



DORMINGTON AND MORDIFORD GROUP GROUP PARISH COUNCIL

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MINUTES OF THE MEETING OF THE GROUP PARISH COUNCIL ON TUESDAY 14TH APRIL 2026.

Present:

Cllr Julia Cotton (Chair)
Cllr Mark Parvin
Cllr Mark Rider
Cllr Marjorie Shackleton
Cllr Euan Grant
Cllr Mike Jones (Vice Chair)
Cllr Marcus Billig
Molly Walters (Clerk)
Ward Member Graham Biggs
Sue Warmington (Mordiford School Headteacher)

Apologies: None

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

1. **To receive apologies for absence** (Please send apologies via the Clerk) – None received.
2. **To disclose personal and pecuniary interests and written requests for dispensation** – None received
3. **To approve as correct the minutes of the meeting held on the 10th March 2026** - It was RESOLVED to approve and sign the minutes from the meeting held on the 10th March 2026, subject to typographical error for minute number 11.

4. Open Session:

4.1 Ward Councillor's Report including Pentoloe barriers and condition of Mordiford Bridge.

- Ward Councillor Graham Biggs advised a response had been received from Herefordshire Council regarding the Pentoloe barriers and Mordiford Bridge. This would be forwarded to Councillor in due course. It was advised that Cabinet Member Darry Durkin was arranging a condition inspection of the Mordiford Bridge.
- New Hereford City Masterplan consultation will be circulate in the near future for comment and communities are encouraged to provide feedback.
- There is a current plan to build an additional 3000 homes in the Ross on Wye area before 2050. Councillor Biggs advised it would be beneficial for a meeting to take place with Dormington & Mordiford Parish Council, Fownhope Parish Council and Hampton Bishop Parish to discuss projects to mitigate additional traffic on the B4224. It was RESOLVED that the Clerk contacts the neighbouring Parish Council's to set a meeting date.
- Councillor Biggs requested information regarding businesses in the area that require access over Mordiford Bridge to develop a restricted zone and list of businesses that require access to properties in the area.

4.2 Representations from Members of the Public

- Sue Warmington raised concerns for the drainage on the school grounds and surrounding areas. The Chair advised her to contact Tom Barratt from Herefordshire Council's Floodrisk Team to engage.
- Sue Warmington confirmed the Flood Equipment could be kept at the top of the car park.
- It was discussed it would be beneficial for a Parish Councillors to sit on the School Board of Governors. It was advised the Parish Council would discuss a proposal.

5. Planning

- 5.1 **To review Woolhope NDP Regulation 16 stage and confirm comments to be submitted to Herefordshire Council** – Councillors advised they would review the document and submit comments once reviewed.

5.2 To comment on new planning applications for determination by Herefordshire Council

Reference	Address	Description	Comments by
260542	Land at Stoke Edith, Hereford, Herefordshire	Variation of conditions 2 & 12 of planning permission 241510 (Proposed installation and operation of a renewable energy generation station comprising ground-mounted photovoltaic, inverter/transformer units, control room, substations, onsite grid connection equipment, site access, access gates, internal access tracks, security measures and other ancillary infrastructure) - revised site layout	18/04/2026

It was **RESOLVED** that the Clerk submit comment to LPA to advise the Parish Council were in support of the application and had no concerns for material considerations

5.3 To note new planning decisions made by Herefordshire Council as of 7th April 2026 – **None**

6. Finance

6.1 To note the bank balances and sign the Bank Reconciliations & Budget Tracker – It was advised the combined bank balance of the current account and reserve account was £59,268.36. The bank reconciliation was signed.

6.2 To receive end of financial year update for 2025/26 – It was **noted** the financial review of the 25/26 year was circulated to Councillors prior to the meeting. Clerk noted a few budget lines had exceeded projected spend, including subscription and Lengthsman, whilst other budget lines had been underspent. It was noted the financial review would be published during the 25/26 audit process.

6.3 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	Clerk's expenses March & April 2026	16.47
Reimbursement to Cllr Mike Jones	Hedge Trimmer for PROW works	159.95
Reimbursement to Cllr Mike Jones	Nisbets heavy duty bags for bins at Swardon Quarry	49.17
Reimbursement to Cllr Mike Jones	Fuel for hedge trimmer to be used on PROW network	24.50
Autela	Payroll Charges Dec 25 – March 26 (16940)	102.00
DC Gardening Services	Drainage Grant Works (SI-2428)	2664.00

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

6.4 To note any payments made between meetings:

Payee	Description	Amount
Unity Bank	Bank Charges	£6.00

The above payment was **noted**

7. Lengthsman & Drainage Grant Funding

7.1 To review quotation for drainage works to be considered for submission to Herefordshire Council – It was advised a quotation was received from Dave Campbell for £3510+VAT to cover drainage works across the area. It was **RESOLVED** at the application be submitted to Herefordshire Council for consideration.

7.2 To review Annual Maintenance Plan to be considered for submission to Herefordshire Council – It was advised the funding from Herefordshire Council had decreased by 50% and Councillors will review the activities to be included prior to submission.

- 7.3 To review and sign the Lengthsman contract to be submitted to Herefordshire Council – It was advised the signing of the contract would be deferred to the May meeting to allow for the activities to be reviewed and committed.

8. Public Rights of Way

8.1 To receive update on Public Rights of Way

- Councillor Mike Jones advised Enviroability had started on the bridge works on MF12.
- It was advised Swardon Quarry had been subject to vandalism recently and this had been reported to West Mercia Police. It was noted that Swardon Quarry is not owned by the Parish Council.

8.2 To review Risk Assessment and Method Statement for hedge cutting on Public Rights of Way – It was noted amendments were to be made to the RAMS to remove items that were not applicable to the activity of hedge cutting.

8.3 To note the hedge cutter has been added to the insurance policy – Noted

8.4 To note the insurance policy covers competent individuals carrying out minor works - Noted

8.5 To review Public Rights of Way grant application for submission to Herefordshire Council – It was noted that the works on MF12 were submitted as part of the 26/27 application as the works were unable to be carried out under the 25/26 funding. Councillor Mike Jones advised works at Swardon Quarry and the installation of a noticeboard at Swardon Quarry would be considered and quotes were to be obtained.

9. Highways

9.1 To receive an update from Highways Working Group and Flood Working Group -

Chair advised a recent site meeting with Tom Barratt from Herefordshire Council regarding flooding in the area. The meeting included identifying problem areas and the flood risk assessment. Chair advised a report had been drawn up with photographs and Tom Barratt is currently working through the items identified on the report. Chair advised it was important to engage with residents to provide knowledge on where flood equipment can be obtained and key contacts to be engaged when necessary.

9.2 To review the DRAFT Flood Response Plan and provide feedback – It was noted this is a working document and will be reviewed in conjunction with the Flood Risk department at Herefordshire Council.

9.3 To review progress on procurement of SID to be installed on B4224 within Hampton Bishop Parish boundary – It was noted that the Clerk contacted Herefordshire Council to ascertain a date to meet.

9.4 To review extraction of data from SID –

Councillor Mark Parvin advised the data reflected a speed of 79mph early hours on one occasion. Chair advised of safety concerns when visiting the site to extract the data due to the area. It was noted for the Clerk to contact ElanCity to request information and costs for a remote method of extracting the data, mitigating the risk of visiting the site.

10 Burial Ground, Allotment and Mordiford Green:

10.1 To review progress of the Green Hut renovations on Mordiford Green including celebration once works are complete – Councillors noted how good the area looked following works carried out. It was noted that Mordiford School could carry out a site visit to the area to learn the history of the assets.

10.2 To review the installation of memorial bench and to note insurance cover has been completed – It was noted that the bench had been added to the cover and Councillors agreed that no further assets are to be considered for installation on Mordiford Green.

10.3 To review Burial Ground Charges – It was noted that the charges had been reviewed in November 2025.

11 Health/Safety and the Environment:

11.1 To receive update on asset condition review – Chair advised the wooden bus shelter in Dormington was in poor condition and required repair. It was noted that Councillor Euan Grant would address the remedial works required.

11.2 To review The Maltings playground inspection and agree any necessary works – It was RESOLVED to remove the 2 rocker chairs from the Maltings Playground due to poor condition and suggestion on the playground inspection.

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

12.1 To receive an update on progress on transitioning to new website – Clerk advised this was ongoing.

12.2 To consider transitioning email domains to Netwise and creating gov.uk accounts for Councillors that do not already hold one – It was advised there were no cost implications for the creation of gov.uk accounts. It was advised Councillor Billig, Councillor Cotton, Councillor Shackleton and Councillor Jones required a gov.uk account. All other Councillors currently hold a gov.uk email account, which will require transitioning over to Netwise from Eyelid Productions.

12.3 To review historic document to be archived at HARC offices – Councillor Mike Jones advised he was in possession of historic Parish Council records. If anybody was interested in the documents, this could be arranged prior to logging these documents with the HARC Offices.

12.4 To review Clerk correspondence

- Resident emailed regarding reinstating footpath MF26. This was being dealt with by Herefordshire Council.
- Resident emailed regarding speeding in the vicinity of Mordiford School
- Political candidate member emailed regarding highway concerns across the area.

13. Policies

13.1 To consider updating the Council's Code of Conduct to reflect Parish Councillors are to review their register of interests annually – It was RESOLVED to update the Code of Conduct to reflect this and to adopt at the May meeting.

13.2 To consider update the Standing Orders to reflect the Parish Council will review Parish Councillor's register of interests at the Annual Meeting. - It was RESOLVED to update the Standing Orders to reflect this and adopt at the May meeting.

13.3 To review Terms of Reference Documents for the following groups:

- 13.3.1 Highways Working Group
- 13.3.2 Flood Risk and Resilience Group
- 13.3.3 Finance Working Group
- 13.3.4 Planning Working Group
- 13.3.5 Public Rights of Way Working Group

It was RESOLVED to adopt the MASTER Working Group Terms of Reference to incorporate the above Working Groups.

14. Employment

14.1 To book probation review for Clerk – It was noted the Clerk's probation review was due mid July and a probation review document would be sent to the Clerk for review prior to the meeting.

15. To put forward items for next agenda for the Annual Meeting of the Parish Council on 12th May 2026.

No items were raised.

Meeting closed at 20:57

Appendix

Bank Reconciliation

Dormington & Mordiford Group Parish Council				
Bank Reconciliation as at 31/03/2026				
		Unity	Unity	Totals
		Current	Reserve	
Balance as at 28/02/2026		7,327.48	54,101.15	61,428.63
Add Total Receipts		0.00	279.03	0.00
Total		7,327.48	54,380.18	61,707.66
Less Total Payments to date		2,439.30	0.00	2,439.30
Balance as at 31/03/2026		4,888.18	54,380.18	59,268.36
Balance at Bank as at 31/03/2026		4,888.18	54,380.18	61,428.53
Income paid in but not Credited		0.00	0.00	0.00
Balance at 31/03/2026		4,888.18	54,380.18	59,268.36
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	£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	£73.00	£177.00			£6.00	£6.00	£6.00	£6.00	£6.00	£6.00	£6.00	£6.00	£6.00	£6.00	£6.00	£7.00
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																	
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
Deflts - 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	£1,631.66	£631.66			£200.00	£0.00	£0.00	£0.00	£0.00	£300.00	£0.00	£0.00	£0.00	£0.00	£931.66	£200.00
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	£1,128.00	£872.00			£0.00	£0.00	£285.00	£190.00	£0.00	£190.00	£95.00	£285.00	£0.00	£0.00	£0.00	£83.00
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	£2,340.00	£340.00			£0.00	£0.00	£570.00	£450.00	£0.00	£250.00	£370.00	£250.00	£0.00	£0.00	£0.00	£450.00
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	£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	£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	£1,406.07	£706.07			£180.00	£0.00	£0.00	£0.00	£0.00	£0.00	£150.00	£0.00	£0.00	£47.00	£236.00	£793.07
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	£879.98	£79.98			£0.00	£0.00	£100.00	£0.00	£0.00	£0.00	£29.99	£0.00	£225.00	£0.00	£524.99	£0.00
Total	£46,350.00	£32,795.16	£13,554.84			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	£757.42	£2,404.75
Reserves for earmarked items	£13,500.00					VAT	432.36	£557.00	£281.72	£182.00	£0.00	£468.10	£203.00	£215.00	£59.00	£0.00	£321.53
						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	£2,726.28