



DORMINGTON & MORDIFORD GROUP PARISH COUNCIL



Minutes of the Annual Meeting of the Group Parish Council held on Wednesday 21st June 2017 at 7.30pm at Mordiford School

Present

CLRs Ray Dickson (Chair), Jan Ashton-Jones, Joanna Kippax, David Lloyd, Mel Preedy
CLr John Wood (from agenda item 4), Chris Bucknell (Parish Clerk)

In attendance

1 member of the public was present

Item	Minutes	Action
1.0	To Receive Apologies for Absence – CLr John Litchfield, Ward CLr John Hardwick	
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 Annual Meeting of the Group Parish Council held on 17th May 2017 Resolved: Minutes of meeting held on 17 th May 2017 were agreed and signed by the Chairman.	
4.0	To Consider Co-optio[n] of Dormington Councillor Resolved: To Co-opt John Wood onto the Dormington Parish Council. John Wood signed the Declaration of Acceptance of Office in front of the Clerk and joined the meeting as a Parish Councillor from this point.	
5.0	To Consider Adoption of Revised Code of Conduct Resolved: To Adopt the Revised Code of Conduct	
6.0	To receive brief verbal reports from: a) Police Update The June SNT Newsletter had not yet been received b) Neighbourhood Watch Update The minutes from the NHW meeting had been circulated to all CLRs. There were a number of comments about grass/verge/footpath issues which will be covered under agenda item 10d. The NHW group wished to encourage more members to join and asked that this be included in the next Parish Newsletter. c) Ward Member – Councillor Hardwick CLr Hardwick was not present at the meeting.	
7.0	Public Participation Session The member of the public wished to discuss planning issues related to 21 The Maltings. This would be covered under agenda item 8c.	

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9.0	<p>Finance</p> <p>a) To receive a Finance Report from the RFO Bank balances: Business Current Account £5,542.55. Business Reserve account £54,309.33. Income includes VAT claim for the period 01/04/2016 to 31/03/2017 (£684.99) and an allotment payment of £20.</p> <p>b) To Agree Payments made since last meeting There had been no payments made</p> <p>c) To Agree Payment of Outstanding Invoices</p> <table border="1" data-bbox="209 510 1434 987"> <thead> <tr> <th>Chq/ BACS</th> <th>Expenditure</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>BACS</td> <td>Daniel Squire invoice 74598. Shepherds Orchard Grounds Maintenance £30 + VAT</td> <td>£36.00</td> </tr> <tr> <td>BACS</td> <td>D C Gardening invoice 67-1718. Spraying pavements and paths. £280 + VAT</td> <td>£336.00</td> </tr> <tr> <td>BACS</td> <td>D C Gardening invoice 66-1718 Churchyard and Burial Ground May 2017 £200 + VAT</td> <td>£240.00</td> </tr> <tr> <td>BACS</td> <td>Clerk's net salary Q1 April – June 2017</td> <td>£740.19</td> </tr> <tr> <td>BACS</td> <td>HMRC PAYE Payment for Clerks Salary Q1 (as per salary sheets)</td> <td>£184.80</td> </tr> <tr> <td>BACS</td> <td>Clerks Expenses Q1 April – June (as per expenses sheet)</td> <td>£64.12</td> </tr> <tr> <td>BACS</td> <td>Gift Card for Fred Davies (£50 voucher less 6% discount) (reimbursed to Clerk)</td> <td>£47.00</td> </tr> <tr> <td>BACS</td> <td>Gift Voucher for Internal Auditor (reimbursed to Clerk)</td> <td>£50.00</td> </tr> <tr> <td>BACS</td> <td>Mordiford Primary School. Hire of Hall November/January/March</td> <td>£60.00</td> </tr> </tbody> </table> <p>Resolved: All payments approved</p> <p>d) To Confirm Annual Governance Statement Resolved: To Approve Annual Governance Statement</p> <p>e) To Receive Report from Internal Auditor The following report from the Internal Auditor was read out</p> <ul style="list-style-type: none"> • There were no unreconciled cheques or receipts at the end of the accounting period • All items were properly accounted for and appropriate back up available • There were no changes to fixed assets • The Balances Carried Forward increased from £34,006 to £49,159 in the year <p>f) To Approve Annual Accounting Statement Resolved: To Approve Annual Accounting Statement Resolved: To forward all 2016/17 documentation to the External Auditor</p>	Chq/ BACS	Expenditure	Amount	BACS	Daniel Squire invoice 74598. Shepherds Orchard Grounds Maintenance £30 + VAT	£36.00	BACS	D C Gardening invoice 67-1718. Spraying pavements and paths. £280 + VAT	£336.00	BACS	D C Gardening invoice 66-1718 Churchyard and Burial Ground May 2017 £200 + VAT	£240.00	BACS	Clerk's net salary Q1 April – June 2017	£740.19	BACS	HMRC PAYE Payment for Clerks Salary Q1 (as per salary sheets)	£184.80	BACS	Clerks Expenses Q1 April – June (as per expenses sheet)	£64.12	BACS	Gift Card for Fred Davies (£50 voucher less 6% discount) (reimbursed to Clerk)	£47.00	BACS	Gift Voucher for Internal Auditor (reimbursed to Clerk)	£50.00	BACS	Mordiford Primary School. Hire of Hall November/January/March	£60.00	Clerk
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10.0	<p>Highways, Footpaths and Commons</p> <p>a) Mordiford Traffic/Pedestrian Safety Proposals To Consider Proposals for Picket Fences – Cllr Lloyd had talked to Manny Smith, Balfour Beatty Locality Steward and Will Steel, Network Regulation Manager and had been directed to Rob Tremblade who was the new Traffic Management Team Leader. They suggested that the planned picket fence on the Hampton Bishop Road should be reconsidered as they felt it would not be useful. The next stage is for Balfour Beatty to search for underground services in the three areas. This will be undertaken free of charge and a quote will be prepared for Balfour Beatty's further involvement in the project.</p> <p>b) School Car Parking An email had been received from a resident who had been involved in a traffic incident outside the school which had been reported to the police. See also agenda item 8a.</p>	Clerk																														

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	<p>c) Highways and Footpath Issues</p> <p>i) Update on Footpath Maintenance Cllr Litchfield had received an email about the footpath along Checkley Brook where a tree had come down across the path, between the first metal gate from the road & the next wooden stile. It had been established that this tree was owned by Ray and Nanda Cooper who would get someone to remove it. It was noted that there may be a need to write to the people living along the footpath to outline their responsibilities to keep it clear.</p> <p>ii) Flooding on the Road at Checkley The meeting with the residents had taken place on 31st May and had been well attended by local residents who had looked at possible solutions to the issue of flooding on the road. It was felt the meeting had been very useful and Cllr Dickson had arranged a meeting with Manny Smith (Locality Steward) on Monday 3rd July at 11.00am to take the issues forward.</p> <p>iii) Wye Valley Challenge Cllr Litchfield was due to meet with the organisers to look at possible venues for rest stops etc. There was no further update.</p> <p>d) Work to be carried out and any Other Issues and Updates</p> <p>The following issues had been brought up by the NHW Group:</p> <ul style="list-style-type: none"> • <i>Pentaloe Green, the churchyard and the graveyard have had a couple of cuts this season but are ready for another. Pentaloe Green requires regular mowing not strimming.</i> <p>The Clerk confirmed that the Churchyard and the graveyard were on a contract with D C Gardening for monthly cutting – which had been done at the beginning of June. Pentaloe Green was now being done monthly by Enviroability and Cllr Litchfield had requested that it is mowed not strimmed. It was felt this schedule was adequate and any additional cuts would put further pressure on the already reduced Lengthsman grant</p> <ul style="list-style-type: none"> • <i>The rail protecting the banks of the Pentaloe running beside the Woolhope Road has become hidden with weed growth and strimming is required. Strimming is also required along the footpath passing the sewerage plant behind the Close where nettles have become a hazard.</i> <p>Michael Dyer has been given a worksheet for the following: Pentaloe Stream bank between The Steppes and The Moon, the Spout and the Common. He was currently away but would complete this work on his return.</p> <ul style="list-style-type: none"> • <i>The vegetation growing through the open white metal railings on the bend at Swardon Quarry have reduced visibility and have created a dangerous situation.</i> <p>To clear this vegetation would need considerable work which would involve vehicles and machinery having to be on the roadside. It was suggested that maybe Enviroability could carry this work out. This would be passed to Cllr Litchfield on his return.</p> <ul style="list-style-type: none"> • <i>For the new hedge planted between the campsite and graveyard, a gentle trim would allow it to fill out.</i> <p>It was agreed D C Gardening would be asked to carry out this work.</p> <p>Path between Mordiford School and Sufton Rise – this needed spading/scraping back to reveal more of the path which was necessary as this was the route children walked to school. It was agreed the Lengthsman would be contacted to quote for this work.</p> <p>e) Update on Lengthsman and P3 Grant There was no further update.</p>	<p style="text-align: center;">RD</p> <p style="text-align: right;">Clerk</p> <p style="text-align: right;">Clerk</p>

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11.0	<p>Allotments</p> <p>a) Update on Allotments 8 allotments were now leased with another 4 vacant and 1 which was not deemed suitable and would maybe be planted with meadow grass. The communal area needed cutting and Daniel Squires would be asked to do this.</p> <p>b) To Consider Vacant Allotments There were several suggestions what should be done with the vacant allotments. This could include planting with meadow grass and hedgehog boxes to encourage wildlife. Daniel Squire would be asked to quote for clearing the footpath between Shepherds Orchard and Sufton Rise. Cllr Preedy would show him what area needed attention.</p> <p>c) Update on Lease Agreement David Campion had confirmed the lease transfers had been sent to the solicitors acting for the Housing Association and the Covenant had been sent to the Hereford family for execution. There was no further update.</p> <p>d) To Approve Expenditure on Legal Fees These were not yet known</p> <p>e) To Consider any Expenditure There was no further expenditure</p>	Clerk Clerk
12.0	<p>Burial Ground and Closed Churchyard</p> <p>a) To Consider any Costs related to the Burial Ground and Closed Churchyard There were no costs</p>	
13.0	<p>To Consider Potential to hold Meetings at Priors Frome Chapel It was felt that holding meetings at Priors Frome may encourage other members of the public to attend. Currently it was £40 per session to hold meetings at the Chapel as opposed to £20 at Mordiford School. It was agreed that Cllr Dickson would investigate whether this charge could be reduced for regular bookings</p>	RD
14.0	<p>To Note the Information Sheet (June 2017) and any other Updates The Information Sheet was noted. There were no further updates.</p>	
15.0	<p>To Raise Items for the next Scheduled Parish Council Meeting There were no items raised</p> <p>To Note Date and Time of the Annual Meeting of the Group Parish Council Wednesday 19th July 2017 at 7.30pm at Mordiford Primary School.</p> <p>The meeting closed at 9.20 pm</p> <p>Signed Date 19th July 2017 Chairman of Dormington and Mordiford Group Parish Council</p>	