

DINEDOR PARISH COUNCIL

Minutes of a Meeting of the Parish Council held on 21st November 2017, at Dinedor Village Hall

Present: Cllr. Duncan Green
Cllr. Nick Austin
Cllr. Julia Over
Cllr. Suzanne Penny
Cllr. Chris Smart

In attendance: Liz Kelso Clerk/RFO
2 members of the public

084/2017 Apologies, declarations of interest and requests for dispensation

There were no apologies. Cllr. Chris Smart declared a disclosable pecuniary interest in agenda item 7 (planning). There were no requests for dispensation.

085/2017 Public Participation

85.1 Items raised by members of the public

Concern was expressed at the mud being deposited on the road in two locations along Hollow Farm road though to be from vehicles accessing farm land and from large vehicles crossing the soft verges. The Clerk will report these to Balfour Beatty as a hazard to other road users.

085.2 Ward Councillors Report

There was no report from the Ward Councillor for this meeting.

086/2017 Minutes of the meeting held on 19th September 2017

It was agreed that the Minutes of the meeting held on 19th September 2017, which had been previously circulated, be signed by the Chairman as a true record of proceedings at that meeting.

- **Balfour Beatty Parish Briefing**

The Clerk has attended a briefing by Balfour Beatty on performance as public realm contractor and proposals for a Community Commissioning Protocol which was held on 15th November at the Thorn offices in Rotherwas. It was confirmed that funding under the lengthsman scheme will cease next year although parishes are still being encouraged to join the scheme in order to achieve permission to undertake work on the highway.

Some funding under the P3 scheme will continue next year. This scheme funds lengthsman type activities on public footpaths.

It was agreed that BBLP be approached for the installation of a mirror by the junction with the Holme Lacy Road and a quotation be obtained for consideration at the next meeting.

- **Outstanding Invoices**

The invoice representing the insurance premium due in accordance with the lease agreement for the tenants of property at the Camp for the period from 17th October 2016 to 7th June 2017 has been paid in part with £570 having been received since the last meeting. There remains a balance of £2,272.76 for the period from 17th October 2017 to 7th June 2018.

- **Planning Enforcement Action**

As reported at the last meeting, a potential planning enforcement issue is being investigated by Herefordshire Council where a property has been adapted for commercial use without appropriate permission. Planning officers have confirmed that they are working with a resident to encourage an application for appropriate planning permission.

- **FOI**

A request under the Freedom of Information Act was received on 30th September regarding the Neighbourhood Development Plan. After receiving clarification of the applicant's requirements on 7th October, the request was completed on 30th October. The applicant requested all documentation relating to the Neighbourhood Development plan steering group including all notices of meetings, agendas, minutes of meetings, terms of reference of the group and copies of drafts of the Neighbourhood Plan. The resulting response was exceptionally large and submitted via shared cloud storage as the file was too large to transmit via email. As much of the information requested related to a period when a previous clerk was employed and not passed to your current Clerk, a substantial amount of work, amounting to some 20 hours in total, was required in order to comply with the request.

088/2017

Financial Matters

088.1 Payments

Payments as per the attached schedule were approved for payment.

088.2 Account Balances

An account balance of £24,019.91 (excluding payments agreed above) was noted.

088.3 Financial Review

The review of expenditure from 1st April to 31st October 2017, as attached to these Minutes was noted. Current forecast suggests expenditure will be slightly below budget.

088.4 Draft budget for 2018-9

It was agreed to defer this agenda item until the next meeting so that the position with regard to the outstanding payments in respect of the insurance provision for the Outdoor Centre is clarified

088.5 External audit report

It was noted that the External Audit Report did not include any major items which auditors felt should be brought to the attention of the Parish Council. There were two minor matters which were commented upon by the external auditors:

- The date of the announcement of electors rights was two days before the annual return was approved and signed, and
- The internal auditor had commented that petty cash procedures were acceptable despite there being no petty cash account.

089/2017

Implications of the General Data Protection Regulations

Members noted in brief the potential implications of the new General Data Protection Regulations on the Parish and in particular the requirement to conduct an audit of the data held by Members and the Clerk so that appropriate permissions and systems can be put in place to comply with the new Regulations. It was agreed that the Clerk undergo further training on this – see minute reference XX/2017 and report back to the next meeting with proposals on the way forward.

090/2017

Planning Matters

090.1 Planning Applications for consideration:

Having declared a disclosable pecuniary interest in this agenda item, Cllr. Smart left the room for this agenda item.

Planning application ref.	174094/F
Site:	Offas Dene, Prospect Lane, Dinedor
Development:	Erection of a 4 bed family house with garage
Comments:	Members considered this application and noted that this development is outside the village envelope as identified within the draft Neighbourhood Development Plan which is currently at Regulation 14. After some discussion, it was agreed that overall there are no objections to this development although concerns were expressed at the impact of this development on traffic flows in this narrow country lane and concerns expressed at historic issues with drainage on the proposed site. The Clerk was instructed to notify the planning authority accordingly.

Cllr. Smart then returned to the meeting.

090.2 Permitted Development

There have been no applications under permitted development rights.

090.3 Planning Decisions

There were no planning decisions to note.

090.4 Traveller Site Consultation

Members reviewed the Traveller Site consultation and were generally supportive of the proposals.

091/2017

Dinedor Camp

091.1 Report from the Dinedor Camp Steering Group

A report from the Dinedor Camp Steering Group, as attached to these Minutes, was noted. In particular, members noted that work by the community volunteer team and the community payback team is progressing well.

The group are currently reviewing funding opportunities and obtaining quotes for tools and equipment for use at the Camp. It was thought some limited funding might be available as a result of the site being identified on the "at risk" register of Historic England.

A successful community bonfire was held on 4th November and the group thanked the Outdoor Centre in particular for their help and hospitality in hosting the event.

091.2 **Dinedor Access Road**

The Chairman reported that an inspection of the national street gazette has shown that Herefordshire Council has changed the designation of the Camp access road to a maintained highway and therefore appears to have accepted the evidence that the access road has been maintained at public expense in the past. This is supported by the recent filling of potholes on the access road.

091.3 **Dinedor Outdoor Centre Insurance provision**

The Chairman explained that under the terms of the lease agreement assigned to the parish council under the terms of the Community Asset Transfer, there is an obligation on the part of the landlord – the parish council – to effect insurance cover on the “buildings” forming the Outdoor Centre. The lease does not specify the buildings to be covered and at a recent meeting with the trustees of the Outdoor Trust, it was suggested that several of the non-permanent buildings were considered by the Trustees as tenants improvements and therefore outside the scope of the requirements of the lease agreement to provide insurance. The Clerk and Chairman have discussed this with solicitors acting for the parish council in the matter of the Community Asset Transfer and been advised that for the avoidance of any doubt, a Deed of Variation be entered into which clearly specifies which of the buildings on that site is to be insured in accordance with the terms of the lease.

After a brief discussion during which members stressed the importance of the Outdoor Centre as a sustainable education centre, it was agreed that the solicitor be instructed to draft a Deed for Variation to clarify the requirements under the lease to insure. A provisional budget of £400.00 was agreed for this work.

091.4 **Felling Licence**

It was agreed that a felling licence be applied for to permit limited felling on the camp and within camp woods.

093/2017 **Neighbourhood Development Plan**

Members noted that the Neighbourhood Development Plan Steering Group commenced the Regulation 14 consultation on the draft Neighbourhood Plan on 31st October in accordance with the authority granted at the last parish council meeting. The consultation period is to end on 12th December and at a consultation event held immediately before this meeting, 9 members of the public were in attendance to review the draft plan and offer comments/observations. The next consultation event will take place at the coffee morning on 2nd December and a report on the results will be made to the parish council meeting in January.

094/2017 **Training**

It was agreed that the clerk be authorised to attend a training session by HALC on the new General Data Protection Regulations at a cost of £30.00.

094/2017

Date of next meeting

The next meeting will take place on Tuesday 16th January 2018 at 7.30pm in the Village Hall.

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

Attachment 1
Payments agreed at the meeting

Attachment 2
Financial Review

Dinedor Parish Council

Dinedor Camp Management Steering Group Notes from the meeting held on Tuesday 31st October 2017 at Dinedor Outdoor Centre

Present: Ian Stead (in the Chair)
Nick Austin
Brian Granthier
Duncan Green
Andy Preedy
Hazel Preedy

In attendance: Liz Kelso Clerk

1. **Notes from previous meeting**

Notes from the meeting held on 6th September were confirmed.

2. **Matters arising**

- **Membership**

Nothing further to report.

- **Forestry**

Paul Davies and Andy Preedy have drafted an application for a felling licence from the Forestry Commission and will circulate this to all group members. It was agreed that the aim in the initial stage is to remove small items but longer term to start to mark up trees to be removed to allow others to mature. Using a chainsaw on some of the smaller items would speed the work up considerably.

- **CCTV**

Following reports and evidence of vehicles on the Camp, a wildlife camera has been installed close to the ramp to record any activity on site. To date there has been nothing to report.

3. **Report on Community Volunteer activity**

The small band of community volunteers continues to meet on the second Sunday of the month and has now cleared around the perimeter of the site. A reminder of the sessions will be put on the website.

4. **Report on Community Payback Scheme engagement**

It was noted that generally the group attends although there have been some sessions missed. The group continues to work around the perimeter and it has been noted that when removing small items, a stump is left above ground which can be a trip hazard, especially when leaves are on the ground. Historic England regulations do not permit ground disturbance so the stumps either need to be cut to the ground or left longer so they are visible. A stump grinder may be needed in future.

5. **Bonfire**

As discussed at the previous meeting, it had been agreed that a bonfire event would take place at the Outdoor Centre on November 4th to celebrate one year of Parish Council ownership of the Camp and to offer an opportunity to burn some of the smaller items removed from the site over the previous weeks. The Outdoor Centre has kindly agreed to this event taking place on site and that the toilets and kitchen area can be used.

Advice had been sought from the Parish Council insurers and a risk assessment provided to them. Their requirements for cover include measures for ensuring adequate supervision of the fire and members of the public, restrictions on the height of the fire relative to the proximity of buildings and the provision of fire fighting equipment on site.

Notices have been put up around the parish and the following was agreed:

- Stewards were identified who would wear hi viz jackets to be clearly identifiable
- One steward would be on the entrance gate and two would manage the fire
- An absolute rule of no fireworks permitted on site. Anyone bringing fireworks on site would be asked to leave
- The kitchen will be available for anyone to use. Some refreshments will be provided by volunteers
- Doors will open at 6.30 pm and the fire lit at 6.45 pm
- An estimated 10 – 40 people are expected to attend.
- Given the restricted parking availability, residents to be encouraged to walk or car share

6. **Funding opportunities**

In preparation for an initial funding bid, Ian and Nick will start to gather prices for equipment that might be required for future work on site. It was noted that any funding bid would need to be in the name of, and agreed by, the Parish Council. The next meeting of the Parish Council is scheduled for 21st November.

7. **Any other business**

It was noted that the Camp has been listed on the Historic England At Risk Register, as had been indicated earlier in the year. This should make it easier to access funding for work to the site. The clerk will check what funding might be available now.

8. **Next Meeting**

The next meeting will be held on Tuesday 9th January 2018.