



DORMINGTON AND MORDIFORD GROUP GROUP PARISH COUNCIL

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MINUTES OF THE EXTRAORDINARY MEETING OF THE GROUP PARISH COUNCIL ON THURSDAY 18th DECEMBER 2025.

Present:

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

Apologies:

Cllr Euan Grant
Cllr Marcus Billig

1. To receive apologies for absence

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

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

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

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

It was **NOTED** that the minutes were approved and signed by the Chair.

4. Public Forum

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

5. Planning:

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

Reference	Address	Description	Comments by
253231	Hop Pickers Shed, Dormington HR1 4ES	Remove 2 Sycamores pollards.	24/12/25
Comment: The applicant's statement that the trees have "low amenity value having been routinely maintained as pollards" is incorrect, as photographs and the response of local people to the original decimation of the landmark trees resulted in the TPO. However, the probable extent of tree roots is likely to cause problems for the building if not removed before it is erected. As a Parish Council we understand the need for housing, evidenced by our recent successful NDP. Therefore, I now support the removal of the trees (<i>not for including in the final comment - because if they're not removed with permission, they may end up being poisoned which would be worse for the environment.</i>) Sycamore trees host numerous mammal, bird, insect, plant, and fungal species. As these trees are mature, they will host more species because of the fissures in the trunk. If a decision is made to remove the trees, I would like to suggest the following mitigations: 1. The felled timber is retained on site, and a log pile constructed to provide shelter for mammals, birds and insects. 2. If local people have a particular connection to the tree, they are offered the opportunity to take cuttings from it (asap). 3. At least three locally sourced native trees of a suitable size and species are planted to replace the two mature trees being felled. For example Sorbus torminalis, the Wild Service tree, endemic to our area and which provides excellent autumn colour.			
252713	1 Sufton Lane, Mordiford, HR1 4HE	Proposed first floor extension above existing bathroom of property.	05/01/25
Comment: Several of the counsellors visited the proposed site. The neighbouring buildings (3, 6 and 9) have extensions of seemingly identical design, using similar slate roofing and cladding material. We think the proposed extension will be an improvement on what's currently in place, fit in well with the existing extensions and will not impact on the AONB. The only comment we would make is that materials should be colour matched, and that the insulation values should be provided in line with best current practice. The parish council therefore supports this proposal (but noting the above comments), as it seems to meet our relevant NDP policies.			

6. Finance:

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

It was **NOTED** that the bank balances were read out by the RFO and the monthly financial information had been checked and signed off.

b. To note that the allotment fees have stayed at £50/plot/year for existing tenants but that notice has been given for the increase to £75 in Jan 2027. New tenants will be charged £75/plot/year from Jan 2026.

It was **NOTED** that it had come to light that the allotment plot holders may need 1 years notice of a change in fees. While this is investigated, the tenants had been given notice of a fee increase to £75/plot/year in January 2027. It was **NOTED** that any new tenants would be charged the new fee of £75 /plot/year from January 2026.

c. To consider the budget for 26/27 including the precept proposal with changes to the Allotment fees now the consultation period has ended.

It was **NOTED** that the budget (Option Z) approved on the 19th November 2025 had included the increase in allotment plot fees, but with the allotment fee notice period investigation, budget (Option Y) went out for consultation that did not include any increases in income. With that in mind, it was **RESOLVED** to accept the budget Option Y and to apply for a precept of £24511.00 from Herefordshire Council.

d. To consider the news the PC will only receive £2236.90 towards the £4005 for ditching and kerb scraping, and whether the PC should go ahead with all the work planned and make up the shortfall.

It was **NOTED** that Herefordshire Council had now communicated that it would only give the Parish Council £2236.90 towards any drainage work applied for. This has meant that not all the work the Parish Council wanted to do, could now be completed. It was **RESOLVED** to go ahead with the 2 days ditching work in the parish in February but the kerb scraping due to take place in December had been cancelled.

e. 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	£17.61
Autela	Payroll services Aug-Nov 25	£84.00
HALC	Website domain name and hosting	£270.00
ICO	Data Protection fee will be collected 11/01/26	£52.00

It was **RESOLVED** to pay all the invoices listed above and that ICO payment was a direct debit.

f. To note any payments made between meetings:

Payee	Description	Amount
Unity Bank	Bank Charges Oct	£6.00

It was **NOTED** that the bank charges would be paid as always between meetings directly.

7. Employment matters (confidential)

a. To consider the recruitment of a new Clerk/RFO after recent interviews and recommendations from the Chair & Vice Chair.

From the recent interviews to find a new Clerk/RFO, the Interview panel of Councillors presented their recommendations to the Parish Council.

It was **RESOLVED** to offer the job to the applicant on an 8hour a week contract for the first 6 months probationary period. This would then be reviewed.

8. To put forward items for next agenda

- New dates for PC meetings that allow the Ward Cllr, the Parish Councillors and the new Clerk to attend.
- Allotment tenancy

9. To consider the date and time of the next meeting as the Chair would like to propose changing the meeting to the 2nd Thursday in the month excluding December and August

a. Next Parish Council meeting - Thursday the 8th January at 7pm in Mordiford School.

It was **NOTED** that there was not enough time in January to prepare for a meeting on the 8th January due to the Christmas break and the requirement to give 3 clear days notice. It was **RESOLVED** to hold the meeting in January on the 15th as originally planned.

The meeting was closed at 17:55

Appendix

Bank Reconciliation

Dormington & Mordiford Group Parish Council				
Bank Reconciliation as at 30/11/25				
	Unity Current	Unity Reserve	Totals	
Balance as at 31/10/25	10,973.13	53,804.63	64,777.76	
Add Total Receipts	0.00	0.00	0.00	
Total	10,973.13	53,804.63	64,777.76	
Less Total Payments to date	2,686.01	0.00	2,686.01	
Balance as at 30/11/25	8,287.12	53,804.63	62,091.75	
Balance at Bank as at 30/11/25	8,287.12	53,804.63	0.00	
Income paid in but not Credited	0.00	0.00	0.00	
Balance at 30/11/25	8,287.12	53,804.63	62,091.75	
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	£23,566.00	£23,566.00	£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	£534.93	-£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	£550.00	£20.00	£530.00	£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	£650.00	-£650.00	£140.00	£0.00	£380.00	£50.00	£0.00	£280.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
National Grid		£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	
Donations		£650.00	-£650.00	£0.00	£0.00	£0.00	£0.00	£0.00	£650.00	£0.00	£0.00	£1,118.00	£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	
	£48,323.79	£35,294.32	£13,029.47	£14,008.79	£0.00	£3,711.51	£70.00	£3,466.60	£14,037.42	£0.00	£0.00	£1,118.00	£0.00	£0.00	£0.00	
	Budget	Spent	Unspent													
Admin Expenses	£500.00	£231.71	£268.29	£11.85	£32.35	£38.13	£41.06	£0.00	£46.83	£23.19	£20.67	£176.51	£0.00	£0.00	£0.00	
Allotments - mowing & maintenance	£500.00	£485.50	£14.50	£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	£500.00	£590.00	£100.00	£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	£54.00	£196.00	£5.00	£5.00	£5.00	£5.00	£5.00	£5.00	£5.00	£5.00	£5.00	£0.00	£0.00	£0.00	
Churchyard & Burial ground - mowing & maintenance	£2,500.00	£1,890.00	£610.00	£0.00	£270.00	£270.00	£0.00	£0.00	£540.00	£0.00	£540.00	£0.00	£0.00	£0.00	£0.00	
Clerks Salary	£9,000.00	£8,223.66	£776.34										£0.00	£0.00	£0.00	
Community events (inc D-Day Celebration)	£1,400.00	£0.00	£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	
Debris - 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	£1,045.00	£955.00	£0.00	£0.00	£285.00	£190.00	£0.00	£190.00	£95.00	£285.00	£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 - Highways	£2,000.00	£1,890.00	£110.00	£0.00	£0.00	£570.00	£450.00	£0.00	£250.00	£370.00	£250.00	£0.00	£0.00	£0.00	£0.00	
Lengthsman - Drainage	£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	
Maintenance of Assets	£2,500.00	£184.66	£2,315.34	£0.00	£15.00	£0.00	£0.00	£0.00	£129.74	£0.00	£39.92	£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	£5,000.00	£5,097.59	-£97.59	£1,600.00	£474.00	£482.60	£1,185.00	£0.00	£1,207.99	£474.00	£474.00	£0.00	£0.00	£0.00	£0.00	
Payroll Services	£300.00	£231.81	£68.19	£91.81	£0.00	£0.00	£0.00	£0.00	£70.00	£0.00	£0.00	£70.00	£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	£330.00	£370.00	£180.00	£0.00	£0.00	£0.00	£0.00	£0.00	£150.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Training (Clerk, Cllrs)	£1,500.00	£1,150.00	£350.00	£150.00	£0.00	£450.00	£0.00	£0.00	£0.00	£550.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Website and IT Support inc software subscriptions	£800.00	£354.99	£445.01	£0.00	£0.00	£100.00	£0.00	£0.00	£0.00	£29.99	£0.00	£225.00	£0.00	£0.00	£0.00	
Total	£45,350.00	£27,448.90	£17,901.10	Total ex VAT	£3,389.72	£4,122.41	£4,529.44	£3,121.51	£831.06	£5,061.12	£2,748.60	£2,471.01	£1,174.03	£0.00	£0.00	
Reserves for earmarked items	£13,500.00			VAT	432.36	£567.00	£281.72	£182.00	£0.00	£469.10	£203.00	£215.00	£59.00			
				Total inc VAT	£3,822.08	£4,689.41	£4,811.16	£3,303.51	£831.06	£5,530.22	£2,951.60	£2,686.01	£1,233.03	£0.00	£0.00	

Approved Budget:

		INCOME	2025-26 Budget	2025-26 Actual (half year)	2026-27 Option Y
INCOME		Precept (Annual)	£23,568.00	£23,568.00	£24,511.00
		Interest received	£250.00	£331.51	£300.00
		VAT Refund	£0.00	£3,466.60	£3,000.00
		Allotment fees	£650.00	£20.00	£650.00
		Burial Ground Fees	£0.00	£850.00	£0.00
		National Grid (Wayleave)	£29.79	£29.79	£29.79
		Commonwealth War Graves	£15.00	£0.00	£15.00
		Lengthsman Scheme	£2,826.00	£1,020.00	£0.00
		PROW Funding	£1,432.00	£0.00	£0.00
		Drainage funding	£4,005.00	£0.00	£0.00
		TOTAL INCOME	£32,775.79	£29,285.90	£28,505.79
		EXPENDITURE	2025-26 Budget	2025-26 Year to date	2026-27 Option Y
EXPENDITURE	Basic	Admin Expenses	£500.00	£240.24	£550.00
		Allotments - mowing & maintenance	£500.00	£485.50	£500.00
		Audit Fees	£600.00	£590.00	£650.00
		Bank Charges (new)	£250.00	£30.00	£120.00
		Churchyard & Burial ground - mowing & maintenance	£2,500.00	£1,350.00	£2,500.00
		Clerks Salary	£9,000.00	£5,462.40	£10,000.00
		Community events (inc D-Day Celebration)	£1,400.00	£0.00	£0.00
		Defibs - maintenance/part replacement (new)	£300.00	£0.00	£750.00
		Donations & Grants	£1,000.00	£500.00	£500.00
		Elections	£0.00	£0.00	£2,000.00
		Green spaces - mowing & maintenance	£2,000.00	£665.00	£2,000.00
		Insurance	£900.00	£829.98	£900.00
		Maintenance of Assets	£2,500.00	£144.74	£1,000.00
		Meeting room hire	£300.00	£200.00	£200.00
		NDP - covered by grants	£0.00	£125.00	£0.00
		Payroll Services (new)	£300.00	£161.80	£350.00
		PROW - Parish Footpath Maintenance (new)	£6,000.00	£5,149.59	£6,000.00
		Ross on Wye Bus Subsidy	£300.00	£0.00	£0.00
		S137	£0.00	£0.00	£0.00
		Subscriptions	£700.00	£180.00	£1,200.00
		Training (Clerk, Cllrs)	£1,500.00	£600.00	£250.00
		Website and IT Support inc software subscriptions	£800.00	£100.00	£800.00
		Sub Total	£31,350.00	£16,814.25	£30,270.00
	Nice to Have with funding	Lengthsman funding - Highways (new)	£2,826.00	£1,270.00	£1,400.00
		Lengthsman funding - Drainage (new)	£4,005.00	£0.00	£4,000.00
		Lengthsman funding - PROW (projects and Asset maintenance) (new)	£1,432.00	£0.00	£1,000.00
		Sub Total	£8,263.00	£1,270.00	£6,400.00
	Budget Dependant	Projects - Traffic control (SIDS/TRO/Village gates)	£10,000.00	£3,035.00	£10,000.00
		Projects - Checkley Management Plan and Pond restoration	£500.00	£0.00	£0.00
		Projects - Other (new)	£500.00	£0.00	£0.00
		Projects - Total budget for all projects.	£11,000.00	£3,035.00	£10,000.00
TOTALS		MINIMUM INCOME	£32,775.79	£29,285.90	£28,505.79
		Participatory budget from reserves to cover basic expenses	£22,000.00	£3,179.74	£1,764.21
		Participatory budget from reserves to cover projects	£11,000.00	£3,035.00	£10,000.00
		Lengthsman funding including drainage and PROW	£8,263.00	£1,270.00	£6,400.00
		TOTAL INCOME	£74,038.79	£36,770.64	£46,670.00
		BASIC EXPENSES	£31,350.00	£16,814.25	£30,270.00
		TOTAL NICE TO HAVES (which should be covered by funding)	£8,263.00	£1,270.00	£6,400.00
		PROJECTS TOTAL FROM RESERVES	£11,000.00	£3,035.00	£10,000.00
		TOTAL EXPENDITURE	£50,613.00	£21,119.25	£46,670.00
		Difference (Total income - total expenditure)	£23,425.79	£15,651.39	£0.00
		Money from Reserves			
		Funding from HC?			