



DORMINGTON & MORDIFORD GROUP PARISH COUNCIL



Minutes of the Regular Meeting of the Group Parish Council held on Wednesday 21st November 2018 at 7.30pm at Priors Frome Chapel

Present

Cllrs David Lloyd (Chair), Mel Preedy (Vice Chair), Neil Bagley, Ray Dickson, and John Wood

In attendance

Chris Bucknell (Parish Clerk)

Ward Cllr John Hardwick

0 Members of the Public

Item	Minutes	Action
1.0	To Receive Apologies for Absence – Cllr John Litchfield, Cllr Craig Preedy	
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 Parish Council held on 17th October 2018</p> <p>Resolved: The minutes were accepted and signed by the Chair</p>	
4.0	<p>To receive brief verbal reports:</p> <p>a) Neighbourhood Watch There was no report. Cllr Craig Preedy had carried out a poll on Facebook and reported that there seemed to be interest from residents but no volunteers to take the scheme forward. This would be followed up.</p> <p>b) Ward Member – Cllr Hardwick Cllr Hardwick reported on the recent Parish Council Summit saying 77 Parish Council representatives had attended (Councillors and Clerks) along with Cabinet Members, Council Lead Officers and representatives from Balfour Beatty. The summit was generally well received, and a report would be issued in due course. The next Summit would take place on 24th January 2019. Cllr Hardwick spoke of the reorganisation that had taken place within Herefordshire Council, the responsibility for Parish Liaison having passed from Anthony Bush, who was leaving the Council, to Philippa Lydford in the Communities Team. Cllr Hardwick said he was continuing to pursue the school traffic issues and had contacted Alister Neil, Chief Executive of Herefordshire Council, about things not progressing as fast as he had hoped. The Airband Contract for Fibre Broadband had now been signed and a map was available, the line would run from Mordiford through to Tarrington and residents should contact Airband directly. Finally Cllr Hardwick reported on a recent Balfour Beatty briefing, specifically covering contingency plans for responding quickly to the expected hard winter weather.</p> <p>c) Police Update The Safer Neighbourhood Team have committed to attending 2 Parish Council meetings a year.</p>	

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5.0	<p>Public Participation Session There were no members of the public present, but three residents had submitted comments to be read out at the meeting.</p> <p>School Car Parking and Speed Reduction Measures – two residents who lived at Little Hope felt that the proposed picket gates would not help the traffic issues, but they were concerned about school parking and the speed of traffic from The Moon to Pentaloe Close. Cllr Lloyd said he would contact them and update them.</p> <p>Dog Fouling – a resident was concerned that the recent article in the Dragon about dog fouling, in particular the ‘stick and flick’ initiative which he felt would encourage people not to use the dog bags, would affect roadside verges. The Clerk had assured the resident that the ‘stick and flick’ initiative was environmental and primarily aimed at woodlands and other off-road areas and that it was being promoted in order to address the issue of dog bags being left in hedges etc.</p>	DL																																
6.0	<p>To Consider Planning Matters</p> <p>a) To Note any Planning Applications Received between Meetings The following Planning Applications were received and commented on between meetings.</p> <table border="1" data-bbox="210 786 1449 1180"> <thead> <tr> <th>Reference</th> <th>Application</th> </tr> </thead> <tbody> <tr> <td>183288</td> <td>Ann’s Cottage, Checkley, HR1 4NA Proposed erection of tennis court and fence</td> </tr> <tr> <td>183593</td> <td>Woodbine Cottage, Checkley, HR1 4NA Conversion and extension of store room to form residential accommodation. <i>No objections</i></td> </tr> <tr> <td>183089</td> <td>Paddock in Walk Orchard, Dormington – shed for electricity supply and dry storage for horticultural greenhouse. <i>No objections</i></td> </tr> <tr> <td>183830</td> <td>Opposite Garlands Lodge, Mordiford - Tree works. <i>No objections</i></td> </tr> <tr> <td>183999</td> <td>Land Adjacent to Stoneleigh, Mordiford. Application for the approval of details reserved by conditions 3 4 6 10 & 13 attached to planning permission 172120. <i>No comments being accepted on this application</i></td> </tr> </tbody> </table> <p>b) To Consider New Planning Applications</p> <table border="1" data-bbox="210 1249 1449 1330"> <thead> <tr> <th>Reference</th> <th>Application</th> </tr> </thead> <tbody> <tr> <td>183914</td> <td>Pye Cottage, Dormington HR1 4EF – single storey extension to rear elevation</td> </tr> </tbody> </table> <p>Resolved: To support the application</p> <table border="1" data-bbox="210 1397 1449 1507"> <thead> <tr> <th>Reference</th> <th>Application</th> </tr> </thead> <tbody> <tr> <td>184132</td> <td>Claston Farm West – conversion to part of existing barn to dwelling and farm office. Alterations to existing agricultural barn</td> </tr> </tbody> </table> <p>Resolved: The Planning Working Group to undertake a site visit and to formulate a response to be submitted before the deadline of 12/12/18.</p> <p>c) To Note any Decisions/Notifications Received</p> <table border="1" data-bbox="210 1648 1449 2040"> <thead> <tr> <th>Reference</th> <th>Application</th> <th>Decision</th> </tr> </thead> <tbody> <tr> <td>183288</td> <td>Ann’s Cottage, Checkley, HR1 4NA Proposed erection of tennis court and fence</td> <td>Awaiting Decision</td> </tr> <tr> <td>183593</td> <td>Woodbine Cottage, Checkley, HR1 4NA Conversion and extension of store room to form residential accommodation</td> <td>Approved with Conditions</td> </tr> <tr> <td>183089</td> <td>Paddock in Walk Orchard, Dormington – shed for electricity supply and dry storage for horticultural greenhouse</td> <td>Awaiting Decision</td> </tr> </tbody> </table>		Reference	Application	183288	Ann’s Cottage, Checkley, HR1 4NA Proposed erection of tennis court and fence	183593	Woodbine Cottage, Checkley, HR1 4NA Conversion and extension of store room to form residential accommodation. <i>No objections</i>	183089	Paddock in Walk Orchard, Dormington – shed for electricity supply and dry storage for horticultural greenhouse. <i>No objections</i>	183830	Opposite Garlands Lodge, Mordiford - Tree works. <i>No objections</i>	183999	Land Adjacent to Stoneleigh, Mordiford. Application for the approval of details reserved by conditions 3 4 6 10 & 13 attached to planning permission 172120. <i>No comments being accepted on this application</i>	Reference	Application	183914	Pye Cottage, Dormington HR1 4EF – single storey extension to rear elevation	Reference	Application	184132	Claston Farm West – conversion to part of existing barn to dwelling and farm office. Alterations to existing agricultural barn	Reference	Application	Decision	183288	Ann’s Cottage, Checkley, HR1 4NA Proposed erection of tennis court and fence	Awaiting Decision	183593	Woodbine Cottage, Checkley, HR1 4NA Conversion and extension of store room to form residential accommodation	Approved with Conditions	183089	Paddock in Walk Orchard, Dormington – shed for electricity supply and dry storage for horticultural greenhouse	Awaiting Decision
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7.0	<p>Update of Community Led Plan (Parish Plan) Cllr Bagley had suggested that the Community Led Plan should be updated. The Clerk outlined the differences between the Community Led Plan and the Neighbourhood Development Plan. The Community Led Plan being about what the community wanted in terms of activities, facilities etc and the NDP being about development. If an area had an NDP the planners would take note of this when considering proposals for development in the area. The Community Led Plan had been completed in around 2007 and the suggestion of allotments had come from this. The NDP had been started in 2014 and then abandoned when Cllr Shearer left the Parish Council; DMGPC had officially withdrawn from the process and the area was now included within the Hereford Area Plan, meaning Herefordshire Council could suggest areas for development around Dormington and Mordiford. Cllr Hardwick stressed that the NDP should not be used to stop development but rather to identify the most suitable areas to develop in order to reach the agreed housing target for the period up to 2031. Cllrs Wood, Bagley and Cotton felt the NDP should be resumed but it was noted that this would involve a considerable amount of work, public consultation etc and the need to apply for grant funding to cover the process. It was also noted that if the NDP was to be successful it would need the buy-in or parishioner and landowners as it had the potential to cause friction. This was left for Councillors to consider with the aim of bringing a proposal back to the January meeting.</p> <p>Finance</p> <p>a) To receive a Finance Report from the RFO Bank balances: Business Current Account £22,762.32. Business Reserve account £54,343.13 Income included Burial Fees of £225 and War Graves Commission Grant £15.</p> <p>c) To Agree Payments made since July meeting</p> <table border="1" data-bbox="228 1037 1449 1330"> <thead> <tr> <th>Chq/ BACS</th> <th>Expenditure</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>BACS</td> <td>Daniel Squire invoice 75351. Work at Shepherds Orchard and erection of road signs in Sufton Rise £145.00 + VAT</td> <td>£174.00</td> </tr> <tr> <td>BACS</td> <td>D C Gardening invoice 246. Grounds Maintenance work in Mordiford Churchyard and Burial Ground October 2018. £200 + VAT</td> <td>£240.00</td> </tr> <tr> <td>BACS</td> <td>D C Gardening invoice 247. Lengthsman work. £150 + VAT</td> <td>£180.00</td> </tr> <tr> <td>BACS</td> <td>Enviroability invoice 3539. Monthly grass cutting</td> <td>£108.20</td> </tr> </tbody> </table> <p>Resolved: Payments noted and approved</p> <p>d) To Agree Payment of Outstanding Invoices</p> <table border="1" data-bbox="228 1435 1449 1608"> <thead> <tr> <th>Chq/ BACS</th> <th>Expenditure</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>BACS</td> <td>Gift Token for Fred Davies (cutting of Mordiford Green). Via Clerk</td> <td>£50.00</td> </tr> <tr> <td>BACS</td> <td>Priors Frome Chapel invoice 22. Room Hire for November Meeting</td> <td>£20.00</td> </tr> </tbody> </table> <p>Resolved: Payments approved</p> <p>e) To Approve 2019-20 Budget and Precept The Finance Working Group had met and prepared a draft Budget which had been sent out to all Cllrs in advance of the meeting. Cllr Lloyd gave an overview of the proposals saying that the aim was not to seek an increase in the precept. It was also noted that the P3 money would come to an end at the end of 2018/19 and all work would need to be funded from Parish funding. Resolved: To approve the budget as presented and to submit a Precept request to Herefordshire Council for £22,445.</p>	Chq/ BACS	Expenditure	Amount	BACS	Daniel Squire invoice 75351. Work at Shepherds Orchard and erection of road signs in Sufton Rise £145.00 + VAT	£174.00	BACS	D C Gardening invoice 246. Grounds Maintenance work in Mordiford Churchyard and Burial Ground October 2018. £200 + VAT	£240.00	BACS	D C Gardening invoice 247. Lengthsman work. £150 + VAT	£180.00	BACS	Enviroability invoice 3539. Monthly grass cutting	£108.20	Chq/ BACS	Expenditure	Amount	BACS	Gift Token for Fred Davies (cutting of Mordiford Green). Via Clerk	£50.00	BACS	Priors Frome Chapel invoice 22. Room Hire for November Meeting	£20.00	Clerk
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	<p>f) To Consider Grounds Maintenance Contracts for Shared Area at The Maltings Concern had been raised by residents as to the overgrown trees and shrubs at the area surrounding the play area at The Maltings and a request had been made that the Parish Council fund one substantial session to clear up the area. DC Gardening had been asked for a quotation for the work, but this had not been received at the time of the meeting. Balfour Beatty confirmed that they are responsible for the area and would cut it 6 times a year. However, they do not usually cut the trees and shrubs that are causing the neighbours concern and have said they would appreciate it if the Parish Council could fund one cut. Cllr Cotton reported that the work on the shared space had been done, by persons unknown. She would make a visit to the area and report back if any further action were needed.</p>	JC
8.0	<p>Update on GDPR Schedule and Audit The Privacy Notice was now on the website and Cllr Preedy had confirmed there was no need for the other documentation to be uploaded as they would be used for contractors. Links had been placed to other documents. The paper-based audit agreed at the last meeting had taken place with Microshade (via telephone) and a report, based on traffic light recommendations, would be provided which would come to the January meeting,</p>	Clerk
9.0	<p>Highways, Footpaths and Commons</p> <p>a) Update on Consultation on the Suitability of the Existing National Speed Limit on the C1292 between Dormington and Mordiford Cllr Lloyd had spoken to ADL Traffic and asked what the process was now the GPC had put in their support for movement of the 30mpg limits. ADL felt that if the limit remained at 60mph there would be a need for better visibility splays along the road and were currently having meetings with Herefordshire Council; more information would be available following these meetings. Cllr Hardwick added that better road markings would be advantageous, and this was something the Parish Council may consider funding.</p> <p>Cllr Bagley asked if a sign could be put up encouraging people to use the mirror at the junction with Larport Lane. Cllr Hardwick said that the Highways Agency did not like drivers to rely on mirrors as it was felt that they did not allow people to accurately judge the speed of oncoming traffic. They would therefore not allow a sign to be erected.</p> <p>b) Mordiford Traffic/Pedestrian Safety Proposals</p> <p>i) To Consider Proposals for Picket Fences There was no further information at this stage. The Working Group would meet and bring costed proposals back to a future meeting once the outcome of the speed limit consultation was known.</p> <p>ii) To Consider Safety Measures outside Mordiford School It was noted the white markings outside Mordiford School were working and should be retained.</p> <p>c) To Consider Proposals for School Car Parking This item had been wrongly worded on the agenda, the Working Group would be meeting to look at the proposals for the picket fences and other safety measures, rather than the car parking. Cllr Hardwick noted that the prime objective of discussions on car parking was to get the cars off the highway.</p> <p>d) Highways and Footpath Issues</p> <p>i) Update on Footpath Maintenance Cllr Litchfield had submitted a report saying that following discussions at the last meeting he had sent an email to Mike Williams of the Wye and Usk Foundation to follow up the suggestion that he came to talk to the Parish Council about his work on the Pentalo.</p>	

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	<p>Cllr Litchfield reported that Enviroability had mowed and strimmed at Penteloe Green during October but were unable to do a cut at Checkley barn as a shoot was taking place on the day booked for their work. Cllr Litchfield did not feel the picnic site needed another cut this year.</p> <p>The very steep path MF31 from The Clouds up to Backbury Hill linking to the loop walk had been cleared and MF10A, a section of the Loop Walk from the Old Post Office, Checkley beside the had been strimmed and drooping bushes cut back. Hedges and nettles had been cut back at the kissing gate and ditch crossing on FWB1, a section of the Wye Valley Walk from the Old Mill Mordiford towards Bagpipers.</p> <p>Cllr Litchfield reported that the 2018 inspection of all the PROWs was now complete and the following outstanding work targeted for December and January:</p> <ul style="list-style-type: none"> • Refix signposts at The Castle Checkley and beside the Kissing gate opposite Swardon Quarry. • Refit waypost on MF12 at the ditch crossing Broomy Green Wood towards Swilgrove Common. • Small Trees down on MF12 and on MF24 Marian's Hill above The Rock but in both cases a way round is possible so not urgent until team in that area. • Waypost missing on FWB3 south of Widows Green following forestry work, will refit. • The worst outstanding job is the neglected horse paddock on MF10A adjacent to Checkley fold and below Broomy Green. Legal line impossible to follow so the landowner needs to be contacted. Further jobs for January, February 2019 included creating ditch crossings on FWB3D south east of Widows Green. <p>The Clerk was asked to report to BB PROW team and Fownhope PC that the ditch crossing on FWB1A west south west of Citterdine (Fownhope Parish) was in need of urgent attention.</p> <p>Cllr Litchfield was thanked for all his work in maintaining the PROW for the benefit of local people and visitors.</p> <p>Cllr Dickson reported that a resident had contacted him about footpath MF27 up to Old Sufton Court, saying tarmac had been laid by Balfour Beatty, and it was felt this material would be better used on the highway rather than a private road. Balfour Beatty had confirmed that this was in fact a bridleway (not a private road), which had received some patching tarmac from the Hotbox at the end of a shift. There was not enough to patch on the carriageway and this material was therefore used on the bridleway.</p> <p>ii) Update on Identifying and Managing Pothole Work</p> <p>Cllr Dickson would arrange to meet with Manny Smith of Balfour Beatty. A report would be brought to the January meeting.</p> <p>e) Work to be carried out and any Other Issues and Updates</p> <p>i) Grit Bins</p> <p>Balfour Beatty had provided details of their grit bin filling routes and Cllr Mel Preedy had put together a map showing the locations of the various grit bins, this was updated at the meeting. The locations of bins would be logged into Balfour Beatty's system. The bins in Shepherds Orchard and Sufton Lane would be logged with the relevant Housing Association.</p> <p>ii) Overhanging Trees in Sufton Lane</p> <p>Following Cllr Craig Preedy's contact with Openreach, BT had visited the site and had contacted Balfour Beatty who confirmed they would not carry out any work to the trees along Sufton Lane, because there were no highways related issues, i.e. nothing obstructing carriageway etc. Richard Hutchinson of BT Openreach has said that they can find no issues with the service and would therefore not cut the trees back. BT say the Sufton Estate are responsible for the trees, and it would be for them to deal with if there was an issue, but BT would be willing to send out an engineer to be on site should the trees have any works carried out, which would allay the Sufton Estate fears about liability etc. As BT Openreach have said they do not see an issue at this point Cllr Craig Preedy has said he will not take this further. The Sufton Estate have been updated as to the position.</p>	<p>Clerk</p> <p>RD</p> <p>Clerk</p>

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	<p>iii) Drain Cover Opposite the Maltings Cllr Cotton had reported a damaged drain cover. This has been reported to Balfour Beatty.</p> <p>iv) Dog Bins Cllr Preedy reported that there had been positive response to his Facebook post, but Balfour Beatty had cautioned that installing additional bins may not be a simple or quick thing to achieve. It was noted the Parish Council could choose to install additional bins which were then voluntarily emptied, as they were in some other areas, and it was mentioned that dog faeces does not need to be segregated from normal household refuse and could be disposed of in household bins, although Cllr Hardwick counselled that this was only allowed up to a certain percentage.</p> <p>Other Issues It was reported that there were some fallen trees upstream from Hereford on the Ledbury Road, by the Dormington sign on the right-hand side of the river. The Clerk was asked to contact Les Harrison of the River Lugg Internal Drainage Board.</p>	Clerk
10.0	<p>Other Issues to be Considered</p> <p>a) Claston Chicken Shed Cleaning Cllr Bagley reported that current procedure was for the owners of Claston Farm to email Cllr Wood when the sheds were to be cleaned so that he could notify the residents, particularly the family of the child who was adversely affected. He enquired whether this was something that should now come directly to the Parish Council, but it was felt that the communication would be better between Claston Farm and the families affected. It was noted that it could also be put on the website or communicated via Facebook.</p> <p>b) Maltings Play Area Cllr Bagley felt that there was a need for some play equipment for local children and that the current play area was insufficient. The Clerk and Cllr Hardwick noted previous discussions that had taken place between Herefordshire Council and the Parish Council and also the fact that Cllr Wood had been unable to get a clear indication from residents as to whether the play area was wanted/needed. It was agreed that this would not be taken forward at this point.</p>	
11.0	<p>Mordiford Churchyard</p> <p>a) To note Condition of the Church Wall and Correspondence with the PCC The Clerk reported that D C Gardening had reported that the Churchyard Wall was covered in ivy and needed trimming, but he was also concerned about the condition of the wall and the fact that trimming the ivy may weaken it further. The Clerk had contacted Rev Moore and he referred it back to the PCC lawyer for comment, nothing further had been heard. The Clerk stressed that it had been established in 2016/17 that the churchyard wall was not the responsibility of the Parish Council and care must be taken not to do or say anything that may affect this position.</p>	
12.0	<p>Social Media and Other Parish Council Communications</p> <p>a) Parish Council Website Cllr Craig Preedy had provided a report saying that the current subscribers were 19, of which 9 were Councillors and Mark Milmore, the web designer. This figure had only increased by 2 subscribers since the October meeting which was clearly not sufficient. Cllr Craig Preedy outlined the current headings stressing that the recent reorganisation of the website and its content has made it GDPR compliant. Cllr Craig Preedy said he would welcome input from Councillors or from the public about what should be displayed, cautioning that there was a limit which could be included if the website were to remain easy to manage. Cllr Craig Preedy asked for approval to install a tracker which would show the number of visitors to the site. This would allow the Parish Council to track the effectiveness of any promotional advertising that may be done.</p> <p>Resolved: To commission the tracking software from Eyelid Productions at a cost of £25.</p>	CP

Item	Minutes	Action
	<p>b) Update on Parish Noticeboards Cllr Bagley had visited the site and confirmed that the noticeboard at Priors Frome was in a poor state and needed work, although he felt that it was, in part, salvageable. Cllr Preedy had sourced a new noticeboard, consisting of 2 bays and toughened glass, at a cost of £1,700. It was agreed that the noticeboard needed to be relocated as it was not easily accessible to either those placing notices or those wishing to read them. It was also agreed that Cllr Bagley would remove and refurbish the existing noticeboard during late December, before a decision was made whether to invest significant funds in a new noticeboard. The Clerk noted that any material expenses incurred by Cllr Bagley would be covered.</p> <p>c) To Consider Format and Use of Facebook Cllr Craig Preedy reported that there were now 49 members. The survey regarding neighbourhood watch generated 15 responses.</p> <p>d) To Consider Advertising Commercial Businesses in Parish Newsletter This item was deferred until Cllr Craig Preedy was present.</p> <p>e) To Consider Inclusion of Beneficial on the Parish Council Website It was noted the Beneficial was a subscription magazine and putting it on the website may affect its distribution. It was agreed to contact the Beneficial to ask if they wanted their magazine included on the website, either current and/or back copies. Cllr Wood confirmed that Dormington PCC would not want their magazine to be included in the website although a reference to it and where it could be obtained would be useful.</p> <p>f) To Consider Costed Proposal for Promotion of Facebook and any other Expenditure Cllr Preedy proposed that the Parish Council consider target marketing the Facebook site at a cost of around £140 which he felt should generate between 8-53 website clicks per day, over a target area of 10 miles from HR1 4, which was as specific as it could be. It was felt this discussion and decision needed to be deferred until Cllr Craig Preedy was present.</p> <p>13.0 To Note the Information Sheet (November 2018) and any other Updates The Information Sheet was noted.</p> <p>14.0 To Raise Items for the next Scheduled Parish Council Meeting (No discussion)</p> <p>15.0 To Note Date and Time of the next Regular Meeting of the Group Parish Council Wednesday 16th January 2019 at 7.30pm at Priors Frome Chapel The meeting closed at 9.30 pm</p> <p>Signed Date 16th January 2019 Chairman of Dormington and Mordiford Group Parish Council</p>	CP