

DINEDOR PARISH COUNCIL

Minutes of a meeting of the Parish Council held on 20th April 2023, at Dinedor Village Hall

Present: Cllr. S. Penny – Chair
Cllr. N. Austin
Cllr. T. Greenow
Cllr. J. Over

In attendance: Liz Kelso - Clerk/RFO
Cllr. D. Summers – Herefordshire Council
T. Griffiths – Parish Lengthsman
2 members of the public

054/2023 Apologies, declarations of interest and requests for dispensation

There were no apologies, declarations of interest or requests for dispensation.

055/2023 Minutes

The Minutes of the meeting held on 16th March, which had been previously circulated, were adopted and the Chair authorised to sign as a true record of proceedings at that meeting.

055/2023 Public Participation

055.1 Ward Councillor Report

Members noted a verbal report from Cllr. David Summers outlining changes in staffing in the Planning Department at Herefordshire Council, the consultation on the Hereford City Masterplan and changes to the contract with Balfour Beatty.

055.2 Matters raised by members of the public

During the period set aside for matters to be raised by the public in attendance, concern was expressed at black smoke from a chimney on the Rotherwas Estate which had been reported to the Environmental Health Department. It was agreed that the parish council write to Herefordshire Council in support of the concerns raised.

055.3 Police Matters

Members noted that the police had indicated that they were unable to attend the meeting but had nothing to report within the parish that they felt should be brought to the attention of the parish council. Some concern was raised that an unidentified vehicle had been seen photographing farm animals. This has been reported to police.

056/2023 Clerk's Report

The Clerks report as attached was noted.

057/2023 Financial Matters

057.1 Payments agreed:

The following payments were authorised:

- | | | |
|---|---------|---------|
| • Dinedor Village Hall
Room hire charges for six meetings | | £144.00 |
| • Mrs. E. Kelso
Office expenses including purchase of souvenir mugs, ICO
Registration, stationery | £258.28 | |
| VAT | £3.65 | |
| Total payment | | £261.93 |
| • PrintPlus
Newsletter printing (March) | | £55.00 |

057.2 Receipts

The following receipts since the last meeting were noted:

- | | |
|---|-----------|
| • Herefordshire Council – Drainage grant payment | £4,399.99 |
| • HMRC – VAT refund for year ended 31.3.2023 | £1,414.89 |
| • Herefordshire Council – 1 st instalment of precept | £4,750.00 |

057.3 Account balances

An account balance of £13,305.98 as at 31st March 2023 was noted.

057.4 Draft Receipts and Payments Account for year ended 31.3.2023

The Clerk presented the draft payments and receipts account for the year ended 31.3.2023 which is subject to internal audit next month. Net expenditure for the year was -£3,888.55 largely due to the work carried out by the lengthsman under the Herefordshire Drainage scheme, the grant funding for which, amounting to £4,399.99, was not received until after the year end.

057.5 Cheque Signatories

The Clerk reported that although it had been agreed to add Cllr. Peter Keyse and Cllr. Tim Greenow to the list of those authorised to confirm payments and sign cheques, this action had not been completed due to difficulties in obtaining appropriate ID for all signatories at the time. It was agreed that the resolution to add Cllr. Tim Greenow to the list of councillors authorised as cheque signatories should be confirmed with a review of signatories once the parish council has all vacancies filled.

058/2023 Highway Matters

058.1 Lengthsman Report

Members noted the verbal report from the lengthsman in attendance at the meeting confirming that all six days of activity for the year to 31.3.2023 have now been completed. The Clerk will chase the contract documentation still outstanding from Balfour Beatty for the year ahead so that confirmation of the engagement of the lengthsman for the current financial year can be confirmed at the May meeting.

058.2 Footpaths

There was no report from the Footpaths Officer to consider at this meeting. It was noted that appointment of the footpaths officer is to be considered at the May meeting.

059/2023 Planning Matters

059.1 Current applications

- Ref: 230730
Site: Wye Stud Farm, Dinedor
Dev: Proposed Stud Manager's Dwelling

Whilst Members had no objections to the proposed development, the following points were raised to be included in the online response to the Planning Authority:

- It is noted that this permanent dwelling is to replace the temporary dwelling authorised under consent reference 181941 and there is reference in the proposal to the unit being "relocated into storage". We would ask that the destination of this unit is clarified and no longer used on site without further consent being obtained.

- The proposed new dwelling is considerably larger than the temporary unit it is replacing and whilst the parish council has no objections to the development, note that it will be visible to neighbouring properties on Dinedor Hill so will impact on the visual amenity of the area in the proximity of a scheduled ancient monument
- The proposed development is outside of the area identified for development contained within the Dinedor Parish Neighbourhood Development Plan but the plan does allow for individual units in support of local businesses and therefore is consistent with the plan provided that occupation is limited to those employed by Wye Stud Farm.

059.2 Planning Decisions since last meeting

None noted

059.3 Applications under permitted development rights

None noted.

059.4 Update on enforcement issues

There was nothing to report on this agenda item

059.5 DLUIHC consultation on permitted development

Members reviewed the consultation in the light of the draft comments proposed by the National Association of Local Councils and agreed that further comment would not be required by the parish council.

060/2023 Dinedor Camp

060.1 Report from Dinedor Camp Steering Group

There was no report to consider as the group had not met.

060.2 Dinedor Camp Steering Group membership

It was agreed to defer this to the next meeting.

061/2023 Dinedor Village Hall

Members noted that consultation on the draft new constitution was still ongoing.

062/2023 Support for residents during the cost of living crisis

There was nothing to report under this agenda item.

063/2023

Local Elections

Members noted that following the publication of the list of nominations for the parish council there were three nominations for five vacancies meaning that there will be no poll and the following will be considered elected uncontested, taking office on 9th May: Suzanne Penny, Julia Over, and Tim Greenow. The parish council may consider co-opting to fill the two vacancies after 9th May and will be required to do so within 35 days from the date of the election. As the requirement for two thirds of the council to be elected has not been met, it will not be possible for the parish council to declare that it meets the requirements to operate under General Power of Competence going forward.

Members also noted that those elected will be required to sign a Declaration of Acceptance of Office in front of the Clerk after 9th May but before the first meeting of the council after the election. A statement of Financial Interests form and Declaration of Election expenses must also be completed within 28 days of 4th May.

Finally it was noted that the Local Government Act requires that the first meeting of a council after an election must be held within 14 days of councillors taking office. This was discussed further under agenda item 15, minute reference 067/2023 below.

064/2023

King's Coronation

064.1 Coronation Souvenirs

Mugs have been purchased and it was agreed that members will deliver these to eligible families with children under the age of 18. A note will be placed in the May newsletter for any that remain to be claimed after the deliveries are made.

064.2 Supporting other activities for the Coronation

It was noted that the lunch arranged by the Village Hall Committee will go ahead.

065/2023

Annual Parish Meeting

The Clerk reminded members that the Annual Parish Meeting is not a parish council meeting but a meeting of residents which is required to be held between 1st March and 31st May each year with the Chair of the parish council chairing the meeting. After due consideration, members resolved not to convene a meeting at the present time due to the impact of the elections and the coronation on availability generally. It was further noted that if requested to do so by residents, a meeting could be arranged at a later date.

066/2023

Information item: reports from Councillors

As this was the last meeting of the current council prior to the elections in May, members unanimously thanked Councillor Nick Austin for his 12 years service as a parish councillor for Dinedor and wished him well for the future. Councillor Austin has not stood for re-election.

067/2023

Next Meeting and items for the agenda

The next meeting will take place on Thursday 18th May 2023 at 6.00pm in Dinedor Village Hall, in accordance with the requirement of the Local Government Act in an election year. However, members noted that due to holiday commitments for those elected uncontested, the meeting is likely to be inquorate. If this is the case, it was agreed to set a provisional date for a reconvened meeting on 30th May 2023 at 6.30pm in the Village Hall.

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

Appendix 1

Dinedor Parish Council

Meeting held on Thursday 20th April 2023

Clerk's Report

The following items are brought to members attention but not the subject of a separate agenda item:

1. Data Protection Renewal

The parish council is required to register with the Information Commissioner's Office on an annual basis. The Clerk has renewed the registration for the current year at a cost of £40.00.

2. Annual PAYE submission

Submission of data relating to payroll matters is completed on a monthly basis in accordance with HMRC regulations and an annual completion summary submitted to HMRC at the end of the tax year. This has now been completed for 2023/4 and the relevant P60 documents prepared.

3. Herefordshire Council elections

Elections for Herefordshire Council take place on Thursday 4th May, the same date as elections for parish councils in Herefordshire. There is a separate agenda item relating to the elections for the parish council but members may wish to note that there will be a contested election for the Dinedor Hill Ward of Herefordshire Council.

4. VAT Reclaim

Parish Councils are able to reclaim VAT paid on non-business activities. A reclaim was made for the financial year ended 31.3.2023 amounting to £1,414.89 and has now been received from HMRC.

5. Herefordshire Council Drainage Grant

The drainage grant of £4,399.99 in respect of works carried out during the last financial year has now been received.

6. Precept 2023/4

The first half of the annual precept for 2023/4, amounting to £4,750.00 is due to be received on 23rd April.