

Parish Councillors, you are hereby summoned to a meeting of
Dinedor Parish Council
to be held on Thursday 19th October 2023 at 6.00pm
At Dinedor Village Hall

AGENDA

1. To receive Apologies, Declarations of Interest and requests for dispensations
2. Minutes: To approve the Minutes of the parish council meeting held on 21st September 2023
3. Public Participation
 - 3.1 Ward Councillors Report
 - 3.2 Matters raised by members of the public in attendance
 - 3.3 Police Matters
4. Clerk's Report
5. Financial Matters:
 - 5.1 To approve payments now due:
 - 5.2 To note receipts since the last meeting, if any
 - 5.3 To note account balance at date of meeting
 - 5.4 To note budget monitoring report
 - 5.5 To review actions arising from the internal audit report for the year ended 31.3.2023
6. Highway Matters
 - 6.1 Report from the Lengthsman
 - 6.2 Footpaths: Report from Footpaths Officers
 - 6.3 Drainage issues: update
7. Dinedor Camp
Report from Dinedor Camp Steering Group Meeting
8. Planning Matters
 - 8.1 Applications now due for consideration:
 - Ref: 232893
Site: Land adjacent to Hill View, Dinedor
Dev: Application for approval of reserved matters following outline approval ref P193329 for proposed six dwellings
 - 8.2 Decisions since the last meeting
 - 8.3 Applications under permitted development rights, if any – for information
 - 8.4 Planning Enforcement Activity, if any
9. Dinedor Village Hall: Report from the Village Hall
10. Future of the BT Phone box at Dinedor Cross
11. Environmental Matters
 - 11.1 To note if there is an interest in setting up a local environmental group
 - 11.2 To consider action for biodiversity under the Environment Act 2021

12. To consider requests for Councillor training, if any
13. Information item: reports from Councillors
14. Items for the next agenda and date and time of next meeting
15. To consider the resolution that due to the confidential nature of the business of the next agenda item, that members of the public be excluded from the following agenda items in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960(3)
16. Staff Matters

Liz Kelso

Clerk, Dinedor Parish Council
c/o 5 Deerhurst Drive, Belmont, Hereford HR2 7XX
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Issued: 14.10.2023

Members of the public are welcome to attend meetings of the parish council and may, at the discretion of the Chair, speak on some agenda items.

In the interests of the wellbeing of those attending the meeting, please do not attend the meeting if you or a member of your family are unwell.

Dinedor Parish Council

Meeting held on 19th October 2023

Clerk's Report

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

1. Councillor dedicated email addresses

There seems to be some councillors who are not yet using their dedicated council email addresses. As a reminder, this was a recommendation of the internal auditor in their report and an item which the Joint Practitioner Guide for local councils shows as highly recommended. It is expected to be mandatory for the next year's audit but does have the advantage of ensuring council business (which is potentially subject to a freedom of information request) quite separate from your personal emails and files. If councillors are having difficulty in accessing their dedicated council email accounts, please let the Clerk know so that help can be provided.

2. Heartstart Course

Five people have now indicated that they are interested in attending CPR training. Available dates are awaited from Heartstart.

3. Grit bins

As requested, a request has been submitted to Balfour Beatty to survey existing grit bins with a view to repair or replacement of those that require this before the bad weather starts.

Dinedor Parish Council
Bank Reconciliation
Year to 31.3.2024

Opening Balance	£ 13,305.98
Add receipts	£ 15,314.88
Less Expenditure	£ 8,146.31
Balance	£ 20,474.55

Meeting

Per bank statement	30.9.2023	£ 20,474.55
Add receipts since statement:		
Less:	payments not yet authorised at statement date	
	s/o since last statement	

£	-	£ 20,474.55
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£	-
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Dinedor Parish Council

2023-2024

	Year to 31.3.2023	Actual to Date	Budget - Actual	
Income				
Precept	£ 9,500.00	£ 9,500.00	£ -	£ 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	£ -		£ -	£ 1,414.89
VAT reclaim	£ 966.52	£ 1,414.89	£ -	
Other	£ 13,342.52	£ 15,314.88	£ 3,000.00	£ 18,314.88
Total income:	£ -	£ 7,168.57	£ -	£ -
Net expenditure:	£ 3,888.55			£ 2,185.12
Reserves:				
Opening Balance	£ 17,194.53	£ 13,305.98		£ 13,305.98
Add: Net expenditure	£ 3,888.55	£ 7,168.57		£ 2,185.12
Closing Balance:	£ 13,305.98	£ 20,474.55	£ -	£ 11,120.86
Tax Base			£ 132.5	£ 133.92
Precept per Band D equivalent			£ -	£ 70.94

	Year to 31.3.2023	Actual to 30.9.2023	Budget - Actual	AGREED Total Budget
<u>General Expenditure</u>				
Staff costs	£ 5,072.42	£ 2,538.90	£ 2,961.10	£ 5,500.00
Temporary Staff Costs			£ 1,000.00	£ 1,000.00
General Office Costs	£ 393.61	£ 158.85	£ 191.15	£ 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	£ 1,380.00	£ 1,620.00	£ 3,000.00
Repairs & Maintenance - Other	£	£ -	£ -	£ -
Repairs & Maintenance - Camp	£ 720.00	£ 295.00	£ 1,705.00	£ 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	£ 90.00	£ 60.00	£ 150.00
Website	£	£ 225.00	£ 75.00	£ 150.00
Newsletter	£ 310.00	£ 165.00	£ 185.00	£ 350.00
Miscellaneous	£	£ 330.00	£ 280.00	£ 50.00
VAT	£ 1,414.89	£ 405.52	£ 405.52	
		£ -	£ -	
<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	£ 8,146.31	£ 12,353.69	£ 20,500.00

Dinedor Parish Council

Meeting to be held on 19th October 2023

Agenda item 5.5: Internal Audit Report

At the meeting of the Parish Council held on 30th May 2023, it was resolved (Minute reference 076.6) that recommendations from the Internal Audit Report would be "implemented in full and that this would be reviewed in six months to confirm actions taken." The purpose of this agenda item is to undertake that review.

The report, which can be [viewed in full on the parish council website](#), included two recommendations:

Audit Point	Audit Findings	Comments
Financial Regulations, Governance and Payments	Recommendation that the That council follows the JPAG guidance on emails for councillors and that all councillors use their official email accounts for all council business That supporting documents be posted with agendas on the website as outlined by the information commissioner's office	Councillor email addresses established and partially in use. Archive documents including agendas with supporting papers now retained on the website. Reports etc. routinely included in Minutes
Bank and Cash	That the reconciliation and bank statement be signed in accordance with Financial Regulation 2.2	To be signed by the Chair of the meeting at each meeting

Dinedor Parish Council

Dinedor Camp Management Steering Group Notes from a meeting held on 11th October 2023

Present: Nick Austin – in the Chair
Cllr. Joe Davey
Paul Davies
Brian Granthier
Cllr. Tim Greenow
Andy Preedy
Chris Waters

In attendance: Liz Kelso Clerk

Nick Austin was in the chair for this meeting.

1. To elect a Chair for the Group

It was agreed that Cllr. Joe Davey be elected Chair of the group going forward.

2. Apologies

Apologies were noted from Hazel Preedy

3. Minutes from previous meeting

Notes from the meeting held on 4th May 2023, which had been previously circulated, were confirmed.

4. Report on Community Volunteer activity

The small group of community volunteers has not met due to the weather and other commitments. Individual efforts by Paul Davies and the students from the Outdoor Centre has taken place, for which they were thanked.

It was agreed that the volunteer group should be re-launched with a call for volunteers in the newsletter and notices on the notice boards and parish council website. As before, the group would meet on site on the third Sunday of the month in the afternoon (weather permitting) and the clerk outlined the need for record keeping, risk assessments etc. in order to meet the requirements of the parish council insurance. A copy of the agreed Management Plan for the site together with supplementary information on agreed works would also be sent out as a reminder of

the extent of the permission to work from the Secretary of State and Historic England. Two potential new members of the community volunteer group have been identified and both will be invited to attend in November.

It was also noted that a small budget exists to support work on the camp, provided by the parish council, should a contractor be required for any work although the parish council financial regulations including obtaining comparative quotes would need to be met and the council would need to approve any expenditure.

5. Update on Tree Safety Survey

The group reviewed the revised tree safety report, commissioned to identify the extent of identified ash die back on the camp. It was noted that whilst some ash trees show some signs of ash dieback disease, this is considered not of a significant level requiring no further action at the present time. However, the report draws attention to items identified in an earlier report that are still outstanding and it was agreed that the Clerk obtain permission from Historic England for the work identified initially and once obtained, that quotes be obtained to carry out the work. Several potential contractors for this work were identified, to include Holme Lacy College which Cllr. Davey would approach. Given the likely delay in obtaining Historic England permission and the likely weather over the next few months, it is unlikely this work will be possible until Spring next year.

6. Work Schedule

Whilst nothing specific is planned in the immediate weeks, it was agreed to hold this item until new volunteers have been recruited. In the meantime, some cutting back will continue including the cutting up of the fallen tree by Paul. It is likely that work next year will concentrate on completing the previous work to return the site to its original condition.

7. Any other business

There has been evidence of fires on the camp again and motor bikes were on the camp on one occasion and were challenged by Paul. It was agreed that signage needs to be replaced or upgraded and quotes will be obtained for this. Few visitors seemed aware of the scheduled ancient monument status of the area and what this entails.

Although the Community Payback Team stopped attending last year in favour of other activities, they appear to be seeking nominations for projects to work on. The Clerk will attempt to engage with them again as the work they carried out was invaluable.

8 Date of next meeting

It was agreed that the next meeting would take place in the Spring (March/April time) on a date to be agreed.

DRAFT



Directorate/Division: Economy and Environment
Team: Development Management
Our Ref: 232893
Please ask for: Awaiting Allocation
Direct line: 01432 260000
Email: planning_enquiries@herefordshire.gov.uk
Date: 06/10/2023

Mrs Liz Kelso
Clerk to the Parish
Dinedor PC
5 Deerhurst Drive
Belmont
Hereford
HR2 7XX
clerk@dinedorparishcouncil.gov.uk

Dear Mrs Liz Kelso

APPLICATION NO & SITE ADDRESS: Planning Consultation - 232893 - Land adjacent to Hill View, Dinedor, Herefordshire,
DESCRIPTION: Application for approval of reserved matters following outline approval P193329/O for proposed six dwellings.
APPLICANT(S): Mr D Cleland
GRID REF: OS 353721, 236627
APPLICATION TYPE: Approval of Reserved Matters
WEBSITE LINK: <http://www.herefordshire.gov.uk/searchplanningapplications>

Please note: Due the high caseloads currently being held by officers we are currently allocating new applications to officers on a capacity basis. This application is currently in a holding pile awaiting the allocation of an officer in the interim please respond using the online comments form.

However, if you are requesting an extension of time in which to make comments, in due course a site visit will be carried out and an appropriate notice erected. Once the site notice has been erected a further 21 day consultation period will be given following the date of the notice is erected therefore before requesting an extension of time you might want to check the website for the current consultation end date. Any requests for extension of time should be emailed to planning_enquiries@herefordshire.gov.uk and someone will assess your request.

We have received an application which affects your Parish. The application is described above and we are seeking the comments or views of your Parish Council. If the land concerned is on or near the parish boundary, we consult both councils as a matter of courtesy and welcome local views.

The planning application and its supporting documentation can be viewed, normally within 24 hours, by using the website link above and entering the application number 232893.

If you wish to make comments which you would like the Council to take into account before making a decision on the application, please respond by **27/10/2023** If you do not respond by this date it will be assumed that you have no comments to make.

You will be able to monitor the progress of the application, including all of the correspondence received, any amended or additional documentation, the officer report and the decision by viewing the application on the Council's website.

Yours faithfully

TECHNICAL SUPPORT OFFICER

All personal data held is processed in accordance with data protection law. For further information please see our website https://www.herefordshire.gov.uk/info/200142/planning_services/62/apply_for_planning_permission/3

Dinedor Parish Council

Meeting to be held on 19th October 2023

Agenda item 11.2: Action for biodiversity under the Environment Act 2021

Under the Natural Environment and Rural Communities Act 2006 there is a duty on public authorities in England to have regard to conserving biodiversity as part of their policy or decision making.

This duty has been reinforced under the Environment Act 2021 and government guidance asking for councils to complete first consideration of what action to take for biodiversity by 1 January 2024 and agree policies and objectives as soon as possible afterwards was published on 17 May 2023.

Whilst Dinedor has not formally adopted any policies or actions to promote biodiversity, the work being carried out by the Dinedor Camp Steering Group does go some way towards meeting this objective.

Members are asked to consider what further actions might be taken.

Some local councils have undertaken work to produce policies and it is suggested that perhaps one or two councillors might wish to undertake some research to highlight good practice for consideration at a later meeting.

HALC WISE OWL TRAINING SCHEDULE

October – December 2023



To book any of the following courses or free sessions, simply email
lynda@halchereford.gov.uk

Information packs and pens will be issued at each training event.

“IN HOUSE SESSIONS”

Book your preferred date & time for a bespoke two-hour training session, exclusively for your councillors at your local venue for only £220 + mileage.

‘WHAT’S MY ROLE?’

Saturday CiLCA ... 7th October: 09.30–15.00 at HALC offices - £220 per person inc. lunch.

Discover the specific roles, responsibilities and statutory duties of councillors, clerks and RFOs (Responsible Financial Officers). What is the difference between Section 137 and the General Power of Competence? How does the Code of Conduct affect you as a councillor or Chairman?

‘LEADING LIGHTS’... Monday 16th October: 19.00-21.00 HALC office ... £50 per person

Are you an effective councillor? Do you understand your duties & responsibilities? What are the implications for your parish council of non-compliance with audit regulations, PAYE, Pensions, GDPR, website accessibility? Does the Code of Conduct worry you? What is your role in the planning system? If you are a new councillor or simply want to update your knowledge, this is the course for you.

‘CLERKS’ CONVERSATION’ ... Thursday 19th October ... 11.00-12.00 via ZOOM ... FREE

An opportunity for Clerks to receive a brief update from HALC on current topics, as well as exchanging information on local issues.

‘LAWFUL PURSUITS’

Saturday CiLCA ... 21st October: 09.30–15.00 at HALC offices - £220 per person inc. lunch.

Non-compliance with lawful requirements could cost your parish council dearly. This course gives a detailed overview of lawful procedures including Core Documents ... Standing Orders ... Code of Conduct ... Grants Policies ... Employment & Equality Law ... Health & Safety Legislation ... Delegated Powers ... Committees and Working/Steering Groups.

‘IN THE HOT SEAT’ ... Monday 23rd October 19.00-21.00 at HALC office - £50 per person

If you are thinking about taking on the role of Chair or simply wish to update your current skills, why not come along for some hot tips to ensure that your PC meetings run like well-oiled decision-making machines and finish within two hours! As Chair, you need to understand the laws regulating your role, including all aspects of the Code of Conduct. You are in total control of your PC meetings so you need to be confident that you can cope with any scenario!

'PLANNING WITH THE COMMUNITY'

Saturday CiLCA ...4th November: 09.30-15.00 at HALC offices - £220 per person inc. lunch.

All you need to know about planning including overview of national & local planning system; legal rights of PCs; proper process to avoid Judicial Review challenges; 'Material' comments on planning applications. importance of Neighbourhood Plans; acquiring Section 106 Monies. Effective Communication with local residents is crucial for planning and many other purposes. Make the most of parish meetings; produce local newsletters; modernise your website and use social media.

'BEST BEHAVIOUR' ... Monday 13th November: 19.00-21.00 HALC office - £50 per person

What are the responsibilities of councillors under the Code of Conduct and what are the different types of interest they need to understand? Who do councillors go to for advice and what happens if a complaint is made about you to the Monitoring Officer? As a clerk, are your agendas and minutes fit for purpose in relation to the Code? Is your website in compliance and what about your declaration of interest book?

CHAIR'S CHAT ... Thursday 16th November ... 19.00-20.00 via ZOOM ... FREE

An opportunity for PC Chairs to exchange information on current issues with their counterparts across the county, as well as receiving topical updates, chairing tips and answers to queries raised on the night.

'FUN WITH FINANCE'

Saturday CiLCA ...18th November: 09.30-15.00 - HALC offices - £220 per person inc. lunch

This course covers all aspects of PC financial management including Setting a budget (Precept)/Participatory Budgeting/Bank reconciliations Risk management/Grant funding/Contract law/Payroll procedures/VAT legislation-business & non-business/Internal & External Audit/Choosing the right bank account/Electronic banking.

'TWO CAN TANGO'...Thursday 23rd November 19.00-21.00 HALC office ... £50 per person

Don't fall foul of VAT legislation – come along and learn how to work cost-effectively with your village hall on small or large projects. If you take part in Village Hall Committee meetings, you are likely to be a Trustee in law and should understand the implications of that role, particularly in relation to Code of Conduct matters at parish council meetings. What is the difference between a 'Custodian Trustee' and a 'Managing Trustee'? Can parish councils loan money to a village hall? If you are a parish councillor and a village hall trustee, this is definitely the course for you.

'PLANNING OVERVIEW'...Wednesday 29th November:19.00-21.00 HALC office - £50

This evening course will give delegates an overview of all aspects of local and national planning together with an insight of the implications of the Code of Conduct when councillors are commenting on planning applications.

HALC Training courses are only available to councillors & clerks from CALC member PCs.

All courses are open to Councillors & Clerks ... email lynda@halchereford.gov.uk

Berrows Business Centre, Bath Street, Hereford, HR1 2HE ... Telephone 01432 353492



The National Training Strategy
for Town & Parish Councils