

Parish Councillors, you are hereby summoned to a meeting of
Dinedor Parish Council
to be held on Thursday 26th 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:
 - Dinedor Outdoor Centre
 - Dinedor Camp steps repair £400.00
 - 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 and to agree way forward
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: 21.10.2023

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

Minutes of the meeting of the Parish Council held on 21st September 2023, at Dinedor Village Hall

Present: Cllr. S. Penny – Chair
Cllr. T. Greenow
Cllr. M. Louch
Cllr. J. Over
Cllr. J. Davey

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

105/2023 Apologies, declarations of interest and requests for dispensation

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

106/2023 Minutes

106.1 Meeting held 20th July 2023

The Minutes of the meeting held on 20th July, which had been previously circulated, were adopted and the Chair authorised to sign as a true record of proceedings at that meeting.

106.2 Meeting held 10th August 2023

The Minutes of the meeting held on 10th August, which had been previously circulated, were adopted and the Chair authorised to sign as a true record of proceedings at that meeting

107/2023 Public Participation

107.1 Ward Councillor Report

Members noted the Ward Councillor's verbal report including a report on work with the lengthsman and locality steward to resolve outstanding issues with the proposed work in the village. A response to issues raised with Highways Department is outstanding.

It was also confirmed that following a report on tree felling on the boundary of the parish, it has been confirmed that a Forestry Commission licence has been issued for this work.

107.2 Matters raised by members of the public in attendance

There were no matters raised by members of the public in attendance

107.3 Police Matters

Representatives from West Mercia Police were not in attendance and had not submitted a report.

108/2023 Clerk's Report

The Clerks report outlining information on the new email accounts for councillors, was noted.

109/2023 Financial Matters

109.1 Payments since the last meeting:

The following payment was noted as made since the last meeting and now authorised:

- PrintPlus
Printing of the July newsletter £55.00

109.2 Payments now due:

The following payments were approved:

- Terry Griffiths contracts
Lengthsman Work £440.00
VAT £ 88.00
Total £528.00
- Liz Kelso
Purchase of anti virus software £37.49
VAT £7.50
Total £44.99
- Unity Bank plc
Bank charges to 30.9.2023 (DD) £18.00
- David Gardner Arboriculture
Tree safety survey update report £295.00
- PrintPlus
Printing of September newsletter
(subject to receipt of invoice) £55.00

109.3 Receipts

It was noted that the second half of the precept, amounting to £4,750.00 was due on 19th September.

109.4 Account balances

The clerk presented the bank reconciliation indicating an account balance £17,033.69 as at 31st August 2023 was noted.

109.5 Budget Monitoring Report

The budget monitoring report as attached was noted. Clarification of the expenditure under budget heading office costs was requested.

109.6 Bank Mandate

It was agreed that Cllr. Malcolm Louch be added to the list of approved signatories for the parish council account, authorised to view and approve payments.

109.7 Multipay card

The Clerk explained that a Multipay card, issued by Lloyds Bank but linked to the parish council bank account with Unity Bank could be used to make payments where suppliers required a card payment rather than BACS payment and/or to make payments in between meetings when authorised signatories on the bank account were not available. After due consideration it was agreed not to submit an application at this stage but to reconsider this in future should circumstances require this.

109.8 Internal Auditor engagement

After discussion, it was agreed to re-appoint Mulberry & Co., as internal auditors for the parish council for the forthcoming year.

109.9 Interim Internal Audit

It was agreed not to request an interim internal audit for the current financial year.

110/2023 Highway Matters

110.1 Lengthsman Scheme Update

The Clerk reported that signed contract documentation has been received from BBLP indicating that the proposed scheme of work has been accepted. Expenditure can only be claimed from the grant after the date of signature of the contract which is 8th September and monthly reporting of activity will need to be completed by the third Friday of each month. There has been no progress on the Clerk's request to BBLP for training on scheme documentation and requirements.

110.2 Lengthsman Report

Members noted the written report from the lengthsman for the period and the verbal update regarding the proposed works to the area from Glebe Barn indicating that although historic approval for the work had been given, a further meeting with the locality steward was due in the next week. A copy of the historic agreement to the work was requested and the lengthsman will provide the Clerk with further information to find this.

Finally the lengthsman agreed to provide a map showing the road numbers within the parish to aid interpretation of his reports.

110.3 Footpaths

Footpaths Officers reported on their work including reporting defects to the PROW officer of Herefordshire Council. Additional issues to be addressed were also noted including a request for dog gates rather than stiles. It was noted that the Ramblers may have funding for gates to replace stiles.

It was noted that a footpath redirection which had taken place several years ago has now been formally recorded by Herefordshire Council.

110.4 Drainage issues

This agenda item was covered under the lengthsman's report, minute reference 110.2.

110.5 Review of resolution 006.2/2023

This agenda item was no longer required.

111/2023 Dinedor Camp

111.1 Dinedor Camp Steering Group Meeting

The Steering group meeting has been rescheduled so did not take place.

111.2 Steering Group Members

Cllr Joe Davey was duly appointed to represent the Parish Council on the Dinedor Camp Steering Group.

111.3 Tree Safety Survey Update

A review of the tree safety survey has been carried out following a report of ash die back on the Camp. The report has now been received from the Arboriculturist which indicates that the extent of ash die back is low and no action is considered necessary at this stage. However, other outstanding action points remain and the Steering Group will consider these at their next meeting with a view to obtaining quotations for the required work.

112/2023 Planning Matters

112.1 Applications for consideration:

Ref: **232492**
Site: Rotherwas Waste Management Station, Chapel Road, Dinedor
Dev: Proposed segregated food waste transfer operation including change of use of the materials recovery facility building and erection of 2 portable welfare buildings

Members considered this application and had no objections to the proposals.

Dinedor Parish Council Meeting held 21.9.2023

Ref: 232690
Site: Glanwye, Dinedor Court, Dinedor
Dev: Application for removal of condition 2 of planning permission 35281

Members considered this application and resolved to make no comment on the application.

112.2 Decisions since the last meeting

The following applications were noted as approved by Herefordshire Council:

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

Ref: 231273
Site: Glanwye, Dinedor Court
Dev: Certificate of Lawfulness

Ref: 230730
Site: Land at Wye Stud Farm, Hollow Farm Road
Dev: Proposed stud manager's dwelling

112.3 Applications under permitted development rights

None since the last meeting.

112.4 Planning Enforcement Activity

None since the last meeting.

113/2023 Dinedor Village Hall

Members noted a report from the AGM of the Village Hall Management committee

It was further noted that Marlene Kitto has now left the Village Hall Committee and was thanked for her many years of service to the Village Hall Committee.

114/2023 Former BT Phone Box at Dinedor Cross

A brief questionnaire has been put to residents attending the Village Hall AGM regarding the use and future location of the former BT phone box currently located at Dinedor Cross suggesting some support for moving the box to the Village Hall. It was agreed to put the questionnaire in the Newsletter to obtain further views before considering further. Suggested uses included a book exchange, seed or plant exchange, information display, etc.

115/2023

Herefordshire Council change in procedures

Members noted advice from HALC regarding engagement with Herefordshire Council following a change in procedures for handling Councillor Financial Information Declarations and procedures for Casual Vacancies and resolved to support the advice given.

116/2023

Environmental Matters

116.1 Impact of Climate Change Survey

It was agreed that the Parish Council complete the Impact of Climate Change survey by forwarding comments to the Clerk who will prepare a consensus response by the noted deadline.

116.2 To consider the establishment of an Environmental Group in Dinedor

Members noted that this had been suggested during a Tea and Talk session at the Village Hall recently. It was agreed to put this in the newsletter to ask for interest in establishing such a group.

117/2023

Heartstart Course

It was noted that a previous attempt at holding a Heartstart CPR course in the parish had not been successful as there was little interest in joining but recently the Clerk has received several requests from residents. Members confirmed their commitment to arrange and pay for residents to attend a course and instructed the Clerk to make the necessary arrangements for a course at the Village Hall.

118/2023

Councillor Training Requests

There were no requests for Councillors to attend training sessions.

119/2023

Reports from Councillors

It was noted that several grit bins around the parish required repair or replacement. The Clerk will report these to Balfour Beatty.

It was noted that a property is listed for sale within the parish and noted on the particulars as being development land. It falls within the development area of the Neighbourhood Plan.

120/2023

Next Meeting and items for the agenda

The next meeting will take place on Thursday 19th October at 6.00pm in Dinedor Village Hall. There were no additional items raised for the next agenda.

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

Dinedor Parish Council

2023-2024

	Year to 31.3.2023	Actual to 31.8.2023	Budget - Actual	AGREED Total Budget
<u>General Expenditure</u>				
Staff costs	£ 5,072.42	£ 2,115.75	£ 3,384.25	£ 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	£ 940.00	£ 2,060.00	£ 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	£ 90.00	£ 60.00	£ 150.00
Website	£	£ 225.00	-£ 75.00	£ 150.00
Newsletter	£ 310.00	£ 165.00	£ 185.00	£ 350.00
Miscellaneous	£	-	£ 50.00	£ 50.00
VAT	£ 1,414.89	£ 310.02	-£ 310.02	
			£	
<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	£ 6,837.17	£ 13,662.83	£ 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	£ 3,727.71	£ -	-£ 2,185.12
Reserves:				
Opening Balance	£ 17,194.53	£ 13,305.98		£ 13,305.98
Add: Net expenditure	-£ 3,888.55	£ 3,727.71		-£ 2,185.12
Closing Balance:	£ 13,305.98	£ 17,033.69	£ -	£ 11,120.86
Tax Base				
Precept per Band D equivalent			£ 132.5	£ 133.92
			£ 35.85	£ 70.94

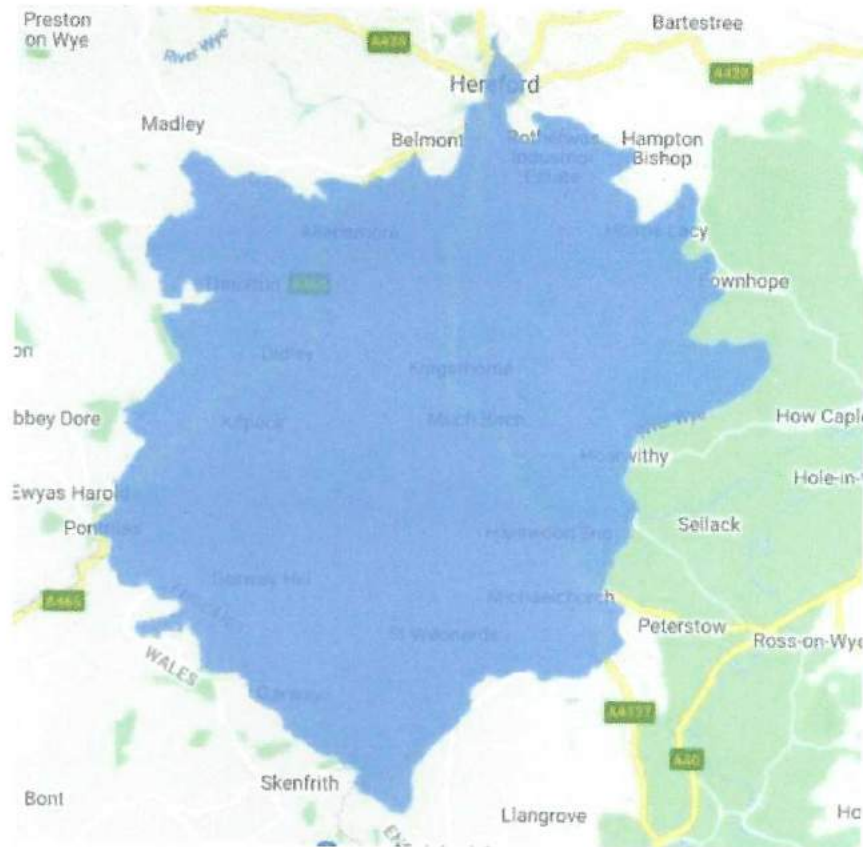
On the beat in

Hereford Southside & Rural

Safer Neighbourhood Team Newsletter

September 2023

Where we work



Team contact details

Team email: herefordsouthside.snt@westmercia.police.uk

Safer Neighbourhood Officer: PC 21260 Martin Gillett **Mobile:** 07970544262

Safer Neighbourhood Officer: PC 21349 Chris Yarwood **Mobile:** 07773042896

Safer Neighbourhood Officer: PC 21847 Jenny Rees **Mobile:** 07929783693

Safer Neighbourhood Officer: PC 21946 Jack Davies **Mobile:** 07971051386

Police Community Support Officer: PCSO 6324 Carol Marsh **Mobile:** 07890524667

Police Community Support Officer: PCSO 40259 Hayley Warne **Mobile:** 07773052560

Police Community Support Officer: PCSO 40272 Lewis Thomas **Mobile:** 07773051508

Police Community Support Officer: PCSO 40559 Tally Hunt **Mobile:** 07773 054156

We are happy to receive calls from Members of The Public, however please do not use these to report crimes and/or incidents. For more information on reporting a crime/incident please go to www.westmercia.police.uk and select 'Report' or call 999 (Emergency) / 101 (Non-Emergency)

In this edition

- Cannabis Plants Seized – Newton Farm
- Suspicious circumstances - Waterfield Road
- Kingstone bike track
- Woodward Ave Park – Update
- Rotherwas anti-social driving - Update
- Be Bright, Be Seen
- Have a safe Halloween
- Coming up in October

Cannabis Plants Seized – Newton Farm

An amount of cannabis plants have been seized from an address in Newton Farm, Hereford. The team were made aware of an active cannabis grow at the address from an anonymous source. Officers from Southside & Rural SNT attended the address and located the cannabis plants in question. The plants have now been seized from the active grow and 2x people were arrested at the address.

Suspicious circumstances – Waterfield Road

We have recently received reports about a male photographing vehicles along Waterfield Road. The male has claimed to be from a 'Wildlife Trust' however this has not been confirmed or denied at this stage.

The intentions of the male are currently unknown and the team are currently looking into this matter.

The male is described as approximately 6ft, wearing jogging bottoms and a baseball cap.

As a precaution, we advise that motorists ensure that their vehicles are parked up securely and locked.

If you have any further information about this, please contact us via email at;
herefordsouthside.snt@westmercia.police.uk

Kingstone bike track

We are glad to report that the Kingstone bike track is near completion. The team have continued to monitor its progress. Children from the local area have told us about the fun they have been having on the track.



Woodward Ave Park - Update

After a good partnership working between the Police, Connexus and the public, we are happy to report that reports of anti-social behaviour at the has decreased.

The park is also under the process of being updated in an aim to make the park better for all visitors.

In the event of any anti-social behaviour, you can report this via 101 or online at www.westmercia.police.uk going to 'report' and 'report anti-social behaviour'



Rotherwas anti-social driving - Update

Following on from last months SNT Newsletter, positive action has been taken on a range of motorists involved in anti-social driving at locations in Rotherwas, Hereford. The investigation into this has now concluded with a range of motorists being visited by members of the Safer Neighbourhoods Team.

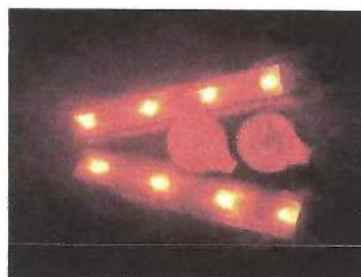
If you do witness any vehicle anti-social behaviour, please report this to the police on 101 or 999 accordingly. We also ask that evidence is gathered of the behaviour taking place. This would be obtaining the vehicle registration and a video recording. If we do not have the evidence this could hamper any action being taken against the driver/owner of the vehicle.

Be Bright, Be Seen

With the darker nights coming in, it is important that people walking / cycling are aware of 'Be Bright, Be Seen'.

People who are walking or cycling can take precautions to ensure that they are visible to road users. This can include;

- Wearing bright reflective clothing
- Using lights
- Using reflective equipment



Have a safe Halloween

Halloween is quickly approaching. If you, or someone you know, is going out trick or treating on Halloween pass on these simple rules to help everyone keep safe this Halloween;

- Adults should always accompany children when trick or treating. Young people should never go trick or treating alone.
- Do not knock on the doors of strangers - only go to people you know. Never go into a stranger's house.
- Always keep to well-lit areas. Wear bright clothing and always carry a torch. Remember road safety.
- Unless pre-arranged, do not visit elderly members of the community. Be careful not to frighten vulnerable people.
- Keep your tricks within the law - anything that results in damage is an offence and will be dealt with as such.
- Please do not knock on doors where there is a 'No trick or treat sign'.

We have copies of this and 'No trick or treating' signs available. If you would like some please contact us via email; herefordsouthside.snt@westmercia.police.uk and this can be arranged.

Coming up in October

Rotherwas – SNT Quarterly Networking Event

The third instalment over the SNT Quarterly Networking Event is being hosted on Wednesday 25th October at the Cyber Quarter in Rotherwas.

This is a free event for local businesses to attend and learn about Cyber Crime, Rural & Business Crime, to meet the local Safer Neighbourhoods Team (us) for Southside and Rural Hereford.

Attached to this Newsletter is a copy of the poster for this event, please share this out to any businesses who may benefit attending.

Registering your attendance is done via the QR Code on the poster.

Neighbourhood Matters

Sign up to Neighbourhood Matters your brand new community messaging service

Neighbourhood Matters enables residents, businesses and community groups to keep in touch with local policing teams. You can choose exactly what type of alert you wish to receive and how you receive them; whether that be by email, text or telephone.

Sign up now at: www.neighbourhoodmatters.co.uk



Safer Neighbourhood Networking Event

Could your business benefit from valuable crime prevention tips?
Be part of the conversation today!

Hosted at the Midlands Centre for Cyber Security, the South Wye Safer Neighbourhood Team quarterly security briefing enables businesses from the Rotherwas Industrial Estate and other areas to share crime prevention ideas, updates and advice.

The SNT will also be joined by the West Mercia Police; Rural Crime Team and Design Out Crime Officer. Attending will also be the Regional Organised Crime Unit (ROCU) and speakers from the Cyber Quarter for a briefing on Cyber Security which will include the latest threats and issues.

Schedule:

0930 - SNT Update
1000 - Rural Update
1050 - Break
1100 - Cybercrime Update
1145 - Drop-in sessions for 1-2-1 chats with SNT
1230 - End

Register your attendance via our EventBrite page using the QR Code below



West Mercia
POLICE

CYBER
QUARTER

ROCU

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

£ -

	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	£ -		£ -	
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Net expenditure:				
	-£ 3,888.55	£ 7,168.57	£ -	-£ 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				
Precept per Band D equivalent			£ 132.5	£ 133.92
			-	£ 70.94

Dinedor Parish Council

2023-2024

	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
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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	£ -	£ -	£ -	
Neighbourhood Plan	£ -	-	£ 1,000.00	£ 1,000.00
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

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 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.

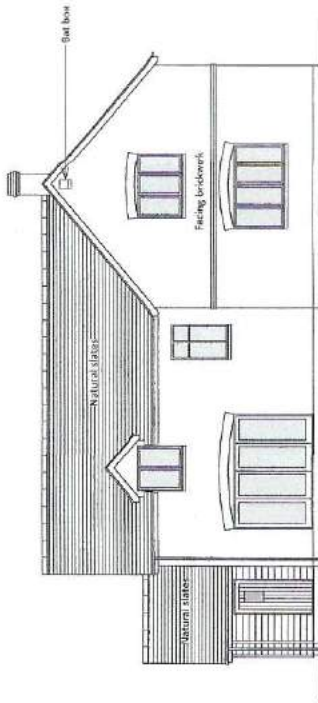
If you wish to make comments which you would like the Council to take into account before making a decision on the application, please respond by **27/10/2023** If you do not respond by this date it will be assumed that you have no comments to make.

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.

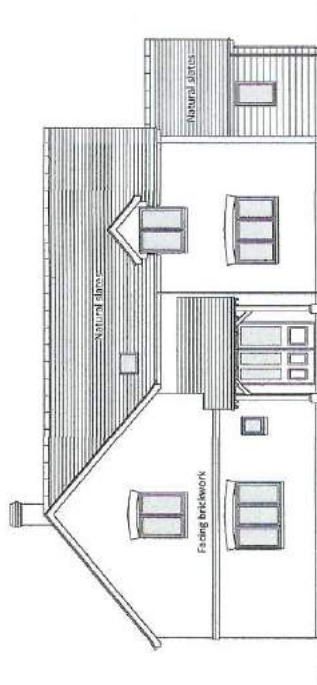
Yours faithfully

TECHNICAL SUPPORT OFFICER

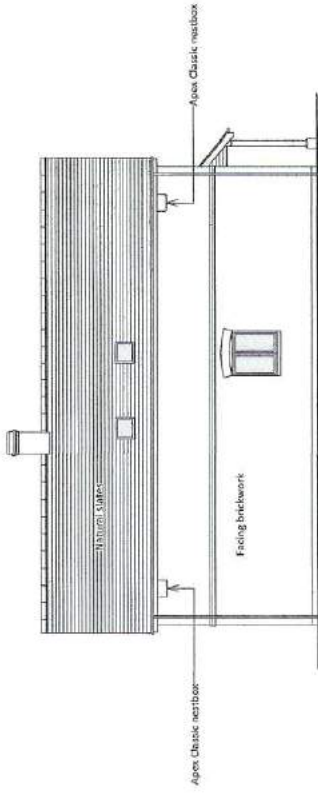
All personal data held is processed in accordance with data protection law. For further information please see our website https://www.herefordshire.gov.uk/info/200142/planning_services/62/apply_for_planning_permission/3



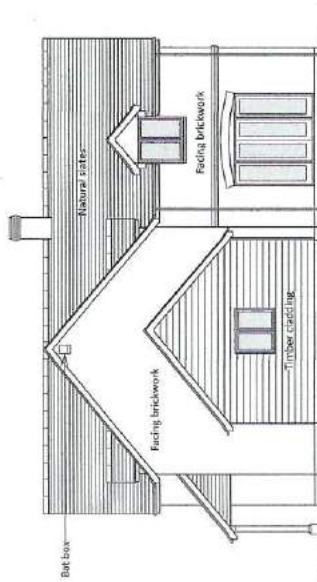
South East Elevation



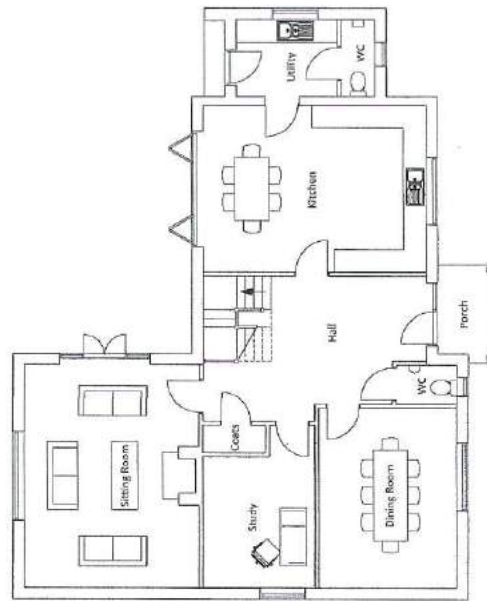
North West Elevation



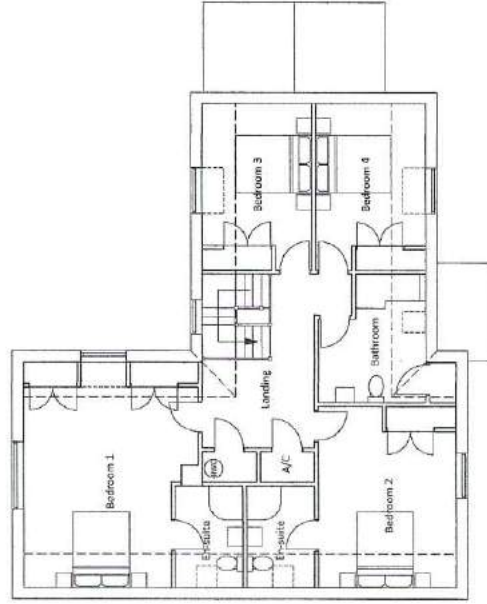
North East Elevation



South West Elevation



Ground Floor Plan



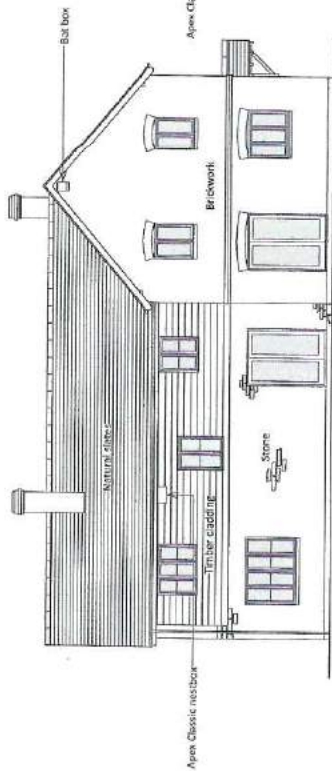
First Floor Plan

Scale 0 1m 2m 3m 4m 5m

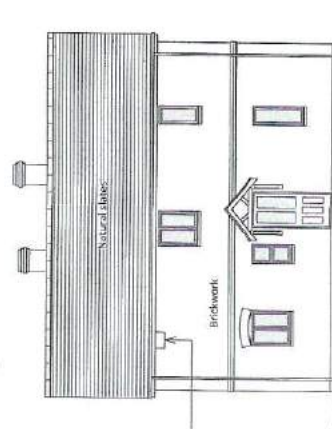
Revisions:

Client: Mr & Mrs M Cleland
Job: Land adjoining Hill View, Dinedor
Title: Proposed Dwelling - Plot 3
Scale: 1:100 @ A2
Date: August 2023
Drawing No: 2369/02

Bryan Thomas
Architectural Design Limited
The Malt House
Shobdon, Leominster
Tel/Fax 01568 708238



South East Elevation



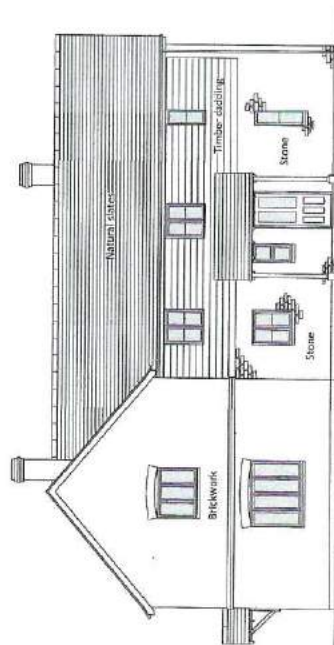
North East Elevation



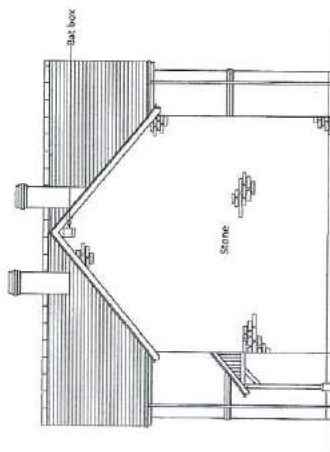
Rear Elevation



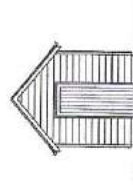
Side Elevation



North West Elevation



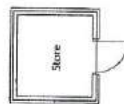
South West Elevation



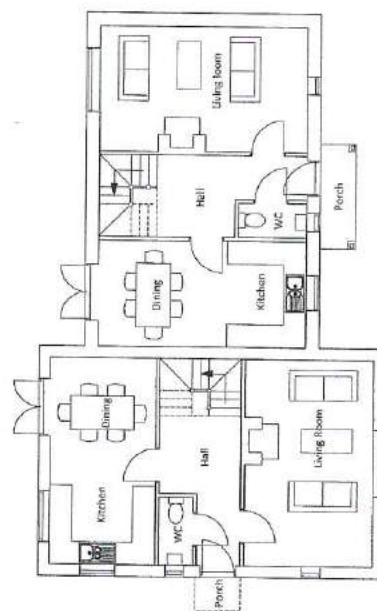
Front Elevation



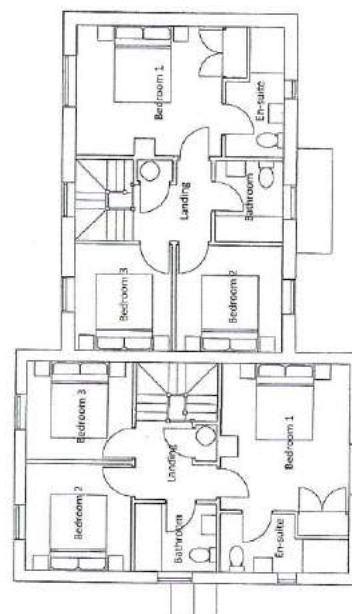
Side Elevation



Secure Cycle Store



Ground Floor Plan



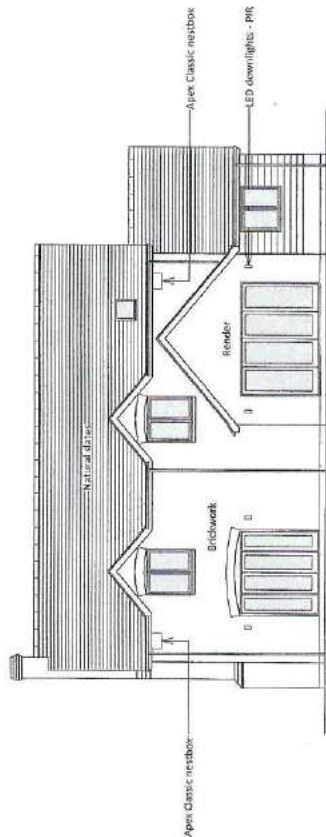
First Floor Plan



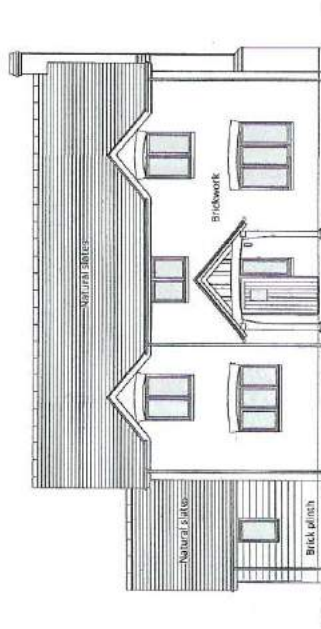
Revisions:

Client: Mr & Mrs M Cleland
Job: Land adjoining Hill View, Dinador
Title: Proposed Dwellings - Plots 4 and 5
Scale: 1:100 @ A2
Date: August 2023
Drawing No: 2369/03

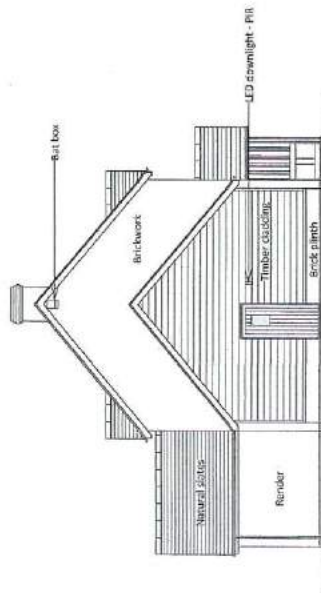
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Tel/Fax 01568 708238



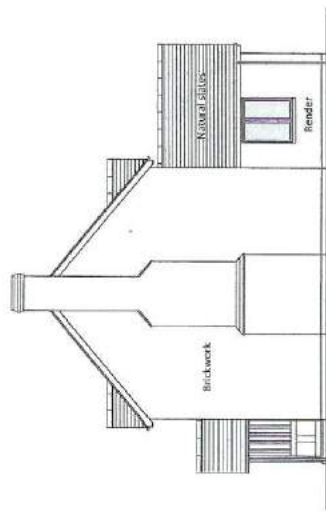
South East Elevation



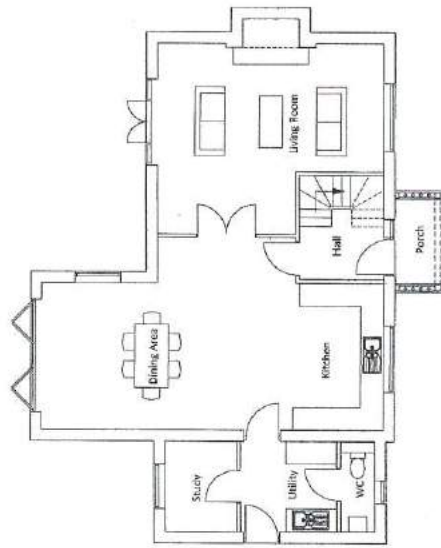
North West Elevation



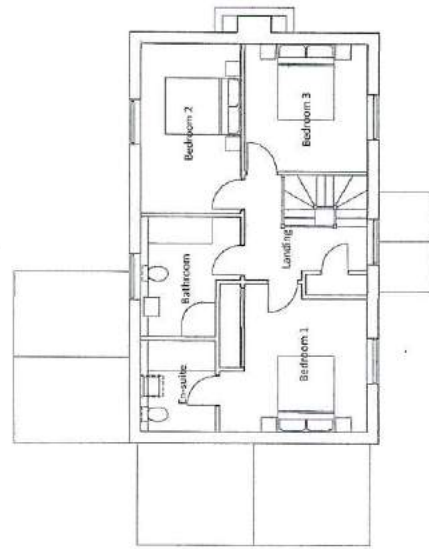
North East Elevation



South West Elevation



Ground Floor Plan



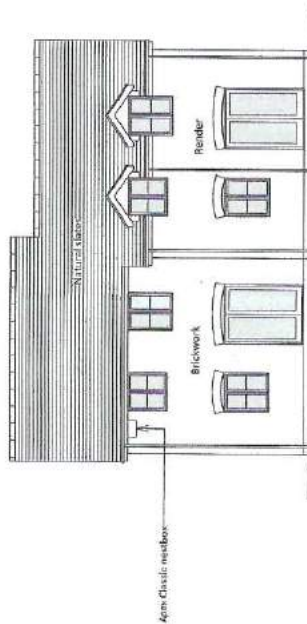
First Floor Plan



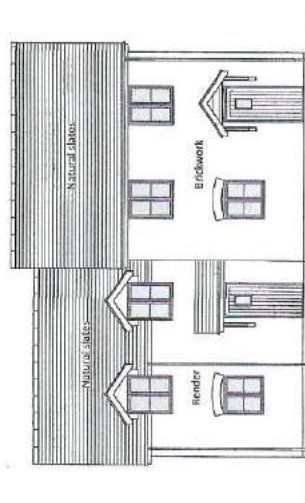
Revisions:

Client: Mr & Mrs M Cleland
Job: Land adjoining Hill View, Dinedor
Title: Proposed Dwelling - Plot 6
Scale: 1:100 @ A2
Date: August 2023
Drawing No: 2369/04

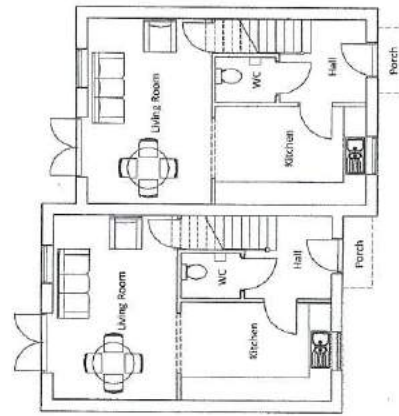
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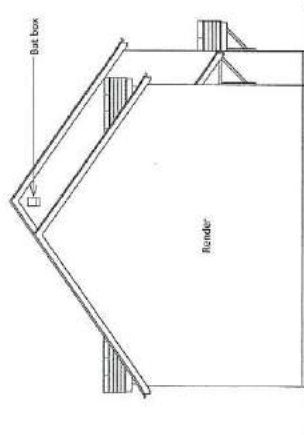
North West Elevation



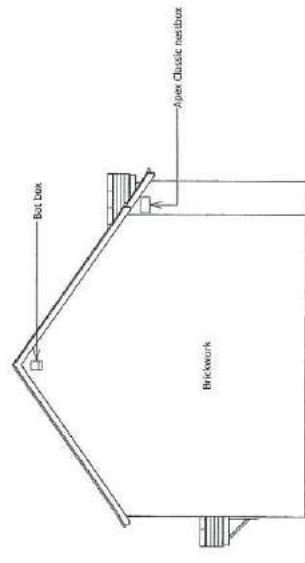
South East Elevation



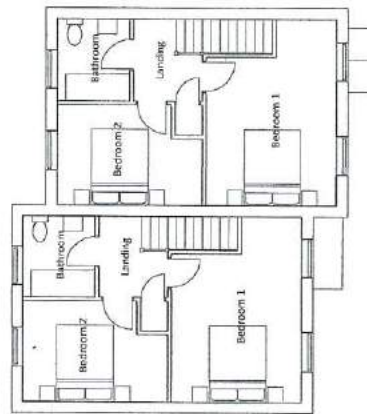
Ground Floor Plan



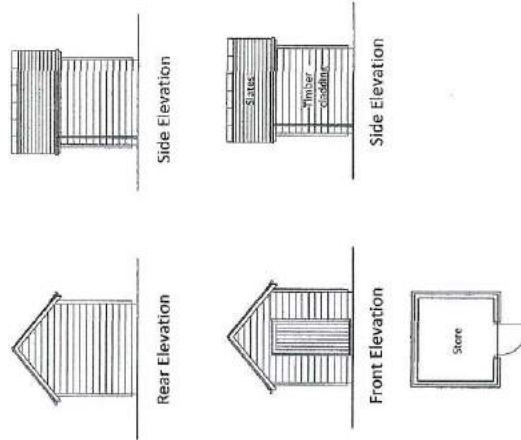
South West Elevation



North East Elevation



First Floor Plan



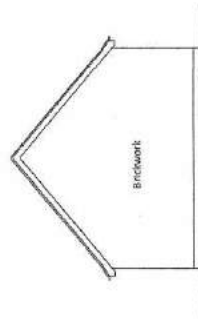
Secure Cycle Store



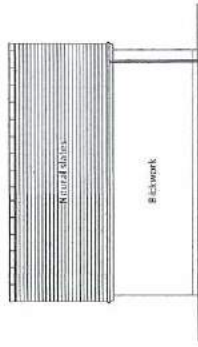
Revisions:

Client: Mr & Mrs M Cleland
 Job: land adjoining Hill View, Dinedor
 Title: Proposed Dwellings - Plots 7 and 8
 Scale: 1:100 @ A2
 Date: August 2023
 Drawing No: 2369/05

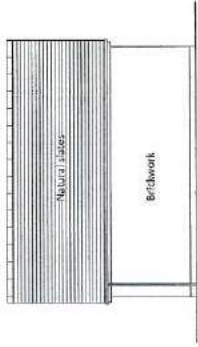
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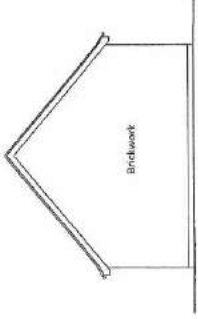
Side Elevation



Rear Elevation



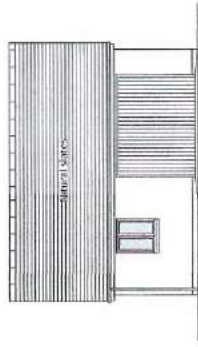
Rear Elevation



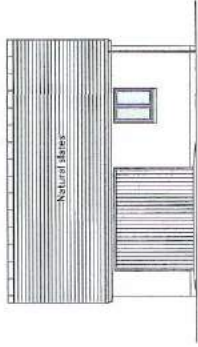
Side Elevation



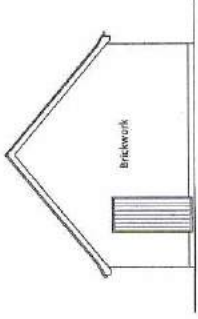
Side Elevation



Front Elevation



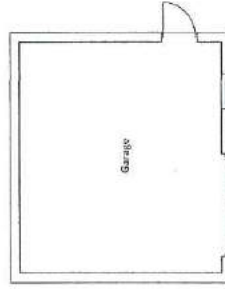
Front Elevation



Side Elevation



Floor Plan



Floor Plan

Garage - Plot 3

Garage - Plot 6



Revisions:

Client: Mr & Mrs M Cleland
Job: Land adjoining Hill View, Dinedor
Title: Proposed Garages - Plots 3 and 6
Scale: 1:100 @ A2
Date: August 2023
Drawing No: 2369/06

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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