power station, whereas the original application was for emergency use during peak times. There was concern from the public about the noise issue and it was stated that the acoustic analysis did not state how much noise would be produced from the diesel engine and there was no information in the application of the size or running time of the engines or their capacity. It was also stated that 10 separate engines may cause an interference pattern and concern was raised about light pollution. Residents felt they should have been notified of the application and that there were visual and noise implications which made it unacceptable.</p> <p>Resolved: Not to support the application and to make the points above to the Planning Department</p>				Clerk
	Reference	Application			
	174556	Pump Orchard, Chapel Lane, Priors Frome. Proposed 2 Dwelling Houses and garages			Clerk
	<p>Whilst it was felt this was a logical place to site infill dwellings there was concern about the design not fitting in with the landscape and the neighbouring properties,</p> <p>Resolved: Not to support the application</p>				
	b) To Note any Decisions/Notifications Received				
	Reference	Application	Decision		
	173379	Scutterdine Cottage, Mordiford. Proposed first floor front and side entrance. Additional information.	Awaiting Decision		
	173936	Pump Orchard, Chapel Lane, Priors Frome. Proposed 3 Dwelling Houses and garages	Awaiting Decision		
173588	Broomy Green House, Checkley. Proposed single storey extension.	Approved with Conditions			
164103	Claston Farm, Dormington. Erection of 2 additional broiler units on existing poultry site with associated infrastructure.	Approved with Conditions			
c) To Consider any other Planning Issues and Updates					
174127 Substation, Clayhill Pitch, Dormington – covered under 6a (above)					
The public left the meeting at this point					
7.0 Finance					
a) To receive a Finance Report from the RFO					
Bank balances: Business Current Account £9,720.12. Business Reserve account £54,315.65. Income included burial fees of £225.00.					
An Expression of Interest for the 2018/19 P3 grant had been submitted (grant £1,355 plus £406.50 Parish Contribution making a total budget of £1,761.50).					

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8.0	b) To Agree Payments made since November meeting																
	Chq/ BACS	Expenditure	Amount														
	DD	ICO registration 2018/2019	35.00														
	BACS	Daniel Squire invoice 74922 Clearance at Shepherds Orchard £180 + VAT	£216.00														
	BACS	Clerks Net Salary Q3	£739.99														
	BACS	D C Gardening invoice 301-1718. Churchyard and Burial Ground November 2017 £200 + VAT	£240.00														
	BACS	Clerks Expenses Q2 (not previously claimed)	£30.75														
	BACS	Clerks Expenses Q3 (Higher travel costs than normal due to election notices, Balfour Beatty sessions, meeting with new Cllr etc)	£82.27														
	BACS	Gift Voucher for Fred Davies	£50.00														
	Resolved: Payments Approved																
	c) To Agree Payment of Outstanding Invoices																
	Chq/ BACS	Expenditure	Amount														
	BACS	HALC Invoice H105 GDPR Training for Cllr Craig Preedy. £30.00 + VAT	£36.00														
	Resolved: Payment Approved																Clerk
	d) Update on Renewal of Contract for Grounds Maintenance in Shepherds Orchard																
As requested at the November meeting, Daniel Squire had been asked to update his quotation to exclude pruning of the trees (which was to be done by Cllr Litchfield) and to include maintenance of the Communal Area.																	
<ul style="list-style-type: none"> • Upkeep of Community Orchard from March to end of October (to include spraying) £30.00 per month • Strimming of vacant allotments (as required) £20.00 per allotment • Mowing of Communal Area fortnightly in growing season £280 per annum 																	
Resolved: To accept the quotation and to issue a contract for 2018 and 2019 (2 years). To stipulate the Community area must be mowed not strimmed.					Clerk												
e) Update on Data Protection Regulations																	
The Clerk had attended two training courses, one for businesses and one for charities and not for profit organisations. A further one focussing on Parish Councils was being put on by Herefordshire Council on 16 th March. The SLCC (Clerks Professional Body) would also be producing guidance notes, templates etc for use by Parish Councils. The Clerk stressed the importance of this issue and the need to closely follow procedures and the requirements of the Act. Cllr C Preedy had attended a HALC training course on GDPR and updated the meeting on the key points; encouraging other Cllrs to attend training events on this subject.																	
Highways, Footpaths and Commons																	
a) Mordiford Traffic/Pedestrian Safety Proposals																	
i) To Consider Proposals for Picket Fences																	
Cllr Lloyd updated the meeting. Rob Hemblade from Balfour Beatty had now come back with a quotation of around £8,600 to include picket gates, signage and road markings. Cllr Lloyd had requested a potential start date for this work and a breakdown of the quotation between materials and labour. Cllr C Preedy noted that a countdown to the 30 mph limit coming in from the various directions, would be useful and Cllr Lloyd agreed to raise this with Balfour Beatty. It was noted that the picket gates, once installed, would need to be maintained and would need to be covered by insurance in case of accident. This would be looked into.											DL Clerk						

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9.0	<p>ii) To Consider Cost of Pedestrian Guard Rail Outside Mordiford School As requested at the November meeting Balfour Beatty had been contacted about any restrictions or requirements they would have if a third party carried out the work. They had responded to say that once the pedestrian guard railings had been installed they would become a highways asset. Balfour Beatty had stated that the installation should be carried out by a suitably qualified company and prior approval of any work/plan would need to be approved by Balfour Beatty including Traffic Management.</p> <p>Balfour Beatty had not stipulated what qualifications the company needed to hold and had said that they would not provide any drawings for the proposal; suggesting that the Parish Council could engage a third-party advice with regards the drawings and quotes, as well as installation of the pedestrian guard railing, subject to approval by Balfour Beatty on behalf of Herefordshire Council.</p> <p>On this basis the Clerk had not felt she had enough information to go out to tender on the proposals and asked that a Councillor looked into this before taking it further. Cllr Lloyd agreed to look into the issues raised. There was a discussion about whether the Financial Regulations required the Council to go out to tender for the work, with the Regulations not being clear in relation to the work proposed. Cllr M Preedy felt there was a requirement to get 3 quotations and it was agreed to take this approach once there was clarity on the requirements and proposals.</p> <p>b) To Consider Proposals for School Car Parking Cllr Hardwick updated the meeting about the current position regarding the school car parking. More information would be brought to a future meeting.</p> <p>c) Highways and Footpath Issues</p> <p>i) Update on Footpath Maintenance Cllr Litchfield reported that there had been no issues reported and no further maintenance carried out. The Checkley issue was able to be reviewed and this would be reported on at a future meeting.</p> <p>ii) Update on Checkley Brook Cllr Dickson noted that this work was ongoing.</p> <p>iii) Deer Warning Signs Cllr Hardwick had received a call from a Dormington resident regarding deer problems on the Hereford/Ledbury road between the Dormington turn and the Hospice access road. There had been some near misses and actual accidents with deer jumping out of the wooded area. Balfour Beatty had been contacted but had no budget to provide warning signs, saying that they felt the effectiveness of such signage was questionable. It was agreed not to take this forward but to put it into the next newsletter, warning people to take care.</p> <p>iv) Salt/Grit Bins All the empty grit bins had been reported and Cllr C Preedy noted that the one in Sufton Lane had been filled very soon after being reported. Cllr M Preedy proposed mapping the locations of the bins and putting a sign on them asking people to ring Balfour Beatty if they found they needed refilling.</p> <p>d) Work to be carried out and any Other Issues and Updates There was a large pothole on the junction of the Dormington Road, at the T junction. The Clerk would report this. Case Ref CAS-662913-F9R4N6</p> <p>Allotments</p> <p>a) Update on Allotments Cllr Ashton reported that one allotment holder had given up her allotment. Invoices for the 2018 Allotment Fees (£40) had all been sent out, one invoice had been paid. The weed suppressant material needed re-pegging. Cllr M Preedy offered to do this.</p> <p>b) Update on Lease Agreement There was no further update.</p>	<p>RD</p> <p>MP</p> <p>Clerk</p>

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	<p>c) To Approve Expenditure on Legal Fees These were not yet known</p>	
	<p>d) To Consider any Expenditure There was no expenditure</p>	
10.0	<p>Mordiford Burial Ground and Closed Churchyard a) To Consider any Costs related to the Burial Ground and Closed Churchyard There was no expenditure</p>	
11.0	<p>Mordiford Green a) Update on the Dragon Project There was no further update. b) To approve any expenditure There was no expenditure</p>	
12.0	<p>Update on Dormington Play Area Balfour Beatty had been contacted but stressed they could have no direct control over or input into the play area – their only role being to inspect and maintain it. Cllr Wood indicated that there was a general feeling amongst residents that the play area was no longer needed and he asked what would be the process if the remaining equipment was removed to another location. Cllr Hardwick agreed to talk to Geoff Hughes about this and report back.</p>	
13.0	<p>Tree Warden Update Cllr Dickson had not yet been able to contact Jo Kippax to ascertain whether she would be willing to continue with this role and it was agreed to remove it from the agenda.</p>	
14.0	<p>To Review and Re-Adopt Standing Orders, Code of Conduct and Financial Regulations It was agreed to defer this item until the February meeting. All Councillors were asked to review the documents and to bring any suggestions for amendments to the next meeting.</p>	
15.0	<p>To Note the Information Sheet (January 2017) and any other Updates The Information Sheet was noted. There were no further updates.</p>	
16.0	<p>To Raise Items for the next Scheduled Parish Council Meeting Burial Fees 2018</p>	
17.0	<p>To Note Date and Time of the next Regular Meeting of the Group Parish Council Wednesday 21st February 2018 at 7.30pm at Priors Frome Chapel.</p>	
	<p>The meeting closed at 9.40 pm</p> <p>Signed Date 21st February 2018 Chairman of Dormington and Mordiford Group Parish Council</p>	