



DORMINGTON AND MORDIFORD GROUP GROUP PARISH COUNCIL

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MINUTES FOR THE MEETING OF THE GROUP PARISH COUNCIL HELD ON WEDNESDAY 15th OCTOBER 2025.

Present:

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

Apologies:

Cllr Marcus Billig
Cllr Marjorie Shackleton
Cllr Mark Parvin

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

It was **NOTED** that the Clerk had received apologies from Cllr Billig, Cllr Shackleton and Cllr Parvin.

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

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

3. To receive an update on Councillor attendance

It had been requested that Councillor attendance rules be looked into at the last meeting. The Local Government Act 1972, s85 (1) states if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority.

4. To approve as correct the minutes of the meeting held on the 17th September 2025.

It was **NOTED** that the minutes for the meeting held on the 17th September 2025 were approved and signed by the chair.

5. Public Forum

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

6. To consider the Herefordshire Council (HC) report from the Ward member – Cllr Biggs

- Cllr Biggs to send round a HC update document before the meetings
- Emergency housing - 140 houses/units to be under the control of HC
- Peer review – strong charity/voluntary sector but the partnership between HC and the sector needs to be better
- Resurfacing – Waiting to hear what the budget for next year will be. It was **NOTED** that the Dormington Road had white markings and signs indicating possible resurfacing.
- Pentoloe Brook – Cllr Biggs to meet with HC/BBLP and show them the barriers
- Pentoloe Brook redirection – There would need to be evidence that there had been a change to the brook. It was now in the hands of HC officers.

7. To consider any update from the Parish Summit

It was **NOTED** that an update had been circulated.

8. Planning:

- a. To comment on new planning applications for determination by Herefordshire Council
 - It was **NOTED** that no new applications had come in, but that after the agenda had been circulated, a notification regarding the Old Chapel at Checkley had been received as there had been a change to the drawings and drainage information. The Parish Council have the opportunity to make additional comments so Cllr Jones & Cllr Rider will do a site visit and report back. The Clerk will then use her powers to comment on planning applications between meetings to comment by the deadline.
Clerk to send round comment for all to approve before submission to HC.
 - It was **RESOLVED** that if the referendum is successful, the Clerk will hold a copy of the approved NDP design guide and the cost would be approved at the November Parish Council meeting.
- b. To note new planning decisions made by Herefordshire Council as of the 9th July 2025.

Reference	Address	Description	Decision
250942	Stable and yard north of the Mews House, Mordiford	Proposed variation...	Approved with conditions

It was **NOTED** that application 250942 variation had been approved with conditions.

- c. To receive an update from the NDP Steering Group.
 - i. To note the date of the NDP Referendum is on Thursday the 13th November 2025.

It was **NOTED** that the referendum would be held on the 13th November 2025 and that ~£2000 could be spent on the referendum. **Clerk to put the notice on Facebook and Cllrs asked to spread the word on the community WhatsApp groups.**

9. Finance:

- a. **To note the bank balances and sign the Bank Reconciliations & Budget Tracker.**

It was **NOTED** that the Clerk read out the bank balances and the budget tracker was reviewed in 9c. See Appendix.
- b. **To note the Natwest Banking anomaly**

It was **NOTED** that the Natwest anomaly had been addressed by the Clerk and the bank, and did not cause any security issues for the Parish Council. It was **NOTED** that the PC have not banked with the Natwest for months.
- c. **To consider the half-yearly Financial Report.**

It was **RESOLVED** to approve the half-yearly Financial Report produced by the Clerk/RFO. It was **NOTED** that:

 - The Parish Council needs data on the use of the Sufton-Ross bus which operates occasionally in the Summer, and which the PC part-subsidises. This will help determine if its outlay is still providing a community benefit.
 - PC does not pay to have Checkley Common cut as it is the landowners responsibility.
 - The Clerk would be looking at the Allotment tenancy agreements with the possibility of a raise in fees and a deposit scheme so the PC are not left with high disposal costs to clear plots between tenants.
 - The Clerk will get quotes to mow the Maltings, and the burial ground to look at reducing costs.

- The Clerk will provide details of the impact of increased National Insurance costs on the Clerk's salary to allow the PC to budget accordingly.
- d. **To note the Clerk's information regarding the 26/27 Budget and to arrange a Finance Working Group meeting.**
It was **NOTED** that the budget meeting will be held on the 6th November.
- e. **To consider the rubbish collection at the allotments**
It was **NOTED** that the rubbish would be removed.
- f. **To consider the additional costs of advertising the NDP referendum.**
See 8c(i)
- g. **To consider the Ledbury bus subsidised by the PC and Fownhope PC.**
See 9c.
- h. **To consider fence repairs in the Burial Ground to stop the Deer destroying the memorials.**
It was **RESOLVED** to wait and see if the increase in height on the fence stops the deer. If not, the PC will consider other options.
- 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 and A4 pockets	£23.19
SLCC	INV mem255701-1 – Membership fees	£150.00
Clerk	For reimbursement of Microsoft 365 Personal (to be paid on receipt due to online payment requirements)	£84.99
Clerk	For reimbursement of Malwarebytes renewal for the Clerk's laptop (to be paid on receipt due to online payment requirements)	£29.99
HALC	INV H3053 – Clerk's CilCA modules	£660.00
Enviroability	INV 5481 – footpath maintenance	£474.00
DC Gardening	INV SI-2326 – The Maltings ground maintenance and Lengthsman duties	£558.00

It was **RESOLVED** that the payments to the Clerk to reimburse the cost of MS 365 and Malwarebytes would only occur once the clerk had paid the bills and obtained receipts.

- j. **To note any payments made between meetings:**

Payee	Description	Amount
Unity Bank	Bank Charges Sept	£6.00
PKF Littlejohn	External audit	£378.00

It was **NOTED** that the PKF Littlejohn invoice had been paid with the last run of invoices as agreed but would be minuted in the October minutes.

k. **To note any receipts**

Received From	Description	Amount
Herefordshire Council	2 nd half of the Precept	£11,784.00
Dragons Playgroup	CHQ presented to the PC in Septembers PC meeting	£650.00
	Total	£12,434

10. Footpaths/Commons/Rivers/Open spaces:

a. **To receive an update on the Public Rights of Way**

- Hornets nest reported to HC to action on MF/10. Warning signs have also been displayed nearby.
- Dangerous branch obstruction on MF/6 has been removed.
- Last maintenance of year was on 7th October.
- Wye Valley walk way markers have now been obtained for our section.
- The Footpaths Officer now has formal ID for when walking the PROW.

11. Highways/Rural Roads/Bridge

a. **To receive an update from the Highways working group 23rd October**

It was **NOTED** that the working group is to meet on the 23rd October to discuss a TRO from Mordiford to Dormington.

b. **To note we now have a new Locality Steward.**

It was **NOTED** that Pete Bradbury is our new Locality Steward.

12. Burial Ground, Allotment and Mordiford Green:

a. **To consider the next stage of the Green Hut renovations on Mordiford Green**

It was **NOTED** that the [Chair would speak to Cllr Shackleton about the plaque.](#)
[Clerk to chase invoices.](#)

b. **To note the broken bench on Mordiford Green has been repaired by a parishioner**

It was **NOTED** that the bench had been repaired and the PC thanked the parishioner who kindly fixed the bench.

c. **To note the fence round the Burial ground has been improved to keep the deer out**

It was **NOTED** that the perimeter fence of the Burial Ground had been made taller. Time will tell whether the deer and livestock are deterred.

13. Health/Safety and the Environment:

a. **To consider the formation of an Emergency Plan Working Group to write the Parish Flood Plan with guidance from Herefordshire Council**

It was **RESOLVED** to invite key stakeholders such as the School and the pub to join the working group. It was **RESOLVED** that the [Chair would ask Councillors to form a Flood Working Group at the highways meeting.](#)

b. **To consider the parishioners concerns about the enactment of the TPO of the tree at Dormington.**

It was **NOTED** that there was a TPO put on the Sycamore at the Hop Pickers Barn, and the tree has been heavily pruned. The PC believed that although the TPO was correctly enacted, there was significant amount of time elapsed between approval in January and the work in September, with more growth removed as a result. It will grow back, but future requests for TPO approvals will include asking when the work is to be carried out.

14. Communications/newsletters/social media/Community engagement

a. **To consider a plan to migrate to the new website**

It was **RESOLVED** to wait until the NDP referendum was complete to move to the new website, after gaining advice from the NDP consultant. [The Chair will ask Cllr Parvin and the Clerk to work with her on this.](#)

b. **To note a parishioner's email regarding the trees along the pavement near the burial ground in Mordiford**

It was **NOTED** that the trees had been reported on FIXMYSTREET as it was Herefordshire Councils responsibility.

15. Employment matters (confidential)

It was **NOTED** that the Clerk had had her Annual Appraisal. The PC thanked the Clerk for going above and beyond in her duties to support the Parish Council. It was **RESOLVED** that due to budgetary constraints the PC would look at increasing the Clerk's pay next year when she has completed her CiLCA.

16. To put forward items for next agenda

- Pavements in Dormington and outside the school need scrapping – Clerk to ask the Locality Steward
- Ditches in Checkley will need digging. Cllr Grant to send exact location to the Clerk
- Dormington road improvement

17. To agree the date and time of the next meeting – Parish Council meeting - 19th November at 7pm in Mordiford School.

Meeting finished at 8:04pm.

Appendix

Bank reconciliation as of the 30th September 2025

Dormington & Mordiford Group Parish Council					
Bank Reconciliation as at 30/09/25					
		Unity Current	Unity Reserve	Totals	
Balance as at 31/08/25		5,720.95	53,501.21	59,222.16	
Add Total Receipts		13,734.00	303.42	0.00	
Total		19,454.95	53,804.63	73,259.58	
Less Total Payments to date		5,530.22	0.00	5,530.22	
Balance as at 30/09/25		13,924.73	53,804.63	67,729.36	
Balance at Bank as at 30/09/25		13,924.73	53,804.63	0.00	
Income paid in but not Credited		0.00	0.00	0.00	
Balance at 30/09/25		13,924.73	53,804.63	67,729.36	
Both figures highlighted in yellow should agree					

Budget Tracker

	2025/26		Actual												
	Forecast	Actual	Difference	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26
Precept	£23,568.00	£23,568.00	£0.00	£11,784.00	£0.00	£0.00	£0.00	£0.00	£11,784.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Interest received	£250.00	£634.93	-£384.93	£0.00	£0.00	£331.51	£0.00	£0.00	£303.42	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
VAT Refund		£3,466.60	-£3,466.60	£0.00	£0.00	£0.00	£0.00	£3,466.60	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Allotment fees	£650.00	£20.00	£630.00	£0.00	£0.00	£0.00	£20.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Burial Ground Fees	£0.00	£850.00	-£850.00	£140.00	£0.00	£380.00	£500.00	£0.00	£280.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
National Grid	£29.79	£29.79	£0.00	£29.79	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Lengthsman Scheme	£2,826.00	£1,020.00	£1,806.00	£0.00	£0.00	£0.00	£0.00	£0.00	£1,020.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
PROW Funding		£2,055.00	-£2,055.00	£2,055.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Drainage funding		£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
Other		£650.00	-£650.00	£0.00	£0.00	£0.00	£0.00	£0.00	£650.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Participatory Budget From reserves	£22,000.00	£3,000.00	£19,000.00	£0.00	£0.00	£3,000.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	£49,323.79	£35,294.32	£14,029.47	£14,008.79	£0.00	£3,711.51	£70.00	£3,466.60	£14,037.42	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Admin Expenses	Budget	Spent	Unspent	£11.85	£32.35	£38.13	£41.08	£0.00	£46.83	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Allotments - mowing & maintenance	£500.00	£170.24	£329.76	£0.00	£0.00	£0.00	£40.00	£0.00	£445.50	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Audit Fees	£600.00	£580.00	£20.00	£0.00	£0.00	£275.00	£0.00	£0.00	£315.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Bank Charges	£250.00	£36.00	£214.00	£6.00	£6.00	£6.00	£6.00	£6.00	£6.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Churchyard & Burial ground - mowing & maintenance	£2,500.00	£1,350.00	£1,150.00	£0.00	£270.00	£270.00	£270.00	£0.00	£540.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Clerks Salary	£9,000.00		£3,337.60	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Community events (inc D-Day Celebration)	£1,400.00		£1,400.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Defibs - maintenance/part replacement	£300.00	£0.00	£300.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Donations & Grants	£1,000.00	£500.00	£500.00	£200.00	£0.00	£0.00	£0.00	£0.00	£300.00	£0.00	£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
Green spaces - mowing & maintenance	£2,000.00	£665.00	£1,335.00	£0.00	£0.00	£285.00	£190.00	£0.00	£190.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Insurance	£900.00	£829.98	£70.02	£0.00	£0.00	£829.98	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Lengthsman - Drainage	£2,000.00	£0.00	£2,000.00	£0.00	£0.00	£570.00	£450.00	£0.00	£250.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Lengthsman - Highways				£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Maintenance of Assets	£2,500.00	£144.74	£2,355.26	£0.00	£15.00	£0.00	£0.00	£0.00	£129.74	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Meeting room hire	£300.00	£200.00	£100.00	£0.00	£0.00	£0.00	£0.00	£0.00	£200.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
NDP - covered by grants	£0.00	£125.00	-£125.00	£125.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Parish Footpaths - PROW	£6,000.00	£5,148.59	£850.41	£1,800.00	£474.00	£482.60	£1,185.00	£0.00	£1,207.99	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Payroll Services	£300.00	£161.81	£138.19	£91.81	£0.00	£0.00	£0.00	£0.00	£70.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Projects - Traffic control (SDS/TRO)	£10,000.00	£3,035.00	£6,965.00	£0.00	£2,500.00	£0.00	£0.00	£0.00	£535.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Projects - Checkley Management Plan and Pond restoration survey	£500.00	£0.00	£500.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Projects - Other	£500.00	£0.00	£500.00	£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	£0.00	£300.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Subscriptions	£700.00	£180.00	£520.00	£180.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Training (Clerk, Qtrs)	£1,500.00	£600.00	£900.00	£150.00	£0.00	£450.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Website and IT Support inc software subscriptions	£800.00	£100.00	£700.00	£0.00	£0.00	£100.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Total	£46,350.00	£21,055.26	£25,294.74	£3,389.72	£4,122.41	£4,529.44	£3,121.51	£831.06	£5,061.12	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Reserves for earmarked items	£13,500.00			482.36	£557.00	£281.72	£182.00	£0.00	£468.10						
				£3,822.08	£4,679.41	£4,811.16	£3,303.51	£831.06	£5,530.22	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00