



DORMINGTON AND MORDIFORD GROUP GROUP PARISH COUNCIL

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MINUTES OF THE PARISH COUNCIL MEETING HELD ON Wednesday 15th January 2025

Present:

Cllr Mike Jones (Chair)
Cllr Mark Parvin
Cllr Mark Rider
Cllr Derek Hughes
Cllr Euan Grant
Cllr Marcus Billig

Apologies:

Cllr Julia Cotton (Vice Chair)

In attendance:

The Parish Clerk, Ward Cllr Biggs and 1 members of the public.

The meeting commenced at 7.00pm.

1. To receive apologies for absence

It was NOTED that Cllr Cotton had sent her apologies to the Clerk

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

It was NOTED that because of Cllr Billig's interest in the NDP that he would not be taking part in any discussions on the topic and would not be voting on the submission of the documents to HC. It was NOTED that he signed the Declaration of Interests book.

3. To approve as correct the minutes of the meeting held on the 20th November 2024.

It was RESOLVED to approved the minutes and the Chair signed the document.

4. To consider a plan to Co-opt a new Councillor

It was NOTED that there had been no response to the Cllr vacancy posters. Clerk to ask the Highways Working group if they could ask the parishioners involved if they would like to become a Cllr

5. Employment Matters

a. To consider overtime request for funeral prep and time needed on the day of the funeral if needed

It was RESOLVED to approve any overtime generated from the funeral on the 31st January if needed.

6. To note any announcements from the clerk:

a. Review Risk Assessments (Allotment, Footpaths Officer, Litter picking, Closed Churchyard, Burial Ground & PC generic activities)

It was NOTED that the Clerk would be reviewing the Risk assessments and the Cllrs offered to help if necessary.

b. Accounts for Audit

It was NOTED that the Clerk would be putting the audit folder together in the coming months ready for the year end.

c. Decide on Internal Auditor HALC

It was RESOLVED to use HALC for the internal audit after the thorough review last year.
Clerk to book the internal audit with HALC

d. Decide on a date for the Annual Parish Meeting (between 1st March & 1st June)

It was RESOLVED that the Clerk would come up with some dates and circulate to decide in the Feb meeting. Possibly end of April. Clerk to circulate possible dates

e. Review Policies including writing Training and Development Policy

It was NOTED that the Clerk would be reviewing the policies again and will decide what needs looking at. It was NOTED that the Clerk needs to write a training policy for her CiLCA qualification.

f. SID Report

It was NOTED that the Clerk had almost finished a report on the purchase of a SID and would check the quotes still stand for the February meeting. **Clerk to complete report/comparison and circulate before February's meeting.**

7. To note there will be a funeral at Mordiford Burial Ground on Friday the 31st January 2025.

It was NOTED that there would be a funeral on the 31st January at Mordiford Burial Ground. The Clerk will be attending.

8. To consider the adoption of the Burial Policy and the suite of new documents for burials at the Mordiford Burial Ground.

It was RESOLVED to approve the policy and documents at the next meeting once the 2nd funeral had taken place as the procedure would be slightly different. **Clerk to make amendments if necessary to the policy after the next funeral and bring back to the February meeting for adoption.**

9. 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)

It was NOTED that the one member of the public was there to talk about the Mordiford Church Bells and the Chair advised that this would be covered under finance later on in the agenda.

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

- Budget - removal and redistribution of the Rural Services Grant has meant a reduction from £7m to £400,000. With other things HC have a £2.5m shortfall on revenue budget
- Capital budget – affordable housing, business hub in Leominster including 4 flats. 28x 1 bed flats in Hereford for emergency housing. Playground maintenance and road resurfacing
- Bypass – Western bypass project is commencing
- Housing
 - Government requirement for 16,500 homes has changed to 27500 homes in latest planning framework. This will include affordable apartments and 10,000 homes will be included in the plans for the west side of Hereford linked to the bypass.
 - There will also be growth on the east of Ross on Wye.
 - Merton meadow – flood alleviation plan with affordable housing
- Devolution – the possibility of joining with Gloucestershire/Worcestershire councils is being considered.
- Mordiford bridge improvement have gone quiet . **Cllr Biggs to find out about the bridge and the progress with the Dormington road speed reduction.**

11. Planning:

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

Ref Number	Location	Description	Comments
242957	Agricultural Barn at Tower Hill Cottages, Dormington	Application to determine if prior approval is required for a proposed: change of use of agricultural building to one dwellinghouse and building operations reasonably necessary for the conversion.	It was RESOLVED unanimously to OBJECT to the application.
243030	9 Pentaloe Cl, Mordiford, HR1 4LS	Proposed single storey garage extension, canopy roof to existing entrance door, new external timber cladding/insulated render to existing walls. Addition of new roof lights and solar panels to pitched roof. Confirmation of permitted development single storey flat roof games room extension at rear of property.	It was RESOLVED unanimously to SUPPORT the application. Suggest rainwater storage.

b. To note planning decisions made by Herefordshire Council

It was NOTED that there have been no planning decisions since the last meeting.

c. To receive an update on the NDP – see 11d

d. To consider approval of the final NDP documents and submission to Herefordshire Council.

It was RESOLVED to approve the following seven NDP documents and then to submit them to Herefordshire Council.

- Dormington and Mordiford Group Parish Council Design Guides
- Dormington and Mordiford Group Parish Council Submission Plan without Design Guides
- Dormington and Mordiford Group Parish Council Submission plan with Design Guides
- DMGPC Consultation Statement
- DMGPC Basic Conditions Statement
- Appropriate Assessment (AA) stage of the Habitat Regulations Assessment
- Strategic Environmental Assessment (SEA)

All the councillors supported the approval of the documents and submission, noting that Cllr Billig couldn't vote because of his Declaration of Interest in the NDP. It was NOTED the accompanying submission letter to Herefordshire Council was signed by the Chair.

e. To receive an update on the School Community Hall and S106 money from the Summit meeting.

It was NOTED that Cllr Parvin had met with the Head of the School regarding the Community Hall. It would cost approximately £2.4m to make all the improvements including the Hall and the additional classrooms. The hall itself would cost in the region on £880,000. It was NOTED that because the school is an academy it is difficult for the school to raise money and help would be needed from the government. The School has decided to concentrate on the classrooms as they are desperately needed and the Hall will be put on the back burner for now.

f. To consider the application to change the status of Tower Hill Bridal way to Byway open to all traffic.

It was NOTED that after correspondence with Planning, that this is a long process and that the Parish Council were not involved in this part of the process. For now, Herefordshire Council/applicant are just trying to gather information on the land owners.

12. Finance:

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

It was NOTED that on the 31st December 2024 there was £7543.19 in the Unity Current Account, £59,376.10 in the Unity Reserve Account and £0.10 in the Natwest Current Account. See finance information in the Appendix.

b. To consider the Budget Tracker

It was NOTED that the Budget Tracker had been reviewed showing the Parish Council to be ahead of budget. It was NOTED that the SID and Noticeboard purchase will probably come out of this years budget.

c. To receive an update on bank signatories

It was NOTED that the addition of Cllr Parvin to Unity as a signatory was still ongoing.

d. To consider updating the burial fees for 2025/26

It was NOTED that the Clerk had done a lot of research on what other Parish Councils charge for the different aspects of a burial. It was RESOLVED that the Clerk would put a report together to see where we could make changes to the fees for the next meeting.

e. To consider sending the Clerk on the SLCC Cemetery Legal Compliance Course £145 + VAT

It was RESOLVED to send the clerk on the course as she had done so much work to update the Parish Council in its Burial Policy.

[Clerk to book the course](#)

It was NOTED that the HALC training courses had just been released and the chair advised new councillors to attend the Planning Overview course on the 13th Feb. [Clerk to find out who wants to go and get the places book.](#)

It was NOTED that the Clerk has 2 more CiLCA modules to attend, but that there was a

question over a change of syllabus. [Clerk to find out more information on this from HALC at the Clerks Working lunch on the 24th February.](#)

- f. To consider reviewing the Allotment Fees for 2025 as the invoices are due to be sent out. It was RESOLVED to keep the allotment fees the same for 2025. [Clerk to update the fee documentation with the review date and send out the invoices.](#)

g. To receive an update on the purchase of a noticeboard for Mordiford Green.

It was NOTED that Cllr Billig agreed to gather the supplier information and get up to date quotes to get the purchase approved at the February meeting. It was NOTED that a green metal noticeboard should be purchased with one side lockable for Parish Council business.

h. To consider donating to the Mordiford Holy Rood Bell Restoration Project

The five bells of Holy Rood Church were cast by William Huntbach in 1687 and have not rung for 75 years. They have been removed and an estimate of £56,000 has been quoted to restore the bells to their former glory. This is the only set of 5 bells cast at the same time by a Bellfounder in Worcester. The bells are very special and should be celebrated in the village and it would be great to hear them again. The bells will not be tuned so that they sound like they did when they were last rung. It was proposed that there is an event in the village when the bells come back and are re-hung. It was NOTED that Lottery funding is to be investigated as well as various fundraising events.

It was RESOLVED that the Parish Council would support the restoration and the idea of a community event when the bells return. [Clerk to put together an article in the next newsletter](#)

i. To consider donating £25 towards the electricity for the Defibs at Dormington and Checkley Churches.

It was RESOLVED to donate £25 to both churches to go towards the Defib electricity. [Clerk to organise the donation.](#)

- j. 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 + mobile phone bill)	£27.16
DC Gardening	INV SI-2088 – Burial Ground and Maltings Maintenance	£288.00
Unity	Bank charges 31/01/2025	£6.00
	Total excluding Clerk Salary and PAYE	£321.16

It was RESOLVED to pay all the payments listed above apart from the bank charges as they get paid automatically every month.

- f. To note any payments made between meetings:

Payee	Description	Amount
Unity	Bank Charges 31/12/24	£6.00
Defib Warehouse	INV DW-159006 Cardiac Science Powerheart G5 AED Battery for the Mordiford School Defib – payment approval gained by email as an emergency 28/11/24	£346.80
Information Commissioner's Office (ICO)	Data Protection fee ref Z2506742 DD 11/01/25	£40.00
Clerk	Clerks Salary - December	As per contract
HMRC	PAYE Tax month 9	As Per contract

It was NOTED that the above payments were all made over the Christmas break.

g. To note any receipts:

Sender	Description	Amount
Clarkson's Independent Funeral Directors - Bath	INV DMGPC 02/24 – Internment fees	£235.00
Unity	Credit Interest from the Reserve Acc – 31/12/2024	£395.01

13. Footpaths/Commons/Rivers/Open spaces:

- a. To receive a PROW update
It was NOTED that a number of footpaths had been cleared after the recent storms.
It was NOTED that the Footpaths Officer was awaiting quotes and dates from EnviroAbility for 2025.
It was NOTED that the Footpaths Officer was waiting for a quote for forest steps on the Mordiford Loop MF10
It was NOTED that two 2-in-1 gates had been donated by the Wye Valley Natural Landscape for the anniversary of the Wye Valley Walk. The gates will be installed on the Mordiford Loop, FWB1 by the landowners when they arrive.
- b. To consider improvements to the Green Hut on Mordiford Green
It was RESOLVED to get quotes to replace the panels on the hut and to bring the item back to the March meeting for discussion. **Footpaths Office to get quotes and Clerk to put the hut on the March agenda to arrange a joint effort to restore the hut.**

14. Highways/Rural Roads/Bridges:

- a. **To receive an update on the use of the Drainage and PROW fund**
It was NOTED that Herefordshire Council had given the Parish Council an extension on the Drainage and PROW funding because the details of the grants was not communicated until late last year. The PC now has until June 2025 to use the funding.
- b. **To receive an update from the Highways working group**
 - i. **To receive an update from the Mordiford Bridge steering group with Herefordshire Council**
It was NOTED that there was no update
 - ii. **To receive an update on speeding in Dormington - a new TRO and SID installation**
It was NOTED that there was no update.
- c. **To consider the Clerk creating a spreadsheet of defects reported to BBLP/HC to keep a record of progress to make feedback easier.**
It was NOTED that the PC thought this would be a very good idea, but the Clerk pointed out that it was over complicated by the generation of multiple reference numbers (Fix My Street, HC and Balfour Beatty all use different reference numbers) **Clerk to put a spreadsheet together.**

15. Health/Safety and the Environment:

- a. **To receive an update on the Larport Solar Farm**
It was RESOLVED to ask the clerk to get an update from the solar farm with regards to the planting of the tree screening.
- b. **To receive an update on the Branching Out Tree planting project**
It was NOTED that Cllr Grant was waiting to hear what funding the Parish Council will get. This should be announced in the coming week.
- c. **To consider the Nature Recovery Mapping in Herefordshire**
It was NOTED that Cllrs were advised to join if they were interested.

16. Communications/newsletters/social media/Community engagement

- a. **To consider Herefordshire Councils successful bid to host the Baton of Hope 2025**
It was RESOLVED to advertise the event on Facebook once more information had been shared.
- b. **To consider the VE day celebrations.**
It was NOTED that various ideas were put forward including celebrating the 50th anniversary of Wye Valley Walk at the same time with a village walk on the Dragon Trail. Other ideas included a 40s event or beacon lighting on the 8th May. Cllr Jones to speak to the School, The Moon and the Sufton Estate to see if they want to be involved. **Clerk to put the item back on the agenda for February's meeting to decide whether an event is**

to go ahead or not.

c. To consider correspondence from parishioners:

i. Accident in Dormington on the 6th November

It was NOTED that the path had now been cleared.

ii. Damaged railings beside the Pentaloe in Mordiford

It was RESOLVED to ask Balfour Beatty for an update. Clerk to contact the
Locality Steward

17. To put forward items for next agenda

- Motorbikes on footpaths

18. To note the date and time of the next Parish Council meeting – February 19th 2025 at 7pm in Mordiford School.

The meeting was closed at 8:40pm.

Appendix

Financial Information for November and December 2024

Bank Reconciliation for November 2024

Dormington & Mordiford Group Parish Council								
Bank Reconciliation as at 13/01/25								
				Natwest Current	Unity Current	Natwest Reserve	Unity Reserve	Totals
Balance as at 30/10/24				0.10	10,140.21	0.00	58,981.09	69,121.40
Add Total Receipts				0.00	0.00	0.00	0.00	0.00
Total				0.10	10,140.21	0.00	58,981.09	69,121.40
Less Total Payments to date				0.00	1,842.69	0.00	0.00	1,842.69
Balance as at 30/11/24				0.10	8,297.52	0.00	58,981.09	67,278.71
Balance at Bank as at 30/11/24				0.10	8,297.52	0.00	58,981.09	67,278.71
Income paid in but not Credited				0.00	0.00	0.00	0.00	0.00
Balance at 30/11/24				0.10	8,297.52	0.00	58,981.09	67,278.71
Both figures highlighted in yellow should agree								

Bank Reconciliation for December 2024

Dormington & Mordiford Group Parish Council								
Bank Reconciliation as at 13/01/25								
				Natwest Current	Unity Current	Natwest Reserve	Unity Reserve	Totals
Balance as at 30/11/24				0.10	8,297.52	0.00	58,981.09	67,278.71
Add Total Receipts				0.00	235.00	0.00	395.01	630.01
Total				0.10	8,532.52	0.00	59,376.10	67,908.72
Less Total Payments to date				0.00	989.33	0.00	0.00	989.33
Balance as at 31/12/24				0.10	7,543.19	0.00	59,376.10	66,919.39
Balance at Bank as at 31/12/24				0.10	7,543.19	0.00	59,376.10	
Income paid in but not Credited				0.00	0.00	0.00	0.00	
Balance at 31/12/24				0.10	7,543.19	0.00	59,376.10	66,919.39
Both figures highlighted in yellow should agree								

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	£22,445.00		£11,222.50	£0.00	£0.00	£0.00	£0.00	£0.00	£11,222.50	£0.00	£0.00	£0.00	£0.00	£0.00
	Interest received		£1,144.26	£0.00	£0.06	£0.06	£329.97	£0.05	£0.00	£419.11	£0.00	£0.00	£395.01	£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	£58.00		£29.00	£0.00	£0.00	£29.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Burial Ground Fees	£500.00	£375.00	£0.00	£0.00	£0.00	£140.00	£0.00	£0.00	£0.00	£0.00	£0.00	£235.00	£0.00	£0.00	£0.00
	National Grid	£5,780.00	£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
	NDP Grant		£2,825.00		£0.00	£0.00	£0.00	£2,825.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Lengthsman Scheme	£2,826.00	£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
		£32,201.00	£44,250.25	£0.00	£15,677.35	£12,977.26	£469.97	£2,854.05	£0.00	£419.11	£11,222.50	£0.00	£830.01	£0.00	£0.00	£0.00
EXPENDITURE	Admin Expenses	£800.00	£916.65	£-116.65												
	Allotments	£500.00	£15.00	£485.00	£5.99	£67.43	£92.06	£86.12	£0.00	£69.06	£53.57	£536.42	£6.00	£0.00	£0.00	£0.00
	Audit Fees	£500.00	£210.00	£290.00	£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	£1,680.00	£820.00	£240.00	£240.00	£240.00	£240.00	£0.00	£480.00	£240.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Clerks Salary	£6,300.00	£5,569.77	£730.23	£514.95	£514.95	£514.95	£514.95	£514.95	£514.95	£748.37	£748.37	£983.33	£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	£500.00	£1,500.00	£0.00	£0.00	£0.00	£300.00	£0.00	£0.00	£200.00	£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	£93.95	£-93.95	£0.00	£0.00	£0.00	£0.00	£0.00	£93.95	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Green spaces	£1,700.00	£1,615.00	£85.00	£85.00	£170.00	£170.00	£340.00	£0.00	£595.00	£170.00	£85.00	£0.00	£0.00	£0.00	£0.00
	Highways & PROW	£8,000.00	£5,834.45	£2,165.55	£24.00	£455.00	£811.05	£1,275.00	£0.00	£2,210.40	£959.00	£100.00	£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	£120.00	£180.00	£0.00	£0.00	£0.00	£120.00	£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	£252.00	£48.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£252.00	£0.00	£0.00	£0.00	£0.00
	Subs	£600.00	£183.00	£417.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£183.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Training	£1,500.00	£167.89	£1,332.11	£16.67	£0.00	£0.00	£151.22	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	Website	£800.00	£325.00	£475.00	£0.00	£0.00	£100.00	£0.00	£0.00	£225.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	TOTAL (EX VAT)	£32,850.00	£19,837.97	£13,012.03	£2,423.58	£2,265.67	£1,928.06	£3,042.29	£514.95	£4,398.36	£2,553.94	£1,721.79	£989.33	£0.00	£0.00	£0.00