

DINEDOR PARISH COUNCIL

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

Present: Cllr. S. Penny – Chair
Cllr. T. Greenow
Cllr. J. Over
Cllr. M. Louch – agenda item 3 onwards

In attendance: Liz Kelso - Clerk/RFO
Cllr. D. Davies – Herefordshire Council
8 members of the public

087/2023 Apologies, declarations of interest and requests for dispensation

Apologies were noted from Cllr. Davey. There were no declarations of interest or requests for dispensation.

088/2023 Co-options to the Parish Council

088.1 Co-option Policy

A co-option policy, having been previously circulated, was adopted.

088.2 Co-option to the Parish Council

Members considered an application for co-option to fill one remaining vacancy from Malcolm Louch who gave a brief introduction to members. After confirmation of his eligibility to stand and due consideration, it was agreed that Malcolm Louch be co-opted to the Parish Council. Cllr. Louch signed a Declaration of Acceptance of Office and joined the meeting.

089/2023 Minutes

The Minutes of the meeting held on 30th May, which had been previously circulated, were adopted and the Chair authorised to sign as a true record of proceedings at that meeting.

090/2023 Public Participation

090.1 Ward Councillor Report

Members noted the Ward Councillor's verbal report including an update on issues within Children's Services in Herefordshire to include a partnership with Leeds Children's Services aimed at improving Herefordshire Children's Services, and a review of the contract with Balfour Beatty. A request was made for future updates on progress in resolving issues within Children's Services.

090.2 Matters raised by members of the public in attendance

During the period set aside for matters to be raised by members of the public in attendance a member of the public raised points regarding communications with Herefordshire Council which the Ward Councillor will address.

It was reported that trees have been cut down at a property on the edge of the parish. Noting that a forestry commission licence had been granted to a property close to the described location, the Ward Councillor agreed to follow this up.

A request was also made for training in the use of the defibrillator. This will be raised in the newsletter to assess public demand for training.

Finally, a member of the public raised a query regarding building plots in the parish and was referred to the adopted Neighbourhood Development Plan.

090.3 Police Matters

090.3.1 Police Report

Representatives from West Mercia Police were not in attendance but members noted the Safer Neighbourhood Team newsletter.

090.3.2 Police and Crime Commissioner Consultation

It was agreed that authority be delegated to the Clerk to complete this consultation on behalf of the Parish Council. Members were asked to email their comments to the Clerk who would circulate the final response before submission.

091/2023 Clerk's Report

The Clerks report as attached was noted.

092/2023 Financial Matters

092.1 Payments:

The following payments were authorised:

• PrintPlus		
Printing of the May newsletter		£55.00
• Mulberry & Co.,		
Councillor Training Fee	£ 90.00	
VAT	£ 18.00	
Total		£108.00
• Terry Griffiths contracts		
Lengthsman Work May 2023	£440.00	
VAT	£ 88.00	
Total		£528.00

• HALC		
Website & domain name hosting	£225.00	
VAT	£45.00	
Total		£270.00

092.2 Receipts

There were no receipts since the last meeting

092.3 Account balances

An account balance of £18,895.99 as at 30th June 2023 was noted.

092.4 Budget Monitoring Report

The budget monitoring report as attached was noted. There were no queries raised by members.

093/2023 Highway Matters

093.1 Lengthsman Scheme Update

The Clerk reported that new contract documentation has been issued by Herefordshire Council/Balfour Beatty relating to the Lengthsman Scheme going forward covering a five-year period, offering base level funding which, for Dinedor, would amount to some £721.00 per year plus a possible additional £721.00 in match funding for activities outside of the annual maintenance plan, referred to as "nominated tasks". The Clerk has requested training on the new scheme format and reporting requirements but in the meantime, it was agreed to join the scheme in principle with the annual maintenance plan to be agreed with the Lengthsman but provisionally to reflect the plan as in previous years. Finally, it was agreed that an additional meeting will be required to confirm the additional tasks for the year prior to submission of the final application form.

093.2 Lengthsman Report

Members noted the report from the lengthsman for the May period.

093.3 Additional tasks to be included in Lengthsman contract

It was agreed that councillors would meet with the Lengthsman at a date to be agreed to identify additional tasks so that the additional matched funding can also be claimed for the year.

093.4 Footpaths

Footpaths Officers reported on developments with the proposal to include M325, Turnpike Lane, to the definitive map, as agreed by Herefordshire Council, noting that as a result of issues raised during the period of public consultation, the matter will now be referred to the Secretary of State. The process to do so may take something in the region of six months to be resolved and even if the proposal is upheld, some considerable time until the map is officially amended.

093.5 Purchase of lock for permissive path

The purchase of a self-closing latch for a permissive path where the gate is being left open was approved at a cost not to exceed £50.00.

094/2023 Planning Matters

094.1 Applications for consideration:

Ref: **230525**
Site: Hill View, Dinedor
Dev: Proposed replacement of existing single storey extension & conservatory with new two storey extension and replacement garage including improved driveway and highway access – re-consultation

Members considered this application, having previously having no objections, and resolved to offer no further comments on this application.

Ref: **231803**
Site: Eight Oaks, Dinedor
Dev: Proposed extension and alterations

Members considered this application and had no objections to the proposed development.

Ref: **231816**
Site: Arthur Oakley Transport, Ramsden Road, Rotherwas
Dev: Proposed extension to existing storage building

Members considered this application and had no objections to the proposed development

094.2 Decisions since the last meeting

None to note.

094.3 Applications under permitted development rights

None since the last meeting.

094.4 Planning Enforcement Activity

None since the last meeting.

095/2023 Dinedor Village Hall

Members noted that the AGM of the Village Hall Management committee will take place in September. Accounts for the year will show a small surplus, reduced from last year due to inflationary pressures. A small surplus from the grant towards the cost of the Coronation lunch has been used to purchase additional crockery and cutlery for the Village Hall. The Repair Café is running well and tea and talk sessions are continuing to be well attended. A quiz night will take place on 28th October.

Dinedor Parish Council Meeting held 20.7.2023

As a Talk Community Hub, the Village Hall Committee is considering applying for a capital grant from Herefordshire Council to extend the access to the upper floor of the premises.

Finally, members noted that Mertyl Middleton, who had played a key role in establishing a Village Hall for Dinedor some 25 years ago, has recently passed away.

097/2023 Village Hall Sign

This has now been repaired.

098/2023 Former BT Phone Box at Dinedor Cross

After some consideration of uses for the former BT phone box at Dinedor Cross, members considered selling the box. However it was suggested that it could be moved to a more central location, adjacent to the Village Hall, to be used as a site for a book exchange. It was agreed to authorise Cllr. Greenow to discuss this further with the Village Hall Management Committee.

099/2023 Councillor Training Requests

There were no requests for Councillors to attend training sessions.

Cllr Penny reported on the recent training she attended hosted by internal auditors Mulberry and Co

100/2023 Reports from Councillors

It was noted that several councillors had attended an open morning held at Dinedor Outdoor Centre when the work of the pupils from the Pupil Referral Unit, which included repairs to the steps at the Camp, had been showcased.

101/2023 Next Meeting and items for the agenda

The next meeting will take place on Thursday 21st September at 6.00pm in Dinedor Village Hall. There will also be a brief extra meeting in August, date to be agreed, to confirm details of the new Lengthsman Scheme schedule.

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

Appendix 1

Dinedor Parish Council

Meeting held on Thursday 20th July 2023

Clerk's Report

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

1. Post Election Paperwork

Members are reminded that new councillors must complete a **Declaration of Financial Interests** form within 28 days of an election or co-option. Forms are available from the Clerk if you do not have one.

Herefordshire Council has just changed the process for handling Declaration of Financial Interest Forms, without consultation with parishes. Previously, the forms were sent directly to the Monitoring Officer as the principal authority has a statutory duty to retain a paper copy of these forms. Since 2013 Herefordshire Council has provided an electronic link to the form for each parish councillor on their website and parish councils were simply required to provide a link on their own website to the Herefordshire Council website to comply with our requirement to provide access to the form. This is the procedure followed throughout the country. However, Herefordshire Council has now indicated that it will no longer provide a link to the form via their own website but will require parish councils or parish councillors to scan their forms for uploading to their own website before forwarding the paper copies to Herefordshire Council. This is a change which is causing some concern amongst smaller parish councils who lack the equipment or technical expertise to do this via their website. Whilst this is being addressed, please ensure Financial Interests Forms are sent to the clerk rather than the monitoring officer.

2. Bank Mandate

As agreed at the last meeting, the bank mandate to add Cllr. Davey to the bank mandate to authorise payments is currently underway but may be a few weeks before he is able to authorise payments.

3. Annual Governance and Accounting Return

In accordance with the authority given at the last meeting, the Exemption Certificate for the year ended 31.3.2023 has been forwarded to the External Auditors, PKF Littlejohn and the Notice of Electors Rights has been placed on notice boards and the parish council website. There were no requests to view the documents supporting the annual accounts during the period for electors' rights.

4. Casual Vacancy Procedures

Another change by Herefordshire Council (without consultation) is that the procedure for notifying casual vacancies has changed with responsibility now falling to parish clerks rather than the elections office. Clerks are now required to draft a statutory notice of casual vacancy, check the draft notice with the elections office before posting this on notice boards and the website. As with the change in the procedure for handling Declarations of Financial Interest forms, HALC is addressing this with Herefordshire Council as both areas of responsibility fall to the principal authority in accordance with the Local Government Act and/or Localism Act, were introduced without warning or consultation and actually extend the period between notification and publication due to the multiple handling of each of the notifications.

5. Talk Community

Herefordshire Council's Talk Community directorate recently held an online meeting for parish clerks aimed at improving communications between Herefordshire Council and town and parish councils.

Dinedor Parish Council

2023-2024

	Year to 31.3.2023	Actual to 30.6.2023	Budget - Actual	AGREED Total Budget
<u>General Expenditure</u>				
Staff costs	£ 5,072.42	£ 1,269.45	£ 4,230.55	£ 5,500.00
Temporary Staff Costs			£ 1,000.00	£ 1,000.00
General Office Costs	£ 393.61	£ 433.36	-£ 83.36	£ 350.00
Room Hire	£ 175.50	£ 144.00	£ 106.00	£ 250.00
Insurance	£ 1,559.14	£ 1,664.29	£ 135.71	£ 1,800.00
Lengthsman Scheme	£ 6,600.00	£ 500.00	£ 2,500.00	£ 3,000.00
Repairs & Maintenance - Other				
	£	-	£ -	£ -
Repairs & Maintenance - Camp	£ 720.00	£ -	£ 2,000.00	£ 2,000.00
Purchases, other	£	-	£ 600.00	£ 600.00
Subscriptions	£ 395.51	£ -	£ 400.00	£ 400.00
Audit Fees	£ 110.00	£ 249.75	-£ 49.75	£ 200.00
Election costs		£ -	£ 1,700.00	£ 1,700.00
Advertising/publicity		£ -	£ -	£ -
Training	£ 50.00	£ -	£ 150.00	£ 150.00
Website		£ -	£ 150.00	£ 150.00
Newsletter	£ 310.00	£ 55.00	£ 295.00	£ 350.00
Miscellaneous	£	£ -	£ 50.00	£ 50.00
VAT	£ 1,414.89	£ 159.02	-£ 159.02	
<u>Other Expenditure</u>				
Legal costs	£ -	£ -	£ 1,000.00	£ 1,000.00
Neighbourhood Plan	£ -	£ -	£ -	£ -
Donations & Grants	£ 430.00	£ 500.00	£ 1,500.00	£ 2,000.00
Total Expenditure	£ 17,231.07	£ 4,974.87	£ 15,525.13	£ 20,500.00

Dinedor Parish Council

2023-2024

	Year to 31.3.2023	Actual to Date	Budget - Actual	
Income				
Precept	£ 9,500.00	£ 4,750.00	£ 4,750.00	£ 9,500.00
Grants	£ -	£ 4,399.99	£ -	£ 4,399.99
Outdoor Centre Insurance reimbursement	£ 876.00		£ 1,000.00	£ 1,000.00
Transmitter income	£ 2,000.00		£ 2,000.00	£ 2,000.00
Insurance Claim	£ -		£ -	
VAT reclaim	£ 966.52	£ 1,414.89	£ -	£ 1,414.89
Other	£ -		£ -	
Total income:	£ 13,342.52	£ 10,564.88	£ 7,750.00	£ 18,314.88
Net expenditure:	-£ 3,888.55	£ 5,590.01	£ -	-£ 2,185.12
Reserves:				
Opening Balance	£ 17,194.53	£ 13,305.98		£ 13,305.98
Add: Net expenditure	-£ 3,888.55	£ 5,590.01		-£ 2,185.12
Closing Balance:	£ 13,305.98	£ 18,895.99	£ -	£ 11,120.86
Tax Base				133.92
Precept per Band D equivalent			£ 35.85	£ 70.94