



DORMINGTON & MORDIFORD GROUP PARISH COUNCIL



Minutes of the Regular Meeting of the Group Parish Council held on Wednesday 18th July 2018 at 7.30pm at Priors Frome Chapel

Present

Cllrs David Lloyd (Chair), Mel Preedy (Vice Chair), Jan Ashton-Jones, Ray Dickson, John Litchfield, Craig Preedy and John Wood

Cllr Julia Cotton from Item 4

Chris Bucknell (Parish Clerk)

In attendance

Ward Cllr John Hardwick

4 Members of the Public

| Item | Minutes | Action |
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| 1.0 | To Receive Apologies for Absence – None | |
| 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 Parish Council held on 20th June 2018 Resolved: The minutes were accepted and signed by the Chair | |
| 4.0 | To Consider Co-option of Julia Cotton onto Dormington Parish Council Resolved: To Co-opt Julia Cotton onto Dormington Parish Council. The Declaration of Acceptance of Office was signed in front of the Clerk and Cllr Cotton joined the meeting from this point. The Clerk noted that Cllr Cotton had been issued with the documents relating to Code of Conduct and Declarations of Interest and that these needed to be completed and submitted within 28 days. | |
| 5.0 | To receive brief verbal reports: a) Police Update: There was no update b) Neighbourhood Watch: There had been no report c) Ward Member – Councillor Hardwick Cllr Hardwick gave an update on the Scrutiny Meeting that had investigated the process for the selection of the route for the Hereford By-Pass, saying that 700 pages of evidence had been considered and debated. This would now be presented to Cabinet, recommended for approval of the Red Route selection on Friday 27 th July so that further evidence, environmental studies, route design and funding opportunities could be progressed. The Budget Consultation went live on 5 th July 2018 and would run until 21 st September 2018. Cllr Hardwick said that only 0.27% of the voting population responded to the last consultation and | |

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| 6.0 | <p>Herefordshire Council were actively encouraging people to take part in the 2019-20 consultation.</p> <p>Update on Sufton Court Event</p> <p>a) To Draw Raffle Prize Winner Number 19 was drawn out at the meeting and this contributor would get a meal for 2 at The Moon Inn.</p> <p>b) Feedback on Public Comments and any Action Points Cllr Craig Preedy reported on the event saying that those who attended were happy to give suggestions on issues that were important to them. He noted that many people felt that the Parish Council was not prepared to listen and was not approachable. Even though it was felt this was not true it was the perception of the public and needed to be noted. Those who gave suggestions were entered into the free raffle.</p> <p>Suggestions that were submitted were as follows (numbers in brackets indicate similar responses):</p> <ul style="list-style-type: none"> • Improvements to school parking (6) • A social event (BBQ?) on the common opposite the Yew Tree • Speed Limit in Sufton Rise • Cut verges along railings between phone box and opposite The Steppes Cottage to improve visibility (<i>note: this work has now been completed</i>) • Obtaining field for Community (2) • Need for Maintenance alongside of the Pentaloe Brook (<i>note: this work has been completed</i>) • Feel the village looks the untidier than it has done in many generations • Speeding Traffic on Dormington to Mordiford Road (2) • Double yellow lines on corner by School need extending • Footpath to Mordiford School needs widening • Trees on Sufton Lane need attention as overhanging branches are now interacting with Fibre cables <p>Overall it was felt this had been a worthwhile exercise and it was suggested that the comments be summarised and forwarded to Rob Hemblade, Balfour Beatty and Herefordshire Council.</p> | Clerk | | | | | | | | |
| 7.0 | <p>Public Participation Session</p> <p>Members of the public expressed their continued concern about parking outside Mordiford School and the fact that there did not seem to be any action being taken to address these concerns. Cllr Hardwick responded by saying that there were a significant number of discussions and activities taking place, but full details could not be given at this stage. Parish Councillors, the School and Balfour Beatty had been actively looking at solutions and as an interim measure white lining had been put in place outside the school, giving overtaking space along that stretch of road. The School had also sent out a newsletter asking parents to be sympathetic to other road users. It was noted that one preferred solution (although not an overall solution) would be to arrange an element of parking on the school grounds and Cllr Hardwick was asked whether this could be funded through the Section 106 monies.</p> | | | | | | | | | |
| 8.0 | <p>To Consider Planning Matters</p> <p>a) To Consider any Planning Applications</p> <table border="1" data-bbox="197 1711 1431 1787"> <thead> <tr> <th data-bbox="197 1711 352 1749">Reference</th> <th data-bbox="352 1711 1431 1749">Application</th> </tr> </thead> <tbody> <tr> <td data-bbox="197 1749 352 1787">181867</td> <td data-bbox="352 1749 1431 1787">The Oaks, Checkley – proposed single storey extension</td> </tr> </tbody> </table> <p>It was agreed to support this application</p> <table border="1" data-bbox="197 1839 1431 1915"> <thead> <tr> <th data-bbox="197 1839 352 1877">Reference</th> <th data-bbox="352 1839 1431 1877">Application</th> </tr> </thead> <tbody> <tr> <td data-bbox="197 1877 352 1915">182452</td> <td data-bbox="352 1877 1431 1915">The Pound, Mordiford – proposed extension and alteration to existing dwelling</td> </tr> </tbody> </table> <p>Parish Councillors had visited the site and reported that they had no problems with the proposals to extend the dwelling. It was noted that the residents have built what appeared to be a dwelling in an old barn - which it was felt constituted a conversion which was not part of the application and it was</p> | Reference | Application | 181867 | The Oaks, Checkley – proposed single storey extension | Reference | Application | 182452 | The Pound, Mordiford – proposed extension and alteration to existing dwelling | Clerk |
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| 9.0 | felt this should be looked into. The Clerk was asked to include this comment in the response. | | | Clerk |
| | b) To Note any Decisions/Notifications Received | | | |
| | Reference | Application | Decision | |
| | 182067 | Stoneleigh, Mordiford HR1 4LR. Single storey side extension | Awaiting Decision | |
| | 181962 | The Beeches, Checkley HR1 4ND. Replacement outbuilding with home office. | Awaiting Decision | |
| | 182116 | The Chestnuts, Checkley HR1 4ND. Proposed 2 storey side extension and alterations | Awaiting Decision | |
| | 174556 | Pump Orchard, Priors Frome. Amended Application Construction of 2 houses with garaging. | Awaiting Decision | |
| | 181354 | Haycroft Cottage, Checkley. Conversion and extension of existing building | Awaiting Decision | |
| | 180729 | Land at Church Field, Dormington – site for 4 detached two storey dwellings. Outline. | Withdrawn | |
| | 180988 | Moon Inn Mordiford Hereford Herefordshire HR1 4LW, Application for the discharge of details reserved by conditions 3 & 4 attached to planning permission 174013. | Awaiting Decision | |
| | 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 | |
| | 181799 | Ridgmont, Chapel Lane, Dormington. Proposed change of use of existing outbuilding to provide for residential annexe accommodation and holiday use. | Approved with Conditions | |
| | Reference | Application | 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 | |
| | This application was going before the Planning Committee on 25 th July and a site visit would take place on 24 th at 10.30 am. The Parish Council could attend the site visit but only as observers and could not ask questions or make comments. It was agreed that Cllr Hardwick would open and close the debate at the Planning Meeting and Cllr Lloyd would speak on behalf of the Parish Council. | | | |
| c) To Consider any other Planning Issues and Updates | | | | |
| 173936 - Pump Orchard, Chapel Lane, Priors Frome (erection of 3 dwellings) – residents noted that the entrance had now been widened to such an extent that the wall had been removed the gate no longer fitted. The Clerk was asked to contact the Planning Officer and request that the work undertaken was checked against the approved specifications. | | | | Clerk |
| 9.0 Finance | a) To receive a Finance Report from the RFO | | | |
| Bank balances: Business Current Account £16,525.81. Business Reserve account £54,327.04. | | | | |
| b) To Agree Payments made since last meeting - None | | | | |

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| 10.0 | <p>c) To Agree Payment of Outstanding Invoices</p> | Clerk | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>Resolved: Payments Approved</p> | Clerk | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>d) To Consider Contribution to Mordiford PCC from Sufton Event</p> | Clerk | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Cllr Craig Preedy proposed that as the raffle prize had been donated by The Moon a donation should be made to Mordiford Church from the budget agreed at the June meeting.</p> | Clerk | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Resolved: To donate £50 to Mordiford PCC</p> | Clerk | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>e) Herefordshire Council 2019/20 Budget Consultation</p> | Clerk | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>The Clerk gave a brief overview of Herefordshire Council Budget Consultation Meeting which had taken place on Wednesday 4th July. As expected Herefordshire Council were facing making considerable budget cuts and it was predictable that responsibility for some services would be devolved to Parish Councils, although at this stage it was not known what they would be. The Clerk had asked that details were given to Parish Councils as soon as possible as consideration of additional expenditure would need to be built into the budget setting process. The public should be encouraged to respond either online or via hard copy. Details of slides and information regarding how to participate in the consultation had been forwarded to all Cllrs in advance of the meeting.</p> | Clerk | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10.0 | <p>Update on GDPR Schedule and Next Steps</p> | Clerk | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Following on from discussions at the June meeting, Cllr Craig Preedy and Cllr Mel Preedy had arranged with Microshade for a data audit to take place. The Clerk had been contacted by Microshade who had said the audit would necessitate remote access to the Clerk's computer, with all files and programmes looked at to see if they were up to date and effective in terms of data compliance. The Clerk felt that before she allowed this level of access to her computer, which was also used for Wellington Parish Council and for her personal data, she would like more information about what the audit would entail. Cllr Craig Preedy and Cllr Mel Preedy would get more information on what the audit would involve.</p> | CP/ MP | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11.0 | <p>Highways, Footpaths and Commons</p> | Clerk | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>a) Mordiford Traffic/Pedestrian Safety Proposals</p> | Clerk | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>i) To Consider Proposals for Picket Fences</p> | Clerk | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>There was no further information at this stage.</p> | Clerk | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>ii) To Consider Safety Measures outside Mordiford School</p> | Clerk | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>This had been covered under the Public Participation Session and minuted under Item 7</p> | Clerk | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | <p>iii) Signage for School Events Cllr Lloyd had contacted Balfour Beatty who had informed him that signage for events could be loaned from them. It was made very clear by Balfour Beatty that it was the responsibility of the organisation running the event to ensure that signage was put out in advance of the event and recovered and returned afterwards. Cllr Cotton pointed out that a risk assessment was required by law for such events. Cllr Lloyd would contact the School, Church and Major Hereford to make them aware of their responsibilities.</p> <p>b) To Consider Proposals for School Car Parking No further information was known at this stage.</p> <p>c) Highways and Footpath Issues</p> <p>i) Update on Footpath Maintenance Cllr Litchfield reported that Enviroabilty had carried out the regular cut of Checkley Picnic Site, Pentalo Green and Swarden Quarry, noting this had been done twice in July as the growth was high. Cllr Litchfield said that the route alongside the Pentalo should have been cut in late May/early June but Dave Campbell, who had taken over the Lengthsman duties, needed clarification of which areas should be included and Cllr Litchfield was meeting with him to explain this. Following this meeting it was expected that the grass verge, to include the concrete bollards, would be strimmed monthly in the growing season. Enviroability were also currently working on the footpaths in the woods and undertaking other maintenance work with a target that all footpaths should be cleared by the end of October/early November. A member of the public reported that the gate on the footpath at Checkley (at the bottom of Backbury Barn Paddock) had been destroyed when the tree had fallen down and it was noted that there were sheep in the field. Cllr Litchfield would look into it. <i>Post Meeting Note: Cllr Litchfield visited the site and reported that the gate and footpath sign had not been destroyed as the mighty oak limb narrowly missed both. The gate had been temporarily removed whilst the tree was cut up and cleared and had now been reinstated, with no further action needed.</i></p> <p>ii) Cycle Speed through Mordiford Village There was no further information and it was agreed to take this off the agenda.</p> <p>iii) To Consider Quotation for Sufton Rise Signage Balfour Beatty had been approached for a quotation but had recommend sourcing this sign privately via the internet. Whilst permission would technically be required to replace the 2 signs provided the replacements were of good quality this would be approved. A suggestion of a company which could be considered was circulated to Councillors and Cllr Craig Preedy would look into this and advise the Clerk of his recommendation.</p> <p>d) Work to be carried out and any Other Issues and Updates The hedge on the side of the path opposite the school needed cutting back so that the full width of the footpath was available. This would be reported to Balfour Beatty CAS-691722-M0V5G6</p> <p>The pothole on the junction to Mordiford School was sinking. This would be reported. CAS-691724-Z1S9P0</p> <p>A pothole on the left before the bend, after Shepherds Orchard, going towards Mordiford. This would be reported. CAS-691726-G4W1K0</p> <p>The Welcome to Mordiford Signage from Fownhope needed replacing but it was noted that if the speed boundaries changed this could be included in the proposals. Cllr Hardwick was asked to try and find out a timescale for when actions on this were to take place.</p> <p>Potholes – as agreed at the June meeting the Clerk had contacted D C Gardening for a quotation to</p> | <p>DL</p> <p>JL</p> <p>CP/ Clerk</p> |

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| | <p>repair potholes. D C Gardening said the Parish would be required to buy the Viafix (the pothole filler) which would cost around £750, noting it had a limited life and would need to be used within a year. Depending on the size of the potholes D C Gardening estimated that it would probably take two men half a day to do at £20 a man hour. A more accurate estimate could not be given until the potholes had been inspected. Some Cllrs felt this was expensive, but it was stressed that this was the best estimate until the potholes had been inspected and marked up. Cllr Dickson said he would liaise with Manny Smith (Balfour Beatty) and arrange for a site visit to mark up the potholes. It was agreed to prioritise Checkley Road first.</p> | RD |
| 12.0 | <p>Allotments</p> <p>a) Update on Allotments The additional weed suppressant material had not been progressed. Cllr Ashton Jones would pass on the information and costs to Cllr Mel Preedy. Cllr Cotton gave Cllr Preedy a copy of an information leaflet on changes she had implemented to the Walk Orchard at Dormington (from agricultural land to wildflower meadow), in connection with possible “wilding” of the vacant allotments.</p> <p>b) To Consider any Expenditure There was no expenditure.</p> | J A-J/ MP |
| 13.0 | <p>Mordiford Burial Ground and Closed Churchyard There were no known issues</p> <p>a) To Consider any Costs related to the Burial Ground and Closed Churchyard There was no expenditure</p> | |
| 14.0 | <p>Mordiford Green</p> <p>a) To Consider any Expenditure There was no expenditure</p> | |
| 15.0 | <p>Social Media and Other Parish Council Communications</p> <p>a) To Consider Format for Parish Council Website Cllr Craig Preedy gave an update on the current website, saying he felt much of the information was out of date and some links were either out of date or now irrelevant. He gave a presentation of a new website format which had been developed by Eyelid Productions, who specialised in local government websites. The site was GDPR compliant, provided an RSS feed for planning and approved by HALC. The cost to develop a new site would be £500 to build the site and transfer the data (to include training for 2 persons) and then an annual fee of £120/£130 to host the site and provide ongoing support and training. HALC Members got the first year’s support free. Cllr Craig Preedy said that upgrading the site would encourage more residents to use it on a regular basis. Resolved: Cllr Craig Preedy to progress discussions with Eye Lid Productions regarding the new website</p> <p>b) To Consider Format and Use of Facebook Cllr Craig Preedy reported that the use of Facebook had increased, it now having 63 likes but more were needed, and he proposed paying Facebook to promote the page at a cost of £4 per day. This would be brought back to the September meeting for further discussion.</p> <p>c) To Consider Use of Twitter Cllr Craig Preedy proposed that the Group Parish Council start a Twitter Account which could be linked with the website and Facebook. The Clerk expressed concerns that this may be misused and cautioned against any inappropriate comments being posted on a site owned by the Parish Council. Cllr Craig Preedy confirmed that the Twitter Feed would only replicate information which was on Facebook and there would not be any opportunity for it to be misused. On this basis it was agreed to move forward with a Twitter account.</p> | |

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| | <p>It was considered good practice to have a small team of Councillors to work alongside Cllr Craig Preedy on the Social Media as there was a risk if control and administration rested with only one person. Cllr Mel Preedy and Cllr Cotton agreed to work with Cllr Craig Preedy on the Social Media project.</p> <p>d) To Consider Advertising Commercial Businesses in Parish Newsletter Cllr Craig Preedy proposed encouraging local businesses to pay to advertise in the Parish Newsletter, feeling that this would support the cost of production and also encourage development of local enterprise. The Clerk felt that the Parish Council should not be seen to be promoting commercial businesses and whilst this was often done in local Parish magazines, the Clerk felt Parish Newsletters (as opposed to magazines such as The Dragon) should remain impartial. It was agreed that the Clerk should ask the SLCC what was considered to be good practice in this respect.</p> <p>e) To Consider and Expenditure related to the above Resolved: To agree expenditure on a new website as outlined in Item 15a</p> | Clerk |
| 16.0 | <p>Broadband for Shepherds Orchards, Bagpipers and Hope Springs Cllr Litchfield asked that this item be entitled High Speed Fibre (as opposed to Broadband). Cllr Craig Preedy noted that fibre cables were being installed from Checkley up to Botany Bay. Cllr Hardwick noted that there was another round of funding for this project, but no official bid had been put in for Dormington and Mordiford and as a result of this no funding had been allocated. Cllr Hardwick had asked Natalia Silver to explain why this was and how the area could be promoted in order to receive funding. The Clerk was asked to write to Natalia Silver to ask why there was no official bid and what could be done to encourage investment in the area.</p> | Clerk |
| 17.0 | <p>To Agree Format for Future Agendas Cllr Mel Preedy proposed that Allotments, Mordiford Burial Ground and Closed Churchyard and Mordiford Green be removed from the agenda until there were specific issues to discuss. This was agreed. The Clerk stressed that no decisions could be made on activity or expenditure if there was not a relevant agenda item and asked that she be notified if any of these items needed to be included on a specific agenda.</p> | |
| 18.0 | <p>To Note the Information Sheet (July 2018) and any other Updates The Information Sheet was noted. It was noted that Cllr Ashton Jones was leaving the Parish Council following the July meeting as she was relocating to France. Cllr Ashton Jones was thanked for all her hard work and commitment over the years and wished every happiness for the future.</p> | |
| 19.0 | <p>To Raise Items for the next Scheduled Parish Council Meeting There were no items raised</p> | |
| 20.0 | <p>To Note Date and Time of the next Regular Meeting of the Group Parish Council Wednesday 19th September 2018 at 7.30pm at Priors Frome Chapel. There would be no meeting in August</p> <p>The meeting closed at 9.25 pm</p> | |
| | <p>Signed Date 19th September 2018 Chairman of Dormington and Mordiford Group Parish Council</p> | |