

22nd March 2018

HOPE UNDER DINMORE GROUP PARISH COUNCIL
Minutes of the Meeting of the Parish Council held on
Thursday 22nd March 2018 at 7.00pm in
Hope under Dinmore Village Hall

MINUTES

Present:

Parish Councillors: Cllr. N Ramsay; Cllr. Mrs K Clarkson; Cllr Leslie Legge; Cllr Paul Stephens; Cllr John Stone; Cllr J Pritchard; Cllr A. Morgan; Cllr N Giles and Cllr K Roche.

In attendance: Parish Clerk: Mrs L Hay; Ward Cllr Pauline Crockett;

No Members of the public were present.

1. To Receive Apologies for Absence: none received

2. To Receive Declarations of Interest and Applications for Dispensations: Cllrs Clarkson; Ramsay; Roche and Stone signed on behalf of the village hall.

3. Report from local Police Officer – no representation but a recent email received from PCSO Annette outlines the following:

Recently there have been lots of changes within the safer neighbourhood teams in North Herefordshire which has left an opening for a PCSO in Leominster safer neighbourhood team, which, after some careful consideration, I applied and I have been successful.

The good news is that my post in Bromyard has been filled already by PCSO Pete Knight, who some of you may remember as he was previously stationed in Bromyard.

PCSO Annette has confirmed she is still running a village cyber-crime/awareness meeting on the 14th April in the Village Hall – but no further information is available. Clerk to liaise with regard to times/leaflets etc.

4. Apologies were received from Lewis Goldwater – Herefordshire Tree Warden – and it was acknowledged that his presentation could be re-arranged for May during the Annual Parish Meeting. However, following some discussion on this scheme, it was agreed that maybe a better option would be to invite the Wellington Tree Warden to the meeting as she is in the neighbouring parish and would be more aware of New Leaf Ltd and Herefordshire Wildlife Trust associated with Queenswood. Clerk to liaise.

5. Ward Councillor Pauline Crockett –

March Ward Councillor report.

1. Full Council meeting 2 weeks ago - The new leader of the Council was appointed this is Cllr Jonathan Lester Ward member for Three Crosses, the exiting leader Cllr Tony Johnson was thanked and congratulated on his achievements in his term of office.
2. The Council Tax setting was approved to include a 4.9% increase.
3. Numerous questions received from members of the public regarding the proposed Western By-pass - these were directed to the Cabinet member for Infrastructure and full replies will be available on the Council website under the minutes for the meeting.
4. Proposed by-pass Consultation has closed; the outcome of the consultation will be available in due course. We then need to attempt to gain funding for this extensive project.
5. The next Full Council 25th May 2018 this will include the AGM
6. Poppies- Weeping window exhibition has been launched at Hereford Cathedral, this will be in the city until April 29th, and is estimated to drawing in 2,000 people per day.
7. RVS – meals on wheels service is to close next week, I have been in several meetings with Adult services to ascertain the viability of Herefordshire Council becoming involved in continuing this vital service.

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8. WISH- (Wellbeing Information Signposting for Herefordshire) an internet design, extensive information website has been relaunched by Herefordshire Council, this includes numerous directions for local and national groups and policies.

Locally, I have again been involved in a number of planning applications, appeals and enforcement issues. I have also liaised with Network rail and Stonewater regarding the boundary fencing and fly tipping in Cherrybrook Close.

6. The Chairman opened the Open Session and invited those present to raise any local issues which they wished discussed.

A letter from the Parish Priest, Celia Rees, had been received by the Chairman and this was read out and discussed. The Parish Council showed unanimous support for the suggestions included in the letter and acknowledged the invite to the Church at 7.00p.m. on Thursday 19th April when there would be an opportunity to view the significant treasures in the church and a presentation of the plans for the work to be carried under the upgrade scheme. Cllr Ramsay will write a letter expressing the Parish Council's support.

As there was no representation or questions raised – the Chairman closed the open session.

7. It was agreed that the Minutes of Meeting held on Thursday 4th January 2018 were a true record and it was unanimously voted they be adopted and signed by the Chairman.

7.1 The Clerk confirmed that the new website was now active. The Clerk confirmed that the Government Grant of £500 had been reimbursed.

7.2 Data Protection

Update Data Protection / Officer - the Clerk explained that HALC had sent out an Information Corner with a 63-page attachment (circulated) – New Data Protection Laws – A GDPR Toolkit of local council – February 2018.

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HALC suggested that a GCPR working group be set up to consider NALC's GDPR toolkit and to report back to the next meeting of the Parish Council. However, the Clerk explained that she had recently attended a Herefordshire Council training day and was now waiting their toolkit which promised to be simpler and easier to follow.

In the meantime, a local resident in Monkland has very kindly offered to assist the Clerk with various issues associated with the forthcoming Data Protection Laws and the Clerk will liaise during the few days.

Following this, if necessary, a working group will be formed to prepare policy templates compliant with the Data Protection requirements ready for adoption and display on parish website. In the meantime, however, the Clerk reassured the Councillors that she was already preparing for the deadline of 25th May, 2018.

The Clerk highlighted the responsibilities of the Village Hall Committee who would also have to follow the new Data Protection Laws in making sure any data they have is secure and password protected etc. A copy of a Village Hall Data Protection toolkit had been forwarded to the Village Hall Committee.

This is an ongoing item and will be discussed again at the next meeting
May

7.3 HALC Information Corners have been circulated.

7.4 The next newsletter will be Summer – June 2018. The Clerk asked for articles/advertising and explained that these need to be emailed to her before the next meeting. With this time scale, the Minutes of the Annual Meeting and the Annual Parish Council meeting will be available to be included in the Newsletter.

7.5 Further to the Ignite presentation at the last meeting – the Clerk explained that Monkland Parish Council had engaged in an Ignite day which had proved very popular and well attended.

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7.6 The Clerk reminded Councillors that Herefordshire Council were promoting litter picking days during April but, after discussion, it was agreed that at the moment there was not a serious litter problem in the village.

8. Discuss and update on:

8.1 Cherry Brook – nothing to discuss/report at present.

8.2 News from Newton – nothing to discuss/report at present.

8.3 Queenswood – two articles had recently been circulated. Copies of these are attached to these minutes for reference.

9. Finance Matters:

9.1 Payments made since last meeting – D C Gardening

9.2 Outstanding Invoices - schedule of payments had been circulated and it was agreed that the outstanding invoices should be paid and cheques were raised and signed.

9.3 It was agreed to remain a member of HALC for the 2018/19 financial year and a cheque was raised and signed.

9.4 It was discussed and agreed that the Clerk apply to become a member of SLCC Society of Local Council Clerks – this would enable her to have access to their Data Protection toolkit/ideas etc. The subscription is £148 plus £12.00 joining fee – it was agreed that this sum be divided between the Clerk's four Parish Councils and a cheque was raised for £40.00 as Hope under Dinmore's contribution.

9.5 Clerk's salary and hours 2018/19

Further to the minutes March 2017 – The Clerk's salary would rise by one increment to Grade 23. It was also proposed and unanimously agreed that as from April 2018 the Clerk would receive an annual increment of one spinal column point until the top Grade of 27 was reached.

Further to this 2017 minute - it was unanimously agreed that the Clerk's salary would increase to Grade 24 as from the 1st April 2018. The Clerk explained that there had been no indication, as yet, of any 'cost of living' increase for 2018 -19 – any information with regard to this usually comes via HALC.

After discussion, it was agreed between the Clerk and Councillors that the clerk's hours would remain at 6 hours per week – but that any increase would be discussed at the budget/precept setting meeting in November.

- 9.6 The clerk confirmed there were to be new external auditors this coming financial year – but, as yet, no documentation had been received. As previously agreed and minuted, Mr R Taplin will remain as Internal Auditor.

It was agreed, that the clerk should raise two cheques for £750 each – one for the Village Hall and one for the Church – and these to be available for signature at the next meeting in May.

10. To Receive Reports:

- 10.1 Village Hall Committee - Councillor J Stone reported that there is £2900 in the bank account with no outstanding invoices. The committee had received a quote of £1500 for repainting the outside of the Hall to include replacing some rotten timbers – a decision to be delayed until the summer.

New entrance lights fitted at a cost of £250. The committee, having received a cheaper quote and have agreed to change to a different fire appliance service contractor.

There are problems with the removal of the black bag rubbish from the village hall and it was suggested that anyone hiring the hall should be asked to take their rubbish home.

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An additional safety switch is to be fitted in the kitchen. There is an intermittent fault with the heaters - an electrician is booked to come and test.

Renewing the car park surface is under review but any decision has been deferred for the time being.

10.2 Village Footpaths – Footpaths Officer Cllr N. Giles reported that there are still some outstanding issues which need to be addressed – i.e. post and marker at Codling Hall and an extension to the handrail by the steps previously cleared - the Clerk will liaise with the lengthsman.

10.3 Network Rail – proposed Footpath Diversion

The issues of health and safety were acknowledged - but it was felt that walkers, using the suggested alternative route which includes walking along the lane, could be subject to equal danger with cars; tractors etc approaching them and with passing places non-existent. It was also acknowledged (and photographic evidence was produced) that the suggested footpath is extremely overgrown in the summer and almost impassable.

Following discussion, the Chairman asked for a show of hands and, by majority, the Parish Council are not in favour of this diversion. Clerk to forward this decision.

11. Highway Matters:

11.1 Update re: Balfour Beatty – Locality Steward.

The pipe at the Cherry Brook end - the Clerk was asked to liaise with the Locality Steward to get this blown through.

Clerk to check ownership of the ditch along the main road.

Clerk confirmed an additional grit bin had been positioned by Block Cottage.

Cllr Ramsay will check the valves are clear.

Warning signs for horse and riders are missing on the A49 – where the bridleway crosses the A49 – Clerk asked to liaise, in the first instance, with the Locality Steward as these warning signs are essential for the health and safety of horse, rider and motorist.

11.2 Lengthsman work schedule for April/May – see footpath officer's report.

11.3 There was concern that the solid wooden fence that has been erected at the end of Tavern Meadow is too low to the ground and could affect the flow of water should there be flash flooding. The Clerk was asked to liaise with the Locality Steward with regard to his opinion on an approach to getting this lifted higher from the ground to allow clearance for the flow of water.

12. **Planning:**

12.1 Planning application no: 162102 – Appeal site adjacent to Cherrybrook – no update available.

12.2 Planning application no: 163900 – Appeal Upper Buskwood Farm – no update available.

12.3 Planning application no: 163901 – Appeal Upper Buskwood Farm – no update available.

12.4 Planning application no: 174096 – Woodmanton – Approved.

12.5 Planning application 17278 - Mr Mosinski -Tavern Meadow – Refused.

12.6 Planning application no: 173355 – Lye Court - no objection.

12.7 Planning application no: 180296 – Farmhouse Winsley Road –this is a retrospect application - no objection.

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12.8 Planning application no: 173653 – Mr and Mrs Wynne -Tavern Meadow – Refused.

Update – Neighbourhood Plan - the plan has been forwarded to a new examiner and it is hope that a decision will be available before the May meeting when hopefully the plan can then proceed to the next stage.

13. Items for the Next Agenda (no discussion)

Correspondence:

Examination of Traveller's sites development plan document had been circulated. (no discussion).

For further information please look on line:

www.herefordshire.gov.uk/travellersdpdexamination

Hampton Court Bride over the River Lugg on the A417 will be closed for essential repair work – dates not confirmed (no discussion).

14. Date of the Next Parish Council Meeting – The Annual Parish Meeting followed by the Annual Parish Council Meeting

on Thursday 31st May 2018 - 7.00p.m. start.

Chairman closed the meeting at 9.10p.m.

Signed:

Date:

Changes to parking charges at Queenswood Country Park and Arboretum

We would like to give you notice that we plan to alter the current parking tariffs at Queenswood from 30th April 2018. The alterations will affect cars only and the new charges will be: £1.50 for parking for up to one hour; £3 for parking for up to 2 hours and £4 for parking over 2 hours. Charges for all other vehicles such as campervans and coaches will remain unchanged.

These changes reflect the ongoing need for parking charges to finance the running of the site. As advised by the council when we took on the site's management, the cost of running the site is around £150,000 per year. In the last financial year parking charges raised in the region of £100,000 so the current model is unsustainable.

We have also recognised the need to reinstate the option of a 2 hour stay which many visitors have requested. As the majority of visitors stay for between one and two hours, they will continue to pay the same rate - £3 - for their visit as before.

We believe the new charges favourably compare with similar tariffs at other destinations. (The Malvern Hills Trust have a fixed £4 a day charge; Cannock Chase Forestry Commission charge £2 for up to 1 hour, £4 for up to 2 hours and £6 for all day.)

Queenswood costs around £421 a day to run which covers everything from keeping the toilets clean, stocked and fully functional (around £30), upkeep of paths, running events and trails, maintaining the playground and visitor areas, waste disposal, planting and tending to trees in the arboretum collection and managing the wildlife habitat as in the wider woodland.

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The charges for car parking charges help us to cover this cost and all money raised through car parking fees is spent on the running of the site.

Since taking on the site we have installed a Gruffalo Trail and Nature Tots playground and will be further updating the signage, infrastructure and interpretation over the next few years. There are repairs needed on the exterior of the buildings which we will be undertaking costing circa £10,000. We are also planning eco-friendly improvements: installing green energy sources and car charging points.

For enquiries, please contact: James Hitchcock,
j.hitchcock@herefordshirewt.co.uk 01432 356872

Queenswood Country Park and Arboretum, Dinmore Hill,
Nr. Leominster, Herefordshire, HR6 0PY

Dear All,

As winter finally seems to be ending it seems time for an update to the site management group.

I have outlined the main points, following the layout of the former meeting agenda. If people have any questions, please do not hesitate to ask.

1. **Strategic developments update**

-HLF application update

We have successfully been awarded the Heritage Lottery Fund grant that will fund much of the Heritage Gateway project at Queenswood. This funding is hopefully going to be matched by European Structural Investment Funds (ESIF), which we are still awaiting the outcome on. We hope to receive a decision over the next few weeks. Once we have a decision on this element of the funding we will be advertising for a part time project officer to help deliver this work. One of the elements that the lottery grant will be funding the installation of a WWI commemorative woodland structure and a funding campaign will be run in conjunction with the

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WWI Commemoration Committee. This build structure will be commissioned in time for the final commemorations in 2019. There will also be an oral history project, where we will be working with acclaimed radio producer and oral historian, Julia Letts.

-HWT HQ move

This has been delayed due to planning issues around the change of use from commercial to residential. This has now been resolved and the property is back on the market and receiving lots of viewings. We expect to be at Queenswood by the end of summer 2018. To recap, staff will be housed in the existing buildings and no exterior modifications are planned at this stage; we will be making improvements to the exterior of the buildings as part of some general maintenance works.

2. Woodland Management

We will be carrying out further woodland work in winter 2018. We will be aiming to start work in early November. This year's work will predominantly be within the western edge of the arboretum, widening rides and carrying out thinning of the oak woodland blocks. There won't be any site closures but paths may be closed for short periods of time. We will need to use the woodland car park for the presentation of any timber to be sold for milling again, so there will be closures for short periods in the run up to Christmas again.

Discussion on operational matters:

- Car parking - we will be updating the tariffs in April 2018, please see the attached note.
- Shop

The shop is open on Monday's again. A new retail manager, Simone Tiano, joins us bringing a wealth of charity retail experience with him. The Gruffalo's Child trail has been very well received and further updates are planned for later.

- Playground

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We have installed the Nature Tots playground for under 5's, which is being well used. We have budgeted for a full clean and update of the existing equipment on site.

- Arboretum

The heavy snow in February damaged several trees around the site, which the team have been busy clearing up.

4. Health and Safety

- We are currently conducting an update of our H&S tree inspections within the most well used areas of the site. We have identified several trees that either need deadwood removed or felled; work which will take place over the next 4-8 weeks.

5. Volunteer opportunities – we still need some help with litter picking and emptying of the bins, especially at weekends. We are also keen to try and find people to become Visitor Experience volunteers, that help in the shop and around the visitor centre and car park at peak times, talking to people and helping them get the best from their day at the site.

6. Engagement programme

A busy period of events is on the horizon, for more info look here: <http://www.queenswoodandbodenhamlake.org/whats-on>

If you have any questions, please do not hesitate to contact me. My numbers are below if you prefer telephone.

Kind regards,

James Hitchcock
Estates Manager
Herefordshire Wildlife Trust