



DORMINGTON AND MORDIFORD GROUP GROUP PARISH COUNCIL

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MINUTES OF THE MEETING OF THE GROUP PARISH COUNCIL ON TUESDAY 10TH MARCH 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

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 February 2026 – Following the correction of a typographical error, it was RESOLVED to approve the minutes as a true and proper record of the meeting.**
4. **To correct typographical error in the heading of the January 2026 minutes (year amended from 2025 to 2026) and re-sign - It was RESOLVED to approve the minutes as a true and proper record of the meeting.**
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)

Ward Member Graham Biggs covered following in this report:

The Merton Meadow Flood Alleviation Scheme is in progress.

A contractor has been appointed to deliver Phase 1 of the Bypass.

Herefordshire Council's budget has been set and confirmed Herefordshire are one of the only counties within the immediate vicinity to implement a balanced budget, with no borrowing from central government.

Herefordshire Council has written off a £100,000 loan to Herefordshire County Bid. During the first stages of the campaign, they were unable to raise enough funds through local levys payers to fund the campaign. Therefore, Herefordshire Council loaned the organised £200,000, to be paid back over a period of years. Herefordshire County Bid were unable to pay back £100,000 and subsequently the loan was written off by Herefordshire Council.

From 1st April 2026, drivers will be able to utilise 30 minutes free parking in Council owned car parks and on-street car parking.

Apprenticeship Awards Night was successful.

Chair voiced concern to Ward Member Biggs in relation to the replacement of tubular railings near to Penaloe Brook. It was advised the previous Locality Steward from Balfour Beatty raised a job to replace the tubular railings like for like. However, the tubular railings have been replaced with verge markers. The Clerk had written

to the Locality Steward requesting clarification on why this decision was made, with little feedback from Balfour Beatty. It was requested that Ward Member Biggs follows this up.

Chair raised concern to Ward Member Biggs regarding the feasibility study for Give Way signs on Mordiford Bridge. Chair advised the Parish Council settled an invoice for Balfour Beatty to carry out a feasibility study and on completion of this, Herefordshire Council rejected the proposal. The Parish Council have not received a comprehensive response as to why the proposal was rejected and seeks clarification on this. The Chair also asked for clarification on whether the Parish Council would be reimbursed for the feasibility fee, as Balfour Beatty should not have undertaken a feasibility assessment if they knew Herefordshire Council would not support the project.

Ward Member Biggs advised a response has been received from Herefordshire Council and forwarded to the Parish Council for review.

6. Planning:

- a. To note the adoption of the Neighbourhood Development Plan – Chair confirmed the website has been updated to reflect the legal adoption of the NDP.
- b. To comment on new planning applications for determination by Herefordshire Council – **None received**
- c. To note new planning decisions made by Herefordshire Council as of 4th March 2026

Reference	Address	Description	Decision
251483	Checkley Old Chapel, C1293 From Whitehall Road To P, Checkley, Herefordshire, HR1 4ND	Erection of a replacement self-build dwelling with associated landscaping and drainage	Approved with conditions linked to application P260568/XA2
P260305/PA7	Land to the South of Prospect Barn Upper Dormington Herefordshire HR1 4ED	Application for prior notification for proposed agricultural building for storage of hay and equipment	Prior Approval Not Required

The above planning determinations were **NOTED**

7. Finance:

- a. **To note the bank balances and sign the Bank Reconciliations & Budget Tracker** - It was **NOTED** that the bank balance as at 28/02/2026 was £61,428.63 and the Bank Reconciliation and budget tracker had been signed off by Cllr Parvin. See appendix for the financial information.
- b. **To consider renewing the Lugwardine PCC Magazine Subscription for the cost of £50** – It was **RESOLVED** to renew the subscription.
- c. **To consider the following invoices for payment:**

Payee	Description	Amount (inc VAT)
Clerk	Clerk's Salary	As per contract
HMRC	PAYE	As per contract
HALC	HALC Membership from 01/04/2026 – 31/03/2027) INV6034	£891.61
DC Gardening Services	Parish Maintenance for month of January 26 (SI-2401)	£540.00

It was **RESOLVED** to settle the above invoices

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

Payee	Description	Amount
Unity Bank	Bank Charges	£6.00

The above payments were **NOTED**

- e. **To note any receipts**

Received From	Description	Amount
P Malinauskas	Plot 8 and 9 allotment tenant	£100

The above receipts were **NOTED**

8. Footpaths/Commons/Rivers/Open spaces:

- a. To receive an update on the Public Rights of Way
Councillor Mike Jones confirmed he passed the hedge cutting and risk assessment course facilitated by Herefordshire Council's PROW Team.
It was noted that a fallen tree blocking MF5 had been cleared.
It was noted a path had been cut through overhanging tree branches on MF16.

- b. To review the proposed diversion of Footpath DR1 in Dormington
Councillors noted the current footpath route runs through the centre of a working farm and were supportive of the proposed diversion route around the perimeter of farm.

9. Herefordshire Council 2026/27 Grant Funding:

- a. To receive update on Lengthsman Grant Funding:
Clerk confirmed Lengthsman Grant Funding has been allocated to the Parish Council based on a calculation of £60 per KM of C and U roads across the area. The funding is on a match funded basis, with the Parish Council contributing £471 and Herefordshire Council contributing £942. The Annual Maintenance Plan and Lengthsman contract is to be signed and returned to Herefordshire Council by 1st May 2026.
- b. To receive update on Drainage Grant Funding:
Clerk confirmed drainage grant applications for maintenance works are capped at £4000 per Parish Council. The Clerk confirmed the following maintenance works are permitted: Minor drainage maintenance, ditch clearance, kerb scraping, clearing grips. The funding can be used for maintenance of assets in private ownership where the works provide a clear benefit to the public highway. Gully emptying is not a permitted activity using the funding. The application must be submitted by 3rd May 2026. It was **RESOLVED** to engage with the Lengthsman to obtain a quotation for areas of concern to consider for submission.
- c. To receive update on Public Rights of Way Grant Funding:
Clerk confirmed applications are capped at £5000 per Parish Council and applications must be submitted to Herefordshire Council no later than 30th September 2026.

10. Highways/Rural Roads/Bridge

- a. To receive an update from the Highways and Flooding working group:

Councillor Marjorie Shackleton raised concern of encroaching vegetation near Brook House on Wallflower Road. It was NOTED Councillor Mike Jones will follow up with landowner.

Councillors discussed a vehicle repeatedly parked in hazardous location on the B4224 near the Mordiford Green. It was NOTED the Parish Council approach the owner to discuss.

Chair advised the flood equipment is stored at Mordiford School in the PTA hut. Concerns were raised for the accessibility of the equipment during emergency flooding events, particularly at night. The Chair advised she had been in contact with the Headteacher and Governor regarding this and requested a representative attend a Highways Working Group meeting in the near future.

Chair advised Ward Member Biggs the drainage holes on Mordiford Bridge are blocked and subsequently, water percolates through the new brickwork. Correspondence detailing this and other bridge-related concerns had been sent to Barry Durkin by a member of the Highways Working Group. Ward Member Biggs requested these were sent to him in order to follow up.

Chair raised concern for speed, size and weight of vehicles using Mordiford Bridge. Councillor Biggs confirmed the appropriate weight limit signage was implemented during the bridge closure works. Councillor Biggs advised the weight limit does permit vehicles to access frontages or businesses and requested Parish Council provides feedback on known businesses that required access via the bridge. The Chair raised concern that the 7.5 ton weight limit is not enforceable due to its wording as it omits Maximum Gross Weight MGW. She confirmed this will be followed up with Ward Member Biggs.

Chair confirmed the Parish Council are pursuing the installation of a SID on B4224 within Hampton Bishop Parish Council's boundary.

- b. To receive update on outstanding drainage grant works for the 2025/26 year:
Clerk advised the Lengthsman is due to carry out drainage grant works across the area before March 31st.
- c. To review extraction of data from SID:
Councillor Parvin and Councillor Cotton to review the SID data.

11. Burial Ground, Allotment and Mordiford Green:

- a. To consider the next stage of the Green Hut renovations on Mordiford Green
Councillor Rider advised the black beams will be painted imminently. The solar light will be installed and the ceramic plaque is being produced within the next 3 weeks.
Councillor Shakleton advised the map is to be laminated to place in the hut. She raised concerns for promoting walking within the village due to safety concerns around parking locations and suggested promoting walks around Swardon area. It was recommended to encourage parking at the church or the school outside of school hours and term time.
The memorial bench is to be delivered imminently and position for installation is to be determined.
- b. To review GoCardless fees for allotment agreements:
Councillor Parvin explained that if allotment holders choose to pay their fees monthly, the monthly payments should include the GoCardless charges so that these costs are covered.
It was RESOLVED to proceed with GoCardless arrangements.

12. Health/Safety and the Environment:

- a. To receive update on asset condition review
Chair advised a risk assessment is required on the Parish Council Land Holdings including Checkley Barn, Maltings Green, Mordiford Green and Burial Ground.
Chair advised the wooden bus shelter in Dormington is missing a wooden piece, but is in good condition otherwise.
Chair advised the Dormington noticeboard is in good condition.
Councillors raised concern for the wooden table at Checkley Barn. It was noted Councillor Mike Jones will review the condition to determine if it can be mended.
Councillor Mike Jones raised the defibrillator pads are due to be replaced in November 2026 and confirmed that unlike the other two defibrillators, the one located at the School was not registered with Circuit.

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

- a. To receive an update on progress on transitioning to new website – Clerk advised this is ongoing.
- b. To consider transitioning email domains to Netwise and creating gov.uk accounts for Councillors that do not already hold one – This item was deferred to the April meeting once appropriate costs have been obtained.
- c. To consider adopting Terms of Reference for all working groups.
It was NOTED the Clerk would draw up Terms of Reference for all working groups to protect governance.
- d. To review Clerk correspondence
Clerk advised receipt of an email from a resident concerned with the safety on Mordiford Bridge in relation to the absence of a priority system. Clerk advised a response had been provided to provide an overview of the previous feasibility assessment commissioned by the Parish Council to implement a priority system on the bridge and that this project was rejected by Herefordshire Council.

14. To put forward items for next agenda

Installation of memorial bench
Celebration of Green Hut
Hedge Cutter for PROW works quotation
Review of Burial Ground Charges
Clerks Probation Review
Review of playground inspection

Meeting closed at 20:22

Appendix

Bank Reconciliation

Dormington & Mordiford Group Parish Council Bank Reconciliation as at 28/02/2026

	Unity Current	Unity Reserve	Totals
Balance as at 31/01/2026	9,953.77	54,101.15	64,054.92
Add Total Receipts	100.00	0.00	0.00
Total	10,053.77	54,101.15	64,154.92
Less Total Payments to date	2,726.29	0.00	2,726.29
Balance as at 28/02/2026	7,327.48	54,101.15	61,428.63
Balance at Bank as at 31/01/2026	7,327.48	54,101.15	61,428.53
Income paid in but not Credited	0.00	0.00	0.00
Balance at 31/01/2026	7,327.48	54,101.15	61,428.63
Both figures highlighted in yellow should agree			

Budget Trackers

	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		£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	£720.00	-£70.00		£0.00	£0.00	£0.00	£20.00	£0.00	£0.00	£0.00	£0.00	£100.00	£500.00	£100.00	£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	£2,626.00	£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	£37,933.42	£11,390.37		£14,008.79	£0.00	£3,711.51	£70.00	£3,466.60	£14,037.42	£0.00	£0.00	£3,157.10	£500.00	£100.00	£0.00
	Budget	Spent	Unspent													
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	£66.00	£184.00		£6.00	£6.00	£6.00	£6.00	£6.00	£6.00	£6.00	£6.00	£6.00	£6.00	£6.00	£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																
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	£1,431.66	-£431.66		£200.00	£0.00	£0.00	£0.00	£0.00	£300.00	£0.00	£0.00	£0.00	£0.00	£931.66	£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	£929.98	£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	£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	£613.00	£87.00		£180.00	£0.00	£0.00	£0.00	£0.00	£0.00	£150.00	£0.00	£0.00	£47.00	£236.00	£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	£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	£30,611.07	£15,738.93	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	£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	£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	£0.00