



DORMINGTON AND MORDIFORD GROUP GROUP PARISH COUNCIL

clerk@dormingtonmordifordgroup-pc.gov.uk



*Minutes of the Parish Council Meeting held on **Wednesday 17th** **July 2024** at 7.00pm*

Present:

Cllr Mike Jones (Chair)
Cllr Julia Cotton– (Vice Chair)
Cllr Mel Green
Cllr Euan Grant
Cllr Mark Rider
Cllr Mark Parvin
Cllr Marcus Billig
Cllr Derek Hughes

In attendance:

Emma Donovan, Parish Clerk and a member of the public

The meeting commenced at 7.00pm.

1. To receive apologies for absence

It was NOTED there were no absences

2. To disclose personal and pecuniary interests and written requests for dispensation.

It was NOTED that Cllr Billig had a Declaration of Interest in item 8d, and he signed the Declarations of Interest book.

3. To approve as correct the minutes of the meeting held on the 19th June 2024.

It was RESOLVED to approve and sign the minutes of the 19th June 2024

4. To note the Clerk will be taking 2 weeks leave: w/c 29th July 24 & 12th August 24

It was RESOLVED to approve the Clerks leave.

5. Public Forum

A member of the public wanted to know if there was any progress on getting the path round Mordiford Green repaired.

It was RESOLVED to ask the **Clerk to contact the locality steward and/or report it on FIXMYSTREET.**

6. To receive a brief report from Ward member – Cllr Biggs

It was NOTED that Cllr Biggs was not in attendance

7. To consider the Policy review 2024 update

a. Financial regs and Risk Assessment – Sept 24

It was RESOLVED that the Finance Working Group would meet to go through the document ready for Cllrs to read, to enable adoption in September. Clerk to arrange a meeting

b. Risk Register

It was NOTED that the Clerk was going to populate the risk register over the Summer break ready for September when it would become a working document

c. Standing Orders

It was NOTED that the Clerk had recently edited the latest NALC version of the model Standing Orders, so she was going to compare these to the Parish Council's Standing orders and highlight differences if any. If there is no difference the Standing Orders will be noted as reviewed. If there are differences, these will be highlighted and sent round to the Cllrs for comment. The Standing Orders will then be brought back to a meeting and readopted.

d. Asset Checking – Complete

It was NOTED a number of assets needed maintenance:

- The Green Hut on Mordiford Green – It was RESOLVED that Cllr Jones, Cllr Parvin & Cllr Grant would get together and spruce up the hut
- Maud and some of the other Dragon Trail Assets – It was RESOLVED to put this on the agenda for September
- Priors Frome noticeboard – Cllr Jones to inspect and find out what needs doing to make it more stable. It was RESOLVED to put it on the agenda for September.
- Allotments – It was NOTED that the loose handrail had been repaired and it was RESOLVED to ask DC Gardening to cut the hedge back in October once birds had stopped nesting. Clerk to liaise with Cllr Green to organise.

8. Planning:

a. To comment on new planning applications for determination by Herefordshire Council

Ref	Location	Proposal	Comments by
241510	Land at Stoke Edith, Hereford	Proposed installation and operation of a renewable energy generation station comprising ground-mounted photovoltaic, inverter/transformer units, control room, substations, onsite grid connection equipment, site access, access gates, internal access tracks, security measures and other ancillary infrastructure.	29/07/24

It was RESOLVED to SUPPORT planning application 241510 after discussing:

- Visual Impact
- Flooding
- The grade of the agricultural Land
- The glare the panels will produce and the effect on train drivers
- Noting the panels will need to be raised 300mm because of the flooding of the land.
- The housing (portacabin type) needed for the security team.

It was NOTED all Cllrs supported the application and it was hoped lessons

learnt from the Larport development would be taken into consideration.

b. To note planning decisions made by Herefordshire Council (as of 09/07/24):

Ref	Location	Description	Status
240968/EIA	Land at Stoke Edith	Request for screening opinion to determine the requirement for an Environmental Impact Assessment to accompany a planning application for a proposed solar farm.	EIA Issued
233789/ENF 233788/ENF	83-85 Tower Hill, Checkley	Enforcement Appeal	Appeal Dismissed

It was NOTED that these decisions had been made by HC.

c. To receive a report on the planning meeting for application 240980 – Mordiford Bridge engineering work

It was NOTED that the Hereford Council Planning Meeting related only to Listed Building consent for the Bridge work. However, Cllr Cotton was able to relay to the meeting, the PC's concerns (as agreed at its Extraordinary meeting the previous day). These included the impact of other road closures in the area, including the A438 at Bartestree, likely to lead to yet more damage and RTAs on the bridge and on the minor feeder roads being used as alternatives. The existing damage from vehicles, and the root causes of the damage to the bridge i.e. overweight and speeding vehicles, and lack of clarity on right of way, should be addressed at the same time, or damage will continue to occur.

Cllr Cotton was introduced to a HC Councillor who agreed that HC would set up a steering group to look at these concerns and mitigations.

It was RESOLVED that Cllr Cotton would contact the relevant HC Cllrs to help ensure this happened.

It was NOTED that the reinforcement work on the bridge would not close the bridge completely, but the traffic would be controlled.

It was NOTED that due to the partial closure of Mordiford Bridge and full closure of the A438 at Bartestree Bridge, that the two areas where poor visibility and increased traffic would be most likely to cause RTAs were Larport Lane crossroads at Priors Frome, and Bartestree crossroads.

It was RESOLVED for Cllr Cotton to make representations regarding this issue to the Ward Cllr, and the steering group once formed.

d. To receive an update from the NDP Steering Group.

It was NOTED that Cllr Cotton had emailed Cllrs with the link to the webpage holding the revised Draft plan, after the Regulation 14 comments had been considered, and the table of all comments received, alongside the considerations, so that the PC could review the changes, and decide whether to approve the submission of the draft plan to Herefordshire Council for the next stage of the NDP.

It was NOTED that the AONB and various stakeholders at HC had responded in great detail; and that for clarity, HC were providing a single unified comment.

It was RESOLVED that the Parish Council would support the submission to Herefordshire Council.

It was NOTED that Cllr Billig did not vote due to a declaration of interest.

9. Finance:

a. To note the bank balances and sign the Bank Reconciliation

It was RESOLVED to sign the Bank Reconciliation.

b. To consider the Budget Tracker

The budget tracker was NOTED. It was RESOLVED to move the bank charges to Admin Expenses and to traffic light the budget lines to make it more obvious where the PC were over budget.

c. To receive Bank Switch update

It was NOTED that the money in the NATWEST accounts had not moved yet. Clerk to liaise with Cllr Cotton to get this done. It was RESOLVED that any remaining among (interest earned) will be transfer electronically.

d. To consider the transfer of the NDP grant into the Unity Reserve Account

It was RESOLVED to move the NDP grant money out of the current account and into the reserve account once it has been paid in. Clerk to check the status of the NDP grant

e. To consider the purchase of a cross cut shredder for the Clerk costing £32.37 (on 09/07/2024) from Amazon.

It was RESOLVED that the clerk could purchase a cross cut shredder in line with Data Protection.

f. To consider a donation to St Peters Church, Dormington PCC for the maintenance of the churchyard/burial ground

It was RESOLVED to make a donation of £300 to St Peters Church towards the upkeep of the churchyard/burial ground.

g. To consider the purchase of a noticeboard for Mordiford Green.

It was RESOLVED to get three quotes for an Oak noticeboard with two doors, one lockable (for Parish Council Business). Cllr Billig to liaise with the Clerk with quotes.

h. To consider the procedure for invoices that come in between now and September meeting.

It was RESOLVED that if an invoice comes in between now and September, the supplier will be asked if they can wait until after the 18th September. If they can't wait, then the clerk will ask the Cllrs if she is OK to make payment. The Clerk already has the delegated powers to make payments between meetings.

i. To consider the following invoices for payment:

Payee	Description	Amount (inc VAT)
Clerk	Clerks Salary	As per contract
HMRC	PAYE tax	As per contract
Clerk	Clerks Expenses (mileage + folder for PC Planning Folder, ½ mobile phone bill)	£23.58
DC Gardening	INV SI-1909 - Churchyard/Burial Ground maintenance, Maltings maintenance and Lengthsman duties - Strimming	£816.00
Evans Farm and Country Supplies	INV – 317657 Post Crete	£18.00
Footpaths Officer	Trade Point - sleeper for footpath step	£30.00
Enviroability	INV 5110 – Forest Footpaths and maintenance on footpaths	£1,055.00
GJ Garden Services	INV 1/7/24 – Fitting of 3 finger	£75.00

	posts and replacing rotten step on MF14, MF9, MF16 and on the Dragon Trail	
HALC	H2229 – CILCA training & Internal Audit	£450.00
	Total ex Clerk Salary and PAYE	£2467.58

It was RESOLVED to make all the payments listed.

It was NOTED that HALC would be redoing the invoice H229 to remove Aston Ingham's share of the Clerks CiLCA training. It was also NOTED that the Parish Council has a HALC credit note which will reduce the payment down to £181.46. It was RESOLVED to approve the following invoices already received after the publication of the agenda. These will then be shown as paid between meetings in September.

Payee	Description	Amount
Mordiford School	INV for meetings between Jan-Jun Room Hire	£120.00
Autela Payroll Services	INV 14016 Payroll apr-Jul 24	£75.05

j. To note any payments made between meetings:

Payee	Description	Amount
Unity	Bank Charges	£18.00

k. To note any receipts:

Sender	Description	Amount
Unity	Interest	£329.92

10. Footpaths/Commons/Rivers/Open spaces:

a. To receive a PROW update

It was NOTED that the Footpaths Officer had:

- Replaced the rotten finger posts on MF/21, MF/14 and MF/6
- Repaired the rotten step on FWB/2 (Dragon Trail)
- The monthly maintenance was carried out on the 11/07/24
- Vegetation had been cut back on stiles on MF10A and MF/21

b. To receive update on the PROW funding if any

It was NOTED the bid is now in for the Parish.

c. To receive a Checkley Common update

It was NOTED that the Broadmoor Common Steering Group of Woolhope PC had successfully applied for funding for a grass cutter and collector. The intention was that this will also be used to cut and collect from Checkley Common. The equipment will be leased to a local farmer, who will be able to use it for their own purposes on the proviso they cut both commons free of charge in accordance with the management plans.

It was NOTED that Woolhope PC meeting is on the 23rd July and Cllr Cotton will attend and report back to the next PC.

11. Highways/Rural Roads/Bridges:

a. To consider the Drainage fund.

It was NOTED there was no update.

12. Health/Safety and the Environment:

a. To receive an update on the gravestone check.

It was NOTED that Cllr Jones had been to have a look at the gravestones and a couple of the stones will need to be checked annually. It was NOTED that the family of a couple of the headstones/crosses should be contacted to see what they wanted to do about them. **Cllr Jones to liaise with the Clerk to check the map for family contact.**

b. To consider the Branching Out Fund

It was NOTED that the Branching out Fund is a fund linked to the Tree Council and they are open for applications. Cllr Grant had filled out an Expression of Interest in the fund on behalf of the PC. The PC would need to source the trees and plant them using the funding.

It was RESOLVED to speak to Mordiford School to look at having trees planted on the new footpath. **Cllr Grant to contact the School.**

c. To receive a Defib update on the checks carried out.

It was NOTED the Checkley Defib was one of the serial numbers on the list but Cllr Grant checked and it was working perfectly. **It was RESOLVED that the Clerk would go and look at the other defibs to gather the serial numbers for the check.**

It was NOTED the defibs are checked regularly.

13. Communications/newsletters/social media/Community engagement

a. To receive an update from the Parish Council Summit

It was NOTED a report had been sent round before the meeting.

It was NOTED that there is still S106 money left from the Hampton Bishop development to the sum of £57,000 that could go towards Mordiford School Hall project. Cllr Cotton to speak to the Headteacher about the prospect of grants and S106 money.

It was NOTED the HC Service Director for Environment and Highways had said he would check whether the PC could apply for a grant to pay for the permissions to change the signage on Mordiford Bridge; he would also check whether the bridge had ever been strengthened to take 44 tonne lorry weights.

Cllr Cotton to email the Service Director to gather more information.

The Service Director also suggested the PC use Signways Suppliers of Basingstoke to replace the Dormington Sign. **Clerk to contact Signways for a quote.**

b. To consider links on the website to organisations e.g. Rehab4addiction

It was RESOLVED to look at requests once the new website was set up with the addition of an appropriate disclaimer.

14. To note Information Sheet - It was NOTED that there wasn't one.

15. To put forward items for next agenda

- **Green Hut history plaque?**
- **Dragon Trail Asset maintenance**
- **Priors Frome Noticeboard**
- **VE Day Celebrations in 2025 – May Day Bank Holiday?**
- **Pavements need clearing of vegetation outside the School**
- **To discover who is responsible for cutting back the vegetation on Mordiford Bridge, as it needs doing again.**

16. To note the date and time of the next Parish Council meeting – September 18th at 7pm in Mordiford School.

The meeting was closed at 8:04pm.

Appendix

Bank Reconciliation as of 30/06/24

Dormington & Mordiford Group Parish Council									
Bank Reconciliation as at 09/07/24									
	Natwest Current	Unity Current	Natwest Reserve	Unity Reserve	Totals	Note			
Balance as at 31/05/24	1,032.52	20,767.09	46.92	45,429.86	67,276.39				
Add Total Receipts	140.00	0.00	0.05	13,307.12		Total as per cash book			
Total	1,172.52	20,767.09	46.97	58,736.98	67,276.39				
Less Total Payments to date		14,990.86				Total as per cash book			
Balance as at 30/06/24	1,172.52	5,776.23	46.97	58,736.98	65,732.70				
Balance at Bank as at 30/06/24	1,172.52	5,776.23	46.97	58,736.98		taken from the bank statement			
Income paid in but not Credited	0.00	0.00	0.00	0.00		Just a timing difference			
Balance at 30/06/24	1,172.52	5,776.23	46.97	58,736.98	65,732.70				
Both figures highlighted in yellow should agree									

Budget Tracker

	2024/25		Actual												
	Forecast	Actual	Difference	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25
INCOME															
	Precept	£22,445.00	£11,222.50	£11,222.50	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Interest received		£0.12	£0.06	£0.06	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	VAT Refund		£12,977.20	£0.00	£12,977.20	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Allotment fees	£650.00	£29.00	£29.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Burial Ground Fees	£500.00	£140.00	£0.00	£0.00	£140.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	National Grid		£29.79	£29.79	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	PROW Funding		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Drainage funding		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Lengthsman Scheme	£1,400.00	£4,396.00	£0.00	£4,396.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
		£24,995.00	£28,794.61	£0.00	£15,677.35	£12,977.26	£140.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
EXPENDITURE															
	Admin Expenses	£800.00	£147.48	£5.99	£57.43	£74.06	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Allotments	£500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Audit Fees	£500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Churchyard & Burial ground	£2,500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Clerks Salary	£6,300.00	£1,544.85	£514.95	£514.95	£514.95	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Community events	£1,000.00	£176.50	£176.50	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Donations & Grants	£2,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Elections	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	General running costs	£0.00	£18.00	£0.00	£0.00	£18.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Green spaces	£1,700.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Highways & PROW	£8,000.00	£2,435.05	£349.00	£865.00	£1,221.05	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Insurance	£650.00	£818.29	£0.00	£818.29	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Maintenance	£400.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Meeting room hire	£300.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	NDP	£3,000.00	£1,360.47	£1,360.47	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Parish Projects	£2,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Ross on Wye Bus Subsidy	£300.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Subs	£900.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Training	£1,500.00	£16.67	£16.67	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Website	£800.00	£100.00	£0.00	£0.00	£100.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
		£32,850.00	£6,617.31	£2,423.58	£2,265.67	£1,928.06	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

Cashbook- Payments

[illegible]

Cashbook - Receipts

Ref No	BANK	Method	Date	Minute re	Payment from	Details	Total
1a	Unity Current	BACS	05/04/2024		HOC Creditors	Lengthsman Scheme 23/24	£ 4,396.00
2a	Unity Current	BACS	19/04/2024		HOC Creditors	Precept 1	£11,222.50
3a	Unity Current	CHQ	24/04/2024		National Grid	Wayleave payment XD5649	£ 29.79
4a	Unity Reserve	TRANSFER	25/04/2024		UNITY CURRENT AOC	Transfer of Lengthsman Scheme money- NDP grant fund + £280.18 from previous year	£ 3,315.71
5a	Unity Current	Credit	29/04/2024		S Carter	Allotment payment	£ 29.00
6a	Unity Current	Credit	31/05/2024		HMRC VTR	VAT Claim	£12,977.20
7a	Natwest	Credit	14/06/2024		Nick Pegler Ltd	Memorials for the burial ground	£ 140.00
8a	Unity Reserve	TRANSFER	06/06/2024		UNITY CURRENT AOC	Transfer of VAT Claim	£12,977.20
9a	Unity Reserve	INT	30/06/2024		Unity Bank	Credit Interest	£ 329.92
10a	Natwest	INT	30/04/2024		Natwest Bank	Credit Interest	£ 0.06
11a	Natwest	INT	31/05/2024		Natwest Bank	Credit Interest	£ 0.06
12a	Natwest	INT	30/06/2024		Natwest Bank	Credit Interest	£ 0.05
13							
48							
49							
50							
							£45,417.49