



DORMINGTON & MORDIFORD GROUP PARISH COUNCIL



Minutes of the Annual Meeting of the Group Parish Council held on Wednesday 15th May 2019 at 7.30pm at Priors Frome Chapel

Present

Cllrs David Lloyd, Ray Dickson, Willow Groeber-Shaw, Derek Hughes, Mel Preedy and Craig Preedy

In attendance

Ward Cllr John Hardwick, Chris Bucknell (Parish Clerk)

1 Member of the Public

Item	Minutes	Action																		
	All Councillors signed their Declaration of Acceptance of Office to Parish Councillor in advance of the meeting																			
1.0	<p>To Elect a Chairman/Sign Declaration of Office Cllr Lloyd was proposed as Chairman by Cllr Craig Preedy and seconded by Cllr Groeber-Shaw This was unanimous and Cllr Lloyd signed the Declaration of Office and took the Chair</p>																			
2.0	<p>To Elect Vice Chairman/Sign Declaration of Office Cllr Ray Dickson was proposed by Cllr Craig Preedy and seconded by Cllr David Lloyd This was unanimous and Cllr Dickson signed the Declaration of Office</p> <p>It was noted that the Standing Orders had been amended in 2018 to state that the normal term of Office for Chair and Vice Chair would be 2 years (unless there was no one available or willing to take up the role)</p>																			
3.0	To Receive Apologies for Absence – Cllr Julia Cotton																			
4.0	<p>Declarations of Interest</p> <p>a) To Receive Declarations of Interest There were no declarations of interest and no requests for dispensations</p> <p>b) To Adopt Standing Orders and Code of Conduct Resolved: The Standing Orders and Code of Conduct were re-adopted without change/amendment and these would be recirculated to all Councillors. The Clerk noted that all Cllrs had 28 days to submit their Declarations of Interest to the Electoral Office.</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="text-align: center;">a</td> <td>Mordiford Churchyard and Burial Ground</td> <td>Cllr David Lloyd</td> </tr> <tr> <td style="text-align: center;">b</td> <td>Emergency Co-ordinator</td> <td>Cllr Ray Dickson</td> </tr> <tr> <td style="text-align: center;">c</td> <td>Finance Working Group</td> <td>Cllr Ray Dickson, Cllr David Lloyd, Cllr Mel Preedy and Parish Clerk</td> </tr> <tr> <td style="text-align: center;">d</td> <td>Footpaths Co-ordinator</td> <td>Cllr David Lloyd (See detail below)</td> </tr> <tr> <td style="text-align: center;">e</td> <td>Allotment Co-ordinator</td> <td>Cllr Mel Preedy</td> </tr> <tr> <td style="text-align: center;">f</td> <td>Planning Working Group</td> <td>Cllr Ray Dickson, Cllr Derek Hughes, Cllr David Lloyd</td> </tr> </tbody> </table>	a	Mordiford Churchyard and Burial Ground	Cllr David Lloyd	b	Emergency Co-ordinator	Cllr Ray Dickson	c	Finance Working Group	Cllr Ray Dickson, Cllr David Lloyd, Cllr Mel Preedy and Parish Clerk	d	Footpaths Co-ordinator	Cllr David Lloyd (See detail below)	e	Allotment Co-ordinator	Cllr Mel Preedy	f	Planning Working Group	Cllr Ray Dickson, Cllr Derek Hughes, Cllr David Lloyd	
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	g	Newsletter Editor Cllr Mel Preedy	DL				
	h	Website/Social Media Cllr Craig Preedy					
	i	Tree Warden Cllr Julia Cotton					
	j	Balfour Beatty/Highways Liaison Cllr David Lloyd, Cllr Ray Dickson and Cllr Craig Preedy					
	k	Mordiford Green and Pentaloe Green Co-Ordinator Cllr David Lloyd					
	l	GDPR/Data Monitor Cllr Willow Groeber-Shaw					
	<p>Footpath Officer: John Litchfield was thanked for his work on maintaining the Footpath Network over many years and how this role would now move forward was discussed. Two options were put forward; identifying someone from outside of the Parish Council to act as Footpaths Officer or using the public, specifically the Mordiford Walking Group, to feed back any issues with the Footpath Network, which Cllr Craig Preedy said could be done through an online form. The Clerk noted that if volunteers were to be used to do work on the footpaths there needed to be a Co-ordinator within the Parish Council so that they could operate under the Council's Public Liability Insurance. Cllr Hardwick said that Fownhope Parish Council operated their network using a series of volunteers with a Co-Ordinator who was external to the Parish Council. Cllr Lloyd said he would look into this and bring information and a proposal back to the June meeting.</p>						
6.0	<p>To Accept Minutes of the Regular Meeting of the Parish Council held on 17th April 2019 Resolved: The minutes were accepted and signed by the Chair</p>						
7.0	<p>To Receive Brief Verbal Reports: a) Ward Member – Cllr Hardwick Cllr Hardwick reported on the outcome of the recent election which had returned 15 independents, 3 Non-aligned Independents, 13 Conservative, 7 Green party and 8 Its Our County Ward Councillors. This had resulted in the Independents being the biggest group on the Council but still not having an overall majority, which Cllr Hardwick noted would be a challenging situation moving forward. Work was now going on to identify Cabinet Members along with a Chair, Vice Chair and the various Working Groups.</p>						
8.0	<p>Public Participation Session The appeal for 21 The Matlings was discussed (minuted under 9d).</p>						
9.0	<p>To Consider Planning Matters a) To Confirm Comments Made Between Meetings</p>						
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	21 The Maltings – an appeal had been made to the Secretary of State, against Herefordshire Council for the Refusal of Planning Permission at 21 The Maltings. The Parish Council discussed this, and it was agreed to resubmit previous comments to the Planning Inspectorate.																										
10.0	Finance a) To receive a Finance Report from the RFO Bank balances (as at 13/05/19): Business Current Account £28,888.68. Business Reserve account £54,399.04. Income since the last meeting included Allotment Fees of £50 (Plot No 3 outstanding since January), Precept Part 1 £11,222.50, VAT Claim up until 31 st March 2019 £640.41.																										

Clerk

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	<p>b) To Agree Payments made since April meeting</p> <table border="1" data-bbox="228 232 1390 421"> <thead> <tr> <th data-bbox="228 232 349 309">Chq/ BACS</th> <th data-bbox="349 232 1246 309">Expenditure</th> <th data-bbox="1246 232 1390 309">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="228 309 349 376">BACS</td> <td data-bbox="349 309 1246 376">DC Gardening invoice SI-393. Grounds Maintenance April 2019. £200 + VAT</td> <td data-bbox="1246 309 1390 376">£240.00</td> </tr> <tr> <td data-bbox="228 376 349 421">BACS</td> <td data-bbox="349 376 1246 421">Lugwardine PCC. Insertion in Parish Magazine</td> <td data-bbox="1246 376 1390 421">£35.00</td> </tr> </tbody> </table> <p>Resolved: Payments Noted and Approved</p> <p>c) To Agree Payment of Outstanding Invoices</p> <table border="1" data-bbox="228 528 1390 676"> <thead> <tr> <th data-bbox="228 528 349 600">Chq/ BACS</th> <th data-bbox="349 528 1246 600">Expenditure</th> <th data-bbox="1246 528 1390 600">Amount</th> </tr> </thead> <tbody> <tr> <td data-bbox="228 600 349 640">BACS</td> <td data-bbox="349 600 1246 640">Priors Frome Chapel Use of room for May meeting</td> <td data-bbox="1246 600 1390 640">£20.00</td> </tr> <tr> <td data-bbox="228 640 349 676">BACS</td> <td data-bbox="349 640 1246 676">Gift for Fred Davies for mowing Mordiford Green (given twice per year)</td> <td data-bbox="1246 640 1390 676">£50.00</td> </tr> </tbody> </table> <p>Resolved: Payments Approved</p> <p>d) To Receive Report from Internal Auditor The Internal Audit has been completed with no issues and Kerry Diamond had provided the following report.</p> <ul data-bbox="212 875 1374 1010" 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 and all items selected for audit were easily traced from source to analysis and vice versa with no identified omissions <p>The Internal Auditor also made the following observation regarding grounds maintenance contracts: Costs for various groundworks in the Parish were shared across a number of third party providers depending on task and location - It may be appropriate to consider that all such activities are openly tendered for on a regular basis to ensure that costs are competitive and quality maintained and the process of allocating contracts is fully transparent.</p> <p>This comment was noted, and it was confirmed that grounds maintenance contracts were tendered for every 2 years in line with the financial regulations.</p> <p>e) To Approve Annual Governance Statement The Annual Governance Statement had been forwarded to Cllrs in advance of the meeting. Resolved: The Statement was approved and Section 1 of the AGAR was signed by the Chair and the Clerk.</p> <p>f) To Approve Annual Return The Annual Return and Explanation of Variances had been forwarded to Cllrs in advance of the meeting. Resolved: The Annual return was approved and signed by the Chair</p> <p>The Annual Governance and Accountability Return Part 3 would now be returned to the External Auditors and the Notice of Electors Rights posted by the required date.</p> <p>g) To Accredit DMGPC with General Power of Competence It was confirmed that Dormington and Mordiford Group Parish Council had the required 2/3 of its seats filled with Councillors who had been elected and employed a qualified Clerk, thus fulfilling the criteria for the General Power of Competence. Resolved: To Accredit DMGPC with the General Power of Competence</p>		Chq/ BACS	Expenditure	Amount	BACS	DC Gardening invoice SI-393. Grounds Maintenance April 2019. £200 + VAT	£240.00	BACS	Lugwardine PCC. Insertion in Parish Magazine	£35.00	Chq/ BACS	Expenditure	Amount	BACS	Priors Frome Chapel Use of room for May meeting	£20.00	BACS	Gift for Fred Davies for mowing Mordiford Green (given twice per year)	£50.00	<p>Clerk</p> <p>Clerk</p>
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11.0	<p>h) To Agree Gift for Internal Auditor Resolved: To give the Internal Auditor a gift voucher to the value of £50</p>	Clerk					
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	<p>Highways, Footpaths and Commons</p>						
	<p>a) Mordiford Traffic/Pedestrian Safety Proposals</p>						
	<p>i. Update on Safety Measures Outside Mordiford School</p>						
	<p>Cllr Hardwick updated the meeting on the School parking arrangements. Planning approval had been granted, the funds were now available and it was hoped that the work could begin in the summer holidays.</p>						
	<p>b) Highways and Footpath Issues</p>						
	<p>i. Update on Footpath Maintenance - There was no update</p>						
<p>ii. Update on Widening of Footpath from Mordiford School to Sufton Rise</p>							
<p>Cllr Craig Preedy said he had looked into the Balfour Beatty Commissioning Model and estimated to renew the footpath from the School to Shepherds Orchard would cost in the region of £300k. He was currently looking into the required legal width of the footpath; it had been mentioned that this needed to be 1.5 meters, but confirmation was needed. Cllr Craig Preedy also said that he felt the upgrade to the footpath could be linked to the Dragon Project, which aimed to increase visitors to the area. Cllr Craig Preedy asked that this remain on the agenda and, following further investigation, a proposal would be brought to a future meeting.</p>	CP						
<p>c) Work to be carried out and any Other Issues and Updates</p>							
<p>White Lining at the Top of Chapel Lane – Cllr Dickson confirmed that this was on the list of work to be completed.</p>							
<p>Cllr Mel Preedy asked if the surface of the pathway from the School to Shepherds Orchard could be swept and the hedge cut back, and if the road sweeper could clear the dirt and grit from the roadway so that the water would drain better. The Clerk was asked to report this. <i>Submission CAS-721969-Y3Y3G8</i></p>	Clerk						
<p>Maintenance of Verges and Road from Priors Frome to Mordiford – Cllr Dickson to contact Balfour Beatty about this.</p>	RD						
<p>Destruction of Dormington Orchards and Hedges – Cllr Cotton had reported that the apple trees in Dormington Orchard were being removed and there was concern that this work may be extended to include removal of adjacent mature hedges, which would be a danger to wildlife. The Chair had contacted the landowner who had confirmed that this work only extended to removal of the cider apple trees. They were hoping to replant with dessert apples in 2020/21 and confirmed that the work did not involve the removal of hedges. Cllr Hardwick explained that due to enhanced farming methods there was an annual 9% increase in production of apples and this, together with the reduced demand, had necessitated the removal of some cider apple orchards.</p>							
<p>The recent accident on Mordiford Bridge was discussed and Cllr Craig Preedy requested there be a reflector installed on the approach to the bridge with the priority being given to those on the bridge. Cllr Hardwick said he had requested this in the past, but it had been turned down.</p>							
<p>To Agree Balfour Beatty Annual Work Plan 2019-20 - The template had been forwarded to Councillors together with the plan for 2018-19. The Clerk had produced a draft which consisted of the items included in the 2018/19 plan, aligned with the amount of money available in the</p>	DL/ RD						

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12.0	<p>2019/20 budget. Councillors were asked to comment on this before submission to Balfour Beatty by the end of May. Cllr Lloyd and Cllr Dickson said they would review the draft plan.</p> <p>Allotment Update There was no further update</p> <p>a) To Agree Any Expenditure Cllr Mel Preedy was still awaiting a final quotation for the installation of the water pipe.</p>	
13.0	<p>Update on Community Litter Pick and Annual Parish Meeting and Consider any Issues</p> <p>Litter Pick – This had taken place as planned and had been very successful, with several younger members of the community taking part.</p> <p>Annual Parish Meeting – this had been a success with 7 residents from Dormington and 5 from Mordiford attending. There had been an interesting talk on the history of Dormington Church and the plans to make it into an accessible community venue. This was followed by the Chairman’s report and questions from members of the public. The following issues were raised:</p> <p>Continuing concern about speed on the Dormington Mordiford Road was raised together with concern about the time the TRO had taken to progress. Flashing speed restriction signage was discussed as well as the potential for picket gates at the entrance to Dormington village. Flashing speed restriction signage could be rented from other Parish Councils and this would be looked into. Cllr Hardwick added that the speed monitoring equipment in Hampton Bishop had proved very successful. It was agreed that Cllr Dickson would walk the road with Manny Smith from Balfour Beatty to identify potential locations for signage and the Clerk would contact the Chair of Hampton Bishop Parish Council to get details and costs for similar signage which could then be brought back to the June Parish Council meeting for discussion.</p> <p>Tractors driving at speed through the village and particularly those using mobile phones whilst doing so were a cause for concern.</p> <p>It was noted that the Glaston Farm landscaping that was designed to hide the visual impact of the hen houses was due to begin soon. There were also comments about the smell from the chicken sheds.</p> <p>It was suggested that social media activities across the Group Parish Council should be coordinated to make them more effective and this would be looked into. It was also suggested that the current Parish Council logo, which consisted of the Mordiford Dragon, could be developed to include something of relevance for Dormington, the historic cat door knocker being mentioned as a possibility. The resident had been asked to produce a draft of the graphic they were proposing and this would be considered.</p>	RD Clerk
14.0	<p>Update on Dragon Project</p> <p>Cllr Craig Preedy gave an update on the project which aimed, amongst other things, to provide a Dragon Trail which it was hoped would provide a gentle stroll around the area, engaging people of all ages with the history of Mordiford and its links with The Dragon. The Project also aimed to re-instate the Dragon on Mordiford Church and erect a sculpture on Mordiford Green. The next step was to apply for funding and the Dragon Committee felt that funders would find it attractive if the Parish Council were the accountable body for the funding. The group had also mentioned becoming a Sub Committee of the Parish Council. The Clerk pointed out that if they wished to be a Sub Committee this would need to meet all the legislative requirements in terms of notice and public engagement that the Parish Council had to conform to. A Working Group would not have these constraints and would be a more flexible option. The Clerk also noted that if the Dragon Committee wished the Parish Council to manage the money the methodology would need to conform to the Financial Regulations. It was agreed that there was support in principle, but more</p>	

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	<p>details were required. The Committee would need to understand exactly what was possible in terms of the Parish Council being accountable for the finances and the Clerk would meet with them to discuss this.</p>	
15.0	<p>To Consider GPC Involvement in the Sufton Fete It was felt that involvement in the Fete, on 6th July 2019, would be advantageous and would raise the profile of the Parish Council with the community. Cllr Craig Preedy could no longer attend the event but the requirements would be discussed and brought back to the June meeting.</p>	
16.0	<p>Social Media and Other Parish Council Communications</p> <p>a) Parish Noticeboards (Priors Frome and Penteloe Green) The Clerk had forwarded Cllr Craig Preedy details of suppliers and this was being looked into.</p> <p>b) Update on Website and Facebook Cllr Craig Preedy reported that more people had signed up for Facebook and to the newsletter on the website. 414 people had visited the Facebook page which was 190 more than in the previous month. The website had had 177 hits in the past month from 133 users who had an average stay of 2 minutes, culminating in 517 page views.</p> <p>Broadband – Cllr Craig Preedy had spoken to Fastershire and Shepherds Orchard was due to get fibre to the property via Airband. The work was due to commence in 3rd quarter of 2019 and it was hoped that the work would be completed within 6 months of start date.</p>	
17.0	<p>To Note the Information Sheet (May 2018) and any other Updates The Information Sheet was noted.</p>	
18.0	<p>To Raise Items for the next Scheduled Parish Council Meeting (No discussion) To Consider Proposals for Speed Monitoring Signage, Dormington Logo</p>	
19.0	<p>To Note Date and Time of the Regular Meeting of the Group Parish Council Wednesday 19th June 2019 at 7.30pm at Priors Frome Chapel.</p> <p>The meeting closed at 9.25 pm</p> <p>Signed Date 19th June 2019 Chairman of Dormington and Mordiford Group Parish Council</p>	