DORMINGTON AND MORDIFORD GROUP GROUP PARISH COUNCIL

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MINUTES OF THE MEETING OF THE GROUP PARISH COUNCIL ON THURSDAY 15th JANUARY 2026.

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

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

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

1. **To receive apologies for absence** (Please send apologies via the Clerk)
   It was **NOTED** that apologies were received from Cllr Cotton, Cllr Grant and Cllr Billig.
2. **To disclose personal and pecuniary interests and written requests for dispensation.**
   It was **NOTED** that there were no interests.
3. **To approve as correct the minutes of the meeting held on the 18th December 2025.**
   It was **RESOLVED** to approve and sign the minutes from the meeting held on the 18th December 2025.
4. **To note the outgoing Clerk/RFO handed over the Parish files and laptop on the 13th January to the New Clerk.**
   It was **NOTED** that the outgoing Clerk had dropped off all the files etc at the new Clerks address and that the laptop would be delivered on Friday the 16th January when the new Clerk would be taking over duties. It was **NOTED** that a handover had already taken place.
5. **Public Forum** (members of the public are invited to make comments and raise items, time restricted to 3 minutes. This is the only time in the meeting that the general public can speak)
   It was **NOTED** that there was no public present.
6. **Planning:**
   a. To comment on new planning applications for determination by Herefordshire Council

Reference	Address	Description	Comments by
253627	Mordiford Primary School, Mordiford HR1 4LW	Works to trees in conservation area	17/01/27

It was **RESOLVED** to SUPPORT the application.

7. **Finance:**
   a. **To note the bank balances and sign the Bank Reconciliations & Budget Tracker.**
   It was **NOTED** that the bank balances were read out and the Bank Reconciliation and budget tracker had been signed off by Cllr Parvin. See appendix for the financial information.
   b. **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	£15.62

It was **NOTED** that the Clerk had not received her payslip to be able to bring it to the meeting to sign off. It was **RESOLVED** to bring it to the next meeting.
It was also **NOTED** that the Clerk had been unable to renew the Microsoft 365 account but by signing in, it had given the PC another month free!
The Clerk had also removed the phone bill element from her expenses as the account had now be shut down.

   c. **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 meetings.

8. Footpaths/Commons/Rivers/Open spaces:

a. **To receive an update on the Public Rights of Way**
- Funding for the footbridge repairs on MF12 has been approved.
- Footpaths officer training including strimming has been booked by the Footpaths Officer.
- Footpaths maintenance dates have been booked with Enviroability

9. Highways/Rural Roads/Bridge

a. **To receive an update from the Highways and Flooding working group**
It was **RESOLVED** to update the PC at the next meeting as the group had only just met.
It was **NOTED** that there had been a WSP site visit – clerk to chase for report from HC
It was **NOTED** that the verge markers on the edge of the Pentaloe had been installed but it was also **NOTED** that they are not fit for purpose. Clerk to ask locality steward if the area where the phone box was removed can have verge markers too.

10. Burial Ground, Allotment and Mordiford Green:

a. **To consider the next stage of the Green Hut renovations on Mordiford Green**
It was **NOTED** that when the weather has improved, the hut will be finished off including painting the inside. The plaque will be ready at the end of Feb/March.

b. Allotments – monthly payments - go cardless charge £2.80/month to collect the money if the bills are £75/year/plot.
Tenancy agreement not fit for purpose. Joining fee, notice period of 3 months and definitions to be amended. Item to be brought back to the February meeting for decision on changes.

11. Health/Safety and the Environment:

12. Communications/newsletters/social media/Community engagement:

a. **To consider the plan to migrate to the new website**
This item has been moved to the February meeting.

13. Employment matters (confidential)
This item was removed.

14. To put forward items for next agenda
- Allotments payment scheme and contracts
- Purchase of the bench
- Progress from highways working group
- Progress of the green hut
- Mordiford historic village
- Consider parking sign on the gate for the school
- Website migration

15. To consider the date and time of the next meeting as the Chair would like to propose changing the meeting to the 2nd Tuesday in the month excluding December and August
It was **NOTED** that the meetings would change to the 2nd Tuesday in the month and that the new Clerk would be asked to forward the dates to the School for their diary. The next meeting will be held on Tuesday the 10th February 2026.

Meeting concluded at 19:24pm.

NB – The PC RESOLVED on Tuesday 10th February 2026 that these minutes are a true reflection of the meeting held on Thursday 15th January 2025. However, the printed minutes which were duly signed included the incorrect year (2025, not 2026). These minutes have been adjusted to reflect the correct year. These minutes will be added to the next meeting for resigning.

Appendix

Bank Reconciliation

Dormington & Mordiford Group Parish Council				
Bank Reconcilation as at 31/12/25				
		Unity Current	**Unity Reserve**	**Totals**
Balance as at 30/11/25		**8,287.12**	**53,804.63**	**62,091.75**
Add Total Receipts		3,157.10	296.52	0.00
Total		11,444.22	54,101.15	65,545.37
Less Total Payments to date		1,233.03	0.00	1,233.03
Balance as at 31/12/25		10,211.19	54,101.15	64,312.34
Balance at Bank as at 31/12/25		10,211.19	54,101.15	64,312.34
Income paid in but not Credited		0.00	0.00	0.00
Balance at 31/12/25		**10,211.19**	**54,101.15**	**64,312.34**
Both figures highlighted in yellow should agree				

Budget Trackers

	2025/26				Actual											
	Forcast	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		£4,535.70	-£4,535.70		£0.00	£0.00	£0.00	£0.00	£3,466.60	£0.00	£0.00	£0.00	£1,069.10	£0.00	£0.00	£0.00
Allotment fees	£650.00	£120.00	£530.00		£0.00	£0.00	£0.00	£20.00	£0.00	£0.00	£0.00	£0.00	£100.00	£0.00	£0.00	£0.00
Burial Ground Fees	£0.00	£850.00	-£850.00		£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	£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	£1,890.00	£936.00		£0.00	£0.00	£0.00	£0.00	£0.00	£1,020.00	£0.00	£0.00	£870.00	£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
	£49,323.79	£37,333.42	£11,990.37		£14,008.79	£0.00	£3,711.51	£70.00	£3,466.60	£14,037.42	£0.00	£0.00	£3,157.10	£0.00	£0.00	£0.00
	Budget	Spent	Unspent													
Admin Expenses	£500.00	£231.71	£268.29		£11.85	£32.35	£38.13	£41.08	£0.00	£46.83	£23.19	£20.67	£17.61	£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	£600.00	£590.00	£10.00		£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		£6.00	£6.00	£6.00	£6.00	£6.00	£6.00	£6.00	£6.00	£6.00	£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	£270.00	£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		[redacted]									£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
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	£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		£1,800.00	£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 (SIDS/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	£18,901.10	**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	£0.00
Reserves for earmarked items	£13,500.00			**VAT**	432.36	£557.00	£281.72	£182.00	£0.00	£469.10	£203.00	£215.00	£59.00			
				Total inc VAT	£3,822.08	£4,679.41	£4,811.16	£3,303.51	£831.06	£5,530.22	£2,951.60	£2,686.01	£1,233.03	£0.00	£0.00	£0.00