



DORMINGTON & MORDIFORD GROUP PARISH COUNCIL



Minutes of the Annual Meeting of the Group Parish Council held on Wednesday 17th May 2017 at 7.30pm At Mordiford School

Present

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

In attendance

Ward Cllr John Hardwick
3 members of the public were present

Item	Minutes	Action												
1.0	<p>To Elect a Chairman / Sign Declaration of Office Cllr Ray Dickson was Proposed by Cllr Ashton Jones and Seconded by Cllr Kippax. All were in favour and Cllr Dickson signed the Acceptance of Office in front of the Clerk</p>													
2.0	<p>To Elect a Vice Chairman / Sign Declaration of Office Cllr David Lloyd was Proposed by Cllr Preedy and Seconded by Cllr Litchfield. All were in favour and Cllr Lloyd signed the Acceptance of Office in front of the Clerk</p>													
3.0	<p>To Receive Apologies for Absence – None</p>													
4.0	<p>Declarations of Interest</p> <p>a) To Receive Declarations of Interest Cllr Litchfield declared a pecuniary interest in Item 10(a)</p> <p>b) To Consider Requests for Dispensations There were no requests for dispensation.</p> <p>c) To Adopt Standing Orders and Code of Conduct All CLRs were circulated with copies of the Standing Orders and Code of Conduct. The Clerk outlined that the decision making power of the Parish Council lay with the Council as a whole and not with individual CLRs, stressing that all issues must be brought back to the Parish Council for discussion and decision with all activities being carried out in line with the Standing Orders and Code of Conduct. Resolved: The Group Parish Council confirmed their adoption of the Code of Conduct and Standing Orders</p>													
5.0	<p>To Confirm other Officers, Committees and Working Groups</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 35%;">Churchyard and Burial Ground</td> <td>Cllr Jan Ashton-Jones, Cllr John Litchfield</td> </tr> <tr> <td>Emergency Co-ordinator</td> <td>Cllr Ray Dickson</td> </tr> <tr> <td>Finance Working Group</td> <td>Cllr Ray Dickson, Cllr David Lloyd, Cllr Mel Preedy and Parish Clerk</td> </tr> <tr> <td>Footpaths Officer</td> <td>Cllr John Litchfield</td> </tr> <tr> <td>Allotment Working Party</td> <td>Cllr Jan Ashton-Jones, Cllr David Lloyd</td> </tr> <tr> <td>Planning Working Party</td> <td>Cllr Ray Dickson, Cllr John Litchfield, Cllr Mel Preedy, Cllr Jo Kippax</td> </tr> </tbody> </table>	Churchyard and Burial Ground	Cllr Jan Ashton-Jones, Cllr John Litchfield	Emergency Co-ordinator	Cllr Ray Dickson	Finance Working Group	Cllr Ray Dickson, Cllr David Lloyd, Cllr Mel Preedy and Parish Clerk	Footpaths Officer	Cllr John Litchfield	Allotment Working Party	Cllr Jan Ashton-Jones, Cllr David Lloyd	Planning Working Party	Cllr Ray Dickson, Cllr John Litchfield, Cllr Mel Preedy, Cllr Jo Kippax	
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	<p>Resolved: The Officers, Committees and Working Groups were confirmed as per the above</p>											
6.0	<p>To accept minutes of the Regular Meeting of the Group Parish Council held on 19th April 2017 Resolved: Minutes of meeting held on 19th April 2017 were agreed and signed by the Chairman.</p>											
7.0	<p>To receive brief verbal reports from:</p> <p>a) Police Update The May SNT Newsletter had been circulated to all Cllrs. There were the following incidents reported</p> <ul style="list-style-type: none"> • Dormington - Reports of domesticated cats being shot at by air rifle. • Mordiford - Luckshall Caravan Park – Between 24th and 25th April; located within the site is a red call box. 2 males have been caught on CCTV causing damage to the cash box. • Tarrington – SNT have been making enquiries around Barrs Orchard. Tensions in the area remain high; mainly regarding parking in the area. <p>b) Neighbourhood Watch Update There was no further NHW Update.</p> <p>c) Ward Member – Councillor Hardwick Cllr Hardwick reported that the Council Tax had now been set with Hampton Bishop being the lowest and Tarrington the highest within the Ward. Dormington and Mordiford were in the middle at £1,448.52 for a Band D property.</p> <p>Additional funding of £8 million had been achieved for the new University project which Cllr Hardwick reported was progressing well. A new Chancellor had been appointed (although the title would not come into effect until University status had been fully achieved) and a deputy had also been appointed.</p> <p>Additional funding of £2.82 million had been realised for a new Cyber Security Centre on the Enterprise Park which would bring 185 highly paid jobs to the area.</p> <p>The City Link Road was on schedule and it was expected it would be in use by the end of 2017. The consultation on the Transport Package, the Link Road and Inner Link Road was coming to an end and Cllr Hardwick encouraged Councillors to go to visit the exhibition in the Library.</p> <p>Planning fees were to go up 20% on 1 July 2017 with the qualifying condition that the money had to be put back into the service to improve the service and to make enforcement more effective.</p> <p>The Annual Meeting of Herefordshire Council was to be held on Friday 19th May and at this meeting the updated Constitution would be adopted. The proposal was that Overview and Scrutiny would be split into 3 groups with a reduced number of members in each. Cllr Hardwick added that he did not feel this was appropriate in the current circumstances.</p> <p>The Mordiford School feasibility survey had been commissioned and Cllr Hardwick made the point the Andy Hough, Head of Educational Development at Herefordshire Council was disappointed with the lack of progress made to date.</p> <p>The Hereford City of Culture bid had been submitted and it would soon be known if Hereford was one of the 4 shortlisted. Cllr Hardwick noted that this was a county bid (not just the city of Hereford) and this may give it an advantage. The bid was from an independent group although Herefordshire Council was supporting the application.</p>											

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8.0	<p>CLlr Litchfield asked Cllr Hardwick if there was any progress on the proposal to build a Super GP Practice beside the link road, the latest news being that the land had not been released. Cllr Hardwick did not have any update.</p> <p>Public Participation Session</p> <p>Two members of the School Governing Body were present and expressed concern that actions to address the traffic issues did not seem to be progressing very quickly and the school was disappointed with the progress to date. It was noted that the school reports all issues and incidents on the road throughout the day and there had been some episodes of aggression and bad language from motorists. The PCSO had been asked to come and carry out patrols. Cllr Kippax asked whether the proposal to have a turning circle off the road where parents could pull in to drop off their children had been progressed, Cllr Hardwick noting that there was spare land which could be used for the benefit of the school.</p>										
9.0	<p>To Consider Planning Matters</p> <p>a) To Consider any Planning Applications</p> <p>Cllr John Litchfield left the room at this point</p>										
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	<p>c) Other Planning Issues and Updates</p> <p>21 The Maltings Dormington - Cllr Hardwick reported that the Planning Enforcement Team had issued an Enforcement Notice to the owner requiring them to return the outbuilding to its former use as garages by the removal of the kitchen and bathroom fittings, staircase, first floor, dormer window and all other items installed to convert the building to residential accommodation. The owner has 90 days</p>										

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11.0	<p>to comply with this notice with effect from 20th June 2017.</p> <p>Finance</p> <p>a) To receive a Finance Report from the RFO</p> <p>Bank balances</p> <p>Business Current Account £55,881.50. Business Reserve account £4,309.04. Income includes burial fees of £425, allotment fees of £40 and the Part 1 Precept payment of £11,222.50. VAT claim for the period 01/04/2016 to 31/03/2017 has been submitted (£684.99). It was agreed to transfer £50,000 from the Current Account to the Reserve Account.</p> <p>b) To Agree Payments made since March meeting</p> <table border="1" data-bbox="210 539 1437 719"> <thead> <tr> <th>Chq/ BACS</th> <th>Expenditure</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>BACS</td> <td>Jan Ashton Jones – vouchers for allotment holders (as agreed at April meeting)</td> <td>£58.00</td> </tr> <tr> <td>Chq 930</td> <td>Refund of allotment fees to Kathryn Napper (as agreed at April meeting)</td> <td>£64.00</td> </tr> </tbody> </table> <p>Resolved: Payments Approved</p> <p>c) To Agree Payment of Outstanding Invoices</p> <table border="1" data-bbox="210 824 1437 1189"> <thead> <tr> <th>Chq/ BACS</th> <th>Expenditure</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>BACS</td> <td>D C Gardening invoice 17-1718. Work on churchyard and burial ground April 2017. £200 + VAT</td> <td>£240.00</td> </tr> <tr> <td>BACS</td> <td>Payment to Wellington Parish Council. 50% of net cost of ink cartridges Viking invoice 137844.</td> <td>£35.92</td> </tr> <tr> <td>BACS</td> <td>Daniel Squire invoice 74540. Routine grounds maintenance to Community Orchard and Strimming 6 vacant allotments. £150 + VAT</td> <td>£180.00</td> </tr> <tr> <td>Chq 931</td> <td>Michael Dyer invoice 4. Strimming Spout and Common</td> <td>£45.00</td> </tr> <tr> <td>BACS</td> <td>Enviroability invoice 2946. Cutting Checkley Barn Picnic Site</td> <td>£139.40</td> </tr> </tbody> </table> <p>Resolved: Payments Approved</p> <p>d) To Consider Renewal of Insurance Policy</p> <p>The Insurance Policy becomes due on 1st June 2017. Came and Company have always been very responsive to requests for information and the recommendation was that the policy is renewed with them for the coming year.</p> <p>Resolved: To renew the Insurance Policy with Came and Company for 2017/18</p> <table border="1" data-bbox="210 1469 1437 1603"> <thead> <tr> <th>Chq/ BACS</th> <th>Expenditure</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>BACS</td> <td>Came and Company Policy 1519/1391 01/06/2017 to 31/05/2018</td> <td>£339.52</td> </tr> </tbody> </table> <p>e) Update on Internal and External Audit</p> <p>The 2016/17 accounts were currently with Kerry Diamond who was carrying out the Internal Audit.</p>	Chq/ BACS	Expenditure	Amount	BACS	Jan Ashton Jones – vouchers for allotment holders (as agreed at April meeting)	£58.00	Chq 930	Refund of allotment fees to Kathryn Napper (as agreed at April meeting)	£64.00	Chq/ BACS	Expenditure	Amount	BACS	D C Gardening invoice 17-1718. Work on churchyard and burial ground April 2017. £200 + VAT	£240.00	BACS	Payment to Wellington Parish Council. 50% of net cost of ink cartridges Viking invoice 137844.	£35.92	BACS	Daniel Squire invoice 74540. Routine grounds maintenance to Community Orchard and Strimming 6 vacant allotments. £150 + VAT	£180.00	Chq 931	Michael Dyer invoice 4. Strimming Spout and Common	£45.00	BACS	Enviroability invoice 2946. Cutting Checkley Barn Picnic Site	£139.40	Chq/ BACS	Expenditure	Amount	BACS	Came and Company Policy 1519/1391 01/06/2017 to 31/05/2018	£339.52	Clerk
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12.0	<p>Highways, Footpaths and Commons</p> <p>a) Mordiford Traffic/Pedestrian Safety Proposals</p> <p>To Consider Proposals for Picket Fences – Cllr Lloyd had contacted Balfour Beatty to ask who had been appointed to Mr Quant’s previous role so that discussions regarding the picket gates could continue. Cllr Lloyd also asked Balfour Beatty for information on obtaining a quotation for the project and also who could assist in identifying details of existing underground services ie Water, Electricity, Drainage, Gas, Telecoms, in the vicinity of the proposed gate locations. It had been established that the Police and Crime Commissioner grant was no available and Mordiford was out of scope for Tarmac Grants.</p>	Clerk																																	

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	<p>Dave Tristram (Herefordshire Council Funding Officer) had been approached for suggestions for funding but nothing has yet come out of these discussions.</p> <p>b) School Car Parking This had been discussed under Agenda Item 8.</p> <p>c) Highways and Footpath Issues</p> <p>i) Update on Footpath Maintenance It was reported that the bridge on the footpath from Checkley Common over the Pentaloe Brook was loose and one of the planks needed nailing down. Cllr Litchfield would arrange for the work to be carried out.</p> <p>Cllr Kippax reported that the footpath on the Mordiford Loop Walk, by Checkley Barn, had no dog access which was problematic. Cllr Litchfield said he would offer the landowners a self-closing gate to be fitted.</p> <p>d) Work to be carried out and any Other Issues and Updates</p> <p>The following issues had been raised at the Annual Parish Meeting</p> <ul style="list-style-type: none"> • The length of the vegetation on the roadside verges coming from Bartestree on A438 which is affecting visibility (this had been reported to Balfour Beatty ref CAS-631622-K3Y9G3) • Overgrown verges on Dormington to Mordiford Road particularly near the exit to the footpath and both ends of the 3 Dormington footpaths. (the Lengthsman had been given a worksheet for this) • Dog excrement on the Bridle Path at Dormington. It was felt nothing could be done about this over and above putting up posters. • Flooding on the road at Checkley by the Brook. Residents felt the size of the tunnel running under the road was the issue rather than clearing the Brook, which had been the subject of a GPC letter to the neighbouring landowners. Balfour Beatty had been asked for a comment and had responded saying that when it was last Inspected, the Gully was clear and working. Replacing existing pipework would be classed as an improvement rather than a maintenance issue, and there was currently no budget to carry out this work on a U class road. Balfour Beatty said that if there were any ponding or flood issue it could be caused by the grating on the top side of the brook but this had recently been cleared and it was not felt this was an issue at the current time. It was agreed that Cllr Dickson and Cllr Kippax would arrange a meeting with the residents to discuss the issue but there should be no precedent set by the Parish Council carrying out this work as it had already been established that it was covered by Riparian Rights. • Trees on the Land behind Checkley Church needed cutting back. It was felt these were the responsibility of Woolhope PCC but this would be discussed at the meeting and any appropriate action taken following that. <p>Update on sewage being discharged into the Stream - Josie Warren McCauley from Herefordshire Council Environmental Health reported that they had done a dye test on the water from the school waste tank and it was discharging into the stream. They have had a site meeting with Colin Burkes who runs the Council's Contract for drainage and he is going to carry out a camera survey and take it from there. The options are to block it off, divert it back to the tank or, if that is not feasible, to fit a whole new system – which the school will have to pay for. It is not thought the Moon is discharging into the stream but a similar test will be carried out to eliminate them. This will then be handed over to the Environment Agency as it is not known if the school have a Consent to Discharge certificate – if they haven't this will be addressed. Jose said the school flooding was a separate issue which needed to be dealt with by the Highways Agency.</p> <p>e) Update on Lengthsman and P3 Grant There was no further update.</p>	<p>RD/ JK</p>

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13.0	<p>Allotments</p> <p>a) Update on Allotments One additional allotment had been leased making a total of 7 out of 13 now occupied. The Hereford Allotment Society was to be approached to see if they have any suggestions of how the occupancy could be improved.</p> <p>b) To Consider Vacant Allotments Several options could be considered such as planting woodland or using it as a Community Meadow, Apiary, Pond or fenced off grazing land. It was suggested the school could be asked if they wanted to use it for a School Growing Project, but it was felt they may already had land for this purpose. The Clerk cautioned about the need to consider liability issues when considering options. Cllr Dickson suggested a working party look at the site and ask the local residents for their suggestions.</p> <p>c) Update on Lease Agreement David Campion had now 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.</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>	<p>J A-J</p> <p>RD</p>
14.0	<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>	
15.0	<p>To Note the Information Sheet (May 2017) and any other Updates</p> <p>The Wye Valley Challenge – Cllr Litchfield had spoken to the organisers who will come in late May/early June to visit some of the sites suggested.</p>	
16.0	<p>To Raise Items for the next Scheduled Parish Council Meeting</p> <p>Co-option of Dormington Councillors; Potential to hold more meetings at Priors Frome Chapel</p>	
17.0	<p>To Note Date and Time of the Annual Meeting of the Group Parish Council</p> <p>Wednesday 21st June 2017 at 7.30pm at Mordiford Primary School</p> <p>The meeting closed at 9.10 pm</p> <p>Signed Date 21st June 2017 Chairman of Dormington and Mordiford Group Parish Council</p>	