

DINEDOR PARISH COUNCIL

Minutes of the Meeting held on 21st March 2017

at Dinedor Village Hall

Present:

Cllr. Duncan Green

Chairman

Cllr. Nick Austin

Cllr. Julia Over (agenda item 6, minute ref. 031/2017, onwards)

Cllr. Suzanne Penny

~~Mr. Chris Smart~~

In attendance:

Liz Kelso

Clerk/RFO

Cllr. David Summers

Ward Councillor, Herefordshire Council

(agenda item 2.2, Minute ref. 27/2017(b) only)

6 Members of the public

026/2017

Apologies and Declarations of Interest

There were no apologies, or requests for dispensation

Councillor Julia Over declared a non disclosable interest in agenda item 11, minute ref. 036/2017, as the parish council representative on the Village Hall Committee.

027/2017

Public Participation

- (a) During the period of public participation, there were no items raised by members of the public in attendance:

- (b) Ward Councillor David Summers provided a verbal report on activities since the last meeting, noting in particular developments relating to the planning application for drainage work on land north of Maes y Fellin which appears very similar to a previous application which was refused by Herefordshire Council. A meeting has been requested by Councillor Summers with the Planning Authority and it was agreed that the Chairman or a nominated representative attend on behalf of the Parish Council.

Councillor Summers also agreed to press the Highways Department with regard to the mud on the road adjacent to the land north of Maes y Fellin and agreed to raise this with Councillor Rone.

Finally Councillor Summers reported on the road signage report requested by him and now issued by Herefordshire Council. Members expressed concern at the cost of preparing the report and the findings

which suggest further expenditure of some £43,000 on upgrading and installing new signage along the Holme Lacy Road to further divert traffic along the relief road towards Rotherwas. A meeting to discuss the report will take place at Plough Lane and the Chairman was authorised to attend on behalf of the Parish Council. The signage report was discussed further under agenda item 7, Minute ref. 033/2017.

028/2017 Minutes of the meeting held on 17th January 2017

The Minutes of the meeting held on 17th January 2017, which had been previously circulated, were approved, subject to an amendment of a typographical error. Subject to this amendment, it was agreed that the Chairman be authorised to sign the Minutes as a true record of proceedings at that meeting.

029/2017 Minutes of an extraordinary meeting held on 7th February 2017

It was agreed that the Chairman be authorised to sign the Minutes of the extraordinary meeting held on 7th February 2017 as a true record of proceedings at that meeting.

030/2017 Financial Matters

(a) Payments

Payments as shown on the attached schedule were authorised.

(b) Balances

An account balance of £18,343.50 was noted. This balance included outstanding amounts owed to the Parish Council totalling £1,833.77.

(c) Outstanding invoices

The Clerk reported two amounts owed to the Parish Council which remain unpaid since December, relating to the acquisition of Dinedor Camp. Payment of the amount outstanding representing the balance of the rental due relating to the transmitter mast should be made quickly following discussions between the Clerk, Herefordshire Council and the agents for the transmitter owners.

However, there had been no communication with regard to the outstanding balance of the insurance payment due for the tenanted property from the date of acquisition, amounting to some £939.66. It was agreed that a meeting be convened between the tenant and the Parish Council to ascertain why payment has not been made. It was further agreed that the property be revalued to ensure that insurance is at an appropriate level for the property.

(d) Pensions for Parish Council employees

The Clerk explained the Parish Council responsibilities as an employer with regard to pension provision under auto enrolment regulations. After due consideration it was agreed that:



- The obligations of the Parish Council as an employer be acknowledged to set up a pension scheme to which qualifying employees be enrolled in accordance with pensions regulations applicable at the time.
- Where applicable, the Parish Council will budget for and contribute to the pension provision for relevant employees at the minimum level in accordance with the regulations applicable from time to time
- Where an employee does not qualify for auto enrolment but expresses a wish to be provided with a pension scheme in writing, the Parish Council agrees to contribute to that employee's pension at the minimum rate in accordance with regulations applicable from time to time.
- That authorisation be given to the Clerk to issue all current and future employees with a letter setting out the obligations of the Parish Council and options available to the employee with regard to the provision of a pension scheme, a draft of which was provided to members
- That authorisation be given to the Clerk to complete the declaration of compliance to be sent to the Pensions Regulator to reflect the above actions.

031/2017

Dinedor Camp

A report on the meeting of the Dinedor Camp Steering Group held on 7th February as attached to these Minutes, was noted. A verbal report on the meeting held on 14th March was provided by Ian Stead as Chairman of the Steering Group.

Members noted that an approach has been made to Historic England for permission to undertake minor gardening type work at the Camp to cut back scrub but a response is still awaited. In the meantime the Probation Service are unable to start work. However, the first Community Volunteer Day went ahead on 12th March which was attended by some 6 people who were thanked for their efforts. The next Community Volunteer Day will take place on Sunday 9th April from 2pm – 4pm.

032/2017

Signage Report

As noted under minute ref. 027/2017(b) above, the Chairman outlined the background to the planning conditions applicable to the relief road development which included traffic reducing and traffic calming measures on the Holme Lacy Road from the Broadleys junctions with the A49 through to Rotherwas. The report suggests that whilst HGV vehicles are using the relief road, cars are not. The Chairman will attend a meeting with Herefordshire Council officers on 24th March and it was agreed that he would convey this Parish Council's concern with the cost of implementing the recommendations from the report. It was further agreed that less signage rather than more was preferable. Finally the Chairman was requested to ascertain the cost of providing the report.



033/2017

Planning Matters

(a) Planning Applications for consideration

Ref: 170527
Site: Land north of Maes Y felin, Dinedor
Description: Reformation of land to provide swale and installation of drainage pipes (retrospective)

Members expressed concern that this application appears to be nearly identical to the previous application reference 160196 which was refused by Herefordshire Council and Members noted nothing in the current application to address the matters set out in the previous refusal. Furthermore, the report attached to the current application contains a number of statements which are incorrect or inaccurate such as the statement that the road has not flooded since the works were carried out. In fact, the flooding has been observed, and photographed over several occasions since installation which has been considerably worse than any flooding experienced before the work was undertaken.

It was agreed that the Clerk be authorised to submit the Parish Council's observations to Herefordshire Council, objecting to the proposed development, restating the objections raised against the previous application, in particular to those relating to the impact on the historic ancient monument and its setting, and outlining how the flooding and road conditions resulting from the development have contributed to the road becoming extremely hazardous to road users in wet weather.

Ref: 163996
Site: Junction of Square Mile & B4399, Rotherwas
Development: Change of use to high quality public open space and a landmark public art feature. Application for a Skylon Tower, a 46m high, vertical, corten steel landmark feature located within the heart of Skylon Park, Hereford Enterprise Zone.

Members had no objections to these proposals.

(b) Permitted Development

None since the last meeting.

(c) Planning Decisions

It was reported that two applications had been approved with conditions, details are available on the Herefordshire Council planning website.

034/2017

Neighbourhood Development Plan

The Clerk reported that she had met with Herefordshire Council planning officers regarding the current draft and a number of minor matters had been identified which it was felt needed further work within the draft plan. A note of those requirements is awaited from Herefordshire Council. In the meantime, it was agreed that the Clerk approach Kirkwells for more support and in particular to request a meeting with the consultant to address the delays in the plan.



035/2017

Grant Request – Maintenance of Churchyard

Following a brief discussion it was agreed to offer a grant of £495.00 to Dinedor Parish Church for the up keep of the church yard. It was further agreed that the Church be encouraged to submit an application for the forthcoming year in accordance with the new agreed procedure for community grants.

036/2017

Grant request - Dinedor Village Hall

Councillor Julia Over declared a non-disclosable interest in this agenda item as the parish council representative on the Village Hall Committee and did not take part in the discussions or vote on this agenda item.

This item was deferred from the previous meeting to allow for time to consider further aspects of the requested grant and work proposed. After a full discussion on the project, it was agreed that £2,500 be offered to the Village Hall Committee to support this project on the following terms and conditions:

- That the Parish Council will hold the funds until such time as requested by the Village Hall Management Committee on the understanding that the project commences in the near future.
- If the project is cancelled, the parish council reserves the right to request the return of any funds remitted up to the point of cancellation.
- In the event that the project is completed at a cost significantly lower than originally anticipated the parish council reserves the right to reduce the amount paid in proportion with the reduction in costs.
- If requested to do so, that the Village Hall committee provide a report to the Parish Council on the progress of the project.
- That the contribution of Parish Council towards this project be acknowledged in any marketing or promotional material in connection with the project

The Clerk was instructed to notify the Village Hall Committee accordingly.

037/2017

Annual Parish Meeting

 It was agreed that the Annual Parish Meeting would take place on Tuesday 16th May, immediately preceding the Annual Parish Council meeting. The agenda will include reports from local organisations and a presentation about Dinedor Camp.

038/2017

Training

No Member has undertaken any training since the last meeting and there were no requests for training.



039/2017

Correspondence

Members noted items of correspondence received since the last meeting. Including Information Corner from Herefordshire Association of Local Councils and notice of a consultation on a proposed revision to the Code of Conduct adopted by Herefordshire Council. With regard to the Code of Conduct consultation, the Clerk was authorised to respond on behalf of the Parish Council and report to the next meeting of the Council.

It was agreed to consider the Good Neighbour Scheme in the future in light of experiences of other areas under the scheme.

040/2017

Parish Snapshot

After due consideration it was agreed not to take part in the pilot scheme to produce a Parish Snapshot.

041/2017

Date of next meeting

The next scheduled meeting which will be the Annual Parish Council meeting will take place on Tuesday 16th May 2017 at 7.30pm in the Village Hall.

Due to the confidential nature of the business to be transacted the Parish Council resolved to exclude the public for the following agenda item.

042/2017

Staff Matters

- (a) Following a review of additional hours worked by the Clerk over the previous year, it was agreed that with effect from 1st April 2017 the Clerk's contracted hours of work be increased from 5 to 7 per week.
- (b) It was further agreed that in accordance with the Clerk's contract to confirm a home office payment as permitted under Inland Revenue regulations.

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



Dinedor Parish Council
Meeting held on Tuesday 21st March 2017
Minute ref. 030/2017 (a)
Schedule of Payments approved at the meeting

Payee	Detail	Net	VAT	Total Payment
E. Kelso	Petty Cash reimbursement + Home Office Payment	£ 418.51	£ -	418.51
HALC	Subscription for 2017-8	£ 273.09	£ 54.62	327.71
Parish of Dinedor with Holme Lacy	Grant	£ 495.00	£	495.00
Total payments this month: (excluding salaries)				£ 1,186.60 £ 54.62 £ 1,241.22

Dinedor Parish Council
Dinedor Camp Management Steering Group

**Notes from a meeting held on 7th February 2017 at
Dinedor Village Hall**

Present: Mr. I. Stead In the Chair
Mr. N. Austin
Mr. P. Davies
Mr. B. Granthier
Mr. A. Preedy
Mrs. H. Preedy

In attendance: Liz Kelso Clerk

1. Notes from previous meeting

The notes from the previous meeting, which had been circulated, were confirmed.

2. Matters arising

- The Clerk confirmed receipt of a letter from Historic England confirming the intention to put the Camp on the At Risk Register once this is published in the autumn. This will mean that some limited funding may become available for maintenance work on the site.
- Input from Tim Hoverd on examples of signs and a supplier plus suitable large scale map of the site is still awaited
- The litter bin in the lay-by was emptied once requested by Balfour Beatty. It may be that emptying is only upon request in future for this site.

3. Report from Parish Council meeting

At the Parish Council extra ordinary meeting held on 7th February the Parish Council agreed to enter into an arrangement with the Probation Service under the Community Payback Scheme at a cost of £50.00 plus VAT per visit. The Parish Council also requested a report from the Steering Group at its meetings and will review the arrangement with the Probation Service after four months with a view to extending for the remainder of the year, subject to funding being available.

4. Community Volunteer activities

- Duncan and Ian are to receive training on the use of strimmers shortly.
- It was agreed that members of the community would be encouraged to come along to a Community Action Day once a month on the second Sunday of the month from 10.00 am to 1.00 pm to help with scrub clearance. The first session will be held on Sunday 12th March.
- Notices, prepared by Ian, will be placed on notice boards and the website and publicised through the Heritage Group and others.

5. Discussions with Probation Service

- As noted, the Parish Council has now confirmed its agreement to enter into an agreement with the Probation Service for work to be carried out under the Community Payback Scheme with the aim of weekly visits taking place.
- A member of the Steering Group will ideally be in attendance at least at the start of each session to offer encouragement and value to the work of those on the scheme.
- A schedule of work, as agreed with Historic England, will need to be prepared prior to the Probation team starting work. A defined area of work was suggested.
- It was noted that Sunday working might be suggested which could impact on the Community Volunteer Team's work.

6. Update on investigation into grant availability for work

- Investigation into grant availability is underway.
- There is some indication that some funding sources are only available to registered charities
- A further report will be made at a later meeting once all potential sources of funding have been identified.

7. Tree Management

- Informal approaches to three individuals regarding tree management has indicated various approaches within the camp area and camp wood. Some trees need to be pollarded, some crowned and some are at risk of falling. It is generally thought that there is some value in the wood within Camp Wood in particular.
- It was agreed to consider asking all three to put forward proposals in accordance with a specification which Andy and Paul would work on, with all work to be in accordance with the Management Plan which would be provided to all three.
- All were reminded that the work carried out would need to be as agreed with Historic England and any request for tenders etc. must be on behalf of and in the name of the Parish Council.

8. **Any other business**

Andy reported that the Youth Offending Team were also able to carry out work in addition to that proposed by the Probation Service' both groups being part of the overall Ministry of Justice. A similar agreement to that offered to the Community Payback Scheme would be required. The contact details to be provided to the Clerk.

9. **Next Meeting**

The next meeting would be held on **Tuesday 14th March** at 7.00pm at the Outdoor Centre.