

DINEDOR PARISH COUNCIL

Minutes of a Meeting of the Parish Council held on 16th January 2018, at Dinedor Village Hall

Present: Cllr. Duncan Green
Cllr. Nick Austin
Cllr. Julia Over
Cllr. Suzanne Penny

In attendance: Liz Kelso Clerk/RFO
Cllr. David Summers – Herefordshire Council (agenda item X only)
12 members of the public

001/2018 Apologies, declarations of interest and requests for dispensation

Apologies were noted from Cllr. Smart. There were no declarations of interest and no requests for dispensation.

002/2018 Public Participation

002.1 Items raised by members of the public

A request was made for scalplings to be put down in the parking areas on Dinedor Camp. It was agreed that this be discussed at the next Dinedor Camp Steering Group Meeting.

002.2 Ward Councillors Report

Cllr. Summers verbal report was noted. The following points were raised:

- Concern was expressed in a statement made in connection with the earthworks on land adjacent to Maes y Felin that the original contours of the land were not known. It was pointed out that Lidar maps accurately identify contours.
- Cllr. Summers has concerns that the climbing centre which has now ceased trading, was selling vouchers up until the date of closure
- Cllr. Summers will attend a meeting at Balfour Beattie's premises, with others, to look at future plans for Holme Lacy Road. The Clerk was authorised to attend on behalf of the Parish Council

- There is a proposal to extend the 40mph speed limit to Sink Green Farm
- Cllr. Summers agreed to look in to allegations of unauthorised development from earthworks off Watery Lane within the Lower Bullingham Parish area

003/2018 Minutes of the meeting held on 21st November 2017

It was agreed that the Minutes of the meeting held on 21st November 2017, which had been previously circulated, be signed by the Chairman as a true record of proceedings at that meeting.

Members noted comments made by email by a resident in connection with an item in the draft Minutes but felt a direct amendment to the draft Minutes would be inappropriate as it was not raised at the time of the meeting.

004/2018 Clerk's Report

There were no items for the Clerk's report that were not addressed elsewhere in the agenda.

005/2018 Financial Matters

005.1 Payments

Payments as per the attached schedule were approved for payment.

005.2 Account Balances

This item was deferred.

005.3 Financial Review

The review of expenditure from 1st April to 31st December, as attached to these Minutes was noted. Current forecast suggests expenditure will be in line with budget. Members noted that there remains the sum of £2,272.73 owed to the Parish Council in connection with the insurance for Dinedor Outdoor Centre in accordance with the provisions of the lease.

005.4 Draft budget for 2018-9

The draft budget as attached to these Minutes was approved. Members noted that the budget assumes all outstanding sums owed are paid in full for this financial year.

005.5 Precept Request for 2018-9

Noting that current guidelines suggest reserves for parish councils should be approximately equal to one year's expenditure, it was agreed that a precept of £9,000.00 should be set for 2018-9, being the same as for 2017-8.

006/2018 Holme Lacy Road Improvements

As noted under the Ward Councillor's report, a meeting has been convened to consider the next phase of improvements to the Holme Lacy Road. It was agreed that the Parish should be represented at that meeting and the Clerk was authorised to attend and report back to the next Council meeting.

007/2018 Planning Matters

007.1 Planning Applications for consideration:

Planning application ref.	174700/O
Site:	The Oaks, Dinedor
Development:	Proposed replacement dwelling and brownfield residential development
Comments:	Members considered this application and noted some concern about the potential increase in traffic from five additional dwellings. It was felt that the increase in vehicular movements particularly at the junction with Holme Lacy Road where visibility issues have been reported, could create further risks and improvements to that junction should be made as a condition to planning consent. Aside from these comments, and noting that the development was outside the development area as identified in the draft Neighbourhood Development Plan, there were no objections to the proposed development. The Clerk was instructed to notify the planning authority accordingly.

Planning application ref.	174526
Site:	Land adjacent to the Old Mill, Dinedor
Development:	Proposed erection of an agricultural workers dwelling
Comments:	Members considered this application and noted that this development is outside the development area as identified in the draft Neighbourhood Development Plan. However, it was agreed that there are no objections to this proposed development.

007.2 Permitted Development

There have been no applications under permitted development rights.

007.3 Planning Decisions

There were no planning decisions to note.

007.4 Enforcement Actions

Members expressed concern at comments made by Planning Enforcement Officers regarding reinstatement of the ancient contours of the land adjacent to Maes y Felin and the expressed difficulty in identifying the original contours, given that lidar data exists for this site which clearly shows the original layout of this area. It was agreed to write to the Planning Authority to express these concerns and if appropriate, to invite the enforcement officers to attend a Parish Council meeting to explain why promised restoration of this land is not proceeding as planned.

With regard to a second enforcement issue, it was noted that a planning application for adjustments to a property at Dinedor Cross to accommodate holiday accommodation is expected following investigations by enforcement officers at the request of a member of the public.

Finally as noted during the Ward Councillor's report, earthworks have been noted at a property in the vicinity of Dinedor Hill that would appear to have no planning consent. Planning Enforcement Officers have been asked to investigate and indicate whether planning consent is required for this work.

008/2018 Dinedor Camp

008.1 Steering Group Appointment

It was agreed that Mr. Chris Waters be appointed as a member of the Dinedor Camp Steering Group.

008.2 Report from the Dinedor Camp Steering Group

Members noted a verbal report about a meeting of the Dinedor Camp Steering Group which had taken place in the previous week. In particular, members noted that work by the community volunteer team and the community payback team is progressing well.

The group are currently reviewing plans for the forthcoming year and are proposing continuing with the current work to clear the site, given the progress made to date. Consideration of funding for equipment purchases in particular to support this work is proposed.

Finally it was noted that the temporary signage requires renewal and it was agreed to add "no cycling" to the sign as there appears to be evidence of cycling on the hill fort.

008.3 Insurance Claim

The Chairman reported that a tree has fallen onto the toilet block at the Outdoor Centre, damaging the roof. Insurers have been notified and the Outdoor Centre has taken steps to mitigate the damage, remove the tree (with insurers consent) and obtain quotes for the repairs. Insurers acceptance of the claim and authorisation to proceed with the repairs is awaited. The Clerk reminded Members that authority to commence repairs must be in accordance with our Financial Regulations and in order to facilitate this so that the Outdoor Centre can recommence activities as soon as possible, it was agreed that authority to instruct contractors be delegated to Cllr. Green, Cllr. Austin and the Clerk once agreement has been reached with insurers.

008.4 Variation of Lease

The Clerk reported that the solicitor has been instructed to prepare the Variation of Lease as agreed at the last meeting and has been working with lawyers acting on behalf of the tenant, Herefordshire Outdoor Trust, with regard to the variation. The document for consideration and agreement is expected shortly.

009/2018 Neighbourhood Development Plan

Cllr. Penny reported that the consultation period under Regulation 14 has now ended and about 21 comments were received in total which includes those from statutory consultees. The next stage is for the Steering Group to review the comments and make changes to the plan if appropriate with further advice from Herefordshire Council and our consultants, Kirkwells. The next meeting of the Steering Group will take place on 1st February at 7.00pm and members of the public are welcome to attend.

Once a final draft of the plan has been made, it will be brought back to the Parish Council for further consideration before sending in to Herefordshire Council for independent examination under Regulation 16.

010/2018 Lengthsman/Handyman Scheme

Cllr. Penny reported that some members of the public had questioned why some parishes employ a lengthsman for repairs around the Parish. Cllr. Green advised that under the former Lengthsman Scheme, Herefordshire Council could delegate responsibility for carriageway and footpath repairs to parishes who employed a lengthsman who was trained to undertake the work. Funding was available for this but over recent years the level of funding has been much reduced and has now been withdrawn altogether. Parishes can still join the scheme which in effect provides permission to work on the highway, but without any funding, must pay for the work themselves. It was generally agreed that this parish has insufficient resources to undertake this work.

Members were reminded that if there were the need for a specific project that might have fallen to the lengthsman, this could still be undertaken by the Parish at our expense.

011/2018 Training

The Clerk reported on the General Data Protection Regulation training she had attended at the HALC offices. It is still unclear how this legislation will impact on parishes and in particular on small parishes and HALC has advised that parishes will be required to appoint a Data Protection Officer to oversee matters relating to the GDPR including conducting an audit of parish data holdings, policies and procedures. HALC are proposing offering a Data Protection Officer service to member parishes but have yet to indicate a likely cost.

012/2018

Date of next meeting

The next meeting will take place on Tuesday 20th March 2018 at 7.30pm in the Village Hall.

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

Dinedor Parish Council
Meeting to be held on Tuesday 16th January 2018
Minute ref. 005.1/2018
Schedule of Payments approved at the meeting

ayee	Detail	Net	VAT	Total Payment
. Kelso	Petty Cash reimbursement	£ 115.00	£	115.00
I/ALC	Training fee - "Dancing with Data"	£ 30.00	£ 6.00	36.00
Total payments this month: (excluding salaries)				
		£ 145.00	£ 6.00	151.00

Dinedor Parish Council

2017-2018

	Actual to 31.12.17	Year end Forecast	Agreed Budget	Budget vs Forecast	Notes/comments	Budget 2018-9
<u>General Expenditure</u>						
Staff costs	£ 2,996.65	£ 3,845.53	£ 3,000.00	-£ 845.53		£ 3,900.00
General Office Costs	£ 236.35	£ 300.00	£ 300.00	£ -		£ 500.00
Room Hire	£ -	£ 20.00	£ 120.00	£ 100.00		£ 100.00
Insurance	£ 2,620.71	£ 2,621.00	£ 1,600.00	-£ 1,021.00		£ 1,200.00
Repairs & Maintenance - Other	£ -	£ 500.00	£ 750.00	£ 250.00		£ 500.00
Repairs & Maintenance - Camp	£ 670.63	£ 1,500.00	£ 2,000.00	£ 500.00		£ 3,000.00
Purchases, other	£ -	£ 100.00	£ 100.00	£ -		£ 500.00
Subscriptions	£ 72.00	£ 330.00	£ 330.00	£ -		£ 350.00
Audit Fees	£ 250.00	£ 250.00	£ 250.00	£ -		£ 300.00
Election costs	£ -	£ -	£ 2,500.00	£ 2,500.00		£ 2,500.00
Advertising/publicity	£ -	£ -		£ -		
Training	£ 30.00	£ 100.00	£ 100.00	£ -		£ 50.00
Website	£ 100.00	£ 100.00	£ 120.00	£ 20.00		£ 120.00
Newsletter	£ 245.00	£ 250.00	£ 240.00	-£ 10.00		£ 300.00
Miscellaneous	£ -	£ 50.00	£ 50.00	£ -		£ 100.00
<u>Other Expenditure</u>						
CAT - Acquisition costs	£ -	£ 300.00	£ -	-£ 300.00		£ -
Neighbourhood Plan	£ 50.00	£ 200.00	£ 1,000.00	£ 800.00		£ 500.00
Donations & Grants	£ -	£ 3,500.00	£ 1,500.00	-£ 2,000.00		£ 2,000.00
Total Expenditure	£ 7,241.34	£ 13,974.53	£ 13,960.00			£ 15,920.00

Dinedor Parish Council

2017-2018

	Actual to 31.12.17	Year end Forecast	Agreed Budget	Budget vs Forecast	Notes/comments	Budget 2018-9
Income						
Precept	£ 9,000.00	£ 9,000.00	£ 9,000.00		Agreed Precept	£ 9,000.00
Grants	£ -	£ -	£ 350.00			
Outdoor Centre Insurance reimbursement	£ 570.00	£ 2,842.76	£ 1,200.00			£ 500.00
Transmitter income	£ 904.11	£ 2,904.11	£ 2,000.00			£ 2,000.00
Total income:	£ 10,474.11	£ 14,746.87	£ 12,550.00			£ 11,500.00
Net expenditure:	£ 3,232.77	£ 772.34	-£ 1,410.00			-£ 4,420.00
Reserves:						
Opening Balance	£ 18,740.00	£ 18,740.00				£ 19,512.34
Add: Net expenditure	£ 3,232.77	£ 772.34				-£ 4,420.00
Closing Balance:	£ 21,972.77	£ 19,512.34				£ 15,092.34