

DILWYN PARISH COUNCIL

**To all members of the Council, you are hereby summoned to attend a meeting of
Dilwyn Parish Council to be held**

Monday 14th October 2024 at 7.30 p.m. in Village Hall

Signed: Lesley Hay – Parish Clerk Dilwyn Parish Council

Chairman to welcome those present to October meeting

Agenda

1. To receive apologies for absence.

2. To receive declarations - Disclosable Pecuniary, Non- Disclosable, Pecuniary and Non-Pecuniary interests plus written requests for dispensation.

2.1 Exclusion of members of the Public and Press: To agree any items to be dealt with after the public (including the Press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.

3. Ward Councillor Update

3.1 Open Session

3.1.1 Change in web hosting

3.1.2 Fireworks

3.1.3 British Legion – statue

3.2 Close Open session.

4. To approve and sign the minutes of the Parish Council Meeting held on Monday 9th September 2024 (circulated).

5 Finance: Schedule of payment sheet for September 2024 (circulated)

5.1 Agree payment of outstanding invoices (circulated and attached).

5.2 To confirm 2024 -25 Accounts sent for 6 monthly audit.

5.3 To confirm Notice of Conclusion of Annual Governance & Accountability for the year ending 31st March 2024 is displayed.

5.4 The annual administration pay award for 2024/25.

6. Highways/Footpaths and Environmental Matters:

6.1 Update on the future of Parish Footpath Officers (details circulated and resume attached)

6.2 Update on DW2 footpath

6.3 Drainage Grant funding – update on Maintenance Plan for 2024/25

6.4 Update on Haven Lane

6.5 Update on West View

6.6 Update on The Forge

6.7 A4110 – Streford Bridge – mirror/blind bend.

6.8 Update on Watery Lane hedge/speed limit

6.9 Parish maps

7. The Crown

7.1 To confirm the renewal of The Crown Inn tenancy agreement.

7.2 Garage guttering

8. Planning –

APPLICATION NO & SITE ADDRESS: Planning Re-consultation - 202331 - Land adjacent to Venmore Cottage, Dilwyn, Hereford, Herefordshire

DESCRIPTION: Outline application with all matters bar access reserved for the erection of two cottage-style dwellings.

APPLICANT(S): Mr & Mrs Lewis

9. Christmas 2024

9.1 Update on Carols on Green 2024

9.2 Village Christmas trees 2024

9.3 Sponsorship

9.4 Charity

10. To Raise Issues for the next Meeting of the Parish Council (no discussion).

10.1 Book date/venue for Budget/Precept setting meeting.

11. Date of next Parish Council meeting - Monday 11th November 2024 – 7.30p.m.

Signed: Lesley Hay – Parish Clerk -

Date: 7th October 2024

DILWYN PARISH COUNCIL Schedule of payment – up to 31st March 2025 September 2024

PAYABLE TO	FOR	GROSS AMOUNT	VAT £	NET AMOUNT £
Lesley Hay	Sept salary	As per contract		
Expenses	Expenses Sept	£40.00		£40.00
PAYE	Sept PAYE	£178.40		£178.40
Glen White	Lengthsman Sept invoice	£500.00		£500.00
PKF	External Auditor	£378.00	£63.00	£315.00
Vision ICT Ltd	Web hosting 24-25	£245.26	£40.88	£204.38
Loan 1	The Crown	£1668.05		£1668.05
D C Gardening	Lengthsman	£29.40	£4.90	£24.50
Loan 1	The Crown	£7663.47		£7663.47

HC'S PROPOSED NEW SCHEME FOR PARISH FOOTPATHS OFFICERS. Volunteer Parish Footpaths Officers (PFOs) have historically been appointed by PCs to be the eyes and ears of the PC by walking the local rights of way and informing the clerk of any issues. The clerk then notifies HC, which is the responsible body for maintaining all rights of way across Herefordshire. Historic PFO volunteers are

responsible to and insured by their respective parish councils. Whilst parish councils may agree to liaise with local landowners on initiatives to improve access, such as self-closing gates rather than stiles, they have absolutely no responsibility to spend precept monies on footpath maintenance.

HC has just announced that it is introducing a new scheme for PROW, including:

1. SCHEME OUTLINE with HC as administrator, working with PFO volunteers & PCs includes:

1.1 Volunteers will be recruited through various channels, including local community groups, parish councils and public outreach programmes. Interested parties must complete a PFO application form via HC's online Volunteer Management System which will be considered in conjunction with the parish and HC's PROW Volunteer

1.2 Development Officer (VDO). Potential volunteers may be asked to attend an informal interview prior to consideration.

1.3 Monitoring and evaluation of PFO activities will be regularly conducted by HC's PROW Team, to ensure efficiency and effectiveness.

1.4 HC will maintain appropriate insurance cover for volunteer PFOs against personal injury and third-party liability arising from their involvement in rights of way activities.

2. VOLUNTEER ROLE PROFILE: This involves a minimum 12-day commitment per annum to:

2.1 Undertake regular PROW surveys in your area in accordance with HC's protocols.

2.2 Attend induction training and additional training, as required.

2.3 Attend PFO meetings.

2.4 Carry out basic clearance of vegetation with hand tools.

2.5 Report issues in your area to HC direct, via their website.

2.6 Carry out waymarking.

2.7 Provide quarterly reports.

2.8 Work with other volunteers/organisations/contractors on HC's approved tasks.

3. VOLUNTEER CODE OF CONDUCT ... PFO commitment to:

3.1 Operate within HC's Volunteer Code of Conduct which, if breached (probably rare) could ultimately end up with a PFO being processed under HC's Disciplinary Policy.

4. PERSON SPECIFICATION ... Essential Qualities & skills include:

4.1 Attend PFO induction programme and additional training as required.

4.2 Ability to use basic hand tools in accordance with training & guidelines.

4.3 On-line reporting of defects via HC website in accordance with training.

4.4 Ability to access a Volunteer Management Portal to maintain personal contact details via the internet.

PCs and their PFOs need to decide which of the following two options suits them best: a) Retain the current historic system of supporting HC to maintain PROWs OR b) Sign up to HC's new proposed PROW Scheme.