

DINEDOR PARISH COUNCIL

Minutes of a Meeting held on 15th November 2016 at Dinedor Village Hall

Present:	Cllr. Duncan Green Cllr. Nick Austin Cllr. Julia Over Cllr. Suzanne Penny Cllr. Chris Smart	Chairman
In attendance:	Liz Kelso 3 Members of the public Cllr. Jim Kenyon Cllr. David Summers	Clerk/RFO Mayor, Hereford City Council – agenda item 6 only Ward Councillor, Herefordshire Council (part of meeting)

76/2016 Apologies, Declarations of Interest and Requests for Dispensation

There were no apologies or requests for dispensation. Councillor Penny declared a non-discloseable pecuniary interest in agenda item 7.4 (minute reference 82/2016(d)) due to the proximity of the road under discussion to her property.

77/2016 Public Participation

During the period set aside for public participation, there were no items raised by members of the public in attendance.

Ward Councillor David Summers reported:

- The Holme Lacy road sign report is to be sent to Parishes at the request of Councillor Summers. .
- Councillor Summers is requesting information on phase II of the Holme Lacy Road project.
- Information from the speed monitoring exercise on the Holme Lacy road is not yet available.
- A meeting has been requested with the Planning Enforcement team regarding the unauthorised development at Maes Y Fellin and the impact this is having on the road.

78/2016

Minutes of the meeting held on 20th September 2016

Draft Minutes having been previously circulated, it was agreed that the Minutes of the meeting held on 20th September 2016 be signed by the Chairman as a true record of proceedings at that meeting.

79/2016

Clerk's Report

Items under this agenda item were considered and reported under relevant agenda items during the meeting.

80/2016

Financial Matters

(a) Payments

Payments as per the attached schedule were authorised subject to confirmation by the Clerk of the payment due to T. Griffith which arose from work undertaken in 2014. The Clerk was authorised to release payment when satisfied that the work had been appropriately authorised at the time.

(b) Balances

Members noted an account balance of £21,185.68.

(c) Half yearly financial report

A report detailing expenditure against budget for the period to 31st October, as attached to these Minutes, was noted.

(d) Parish Projects Grant Fund

It was agreed that a small grant fund be established for 2017-2018 which would allocate a sum of money (amount to be agreed) which local groups or groups working within the local community can apply to for funding for small projects that benefit the local community. Requests for funding for larger projects would continue to need to be presented annually at the meeting at which budgets are agreed, but this fund would be available for those smaller activities and events during the financial year.

The attached policy and procedure for applications was duly approved.

81/2016

Second Wye Crossing

Councillor Kenyon, as Mayor of Hereford City, outlined his proposals for a second Wye crossing from Rotherwas to the Ledbury Road, with the aim of reducing traffic within the City centre. He stressed that these proposals were quite separate from the Unitary Authority plans for the Southern Link

Road and at this very early stage, his attendance at the meeting was simply to gauge whether there was sufficient interest to progress informal ideas to formal plans for consideration. Parishes are not being asked for any funding at this stage but should there be sufficient interest to consider this further, it was suggested that Parishes budget for a referendum next year to ascertain support, or otherwise, from local residents.

The Chairman thanked Councillor Kenyon for attending and explaining his proposals.

82/2016

Dinedor Camp Community Asset Transfer

(a) Progress

The Clerk reported that the transfer from Herefordshire Council to the Parish Council had been completed on 17th October. Appropriate insurance cover had been put in place as an extension to the current insurance policies for the Parish Council and the Clerk was obtaining a quotation for a full valuation of the Outdoor Centre for insurance purposes in order to ensure the Centre was neither under nor over insured as this will fall to the Outdoor Centre for payment.

(b) Management Plan Steering Group

The first meeting of the Management Plan Steering Group has now taken place and Members noted the report from the meeting, as attached to these Minutes. It was agreed that the group meet monthly initially.

Members also noted discussions held by the Chairman with the Probation Service with a view to the Community Payback Scheme working on the Camp to provide maintenance services. Costs have yet to be agreed and the Chairman was authorised to continue discussions with the Probation Service to establish the range of tasks that could be carried out and the likely cost to the Parish Council. The Outdoor Centre has kindly agreed to the Centre being used by the Probation Service as a base for this work.

It was also noted that training in strimmer use for volunteers might be available from Balfour Beatty Living Places as part of an arrangement for training for the Ramblers Association who voluntarily maintain some footpaths. Again, the Outdoor Centre/Camp has been suggested as a venue for this training.

(c) Expenditure on routine maintenance

It was agreed that the Clerk, in consultation with the Chair and Vice Chair, be hereby authorised to authorise expenditure on routine maintenance for Dinedor Camp up to an item limit of £150.00.

(d) Camp Access Road

It was noted that research is already underway to identify history of the Camp Access Road as a public highway whereby maintenance would fall to the highways authority – Herefordshire Council. It was agreed that any approach to Herefordshire Council, once evidence has been identified, be through the Parish Council.

83/2016

Planning Matters

(a) Application for consideration

Ref: 162962
Site: TRP Polymer Solutions, Netherwood Road, Rotherwas
Development: Extension to factory
Comments: Members had no objections to this development.

(b) Applications reported under permitted development rights

None since the last meeting

(c) Planning decisions since the last meeting

It was noted that the application ref. 162657 for the construction of two detached houses at Hollow Farm was approved, with conditions.

84/2016

Neighbourhood Development Plan

Since the last meeting an informal consultation took place at the coffee morning in the Village Hall on 1st October when copies of the draft plan were available for comment. Two comments have been received and advice is being sought from the consultants on how these can be incorporated into the plan, for presentation to the next Parish Council meeting.

85/2016

Standing Orders

It was agreed that revised Standing Orders, following the current recommended format by the National Association of Local Councils, be adopted.

86/2016

Training

Members noted a report from Councillor Penny on a training session on the Planning System and Neighbourhood Development Plans that she had attended.

There were no requests to attend further training.

87/2016

Correspondence

The following item of correspondence had been received which is not addressed elsewhere in the meeting:

- A note from Herefordshire Council alerting parish councils to the availability of defibrillators from British Heart Foundation
- Information on public consultations on:

- The Local Flood Risk Management Strategy
 - A Health Watch survey – “Your Conversation”
- Update from Herefordshire Council on the programme for Syrian refugees

88/2016

Next meeting

The next meeting will be held on Tuesday 17th January 2017, at 7.30pm in the Village Hall.

89/2016

Staff Matters

In accordance with Standing Orders, this agenda item was taken without members of the public in attendance.

It was agreed that the Clerk’s claim for overtime payments for the period from May to October 2016 be approved.

There being no further business, the Chairman declared the meeting closed.

Dinedor Parish Council
Meeting held on Tuesday 15th November 2016
Minute ref. 80/2006(a)
Schedule of Payments approved at the meeting

Payee	Detail	Net	VAT	Total Payment
. Kelso	Petty Cash reimbursement	£ 73.10	£ -	£ 73.10
. Griffiths	Outstanding invoice from previous year. Road works by lengthsman	£ 540.00	£	£ 540.00
Grant Thornton UK LLP	Audit fees	£ 200.00	£ 40.00	£ 240.00
ame & Company	Insurance cover for Dinedor Outdoor Centre	£ 968.13	£	£ 968.13
Dinedor Outdoor Centre	Purchase of handrail for emergency repair to steps	£ 77.63	£ -	£ 77.63
Payments by Standing Order - Nov.				
	Salaries (net monthly inc. overtime)	£ 427.16		
	IRMC	£ 106.80		
Total payments this month:		£ 2,392.82	£ 40.00	£ 2,432.82

Expenditure	2016-7 Budget	Actual to 31.10.2016	Forecast
<u>General Expenditure</u>			
Staff costs	£ 2,394.00	£ 2,103.15	£ 2,907.15
General Office Costs	£ 750.00	£ 290.15	£ 500.00
Room Hire	£ 100.00	£ 20.00	£ 20.00
Insurance	£ 1,765.00	£ 1,241.88	£ 1,250.00
Repairs & Maintenance - Other	£ 400.00	£ 540.00	£ 1,000.00
Repairs & Maintenance - Camp	£ 3,000.00	£ 136.00	£ 500.00
Purchases, other	£ 750.00	£ 452.49	£ 750.00
Subscriptions	£ 330.00	£ -	£ 330.00
Audit Fees	£ 170.00	£ 350.00	£ 350.00
Election costs	£ 2,500.00	£ -	£ -
Advertising/publicity		£ -	£ -
Training	£ 150.00	£ -	£ 100.00
Website	£ 120.00	£ -	£ 120.00
Newsletter	£ 250.00	£ 120.00	£ 250.00
Miscellaneous	£ -	£ 29.97	£ 50.00
<u>Other Expenditure</u>			
CAT - Acquisition costs	£ 1,500.00	£ -	£ 1,500.00
Neighbourhood Plan	£ 4,100.00	£ 2,000.00	£ 4,100.00
Donations & Grants	£ 500.00	£ 500.00	£ 500.00
Total Expenditure	£ 18,779.00	£ 7,783.64	£ 14,227.15
Income			
Precept	£ 9,000.00	£ 9,000.00	£ 9,000.00
Grants	£ 1,154.00	£ 1,153.21	£ 1,154.00
OAC Insurance reimbursement	£ 1,500.00	£ -	£ 969.00
Total income:	£ 11,654.00	£ 10,153.21	£ 11,123.00
Net expenditure:	-£ 7,125.00	£ 2,369.57	-£ 3,104.15
Reserves:			
Opening Balance	£ 18,217.80	£ 18,217.80	£ 18,217.80
Add: Net expenditure	-£ 7,125.00	£ 2,369.57	-£ 3,104.15
Closing Balance:	£ 11,092.80	£ 20,587.37	£ 15,113.65

Dinedor Parish Council

Parish Projects Fund

(Agreed by the parish council at a meeting held on 15th November 2016)

Policy

Dinedor Parish Council is keen to support local organisations providing local facilities and opportunities for the residents of Dinedor. This document sets out the procedures to be followed by the Parish Council when considering applications for funding.

Background

1. Dinedor Parish Council is funded through collections via the Council Tax system. This means that the total amount of money available in any one financial year is limited to that received through the precept plus any amount brought forward from unspent funding in a previous financial year.
2. A Parish Council operates within a legislative framework which grants powers to the Parish Council. A Parish Council may collect money via the Council Tax system and use that money to undertake any activity for which it has been given the power to undertake. There is generally no limit to the amount that can be spent on a specific activity for which it is empowered, although the principles of common sense, value for money and "best value" are expected and checked by the external auditors. Generally, a Parish Council can offer grant funding to any organisation or group to carry out any function or project for which it has the power under legislation to carry out itself.
3. The purpose of these procedures is to ensure that sufficient funds are available to meet legitimate requests for funding from organisations in any one financial year and to ensure that funding is only made available to those projects for which the Parish Council has the power to support.
4. A decision by the Parish Council relating to any grant application must be considered a final decision and not subject to appeal, change or amendment other than in accordance with the Parish Council's standing orders.

Procedure

1. **Parish Projects Fund**
 - When considering the budget for the forthcoming financial year the Parish Council will consider and allocate a sum of money which can be applied for by groups working within the Parish. The agreed sum will be included in the precept request for the relevant financial year.

- The Clerk/Responsible Financial Officer will maintain a separate budget heading for this fund and report expenditure from this fund at least half yearly to the Parish Council.
- Any funds not spent within the financial year may, if the parish council so chooses, be carried forward to the next financial year or may be taken back into general reserves, as may be agreed by the Parish Council.

2. **Applications for funding**

- Local groups and projects may apply for funding at any time during the financial year in accordance with the procedure agreed by the parish council.
- The maximum that any one project can apply for at any time will be no more than £500.00 but groups may make more than one application in any one financial year, subject to sufficient funds remaining available.
- The Parish Council may, at its sole discretion, close the fund for further applications at any time and for any reason.

3. **Awarding a grant**

- The parish council will consider each application at the next available parish council meeting which the applicant is welcome to attend. The Parish Council may:
 - Agree to support the project in full, as requested
 - Reject the application in its entirety
 - Make an offer of funding for an amount up to the requested sum
- Any offer of funding can be subject to terms and conditions as set out by the parish council such as (but not limited to):
 - A requirement for project monitoring information to be provided to the Parish Council
 - A requirement for the project to be carried out within a specified timescale
 - A requirement for any unspent monies to be returned to the Parish Council in the event that the proposed project is completed below budget or cancelled or curtailed
 - A requirement for the support of the Parish Council to be acknowledged in any project marketing

- Applicants will be notified of the result of the Parish Council decision no later than three weeks after the date of the meeting at which the application was discussed.