



DORMINGTON AND MORDIFORD GROUP GROUP PARISH COUNCIL

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MINUTES OF THE ANNUAL MEETING OF THE GROUP PARISH COUNCIL AT MORDIFORD SCHOOL, MORDIFORD, HEREFORD, HR1 4LW ON 12TH MAY 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
1 member of the public

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 elect the Chair for the year 26/27 and to sign Acceptance of Office**
It was **RESOLVED** to elect Councillor Julia Cotton as Chair for 2026-27 and she signed the Acceptance of Office Form.
- 3. To elect the Vice Chair for 26/27 and to sign Acceptance of Office**
It was **RESOLVED** to elect Councillor Mike Jones as Vice- Chair for 2026-27 and he signed the Acceptance of Office Form.

The Chair proposed that Agenda item 7.1 be brought forward and considered after Agenda item 3. This was agreed by members.

- 4. To consider fixing the dates of the Parish Council Meetings on the 2nd Tuesday of every month except August and December, to meet at Mordiford School at 7pm.**
 - 9th June 2026
 - 14th July 2026
 - 8th September 2026
 - 13th October 2026
 - 10th November 2026
 - 12th January 2027
 - 9th February 2027
 - 9th March 2027It was **RESOLVED** to fix the above dates for the Parish Council meetings for 2026-27
- 5. To disclose personal and pecuniary interests and written requests for dispensation** – Councillor Mike Jones and Euan Grant disclosed pecuniary interests as agenda item 9 included reimbursement for purchases made on behalf of the Parish Council.
- 6. To approve as correct the minutes of the meeting held on the 14th April 2026.**
It was **RESOLVED** to approve the minutes from the meeting held on 14th April 2026 and the minutes were duly signed by the Chair.

7. Open Session:

Agenda item 7.1 was brought forward and considered after agenda item 3.

7.1 Ward Councillor's Report including Pentaloe barriers and condition of Mordiford Bridge.

- Councillor Graham Biggs advised information regarding local businesses that required to use Mordiford Bridge in heavier vehicles had been collated and passed onto Herefordshire Council. It was noted that Cabinet Member Barry Durkin, wanted CCTV to be placed on the bridge to deter unauthorised vehicular traffic.
- It was noted that the Parish Council had raised concerns of water leakage from the stone work on the bridge. Councillor Graham Biggs advised the leaking water is a historic issue, from the 1950's following widening works carried out on the bridge, the bridge is regularly inspected and there are no immediate concerns for the leaking water.
- Councillor Graham Biggs advised there are minor maintenance works outstanding to remedy the recent vehicle impact damage to the parapet and this will be carried out in due course.
- He continues to have discussions with Herefordshire Council regarding the barriers at Pentaloe Brook. It was noted that verge markers would not provide sufficient protection and barriers has been requested. Works should be carried out after the Public Realm contract changeover has mobilised in June 2026.

7.2 Representations from Members of the Public – No representations were made

8. Planning

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

Reference	Address	Description	Comments by
260713	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	Extension confirmed for comments to be submitted by 13/05/2026

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

8.3 To note new planning decisions made by Herefordshire Council as of 6th May 2026 - None

9. Finance

9.1 To note the bank balances and sign the Bank Reconciliations & Budget Tracker – Clerk advised the following bank balance as of 30/04/2026: Current Account £15,719.36. Reserve Account £54,380.18. Total £70,099.54. It was noted no receipts or payments were outstanding as of 30/04/2026 and therefore, the bank balance was a true and proper reflection. It was noted that the Clerk did not have a printed copy of the bank reconciliation and this would be signed as soon as possible. The bank reconciliation can be found in the appendix to the minutes.

9.2 To review the 2026-27 budget - Clerk advised the Finance Working Group had met recently to review the Parish Council finances. It was noted the Parish Council review the finances every 6 months the last review had been undertaken during the exercise to set the budget and precept for 2026-27 financial year in November 2025. It was noted that at this time, the Parish Council were not in receipt of the grant funding allocations facilitated by Herefordshire Council and were now in a position reallocate money based on the grant funding provided. It was noted that the budget amount remains the same as the figure set in November 2025. It was advised the revised budget would be published on the Parish Council's website.

9.3 To update the bank mandate to remove previous Clerk from Unity Trust – It was **RESOLVED** to remove the previous Clerk from Unity Trust and the bank mandate was duly signed by the signatories.

9.4 To consider renewing the insurance with Hiscox Insurance Company for the total cost of £842.72 – It was **RESOLVED** to renew the insurance policy and settle the invoice for renewal.

9.5 To consider the following invoices for payment:

Payee	Description	Amount (inc
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		VAT)
Clerk	Clerk's Salary	As per contract
HMRC	PAYE	As per contract
Clerk	Clerk's expenses May	8.24
Reimbursement to Cllr Mike Jones	Cement and paintbrushes for MF9	13.33
Reimbursement to Cllr Mike Jones	Paint for MF9	27.99
Enviroability	Bridge works on MF12 (PROW Funding Works)	400.00
DC Gardening Services	April Maintenance of Burial Ground & The Maltings	990.00
*Euan Grant	Hammerite Paint for Dormington Bus Stop	47.99
*Euan Grant	Paint Brush set for Dormington Bus Stop	5.99
*The Map Shop	Encapsulations of 3 maps for Mordiford Hut	60.00

Member noted the late addition of the payments marked with an asterisk * above.

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

9.6 To note any payments made between meetings:

Payee	Description	Amount
Unity Bank	Bank Charges	£6.00

The above payment was **NOTED**

10. Lengthsman & Drainage Grant Funding

10.1 To note Drainage Grant Application has been sent to Herefordshire Council for review – **Noted**

10.2 To review Annual Maintenance Plan to be considered for submission to Herefordshire Council – Chair noted the reduction in activities proposed due to reduced grant funding facilitated by Herefordshire Council.

10.3 To review and sign the Lengthsman contract to be submitted to Herefordshire Council – It was **RESOLVED** to sign the Lengthsman contract.

11. Public Rights of Way

11.1 To receive update on Public Rights of Way –

- Councillor Mike Jones noted the monthly maintenance had been carried out on 7th May.
- Mike Jones and Mark Rider had painted the hand rail on the bridge at MF12.
- Councillor Mike Jones reported he has removed an overhanging branch on MF10A.
- Mike Jones has advised the works to the bridge over Pentoloe Brook on FWCA4A remains on Herefordshire Council's radar but no works had been scheduled at this time
- The continued litter issues at Swardon Quarry was noted.
- Councillor Mike Jones met with the Enforcement Officer at Sufton Lane regarding MF26. It was advised that no evidence was available to suggest the footpath had been accessible for at least 50 years. Therefore, Herefordshire Council were to explore submitting an application for the footpath to be extinguished.

11.2 To review Risk Assessment and Method Statement for hedge cutting on Public Rights of Way – It was **RESOLVED** to adopt the Risk Assessment and Method Statement for hedge cutting on Public Rights of Way.

11.3 To review Public Rights of Way grant application for submission to Herefordshire Council – It was **NOTED** Councillor Mike Jones was seeking quotations for a noticeboard, signage and steps to be installed at Swardon Quarry along with replacement gates. It was noted these would be forwarded once received for consideration by the Parish Council.

12. Highways

12.1 To receive an update from Highways Working Group – It was **NOTED** the update following the Highways Working Group Meeting was provided in agenda items 12.2 and 12.3

12.2 To review progress on preliminary stages of Traffic Regulation Order to reduce speed across the area - Chair noted that the Parish Council needs to proceed with the application for the Traffic Regulation Order to reduce the speed limit in the Parish. It was **NOTED** that the Clerk would request A3 maps to facilitate marking up.

12.3 To review progress on procurement of SID to be installed on B4224 within Hampton Bishop Parish boundary

- Chair advised following a meeting with Herefordshire Council, 3 locations across the area had been approved for the installation of Speed Indicator Devices. This includes a location on the B4224 within

Hampton Bishop Parish Council's boundary. It was NOTED Hampton Bishop Parish Council had previously supported the project and engagement regarding the project would continue.

- Speed indicator devices were also approved on B4224 outside Mill House and C1297 to the east of Seven Silvers. It was advised that the procurement of speed indicator devices should include a cloud based service to reduce the requirement of visiting the sites to extract the data using Bluetooth due to unsafe conditions.

12.4 To receive an update from Flood Working Group –

- Councillors Mark Rider and Marjorie Shakleton advised they had visited residents at risk of flooding to discuss concerns and suggestions. It was noted that the feedback from residents would be circulated to Councillors for review.
- A resident had suggested the debris under Pentoloe Brook be reviewed and queried if Tom Barratt from Herefordshire Council's Flood Team was aware of this. Councillor Julia Cotton advised she would make contact with Tom Barratt regarding this and request an update on the Flood Plan.

12.5 To note supply of x20 Aquasacs to the Moon Inn for their cellar door protection – **Noted**

13 Burial Ground, Allotment and Mordiford Green:

13.1 To discuss celebration of Green Hut renovations on Mordiford Green - Councillor Shackleton suggested organising an event on June 13th at 10:30am to celebrate the renovations on Mordiford Green. It was advised that attendees would be able to retreat the Mordiford Church for the monthly coffee morning after from 10:30 – 12:30. Councillor Shackleton advised she would produce flyers to be posted on the noticeboards and a post would be published on the Parish Council Facebook page.

14. Health/Safety and the Environment:

14.1 To receive update on asset condition review – Chair passed thanks to all Councillors involved in the asset condition review including Councillor Euan Grant for his works on the bus stop in Dormington to make it safe and Councillors involved in the Mordiford Green Hut renovations.

14.2 To confirm who will be responsible for removing the 2 rocker chairs from The Maltings play area – Councillor Mark Parvin noted that the inspection report advised the rocker chairs should be monitored, but the risk score was deemed as low. Councillor Mark Parvin advised he would inspect the equipment on a bi-monthly basis and report any concerns to the Parish Council. It was **RESOLVED** that the rocker chairs remain in situ at this time.

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

15.1 To review Clerk correspondence

- Chair noted correspondence received from a resident regarding a request for a traffic mirror on C1292 at the junction with C1293. Councillors raised safety concerns for the location, but advised the Parish Council were not authorised to procure and install a traffic mirror. The Clerk noted she had contacted Herefordshire Council and was awaiting response regarding the process.
- Chair noted correspondence received from plot holder at the Shepherds Orchard allotments site regarding permission to install a camera on the plot. It was noted there were no clauses within the allotment agreements to advise plot holders could not install cameras within their area. It was **AGREED** that the Clerk respond to the plot holder to provide government guidance regarding the installation of cameras, taking into consideration neighbouring allotments and suggest the plot holder also engages with others on the allotments to ensure nobody is adverse to the proposal.

16. Policies – To review and adopt the following policies

16.1 Standing Orders 26/27

16.2 Financial Regulations 26/27

16.3 Reserves Policy 26/27

16.4 Code of Conduct

16.5 Complaints Procedure

16.7 Asset Register

16.8 Health and Safety Policy

Following minor amendments to the Financial Regulations 26-27, it was **RESOLVED** to adopt the above policies.

17. To put forward items for next ordinary meeting on 9th June 2026

Procurement of Commonwealth war memorial plaques

Meeting closed at 20:13

Appendix

Bank Reconciliation

Dormington & Mordiford Group Parish Council					
Bank Reconciliation as at 30/04/2026					
		Unity Current	Unity Reserve	Totals	
Balance as at 31/03/2026		4,888.18	54,380.18	59,268.36	
Add Total Receipts		14,505.29	0.00	14,505.29	
Total		19,393.47	54,380.18	73,773.65	
Less Total Payments to date		3,674.11	0.00	3,674.11	
Balance as at 30/04/26		15,719.36	54,380.18	70,099.54	

Balance at Bank as at 30/04/2026		15,719.36	54,380.18	70,099.54	
Income paid in but not Credited		0.00	0.00	0.00	
Balance at 30/04/2026		15,719.36	54,380.18	70,099.54	
Both figures highlighted in yellow should agree					

Budget Trackers

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