

DINEDOR PARISH COUNCIL

Minutes of the meeting of the Parish Council held on 18th April 2024 at Dinedor Village Hall

Present: Cllr. J. Over – In the chair
Cllr. J. Davey – agenda items 1, 2, 3, 6 and 9
Cllr. T. Greenow
Cllr. M. Louch

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

In the absence of the Chair, Cllr. Over took the chair for the meeting.

048/2024 Apologies, declarations of interest and requests for dispensation

Apologies were noted from Cllr. Penny. There were no declarations of interest and no requests for dispensation.

It was agreed that agenda items would be taken in a different order from that shown on the agenda to enable those who could not stay for the entire meeting to participate in items of particular interest. For ease of reference minutes are shown in the order as shown on the agenda.

049/2024 Minutes

The Minutes of the meeting held on 21st March 2024, which had been previously circulated, were adopted and the Chair authorised to sign as a true record of proceedings at that meeting.

050/2024 Public Participation

050.1 Ward Councillor Report

Members noted the verbal report from the Ward Councillor which included comment on the resignation of the Chair of Children's Services at Herefordshire Council with a new Chair to take office in June/July. It was also noted that changes to the lengthsman scheme were in place following the change of responsibility to Herefordshire Council from Balfour Beatty. Cllr. Davies also

responded to queries relating to the latest Ofsted report into Children's Services and issues with car parking provision at Rotherwas.

050.2 Matters raised by members of the public in attendance

There were no further comments raised by members of the public in attendance.

050.3 Police Matters

There was no report from the police and no police in attendance.

051/2024 Clerk's Report

The Clerk's report, as attached to these Minutes, was noted.

052/2024 Financial Matters

During the meeting, this agenda item was taken after agenda item 6 (Highway Matters) and 9 (Dinedor Camp). Cllr. Davey was not in attendance for this agenda item.

052.1 Payments now due:

The following payments were approved:

• Print Plus		
March Newsletter Printing		£55.00
• HALC		
Councillor training	£50.00	
VAT	£10.00	
Total		£60.00
• Information Commissioner's Office		
Data Protection Registration renewal		£40.00

052.2 Receipts

The following payments were received since the last meeting:

• Arqiva	
Communications mast rental receipt	£2,000.00
• Herefordshire Council	
Lengthsman's grant for 2023/4	£721.00

It was also noted that a VAT reclaim of £621.25 for the year to 31.3.2024 was due within the next few weeks and the first half of the precept for 2024/5 amounting to £4,750.00 was due to be received within the next few days.

053.3 Account balances

The bank reconciliation indicating an account balance £17,897.08 as at 31.3.2024 2024 was noted and signed by the chair of the meeting.

054.4 Receipts and Payments account for the year to 31.3.2024

The unaudited receipts and payments account for the year to 31.3.2024 was noted indicating that the parish council can, if it wished, claim an exemption from an external audit for the year. This will be considered at the meeting at which the internal audit report for the year is considered.

054.5 Internal Audit Process

Accounts and supporting documentation is now being prepared for the internal audit which will take place on 8th May. It was noted that the internal audit process reviews not only the published accounting figures for the year but also reviews governance processes and procedures to ensure compliance with financial regulations, standing orders and other procedural matters.

054.6 Grant request

A request for a grant of £560.00 for grass cutting in the churchyard for the forthcoming year was agreed. It was further agreed that this be paid immediately and that the church be requested to provide a report on expenditure of the funds at the end of the season with a condition that the council retains the right to request reimbursement of any significant funds not used for the agreed purpose.

055/2024 Highway Matters

055.1 Lengthsman Scheme

055.1.1 Contract documentation & Annual Maintenance Plan

The Clerk presented the draft contract for the lengthsman scheme for 2024/5 and it was agreed that this be signed by the Chair of the meeting and the Clerk. It was further agreed that the Annual Maintenance Plan be submitted to include quarterly routine maintenance visits by the Lengthsman during the year.

055.1.2 Lengthsman's Report

The Lengthsman reported that following discussions with Highways Drainage engineers for Herefordshire Council, work on the project from the Black Barn to the Village Hall can now proceed with some slight amendments from that originally specified at no additional cost.

Flooding resulting from a redirection of a drainage pipe following development at Wye Stud Farm was being investigated and if appropriate a quote will be provided to address this.

A response to the issues raised by members of the public at an earlier meeting had not been received but the lengthsman will provide budget figures for some of this work, where

possible and/or permissible, under additional drainage funding from Herefordshire Council. This will be discussed further at the next meeting.

055.2 Footpaths

The footpath officers report was noted including potential work utilising funding from the Rural Services Delivery Grant from Herefordshire Council, although it is not yet clear how this funding can be accessed or is to be made available. The footpaths officers are to identify possible uses of this funding to be considered at a later date.

Whilst inspecting footpaths some deliberate damage to fencing was noted which was felt to arise from dog walkers creating an access for dogs but which also enables livestock to escape. One possible use of funding might be to change some stiles for a type of gate which enables dogs to pass through.

055.3 Drainage works

As noted above, details of additional funding for drainage works from Herefordshire Council is not yet available.

056/2024 Planning Matters

056.1 Applications for consideration:

- Ref: 240694
Site: Carpiagiani House, Coldnose Road, Rotherwas
Dev: Proposed erection of 226m class B2/B8 industrial building and extended gabion wall

Members had no objection to these proposals.

056.2 Decisions since the last meeting

None noted.

056.3 Applications under permitted development rights

None since the last meeting.

056.4 Planning Enforcement Activity

None since the last meeting.

056.5 Herefordshire Local Plan Consultation

Members noted the Herefordshire Local Plan proposals for Hereford and surrounding areas. Although no development sites are planned for the village, development is proposed to include an extension to the Rotherwas Industrial Estate and housing and other development in the neighbouring parish of Lower Bullingham, both of which were felt likely to impact on the village and residents. It was agreed that a parish council response should be submitted and members agreed to

send comments to the Clerk so that appropriate responses to the consultation questionnaire can be drafted for consideration at the May meeting of the Parish Council.

57/2024 Dinedor Village Hall

There was no formal report from the Village Hall Committee but councillors noted that the repair café is now one year old.

058/2024 Dinedor Camp

058.1 Dinedor Camp Steering Group

Cllr. Greenow reported on a meeting held on site with Historic England regarding the work they have indicated will lift the camp off the "at risk" register, and for which they have grant funding available of up to £10,000 towards the cost of the work. Historic England has agreed to extend the Section 17 area of the site so that proposed tree safety work can be included as part of the contribution by the parish council as landowner of the site towards the requested work. The group are awaiting further details from Historic England on how this funding can be accessed but in the meantime the community action days are to be restarted on 21st April and detailed records will be kept of work undertaken by the group so that this can also be included as a contribution to towards achieving the work under the Historic England specification.

058.2 Update on tree safety work

Any work on a Scheduled Ancient Monument must have formal approval via Historic England before work can commence. Historic England have been provided with a method statement from the selected contractor, a copy of the quote and the tree safety report. Agreement to proceed is now awaited. Cllr. Davey agreed to progress this item.

059/2024 Annual Parish Meeting

Members noted that the Annual Parish Meeting, which traditionally is held immediately before the Annual Parish Council meeting in May, is a meeting of electors of the parish and offers an opportunity for community and other groups working in the parish to give a presentation to residents of the work they have done in the preceding year. However, in recent weeks a meeting convened at the Village Hall by a member of the public has fulfilled this function and it was felt unlikely that anyone would attend a second similar meeting so soon after the first. It was therefore agreed not to convene a meeting this year on the grounds that a meeting had been convened by a member of the public for the purpose as required by the Local Government Act.

060/2024 Councillor Training Requests

There were no requests for councillor training.

061/2024 Reports from Councillors

There were no items raised under this agenda item.

Dinedor Parish Council Meeting held 18.4.2024

062/2024

Next Meeting and items for the agenda

The next meeting will take place on Thursday 16th May 2024 at 6.00pm in Dinedor Village Hall and would be the Annual Parish Council meeting.. There were no further items raised for the agenda other than those already noted.

There being no further business, the meeting was declared closed at 8.00pm.

Dinedor Parish Council

Meeting held on 18th April 2024

Appendix 1

Clerk's Report

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

1. Herefordshire Transport Plan Survey

Alongside the Herefordshire Local Plan Consultation (see agenda item 7.5), Herefordshire Council are also conducting a survey to inform the Herefordshire Local Transport Plan. The survey is not suitable for a consensus response from parish councils so members and members of the public are encouraged to complete the survey individually. The survey can be accessed via the Herefordshire Council website.

2. Financial Year End

The financial year end for all parish councils is 31st March. Work is now taking place to prepare for the internal audit process which has been set for May 8th with internal auditors Mulberry & Co. Their report may be available for consideration at the meeting on 16th May but if not, will be put to the parish council for consideration in June. The draft Receipts and Payments account for the year which is a separate agenda item at this meeting indicates that the parish council can again claim an exemption from a separate external audit by PKF Littlejohn, avoiding an additional audit fee of some £200.00.

	Year to 31.3.2023	Year to 31.3.2024
RECEIPTS		
Precept	£ 9,500.00	£ 9,500.00
Grants		£ 5,120.99
Insurance Premium Reimbursement	£ 876.00	£ 981.13
Other Income	£ 2,000.00	£ 2,000.00
VAT Reclaim	£ 966.52	£ 1,414.89
Total Income	£ 13,342.52	£19,017.01
PAYMENTS		
Staff Costs	£ 5,072.42	£ 5,435.79
General Office Costs	£ 393.61	£ 639.99
Room Hire/meeting costs	£ 175.50	£ 264.00
Insurance	£ 1,559.14	£ 1,664.29
Repairs & Maintenance	£ 6,600.00	£ 1,820.00
Dinedor Camp		
Maintenance	£ 720.00	£ 695.00
Equipment	£ -	£ -
Legal Expenses	£ -	£ -
Purchases	£ -	£ -
Subscriptions	£ 395.51	£ 459.34
Audit Fees	£ 110.00	£ 249.75
Election Costs	£ -	£ 141.50
Advertising/Publicity	£ -	£ -
Training	£ 50.00	£ 90.00
Website Costs	£ -	£ 225.00
Newsletter	£ 310.00	£ 330.00
Neighbourhood Plan costs	£ -	£ -
Grants and Donations	£ 430.00	£ 1,460.00
Miscellaneous	£ -	£ 330.00
VAT	£ 1,414.89	£ 621.25
Total Expenditure	£ 17,231.07	£14,425.91
Surplus/Deficit for the Year	-£ 3,888.55	£ 4,591.10
RESERVES		
Opening Balance	£ 17,194.53	£13,305.98
Add: Net expenditure	-£ 3,888.55	£ 4,591.10
Closing Balance	£ 13,305.98	£17,897.08