



DORMINGTON AND MORDIFORD GROUP GROUP PARISH COUNCIL

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Minutes of the Parish Council Meeting held on Wednesday 16th April 2025

Present:

Cllr Mike Jones (Chair)
Cllr Julia Cotton (Vice Chair)
Cllr Mark Parvin
Cllr Mark Rider
Cllr Euan Grant

Apologies:

Cllr Marcus Billig
Cllr Marjorie Shackleton

In attendance:

The Parish Clerk & Cllr Biggs

The meeting will be recorded for the purpose of the minutes.

1. To receive apologies for absence

It was **NOTED** that apologies were received from Cllr Shackleton and Cllr Billig.

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

It was **NOTED** there were no interests.

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

It was **RESOLVED** to approve and sign the minutes.

4. To note any announcements from the clerk:

- a. Review of Standing Orders, Financial Regs and Asset Register for Annual Meeting
It was **NOTED** that the Clerk would be looking at the policies for review for the Annual Meeting in May.
- b. Newsletter Update
It was **NOTED** that the Easter Newsletter had been written and circulated.
- c. Insurance quotes
It was **NOTED** that the PC should have the Insurance quotes ready for the meeting in May.

5. Public Forum

It was **NOTED** that there were no members of the public present.

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

Cllr Biggs gave a short report to the Parish Council including:

- The Parish Summit meeting had been held recently giving Cllrs the chance to talk to members of Herefordshire Council. It was **NOTED** that Cllr Parvin had attended.
- Merton Meadow – Flood alleviation is Phase 1 where a network of streams and wetlands will take the water away creating wildlife areas for the community to use.
- The Business Hub is under new management. This is where local businesses can get support providing employment opportunities for the community.
- Herefordshire Council have created a Housing Development Company which means it can work with developers to get the right housing in Herefordshire.
- There is a growing Cyber Security industry in Herefordshire and HC are supporting this growth for local employment.
- Cllr Biggs was pleased to see the Larport Lane drain issue had now been resolved.
- Resurfacing work is commencing from Fownhope to the M50 junction

7. Planning:

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

Ref Number	Location	Description	Comments by

It was **NOTED** there were no Planning Applications.

- b. To note planning decisions made by Herefordshire Council

Ref Number	Location	Description summary	Decision
221940	Dormington, Backbury, Land at Church field	Reserved matters application following outline approval 184473 (Residential development comprising a pair of semi-detached houses and a bungalow).	Approved with conditions
220544	As above	Variation of condition 5 following Ref 184473/O. (Residential development comprising a pair of semi-detached houses and a bungalow) vary the trigger point of condition 5 to enable a lawful commencement.	Withdrawn
250933/EIA	The Beeches, Checkley, Mordiford HR1 4ND	Request for Screening opinion - Upgrade approx 185 meters of existing 11kV overhead line from single phase (2 wire) to three phase (3 wire).	Determination 7 th April 2025.

It was NOTED that the above decisions had been made by Herefordshire Council.

- c. To receive an update on the NDP.

It was **NOTED** that the Reg 16 documentation was now on Herefordshire Council's website. The end of grant report had been written and the Parish Council would need to pay £125 back as the printing had not gone ahead. It was **RESOLVED** to pay the £125 part of the grant back. The referendum has now ended and Herefordshire Council are in the process of appointing an external examiner. It was **NOTED** that once adopted the NDP needs to be kept up to date and in place and not left to expire. Review should start in 3 years.

8. Finance:

- a. To consider the 2024/25 End of Year Financial Report
It was **NOTED** that the Cllrs had read the 24/25 Financial Report and the Accounting Statement had been filled out and signed by the Clerk/RFO.
- b. To note the Internal Audit will be carried out W/C 28th April
It was **NOTED** that the internal audit was booked for the 28th April.
- c. To note that the Parish Council has been chosen as part of a 5% sample to have an intermediate review instead of the basic audit. The Clerk is seeking advice from HALC.
It was **NOTED** that the Parish had been picked for a more in depth audit.
- d. To note the bank balances and sign the Bank Reconciliation
It was **NOTED** that the bank balances were read out and the bank reconciliation was approved. See Appendix for figures and bank reconciliation.
- e. To consider the Budget Tracker
It was **NOTED** that the Clerk had analysed the Budget Tracker in her report that the Cllrs had read. It was **NOTED** that the Clerk was preparing this years Budget Tracker.
- f. To consider taking part in the Lengthsman Scheme again and whether to match fund.
It was **RESOLVED** to take part in the Lengthsman Scheme again for 25/26 and take up the Match Funding. **Clerk to sort out the paperwork.**
- g. To note both the PROW and Drainage funds will be available again this year from June.

It was **NOTED** that both the PROW and Drainage grants would be available again this year. The Parish Council were very keen to take these up again and the list of work needed would start to be constructed for the application.

- h. To consider signing the contracts for DC Gardening to carry on looking after the Maltings and Burial ground and to be our lengthsman.
It was **RESOLVED** to sign both contracts, keeping DC Gardening on to be the Parish Lengthsman and grounds persons for The Maltings and the Burial Ground.
It was **NOTED** that a decision was needed regarding the mowing of Mordiford Green as currently parishioners cut the lawn. It was **NOTED** that if the parishioners could invoice they could be paid for their work.
- i. To consider the quote from Elan City Radar for one SID for Dormington for £3000 inc VAT and if approved, note that the money will need to be transferred from the reserve account to pay for it.
It was **RESOLVED** to order the SID and Elan City would invoice once the SID was delivered.
- j. To consider the quote from Terry Griffiths Contracts to install the SID for £642 inc VAT including the pole at £75 tbc. 2 other quotes were obtained with BBLP quoting £1500+VAT and DC Gardening not having the right tickets to carry out the work.
It was **RESOLVED** to confirm with Terry Griffiths once the SID had been delivered.
- k. To consider quotes from J.A.C.S UK for Dormington Village gates –
It was **NOTED** that the location for the gates needed specifying by Herefordshire Council and what gates would fit the space. Clerk to contact Jo Grice to arrange next steps in picking an appropriate location. Once decided, Clerk to ask Terry Griffiths to do site survey and then quote.
- l. To note the demand for non-domestic rates for the Burial Ground had been received showing no charge due to small business rate relief.
It was **NOTED** that the Rates letter for the Burial Ground had been received.
- m. To consider any overtime claim from the Clerk regarding the Financial Audit.
It was **RESOLVED** that the Clerk would take time in lieu for the w/c 21st April and put in an overtime claim in at the next meeting for the rest. It was **NOTED** that the Clerk had completed the End of Year accounting documentation ready for audit and this, as always, had been a mammoth task squashed into 3 weeks.
- n. To consider a donation of £200 towards the VE Day event.
It was **NOTED** that the PC had insufficient resource and time to organise a VE Day event.
- o. To note there might be changes to the Ledbury bus service route to make it more financially viable. The Parish Council pay a contribution annually to Fownhope PC for the service.
It was **NOTED** that after this year, the bus that goes to Ledbury from Fownhope via the parish would be stopped as it was no longer viable. There is an option to extend another bus route to include the parish but this was still being investigated. The PC questioned whether it was worth doing and wondered how many people use the service. **Clerk to ask Fownhope PC.**
- p. To consider paying £350 to refresh the Mordiford Dragon Trail Sculptures including painting and coating in Danish oil.
It was **RESOLVED** to pay for the Mordiford Dragon Trail maintenance once an invoice had been received and approved at a meeting.
- q. 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)	£11.85
Unity	Bank charges 31/04/2025	£6.00
FBCA	Membership to the Federation of Burial & Cremation Authority	£216.00
Evans Farm and Country Supplies	Gate spring and postcrete	£48.00
GJ Garden Services	Installation of 3 finger posts and 1 gate post	£60.00
Autella	4 month billing period inc EOY	£110.17

H.W. Morgan & Sons	Supply and fix wooden steps – to be claimed from PROW funding	£2040.00
HALC	Planning Overview training for Cllrs x3	£180.00
	Total excluding Clerk Salary and PAYE	

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

r. To note any payments made between meetings:

Payee	Description	Amount
Natwest	Bank Charge for ICO DD failure	£12.00

It was **NOTED** that the above payment was taken between meetings. It was also **NOTED** that the NATWEST accounts had now been closed.

s. To note any receipts:

Sender	Description	Amount
The Tree Council	For the Hedging and trees planted at Mordiford School	£1264.80
HCC Creditors	2 nd part of the Drainage fund £2100 + £200 lengthsman funding	£2300
Nick Pegler LTD	Two memorials for the Webb family	£140.00

It was **NOTED** that the above money had been received.

9. Footpaths/Commons/Rivers/Open spaces:

a. To receive a PROW update

It was **NOTED** that two 2 in 1 gates had been received and funded by Wye Valley Trust and that they would be installed soon.

It was **NOTED** that 2 finger posts and a gate post on the Dragon Trail had also been replaced.

It was **NOTED** that the first Envirobility visit had occurred on the 8th April.

It was also **NOTED** that the Footpaths Officer and the Clerk had been on training this week where the PC had been given tools and a first aid kit. Further training and support will be provided by Herefordshire Council.

b. To consider a date to the carry out maintenance on the Green Hut on Mordiford Green

It was **RESOLVED** to rub down the hut and paint it again. A small bench and a new solar light would be purchased and the inside would have a tidy up. A plaque would be purchased with the history of the hut on it. **Clerk to send the Chair the wording**

c. To note the Parish Council is now a member of the Federation of Burial & Cremation Authority (FBCA)

It was **NOTED** that the Parish were now a member of the FBCA. **Clerk to read all the information and report back with a plan.**

10. 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 Cllr Biggs suggested that both Hampton Bishop Parish Council and Dormington & Mordiford Group Parish Council would need to support the give way signage for a change to be made. Cllr Biggs is to ask Ed Bradford for a meeting date within the next 4 weeks to include Hampton Bishop and Dormington & Mordiford Group Parish Councils to decide whether change can be pursued.

ii. To receive an update on speeding in Dormington - a new TRO and SID/gate installation.

It was **RESOLVED** to order the SID and investigate the position of the gates with Herefordshire Council to then have a detailed quote of the cost including installation.

11. Health/Safety and the Environment:

- a. To consider joining the HC Flood group.
It was **RESOLVED** to create a Flood Working Group at the Annual Meeting to ensure we were kept in the loop regarding flood defences and communication from Herefordshire Council. It was **NOTED** that it might be a good idea to put a small shed/container with flooding equipment in the school carpark as part of the Emergency Plan. Clerk to speak to Mordiford Primary School.
It was also **RESOLVED** to review the Emergency Plan and the Clerk would submit an expression of interest to Herefordshire Council.
- b. To note the Litter Pick in Mordiford was cancelled due to Health and Safety concerns. It was **NOTED** that concerns had been raised about the recent Dormington Community Litter Pick Event relating to road safety. Traffic speeds and a history of car crashes along the main road between Mordiford and Dormington, had resulted in the PC contacting its insurer for current advice. Advice from the Insurers and other litter picking groups indicate that litter picking should only occur on 30mph roads. It was **RESOLVED** that litter picking in the parish should be limited to 30mph roads. Subsequently, the Mordiford Litter Pick was cancelled which had been run by the PC.
- c. To consider changes to the Litter Picks going forward in the future with suggestions that the community groups join the Hereford Community Clean Up Group using their best practices, advice and insurance.
It was **RESOLVED** to suggest the litter pick groups join Hereford Community Clean Up Group and run the litter picks through the group with their guidance. It was also **NOTED** that the Hereford Group also does not recommend picking along roads with speeds higher than 30mph. Safe areas for litter picking could include the PROW Footpaths, Swardon Quarry, Haugh Woods and Checkley Barn picnic area. It was **RESOLVED** to donate the litter picking kit to the community groups. Clerk to email the Litter Picking organisers.

12. Communications/newsletters/social media/Community engagement

- a. To consider the VE day celebrations
It was **RESOLVED** to not hold a VE Day Event due to the time and resource needed to organise the event.

13. To put forward items for next agenda

- Wish list for planning s106 money
- Emergency plan review

14. To note the date and time of the next Parish Council meeting – 21st May 2025 at 7pm in Mordiford School. To consider that this will be the Annual Meeting of the Parish Council and the Annual Parish Meeting for both Dormington and Mordiford.

The meeting finished at 8:08pm.

Appendix

Financial Information as of the 31/03/25

Bank Reconciliation for the month of March 2025

Dormington & Mordiford Group Parish Council						
Bank Reconciliation as at 01/04/2025						
	Natwest Current	Unity Current	Natwest Reserve	Unity Reserve	Totals	Notes
Balance as at 28/02/25	15.10	2,491.68	0.00	55,826.10	58,332.88	
Add Total Receipts	0.00	8,824.23	0.00	4,112.03	12,936.26	Total as per cash book
Total	15.10	11,315.91	0.00	59,938.13	71,269.14	
Less Total Payments to date	12.00	9,076.23	0.00	3,768.43	12,856.66	Total as per cash book
Balance as at 31/03/25	3.10	2,239.68	0.00	56,169.70	58,412.48	
Balance at Bank as at 31/03/25	3.10	2,239.68	0.00	56,169.70	58,412.48	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 31/03/25	3.10	2,239.68	0.00	56,169.70	58,412.48	
Both figures highlighted in yellow should agree						

End of Year Bank Reconciliation

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 01/04/24	1,032.52	280.18	46.80	42,114.15	43,473.65	
Add Total Receipts	155.00	49,955.00	0.22	1,506.07	51,616.29	Total as per cash book
Add Total Transfers in	47.02	11,537.87	0.00	22,867.91	34,452.80	
Total	1,234.54	61,773.05	47.02	66,488.13	129,542.74	
Less Total Payments to date	12.00	36,665.46	0.00	0.00	36,677.46	Total as per cash book
Less Total Transfers out	1,219.44	22,867.91	47.02	10,318.43	34,452.80	
Balance as at 31/03/25	3.10	2,239.68	0.00	56,169.70	58,412.48	
Balance at Bank as at 31/03/25	3.10	2,239.68	0.00	56,169.70	58,412.48	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 31/03/25	3.10	2,239.68	0.00	56,169.70	58,412.48	
Both figures highlighted in yellow should agree						

Budget Tracker 2024/25

		2024/25		Difference	Actual												TOTAL
		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	£11,222.50	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
	Interest received		£1,506.29	£1,506.29	£0.06	£0.06	£329.97	£0.05	£0.00	£419.11	£0.00	£0.00	£396.01	£0.00	£0.00	£362.03	
	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	
	Commonwealth War Graves	£15.00	£15.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£15.00	£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	£3,550.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£3,550.00	
	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	£2,825.00	£4,596.00	£1,770.00	£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	£200.00
	The Tree Council	£1,264.80	£1,264.80	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,264.80	
		£39,856.80	£51,615.29		£15,677.35	£12,977.26	£469.97	£2,854.05	£0.00	£11,641.61	£0.00	£15.00	£930.01	£1,298.21	£635.00	£5,417.83	£51,615.29
EXPENDITURE	Admin Expenses	£800.00	£1,080.45	£-280.45	£5.99	£57.43	£92.06	£96.12	£0.00	£69.06	£53.57	£536.42	£5.00	£33.16	£32.39	£98.25	
	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	£965.00	£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	£5,300.00	£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	£50.00	£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	£95.00	£170.00	£170.00	£340.00	£0.00	£95.00	£170.00	£85.00	£0.00	£120.00	£0.00	£0.00	
	Highways & PROW	£3,000.00	£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	£550.00	£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	£4,090.47	£-1,090.47	£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	£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	£500.00	£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	£33,515.40	£-665.40	£2,423.58	£2,265.67	£1,908.06	£3,042.29	£514.95	£4,396.36	£2,553.94	£1,721.79	£980.33	£1,333.39	£7,942.38	£4,601.66	£33,515.40
	VAT		£3,162.06		£68.33	£94.29	£85.60	£181.75	£-	£325.87	£89.80	£120.90	£-	£48.00	£1,410.95	£736.57	£3,162.06
	Total (inc VAT)		£36,677.46		£2,491.91	£2,359.96	£2,013.66	£3,224.04	£514.95	£4,724.23	£2,643.74	£1,842.69	£980.33	£1,381.39	£9,353.33	£5,338.23	£36,677.46