



DORMINGTON AND MORDIFORD GROUP GROUP PARISH COUNCIL

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MINUTES OF THE ANNUAL MEETING OF THE GROUP PARISH COUNCIL AT MORDIFORD SCHOOL, MORDIFORD, HEREFORD, HR1 4LW ON **WEDNESDAY 21st** **MAY 2025**

Present:

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

Apologies:

Cllr Marjorie Shackleton

In attendance:

The Parish Clerk

The meeting commenced at 19:51.

1. To receive apologies for absence.

It was **NOTED** that Cllr Shackleton has sent her apologies to the Clerk.

2. To elect the Chair for the year 2025-26 - Declaration of Acceptance to be signed.

It was **RESOLVED** to elect Cllr Cotton as the Chair for 2025-26 and she signed the Declaration of Acceptance form.

It was **NOTED** that the Parish Council thanked Cllr Jones for all his hard work as Chair for the last 2 years.

3. To elect the Vice Chair for the year 2025-26.

It was **RESOLVED** to elect Cllr Jones as Vice Chair for 2025-26

4. To appoint/confirm members to serve on any committees/working groups.

- a. Highways Working Group (including Mordiford Bridge) – **Cllr Jones and Cllr Cotton**
- b. B4224 Working Group with other Parish Councils – **Cllr Rider (replacing Mr Hughes)**
- c. Flood Group – **Cllr Billig, Cllr Cotton and Cllr Shackleton**
- d. Finance Working Group – **Cllr Parvin, Cllr Cotton & Cllr Jones (+ the Clerk)**
- e. Bartestree Village Hall – **Cllr Rider**
- f. Planning (including School development) – **Cllr Rider, Cllr Grant and Cllr Parvin**
- g. Community assets & Environmental Group – **Cllr Cotton and Cllr Shackleton**
- h. Footpaths – **Cllr Jones**

5. To consider fixing the dates of Parish Council Meetings on the 3rd Wednesday of the month except August and December:

- 18th June 25
- 16th July 25
- 17th Sept 25
- 15th Oct 25
- 19th Nov 25
- 21st Jan 26
- 18th Feb 26

- 18th Mar 26

It was **RESOLVED** to fix the above dates for the Parish Council meetings in 25/26.

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

It was **NOTED** that Cllr Billig disclosed interests in the NDP and signed the Interests book.

7. To approve as correct the minutes of the meeting held on the 16th April 2025.

It was **RESOLVED** to approve and sign the minutes of the meeting held on the 16th April 25.

8. Public Forum

It was **NOTED** that there was no public forum.

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

It was **NOTED** that Cllr Biggs had updated the Cllrs in the Annual Parish Meeting held earlier in the evening. See the Annual Parish Meeting Minutes.

10. To note that there has been no request for an election with regard to the most recent Councillor vacancy and the Parish Council can now Co-Opt.

It was **NOTED** that the PC could now Co-Opt a new Cllr. **Clerk to speak to Cllr Shackleton about a potential new Cllr.**

11. To consider the adoption of the following policies after review:

- Code of Conduct**
- Financial Regulations 2025 update**
- Standing Orders**

It was **RESOLVED** to adopt and sign the new Code of Conduct and Financial Regs. These would be reviewed again in 2 years time unless NALC produced an update for the PC to consider.

It was **NOTED** that the Standing Orders needed more work. **Clerk to send a copy to Cllr Cotton for approval to then adopt in June's PC Meeting.**

The Clerk informed the Council that as part of her CiLCA, she would need to write a training policy.

It was **NOTED** that any Community Award scheme would also need a policy/guidance. **Clerk to research.**

12. To consider the Risk Register to sign off as reviewed.

It was **RESOLVED** to sign off the new Risk Register as reviewed for 25/26.

13. To consider signing off the following Risk Assessments after review:

- Financial Risk and Control**
- The Burial Ground and Closed Churchyard**
- The Allotments**
- The Clerk/RFO Activities**
- Generic Activities and Assets (including the Footpaths Officer)**

It was **RESOLVED** to approve all the above Risk Assessments (apart from the Allotments RA) after review. It was **NOTED** that the Allotment RA needed consideration due to findings. **Clerk to contact Ms Green about the RA.**

14. To consider signing up to Herefordshire Councils Charter.

It was **RESOLVED** to sign up to Herefordshire Council's Charter as it would help with communication. **Clerk to email HC**

15. Planning:

- To comment on new planning applications for determination by Herefordshire Council –**
It was **NOTED** that there were no new planning applications.
- To note planning decisions made by Herefordshire Council**

It was **NOTED** that there were no new planning decisions made.

c. To receive an update from the NDP Steering Group.

i. To consider an examiner for the next stage of the NDP.

It was **RESOLVED** to appoint the independent Examiner John Slater
Clerk to email HC with decision.

It was **NOTED** that Cllr Billig did not vote.

16. Finance:

a. 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

b. To note the Natwest Current and Reserve accounts are now closed and the remaining £3.10 has been transferred and received into the Unity Current Account.

It was **NOTED** that the NATWEST Accounts were now closed.

c. To consider the Budget Tracker .

It was **NOTED** that the new budget tracker had been set up and the Clerk would be highlighting spend over the coming months.

d. To consider signing the Lengthsman Scheme contract.

It was **RESOLVED** to sign the Lengthsman Contract to send back to HC.

e. To consider the annual Insurance renewal and additional quotes from two other insurers.

It was **RESOLVED** to renew the Insurance policy with the current insurers Hiscox Insurance Company.

Clear Councils had come in with a much higher quote and it was feared the other quote from Cllr Parvin's broker was not Parish Council specific enough.

f. To consider the following invoices for payment

Payee	Description	Amount (inc VAT)
Clerk	Clerk's Salary	As per contract
HMRC	PAYE	As per contract
Clerk	Expenses including mileage, phone bill, stationery and overtime for getting the audit file ready in 3 weeks.	£377.35
ElanCity	SID for Dormington INV SAJ-UK/2025/02486	£3000.00
Evans Farm & Country Supplies	Postcrete INV SI-318764	£18.00
DC Gardening	Grounds Maintenance – burial ground & churchyard SI-2164	£324.00
Enviroability	Footpath maintenance INV 5361	£474.00

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

g. To note any payments made between meetings:

Payee	Description	Amount
Unity Bank	Bank Charges	£6.00

It was **NOTED** that the Bank charges always come out of the account at the end of the month.

h. To note any receipts:

Sender	Description	Amount
Herefordshire Council	Precept	£11,784

Herefordshire Council	PROW funding	£2055
National Grid	Wayleave CHQ	£29.79
DMGPC Natwest Acc	Closure amount	£3.10

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

17. Footpaths/Commons/Rivers/Open spaces:

a. To receive a PROW update

It was **NOTED** that the forest paths would be cut W/C 26th May 2025.

It was **NOTED** that an email had been received regarding the gates on the A438 into the Orchard at Dormington being very overgrown. **Cllr Jones to visit and cut back the greenery.**

Clerk to contact locality steward regarding the new bus stop on the A438 as there is hemlock on the seats.

It was also **NOTED** that the other bus stop needs a clean.

b. To note we have a couple of new volunteers to empty the Dog poo bin at Hope Springs.

It was **NOTED** that two volunteers had been found and the PC would provide bin liners. **Cllr Jones to provide the liners.**

18. Highways/Rural Roads/Bridges:

a. To receive an update from the Mordiford Bridge steering Group with Herefordshire Council

It was **NOTED** that this had been covered in Parish Meeting held earlier in the evening. It was **NOTED** that after measuring the road while it was closed, it was discovered that the width is not the legal width for the size of vehicles using the road and bridge. The Parish Council thanked Mr. Cannings for the information.

It was **NOTED** that the vegetation around the bridge needed cutting again. **Cllr Biggs to bring it up at Hampton Bishop PC meeting as the land is in their Parish.**

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

It was **NOTED** that there had been no news from HC regarding the speed survey.

It was **NOTED** that the specs for the Village Gates needed defining for a more specific quote. Clerk to ask Terry Griffiths Contracts to look at what we need for the space available on the verge.

19. Health/Safety and the Environment:

None

20. Communications/newsletters/social media/Community engagement

21. To put forward items for next agenda

- S106 wish list. **Planning working group to come up with a list for the next meeting**
- Merge Dormington and Mordiford Parishes. **Clerk to speak to HALC**
- Update from the School Headteacher regarding building works and what assistance is required from the PC.
- Community Award – It was **NOTED** that a suggestion has been made to have a Community Award for outstanding work in the community. The Clerk and the Chair will look at this in more detail and report back in June.

22. To agree the date and time of the next meeting – Parish Council meeting - 18th June at 7pm in Mordiford School. Mike to Chair

Meeting closed 20:35

Appendix

Financial Information for April 2025

Bank Reconciliation

Dormington & Mordiford Group Parish Council									
Bank Reconciliation as at 30/04/2025									
				Natwest Current	Unity Current	Natwest Reserve	Unity Reserve	Totals	Notes
Balance as at 31/03/25				3.10	2,239.68	0.00	56,169.70	58,412.48	
Add Total Receipts				0.00	14,011.89	0.00	0.00	14,011.89	Total as per cash book
Total				3.10	16,251.57	0.00	56,169.70	72,424.37	
Less Total Payments to date				3.10	3,822.08	0.00	0.00	3,825.18	Total as per cash book
Balance as at 30/04/25				0.00	12,429.49	0.00	56,169.70	68,599.19	
Balance at Bank as at 30/04/25				0.00	12,429.49	0.00	56,169.70	68,599.19	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 30/04/25				0.00	12,429.49	0.00	56,169.70	68,599.19	
				ACCOUNT CLOSED		ACCOUNT CLOSED			
Both figures highlighted in yellow should agree									

Budget Tracker

[illegible]