



DORMINGTON & MORDIFORD GROUP PARISH COUNCIL



MINUTES OF THE PARISH COUNCIL MEETING

HELD ON 18th JANUARY 2024

Email : clerk@dormingtonmordifordgroup-pc.gov.uk

Present:

Cllr Mike Jones – Chairman
Cllr Julia Cotton– Vice Chairman
Cllr Marcus Billig
Cllr Derek Hughes
Cllr Euan Grant
Cllr Mel Preedy

Apologies:

In attendance:

Emma Donovan, Parish Clerk.
Two guest speakers from Hills Ford Stages.

The meeting commenced at 7.00pm.

Ref.	Minutes	Action
1	<u>To receive apologies for absence:</u> None	
2	<u>To disclose personal and pecuniary interests in items of business listed below:</u> Euan Grant declared a pecuniary interest in Agenda item 9j (reimbursement of expenses). Marcus Billig declared a disclosable pecuniary interest in Agenda item 8d (the NDP).	
3	<u>Employment Matters:</u>	
3a	<u>To consider making the New Clerk permanent now the probation period is over.</u> It was RESOLVED that the new Clerk will now be permanent and it was noted how pleased the Cllrs were with her work so far. The Clerk also informed the Cllrs that she had now taken on 2 other Parish Councils and that her training costs would now be split 3 ways.	

3b	<p><u>Expense and Overtime Form</u></p> <p>It was noted that the Clerk would be claiming her mileage directly through the Parish Council as going through Autela Payroll had not worked.</p> <p>It was NOTED that the Clerks Mileage had not been paid from her first claim E11/23 approved in November's meeting so this was still outstanding. It was RESOLVED to pay this directly to the Clerk.</p> <p>As previously approved and minuted, the Clerk has identified time (21st Sept 23 – 31st Dec 23) that has been for training outside her contracted hours and this will be paid as overtime. This is on her expense claim E01/24.</p>	
4	<p><u>Public Forum:</u></p> <p>N/A</p>	
5	<p><u>To hear from Hills Ford Stages - guest speaker</u></p> <p>Hills Ford Stages are applying to HC to run a car rally in September 2024 and part of the race passes through Dormington & Mordiford Parish. All parties involved will be contacted through a consultation process and once all the Parish Councils have been made aware the next stage involves knocking on doors and talking to the local people. The event is a government authorised event run by MotorSport UK. A number of questions were raised before the meeting:</p> <ol style="list-style-type: none"> 1. September is very busy in Herefordshire with harvest - lots of tractors on the roads and lanes. How have you accounted for this and how will you communicate with local farmers? Communication lines will be open between all parties including the farmers and if they need to get about during the race, the race organisers will make sure it happens. 2. What happens if walls, fences, hedges or livestock get damaged during the race - how will these be repaired, compensated and by whom? What's the damage reporting process from or to the owner? Competitors are obliged to inform race organisers of the particular stage damage has occurred. The stage manager reviews the damage and on the Monday morning after the race, the organising teams go round and notify the land owners and then payment for the repairs is agreed. 3. If the weather is very wet, there is likely to be more damage to already potholed roads? What compensation is there for this and to whom? The race organisers pay lots of money to Herefordshire Council to use the roads and for any repairs needed to the roads after the race. So any repairs are HC's responsibility. 	

	<p>4. If there's a bad accident, how and to where will the victims be transported? Each stage has an ambulance on it, a paramedic, a rescue team and a doctor. Local ambulances and the Air Ambulance are on standby as they know the event is taking place. There are various safety meetings between now and the race with all the emergency services required to be on standby, so everything is in place well before the race.</p> <p>5. Hereford hospital has limited major incident resources and capacity - will there be a discussion with the hospital before this goes ahead? If a major incident occurs the Air ambulance is on standby to airlift victims to the nearest available hospital.</p> <p>It was also noted that if a resident in the area of the race, has a medical emergency during the race, the organisers will send their own medical staff and ambulance to help out.</p> <p>In an attempt to make the race as carbon neutral as possible, the PC will be asked to nominate a charity which the race organisers will donate to. They also pay into Severn Treescapes who plant trees in the county and surrounding counties. There will be roughly 120 and 140 cars on the rally running twice a day in 3hr sessions.</p> <p>Objections will be talked through and solutions to issues found to make sure everyone is happy.</p> <p>The main objections are the noise, and the idea the race is just a load of young people speeding around the roads. The average age of a driver is close to 50. Any spectating outside of property gardens needs to be reviewed by the safety team.</p> <p>It was RESOLVED: that when the route was confirmed the PC might need to do some kind of publicity to let everyone know.</p>	
6	<p><u>To receive a brief verbal report from Ward Cllr Graham Biggs:</u></p> <p>It was noted that the Ward Cllr had been invited to the meeting and not replied. The Parish Council are disappointed with the lack of contact they currently have with the Ward Cllr. He rarely responds to any form of contact.</p> <p>It was RESOLVED: to email Cllr Biggs to tell him how disappointed Parish Councillors are with his lack of communication; specifically not being present to hear parish concerns enabling him to make representations on our behalf (See also Agenda Item 8d). In addition the Parish Council is not being kept informed of what's going on in Herefordshire Council. It was RESOLVED that the Clerk would write to Councillor Biggs in the first instance, and escalate to the Leader of Hereford Council (Jonathan Lester) if necessary.</p>	Clerk
7	<p><u>To approve as correct the minutes of the meeting held on Thursday 16th November 2023:</u></p>	

	It was RESOLVED: to approve the minutes which were signed by the Chair.																					
8	<u>Planning:</u>																					
8a	<u>To comment on new planning applications for determination by Herefordshire Council:</u> 233776 – 18 Sufton Rise, Mordiford HR1 4EN. Full Householder: Proposed retaining wall, fence and raised garden. SUPPORTED 233586 - The Chestnuts, Checkley, HR1 4ND – Planning permission: proposed first floor extension to approved garage comprising art room and storage space ancillary to the main house and increase in the garden curtilage. SUPPORTED	ED ED																				
8b	<u>To Note any comments made between meetings</u> None																					
8c	<u>To note decisions/notifications made by Herefordshire Council:</u> It was NOTED: <table><tr><th>REF</th><th>Item</th><th>PC</th><th>HC Status</th></tr><tr><td>P232658/U</td><td>Checkley Old Chapel, Checkley HR1 4ND</td><td>Support</td><td>Approved 24/11/23</td></tr><tr><td>P232969/L</td><td>1 The Clouds, Checkley, HR1 4NA</td><td>Support</td><td>Withdrawn 15/11/23</td></tr><tr><td>P232968/FH</td><td>1 The Clouds, Checkley, HR1 4NA</td><td>Supported by email</td><td>Withdrawn 15/11/23</td></tr><tr><td>P232759/F</td><td>The Chestnuts, Checkley, HR1 4ND</td><td>Support</td><td>Approved with conditions 27/11/23</td></tr></table>	REF	Item	PC	HC Status	P232658/U	Checkley Old Chapel, Checkley HR1 4ND	Support	Approved 24/11/23	P232969/L	1 The Clouds, Checkley, HR1 4NA	Support	Withdrawn 15/11/23	P232968/FH	1 The Clouds, Checkley, HR1 4NA	Supported by email	Withdrawn 15/11/23	P232759/F	The Chestnuts, Checkley, HR1 4ND	Support	Approved with conditions 27/11/23	
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8d	<u>To receive a report from the NDP Steering Group and make decisions if appropriate:</u> 1) The School requested support from Cllr Biggs regarding opposition from Herefordshire Council’s Historic Buildings Officer to the proposed school hall/community building. As there has been no response, the school has asked the PC for its support in obtaining a response from him as he would need to take the lead on supporting any planning appeal. It was RESOLVED that the PC would contact Cllr Biggs to request his support and active involvement (see also Agenda Item 6). 2) The School has also asked the PC for support with obtaining a rapid resolution on the closure of the old footpath and the adoption of the new permissive footpath to replace it. Without this change, there remains a safeguarding problem and no room for the school to expand, or to progress the School/Community building. The consultation process has been delayed due to																					

	<p>staff losses at Herefordshire Council. The Chair has written to the (part-time) Footpaths officer and it appears that things are moving forwards.</p> <p>It was RESOLVED: that the Chair's email be forwarded to The Head Teacher at the School for her records.</p> <p>3) Cllr Cotton presented the Draft Steering Group Notes of 11th January for approval.</p> <p>It was RESOLVED: that the PC approve the notes.</p> <p>4) PC approval of the final Draft Regulation 14 Neighbourhood Development Plan and Design Guide (circulated) is required, so that the consultation process may begin. All the NDP documents are located on the NDP pages of the Parish Council website.</p> <p>It was RESOLVED: to approve the Draft Regulation 14 Neighbourhood Development Plan and Design Guide for public consultation.</p> <p>5) The Regulation 14 consultation period is for six weeks from 29th Jan 2024 – 5pm 11th March 2024. The consultation communication process and the costs of the consultation publicity need approval by the Parish Council. Documents and quotations were circulated prior to the meeting.</p> <ul style="list-style-type: none"> • The consultation will be advertised in the Herefordshire Times (copy circulated), Parish Council website, PC Facebook page, and on PC noticeboards. • Parish residents will receive a postcard (circulated) inviting them to consult, with the necessary information on how to access and respond to the Draft NDP. • There is also a drop-in session on the 5th March 2024 at the school where the consultant will be available with hard copies of the document. • Hard copies of the document and response form (circulated) will be available in Dormington and Checkley Churches, at the School and at the pub, with a post box for replies. • Statutory consultees and other relevant organisations and individuals will be contacted (letter circulated – to be sent by the Chair from the Clerk's email). <p>6) Cost of publicity (quotations and proofs circulated)</p> <p>£249 - 10 copies (booklets), of each of the draft Plan & the design guide</p> <p>£160 – 350 Postcards (less as there are only 316 addresses)</p> <p>£250 - 2nd class pre-franked (less as there are only 316 addresses)</p> <p>£219 - PO BOX (six months to cover the Regulation 16 consultation)</p> <p>£700 – Newspaper advert (estimate based on previous cost of £700).</p> <p>It was RESOLVED: to approve the process and printing costs of the REG 14 publicity.</p>	
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	<p>9) There may be a shortfall with the funds provided by the grant. The consultant hadn't included VAT; so if there is an overspend that will need to come out of the Parish Councils funds. Clarification is needed on whether VAT on items obtained via the grant can be reclaimed by the PC.</p> <p>It was NOTED: a further grant application will be required for the Regulation 16 consultation.</p>	JC/Clerk
9	<u>Finance:</u>	
9a	<p><u>To note the bank balances:</u></p> <p>Current Account (Natwest): £6263.44 (18th Jan 2024) Reserve Account (Natwest): £55,082.29 (18th Jan 2024) Current Account (Unity) : £0 Reserve Account (Unity) : £0</p> <p>It was NOTED: that Unity could not do the switch automatically as the accounts do not match so we will need to transfer the funds over ourselves.</p>	JC / Clerk
9b	<p><u>To note HALC were paid twice for Clerk cover. Credit Note supplied</u></p> <p>It was NOTED that we now have the credit note.</p>	
9c	<p><u>To note HALC subs increase</u></p> <p>It was NOTED: that the cost of HALC membership has gone up from £598.26 last year to £677.64 this year. Unfortunately the invoice was received after the agenda had been finalised, so it will be put on the February agenda.</p>	
9d	<p><u>To consider a new noticeboard for Mordiford Green.</u></p> <p>Cllr Marcus Billig provided 2 quotes for the noticeboard. £2340 inc vat & £1488.95 ex vat.</p> <p>It was RESOLVED: that the noticeboard on Mordiford Green would be replaced in the future, but as it is functioning it's condition will be reviewed again in April 2024.</p>	Clerk

9e	<p><u>To consider Lengthsman scheme quote (23/24) from DC Gardening. 1/3 to be claimed back from the lengthsman scheme, 1/3 to come from match funding and 1/3 to be paid by the Parish Council.</u></p> <p>It was RESOLVED to compare the original quote and the trimmed down version of the lengthsman quote to see if the new quote had on it the work we wanted done. Clerk to email both quotes to Cllrs for review.</p> <p>It was RESOLVED to email the locality steward to invite him to February's Parish Council meeting to try and learn more about what the lengthsman can do and what is the responsibility of landowners and Herefordshire Council through Balfour Beatty.</p>	<p>Clerk</p> <p>MJ</p>
9f	<p><u>To consider DC Gardening quote for the maintenance of the allotment (Hedge cutting)</u></p> <p>It was RESOLVED to approve the quote to be booked in before February</p>	<p>Clerk</p>
9g	<p><u>To consider NDP printing costs for approval (funded by NDP grant)</u></p> <p>As stated in 8d, NDP printing costs were approved</p>	
9h	<p><u>To consider the purchase of a metal footpath gate for MF1</u></p> <p>No longer required</p>	
9i	<p><u>To receive Bank Switch update.</u></p> <p>As stated in 9a</p>	

9j	<p><u>To consider the following invoices for payment:</u></p> <table border="1" data-bbox="288 271 1358 1115"> <thead> <tr> <th>Payee</th><th>Description</th><th>Amount (inc VAT)</th></tr> </thead> <tbody> <tr> <td>Autela Payroll Services</td><td>INV 13551 Payroll services for April, May, Sept, Oct, Nov & Dec. HMRC EPS Submission.</td><td>£137.81</td></tr> <tr> <td>Euan Grant</td><td>Postmix concrete for the noticeboard erection</td><td>£11.98</td></tr> <tr> <td>P C C Lugwardine</td><td>INV 2413 Subscription to advertise in the Lugwardine, Dormington, Bartestree, and Weston Beggard Parish Magazine</td><td>£50.00</td></tr> <tr> <td>Euan Grant</td><td>Batteries for the Christmas lights on Mordiford Green</td><td>£9.00</td></tr> <tr> <td>Mordiford Primary School</td><td>Room hire for Parish Council meetings. INV dated 12/12/23</td><td>£100.00</td></tr> <tr> <td>DC Gardening</td><td>INV SI-1742 Mowing of the Churchyard and Burial Ground - Nov</td><td>£288.00</td></tr> <tr> <td>DC Gardening</td><td>INV SI-1763 The Malting – autumn/ winter clear up and tidy up - Dec</td><td>£696.00</td></tr> <tr> <td>Enviroability</td><td>INV4962 Checkley Barn, Pentoloe Green, MF4, MF2, Lime Kiln, FWC4, MF9, MF18A, MF16, MF14</td><td>£280.00</td></tr> <tr> <td>Herefordshire Council</td><td>INV 91590541 Recharges Dormington and Mordiford 4/5/23 Elections</td><td>£276.53</td></tr> <tr> <td>Emma Donovan</td><td>E01/24 Clerks expenses £13.65 milage claim, £16.46 (Stationery, Sim card renewal & postage) and £237.49 overtime for training (between Sept 21st and 31st Dec 2023)</td><td>£267.59</td></tr> </tbody> </table> <p>It was resolved to pay all invoices.</p>	Payee	Description	Amount (inc VAT)	Autela Payroll Services	INV 13551 Payroll services for April, May, Sept, Oct, Nov & Dec. HMRC EPS Submission.	£137.81	Euan Grant	Postmix concrete for the noticeboard erection	£11.98	P C C Lugwardine	INV 2413 Subscription to advertise in the Lugwardine, Dormington, Bartestree, and Weston Beggard Parish Magazine	£50.00	Euan Grant	Batteries for the Christmas lights on Mordiford Green	£9.00	Mordiford Primary School	Room hire for Parish Council meetings. INV dated 12/12/23	£100.00	DC Gardening	INV SI-1742 Mowing of the Churchyard and Burial Ground - Nov	£288.00	DC Gardening	INV SI-1763 The Malting – autumn/ winter clear up and tidy up - Dec	£696.00	Enviroability	INV4962 Checkley Barn, Pentoloe Green, MF4, MF2, Lime Kiln, FWC4, MF9, MF18A, MF16, MF14	£280.00	Herefordshire Council	INV 91590541 Recharges Dormington and Mordiford 4/5/23 Elections	£276.53	Emma Donovan	E01/24 Clerks expenses £13.65 milage claim, £16.46 (Stationery, Sim card renewal & postage) and £237.49 overtime for training (between Sept 21 st and 31 st Dec 2023)	£267.59	
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10	<u>Footpaths/Commons/Rivers/Open spaces:</u>	
10a	<u>To receive an update on the allotment hedge and strimming needs.</u> It was NOTED that strimming wasn't needed at the allotment at the moment.	
10b	<u>To note all allotment invoices will be sent out in January.</u> It was noted that these are all prepared with the new bank account details and the Clerk will email them out. It was also NOTED that Enviroability will work from April to October and then we have two bookings in May and two in June to do the forest path to cut back the nettles. It was NOTED a complaint had been made about a defective style on MF1 but after speaking to the landowner he had agreed to replace it.	Clerk
11	<u>Highways/Rural Roads/Bridges:</u>	
11a	<u>To receive an update on funding for Mordiford Bridge Give Way signage:</u> The Hampton Bishop PC meeting in December was not quorate so they did not meet. Their next meeting is in February. It was RESOLVED to add this to the next meeting's agenda	Clerk
11b	<u>To receive and update on Herefordshire Council's meeting with the Environmental Agency regarding Mordiford Bridge.</u> Update from Cllr Biggs: Hampton Bishop PC now have the contacts and will work to develop a flood plan. Various measures were discussed including ways to seal the village should the worst happen, but also the importance of keeping the road open as long as possible. There are major works taking place on the bridge next year. When the summary report comes through both PCs will be asked to work together to share information and concerns.	
11c	<u>To consider applying for the Lengthsman scheme 24/25.</u> It was RESOLVED to email, before the 31 st January, our Expression of Interest form to be included in the grant scheme.	Clerk

11d	<p><u>To consider West Mercia's Road Safety Grant Scheme.</u></p> <p>It was NOTED that the only thing that could be included in this was the Mordiford bridge changes to enable the traffic to flow better and safer, but the application date will be missed unfortunately.</p>	
12	<p><u>Health/Safety/and the Environment:</u></p>	
12a	<p><u>To receive an update on Into the Woods festival 2024</u></p> <p>It was NOTED that a landowner had complained about the noise from the festival over previous years. The Festivals Facebook page states they are actively looking for a new site for 2024 and this has yet to be announced.</p> <p>The PC wait for more information.</p>	
12b	<p><u>To consider the Community Energy Fund from the Sustainability and Climate Change Team at Herefordshire Council.</u></p> <p>It was NOTED that the PC had nothing needing this fund at the moment.</p>	
13	<p><u>Communications/newsletters/social media/community engagement:</u></p>	
13a	<p><u>Facebook – to discuss the Facebook Group and how we move forward with it and also to discuss what we post to the Facebook Page (guidelines)</u></p> <p>It was RESOLVED to change the name of the Facebook Group, disassociating the Parish Council from the group and what goes on with in it. The Facebook Page will be kept to communicate Parish news.</p>	ED
13b	<p><u>To consider D-Day 80th Anniversary lighting of Beacons Event advertised by HALC</u></p> <p>It was NOTED that because of the work and time involved in these events, and the lack of interest from the community in the past, (like the Jubilee) it was decided that the Parish Council would not take part.</p>	
14	<p><u>To note the Information Sheet:</u></p> <p>Members noted the Information Sheet</p>	
15	<p><u>Items for next agenda:</u></p> <ul style="list-style-type: none"> Recruitment of more councillors 	
16	<p><u>To agree the date and time of the next meeting – February 15th at 7.00pm in Mordiford School.</u></p> <p>It was RESOLVED to email the School all the dates of the 2024 meetings.</p>	Clerk

17	The meeting closed at 20:05.	

Signed:

Date:

DRAFT