

# DINEDOR PARISH COUNCIL

## Minutes of a meeting of the Parish Council held on 19<sup>th</sup> November 2019, at Dinedor Village Hall

<b>Present:</b>	Cllr. Duncan Green Cllr. Tim Greenow Cllr. Suzanne Penny Cllr. Julia Over	Chair
<b>In attendance:</b>	Liz Kelso Cllr. David Summers 5 member of the public	Clerk/RFO Ward Councillor, Herefordshire Council

### 100/2019                    **Apologies, declarations of interest and requests for dispensation**

Apologies were noted from Cllr. Nick Austin. There were no declarations of interest or requests for dispensation.

### 101/2019                    **Public Participation**

#### 101.1   **Matters raised by members of the public**

- In response to a query raised by a member of the public it was noted that the hedge on the road up to the camp was expected to be cut before January.
- It was not clear why a “road closed” notice has appeared by the road to the Camp but was thought to be misplaced by Balfour Beatty.

#### 101.2   **Ward Councillors Report**

Members noted the Ward Councillors verbal report, including:

- The establishment of a number of talking hubs throughout Herefordshire
- The installation of fencing along Holme Lacy causeway which has been delayed because of flooding

- A note regarding the expected appeal in response to planning enforcement action within the parish.

## 102/2019 **Minutes**

### 102.1 **Minutes of the meeting held on 17<sup>th</sup> September 2019**

The Minutes of the meeting held on 17<sup>th</sup> September 2019, which had been previously circulated, were approved and the Chairman authorised to sign on behalf of the Parish Council as a true record of proceedings at that meeting.

### 102.2 **Minutes of the extraordinary meeting held on 29<sup>th</sup> October 2019**

The Minutes of the meeting held on 29<sup>th</sup> October 2019, which had been previously circulated, were approved and the Chairman authorised to sign on behalf of the Parish Council as a true record of proceedings at that meeting.

## 103/2019 **Clerk's Report**

The Clerk's report, as attached to these Minutes, was noted. It was agreed that the following be considered as agenda items for the next meeting:

- Membership of Herefordshire Association of Local Councils
- Hearstart training
- Talk Community Hub proposals
- Delivery of salt for the parish

## 104/2019 **Financial Matters**

### 104.1 **Payments**

The following payments were authorised:

- |                                       |        |           |
|---------------------------------------|--------|-----------|
| • HALC                                |        |           |
| Website hosting                       | £55.00 |           |
| VAT thereon                           | £11.00 |           |
| Total payment                         |        | £66.00    |
| • Dinedor Village Hall                |        |           |
| Agreed grant (Minute ref. 055.2/2019) |        | £2,000.00 |

### 104.2 **Receipts**

A receipt of £4,500, being the second half of the annual precept was received since the last meeting.

### 104.3 Balances

An account balance of £28,250.38 was noted.

### 104.5 Year to date financial review

The year to date financial review and initial budget proposals for 2020/21 were considered and discussed briefly. It was agreed that final budget proposals for 2020-21 would be agreed at the next meeting but in the meantime Members were encouraged to consider proposals for the forthcoming year and notify the Clerk of any items that should be included.

### 104.5 External audit report for the year ended 31<sup>st</sup> March 2019

The report from the external auditors for the year ended 31<sup>st</sup> March 2019 was duly noted. The Clerk reported that this is on the website and notice boards.

## 105/2019 Planning

### 105.1 Applications now due for consideration

None

### 105.2 Planning applications under permitted development rights

None.

### 105.3 Planning decisions by Herefordshire Council since the last meeting

None noted.

### 105.4 Planning Enforcement action

Members requested a report on the current status of enforcement action by the planning department.

## 106/2019 Dinedor Camp

### 106.1 Update

It was noted that the bonfire event had been cancelled due to poor weather conditions on the night.

It was also noted that the powered strimmer has now been received and is being trialled. Some concern was expressed that it was not performing entirely as had been hoped and the steering group members were in discussions with the supplier.

Routine clearance work continues on site. It was reported by a member of the public that someone with a metal detector had been site on site and had been challenged. As a scheduled ancient monument, it is not permitted to use metal detectors or to dig on the site. This could be reported to the police as this is an illegal act. It was agreed to review the signage on site to ensure it correctly reflects what is, and is not, permitted on the site.

#### 106.2 **Funding**

There has been no further action to report although an approach to the Heritage Lottery Fund is being considered for further funding towards providing equipment for the maintenance and upkeep of the site.

#### 106.3 **Countryside and Rights of Way Act 2000**

Members noted the guidance notes from Defra and notes summarised by the Clerk from legal advice obtained. It was agreed to seek further legal advice on the implications on liability from a dedication under the Countryside and Rights of Way Act 2000. The Clerk will also obtain a quotation from a specialist lawyer on the work required for the registration of a dedication of Open Access under the CROW Act, noting that the current land registry entry would need to be amended to exclude tenanted land from the dedication. This will be considered further at a later meeting.

#### 106.4 **Purchase of tools and equipment for use by volunteers**

As noted above, the strimmer has now been purchased and is being trialled.

### 107/2019 **Neighbourhood Development Plan**

#### 107.1 **Update**

There was no further progress to report on this item. Consultants Kirkwells will be requested to provide an update and an indication of when documents can be submitted at Regulation 16.

#### 107.2 **Report from the Neighbourhood Plan Review Workshop**

The Clerk gave a verbal report on this workshop which she had attended on behalf of the Parish Council. Of note was the report that the review of the Herefordshire Core Strategy is likely to involve a substantial amount of work and to take some years to complete. The current review of the Transport Plan is further delaying this work as much of the delivery of housing within the Core Strategy is dependent upon the outcome of that review. It was also noted that case law and ongoing examiner reports into draft plans is changing the recommended format, structure and approach of current draft plans prior to referendum. It was agreed that we should press ahead with the Dinedor Neighbourhood Plan.

108/2019

## Village Hall

### 108.1 Update on proposals for new lease and constitution

Members noted that the Village Hall Management Committee has resolved to proceed with the creation of a Community Interest Organisation with a view to the new structure and new lease being in place by the start of the next financial year, 1<sup>st</sup> April 2020. To further this aim, it was agreed that Cllrs. Tim Greenow, Julia Over and Suzanne Penny be authorised to form a working party to discuss the revised structure and lease further with the Village Hall Management Committee.

### 108.2 Proposal to seek legal advice

It was agreed that the Clerk seek a quote from the solicitor for the estimated cost of acting on behalf of the Parish Council in the matter of the new lease of the Village Hall.

109/2019

## Highway Matters

### 109.1 Drainage works

The recent poor weather has highlighted issues with drainage along the main road through the village. Quotes from the lengthsman are awaited for work to alleviate this and the Clerk was instructed to progress this as soon as possible. It was noted that the road surface is now being damaged as a result of the localised flooding and the road edge is breaking up.

### 109.2 Camp access road

The text of the draft letter to the Herefordshire Council cabinet member for highways was considered and after some amendments, it was agreed that the Clerk be authorised to send this on behalf of the Parish Council and to progress the invitation to Cllr. Harrington to visit the Parish and view Camp road and the drainage issues in particular.

### 109.3 Salt deliveries

As noted under the Clerk's report, it was agreed that subject to a suitable location being found for the salt delivery to be held, that a delivery of 1 tonne of salt for use within the parish over the winter months should be pursued.

110/2019

## Notice Boards

The clerk presented a range of options for replacement of the two main notice boards within the parish. It was agreed to purchase and install two notice boards at a maximum cost, including installation of £3,000.00. It was further agreed that the replacement boards be of the same size as those currently installed, with the name of the parish above and of a rural design to fit in with the rural nature of the parish.

111/2019

### **Report from Footpaths Officer**

The Footpaths Officer provided a verbal report, noting:

- That he had attended a Footpaths Officer briefing by Balfour Beatty which had proved to be very useful. He had also attended a meeting of the Local Access Forum
- A new stile has recently been installed by volunteers,
- The diversion, as previously agreed, to a footpath is now being built but until completed it was noted that the old route must still be maintained.

The Footpaths Officer will make contact with landowners throughout the parish to discuss ways of ensuring footpaths are kept open.

112/2019

### **Report from Councillors**

The Chairman noted that when the bonfire event was cancelled, it highlighted the difficulty in providing information to residents at short notice and he suggested maintaining a database of email addresses to aid future communications. Noting that this would require some thought in terms of compliance with the General Data Protection Regulations, it was agreed to consider further the use of social media.

113/2019

### **Items for the next agenda**

Other than those items noted above, there were no other items raised for the next agenda.

114/2019

### **Next meeting**

The next meeting will take place at 7.30pm on Tuesday 21<sup>st</sup> January 2020 in the Village Hall.

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

**Attachment 1: Meeting held on Tuesday 19<sup>th</sup> November 2019**  
**Agenda item 4/Minute reference 103/2019**  
**Clerk's Report**

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

1. **Planning Matters**

Following the extraordinary meeting held last month, a letter has been received from a member of the public objecting to the planning applications which were considered at the extraordinary meetings. The clerk has responded to explain that the Parish Council had already considered the application and provided observations to the planning authority and the letter had arrived too late to be considered at the meeting.

2. **HALC**

The HALC AGM will take place on Saturday 23<sup>rd</sup> November at 2pm in Bartestree and Lugwardine Village Hall. The agenda, which includes the financial report for HALC also includes proposals for the subscription rates for 2020-21. If approved, this would indicate a slight increase for this parish council in the region of £10 per year, suggesting an annual fee of £297.25 (£287.61 in 2019-20).

3. **Defibrillator**

The Defibrillator, cabinet and training kit have now been received and until installed will be stored within the Village Hall storage area. A quote for installation is awaited but is expected to be within the overall budget approved for the project.

In accordance with the grant award from British Heart Foundation, training will need to be arranged once the equipment is installed

Separately, Heartstart has offered to run CPR sessions locally. These sessions are free of charge but they do request that a donation is made to Heartstart. The Parish Council may wish to consider, at a later meeting, funding the hire of the village hall and/or a donation to Heartstart.

4. **Dinedor Outdoor Centre Variation of Lease**

I understand that Dinedor Outdoor Trust has now signed the Deed of Variation of the lease and I now have the document for two Parish Councillors to sign. Once signed and returned to the Solicitor, he will make arrangements for the formal completion of this document and the insurance cover for the buildings at Dinedor Camp can be withdrawn. An invoice will be raised to cover the period from renewal to the date of formal completion. At the same time, a copy of the insurance provided by the Outdoor Centre will be requested.

5. **Salt**

Balfour Beatty are offering parishes one tonne of salt to be used as required for the winter period. It will be delivered so needs to go to a delivery address and needs to be kept somewhere dry and on a

hard standing floor. As the parish doesn't own property that meets this requirement it would need to be kept on our behalf but is available if required. This does not replace the salt contained in the grit bins around the parish which will be refilled when required during the year.

## 6. **Parish Council Summit**

Your Clerk attended the Parish Council summit on Friday 20<sup>th</sup> September. Copies of the slides from that presentation have already been provided to councillors but the session concentrated on three main elements:

- a) the proposal to establish a total of 50 community hubs by the end of 2021, staffed by volunteers,
- b) An overview of the review of the Core Strategy, and
- c) Budget priorities for 2020-21 and beyond.

With regard to Community Hubs, it is proposed that these will

- Providing access to information, advice and signposting relevant to the local community, providing local solutions
- Developing activities and events to meet needs of the community, connecting people together and supporting them to be more active
- Encouraging co-location of new and existing activities/services

If there is a wish for such a hub to be created in Dinedor, please let the Clerk know so that an initial approach can be made to consider this further.

With regard to budget priorities, there is currently an opportunity for members of the public to indicate their preferences with regard to budget priorities via the Herefordshire Council's budget consultation.

There will be further information on the review of the Core Strategy under the agenda item about the Neighbourhood Development Plan

## 7. **Herefordshire Tree Week**

Herefordshire Tree starts on November 22<sup>nd</sup> and there are a number of activities taking place during that week. Information is available on the poster which is available at the meeting.

## 8. ***Balfour Beatty Parish Briefing***

*Balfour Beatty will be holding a briefing for parish councils on Thursday December 5<sup>th</sup> at 2.00pm at the Thorn Depot at Rotherwas or on Friday December 6<sup>th</sup> at the Kingsland Depot, also starting at 2.00pm. If any member would like to attend, please speak to the Clerk.*