



DORMINGTON AND MORDIFORD GROUP GROUP PARISH COUNCIL

clerk@dormingtonmordifordgroup-pc.gov.uk



MINUTES OF THE MEETING OF THE GROUP PARISH COUNCIL AT MORDIFORD SCHOOL, MORDIFORD, HEREFORD, HR1 4LW ON 15TH JULY 2026 at 7:00PM

Present:

Cllr Mike Jones (Acting Chair)
Cllr Mark Parvin
Cllr Mark Rider
Cllr Marjorie Shackleton
Molly Walters (Clerk)

Apologies: Cllr Marcus Billig

Cllr Euan Grant
Cllr Julia Cotton (Chair)
Ward Member Graham Biggs

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

1. **To receive apologies for absence** (Please send apologies via the Clerk) – **Councillors Marcus Billig, Grant and Cotton. Ward Member Graham Biggs.**
2. **To disclose personal and pecuniary interests and written requests for dispensation** - Councillor Mark Rider disclosed pecuniary interests as agenda item 6.2 included reimbursement for purchase made on behalf of the Parish Council.
3. **To approve as correct the minutes of the meeting held on the 9th June 2026** – It was **RESOLVED** to approve the minutes from the meeting held on 9th June and the minutes were duly signed by the Chair.
4. **Open Session:**
 - 4.1 Ward Councillor's Report – It was **NOTED** Ward Member Graham Biggs had not sent a report in advance of the meeting.
 - 4.2 Report from West Mercia Police – it was **NOTED** West Mercia Police were not present at the meeting and no report had been received in advance of the meeting.
 - 4.3 Representations from Members of the Public – No public present

5. Planning

- 5.1 To comment on new planning applications for determination by Herefordshire Council

Reference	Address	Description	Comments
261761	Mordiford Church Of England Primary School, Mordiford, Hereford, Herefordshire HR1 4LW	T1: Willow - repollard 4 stems to leave at the previous good pruning points.	It was RESOLVED to SUPPORT the application, noting the works were required.
261665	2 Sufton Lane, Mordiford, Hereford, Herefordshire HR1 4HE	Single-storey side extension.	It was RESOLVED to SUPPORT the application, noting the works were similar to other properties in the area.

261826 (Permitted Development Application)	Near to Old Rectory, Mordiford, HR1 4LN	Regulation 5 - Notification of Intention to Install Fixed Line Broadband Apparatus	It was RESOLVED to make general comment to advise the Parish Council had no material concerns for the works.
---	--	--	---

5.3 To note new planning decisions made by Herefordshire Council as of 9th July 2026 – **None**

6. Finance

6.1 To note the bank balances and sign the Bank Reconciliations & Budget Tracker – Clerk advised the following bank balances as of 30/06/2026: Current Account: £11,790.75 Reserve Account: £54,644.56. Total of balances £66,435.31. No receipts or payments were outstanding as of 30/06/2026 and therefore, the balances were a true and proper reflection of the bank activity. The bank reconciliation was approved and signed.

6.2 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/July 2026	20.14
Herefordshire Association of Local Councils	Internal Audit for 25/26 (Inv H7012)	330.00
Enviroability	PROW Works and forest cuts May & June (Inv 5693)	1960.00
Councillor Mark Rider	Reimbursement for flood equipment storage box from Amazon	127.50
DC Gardening Services	Parish Maintenance – June 2026 (SI-2520)	600.00

Clerk advised invoice from Autela Payroll Services for payroll services between April 26 – July 26 had been received for the cost of £72.00 inc VAT and requested authorisation to settle.

The above payments were APPROVED

6.3 To note any payments made between meetings:

Payee	Description	Amount
Unity Bank	Bank Charges	£6.00

The above payment was NOTED

6.4 To note receipts between meetings:

Payee	Description	Amount
Herefordshire Council	Lengthsman Funding reimbursement	£460.00
Herefordshire Council	Public Rights of Way reimbursement	£1432
Unity Trust	Interest Received	£264.38
N C Pegler Ltd	Memorial Stone to be erected on Plot 339 at Burial Ground	£161

The above receipts were NOTED

7. Lengthsman & Drainage Grant Funding

7.1 To receive update on Herefordshire Council grant funding – Clerk **NOTED** that Herefordshire Council are in the process of reviewing the drainage grant applications and the Parish Council should receive an update in due course.

8. Public Rights of Way

8.1 To receive update on Public Rights of Way – Councillor Mike Jones covered the following in his report:

- He had cut back overhanging vegetation on MF6 and MF8

- He had cut back vegetation obstructing access to stiles on MF10A and MF21
- There were defective stiles on MF10A and MF19, which required replacing with gates. The landowners had agreed to this replacement and Mike Jones will carry out the replacement in due course.
- A defective stile on MF1 was required to be replaced by the landowner.
- It was NOTED Mike Jones would forward the details for the noticeboard at Swardon Quarry to the Clerk to place on order.

8.2 To note the PROW grant has been accepted by Herefordshire Council – It was **NOTED** the PROW grant application had been accepted by Herefordshire Council and Enviroabiltly had carried out the repair works to the steps at Swardon Quarry as part of the works.

9. Highways

9.1 To receive an update from Highways and Flood Working Group – It was **NOTED** Councillor Julia Cotton and Councillor Mark Rider met with Jason Himsworth from the Drainage Team at Herefordshire Council regarding areas of concern across Mordiford. The following report was provided:

A site inspection was undertaken of the drains along Mordiford Road, from the school to the Woolhope Road junction, and then back along Wallflower Row to the Bridge.

It was noted that the majority of drains had been emptied by Jason's team within the last 3–4 months, following requests from a resident and the Parish Council. Approximately five drains were identified as still requiring clearing or re-clearing. Jason took What3Words locations and will arrange for the necessary works to the drains and gulley pots to be completed within the next couple of months.

Jason advised that the increase in higher rainfall levels is creating additional pressure on drainage systems, with some drains becoming overwhelmed even when they are clear.

The inspection also included Pentoloe Bridge, where Jason confirmed that he had cleared beneath and adjacent to the road span within the last couple of years. No further works are currently required.

Jason advised that grants may be available for drain clearance works and recommended that the school apply. It was NOTED that the Clerk would contact Herefordshire Council's Floodrisk Team for the attention to obtain further details and forward these to the school.

It was noted that the drain along the track adjacent to Bridge House/Wallflower Row had also been cleared by Jason's team. However, this had been completed in error, as the drain is not located on Herefordshire Council-controlled land and is believed to be the responsibility of the Sufton Estate. Unfortunately, it will therefore not be included in future works by Jason's team.

During the inspection of the bridge, it was noted that Jason had uncovered and cleared the 20+ drainage holes on the river side of the bridge. These had become partially covered with tarmac over the previous 3–4 years, and Jason had reinstated access to the drainage points.

The recent damage to the bridge piers on the Parish Council side of the bridge was shown to Jason, who photographed the damage and forwarded the information to Chris Wright from Herefordshire Council's Structures Team for review.

POST MEETING NOTE: Jason Himsworth confirmed job 41762574 had been raised for the clearance of 11 gullies, 2 pits along with 239m of jetting work.

9.2 To receive an update following B4224 Working Group meeting – It was **NOTED** that the Clerk and Councillor Mark Rider attended a B4224 meeting at HALC offices in June and were awaiting the minutes to be sent by HALC. It was NOTED the meeting reviewed the purpose of the group and it was noted that Lynda Wilcox would contact Parish Council's along the B4224 to gather information on interested Parish Council's that wish to participate in the group moving forward.

9.3 To review progress on preliminary stages of Traffic Regulation Order to reduce speed across the area – It was **NOTED** the maps need to be marked up by Councillors to reflect the areas to be considered for a traffic regulation order to reduce the speed in the area.

9.4 To note the Flood Equipment and storage box have been placed in the car park of Mordiford School -

NOTED

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

- 10.1 To provide update on allotments – It was **NOTED** tenancies were due to begin on 1st August 2026 for Plot 1 and Plot 14. It was noted the Clerk was awaiting the signed contracts from the holders in order to raise invoices for settlement.
- 10.2 To review trees on allotment walkway and agree any actions – It was **RESOLVED** that Councillor Mike Jones would review the boundaries for area to ascertain the responsible party for maintaining the trees within the area.
- 10.3 To review tree at the boundary of plot 6 and 7 and agree any actions – It was **NOTED** that Councillor Mike Jones would visit the site to review the tree in order to provide feedback and recommendations to the Parish Council.
- 10.4 To provide update on Burial Ground, including report of dog fouling and agree any actions – Councillor Mark Parvin noted he had seen a dog fouling in the burial grounds and Councillors discussed if dogs should be permitted within the burial ground area. Due to the sensitive nature of the ground, it was **RESOLVED** to not permit dogs within the burial ground area and for a sign to be placed on the gate to advise of this restriction.
- 10.5 To review and approve the location and size for Commonwealth War Grave Commission signage at Mordiford burial ground - It was **RESOLVED** for an application be submitted to request a small Commonwealth War Grave plaque be erected on the railings next to the burial ground gated entrance. It was noted the Clerk would submit the application to the Commonwealth War Grave Commission.

11. Health/Safety and the Environment:

- 11.1 To receive feedback – No concerns regarding Health/Safety or Environment were raised.
- 11.2 To note internal inspection at Maltings play area is to be carried out in August – It was **NOTED** that Councillor Mark Parvin would carry out a visual inspection in August.

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

- 12.1 To review progress on website and email accounts – Clerk advised Netwise required the log in details for Councillor's .gov email accounts. Once received, Netwise would begin the migration from the current provider to them. Netwise will also create accounts for Councillors who did not hold .gov email accounts during this process. This was **NOTED** by Councillors.
- 12.2 To review Clerk correspondence – It was **NOTED** no correspondence had been received by the Clerk that required action
- 12.3 To receive nominations for Community Award – It was **RESOLVED** for Councillor to submit nominations to the Clerk prior to the next meeting for consideration at the September meeting.
- 12.4 To note Clerk's annual leave – It was **NOTED** that the Clerk will be on annual leave week commencing 17th August. She will also be working reduced hours week commencing 10th August.

13. To put forward items for next ordinary meeting on 8th September 2026:

Update on allotments
Community Award nominations

Meeting concluded at 19:29

Appendix

Bank Reconciliation

Dormington & Mordiford Group Parish Council					
Bank Reconciliation as at 30/06/2026					
		Unity Current	Unity Reserve	Totals	
Balance as at 31/05/2026		13,024.49	54,380.18	67,404.67	
Add Total Receipts		2,053.00	264.38	0.00	
Total		15,077.49	54,644.56	69,722.05	
Less Total Payments to date		3,286.74	0.00	3,286.74	
Balance as at 30/06/2026		11,790.75	54,644.56	66,435.31	
Balance at Bank as at 30/06/2026		11,790.75	54,644.56	66,435.31	
Income paid in but not Credited		0.00	0.00	0.00	
Balance at 30/06/2026		11,790.75	54,644.56	66,435.31	
Both figures highlighted in yellow should agree					

Budget Trackers

123 | Page