



DORMINGTON AND MORDIFORD GROUP GROUP PARISH COUNCIL

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Minutes of the Parish Council Meeting Held on Wednesday 19th June 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

Apologies:

Cllr Derek Hughes
Cllr Marcus Billig

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** that Cllr Hughes and Cllr Billig had sent their apologies.

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

It was **NOTED** that a new notebook had been purchased to record declarations of interest.
It was **NOTED** that there was no declaration of interests.

3. To approve as correct the minutes of the meeting held on the 16th May 2024 & 23rd May 2024

It was **RESOLVED** to sign both sets of minutes although one set was the Annual Parish Meeting minutes which would be taken to the next Annual Parish Meeting for approval.

4. 2023-2024 Accounts

a. To consider and approve the Internal Audit reports

It was **RESOLVED** to approve the Internal Audit Reports.

b. To consider and approve the Annual Return Governance Statements

It was **RESOLVED** to approve the Annual Return Governance Statements and both the Chair and the Clerk signed the form.

c. To consider and approve the Annual Return Accounting Statements

It was **RESOLVED** to approve the Annual Return Accounting Statements and the Chair signed the form.

d. To set the dates of the Period for the Exercise of Public Rights

It was **RESOLVED** to set the dates as Friday 21st June 2024 – Thursday 1st August 2024.

Clerk to put up the Public Rights notices on the website and noticeboards, and all other documents would be available on the website.

5. Public Forum (members of the public are invited to make comments and raise items, time restricted to 3 minutes. This is the only time in the meeting that the general public can speak) No comments

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

It was **NOTED** that the PC had received the May Update from the Ward Councillor.

7. To consider the adoption of:

a. Grant Policy

It was **RESOLVED** to approve and adopt the Grant Policy and the Chair signed the policy.

8. Planning:

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

Ref	Location	Description	Comments
241255	The Clouds, Checkley HR1 4NA	Full Householder: Proposed single storey lean-to extension	SUPPORTED
241256	The Clouds, Checkley, HR1 4NA	Listed Building Consent: Proposed single storey lean-to extension	SUPPORTED
241436	Broomy Green Cottage, Checkley HR1 4NA	Proposed erection of new flat roof extension in lieu of consented scheme, and replacement garage to form new 2-bay garage and ancillary annex studio above. Proposed new mounted solar panel array.	SUPPORTED

It was **RESOLVED** to **SUPPORT** the three planning application listed above.

b. To note planning decisions made by Herefordshire Council:

None

c. To receive an update from the NDP Steering Group

There was no update as the Steering Group had not met since the last meeting due to holidays/sickness. A review of the comments is due to take place shortly to report back to the steering group. The steering group will then come back to the Parish Council with its recommendations from collating all the comments including the statutory consultees. A new grant will be applied for to cover the next stage.

9. Finance:

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

The bank balances were NOTED and the Bank Reconciliation (See Appendix 1) was signed.

b. To consider the budget tracker

The Budget Tracker was considered and the RFO reported that the only budget line over budget was the Insurance because of the review of the cover required. See Appendix 2.

c. To receive Bank Switch update

- i. To consider signing the cheque to move the Natwest balance to Unity to enable the closing of the Natwest accounts.

It was **RESOLVED** to sign the cheque for £1219.44 to transfer the money still in the Natwest account to Unity.

It was **RESOLVED** that the Clerk would meet with Cllr Cotton to move the amount into the Natwest current account ready for the cheque to clear, to make sure the clerk has all the Natwest Bank Statements for the audit file and to then look at closing both Natwest accounts.

It was **RESOLVED** to contact the local undertakers to make sure they had the new bank details - Clerk

d. To consider the purchase of a shredder for the Clerk

It was **RESOLVED** that the Clerk would come to the next meeting with the cost of a new shredder with cross cutting.

e. To consider a donation to MARS

It was **RESOLVED** to donate £100 to MARS (Mercia Accident Rescue Service) - Clerk

It was **NOTED** that the Clerk needed to check Donations were part of the new Financial Regs.

f. 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 + Declaration of Interests book and A4 paper)	£41.07
DC Gardening	SI-1879	£492.00
Evans Farm and Country Supplies	Timber Screws	£21.60
Footpaths Officer	Black refuse sacks (100) for Swardon Quarry	£32.99
Eyelid	INV 3590 – Annual website support	£100.00
Enviroability	Inv 5095 work carried out on the 8 th May 24	£455.00
GJ Gardening	Invoice re repair of ditch crossing on FWC 4	£45.00
Footpaths Officer	Service kit for PC Brush Cutter	£13.05
MH Law	Supplying and fixing Handrail (Dragon trail) INV no 1465	£280.00

It was **RESOLVED** to make all the payments listed above.

g. To note any payments made between meetings:

None

h. To note any receipts:

Sender	Description	Amount
HMRC	VAT claim	£12,977.20
Natwest	Interest	£0.06

10. Footpaths/Commons/Rivers/Open spaces:

a. To consider the PROW funding

It was **NOTED** that the Footpaths Officer had filled in the application form and he would send it all to the Clerk to send to Herefordshire Council along with the photos.

b. To receive a PROW update

It was **NOTED** that the ditch crossing on FWC/4 has been repaired, the monthly maintenance occurred on the 06/06/24, the 1st Forest Paths cut was on the 29/05/24, a handrail was added to FWB/2D and the vegetation around the styles and gates were cut back on MF/10A, MF/21, MF18A, MF/16, MF19.

c. To note the Public Path Diversion Order for MF29

It was **NOTED** that the new footpath at the school was now in use and it was **RESOLVED** that the Footpaths Officer would find out what changes to the signage were needed.

11. Highways/Rural Roads/Bridges:

a. To consider the Drainage fund.

There was no update.

12. Health/Safety and the Environment:

a. To consider checking the condition of the grave stones in the burial ground.

It was **RESOLVED** that Cllr Jones and Cllr Rider would go and assess the

headstones in the burial ground and report back.

b. To consider checking the condition of the Parish Council assets.

It was **RESOLVED** to check the assets not looked at regularly:

- The Green Hut – JC/ED
- Allotment fencing – MG
- Grit bin at Checkley is defective - MJ
- Checkley Barn picnic bench is broken - MJ
- Mordiford Dragon Trail Assets - MJ

13. Communications/newsletters/social media/Community engagement

None

14. To note Information Sheet – No Info Sheet.

15. To put forward items for next agenda

- Mordiford Noticeboard replacement
- Dormington Church request for £300 towards the mowing of the grass
- Update on Checkley Common
- Clerk to update on outstanding actions from previous meetings.

16. To note the date and time of the next Parish Council meeting – July 17th at 7pm in Mordiford School.

Signed:

Date:

Appendix 1

Bank Balances and Reconciliation

Dormington & Mordiford Group Parish Council								
Bank Reconciliation as at 18/06/24								
				Natwest	Unity Current	Natwest	Unity	
				Current		Reserve	Reserve	Totals
								Note
Balance as at 30/04/24				1,032.52	10,149.85	46.86	45,429.86	56,659.09
Add Total Receipts				0.00	12,977.20	0.06	0.00	Total as per cash book
Total				1,032.52	23,127.05	46.92	45,429.86	
Less Total Payments to date				0.00	2,359.96	0.00	0.00	Total as per cash book
Balance as at 31/05/24				1,032.52	20,767.09	46.92	45,429.86	67,276.39
Balance at Bank as at 31/05/24				1,032.52	20,767.09	46.92	45,429.86	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 31/05/24				1,032.52	20,767.09	46.92	45,429.86	67,276.39
Both figures highlighted in yellow should agree								

Appendix 2

Budget Tracker

		2024/25		Difference	Actual											
		Forecast	Actual		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		£0.06	£0.00	£0.06	£0.00	£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	£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	£0.00	£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	£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
	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	£0.00
		£24,995.00	£28,654.55	£0.00	£15,677.35	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
EXPENDITURE	Admin Expenses	£800.00	£73.42	£726.58	£5.99	£67.43	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Allotments	£500.00	£0.00	£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
	Audit Fees	£500.00	£0.00	£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
	Churchyard & Burial ground	£2,500.00	£0.00	£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
	Clerks Salary	£6,300.00	£1,029.90	£5,270.10	£514.95	£514.95	£0.00	£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	£823.50	£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	£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
	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	£0.00
	General running costs	£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	£0.00
	Green spaces	£1,700.00	£0.00	£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
	Highways & PROW	£8,000.00	£1,214.00	£6,786.00	£349.00	£865.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Insurance	£650.00	£818.29	-£168.29	£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	£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
	Meeting room hire	£300.00	£0.00	£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
	NDP	£3,000.00	£1,360.47	£1,639.53	£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	£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
	Ross on Wye Bus Subsidy	£300.00	£0.00	£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
	Subs	£600.00	£0.00	£600.00	£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	£1,483.33	£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	£0.00	£800.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
		£32,850.00	£4,689.25	£28,160.75	£2,423.58	£2,265.67	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00