



DORMINGTON AND MORDIFORD GROUP GROUP PARISH COUNCIL

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MINUTES OF THE MEETING OF THE GROUP PARISH COUNCIL ON TUESDAY 10TH FEBRUARY 2026.

Present:

Cllr Julia Cotton (Chair)
Cllr Mark Parvin
Cllr Mark Rider
Cllr Marjorie Shackleton
Cllr Euan Grant
Molly Walters (Clerk)
PCSO Adam Westlake

Apologies:

Cllr Mike Jones (Vice Chair)
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 Jones 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 15th January 2026**
It was **RESOLVED** to approve the minutes as a true and proper record of the meeting. The minutes were duly signed by Cllr Marjorie Shackleton as Cllr Julia Cotton was absent from the meeting held on 15th January 2026.
(Post Meeting Comment – The Clerk observed the signed minutes had the incorrect year on, 2025 not 2026. Due to typographical error, the year was amended on minutes prior to publishing. The contents of the minutes remain an accurate reflection of the meeting. The minutes with correct year will be duly signed at March meeting)
4. **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)
 - 4a. **PCSO Adam Westlake and Councillors discussed the following:**
 - The Chair reported that the defibrillator located at Dormington Church had been found to be missing. This was identified by the Church Warden on Monday 2nd February. Enquiries were made locally regarding its whereabouts; however, no information was obtained. The matter was reported to the Clerk on Friday 6th February and subsequently reported to West Mercia Police. PCSO Westlake advised that he had not yet seen the report and would review the matter once it had been triaged through the system. **(Post Meeting Update – The defibrillator was returned to Dormington Church on 14/02/2026)**
 - The Chair further reported that a suspicious vehicle had been observed on several occasions at The Maltings. It was noted that the vehicle did not display a valid tax or MOT certificate. A resident had approached the owner, who advised that the vehicle was tax exempt and, as it was parked on a public road, there was no requirement to notify any authority. It was noted that the age of the vehicle did not appear to qualify it for tax exemption.
 - PCSO Westlake provided an update on recent incidents within the area, including reports of anti-social behaviour in the Sufton area involving damage to a vehicle; reports of loose horses and sheep; deer strikes; and incidents of dangerous driving. Members were advised of “Operation Snap”, which enables members of the public to submit dashcam footage of driving offences. It was further reported that additional patrols were being undertaken across the county in relation to poaching.
 - The Community Charter priorities were confirmed as speeding, anti-social behaviour at Swardon Quarry, and thefts from outbuildings. PCSO Westlake advised that officers are willing to attend local events to engage with the community where possible.
 - Members of the public were encouraged to sign up to “Neighbourhood Matters” to receive updates from West Mercia Police.
 - The Council received correspondence regarding concerns about vehicles parking on the pavement opposite Mordiford School during ongoing property works. PCSO Westlake advised that he would make

contact with the vehicle owners to request that sufficient space be left on the footway to allow safe pedestrian access.

- Councillor Parvin raised concerns regarding previous incidents of fly-tipping in the area of The Clouds, Checkley.
- Concerns were also raised regarding speeding on Mordiford Bridge.
- Further concerns were raised regarding vehicles parking on the fire hydrant cover near Mordiford School and parking at the junction of the B4224 and C1297.

5. Planning:

- To comment on new planning applications for determination by Herefordshire Council – **None received.**
- To note new planning decisions made by Herefordshire Council as of 3rd February 2026

Reference	Address	Description	Decision
P253231/J	Hop Pickers Shed Dormington Herefordshire HR1 4ES	Remove 2 sycamores pollards (T1 and T2). The trees are within 4m of the building footprint and it is anticipated the spread of the roots will encroach under the building where new footings shall be installed.	Trees covered by TPO – Consent Refused
P253627/K	Mordiford Church Of England Primary School Mordiford Hereford Herefordshire HR1 4LW	T1: Apple (x2) - reduce the overall crowns back by approx 3-4m leaving at good growth points	Determination Made (Trees in Cons Area Works Can Proceed)
P252713/FH	1 Sufton Lane Mordiford Hereford Herefordshire HR1 4HE	Proposed first floor extension above existing bathroom of property.	Determination Made (Approved with Conditions)

The above planning decisions were **NOTED**

6. Finance:

- To note the bank balances and sign the Bank Reconciliations & Budget Tracker.**
The bank balances as at 31/01/2026 was NOTED. The Bank Reconciliation and budget tracker was signed off by Cllr Parvin. See appendix for the financial information.
- To note Unity Trust Bank Charges increased on 01/02/2026 from £6 to £7 per month.**
It was **NOTED** there had been an increase in bank charges.
- To consider instructing HALC to undertake internal audit.**
It was **RESOLVED** to instruct HALC to schedule the internal audit for the 25/26 year.
- To consider the following invoices for payment:**

Payee	Description	Amount (inc VAT)
Clerk	Clerk's Salary	As per contract
HMRC	PAYE	As per contract
MS365	Microsoft 365 renewal from 24 th February 2026. To be reimbursed to the Clerk if Hereford Computer Services cannot facilitate	£84.99
Netwise	Premium Plus Hosting, Email provision, Backups, Security, Support and Maintenance - dormingtonmordifordgroup-pc.gov.uk (18/02/2026 - 17/02/2027 (Inv 4789)	£528
FBCA	Renewal of the Federations of Burial and Cremations Authority annual membership from 27 th March 2026 – Inv FBCA-1082	£283.20

It was **RESOLVED** to approve the above payments

- 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.

- To note any receipts**

Received From	Description	Amount
Allotment Plot 2 tenant	Annual Allotment Payment	£75
Allotment Plot 3 tenant	Annual Allotment Payment	£50

Allotment Plot 5 tenant	Annual Allotment Payment	£75
Allotment Plot 7 tenant	Annual Allotment Payment	£50
Allotment Plot 12 & 13 tenant	Annual Allotment Payment	£100
Allotment Plot 1 tenant	Annual Allotment Payment	£50
Allotment Plot 4 tenant	Annual Allotment Payment	£50
Allotment Plot 6 tenant	Annual Allotment Payment	£50
	Total	£500

The above receipts were **NOTED**

7. Footpaths/Commons/Rivers/Open spaces:

- a. To receive an update on the Public Rights of Way.
Clerk provided an update to advise Cllr Mike Jones had booked himself onto a hedge cutting and RoSPA safety course with Herefordshire Council to enable him to carry out works on the PROW network. It was **NOTED** that Herefordshire Council have advised no works should be undertaken until the RoSPA course has been completed.
Clerk advised that Cllr Jones had provided an update on the Public Rights of Way prior to the meeting, which advised the network is muddy and walkers should take care when navigating the paths.
- b. To consider the purchase of a petrol hedge cutter to facilitate Public Rights of Way maintenance.
It was **RESOLVED** to **APPROVE** the purchase of a petrol hedge cutter up to the value of £200. It was **NOTED** that the item will need to be added to the asset register and insurance policy along with risk assessments and methods statements drafted prior to use.

8. Highways/Rural Roads/Bridge

- a. To receive an update from the Highways and Flooding working group
It was confirmed the next working group meeting will be held on 18th February where the group will discuss the procurement of a school car park sign along with the plan for deployment over flooding equipment that was due to be delivered on 11th February.
It was advised that Tom Barratt, from Herefordshire Council's Flood Risk Department, has emailed to confirm he is happy to meet with the Parish Council to discuss the Flood Plan. Mark Rider advised he was happy to facilitate this meeting
- b. To review extraction of data from SID.
It was confirmed this will be discussed during the Highways and Flooding Working Group meeting on 18th February in relation to who will be responsible for this and how often the data will be extracted.

9. Burial Ground, Allotment and Mordiford Green:

- a. To consider the next stage of the Green Hut renovations on Mordiford Green
Councillor Rider confirmed he will paint the hut once the weather improves.
Clerk confirmed the memorial bench for the area has been ordered.
- b. To receive an update on the settlement of allotment invoices for the 2026 year.
Clerk provided update to advise all invoices for allotments have been settled besides the invoice for plot 8 and 9.
- c. To review revised allotment tenancy agreement.
It was **RESOLVED** to **APPROVE** and adopt the revised Allotment Tenancy Agreement with immediate effect. Chair passed thanks to Cllr Parvin for his work on reviewing the agreement.
It was **RESOLVED** for the Clerk to set up a GoCardless account on behalf of the Parish Council to facilitate payments from allotment holders if requested.

10. Health/Safety and the Environment:

- a. To consider instructing PlaySafety to carry out playground inspection at cost of £99.60.
It was **RESOLVED** to instruct Playsafety to carry out the playground inspection.
- b. To receive update on asset condition review.
It was **RESOLVED** for the Asset Register to be circulated to the Councillors to enable visits to be carried out for each item.

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

- a. To review plans to transition to new website/improve existing website.
Following discussions, it was **RESOLVED** to start transitioning data from the current website to the new website. Councillor Parvin kindly offered to assist with this transition, with support from the Clerk.
- b. To receive update on Mordiford Mill

Chair provided update to advise the current leaseholder has spent years renovating Mordiford Mill and is now at the stage of being ready to formally hand this over to a Miller to commercialise the services provided at the Mill. The leaseholder is in discussions with the freeholder regarding a accessible parking area within the vicinity and hopes for this resolved in the near future.

The updated was **NOTED** and Cllrs expressed support for the commercialisation of Mordiford Mill.

- c. To consider donation to Checkley egg rolling easter community group
It was **RESOLVED** to **APPROVE** a donation of £200 to the community group.

12. To put forward items for next agenda – None

13. Employment matters (confidential)

- a. To confirm employment documents along with references were satisfactory on appointment of new Clerk/RFO.

Chair confirmed satisfactory right to work documents and references were obtained prior to Clerk's appointment.

Appendix

Bank Reconciliation

Dormington & Mordiford Group Parish Council					
Bank Reconciliation as at 31/01/2026					
			Unity Current	Unity Reserve	Totals
Balance as at 31/12/2025			10,211.19	54,101.15	64,312.34
Add Total Receipts			500.00	0.00	0.00
Total			10,711.19	54,101.15	64,812.34
Less Total Payments to date			757.42	0.00	757.42
Balance as at 31/01/2026			9,953.77	54,101.15	64,054.92
Balance at Bank as at 31/01/2026			9,953.77	54,101.15	64,054.92
Income paid in but not Credited			0.00	0.00	0.00
Balance at 31/01/2026			9,953.77	54,101.15	64,054.92
Both figures highlighted in yellow should agree					

Budget Trackers

Admin Expenses	£500.00	£247.33	£252.67		£11.85	£32.35	£38.13	£41.08	£0.00	£46.83	£23.19	£20.67	£17.61	£15.62
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
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
Bank Charges	£250.00	£60.00	£190.00		£6.00	£6.00	£6.00	£6.00	£6.00	£6.00	£6.00	£6.00	£6.00	£6.00
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
Clerks Salary														
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
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
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
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
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
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
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
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
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
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
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
Parish Footpaths - PROW	£6,000.00	£6,097.59	£-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
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
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
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
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
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
Subscriptions	£700.00	£377.00	£323.00		£180.00	£0.00	£0.00	£0.00	£0.00	£0.00	£150.00	£0.00	£0.00	£47.00
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
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
Total	£46,350.00	£28,206.32	£18,143.68		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
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
														£757.42

