



DORMINGTON AND MORDIFORD GROUP GROUP PARISH COUNCIL

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MINUTES OF THE PARISH COUNCIL MEETING HELD ON Wednesday 19th February 2025

Present:

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

Apologies:

In attendance:

The Parish Clerk, 1 member of the public.

The meeting commenced at 7.00pm.

1. To receive apologies for absence

It was **NOTED** that all Parish Councillors were present.

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

It was **NOTED** that Cllr Billig signed the Declaration of Interests book regarding 8C – NDP update.

3. To approve as correct the minutes of the meeting held on the 15th January 2025.

It was **RESOLVED** to sign the minutes of the last meeting on the 15th January.

4. To consider co-option of a new Councillor in March

The Parish Council welcomed Marjorie Shackleton and her wealth of local knowledge. It was **RESOLVED** to co-opt in the March meeting.

5. To note any announcements from the Clerk:

- a. **Policy & Risk Assessment review for annual meeting (Allotment, Footpaths Officer, Litter picking, Closed Churchyard, Burial Ground & PC generic activities)**
- b. **Decide on a date for the Annual Parish Meeting (between 1st March & 1st June)**
It was **RESOLVED** to combine both Annual meetings (Parish and Parish Council) on the 21st May 2025.
- c. **Confirm HALC have been requested as Internal auditors for 24/25**
It was **NOTED** that HALC had been asked to be the Parish Council's Internal Auditor.
- d. **Insurance quotes ready for March meeting**
It was **RESOLVED** to move this to the April meeting as it was a bit early for quotes.
- e. **Lengthsman contract renewal**
It was **RESOLVED** to stay with DC gardening for the next financial Year.
- f. **Litter Pick in March?**
It was **NOTED** that Ms Green had agreed to coordinate the litter pick again this year and that it would be at the end of March/beginning of April. **Clerk to review the risk assessment for the litter pick and contact Ms Green for a date so arrangements could be made to have the rubbish picked up by Herefordshire Council.**
- g. **PAT testing of electrical equipment – Clerk's laptop, Footpaths Officer equipment?**
It was **NOTED** that all of the Footpaths Officer's equipment is petrol fuelled. It was **RESOLVED** to ask HALC if they had a contact. **Clerk to investigate.**

6. **Public Forum** - It was **NOTED** that there was no public discussion.

7. **To receive a brief report from Ward member –**

It was **NOTED** that Cllr Biggs was not present at the meeting.

8. **Planning:**

Planning refresher course announcements from the Chair:

- The Parish Council should construct a planning wish list in case there are any developments where we can make S106 requests. It was **RESOLVED** to discuss this at the March meeting.
- The planning working group should be making site visits before a planning application is brought to the Parish Council meeting and the visit should be minuted.
- Regarding S106 money, the Parish Council should be able to get a copy of the original signed document between the developers and HC to ensure the money is allocated as promised.
- Councillors were encouraged to sign up to the Herefordshire Council planning portal to receive planning emails.

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

Ref Number	Location	Description	Comments
250140	Land adjacent to Hot Pickers Shed, Dormington	Work to Trees covered by TPO. T1 – Sycamore x 2, previously pollarded. Multiple re-growth from ground level and main stems. Remove lower growth and surrounding suckers to give a clear stem up to 3m above ground level.	It was RESOLVED to support the application.

b. **To note planning decisions made by Herefordshire Council**

Ref Number	Location	Description summary	Decision
243030	9 Pentoloe Cl, Mordiford	Proposed single storey garage extension...	Approved with conditions
242580	The Beeches, Checkley,	Proposed refurbishment and extensions	Approved with conditions

It was **NOTED** the above had been approved with conditions.

c. **To receive an update on the NDP**

It was **NOTED** that Regulation 16 had been submitted. The Parish Council would like to thank all that were involved for their hard work and determination to get the plan over the line. Reg 16 is now out for consultation with Herefordshire Council until the 20th March 2025.

9. **Finance:**

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

The bank balances were **NOTED** (see Appendix for financial info) and it was **RESOLVED** that the financial information sheet be signed.

b. **To consider the Budget Tracker**

It was **NOTED** that Councillors reviewed the Budget Tracker.

c. **To note that the allotment invoices have been sent out**

It was **NOTED** that the allotment invoices had been sent out and all but 1 person had paid. It was also **NOTED** that one plot was now available.

d. **To consider the 3 quotes for the purchase of a noticeboard for Mordiford Green**

It was **RESOLVED** after the review of three options presented by Cllr Billig, to proceed with GE Views quote. **Cllr Billig to contact the supplier to see how we order and pay by invoice copying in the Clerk.**

e. **To consider overtime for the Clerk's CiLCA module training days (March & May) as**

agreed in November 2023 (10/2023 3b).

It was **RESOLVED** to pay the Clerk overtime when attending the two training modules for her CiLCA qualification, held on Saturdays.

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 + mobile phone bill, stamps, parking and funeral overtime)	£97.61
DC Gardening	INV SI - 2107 – Drainage funding to be claimed	£1740.00
DC Gardening	INV SI - 2119 – Drainage funding to be claimed	£2520.00
DC Gardening	INV SI – 2106 - Allotment	£1146.00
Wyevale	Bill to Customer no C05683 – “Planting out” trees	£1710.96
Lugwardine PCC Parish Magazine	Inv 2509 – 2025 annual subs	£50.00
Unity	Bank charges 31/02/2025	£6.00
HALC	INV H5028 – Annual Subs	£850.75
Netwise	Website hosting	£528.00
	Total excluding Clerk Salary and PAYE	£8648.57

It was **RESOLVED** to pay all the above invoices noting that £3550 will be claimed back from Herefordshire Council from the Drainage Scheme and the Branching Out Grant offer of £1748.80 will go towards the Wyevale invoice to plant trees at Mordiford School.

g. To note any payments made between meetings

It was **NOTED** that no payments were made that hadn't already been minuted in the previous meeting.

h. To note any receipts:

Sender	Description	Amount
Dawes Funeral Directors	Funeral 31/01/15 Burial fees (CHQ)	£385.00
Commonwealth War Graves	War Grave upkeep (Natwest)	£15.00
Allotment Plot Holders	Annual Allotment plot fees	£450.00
HMRC	VAT reclaim	£898.21

It was **NOTED** that the above money had been received but the CHQ from Dawes Funeral Services had not been sent to Unity yet.

10. Footpaths/Commons/Rivers/Open spaces:

a. To receive a PROW update

It was **NOTED** that:

- The maintenance dates for the year had been booked with EnviroAbility
- The replacement steps and rail on MF10 had been quoted for and this money would be coming out of HC PROW Scheme
- The PROW Development Officer at HC is due to start Footpath Officer training soon, including strimming and brush cutting courses
- The bridge taken down on FWB2 might be replaced this year or next.

b. To consider improvements to the Green Hut on Mordiford Green

It was **NOTED** that corrugated sheets were approximately £15-20 a sheet and it was **RESOLVED** to discuss hut rejuvenation in the March meeting to include lights and possibly a bench. It was **NOTED** that a plaque/info board should include a credit to the person who fought to preserve the hut when it was first moved to Mordiford Green.

11. Highways/Rural Roads/Bridges:

- a. **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 **RESOLVED** that the Steering Group would send an email to Ed Bradford at BBLP and cc Cllr Biggs for an update. **Chair/Vice Chair to chase.**
 - ii. **To receive an update on speeding in Dormington - a new TRO and SID/gate installation**
It was **NOTED** that after a site visit in Dormington with HC, the location of the SID was decided and that village gates could be installed if this was something the Parish Council wanted to do. It was **NOTED** that the speed survey results had not been shared yet.
It was **NOTED** that the Clerk had received three quotes for the purchase of the SID(s) and the preferred device was chosen by the Parish Council. It was **NOTED** that the supplier was due to run a promotion in March for two SIDS and it was **RESOLVED** that the Clerk should wait for the deal before placing an order.
- b. **To note that RUN Hereford in aid of St Michael's Hospice will be running up to and over Mordiford bridge, and therefore closing the bridge on Sunday the 11th May.**
It was **NOTED** that there had been issues in getting the permission to close the road and that if this didn't happen the route would be changed back to the original route on the other side of Hereford.
- c. **To receive and update on the Larport Lane crossroads flooding**
It was **NOTED** that the ongoing standing water at the junction had caused difficult and dangerous driving conditions especially when the water turned to ice. It was **RESOLVED** to contact BBLP copying in Cllr Biggs if there was no update soon. **Clerk to Chase**

12. Health/Safety and the Environment:

- a. **To receive an update on the Larport Solar Farm – Tree planting in the Spring**
It was **RESOLVED** to move this to the March Meeting in the hope planting would be started soon. **Clerk to contact the Solar Farm for an update.**
- b. **To receive an update on the Branching Out Tree planting project, looking for volunteers and a date for planting.**
It was **NOTED** that the invoice for the trees totalled £1710.96 but that 190 plants were now being imported due to no stock in the UK. The Planting out Funding will not cover imported trees so Cllr Grant asked if the PC could pay the £166 to pay for the imported trees. It was **RESOLVED** that the Parish Council would pay for the imported trees.
It was **NOTED** that the trees would be collected on the 7th March and that planting would commence on the 8th March at Mordiford School. Cllr Grant invited Councillors and their families as well as the community to help with planting starting at 9:30am (bring a spade).
It was **RESOLVED** to review the Risk Assessments to include this activity and to notify the insurers of the event. It was **RESOLVED** that if any other items were needed like twine, the Parish Council would cover the costs.
- c. **To note Hills Ford Stages are proposing a motor rally in the Parish on the 14th September 2025.**
It was **NOTED** that the rally organisers were in the process of getting permission to run its races, including a small section in Checkley.
- d. **To note a donation of snow drops from Cllr Cotton and the Clerk for the Burial ground/ Mordiford Green.**
The Parish Council thanked Cllr Cotton and the Clerk for their snow drop donation. Cllr Cotton and the Clerk plan to plant the Snow Drops soon.

13. Burial Ground:

- a. **To consider joining the Federation of Burials and Cremations Authority (FBCA) for £180 a year**
It was **RESOLVED** to join the FBCA for their advice, support and training to ensure the Burial Ground was looked after correctly.
- b. **To consider the burial grounds management, burials and memorials**

It was **NOTED** that the clerk had spent a lot of time trying to sort out issues at the burial ground over the last month and an ongoing issue with unapproved ash internments was still unresolved. **Clerk to keep the PC updated with developments.**

c. To note the final review of the burial policy and relevant documents including fees will be on hold until they've been scrutinised by the FBCA

It was **NOTED** that as part of the membership agreement, the FBCA would be visiting the burial ground and looking over our current documents to ensure everything was in place. Once this was done the Clerk would seek approval from the Parish Council for the new documents.

14. Communications/newsletters/social media/Community engagement

a. To consider the VE day celebrations.

It was **NOTED** that the School would be very busy with SATS and school trips in May so would not be taking part. It was **NOTED** that The Moon had suggested that they could do some food to support an event. It was **NOTED** that the Bank Holiday weekend (3rd, 4th or 5th May) would be the best time for an event, not on the actual anniversary on Thursday the 8th May 2025. It was suggested that the 50th Anniversary of the Wye Valley Walk be celebrated at the same time. **Clerk to add to the March agenda**

b. To consider correspondence from parishioners:

i. Damaged railings beside the Pentaloe in Mordiford

It was **NOTED** that this was still ongoing. Temporary barriers were in place and bollards had been installed in one section as this would need to be kept open to allow access to the Pentaloe. It was also **NOTED** that parking outside The Moon, on the pavement at the junction was not ideal. **Clerk to investigate what action could be taken to prevent this, as it decreases visibility of oncoming traffic when turning into the road.** It was **NOTED** that locals had been encouraged to use the school car park out of school hours as this is always open for them to use.

15. To put forward items for next agenda

- Donation to Checkley Egg Rolling at Easter
- Cllr Parvin to propose new Funeral Fees for 2025/26

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

The meeting came to an end at 8:08pm.

Appendix

Financial Information for January 2025

Bank Reconciliation for January 2024

Dormington & Mordiford Group Parish Council								
Bank Reconciliation as at 31/01/25								
				Natwest Current	Unity Current	Natwest Reserve	Unity Reserve	Totals
Balance as at 31/12/24				0.10	7,543.19	0.00	59,376.10	66,919.39
Add Total Receipts				15.00	1,298.21	0.00	0.00	
Total				15.10	8,841.40	0.00	59,376.10	68,232.60
Less Total Payments to date				0.00	1,181.39	0.00	0.00	
Balance as at 31/01/25				15.10	7,660.01	0.00	59,376.10	67,051.21
Balance at Bank as at 31/01/25				15.10	7,660.01	0.00	59,376.10	
Income paid in but not Credited				0.00	0.00	0.00	0.00	
Balance at 31/01/25				15.10	7,660.01	0.00	59,376.10	67,051.21

*Note £15 had been credited to the Natwest account from Commonwealth War Graves back in November, when the Natwest accounts were dormant.

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Emma Donovan 25/01/25