



DORMINGTON AND MORDIFORD GROUP GROUP PARISH COUNCIL

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Minutes of the Parish Council Meeting held on Wednesday 19th March 2025

Present:

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

Apologies:

Cllr Marcus Billig

In attendance:

The Parish Clerk

The meeting commenced at 7.00pm.

1. To receive apologies for absence (Please send apologies via the Clerk)

It was **NOTED** that Cllr Billig had sent in his apologies.

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

It was **NOTED** that there were no interests or requests for dispensation.

3. To approve as correct the minutes of the meeting held on the 19th February 2025.

It was **RESOLVED** to approve and sign the minutes of the meeting on the 19th February 2025.

4. To consider the co-option of Marjorie Shackleton for Mordiford

It was **RESOLVED** to co-opt Marjorie Shackleton as a Parish Councillor for Mordiford. Cllr Shackleton joins us with extensive knowledge of the parish and describes herself as a people person. The Parish Council welcomes Cllr Shackleton to the Parish Council.

It was **RESOLVED** to sign the Declaration of Acceptance of Office form.

5. To note any announcements from the Clerk:

- a. Review of Standing Orders, Financial Regs and Asset register
It was **NOTED** that the Asset Register had been reviewed ready for the insurance quotes.
- b. Gather insurance quotes
It was **NOTED** that Cllr Parvin would be collecting quotes
- c. Risk Register update.
It was **NOTED** that the Risk Register would be updated for the audit.
- d. End of Year & Audit prep to be reported at April Meeting.
It was **NOTED** that the Clerk would circulate the end of year accounts once complete.
- e. To note that both the Clerk's CiLCA training modules have been cancelled and will now not happen until the next financial year.
It was **NOTED** that the Clerk would be attending her final 2 modules in the new financial year and registering for the course intake in June for an August the 1st start.
- f. Content for the Easter newsletter –
It was **RESOLVED** that the Clerk would set deadlines for article submissions.
 - Tree Planting – Clerk
 - Mordiford Holy Rood Church bells restoration update and public access update – Cllr Shackleton
 - NDP – Cllr Parvin
 - PROW update – Cllr Jones
 - Parish Councillors update – Clerk
 - Easter message from the Church – Clerk
 - VE Day – Cllr Shackleton
 - Signposting - Clerk
 - Checkley Egg Rolling – Easter Sunday – Cllr Jones
 - Noticeboard update – Clerk
 - SID update - Clerk

It was **NOTED** that the newsletter will be going out electronically (Facebook, Website and What'sapp groups).

6. Public Forum

It was **NOTED** that there were no public present.

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

It was **NOTED** that Cllr Biggs was not present but the Clerk read out the email update from February.

8. Planning:

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

It was **NOTED** that there were no new planning applications

- b. To note planning decisions made by Herefordshire Council (HC)

Ref Number	Location	Description summary	Decision
250140	Land adjacent to Hop 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.	Consent granted
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.	Prior Approval Refused

It was **NOTED** that HC had made decisions on the above applications.

- c. To receive an update on the NDP. (See 9j for printing request)

It was **NOTED** that Reg 16 consultation ends on the 20th March. There had been two responses so far and these were being looked at. The next stage is for Herefordshire Council to agree an outside assessor and a date for the final referendum.

- d. To consider commenting on Woolhope's NDP

It was **RESOLVED** to **SUPPORT** Woolhope's NDP Reg 16. **Clerk to submit support comment.**

9. Finance:

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

The bank balances were **NOTED**. See appendix for figures.

- b. To consider the Budget Tracker

It was **NOTED** that the Clerk went through the budget tracker and it was **RESOLVED** to compare to the 2025/26 budget plan in case any amendments are required. It was **NOTED** that the year end would finish positively having spent income received and a small amount of the reserves in serving the community. A full end of year report would be received in April's meeting.

- c. To note that all the allotment plots have now been paid for and the vacant plot filled.

It was **NOTED** that allotment plots were now all in use.

- d. To consider the quote from Elan City Radar for two SIDS (Mordiford & Dormington) for £5614.78 and if approved, note that the money will need to be transferred from the reserve account to pay for them.

It was **RESOLVED** to purchase one SID for Dormington now and look at the SID requirements for Mordiford next financial year.

It was **RESOLVED** that the clerk would get ElanCity to requote for one SID and the Clerk had authorisation to purchase the SID if necessary.

- e. To consider the Clerk's CiLCA registration fee of £450

It was **RESOLVED** to pay for the Clerk's CiLCA registration fee.

- f. To note that the Clerk failed to claim the mileage part of her expenses last month

It was **NOTED** that the Clerk would claim the missing part of last months expenses this month.

- g. To consider a donation to the Checkley Egg Rolling on Easter Sunday

It was **RESOLVED** to donate £200 to the Checkley Egg Rolling event

- h. To note Employer NI cost Indications for 2025/26

It was **NOTED** and the NI costs had been considered in the budget for 25/26

- i. To note that the NDP grant will be moved to the current account from the reserve account to pay the Kirkwells Invoice listed below and once both parts of the Drainage funding have been received from Herefordshire Council, this money will be put back into the reserve.

It was **NOTED** that the NDP grant would come out of the Reserves to pay for the Kirkwells invoice and the printing costs in 9j.

- j. To consider printing one bound copy of the Regulation 16 documents submitted to Herefordshire Council with the remaining NDP Grant money.

It was **RESOLVED** that Cllr Cotton would get a quote for the printing and that the remainder of the grant should cover the cost. It was **NOTED** that any unspent grant money would need to be returned if not spent by the 31st March.

- k. To consider the Burial Ground fee review document.
It was **RESOLVED** to adopt the new Burial Ground fees for 1st April 2025.

Clerk to contact DC Gardening about the bins at the Burial Ground

It was also **RESOLVED** to adopt the residents definition to make billing enquiries easier to determine.

Clerk to update the fees on the website and send round to local funeral directors and memorial suppliers.

- l. To consider the following invoices for payment:

Payee	Description	Amount (inc VAT)
Clerk	Clerk's Salary	As per contract
HMRC	PAYE tax	As per contract
Clerk	Clerk's Expenses (mileage + mobile phone bill, Stationery)	£63.40
Kirkwells Limited	INV 1358 – NDP Reg 16 support	£3240.00
Unity	Bank charges 31/03/2025	£6.00
GeViews	Notice board for Mordiford Green	£1068.43
Playsafety Limited	RoSPA Play Safety Inspection – The Maltings	£96.00
	Total excluding Clerk Salary and PAYE	£4473.83

It was **RESOLVED** to pay all the invoices listed above.

- m. To note any payments made between meetings:
It was **NOTED** that there were no payments between meetings.

- n.. To note any receipts:

Sender	Description	Amount
Allotment plot holders	Final 3 plots annual subs	£141.00
HCC creditors	Part of the Drainage Funding	£1450.00

It was **NOTED** that the above money had been received. It was also **NOTED** that HC had mislaid a drainage fund payment and were currently trying to find out what happened. *Clerk to chase.*

10. Footpaths/Commons/Rivers/Open spaces:

- a. To receive a PROW update
It was **NOTED** that:
- steps had been installed on MF10 on the Mordiford Loop.
 - Two gates are to be fitted by Sufton Estate Manager on FWB1 donated by Wye Valley Walk.
 - Two Finger posts are also to be replaced
- b. To consider improvements to the Green Hut on Mordiford Green.
It was **RESOLVED** to repaint the green hut and put a bench inside with a plaque. The history of the hut would be put on the front of the hut. *Cllr Shackleton to check where to get the plaque from having ordered one before for the Lime Kilns. Cllr Jones to ask about getting the bench made locally.*
It was **NOTED** that Mordiford Green could do with a boundary hedge to make it look more appealing. Cllr Jones to have a chat with the neighbours who kindly cut the Green, for their thoughts and suggestions.

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 **NOTED** that the give way signage work could happen when the bridge is closed in the Summer. Ed Bradford will speak to the structures team and get back to us with an update.
It was also **NOTED** that it is the responsibility of the land owner to cut back the foliage on the side of the bridge that causes visibility issues in the Summer months.
- ii. To receive an update on speeding in Dormington - a new TRO and SID/gate installation.
It was **NOTED** that there was no news from Herefordshire Council regarding results of the speed check in Dormington. *Clerk to contact Holm Lacy Parish Council to see*

where they got their village gates from

It was **NOTED** that quotes would be brought to the next meeting.

12. Health/Safety and the Environment:

- a. To receive an update on the Branching Out Tree planting project
It was **NOTED** that many people from the community had come out to help with the planting at Mordiford Primary. Trees and hedging were planted all round the field providing screening from the new footpath. The Parish Council would like to thank everyone that helped on the day and Cllr Grant for organising everything. It was a great community event in the Spring sunshine.
It was **NOTED** that it would be a good idea to apply again next year for hedging for the burial ground and possibly Mordiford Green.
- b. To note the findings of The Maltings Green Playground inspection report and determine if any action is required.
It was **NOTED** that The Maltings Green playground is rarely used in the Winter and it is the responsibility of the parents to clean any bird droppings off the equipment and benches before use.
It was **RESOLVED** that no maintenance action on the play equipment was required this year.
Clerk to forward the report to DCAT who provided some of the funding for the play area.
It was **NOTED** that the Dragon Trail sculptures maintenance was in hand

13. Communications/newsletters/social media/Community engagement

- a. To consider the VE Day celebrations. –
It was **RESOLVED** that an afternoon tea or fish & chips event could take place on the Thursday 8th May. Cllr Cotton to speak to the Moon regarding hiring a room. Cllrs to put forward ideas on who to invite. A quote to be obtained as to the cost for the number of people invited. A donation of £200 for VE Day was suggested to match the Checkley Egg Rolling event donation.
- b. To note changes to the public access to Holy Rood Church,
It was **NOTED** that Mordiford School and possibly a neighbour to the Church, would hold a key to the church.

14. To put forward items for next agenda

- Formally joining Dormington and Mordiford parishes and possibly including Stoke Edith? Clerk to ask HALC for advice.
- Annual Meeting plans

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

Special Note

It was with great sadness that Cllr Hughes announced that this would be his last meeting and would be resigning as a Councillor due to moving out of the area. Cllr Hughes joined the Parish Council for Mordiford in April 2019 and has been a great asset to the council with his keen interest in planning applications and his connections in the community. Cllr Hughes will be missed by all the Councillors and the Clerk but they wish him well in his new home and hope he'll keep in touch. Thank you Cllr Hughes for your service to the community.

Meeting finished 20:29

Appendix

Financial Information for February 2025

Bank Reconciliation for February 2025

Dormington & Mordiford Group Parish Council									
Bank Reconciliation as at 18/03/25									
				Natwest Current	Unity Current	Natwest Reserve	Unity Reserve	Totals	Notes
Balance as at 31/01/25				15.10	7,660.01	0.00	59,376.10	67,051.21	
Add Total Receipts				0.00	4,185.00	0.00	0.00	4,185.00	Total as per cash book
Total				15.10	11,845.01	0.00	59,376.10	71,236.21	
Less Total Payments to date				0.00	9,353.33	0.00	3,550.00	12,903.33	Total as per cash book
Balance as at 28/02/25				15.10	2,491.68	0.00	55,826.10	58,332.88	
Balance at Bank as at 28/02/25				15.10	2,491.68	0.00	55,826.10	58,332.88	taken from the bank statement
Income paid in but not Credited				0.00	0.00	0.00	0.00	0.00	Just a timing difference
Balance at 28/02/25				15.10	2,491.68	0.00	55,826.10	58,332.88	
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	£0.00	£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	£1,144.26	£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		£13,875.41	£13,875.41	£0.00	£12,977.20	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£898.21	£0.00	£0.00	
	Allotment fees	£650.00	£749.00	£99.00	£29.00	£0.00	£0.00	£29.00	£0.00	£0.00	£0.00	£0.00	£0.00	£400.00	£250.00	£41.00	
	Burial Ground Fees	£500.00	£760.00	£260.00	£0.00	£0.00	£140.00	£0.00	£0.00	£0.00	£0.00	£0.00	£235.00	£0.00	£385.00	£0.00	
	National Grid		£29.79	£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	£5,780.00	£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	
	Drainage funding	£3,550.00	£1,450.00	£2,100.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,450.00	
	NDP Grant	£2,825.00	£2,825.00	£0.00	£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	£0.00	£0.00	£4,386.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
		£38,576.00	£43,278.46		£15,677.35	£12,977.26	£469.97	£2,854.05	£0.00	£419.11	£11,222.50	£0.00	£630.01	£1,298.21	£635.00	£1,491.00	
EXPENDITURE	Admin Expenses	£800.00	£1,049.10	£-249.10	£5.99	£67.43	£92.06	£86.12	£0.00	£69.06	£53.57	£536.42	£6.00	£33.16	£32.39	£96.90	
	Allotments	£500.00	£970.00	£-470.00	£0.00	£0.00	£0.00	£15.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£955.00	£0.00	
	Audit Fees	£500.00	£210.00	£290.00	£0.00	£0.00	£0.00	£0.00	£0.00	£210.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
	Churchyard & Burial ground	£2,500.00	£1,800.00	£700.00	£240.00	£240.00	£240.00	£240.00	£0.00	£480.00	£240.00	£0.00	£0.00	£120.00	£0.00	£0.00	
	Clerks Salary	£6,300.00	£7,953.28	£-1,653.28	£514.95	£514.95	£514.95	£514.95	£514.95	£514.95	£748.37	£748.37	£983.33	£775.23	£775.23	£833.05	
	Community events	£1,000.00	£1,607.30	£-607.30	£176.50	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,430.80	£0.00	
	Donations & Grants	£2,000.00	£550.00	£1,450.00	£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	£1,735.00	£-35.00	£85.00	£170.00	£170.00	£340.00	£0.00	£595.00	£170.00	£85.00	£0.00	£120.00	£0.00	£0.00	
	Highways & PROW	£8,000.00	£9,384.45	£-1,384.45	£24.00	£455.00	£811.05	£1,275.00	£0.00	£2,210.40	£959.00	£100.00	£0.00	£0.00	£3,550.00	£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	£970.36	£-570.36	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£970.36	
	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	£4,060.47	£-1,060.47	£1,360.47	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£2,700.00	
	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	£976.96	£-376.96	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£183.00	£0.00	£0.00	£35.00	£758.96	£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	£765.00	£35.00	£0.00	£0.00	£100.00	£0.00	£0.00	£225.00	£0.00	£0.00	£0.00	£0.00	£440.00	£0.00	
	TOTAL (EX VAT)	£32,850.00	£33,484.05	£-634.05	£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	£1,133.39	£7,942.38	£4,570.31	
	VAT													£48.00	1410.95		
	Total (inc VAT)													£1,181.39	£9,353.33		