



**DORMINGTON & MORDIFORD GROUP
PARISH COUNCIL**



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Clare Preece, 17 Wheatridge Road, Belmont, Hereford, HR2 7UL Tel: 07940391150

**Minutes of the Annual Group Parish Council meeting held on Thursday 19th May 2020 at
7.30pm in Mordiford School**

Present:

Cllr Mike Jones – Vice Chairman (Acting Chairman)
Cllr Mel Preedy
Cllr Derek Hughes
Cllr Euan Grant
Cllr Marcus Billig

In attendance:

Ms Clare Preece – Clerk and Responsible Financial Officer
Cllr John Hardwick – Ward member – Herefordshire Council

Apologies:

Cllr Julia Cotton – Chairman

REF	MINUTES	ACTION
19052022/01	1. To Elect a Chairman and sign declaration of acceptance of office: Cllr Julia Cotton was unanimously elected a Chairman in her absence.	Clerk
19052022/02	2. To Elect a Vice Chairman and sign declaration of acceptance of office: Cllr Mike Jones was unanimously elected as Vice Chairman and signed his declaration of acceptance of office.	
19052022/03	3. To receive apologies for absence: Cllr Julia Cotton	
19052022/04	4.a) To receive Declaration of Interests: None received. b) To approve any written requests for dispensations: None received.	
19052022/05	5. To confirm working groups and representatives: a) Planning – Cllrs Cotton, Hughes and Grant b) Finance, HR – Cllrs Preedy, Cotton and Billig c) Highways liaison – Cllrs Jones and Grant d) Footpath Officer – Cllrs Jones, Billig and Grant e) Environment and sustainability – Cllr Cotton f) Emergency Co-ordinator – Cllrs Cotton, Jones and Hughes	

	g) Burial Ground, churchyard and greens – not needed h) Newsletter Editor – Cllrs Preedy and Cotton i) Website and Social media – not needed j) Allotment Co-ordinator – Cllr Preedy k) GDPR/Data Monitor – not needed l) Broadband – not needed m) School working group – Cllr Jones and Marjorie Shackleton	
19052022/06	6.To approve the Accounts for the 2021-2022 Financial Year – The accounts were unanimously APPROVED and signed by the acting Chairman – Cllr Mike Jones.	
19052022/07	7. To receive a report from the Internal Auditor: A report had been circulated to Councillors prior to the meeting. Mrs Kerry Diamond (present) reported that the recent internal audit was carried out in accordance with standard protocols and samples were taken from both income and expenditure entries and traced backwards from the reported accounts to the source documents. A further sample was taken from source documents through to the reported accounts. The totals reported were reconciled to the detailed entries and all were found to be accurate. The following points were noted: • No paperwork related to grants received had been provided for 4 items. Recommendation: To ensure evidence of all income is filed. • To ensure all items are seen to be properly approved it would be helpful if the relevant sections of the Parish Council Minutes were included with the evidence of expenditure. • The asset register was up to date but for good practice a log should be maintained to confirm the asset is present and in good working order. • A cost relating to the maintenance of the Maltings Green completed in December 2021 does not appear to have been received. A note in the accounts should be made of the outstanding liability. The comments were NOTED and the RFO will ensure compliance in the coming year.	
19052022/08	8. To confirm the bank signatories: Clare Preece – Clerk and RFO Cllr Mel Preedy Cllr Julia Cotton - Chairman	
19052022/09	9. To consider the Standing Orders and Financial Regulations: The documents had been circulated prior to the meeting. It was AGREED to adopt them for the coming financial year 2022-2023.	
19052022/10	10. To consider the Financial Risk Assessment: The document had been circulated prior to the meeting. It was AGREED the document was up to date and it was adopted for the coming financial year 2022-2023.	

19052022/11	11. Public Forum – Two members of the public were present and were invited to contribute to the meeting as it progressed.																	
19052022/12	12. To receive a brief verbal report from Ward member – Councillor John Hardwick: As reported to the Parish Council last month, the PROW work is coming “in house” at Herefordshire Council, where initial teething problems have been encountered which should be resolved in the coming months. An initial grant of £250,000 has been secured to bring back the Hereford Hoard. The Larport Solar Planning application is to be discussed at the Planning committee to be held on Tuesday 24 th May and it will be recommended for approval by Herefordshire Council. Cllr Julia Cotton will be attending to represent the Parish Council.																	
19052022/13	13. To approve as a correct record, the Minutes of the meeting held on 21st April 2022: The Minutes of the previous meeting were unanimously APPROVED .																	
19052022/14	14.Planning: a) To note comments made between meetings: None b) To comment on new Planning applications for determination by Herefordshire Council: <table><tr><th>Reference</th><th>Description</th><th>Comments</th></tr><tr><td>P221495</td><td>Old Rectory Mordiford HR1 4LN Proposed Rear extension (full householder)</td><td>SUPPORT</td></tr><tr><td>P221496</td><td>Old Rectory Mordiford HR1 4LN Rear extension Listed building consent</td><td>SUPPORT</td></tr></table>	Reference	Description	Comments	P221495	Old Rectory Mordiford HR1 4LN Proposed Rear extension (full householder)	SUPPORT	P221496	Old Rectory Mordiford HR1 4LN Rear extension Listed building consent	SUPPORT								
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	P220220	29 Sufton Rise. Single storey rear extension	Support	Approved with conditions																			
	P220544	Churchfield Dormington, Variation of condition 5 to enable lawful commencement	Support	Valid																			
	d) To receive an update from the NDP Steering group including approval of Meeting notes, Call for Sites and Vision and Objectives questionnaires. NDP Grant application: The Meeting Notes of the April meeting were APPROVED . It was noted that the NDP steering group had been advised to further publicise the Vision and Objectives questionnaire. The questionnaire had been delivered to all householders in the parish with the Dragon newsletter but only 8 replies had been received. Nick Brewin had offered to deliver a flyer promoting it with the Dormington Church magazine. Kerry Diamond offered to send a reminder to all the Dormington parish contacts she has on WhatsApp. It was AGREED that the residents of the Mordiford and Checkley areas should be sent a reminder electronically and a reminder published on social media. Two responses to the Call for Sites have been received. The Clerk has been successful in obtaining a grant for £9.8K to finance the next stage of the NDP.																						
	f) To receive an update on the Larport Solar Farm planning committee meeting: Cllr Cotton is attending the Planning committee on 24 th May to represent the Parish's response to support the application. Vehicular access to the site has been widened to incorporate two vehicles. Additional planting will take place to enhance the view from St Michaels Hospice. There will not now be EV charging points on the site. An action group will be set up to decide the best places to install these in the future.																						
19052022/15	15.Finance: a) To note bank balances Current Account - £22,803.41, Reserve Account - £74,576.88 b) To consider the following payments: <table><tr><th>Payee</th><th>Description</th><th>Amount</th></tr><tr><td>Evans Farms and Country supplies</td><td>Fencing at Swardon Quarry</td><td>£148.50</td></tr><tr><td>Mike Jones</td><td>Reimbursement for Nails and Cable ties from Wickes</td><td>£5.10</td></tr><tr><td>Julia Cotton</td><td>Reimbursement for Red letter day holiday jubilee raffle prize</td><td>£100.99</td></tr><tr><td>Enviroability</td><td>Invoice 4504 work at Checkley picnic site 6/4/2022</td><td>£155.00</td></tr><tr><td>Trees Direct</td><td>1 Wild service tree</td><td>£75.00</td></tr></table>				Payee	Description	Amount	Evans Farms and Country supplies	Fencing at Swardon Quarry	£148.50	Mike Jones	Reimbursement for Nails and Cable ties from Wickes	£5.10	Julia Cotton	Reimbursement for Red letter day holiday jubilee raffle prize	£100.99	Enviroability	Invoice 4504 work at Checkley picnic site 6/4/2022	£155.00	Trees Direct	1 Wild service tree	£75.00	
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	D C Gardening services	Invoice SI-1216 Ground Maintenance Lengths man work for April	£276.00		
	Julia Cotton	Reimbursement for 4 x pendant banners Mordiford Dragon £46.92 +£19.99	£66.91		
	Clare Preece	Clerks Expenses	£165.04		
	Jamie Driver	Dragon project	£302.90		
	Mike Jones	B&Q £11.90 Ryman £43.90	£55.80		
	Shelley signs	Inv 25390 Dragon project	£1254.00		
	Hiscox insurance	Annual insurance premium	£571.05		
	Mike Jones	Reimbursement for Moon meal voucher for Platinum Jubilee draw	£40.00		
	Mel Preedy	Reimbursement Amazon pencils £6.96, First Aid kit £7.95	£14.90		
	Clare Preece	Back pay to 13/9/2021 of .20p per hour pay increase	£81.00		
	PIP Printing	Inv 73390	£278.99		
	PIP Printing	INV 73391	£36.98		
	The payments were APPROVED .				
	c) To receive an update on the progress of the Bank Mandate: The Clerk has now received the pin numbers and card reader to enable her to make payments and carry out her role as RFO. d) To consider the Asset register and division of assets for inspection: It was AGREED that the asset register needs dividing up amongst the Councillors to inspect that the assets are present and in good working order and a log to be maintained. e) To confirm the annual insurance renewal: The annual insurance renewal was APPROVED. f) To consider the Allotments and the funding of a pest control contract: The quote for fence posts was seen as being too expensive and it was AGREED that an alternative supplier would be found. There had been no evidence of rats at the allotments when two prospective pest control services attended. The matter will be reconsidered in the future if evidence of rats becomes available. g) To consider funding the legal fees in relation to the asset transfer of Maltings Green and to receive an update on the council's position: The Council has appointed Humfrys and Symonds to act on its behalf. It will be responsible for the fees incurred by Herefordshire Council in the asset transfer of approximately £750. Consideration will be £1. It was AGREED to proceed and to ask Herefordshire Council to liaise with Humfrys and Symonds in the exchange of contracts. h) To consider the Priors Frome Chapel sale: It was AGREED that the PC will not be interested in the purchase going forward. No further comments.				Clerk
					Clerk

	i) To consider the funding to provide 4 DNA tests for the Black Poplars on land adjacent to Checkley Common at £70 per test + VAT. It was AGREED to fund the tests. j) To consider a £200 donation to the Checkley picnic: It was AGREED to fund the donation. k) To consider a £200 donation to the Jubilee raffle: The donation was APPROVED.	
19052022/16	16. Footpaths/Commons/Rivers: a) To consider the Footpaths report from the working group: 1. 4th May maintenance. Swardon Quarry, Checkley Barn, Pentoloe Green, MF/4' MF/1, MF,9 FWB/2D. 2. New Footpath contacts established at Hoople. General enquiries BM@hoopleltd.co.uk 3. E mail sent to Stoke Edith estate re fallen tree on bridleway MF/6 and enquiries re gate blocking access to old hill fort. 4. MJ cleared small tree blocking MF/32. 5. New way marker discs on MF/31 At present there is only one maintenance person for the whole of Herefordshire and currently they are 600 jobs behind. New contact details will be supplied, and a briefing of Parish Councils and Clerks is due to take place soon. b) To receive an update on Checkley Common: No update available. c) To receive an update on the potential alternative footpath through Mordiford School: The matter is now in the hands of the school. No further comments until an update is received. d) To receive an update on the clearing of pavement along the C1292 Sufton to Mordiford school: The Clerk will be chasing for a date for commencement from G M Joyce the second week of June. e) To receive an update on the lease for Swardon Quarry: It has been established that the PC are not in possession of a lease. No further comments.	Clerk
19052022/17	17. Highways/Rural Roads/Bridges: a) To receive an update on the Dormington Bus Stand: BC Bus shelters has gone into liquidation, however, the company has been taken over and are fulfilling our order. There is some confusion over the latest requirements from Balfour Beatty to enable the construction to go ahead. It was AGREED that the Clerk will forward all emails to Cllr Hardwick who will raise the matter with Cllr Harrington of Herefordshire Council. b) To receive an update on the Community Speedwatch project: No volunteers have come forward despite appeals made on social media and in the Dragon Newsletter. It was AGREED to remove this item from the Agenda. c) To consider the Village safety initiative: It was AGREED to carry this item over to September. d) To consider the missing speed indicator device: It has been determined that this was removed when the 20mph speed limit signs	JH

	were installed. It was AGREED that this item will be carried forward to September.	
19052022/18	18. a) To receive an update on the Mordiford Church Wall and the installation of mesh: Cllr Jones has spoken to Chris Moore. The Church needs £30-£40K to repair the wall and currently it has £5K. It was AGREED that no further update will be made until the situation changes. b) To receive an update on the school working group: There is no update. The School is currently having its OFSTED report. c) To receive an update on the “Into the Woods” festival: Cllr Jones will speak to licensing to see if the Event Organiser is prepared to have his contact details published in the event of any complaints. d) To receive an update on the submission of risk assessments to the insurers for the Dragon Trail event and Jubilee Beacon: The Clerk submitted these to the insurers. e) To receive an update on the Memorial Safety Training: The preferred date for the training is 28th July. The Clerk is waiting to hear from Sandra Grail at Ursells as to whether the course provides a recognised qualification that will satisfy Health and Safety regulations. f) To receive an update on the Police Commissioners survey: This has been completed. No further comment needed.	MJ Clerk
19052022/19	19. Communications/Newsletters/Social media/Website: a) To receive an update on the set up of the new website: There is no update at present. b) To receive an update on the plans for the Queen’s Platinum Jubilee Celebrations and the progress of the commemorative mugs: After some teething problems with the printing the mugs are now on schedule to be delivered in time for the celebrations. Celebrations in Dormington are as follows: Thursday 2nd June from 10am – Decorating Dormington. From 11am Jubilee Celebrations at St Peters Lugwardine, followed by lunch at the Vicarage. 8pm – Meet at Dormington Church for drinks and walk to Swardon Quarry to light the Parish Beacon at 9.45pm. Saturday 4th June – 12-2pm Bartestree Village Hall Street party. Sunday 5th June – 3-5pm Planting Queen’s canopy treat the front of Dormington Court followed by Bring your own Picnic tea on the Maltings Green with a wide variety of cakes to enjoy. Royal quiz and optional party hats. Thursday 2nd June – 9.45pm Lighting of the Jubilee Beacon at Swardon Quarry and raffle. Friday 3rd June 2022- Checkley Common – Checkley Jubilee picnic commencing 1pm with a tree planting ceremony at 3pm. Events include A BBQ and pizza oven, children’s arts and crafts, cake stall, treasure hunt and raffle, fancy dress competition and best bunding competition. c) To consider the Dragon newsletter delivery rounds: The distribution of the newsletter will be shared amongst Councillors when it is next due.	JC

	d) To receive the Tarrington Village Hall report from Nick Brewin: The report was positively received by the Parish Council. e) To receive an update on the Annual Parish meeting plans: The meeting will take place on 26 th May 2022 in Mordiford school at 7pm. Councillors were encouraged to attend if possible. f) To note the information sheet: Noted.	
19052022/20	20. To note the date and time of the next meeting: Thursday 16 th June 2022 in Mordiford school.	
	The meeting closed at 8.45pm	

Signed

Dated