

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.

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			132.5	133.92
Precept per Band D equivalent			£ 35.85	£ 70.94