

DINEDOR PARISH COUNCIL

Minutes of a meeting of the Parish Council held on 16th July 2019, at Dinedor Village Hall

Present:	Cllr. Duncan Green Cllr. Nick Austin Cllr. Tim Greenow Cllr. Julia Over Cllr. Suzanne Penny	Chair
In attendance:	Liz Kelso Cllr. David Summers 10 members of the public	Clerk/RFO Ward Councillor, Herefordshire Council (agenda item 2(b) only)

058/2019 Apologies, declarations of interest and requests for dispensation

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

059/2019 Public Participation

059.1 Matters raised by members of the public

A member of the public in attendance explained a proposal for a small development of six homes on a parcel of land within the village envelope. It was noted that a current traffic survey in the area was part of the development work in preparation for a planning application to be submitted.

Some concern was expressed at the redirection of a footpath within the Parish. This was discussed under agenda item 14.

059.2 Ward Councillors Report

The Ward Councillor's verbal report was noted, including:

- A new cycle path is being constructed at Rotherwas
- No further action on the reinstatement of the land at Wye Valley Stud. It was noted that the Parish Council has not received a copy or formal notification of the enforcement notice issued. Cllr. Summers will arrange for a copy to be sent to the Parish Council
- Cllr. Summers is pushing to get the lengthsman grant reinstated
- Cllr. Summers is currently acting as a parish councillor at Brockhampton following a failure to attract sufficient candidates to form a quorum at the last elections.

060/2019 Minutes

060.1 Minutes of the Parish Council meeting held on 21st May 2019

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

060.2 Minutes of the extraordinary parish council meeting held on 18th June 2019

The Minutes of the meeting held on 18th June, which had been previously circulated, were confirmed and the Chairman authorised to sign the Minutes as a true record of proceedings at that meeting.

060.3 Minutes of the Annual Parish Meeting held on 21st May 2019

The Minutes of the Annual Parish meeting held on 21st May, which had been previously circulated, were confirmed and the Chairman authorised to sign the Minutes as a true record of proceedings at that meeting

061/2019 Clerk's Report

The Clerk's Report, as attached to these Minutes, was noted without further comment.

062/2019 Financial Matters

062.1 Payments

A payment of £109.47 to E. Kelso for office expenses was approved.

062.2 Receipts

A receipt of £2,000.00 being a grant under the Tesco Bags of Help scheme for work on Dinedor Camp was noted with thanks in particular to the funding sub group of the Dinedor Camp Working Party who submitted the bid.

062.3 Account balances

Members noted an account balance of £27,980.15

062.4 Year to date financial review

The year to date financial review was noted without further comment.

062.5 Parish Councillor Allowance Scheme

The Clerk explained that if the Parish Council were minded to introduce an allowance scheme for Councillors, an independent remuneration panel would need to be convened by Herefordshire Council. The purpose of this agenda item was to consider whether to request that such a panel be convened. After some discussion, it was agreed not to consider introducing a Parish Councillor Allowance Scheme for this Parish.

063/2019

Planning

063.1 Planning applications now due for comment

There were no applications for comment.

063.2 Planning applications under permitted development rights

None

063.3 Planning decisions since the last meeting

None

063.4 Light pollution and planning consent

Following an enquiry from the last meeting, the Clerk reported on advice received from the Planning Enforcement Team at Herefordshire Council with regard to the external lighting at properties. Whilst it was noted that there is limited scope for external lighting to be controlled by planning conditions, it was agreed that in future comments by the Parish Council on applications would note the potential disruption from excessive external lighting particularly in sensitive areas or where it is known this would impact on local ecology. With regard to current properties where lighting is felt to be excessive, it was agreed that Enforcement Officers be asked to visit and comment. Where relevant, photographs from members of the public to the Clerk would be welcomed.

064/2019 Dinedor Camp

064.1 Update from Dinedor Camp Steering Group

Members noted that work on the camp is progressing well. The Chairman recently met with the supervisors of the Community Payback Team who have raised an issue with regard to working alongside a road. This is now being addressed.

064.2 Funding

Following the success of the Tesco Bags of Help scheme, the Steering Group will present requests for purchase of items to support their work to the September meeting of the parish council.

Work is now taking place on resubmitting a grant application to the Lottery. It was agreed that authority be granted to submit this application.

064.3 Tree Work

This agenda item was deferred pending receipt of comparative quotes for the work on trees in and around the Camp area.

064.4 Countryside and Rights of Way Act 2000

The Clerk presented the guidance notes from Defra on the dedication of land as open access land under the Countryside and Rights of Way Act 2000. A resident from a neighbouring property commented that they would not support this as they were concerned that the public would not respect boundaries. It was agreed to defer a decision on this pending further research.

065/2019 Neighbourhood Development Plan

065.1 Update

Cllr. Penny reported that a review of the current status of the plan had taken place and all paperwork was to be copied in preparation for sending to the consultants for the final update prior to submission to Herefordshire Council under Reg. 16. A response from Kirkwells to confirm their actions is awaited.

065.2 Funding

It was agreed to release the previously agreed £1,900 to support the next stage of the plan. It was further agreed that a final application be made for grant funding to complete the last stages of the plan.

066/2019 Document Retention Policy

The Document Retention Policy, as presented to the meeting, was approved without amendment.

067/2019

Review of polling districts, polling places and polling stations

Herefordshire Council has now published proposed changes to polling districts, places and stations. There are not changes proposed for the Parish. No further comment was felt to be required.

068/2019

Dinedor Village Hall

It was noted that the current Trust Deed for the Village Hall was difficult to understand but the proposal to change this to reflect the change in the structure of the Management Committee offers an opportunity for a more simplified approach. It was agreed to ask that the parish council be included in discussions on the way forward with the constitution. In the meantime, it was noted that the Village Hall insurance policy now notes the interest of the Parish Council.

069/2019

Defibrillator

The Clerk presented a report on the options for the purchase of a defibrillator, noting in particular that a part funded option is available through the British Heart Foundation, requiring an online application and a contribution from the Parish Council of £600.00, and a commitment to provide training for residents. This option also requires that a separate appropriate cabinet be provided at an approximate budget cost of £500 - £600.00, making a total commitment of some £1,200.00. It was confirmed that the Village Hall Committee are happy for the defibrillator to be installed on an outside wall at the Village Hall. After a brief discussion, it was agreed to proceed with the application through the British Heart Foundation.

070/2019

Highway Matters

070.1 Drainage Issues

The Chairman explained that following the withdrawal of the lengthsman scheme grant, there is no longer any funding to support the work that the lengthsman used to do with the result that the routine maintenance work has now fallen to Balfour Beatty who similarly no longer have funding and require the landowner to undertake routine maintenance of roadside verges and gulleys. With regard to the drainage issues in several locations within the parish, the Chairman has met with Balfour Beatty and sent photographs requesting further action. Some jetting of gulleys has been promised and when hedges are cut back, the area will be reviewed to ascertain whether other action is required.

It was further noted that unless a pothole is reported to Herefordshire Council, no action is likely to be taken. Potholes and other road defects can be reported online or via the Herefordshire Council App.

070.2 Dinedor Camp Access Road

The Chairman explained that further evidence has become available to support the view that the access road to Dinedor Camp is and has been a publicly maintained road and therefore should be included in the list of roads maintained by Herefordshire Council. It was agreed that this further evidence be sent to Herefordshire Council.

071/2019 Footpaths

The Footpaths Officer reported that he had investigated concerns relating to the diversion of a footpath resulting from the development of a property within the parish, particularly relating to the proposed width of the footpath of 2m. It was noted that this is a standard footpath width and not intended to permit vehicles to be used along the path. It was agreed to monitor the use of the path in the future.

Some finger posts that have been removed or have fallen are to be replaced.

Current guidelines from Balfour Beatty indicate that although materials to maintain footpaths are still available free of charge, these materials can only be supplied to landowners, not footpaths officers, and will only be supplied on a like for like basis, i.e. a gate will not be supplied to replace a stile. Data Protection regulations now mean that BBLP will not pass on details of landowners who have taken delivery of materials to ensure those items are used as intended for repairs to the footpaths.

072/2019 Training

There were no requests to attend any training.

073/2019 Reports from Councillors

There were no reports from Councillors.

074/2019 Items for the next agenda

The following items were identified for discussion on the next agenda:

- Village Hall constitution
- Progress on the defibrillator
- Neighbourhood Development Plan progress
- Planning Enforcement action on light pollution
- Bonfire event
- Progress on the deed of variation for the Outdoor Centre.

075/2019 Next Meeting

The next meeting will take place on Tuesday 17th September at 7.30pm at the Village Hall.

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

Dinedor Parish Council

Meeting held on Tuesday 16th July 2019

Agenda item 4 - Clerk's Report

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

1. **Accounts for the year ended 31st March 2019**

Accounts for the year ended 31st March 2019 have now been completed and sent to external auditors PKF Littlejohn for the external audit.

The period for the exercise of electors rights when electors can view the accounts and supporting documents/receipts, etc. started on Monday 24th June and will end on Friday 26th July. During this period electors can raise points with the external auditors in accordance with the notice of rights which appears on notice boards and the website.

2. **Notice Boards**

The planned refurbishment of notice boards has been delayed as a result of the ill health of the contractor who was to undertake the work.

3. **Freedom of Information Act request**

Since the last meeting the Clerk has received and responded to a FOI Act request for information on amounts paid to HALC as subscription, goods or services during the financial year ended 31.3.2019.

4. **Annual Canvass 2019**

Herefordshire Council will be conducting the Annual Canvass starting this week. This is where they write to every household in Herefordshire and each household is obliged by law to respond to confirm their electoral roll details.

Dinedor Parish Council

DOCUMENT RETENTION AND RECORDS MANAGEMENT POLICY

Approved by Dinedor Parish Council at a meeting held on 16th July 2019

INTRODUCTION

Dinedor Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Parish Council. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- Scope
- Responsibilities
- Relationships with existing policies
- Retention Schedule

SCOPE

This policy applies to all records created, received or maintained by the Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Parish Council and which are thereafter retained to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically and this policy includes documents received by, created or held by a Parish Councillor (whether elected or co-opted) which relate to the business of the Parish Council.

The term "Record" refers to any document or record regardless of the media in which they are stored so refers to electronic records as well as printed documents.

RESPONSIBILITIES

The Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Clerk to the Parish Council.

Staff, Councillors and volunteers who hold records for which they are responsible have a duty to ensure those records are accurate and are maintained and disposed of in accordance with the Parish Council's records management guidelines.

RELATIONSHIP WITH EXISTING POLICIES

This policy has been drawn up within the context of:

- Freedom of Information Policy
- Data Protection policy/publication scheme
- Audit Regulations

And such other legislation or regulations which may from time to time apply to Parish Councils.

DOCUMENT RETENTION SCHEDULE

Under the Freedom of Information Act 2000 the Parish Council is required to maintain a retention schedule listing the record series which it creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

Document	Minimum Retention Period	Reason
Minutes and Correspondence		
Minutes of Council meetings	Indefinite	Archive
Agendas	Indefinite	Archive
Correspondence and papers on important local issues	Indefinite	Archive
Routine correspondence	As long as useful	Management
Financial		
Receipt and payment accounts	Indefinite	Archive
Accounts/Financial Annual Return	Indefinite	Archive
Receipt books	6 years	VAT
Bank statements	Last completed audit year	Audit
Bank paying in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Budget control papers	Current year + 2 years	Audit
Quotations & tenders	12 years	Statute of Limitations
Paid invoices	6 years	VAT
Paid cheques	6 years	VAT

VAT records	6 years	VAT
Payroll records	12 years	Superannuation
Timesheets	Last completed audit year	Audit
Invoices	6 years	VAT
Insurance		
Certificate of Employers Liability	50 years	Legislation
Certificate of Public Liability	21 years	Legislation
Insurance Claim records	7 years after all obligations are concluded	Legislation
Policy renewal records & correspondence	While valid	Management
General Management		
Investments	Indefinite	Audit
Title deeds, leases, agreements, contracts	Indefinite	Audit
Members allowances (if applicable)	6 years	Tax
Health & Safety		
Accident books	25 years from closure	Management
Equipment Inspection Records	25 years	Management
Premises Inspection Records	25 years	Management
Risk Assessments	3 years from last assessment	Management
Members		
Register of Interests		

	18 months after individual ceases to be a Member	Management
Other		
Complaints	5 years after closure of case	Management
Deeds/leases	Indefinite	Archive
Press Releases/Newsletters	6 years	Management
Public Consultations/Surveys	5 years	Management
Personnel/Staff Matters		
Application forms (unsuccessful candidates)	6 months	Management
Disciplinary Records	Retain for period of employment	Management
Personnel Files	6 years after ceasing employment	Management
Planning		
Applications	Not retained	Retained by Herefordshire Council
Applications on which Parish Council has commented	12 months	Management