



DORMINGTON AND MORDIFORD GROUP GROUP PARISH COUNCIL

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MINUTES FOR THE MEETING OF THE GROUP PARISH COUNCIL HELD ON WEDNESDAY 18th JUNE 2025.

Present:

Cllr Mike Jones (Vice Chair)
Cllr Marjorie Shackleton
Cllr Mark Parvin
Cllr Mark Rider

Apologies:

Cllr Marcus Billig
Cllr Julia Cotton (Chair)
Cllr Euan Grant

In attendance:

The Parish Clerk & three members of the public

1. To receive apologies for absence

It was **NOTED** that Cllr Cotton, Cllr Grant and Cllr Billig had sent their apologies.

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

It was **NOTED** that there were no interests to be recorded.

3. To approve as correct the minutes of the meeting held on the 21st May 2025.

It was **RESOLVED** to approve and sign the minutes from the 21st May 2025.

4. 2024/2025 Accounts

a. To consider and approve the Internal Audit reports.

It was **RESOLVED** to approve the Internal Audit Reports.

b. To consider and approve the Annual Return Governance Statements

It was **RESOLVED** to approve the Annual Return Governance Statements and both the Chair and the Clerk signed the form.

c. To consider and approve the Annual Return Accounting Statements

It was **RESOLVED** to approve the Annual Return Accounting Statements and the Chair signed the form.

d. To set the dates of the Period for the Exercise of Public Rights

It was **RESOLVED** to set the dates as Monday the 23rd June 2025 to Friday the 1st August 2025

Clerk to put up the Public Rights notices on the website and noticeboards, and all other documents would be available on the website. Clerk to submit all the documentation to the External Auditor.

5. Public Forum

It was **NOTED** that a member of the public thanked the Parish Council for the new noticeboard on Mordiford Green. The member of public also commented on the condition of the road running through Mordiford.

It was **NOTED** that resurfacing work was starting from the small bridge in Mordiford to Fiddlers Green on the 7th July 2025.

It was **NOTED** that any member of the public can report highway defects on [FIXMYSTREET.com](https://fixmystreet.com).

It was also **NOTED** that the vegetation on Mordiford Bridge still needs cutting back.

Clerk to email the Locality Steward to try and find out if the Landowner can cut it all back. Clerk to chase Cllr Biggs for info from Hampton Bishop PC.

6. To receive a brief report from Ward member

It was **NOTED** that Cllr Biggs was not present.

7. To consider the recruitment of more Parish Councillors.

It was **NOTED** that Cllr Shackleton had someone in mind and would reach out to them to contact the Clerk if they were interested in becoming a Parish Councillor.

Clerk to put up the “We need you” posters back up once the AGAR documents could be removed from the noticeboards in August.

8. To consider the adoption of the following policies & Risk Assessments (RA) after review:

a. Standing Orders

It was **RESOLVED** to approve and adopt the new Standing Orders. The Document was signed.

b. Allotments RA

It was **NOTED** that the Clerk went through the issues raised in the Risk Assessment. Clerk to email relevant parties involved in the corrective actions. It was **RESOLVED** to ask DC Gardening to look at repairing the fence at the top. Clerk to contact DC Gardening.

It was also **NOTED** that the water tank needs to be covered.

Clerk to email the plot owners with the RA and point out things that need to change.

9. To receive an update on merging Dormington and Mordiford Parishes and possibly including Stoke Edith Parish Meeting.

It was **NOTED** that it is possible to drop the “Group” part of the Parish Council name, but the opportunity to make changes like this does not happen very often. Worst case the next opportunity will be in 2027. There is a small chance HALC will be able to put through small changes before 2027 but not guaranteed.

With regards to including Stoke Edith, it was **RESOLVED** to not take this any further.

10. Planning:

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

Reference	Address	Description	Comments
251483	Checkley Old Chapel, HR1 4ND	Proposed erection of a replacement self-build dwelling with associated landscaping and drainage – not salvageable. Very little historical bit left. Hedges would be replaced elsewhere and more trees planting.	It was RESOLVED to SUPPORT the application as the PC thought it was very comprehensive. It was NOTED that the internal space was slightly over the 150m2 stated on the NDP, but the NDP is not in place yet. Applicant was advised to consider the road damage by heavy vehicles carrying materials and the working hours of contractors.
250942	Stable and yard North of the Mews House, Mordiford HR1 4LN	Application for variation of condition 1 following grant of planning permission 233229	It was RESOLVED to SUPPORT the application as it was not a big change.

b. To note there are no new planning decisions made by Herefordshire Council as of the 9th June 2025.

It was **NOTED** there had been no recent planning decisions made by HC.

c. To consider making comment on Mordiford School’s Nursery consultation.

It was **RESOLVED** to SUPPORT the School in bringing the Dragons in house, because it would benefit the community and give the Dragons a better home.

d. To consider the S106 wish list from the Planning Working Group

It was **RESOLVED** to move this to July's meeting.

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

i. To consider the stakeholders' comments from the Reg 16 Consultation, so the PC's response can be recorded and sent to the Independent Examiner.

It was **NOTED** that

- the Natural England comment was in regard to Herefordshire Council's section 18 of their local plan.
- the comment from the Lime Kiln suggested that affordable housing doesn't work economically.

It was **NOTED** that the Parish Council had reviewed the Stakeholder's comments and it was **RESOLVED** that it had nothing to add and had no questions.

11. Finance:

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

It was **NOTED** that the bank balances were read out by the RFO and the bank reconciliation was signed by the Finance Working Group. Please see Appendix for the figures.

b. To note the Clerk will transfer £6000 from the RESERVE into the CURRENT account when the payments are processed.

It was **NOTED** that the Clerk would be transferring £6000 from the Reserve account before the payments are processed.

c. To consider the Budget Tracker

The Budget tracker was **NOTED**.

It was **RESOLVED** to look at the Budget Tracker every quarter from now on, starting in October 2025 for the 6 month review.

d. To review the Bank signatories.

It was **NOTED** that that Bank Signatories had been reviewed. The mandate list of Parish Councillors is correct but the **Clerk is to make some enquiries into access rights as Unity do not make it very clear what's what or make it an easy thing to change.**

e. To note that the Information on the PROW and Drainage funding has been received and we are gathering information to complete the applications.

It was **NOTED** that the funding applications has been received. It was **RESOLVED** to take up the funding again this year. **Clerk to apply for the drainage fund to cover the cost of some of the ditch clearing in the parish. The Footpath's Officer will put a list together for any footpath assets the Parish needs.**

f. To note that the Lengthsman scheme funding has been applied for.

It was **NOTED** that the Lengthsman scheme had been applied for.

g. To note that the Annual Insurance has been renewed with Hiscox at a premium of £829.98 after consideration at the last meeting.

It was **NOTED** that the invoice for the insurance had been received and would be paid this month.

h. To consider any quote from the School regarding the carpark signage.

It was **NOTED** that no quotes had been received.

i. 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	£38.13
Hiscox Insurance company via Gallagher	Annual Parish Council Insurance INV 544890562	£829.98
Evans Farm & Country Supplies	Auto Latch SI-318854	£10.32

DC Gardening	SI-2195 (including Lengthsman work ex VAT £570 to be claimed on lengthsman scheme and £555 ex VAT for grounds maintenance of Burial Ground, Churchyard and the Maltings)	£1350.00
Enviroability	Footpath maintenance INV 5385 29/05/25	£474.00
Eyelid Productions	INV 3943 – Annual website support	£100.00
HALC	INV H3003 – Internal Audit 24/25	£330.00
SLCC	INV QL207340-1 CiLCA registration for the Clerk	£450.00

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

j. To note any payments made between meetings:

Payee	Description	Amount
Unity Bank	Bank Charges	£6.00

It was **NOTED** that the bank charges are always paid between meeting.

k. To note there were no receipts

It was **NOTED** that there had been no receipts last month.

12. Footpaths/Commons/Rivers/Open spaces:

a. To receive a PROW update

It was **NOTED** that:

- The forest cuts had been done by Enviroability
- MF12 & MF11a had been strimmed by the Footpaths Officer.
- MF12 had a gate latch replaced.
- DR2 and 3 had the vegetation on the gates removed by the Footpaths Officer.
- Vegetation on the Dragon Trail had been removed by the Footpaths Officer.

13. Highways/Rural Roads/Bridges:

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

It was **NOTED** that there was no news on the project but that the request was now sitting with Herefordshire Council's Cllr for Highways.

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

It was **NOTED** that the SID installation was taking a while to book in as this is the busiest time for Lengthsman. [Clerk to Chase.](#)

14. Health/Safety and the Environment:

a. To consider the removal of Himalayan Balsam in the parish after a request from the lead of the project in Fownhope.

It was **RESOLVED** that the PC does not have the resource and expertise to help with Himalayan Balsam removal at the moment, but work had been done previously by Cllr Cotton & Cllr Shackleton. [Clerk to reply to the Fownhope group.](#)

b. To consider the diversion of the Pentaloe brook to Canwood Gallery causing flooding adjacent to Pentaloe Cottage and drying up the brook.

It was **RESOLVED** that this is the Environmental Agency and Herefordshire Council's responsibility. [Clerk to email Cllr Biggs to make him aware](#)

c. To note that the Hemlock at the bus stop (Ledbury direction) has been reported and that BBLP have cleaned the seats in the Hereford direction bus stop at Dormington.

It was **NOTED** that BBLP had been out and removed the Hemlock.

d. To consider the Cherry Blossom Tree Project

It was **NOTED** the trees were not native and therefore the Parish Council were reluctant to take part in the project. The Parish Council have done a lot of work over the years to plant trees in the Parish native to the UK including the recent planting at the School.

- e. **To note that the litter picking kit has been given to the Dormington Litter Picking Group.**

It was **NOTED** that the litter picking kit had been donated to the Dormington Litter Picking Group.

15. Communications/newsletters/social media/Community engagement

- a. **To consider the idea of a DMGPC Community Award and how it could work.**

It was **NOTED** that some research had been done into Community Awards and the Clerk and Cllr Cotton would be working together to write a policy outlining the process.

16. To put forward items for next agenda

- It was **NOTED** that the Mordiford Bells were back at the Church and were being installed. On the 30th June the bells will be rung for the first time in a very long time. Approx 4:30-5pm
- Could the PC write a letter to a parishioner for their 100th Birthday?
- Green hut – request for volunteers and painting day to be organised. Cllr Shackleton offered to keep on top of the notices pinned up in the Green Hut to keep it tidy.
- Checkley Common cutting – current situation

17. To agree the date and time of the next meeting – Parish Council meeting - 16th July at 7pm in Mordiford School.

The meeting was closed at 20:05

Appendix

Financial Information for May 2025

Bank Reconciliation

Dormington & Mordiford Group Parish Council					
Bank Reconciliation as at 31/05/25					
		Unity Current	Unity Reserve	Totals	
Balance as at 30/04/25		12,429.49	56,169.70	68,599.19	
Add Total Receipts		0.00	3,000.00	3,000.00	
Total		12,429.49	59,169.70	71,599.19	
Less Total Payments to date		7,679.41	0.00	7,679.41	
Balance as at 31/05/25		4,750.08	59,169.70	63,919.78	
Balance at Bank as at 31/05/25		4,750.08	59,169.70	63,919.78	
Income paid in but not Credited		0.00	0.00	0.00	
Balance at 31/05/25		4,750.08	59,169.70	63,919.78	
Both figures highlighted in yellow should agree					

Budget Tracker

	2025/26					
	Forecast	Actual	Difference		Apr-25	May-25
Precept	£23,568.00	£11,784.00	£11,784.00		£11,784.00	£0.00
Interest received	£250.00	£0.00	£250.00		£0.00	£0.00
VAT Refund	£0.00	£0.00	£0.00		£0.00	£0.00
Allotment fees	£650.00	£0.00	£650.00		£0.00	£0.00
Burial Ground Fees		£140.00	-£140.00		£140.00	£0.00
National Grid	£29.79	£29.79	£0.00		£29.79	£0.00
Lengthsman Scheme	£2,826.00	£0.00	£2,826.00		£0.00	£0.00
PROW Funding		£2,055.00	-£2,055.00		£2,055.00	£0.00
Drainage funding		£0.00	£0.00		£0.00	£0.00
Participatory Budget From reserves	£22,000.00	£0.00	£22,000.00		£0.00	£0.00
	£49,323.79	£14,008.79	£35,315.00		£14,008.79	£0.00
	Budget	Spent	Unspent			
Admin Expenses	£500.00	£44.20	£455.80		£11.85	£32.35
Allotments - mowing & maintenance	£500.00	£0.00	£500.00		£0.00	£0.00
Audit Fees	£600.00	£0.00	£600.00		£0.00	£0.00
Bank Charges	£250.00	£12.00	£238.00		£6.00	£6.00
Churchyard & Burial ground - mowing & maintenance	£2,500.00	£270.00	£2,230.00		£0.00	£270.00
Clerks Salary	£9,000.00	£1,650.12	£7,349.88		£825.06	£825.06
Community events (inc D-Day Celebration)	£1,400.00	£0.00	£1,400.00		£0.00	£0.00
Defibs - maintenance/part replacement	£300.00	£0.00	£300.00		£0.00	£0.00
Donations & Grants	£1,000.00	£200.00	£800.00		£200.00	£0.00
Elections	£0.00	£0.00	£0.00		£0.00	£0.00
Green spaces - mowing & maintenance	£2,000.00	£0.00	£2,000.00		£0.00	£0.00
Insurance	£900.00	£0.00	£900.00		£0.00	£0.00
Lengthsman - Highways	£2,000.00	£0.00	£2,000.00		£0.00	£0.00
Lengthsman - Drainage	£2,000.00	£0.00	£2,000.00		£0.00	£0.00
Maintenance of Assets	£2,500.00	£15.00	£2,485.00		£0.00	£15.00
Meeting room hire	£300.00	£0.00	£300.00		£0.00	£0.00
NDP - covered by grants	£0.00	£125.00	-£125.00		£125.00	£0.00
Parish Footpaths - PROW	£6,000.00	£2,274.00	£3,726.00		£1,800.00	£474.00
Payroll Services	£300.00	£91.81	£208.19		£91.81	£0.00
Projects - Traffic control (SIDS/TRO)	£10,000.00	£2,500.00	£7,500.00		£0.00	£2,500.00
Projects - Checkley Management Plan and Pond restoration survey	£500.00	£0.00	£500.00		£0.00	£0.00
Projects - Other	£500.00	£0.00	£500.00		£0.00	£0.00
Ross on Wye Bus Subsidy	£300.00	£0.00	£300.00		£0.00	£0.00
Subscriptions	£700.00	£180.00	£520.00		£180.00	£0.00
Training (Clerk, Cllrs)	£1,500.00	£150.00	£1,350.00		£150.00	£0.00
Website and IT Support inc software subscriptions	£800.00	£0.00	£800.00		£0.00	£0.00
Total	£46,350.00	£7,512.13	£38,837.87	Total ex VAT	£3,389.72	£4,122.41
Reserves for earmarked items	£13,500.00			VAT	432.36	£557.00
				Total inc VAT	£3,822.08	£4,679.41