



DORMINGTON AND MORDIFORD GROUP GROUP PARISH COUNCIL

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MINUTES OF THE MEETING OF THE GROUP PARISH COUNCIL AT MORDIFORD SCHOOL, MORDIFORD, HEREFORD, HR1 4LW ON 9TH JUNE 2026 at 7:00PM

Present:

Cllr Julia Cotton (Chair)
Cllr Mark Parvin
Cllr Mark Rider
Cllr Marjorie Shackleton
Cllr Euan Grant
Cllr Mike Jones (Vice Chair)
Molly Walters (Clerk)
Ward Member Graham Biggs
PCSO Rachel Mahoney

Apologies: 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) – **Councillor Marcus Billig**
- 2. To disclose personal and pecuniary interests and written requests for dispensation** - Councillor Mike Jones disclosed pecuniary interests as agenda item 8 included reimbursement for purchase made on behalf of the Parish Council.
- 3. To review Parish Councillors declaration of interest forms and agree any actions** – Councillor Mark Rider confirmed he had revised his declaration of interest register and returned it to Herefordshire Council. All Councillors confirmed their declaration of interest registers were up to date.
- 4. To approve as correct the minutes of the meeting held on the 12th May 2026** – Subject to name error on minute number 11.1, it was **RESOLVED** to approve the minutes from the meeting held on 14th April 2026 and the minutes were duly signed by the Chair.
- 5. 2025/2026 Accounts**
 - 5.1 To consider and approve the Internal Audit Report, noting any recommendations.**

It was **RESOLVED** to approve the Internal Audit Report, noting the recommendations. The internal audit report will be published on the website as required.
 - 5.2 To consider and approve the Annual Governance Statement**

It was **RESOLVED** to approve the Annual Return Governance Statements and both the Chair and the Clerk signed the form. The Annual Governance Statement will be published on the website as required.
 - 5.3 To consider and approve the Annual Accounting Statement**

It was **RESOLVED** to approve the Annual Return Accounting Statements and the Chair signed the form. The Annual Accounting Statement will be published on the website as required.
 - 5.4 To set the dates for the period for Exercise of Public Rights**

It was **RESOLVED** to set the dates as Friday 19th June 2025 to Thursday 30th July

6. Open Session:

6.1 Ward Councillor's Report including Pentoloe Barriers

- Ward Member Graham Biggs advised the barriers at Pentoloe Brook should be removed and replaced with like for like posts and rails. This would be done in due course and he was continuing to chase.
- The replacement signage and white lining in Dormington had been referred to Highways and Graham Biggs will follow this up.
- Vegetation obstructing eyelines over Mordiford Bridge required cutting back. Graham Biggs noted he would follow this up.

6.2 Representations from Members of the Public –

- PCSO Rachael Mahoney advised patrols had been increased across the area following reports of vandalism and theft.

7. Planning

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

Reference	Address	Description	Comments by
261185	The Beeches, Checkley, Hereford, Herefordshire HR1 4ND	Variation of condition 2 of planning permission 242580 (Proposed refurbishment of the existing house, including a gabled extension on the northeast elevation, a veranda on the southwest elevation, and porch on the northwest side) - reduction in scale of approved scheme	10 th June 2026

It was **RESOLVED** to support the above planning application.

7.2 To note new planning decisions made by Herefordshire Council as of 2nd June 2026

Reference	Address	Description	Determination Made
P260713/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	Consent Granted

The above decision was **noted**

8. Finance

8.1 To note the bank balances and sign the Bank Reconciliations & Budget Tracker.

Clerk advised the following bank balances as of 31/05/2026: Current account £13,024.49. Reserve Account: £54,380.18. Total of balances £64,404.67. No receipts or payments were outstanding as of 31/05/2026 and therefore, the balances were a true and proper reflection of the bank. The bank reconciliation was approved and signed.

8.2 To review quotations for flood equipment storage and agree actions

It was **RESOLVED** to approve the purchase of flood equipment storage to the value of £130. The purchase will be made either by a Councillor or Clerk and reimbursed accordingly.

8.3 To review quotations for Speed Indicator Devices

Clerk circulated 3 quotations provided by Westcotec, ElanCity and MessageMaker. Members noted it was difficult to compare quotations since the devices had different specifications. Members noted a sim card to extract data via a cloud based system could be installed at the Dormington SID, but not the Haugh Woods SID to reduce the costs for cloud based subscriptions. It was **RESOLVED** for the Highways Working Group to create a required specification to enable the Clerk to obtain like for like quotations for consideration.

8.4 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 travel expenses June – Noting HMRC have increased business mileage to 55p per mile from 1 st April 2026.	10.07
Clerk	Clerk travel expenses April & May to cover increase from 45p to 55p per mile	3.66
Reimbursement to Cllr Mike Jones	Wooden Garden bench for Green Hut on Mordiford Green	59.99
Eyelid Productions	Annual Website Support (INV4291)	100.00
DC Gardening Services	Maltings & Burial Ground Maintenance – May (SI-2500)	552.00
Enviroability	Works to Footpath Bridge on MF25 0325	1432.00

Clerk advised invoice from Ned Haywood for A3 ceramic plaque at Mordiford Green Hut had been received for the cost of £325 ex VAT and requested authorisation to settle.

The above payments were **APPROVED**

8.5 To note any payments made between meetings:

Payee	Description	Amount
Unity Bank	Bank Charges	£6.00

The above payment was **NOTED**

9. Lengthsman & Drainage Grant Funding

9.1 To note Herefordshire Council approval of the Lengthsman Grant Funding – **Noted**

9.2 To review Lengthsman activities for the 26/27 year and agree any actions.

Councillors noted the reduction in available budgets to facilitate Lengthsman activities. It was **RESOLVED** to remove strimming around bus shelters from the lengthsman schedule and for required works to be sent to Herefordshire Council when required. It was also **RESOLVED** to reduce the visual display cutting and trimming overhanging vegetation around road signage from 5 visits to 3 visits for annum. Any works would be reported to Herefordshire Council when required. Clerk to notify Lengthsman accordingly.

10. Public Rights of Way

10.1 To receive update on Pubic Rights of Way

- Councillor Mike Jones advised the monthly maintenance was carried out on 4th June
- The forest areas are split into two sections. One of the forest areas had been cut on 18th May and the other section is due to be cut in 2 weeks time.
- Strimmed back vegetation on MF12
- Works had been carried out to the recently burnt seat at Swardon Quarry to enable use of the seat.
- Vegetation cut back on MF6 and MF31
- Cut back vegetation and renewed signage on MF10
- Reported the recent anti social behaviour at Swardon Quarry to the Police. West Mercia Police advised they had increased patrols in the area

10.2 To review Public Rights of Way grant application for submission to Herefordshire Council.

Councillor Mike Jones provided quotations to support the installation of a noticeboard and steps at Swardon Quarry. It was **AGREED** that the Clerk and Mike Jones to work together on submitting the grant application to Herefordshire Council for the works.

11. Highways

11.1 To review and comment on proposed Traffic Regulation to implement “No Stopping” restrictions within the vicinity of Mordiford School.

Councillors **NOTED** the consultation document received from ADL. The consultation stated that the yellow zig zag lines at Mordiford School was not supported by a Traffic Regulation Order. The proposal was to

implement a legal order to enable legal enforcement of the restriction by Civil Enforcement Officers. It was **RESOLVED** to support the consultation and for the Clerk to respond to ADL accordingly.

11.2 To receive an update from Highways Working Group -

Chair reported vehicles parking on the junction near The Moon Inn pub to PCSO Rachel Mahoney. It was noted the Police were aware of the repeated vehicles. PCSO Mahoney noted the owner did not have off road parking at their properties. Councillors noted alternative parking is available opposite the school and in family members' properties. PCSO Mahoney noted the information and advised the Police would revisit the situation.

11.3 To review progress on preliminary stages of Traffic Regulation Order to reduce speed across the area.

It was **NOTED** that Councillor Shackleton and other members of the Highways working group would review the maps to be marked up for the proposed Traffic Regulation Order to reduce the speed across the area. These would be included in the Highways Group's considerations and recommendations to the Parish Council.

11.4 To receive an update from Flood Working Group

- Resident advised the gullies on Wallflower Row had not been cleared, and as a result were overflowing at the time of the Parish Council meeting due to heavy rain earlier. This is despite the Parish Council reporting these to Herefordshire Council. Graham Biggs advised he would chase this up.
- Chair advised the previous meeting with Tom Barratt from Herefordshire Council's Floodrisk Team was productive. However, communication had ceased, despite requests for updates. It was also noted that the Parish Council had made an introduction between Mordiford School and the Floodrisk Team to discuss an evacuation and emergency plan for the School. However, no communication had been received from Tom Barratt. Graham Biggs advised he would chase this up with Herefordshire Council.
- It was noted the next Highways and Flood Working Group Meeting would be 1st July.

12. Allotments, Burial Ground, Maltings Green and Mordiford Green:

12.1 To provide update on allotments

Clerk advised Plot Holder 1 has relinquished the plot. An interested party has been shown the plot, and the tenancy agreement is currently awaiting signature.

It was also **NOTED** that the community plot and path up to the orchard had become overgrown. It was **AGREED** these areas would be trimmed in due course.

12.2 To review publicity for the Green Hut celebrations.

It was **NOTED** a celebration would take place on Mordiford Green on Saturday 13th June at 10:30.

Information would be circulated to community groups and flyers posted across the area.

The research undertaken by Cllr Parvin on the CWG in the Burial Ground was considered to be of value to the community and possibly summarised for display within the Green Hut.

The Chair thanks everyone concerned for their team work in getting the Green Hut project completed.

13. Health/Safety and the Environment:

13.1 To note playground equipment checklist document

The playground equipment checklist document was **NOTED** and Councillor Mark Parvin had carried out a visual inspection of the equipment at The Maltings. No concerns were raised

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

14.1 To review progress on website and email accounts

Clerk advised she continues to carry out work on the new website. Email account creation had been sent to Netwise for Councillors who did not hold a .gov email account.

14.2 To review Clerk correspondence

Clerk noted correspondence received from a resident regarding Pentoloe Brook. Councillors noted that the Enforcement Officer at Herefordshire Council and the Environment Agency had visited the area and produced correlating reports on the matter. It was noted that if the resident had further evidence of the situation this should be sent to Tom Barratt at Herefordshire Council for consideration. It was noted for the Clerk to respond to the resident accordingly.

15. To put forward items for next ordinary meeting on 14th July 2026 – None

Meeting concluded at 20:17

Appendix

Bank Reconciliation

Dormington & Mordiford Group Parish Council					
Bank Reconciliation as at 31/05/2026					
		Unity Current	Unity Reserve	Totals	
Balance as at 30/04/2026		15,719.36	54,380.18	70,099.54	
Add Total Receipts		449.41	0.00	449.41	
Total		16,168.77	54,380.18	70,548.95	
Less Total Payments to date		3,144.28	0.00	3,144.28	
Balance as at 31/05/2026		13,024.49	54,380.18	67,404.67	
Balance at Bank as at 31/05/2026		13,024.49	54,380.18	67,404.67	
Income paid in but not Credited		0.00	0.00	0.00	
Balance at 31/05/2026		13,024.49	54,380.18	67,404.67	
Both figures highlighted in yellow should agree					

Budget Trackers

	2026/27		Difference	Actual												
	Forecast	Actual		Apr-26	May-26	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27	
Precept	£24,511.00	£12,255.50	£12,255.50		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Interest received	£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
VAT Refund	£3,000.00	£449.41	£2,550.59		£449.41											
Allotment fees	£650.00	£0.00	£650.00		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Burial Ground Fees	£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
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
Commonwealth War Grave	£15.00	£0.00	£15.00		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Lengthsman Scheme	£942.00	£0.00	£942.00		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
PROW Funding	£1,029.00	£0.00	£1,029.00		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Drainage Funding	£1,029.00	£2,220.00	£-1,191.00		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	£31,505.79	£14,954.70	£16,551.09		£449.41	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Admin Expenses	Budget	Spent	Unspent													
	£550.00	£24.71	£0.00		£8.24	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Allotments - mowing & maintenance	£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	£0.00	£0.00
Audit Fees	£650.00	£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
Bank Charges	£120.00	£14.00	£0.00		£7.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Churchyard & Burial ground - mowing & maintenance	£2,500.00	£540.00	£0.00		£540.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Clerks Salary	£10,000.00															
Community events (Checkley Egg Rolling)	£200.00	£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
Defibs - maintenance/part replacement	£750.00	£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
Donations & Grants (Dormington PCC)	£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	£0.00	£0.00
Green spaces - mowing & maintenance	£2,000.00	£345.00	£0.00		£345.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Insurance	£900.00	£842.72	£0.00		£842.72	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Lengthsman Maintenance - PROW, Drainage, Highways	£6,000.00	£2,935.77	£0.00		£2,404.45	£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	£1,000.00	£103.15	£0.00		£49.17	£53.98	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Meeting room hire	£200.00	£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
Payroll Services	£350.00	£85.00	£0.00		£85.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Subscriptions (ICO, FBCA, HALC, SLCC)	£1,200.00	£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
Training (Clerk, Cllrs)	£250.00	£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
Website and IT Support inc software subscriptions	£800.00	£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
VAT Paid	£3,000.00	£626.00	£0.00		£185.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Total	£31,270.00	£6,818.39	£0.00	Total ex VAT	£3,213.11	£2,979.28	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
				VAT	£461.00	£185.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
				Total inc VAT	£3,674.11	£3,144.28	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00