

Parish Councillors, you are hereby summoned to a meeting of
Dinedor Parish Council
will be held on Tuesday 16th September 2025 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 meeting held on [15th July 2025](#)
3. Public participation:
 - 3.1 Ward Councillors Report
 - 3.2 Matters raised by members of the public in attendance
 - 3.3 Police Matters
4. Information item: Clerks Report
5. Financial Matters:
 - 5.1 To note payments made since last meeting as agreed:
 - PrintPlus
July newsletter £55.00
 - Unity Trust Bank
Bank charges for August £6.00
 - 5.2 To agree payments now due:
 - Terry Griffiths Contracts
Lengthsman Scheme work £489.30
VAT £97.86
Total £587.16
 - Mr & Mrs. J Grzonka
Materials for telephone box
Refurbishment £123.46
VAT thereon £24.69
Total £148.15
 - HMRC
Tax & NI Due on salaries for June
July & August (DD set up failure) £308.22
 - HMRC
Tax & NI due on salaries for
September (due 16.10.2025) £134.59
Total
 - Unity Trust Bank
Bank charges for September £6.00
 - 5.3 To note receipts since the last meeting:
 - Herefordshire Council
Lengthsman Grant 2024/5 £927.00
 - Herefordshire Council
Drainage Grant 2024/5 £2,510.00

- Dinedor Outdoor Centre Insurance 2025/6 £781.12
- 5.4 To note bank balance and bank reconciliation as at 31.8.2025
- 5.5 To note budget review report for year to 31.8.2025
- 5.6 To note and agree national agreement on salaries for local council staff
- 6. Planning Matters
 - 6.1 To note planning responses sent under delegated powers:
 - 6.2 To consider planning applications now due for observations:
 - 6.3 To note planning applications notified for permitted development, if any
 - 6.4 To note planning decisions by Herefordshire Council since the last meeting
 - 6.5 To note any planning enforcement activity
- 7. Highway Matters
 - 7.1 Lengthsman Scheme report
 - 7.2 To agree projects for submission for drainage grant for 2025-6
 - 7.3 Update on Dinedor Camp access road
 - 7.3 Footpath Officers Report
- 8. Dinedor Camp
 - 8.1 To note report from Dinedor Camp Steering Group
 - 8.2 To consider proposal for use of chainsaws on Dinedor Camp
 - 8.3 To consider purchase of first aid and safety equipment for use by Dinedor Camp volunteers to a maximum value of £200.00
- 9. Village Hall Matters
- 10. To consider appointment of volunteer tree warden for the parish
- 11. To consider adoption of parish charter
- 12. Staffing matters
 - To consider engagement of locum clerk to cover parish clerk's absence
- 13. To consider requests for councillor training, if any
- 14. Information item: Reports from Councillors
- 15. Date of next meeting and items for the agenda

Liz Kelso

Clerk, Dinedor Parish Council
 c/o 5 Deerhurst Drive, Belmont, Hereford HR2 7XX
 Tel: 07977675 456
 E-Mail: clerk@dinedorparishcouncil.gov.uk
 Website: www.Dinedorparishcouncil.gov.uk
 Issued: 11.9.2025

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. For further information about the work of the parish council or meeting procedures, please contact the Parish Clerk at the address above.

SEPTEMBER UPDATE

**BALLSTONE, BALLINGHAM & HENTLAND, DINEDOR, HOLME LACY,
LITTLE DEWCHURCH and LOWER BULLINGHAM
DINEDOR HILL WARD**

From your local County Councillor

David Davies

david.davies2@herefordshire.gov.uk

Dear Residents

My thanks to all those residents and businesses who patiently endured the diversions and inconvenience of another month of the council's highways work programme. Further works will continue on nearby main roads in September which I outline later in the update.

I was pleased to see Herefordshire Council moved quickly to ensure critical community equipment and technology-enabled care services continued without disruption for residents across the county. This is important to support vulnerable people in living in their homes and easing pressure on our hospital.

The change came after the previous provider, NRS Healthcare, informed the council that it would be unable to continue operating beyond the end of July. NRS were contracted to provide a range of community equipment and technology-led support services to thousands of Herefordshire residents. These include such things as shower chairs, toilet frames, commodes, hoists and specialist equipment for children with disabilities plus technological devices such as lifeline units, falls detectors, smoke alarms and 24/7/365 emergency call monitoring.

Therefore, from 1 August 2025, two new council-commissioned providers took responsibility, delivering these services to approximately 12,000 residents. Hoople Ltd will now deliver the Integrated Community Equipment Service (ICES), which provides items such as shower chairs, toilet frames, commodes, hoists, pressure care mattresses and medical beds, along with specialist equipment for children with disabilities.

Careium UK Limited took over the Technology Enabled Care Service (TECS), which includes lifeline units, pendants, falls detectors, smoke alarms and GPS devices, alongside the 24/7/365 emergency call monitoring. The Council team moved quickly to ensure a consistent service with minimum disruption to vulnerable residents.



A decision by Herefordshire Council to acquire and refurbish the John Haider building in central Hereford will offer 28 additional self-contained apartments for people needing emergency accommodation.

The number of local people presenting to the council as needing emergency accommodation has almost doubled in the past two years, and there is currently a shortage of suitable accommodation. This means that people may be housed in private sector dwellings (where available) or in budget hotel/bed-and-breakfast style

accommodation.

To help address this, the council is investing nearly £3.8Million to acquire and fully refurbish the John Haider building in central Hereford, bringing the building back into good condition to provide 28 high quality, self-contained, apartments.

The decision follows Full Council approval of the outline business case in July 2024 which indicated cost savings of £600,000 per annum and a detailed consultation process. Work should begin this year with first occupants moving in autumn 2026.

Congratulations to our younger residents on their GCSE and A Level results. Herefordshire students managed an impressive 98.4% A-level pass rate, and in GCSE 68.5% achieved a grade 4 or above in all subjects which in both results are above the national average in the West Midlands and England.



In this month`s update I cover the start of the new Transport hub at Hereford Railway station, share traffic monitoring on the A44 undertaken earlier in the year, outline the business support earned from our Enterprise Zone, and update on the surfacing works in our area, plus useful contacts lists.

As ever if I can be of any help, please don't hesitate to contact me.

Stay safe and well

Dave

retained by government). The rates retention scheme has been in existence at the Hereford Enterprise Zone since 1/4/2013 and is due to continue until 31/3/2038.

Whilst the Enterprise Zone has been in existence for a number of years there is a time lag in generating significant new funds, as land is remediated, sold and developed out. The Valuation Office have also had a significant backlog in valuing buildings for rates payments following the impact of Covid. From the balance of income from 2023/24 and 2024/25 there is currently a reserve available of circa £1.4m available to support economic development activity.

That funding will support a growth programme for the whole of the county which will include;

- Business Forums to improve engagement, network, collaboration to catalyse growth.
- Scale up support for high growth, or potential high growth businesses in target sectors.
- Research & Development innovation fund to enable investment in automation, AI, and innovation improving productivity.
- Business hubs/ co-working space in hubs in the market towns
- Cyber/ digital sectoral growth programme – building on local cluster strengths, a specific and targeted programme to enable the growth of a key local sector.
- Tourism – Tourism marketing to grow our visitor economy
- Skills and development programme

The picture above is of the Cyber Centre which supports the fast growing sector which is based on a large military presence in the county. In 2011 I chaired the first business board on the estate but with the clear objective to pass the chair to businessmen who have since driven the expansion and success while working with the council.



Road Works

The Council undertook a programme of surface dressing works, during the summer which covered roughly 58 miles of road surface across the county, which is the same distance as between Hereford City Centre and Birmingham New Street Station. This is part of an investment of £2.5m this year in surface dressing to provide preventative treatment, which is encouraged by the Department for Transport as part of good asset management.

The process involves applying a layer of bitumen binder to the existing road surface followed by a layer of stone chippings. The chippings are then rolled into the binder to create a durable and skid-resistant surface. This process helps to seal the road surface, preventing water from penetrating and causing damage to the underlying layers, and helping to prevent potholes from forming. Due to the sealing process involved, surface dressing works can only be carried out in appropriate weather conditions.

I continue to push for various U and C highways in my parishes and still awaiting the unclassified programme for this year. Perhaps not surprisingly there are not many compliments about the surfacing being done but more complaints of residents own highways awaiting attention. It is important to point out that while some funding comes from Government this burst of activity is a political choice of this council to borrow capital funding and invest in the highways to help support residents and businesses. With 2,000 miles of Herefordshire highways I hope people understand there is a limit to how much can be done but at least funding is being made on our highways.

Road Closures

Welsh Water

**C1262 From Toll Housewyke Bridge To New M Hoarwith
C1262 Renew Frame And Cover Of Stop Tap Road Closure [ttro]
(Carriageway)TOLL HOUSE, HOARWITHY, HEREFORDSHIRE 03-
09-2025 03-09-2025**

Welsh Water

**Hollow Farm Road From B4399 To Dinedor C Dinedor
U72009 INSTALL NEW SERVICE CONNECTION Road Closure
(Carriageway, Verge)ROVELLO, HOLLOW FARM ROAD, DINEDOR,
HEREFORDSHIRE 03-09-2025 05-09-2025**

Balfour Beatty

St Davids Rise Little Dewchurch

U71618 "Footway resurfacing .

Footway closure: Alternative route will be provided"

Road

Closure [ttro] (Footway)St Davids Rise 15-09-2025

18-09-2025

PLEASE report potholes and concerns

Report problems on the road –

www.herefordshire.gov.uk/roads-1/report-problems-road

Check on progress of a defect

herefordshire.gov.uk/roads-1/pothole-road-defect-progress-map

**Report a serious pothole, flooded road or highway obstruction- Balfour Beatty Living Places
: 01432 261800**

Footpaths issues –

- **PROW - PROW@herefordshire.gov.uk**
- **PROW No – 01432 383 550**

**Report fly tipping it will be dealt with in a much quicker time frame. by either calling the
Contact Centre on 01432 261800 or by logging the fly tipping via the council website on the
links below as your www.herefordshire.gov.uk/info/fly_tipping**

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Parish Contacts

Ballingham, Bolstone & Hentland PC	<u>clerk@ballinghambolstonehentland-pc.gov.uk</u>
Dinedor PC	<u>clerk@dinedorparishcouncil.gov.uk</u>
Holme Lacy PC	<u>holmelacyparishclerk@gmail.com</u>
Little Dewchurch PC	<u>parish.clerk@littledewchurch.org.uk</u>
Lower Bullingham PC	<u>clerk@lowerbullinghamparishcouncil.co.uk</u>

If you want to discuss a planning matter please contact
planningenquiries@herefordshire.gov.uk

Planning enforcement concern
PlanningEnforcement@herefordshire.gov.uk

The low water levels in the dams above Rhyader this summer, which supplies Birmingham conurbation with its water. A tremendous feat of late Victorian engineering



Local Emergency Numbers

Environment Agency: 0800 80 70 60 (24-hours) or visit www.gov.uk/report-an-environmental-incident

Flood alerts: Floodline 0345 988 1188. Sign up online at www.gov.uk/sign-up-for-flood-warnings to get Flood Warnings from the Environment Agency by phone, email or text message. If you live by a river or stream, keep a watch on current and expected water levels.

Power cut: Call 105 or visit www.powercut105.com

BT phone line issues: www.downdetector.co.uk/status/bt-british-telecom

Gas leak: 0800 111 999 or visit www.wvutilities.co.uk/services/smell-gas

Welsh Water: [0800 052 0130](tel:08000520130) (Water emergencies) or [0800 085 3968](tel:08000853968) (Sewer emergencies) or visit www.contact.dwrcymru.com/

The Citizens Advice Bureau Online at advice@citizensadviceherefordshire.org.uk for initial contact by email. Please also give a contact phone number in case we need to contact you for more information.

Dinedor Parish Council
Bank Reconciliation
Year to 31.3.2026

Opening Balance	£ 8,773.69
Add receipts	£ 11,217.64
Less Expenditure	£ 10,517.28
Balance	£ 9,474.05

Meeting 16.9.2025

Per bank statement 31.8.2025	20446000	£ 6,407.96
	20512154	£ 3,066.09

Add receipts since statement:

Less: payments not yet authorised at statement date s/o since last statement	£ -
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£ 9,474.05

£ -

Dinedor Parish Council

2025-2026

	Year to		Budget 2025-6		Actual to		Forecast	
	31.3.2025				31.08.2025			
Income								
Precept	£	9,500.00	£	11,000.00	£	5,500.00	£	11,000.00
Grants	£	-	£	6,879.00	£	3,437.00	£	-
Outdoor Centre Insurance reimbursement	£	1,069.44	£	1,200.00	£	-	£	1,200.00
Transmitter income	£	2,000.00	£	2,000.00			£	2,000.00
Insurance Claim	£	-						
VAT reclaim	£	621.25	£	2,262.81	£	2,262.81	£	2,262.81
Bank Interest	£	48.26	£	25.00	£	17.83	£	25.00
Total income:	£	13,238.95	£	23,366.81	£	11,217.64	£	16,487.81

Expenditure

General Expenditure

Staff costs	£	5,667.28	£	6,200.00	£	2,190.83	£	6,200.00
Temporary Staff Costs			£	-				
General Office Costs	£	461.57	£	1,000.00	£	515.24	£	1,000.00
Room Hire	£	264.00	£	300.00	£	192.00	£	300.00
Insurance	£	1,805.46	£	2,000.00	£	1,832.58	£	1,832.58
Lengthsman Scheme	£	1,864.00	£	2,950.00	£	2,800.00	£	2,950.00
Repairs & Maintenance - Other (Footpaths)			£	3,929.00	£	-	£	3,929.00
Repairs & Maintenance - Camp	£	8,105.49	£	3,250.00	£	1,283.74	£	3,250.00
Purchases, other	£	-	£	600.00	£	-	£	600.00
Subscriptions	£	483.48	£	600.00	£	-	£	600.00
Audit Fees	£	283.25	£	510.00	£	332.90	£	510.00
Election costs	£	-	£	-	£	-	£	-
Advertising/publicity	£	-			£	-	£	-
Training	£	50.00	£	60.00	£	-	£	60.00
Website	£	225.00	£	250.00	£	-	£	250.00
Newsletter	£	330.00	£	330.00	£	165.00	£	330.00
Miscellaneous	£	-	£	100.00	£	-	£	-
VAT	£	2,262.81			£	644.99	£	644.99

Other Expenditure

Legal costs	£	-	£	-	£	-	£	-
Neighbourhood Plan	£	-	£	-	£	-	£	-
Donations & Grants	£	560.00	£	1,000.00	£	560.00	£	1,000.00

Total Expenditure	£	22,362.34	£	23,079.00	£	10,517.28	£	23,456.57
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Net expenditure:	-£	9,123.39	£	287.81	£	700.36	-£	6,968.76
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Reserves:

Opening Balance	£	17,897.08	£	8,773.69	£	8,773.69	£	8,773.69
Add: Net expenditure	-£	9,123.39	£	287.81	£	700.36	-£	6,968.76
Closing Balance:	£	8,773.69	£	9,061.50	£	9,474.05	£	1,804.93

Dinedor Parish Council

Meeting to be held on 16th September 2025

Agenda item 5.6

Staff Salaries

The Parish Clerk is paid in accordance with nationally agreed salary scales for local council staff which is negotiated annually with employers and any increase payable from 1st April. For the current financial year, 2025-6 salaries have now been agreed with an average 3.2% increase on all scale points and with some lower scale points now being removed as these have fallen below national minimum wage.

For Dinedor Parish Council this results in an increase in salary costs of £181 for the year with a corresponding increase in employer national insurance.

Members are asked to confirm payment at the scale rate and note that this will include a back payment to April 2025 in accordance with contract terms.

RECORD OF WORKS CARRIED OUT BY TERRY GRIFFITHS CONTRACTS

PARISH COUNCIL	Dinedor Parish Council.
ACCOUNT	Roads-routine maintenance.
MONTH	August 2025 (1).
INVOICE NO.	TGC3465

Description of work carried out: -

Visit Day.
29-08-25

Routine Maintenance Work.

Clear grids and clean out road gullies.

Clear road culverts.

Check inspection pits.

Clear ditch headwalls.

Clear grips and reform leads.

Clear minor obstruction from ditches and reform leads.

Clean off road signs.

Clear minor storm debris off roads.

Strim round grit bins and road signs.

Strim verges on bends junction splays and areas extensively used by pedestrians and no footway is present.

Collect litter and rubbish from areas worked.

Roads covered on this visit.

U7009.

From B4399 to U72011.

U72011.

From U71009 to Dinedor Camp east side only.

U72011.

From B4399 to C1261.

U72012.

Material.

Marker spray.

Notes.

Dinedor Parish Council

Dinedor Camp Management Steering Group Notes from a meeting held on 3rd September 2025

Present: Paul Davies Chair
Nick Austin
Joe Davey
Brian Granthier
Chris Waters

In attendance: Liz Kelso Clerk

1. Apologies

Apologies were noted from Malcolm Louch.

2. Community Volunteer Activity

- There have been two community work days since the last meeting of the Steering Group with work concentrating on clearing the bank and removing ivy in particular. Brush is beginning to grow back
- A further mow and brush cutting is scheduled for the end of the season
- The flail mower has been repaired and is in good working order
- The next community day is 21st September.

Hire of the large brush cutter has been approved by the Parish Council but confirmation of the cost will be required before the order is placed. It is understood that the terms of hire includes the operator from the supplier. A copy of their risk assessment and insurance certificate will be required. It is not clear whether the hire includes any PPE or safety equipment and this will need to be checked. Contact with the supplier so far as been through Malcolm so this needs to be checked when he returns.

It will be necessary to check the area mapped for this work prior to machinery arriving on site and any logs or items that might impede the machinery will need to be removed.

When the equipment is in use it will be important to ensure the safety of anyone on site with signage, marshals in place and appropriate safety equipment so the work will need to be carefully planned.

3. Health and Safety Matters

Health and safety matters for volunteers and members of the public on site was considered very important and a review of current measures suggests some areas for improvement. After some discussion, it was agreed:

- The current risk assessment for work on the Camp is to be reviewed and amendments made where necessary with a copy of the risk assessment provided to all community volunteers before any work takes place
- It had previously been agreed that records be kept of all community volunteers working on site on any given day with the record to include what work has been carried out. This is a requirement of our insurers so that volunteers are covered by the parish council liability insurance and that the work that is undertaken is also covered in the event that a member of the public is injured. The process also ensures that volunteer hours are documented which will help with any grant that might be available now or in the future.
- It is important that an appropriate first aid kit is available whenever volunteers are working on site. The Clerk will obtain appropriate equipment urgently, to include hazard tape, signage to warn members of the public that work is being undertaken etc. to be included in the first and safety kit. It was confirmed that such equipment, risk assessments etc. are already a requirement for any contractor working on site so should also be used when volunteers are working on the Camp.
- Lone working by volunteers is to be discouraged on safety grounds
- After due consideration it was agreed not to permit the use of chainsaws on the site unless the operator carries their own insurance. See below for further comment on this.

Use of Chainsaws on Dinedor Camp

The Clerk confirmed that following further enquiries, parish council insurers have reiterated that they would not provide blanket liability insurance to cover the use of chainsaws on parish council property. However, they have agreed that provided the individual user can provide evidence of certification for use of a chainsaw (not the basic "hobby use" course but a course appropriate to the work being undertaken), that evidence is provided to insurers in each case and evidence is also provided that all other safety measures as indicated by the HSE are followed (appropriate PPE, signage, first aid provision, risk assessments and documented safe system of work), it may be possible to provide liability cover for the specified task. Acknowledging that this would delay any work envisaged and require considerable administrative input, the group felt it more appropriate to continue with the requirement that any user of a chainsaw on site should provide his/her own evidence of insurance to use the equipment, such evidence being provided to the clerk prior to use.

4. **Any other business**

- Joe confirmed that during discussions with Balfour Beatty it has been confirmed that BBLP supports their staff volunteering in the community and that work on the camp could be a volunteering opportunity. It is unclear whether volunteers are trained or have access to equipment so further discussions will take place. The volunteers will need to complete the appropriate documentation and be supervised when on site.

5 **Date of next meeting**

It was agreed that the next meeting would take place on Monday 6th October. Time and venue to be confirmed.

A Charter for Herefordshire's Councils 2025

This Charter is an agreement between Herefordshire Council, Hereford City Council
and the Town and Parish Councils in Herefordshire



Introduction

This Charter is an agreement of councils in Herefordshire. It aims to strengthen partnership working and build on existing responsibilities.

It builds on existing frameworks and responsibilities, aiming to enhance collaboration for the benefit of Herefordshire.

Strategic Aims of the Charter

The strategic aims of this Charter are to develop stronger partnership working between councils and to enable community action.

Principles of Partnership Working

Our shared principles for partnership working set the foundation for achieving this Charter's strategic aims. These principles guide how we work together and treat each other as partners.

Mutual respect

- We recognise our shared goals and respect each other's roles.
- We follow codes of conduct and democratic processes.
- We acknowledge different councils may operate differently but all act in good faith.

Communication

- We respond to information requests promptly.
- We make communication clear, jargon-free, and accessible.
- We use multiple channels to ensure effective two-way dialogue.
- We consistently address communication issues early and engage proactively.
- We make consultations open, accessible, and followed up appropriately.
- We ensure Parish Summits serve as forums for collaboration and feedback.

Transparency

- We openly share information and decision-making processes.
- We signpost services and resources efficiently.

Strengths-based

- We foster constructive relationships between councils, officials, and communities.
- We apply our collective strengths to benefit residents.
- We support and empower communities to engage in local democracy.

Measuring Success

Success is measured by how well we:

- Share best practices and challenges to improve services.
- Identify and take advantage of opportunities to work together.
- Remove barriers to effective partnership working.
- Use our resources to support residents and communities.
- Encourage participation and ensure all voices are heard.

Performance and Resolution

If there are any issues with meeting the expectations in this Charter, we will address them as follows:

- Initially, the concerned parties will discuss the issue directly to try and resolve it amicably.
- If the issue remains unresolved, the relevant Herefordshire Council Service Director and Parish or Town Clerk will work together to propose a suitable resolution within five working days, or within five working days after the next Parish or Town Council meeting if a Council resolution is required.

- Should the issue still not be resolved, the Herefordshire Council Leader and Parish or Town Chair will collaborate to find an appropriate resolution within five working days, or within five working days after the next Parish or Town Council meeting if a Council resolution is required. - If issues cannot be resolved through these steps, a formal complaint should be raised in accordance with the relevant body's complaints procedure. - The successes and challenges of implementing this Charter will be thematically reported by relevant Herefordshire Council Service Directors at Parish Summits to facilitate learning and improvement in partnership working through the Charter Reference Group.	In the context of Local Government reform, any extension of service provision directed to or through Town and Parish Councils will be openly discussed before any consideration or implementation. Implementation This Charter will evolve over time. Once agreed upon, all councils share responsibility for upholding its principles. No changes will be made without majority consent and Charter Reference Group support. The Charter will be supported through: Quarterly Parish Summits, Quarterly meetings between the Leader of the Council, Chief Executive, and the Charter Reference Group.	The Charter Reference Group will act as developers and guardians of the Charter and will help to develop and manage the Parish Summit agendas. The mechanism of determining the Group's membership will be shaped by feedback from the Towns and Parishes during the consultation process and the Parish Summit so that the Group can act on their behalf. The Reference Group will ideally include representation from HALC (Herefordshire Association of Local Councils) Review The Charter will be reviewed at the end of the first year of operation and an updated version produced for approval if necessary. Thereafter it will be formally reviewed every four years. Approval All Councils (towns, parishes, city and Herefordshire Council) will take this Charter through their own approvals process with a formal record of approval made publicly available.
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Specific Responsibilities

If a Town or Parish Council leads a service or project for Herefordshire Council, there will be a clear plan, regular progress reviews, and risk management strategies will be put in place.

Appendix 1: Service Standards and Communication Timescales

- All correspondence to and from Herefordshire Council Staff or Councillors and to Parish and Town Clerks will be responded to within 10 working days.
- Herefordshire Council will give 21 working days for Parishes to respond to consultation of Traffic Regulation Orders.
- Herefordshire Council will give 21 working days for Parishes to respond to non-statutory consultations.
- Herefordshire Council will make payments for invoices from Parishes for devolved services or grants within 21 days of submission.
- Herefordshire Council will confirm amounts for grants or budget for devolved services to Parishes by 31 March for the following financial year.
- All councils will demonstrate respect for personal data protection.

Appendix 2: Framework for Key Services

The following sections set out how we can work together in specific areas. Not all areas will be applicable to all councils.

Planning Service

Herefordshire Council will:

- Notify Parish, Town and City Clerks of new applications (where consultations are required) as soon as possible after they have been validated.
- Identify the contact details for the relevant Planning Officer when applications are put on the planning website or as soon as possible thereafter.
- Consider all planning applications against a made Neighbourhood Development Plan (NDP).
- Give serious and early consideration to the items on Parish and Town Council 'wish list' for financial windfalls to approved planning applications (Section 106 Planning regulation)

Parish and Town Councils can:

- Sign up to the notification portal run by Herefordshire Council and receive direct notifications of planning applications.
- Submit comments that are 'Material Considerations' and include references to national, county and parish (NDP) planning policies within the agreed period.
- Appoint a named representative to attend planning committee meetings of Herefordshire Council, as necessary.
- Prepare and keep up to date a Section 106 'wish list' and share this with the team at Herefordshire Council and copy the Ward Councillor.

Neighbourhood Development Planning (NDP)

Herefordshire Council will:

- Provide officer support for Parish and Town Councils creating or reviewing an NDP to ensure that lawful processes are undertaken in a timely manner.

Parish and Town Councils can:

- Set up an NDP Working Group and ensure that all meetings are open to residents.
- Provide all relevant information to Herefordshire Council to enable them to prepare required documents.

Highways

Herefordshire Council will:

- Give good notice to Parish and Town Councils of proposed works within a locality, particularly when road closures are required.
- Inform Parish and Town Councils on adoption of new highways, traffic measures and street lighting during the development process.

Parish and Town Councils:

- Are encouraged to report any defects on the highway network, so that Herefordshire Council can carry out any necessary works.

Public Rights of Way

Herefordshire Council:

- Recognises that Parish Footpath Officers are volunteers appointed by Parish and Town Councils and are directly responsible to and insured by them. They will liaise with Herefordshire Council Officers to support them in fulfilling their legal obligations for Public Rights of Way.

Parish and Town Councils can:

- Apply for grants or funding to undertake works to improve Public Rights of Way in their area for which Herefordshire has earmarked funding.
- Choose to appoint a Parish Footpath Officer in their area, and Herefordshire Council will provide training and support to enable them to perform their duties.
- Bring matters to the attention of Herefordshire Council in a timely way if they cannot be addressed locally.

Local Drainage

Herefordshire Council:

- Will provide a timescale to address issues reported by Parish and Town Councils or confirm that the issue reported will not be addressed, giving a reason.
- May provide grant funding for Parish and Town Councils to carry out local drainage schemes.
- May support a Parish or Town Council minded to fund minor drainage works themselves, using a suitably qualified contractor.

Parish and Town Councils may:

- Apply for grants or funding from Herefordshire Council to carry out local drainage schemes.
- Use a suitably qualified contractor to undertake minor drainage works, using their own funds, and supported by Herefordshire Council.

Lengthsman Scheme

Herefordshire Council may

- Operate a Lengthsman scheme to devolve funding for minor highway works to Parish and Town Councils using a suitably qualified Parish or Town Contractor.
- Support Parish and Town Councils to use their own funding to undertake minor highway works using a suitably qualified contractor.

Parish and Town Councils may

- Join the Herefordshire Council Lengthsman scheme to access devolved funding for their Parish or Town Contractor to undertake minor highway works.
- Undertake minor highway and other works, eg drainage, using their own funding and a suitably qualified contractor.

A Charter for Herefordshire's Councils

