

# **DINEDOR PARISH COUNCIL**

## **Minutes of the meeting of the Parish Council held on 20<sup>th</sup> June 2024 at Dinedor Village Hall**

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

**In attendance:** Liz Kelso - Clerk/RFO  
Cllr. D. Davies – Herefordshire Council (part)  
4 members of the public

### **079/2024                    Apologies, declarations of interest and requests for dispensation**

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

### **080/2024                    Minutes**

The Minutes of the meeting held on 16<sup>th</sup> May 2024, which had been previously circulated, were adopted and the Chair authorised to sign as a true record of proceedings at that meeting.

### **081/2024                    Public Participation**

#### **081.1    Ward Councillor Report**

Members noted the report from the Ward Councillor as attached to these minutes.

#### **082.2    Matters raised by members of the public in attendance**

A member of the public noted comments on car parking at Rotherwas and praised the volunteers at Dinedor Camp.

#### **082.3    Police Matters**

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

082/2024

## Clerk's Report

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

083/2024

## Financial Matters

### 083.1 Payments now due:

The following payments were approved:

|                                             |           |           |
|---------------------------------------------|-----------|-----------|
| • PrintPlus                                 |           |           |
| Printing of May newsletter                  |           | £55.00    |
| • Unity Bank plc                            |           |           |
| Quarterly bank charges                      |           | £18.00    |
| • Liz Kelso                                 |           |           |
| Office expenses (stationery, software, ink) | £72.31    |           |
| VAT                                         | £17.67    | £89.95    |
| • Acer Tree Services (Hereford) Ltd         |           |           |
| Tree Safety work on Dinedor Camp            | £8,090.00 |           |
| VAT                                         | £1,618.00 |           |
|                                             |           | £9,708.00 |

### 083.2 Receipts

There had been no receipts since the last meeting:

### 083.3 Budget review, account balances and bank reconciliation

The Clerk presented the budget review for the financial year to date together with the bank reconciliation showing a balance of £18,912.41 as at the date of the meeting, as attached to these Minutes. The Chair was authorised to sign the bank reconciliation to confirm the balance as reported.

### 083.4 Additional bank account

The Clerk presented options for a savings account for the parish council. After due consideration it was agreed that the clerk open an instant access savings account with Unity Bank and that an initial transfer of £5,000 to that account be made from the current account.

084/2024

## Planning Matters

### 084.1 Applications for consideration

There were no applications for consideration at this meeting.

### 084.2 Applications under permitted development rights

None noted.

### **084.3 Decisions by Herefordshire Council since the last meeting**

It was reported that application reference 240868, an extension of permission for use of land for caravan and motorhome storage at Rotherwas, has been approved.

## **085/2024 Highway Matters**

### **085.1 Lengthsman Report**

There was no report from the Lengthsman to note

### **085.2 Footpath Officers Report**

The footpath officers report was noted including in particular a report into the amendment of the Definitive Map to include Turnpike Lane which has been delayed due to a technical error on the part of Herefordshire Council. This has resulted in a re-issue of the Notice of Modification Order. The matter is unlikely now to be resolved until 2025.

### **085.3 Public Rights of Way funding**

Cllr. Louch presented an application to Herefordshire Council for public rights of way funding for items including replacement stiles and gates totalling £2,950.00 plus installation costs estimated to be in the region of £1,890.00. After due consideration it was agreed that this application be submitted on behalf of the parish council to Herefordshire Council.

## **086/2024 Dinedor Camp**

### **086.1 Update on Community Action Day**

Members noted that at the most recent community action day a small number of volunteers had attended, working on the bank opposite the car parking area. Grass cutting had taken place separately and it was agreed that a review of the area to be cut should be undertaken by the Steering Group at their next meeting.

### **086.2 Report on Dinedor Camp Steering Group meeting held 21.5.2024**

A report from the meeting of the Steering Group, as attached to these Minutes, was noted.

### **086.3 Steering Group Terms of Reference**

Minor amendments to the Steering Group Terms of Reference were agreed to include an additional parish council representative and to reflect the current meeting frequency.

### **086.4 Appointing to Steering Group**

It was agreed that Cllr. Malcolm Louch be appointed to the Dinedor Camp Steering Group.

#### **086.5 Update on Tree Safety Work**

It was noted that the tree safety work has now been completed. During the final stages, one of the trees scheduled for removal was found to have a bat colony in the trunk. The contractors contacted Herefordshire Council and took advice on actions to protect the bats, which they followed.

Where wood has been left on site, the current policy is that volunteers can take that wood free of charge although it may be that a tree surgeon or member of the public might wish to purchase the wood. It was agreed that this would be considered at the next meeting but in the meantime a note of this opportunity could be included in the parish newsletter.

Now that the safety work has been completed, it was agreed that quotes be obtained for the work outlined in the Historic England specification. It was further noted that grants for tree work in the future might be available through the Forestry Commission.

#### **086.6 Family Event**

Members noted a suggestion that a family event or picnic be held on Dinedor Camp in an effort to encourage residents and local families to come forward as volunteers to maintain the site. After discussion regarding the timing of such an event, a summer/autumn event was recommended so that members of the public have the opportunity to properly view the site. It was agreed to support this suggestion in principle and to refer arrangements back to the Camp Steering Group.

#### **087/2024 Dinedor Village Hall**

Members noted that the Village Hall Management Committee had recently met, confirming the accounts for the recent year end. The Annual General Meeting will take place on 25<sup>th</sup> July. It was also noted that designs for the new kitchen are to be considered shortly. Finally it was noted that there will be a talk on beekeeping on 9<sup>th</sup> July at the Village Hall.

#### **088/2024 Councillor Training Requests**

There were no requests for councillor training.

#### **089/2024 Reports from Councillors**

There were no items raised under this agenda item.

#### **090/2024 Next Meeting and items for the agenda**

The next meeting will take place on Thursday 18<sup>th</sup> July at 6.00pm in Dinedor Village Hall. There were no further items raised for the agenda for this meeting.

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

## **Dinedor Parish Council**

Meeting held on 20<sup>th</sup> June 2024

Appendix 1

Ward Councillors Report

Unfortunately the Spring sunshine has turned back to rain and although the forecast for the week ahead looks to be improving nothing is guaranteed so please do be careful when travelling as heavy showers often lead to slippery road surfaces. Excess rain also leads to muddy fields and with farmers needing to enter and exit fields at the moment it is not uncommon to see mud on the roads. The vast majority of farmers are very diligent and clear up any mud very quickly but where you do spot a problem please let me or the locality steward know so signage can be arranged.

The recent warm and wet weather has led to a surge in growth on the verges. This can cause visibility / safety issues at junctions and on narrow roads. The delay in cutting potentially dangerous junctions has been raised with Herefordshire Council / Balfour Beatty and if you are aware of any that haven't yet been cut then please do let me know. Equally Balfour Beatty have started the normal verge cutting programme and there is a list of verges which are not cut due to community wildflower planting, if you are aware of any which should be on that list and would like to check then please contact me as soon as possible so we can avoid any inadvertent cuts.

As I mentioned in my previous reports, a new Public Rights of Way (PROW) scheme was due to be announced in May. I am pleased to confirm that details of this have been made available to all Parish councils via their Clerks – if you have been inadvertently missed off this list then please let me know and I will arrange for details to be sent to you. The scheme offers Parish councils the opportunity to apply for a fixed amount of funding to replace assets on PROW in their areas. The funding available for each asset is set at the rate Herefordshire Council would pay if they were to purchase the asset themselves. I would urge you to take up this funding opportunity as there is no guarantee it will be repeated but please do consult with the relevant landowner before applying so permission can be obtained for installation.

I have noticed that there has been an increase in pothole repairs over the last few weeks and although many areas require significantly more investment, it is a welcome step in the right direction. As always where you spot a repair completed by Balfour Beatty or a utility company that does not look to be of a sufficient standard please raise it with me and I will highlight it with the relevant team. Herefordshire Council does use its powers to force utility companies and Balfour Beatty to return and redo work where it does not meet the standards required however, if these issues are not flagged to them then they are unable to take action. The third instalment of our additional funding to Parish councils (Aside from the increased Lengthsman Grant - £250k and the Prow Scheme - £250k) is the Local Drainage Fund - £445k. Expressions of interest were due in last month and I am told approximately 90 Parish councils registered their interest. Details of how to apply and the projects that can be funded will be published soon but please do not be concerned if your expression of interest has not been acknowledged. If you emailed the email address given in the initial invitation to express an interest ([lengthsman@herefordshire.gov.uk](mailto:lengthsman@herefordshire.gov.uk)) then you will have been included. On a County level, you may be pleased to know that Herefordshire Council held its Annual Meeting last Friday and the current minority Conservative Administration retained control under our leader Cllr Jonathan Lester. The Chairman of Herefordshire Council remains Cllr Roger Phillips and the Vice-Chairperson is Cllr Steph Simmons.

Equally noteworthy was the publication of the Council's year end financials. When our administration took control of the council in May last year the predicted deficit was nearly £13.8m for this year and over £19 million for 24/25. I am pleased to say that through targeted action the deficit for 23/24 was reduced to £8.7m and a balanced budget set for the 24/25 financial year. We are delivering against this budget now and although I cannot provide exact figures at this stage all the signs point to our targets being met.

On a final note I would like to reassure residents and Councillors that although Government may grind to a halt throughout the election, Herefordshire Council is not subject to the same restrictions and will continue with business as usual. This includes the delivery of vital services, road investment and associated projects. I will provide a written update prior to the General Election but no matter who you chose to vote for, please do make sure you are registered and able to exercise your vote on 4<sup>th</sup> July. As always if you have any concerns locally please contact me.

## **Dinedor Parish Council**

Meeting held on 20<sup>th</sup> June 2024

Appendix 2

Clerks Report

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

**1. Financial Regulations**

The Clerk is currently reviewing the new draft financial regulations as issued by NALC and will present any recommendations to the next meeting of the parish council.

**2. Annual Governance and Accounting Return for year ended 31.3.2024**

The Certificate of Exemption as agreed at the last meeting has now been sent to external auditors and receipt acknowledged by them. The period when electors can view the accounts and supporting papers is now open. If any issues are raised with external auditors, there may be further contact from auditors but otherwise no further comment or action is expected.

**3. Insurance**

Renewal of the Parish Council insurances, as agreed last month, has now been completed. Insurers have indicated that the premium amount applicable to the insurance of the cottage on Dinedor Outdoor Centre, and payable by Dinedor Outdoor Trust in accordance with the lease agreement, is £1,069.44 and an invoice for this amount has been raised and sent to the tenants.

|                                        | Year to<br>31.3.2024 |                  | Budget 2024-5 |                  | Actual to<br>31.5.2024 |                 | Forecast  |                  |
|----------------------------------------|----------------------|------------------|---------------|------------------|------------------------|-----------------|-----------|------------------|
| <b>Income</b>                          |                      |                  |               |                  |                        |                 |           |                  |
| Precept                                | £                    | 9,500.00         | £             | 9,500.00         | £                      | 4,750.00        | £         | 9,500.00         |
| Grants                                 | £                    | 5,120.99         | £             | 310.00           | £                      | -               | £         | 3,850.00         |
| Outdoor Centre Insurance reimbursement | £                    | 981.13           | £             | 1,000.00         |                        |                 | £         | 1,000.00         |
| Transmitter income                     | £                    | 2,000.00         | £             | 2,000.00         |                        |                 | £         | 2,000.00         |
| Insurance Claim                        | £                    | -                |               |                  |                        |                 |           |                  |
| VAT reclaim                            | £                    | 1,414.89         | £             | -                | £                      | 621.25          | £         | 621.25           |
| Other                                  |                      |                  |               |                  |                        |                 |           |                  |
| <b>Total income:</b>                   | <b>£</b>             | <b>19,017.01</b> | <b>£</b>      | <b>12,810.00</b> | <b>£</b>               | <b>5,371.25</b> | <b>£</b>  | <b>16,971.25</b> |
| <b>Expenditure</b>                     |                      |                  |               |                  |                        |                 |           |                  |
| <u>General Expenditure</u>             |                      |                  |               |                  |                        |                 |           |                  |
| Staff costs                            | £                    | 5,435.79         | £             | 6,000.00         | £                      | 816.36          | £         | 5,800.00         |
| Temporary Staff Costs                  |                      |                  | £             | -                |                        |                 |           |                  |
| General Office Costs                   | £                    | 639.99           | £             | 500.00           | £                      | 40.00           | £         | 500.00           |
| Room Hire                              | £                    | 264.00           | £             | 350.00           | £                      | 120.00          | £         | 350.00           |
| Insurance                              | £                    | 1,664.29         | £             | 1,800.00         | £                      | 1,805.46        | £         | 1,805.48         |
| Lengthsman Scheme                      | £                    | 1,820.00         | £             | 3,000.00         | £                      | 466.00          | £         | 3,920.00         |
| Repairs & Maintenance - Other          |                      |                  |               |                  | £                      | -               | £         | 4,790.00         |
| Repairs & Maintenance - Camp           | £                    | 695.00           | £             | 6,000.00         | £                      | -               | £         | 10,000.00        |
| Purchases, other                       |                      |                  | £             | 600.00           | £                      | -               | £         | 600.00           |
| Subscriptions                          | £                    | 459.34           | £             | 550.00           | £                      | -               | £         | 550.00           |
| Audit Fees                             | £                    | 249.75           | £             | 300.00           | £                      | 283.25          | £         | 283.25           |
| Election costs                         | £                    | 141.50           | £             | -                | £                      | -               | £         | -                |
| Advertising/publicity                  |                      |                  |               |                  | £                      | -               | £         | -                |
| Training                               | £                    | 90.00            | £             | 150.00           | £                      | 50.00           | £         | 50.00            |
| Website                                | £                    | 225.00           | £             | 250.00           | £                      | -               | £         | 250.00           |
| Newsletter                             | £                    | 330.00           | £             | 400.00           | £                      | 55.00           | £         | 220.00           |
| Miscellaneous                          | £                    | 330.00           | £             | 100.00           | £                      | -               | £         | 100.00           |
| VAT                                    | £                    | 621.25           |               |                  | £                      | 159.85          |           |                  |
| <u>Other Expenditure</u>               |                      |                  |               |                  |                        |                 |           |                  |
| Legal costs                            | £                    | -                | £             | 500.00           | £                      | -               | £         | -                |
| Neighbourhood Plan                     | £                    | -                | £             | 500.00           | £                      | -               | £         | -                |
| Donations & Grants                     | £                    | 1,460.00         | £             | 1,000.00         | £                      | 560.00          | £         | 560.00           |
| <b>Total Expenditure</b>               | <b>£</b>             | <b>14,425.91</b> | <b>£</b>      | <b>22,000.00</b> | <b>£</b>               | <b>4,355.92</b> | <b>£</b>  | <b>29,778.73</b> |
| <b>Net expenditure:</b>                | <b>£</b>             | <b>4,591.10</b>  | <b>-£</b>     | <b>9,190.00</b>  | <b>£</b>               | <b>1,015.33</b> | <b>-£</b> | <b>12,807.48</b> |
| <b>Reserves:</b>                       |                      |                  |               |                  |                        |                 |           |                  |
| Opening Balance                        | £                    | 13,305.98        | £             | 17,897.08        | £                      | 17,897.08       | £         | 17,897.08        |
| Add: Net expenditure                   | £                    | 4,591.10         | -£            | 9,190.00         | £                      | 1,015.33        | -£        | 12,807.48        |
| Closing Balance:                       | £                    | 17,897.08        | £             | 8,707.08         | £                      | 18,912.41       | £         | 5,089.60         |

## **Dinedor Parish Council**

Meeting held on 20<sup>th</sup> June 2024

Appendix 4

Notes from Dinedor Camp Steering Group Meeting held on 21.5.2024

**Present:**  
Cllr. Joe Davey  
Brian Granthier  
Cllr. Tim Greenow  
Paul Davies  
Andy Preedy

**In attendance:** Liz Kelso Clerk

### **1. Apologies**

Apologies were noted from Hazel Preedy and Chris Waters

### **2. Notes from previous meeting**

Notes from the meeting held on 14<sup>th</sup> March 2024, which had been previously circulated, were confirmed.

### **3. Update on Tree Safety Work**

The clerk reported that following the various discussions with Historic England on the work they suggest and difficulties in aligning that work with the tree safety work recommended by the arboriculturist, the parish council has now agreed to proceed with the tree safety work as a separate project with work expected to start during June.

### **4. Historic England**

Historic England has indicated that until the section 17 management agreement is in place, work being undertaken currently cannot be considered part of the “in kind” contribution towards the prospective grant funded work. Quotes for the work required will be needed before the section 17 agreement can be drawn up and agreed and at the present time, this needs further work.

Following on from the decision to progress the tree safety work, the parish council will review the work recommended by Historic England separately. In the meantime, it was agreed that community volunteer activity be largely concentrated on the draft specification anyway.

**4. Community Volunteer activity**

**a) Current activity**

It was agreed to continue with the current clearance of the bank and to mow the grass in the coming weeks. Paul Davies was thanked in particular for the work he has been doing on site. As noted above, work will continue as if the section 17 management agreement is in place.

**b) Recruitment of community volunteers**

Options for recruitment of volunteers to help with camp management were considered and there was thought to be some value in setting up a one off day/event for volunteers, possibly to include a family based activity such as a barbecue at the Outdoor Centre which might encourage volunteers as it was felt that a regular commitment might be daunting for people. Some organisations encourage their staff to volunteer in the local community and it might be possible to recruit help from local businesses at Rotherwas. Balfour Beatty also encourage staff to take part in voluntary litter picks etc. so might offer some help.

**7. Any other business**

In addition to the suggested barbecue/recruitment event, it was suggested that consideration be given to a bonfire in November as was held some years ago.

**8 Date of next meeting**

It was agreed that the next meeting would take place at a date and time to be agreed but provisionally 9<sup>th</sup> July at 6.00pm in the Outdoor Centre.