

# Abbeydore & Bacton Group Parish Council

## Minutes of an Ordinary Meeting of Abbeydore and Bacton Group Parish Council held in Abbeydore Village Hall on Tuesday 2<sup>nd</sup> September 2025

No ABPC/MW/131

### Present

Councillor Mrs Ann Booth Chairman  
Councillor Mr Richard Fenton  
Councillor Mr Melvin Jenkins  
Councillor Mr Keith Millington  
Councillor Mrs Kharon Nakielny

Clerk Mr Malcolm Walker

### Also Present

Golden Valley South Ward Councillor Mr Matthew Engel, plus two further members of the public

**The Parish Council Meeting was formally opened by the Chairman at 7.00pm**

### **1.0 Apologies for Absence**

Apologies were received and accepted from Parish Lengthsman / Contractor Mr Terry Griffiths  
No representatives from the Golden Valley Safer Neighbourhood Team  
Locality Steward Lara Edwards not present

### **2.0 Minutes**

The Annual Minutes ABPC/MW/130 6<sup>th</sup> May 2025 were unanimously confirmed as a true record and signed by the Chairman

Proposed by Councillor Mr Melvin Jenkins and Seconded by Councillor Mrs Kharon Nakielny

### **3.0 Parish Council Co-options**

To consider any qualifying applications for **Co-option to Abbeydore Parish**

Mrs Liberty Nimmo had expressed an interest in being co-opted onto the Parish Council

The Parish Council, resolved unanimously for the Clerk to confirm the applicant's eligibility and to commence processing all relevant paperwork.

Proposed by Councillor Mrs Ann Booth Chairman and Seconded by Councillor Mr Keith Millington

### **4.0 Declarations of Interest and Dispensations**

**4.1** To receive any declarations of interest in agenda items from Councillors

No Declarations of Interest were made

**4.2** To consider any written applications for dispensation

There were no written applications for dispensation made

**The Parish Council resolved to change the correct order of business to Item 6.1 and Item 9.00**

### **6.0 To Receive Reports (if available) from:-**

**6.1** Ward Councillor Mr Matthew Engel

Ward Councillor Mr Matthew Engel reported on the following:-

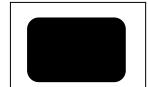
Accidents close to Locks Garage

Locks Garage Junction reference Road Survey - Herefordshire Council suggested Smart Traffic Lights  
Emergency 40mph Limit probably October

Pontrilas Parkway Station Government not interested

10,000 houses built, maybe then a station

**Question** Chairman asked Mathew to investigate why the work by The Trout was being undertaken by workers from Kent and not local tradesman



## 9.0 Woodland Creation

Consultation reference Wood Pasture and Woodland on a local farm

Local resident gave an informative overview of the proposed Wood Pasture and Woodland expansion project connecting blocks of woodland and time scale to the Parish Council

The Parish Council unanimously supported the proposal

Proposed by Councillor Mrs Ann Booth Chairman and Seconded by Councillor Mr Richard Fenton

**The Parish Council resumed the correct order of business to Item 5.0**

## 5.0 Financial Report

### 5.1 Receipts

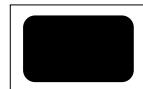
6th May 2025	Herefordshire Council BACS Remittance Advice TGC3115 reference 4219933	£220.00
7th May 2025	Herefordshire Council BACS Remittance Advice TGC3120 reference 4219934	£220.00
2nd June 2025	Herefordshire Council BACS Remittance Advice TGC3157R reference 4223385	£179.00
21st July 2025	Herefordshire Council BACS Remittance Advice TGC3359 £1,000.00 reference 4229832	£1,000.00
21st July 2025	Herefordshire Council BACS Remittance Advice TGC3247 £500.00 reference 4229829	£500.00
21st July 2025	Herefordshire Council BACS Remittance Advice TGC3248 £350.00 reference 4229830	£350.00
	<b>Total £1,850.00</b>	
24th July 2025	Herefordshire Council BACS Remittance Advice TGC3246 £489.30 reference 4230335	£489.30
24th July 2025	Herefordshire Council BACS Remittance Advice TGC3249 £489.30 reference 4230336	£489.30
	<b>Total £978.60</b>	
21st August 2025	Herefordshire Council BACS Remittance Advice TGC3383 reference 4232622	£1,900.00
21st August 2025	Herefordshire Council BACS Remittance Advice TGC3384 reference 4232621	£450.00
21st August 2025	Herefordshire Council BACS Remittance Advice TGC3385 reference 4232619	£200.00
21st August 2025	Herefordshire Council BACS Remittance Advice TGC3386 reference 4232620	£200.00
21st August 2025	Herefordshire Council BACS Remittance Advice TGC3387 reference 4232623	£200.00
	<b>Total £2,950.00</b>	

### 5.2 Payments

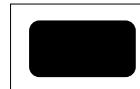
Payroll Manager Annual Licence	£43.00
¼ Share payment	
<b>Cheque Number 001051</b>	
Clerk's Salary May 2025 Gross	£461.34
Mileage	£9.23
Postage	£6.22
Tax £92.20      NIC £0.00	
<b>**Parish Council Contribution NIC</b>	
Nett Pay £384.59	£6.65
<b>Cheque Number 001053</b>	
Paupers Grave Project	£250.00
<b>Replacement Cheque Number 001054</b>	



Clerk's Salary June 2025 Gross	£461.34		
Mileage	£20.07		
Postage	£5.67		
Tax £92.40	NIC £0.00		
<b>**Parish Council Contribution NIC</b>	<b>£6.65</b>		
Nett Pay £394.68			
<b>Cheque Number 001055</b>			
HMRC 1st 1/4 Payment April May June	£296.75		
<b>Cheque Number 001056</b>	{ to be paid 30th June 2025 }		
Zurich Insurance Invoice Number 544241195	£230.12		
01/06/2025 – 31/05/2026			
{ Authorised Reimbursement to Clerk private cheque }	<b>Cheque Number 001057</b>		
<b>Terry Griffiths Contracts TGC3246</b>	£587.16		
Account Roads - Routine maintenance April 2025 (1) Green 30-04-25 Team 1.Invoice TGC3246			
Description of work carried out: -Specific Task Routine Maintenance Scope of Works As Required			
Clear grids and clean out road gullies	Clear receiving chambers	Check connecting pipe	
Clear grips and reform leads	Clear ditch leads	Clear headwalls	
Strim round street furniture	Strim round grit bins	Wash off street signs	
Report defects not rectified on the visit date to PLLO			
Roads Covered	C1222- from C1223 to parish boundary	C1224	C1223
C1221-within parish boundary	C1225-from C1212 junction to C1221 junction		
Materials Marker Spray			
<b>*Joint Cheque Number 001058</b>			
<b>Terry Griffiths Contracts TGC3249</b>	£587.16		
Account Roads - Routine maintenance May 2025 (1). Green 01-05-25 Team Invoice No TGC3249			
Description of work carried out: -Specific Task Routine Maintenance Scope of Works As Required			
Clear grids and clean out road gullies	Clear receiving chambers	Check connecting pipe	
Clear grips and reform leads	Clear ditch leads	Clear headwalls	
Strim round street furniture	Strim round grit bins	Wash off street signs	
Report defects not rectified on the visit date to PLLO			
Roads Covered	C1222 – from A465 to B4347	C1209-from B4347 to U74209	
U74210	U74209-from C1209 to U74213	U74213-from B4347 to parish boundary	
U74211	U74212	Materials Marker Spray	
<b>*Joint Cheque Number 001058</b>			
<b>Terry Griffiths Contracts TGC3300</b>	£240.00		
Accounts – Amenities May 2025 (4) Invoice Number TGC3300	Description of work carried out:		
Parish Street Furniture Assets	C1221 Cockyard Old village hall	Install new notice board.	
Materials 1 x notice board	2 x oak posts	Fixing screws Cement and ballast	
<b>*Joint Cheque Number 001058</b>			
<b>Terry Griffiths Contracts TGC3359</b>	£1,200.00		
Accounts Roads –LDG June 2025 (2) Invoice No TGC3359			
Description of work carried out: Specific TaskLocal Drainage Grant Section 2			
Drainage Asset Survey			
Carry out detailed survey of all drainage infrastructure on C & U road in the parish			
Note all findings and draw up report			
Transfer as details of gullies and grips onto HCC drainage maps			
Details not required on HCC maps filed for local use			
Present asset survey details breakdown to parish clerk			
<b>*Joint Cheque Number 001058</b>	<b>Total £2,614.32</b>		
Clerk's Salary July 2025 Gross	£461.34		
Mileage	£6.98		
Postage	£3.29		
Tax £92.20	NIC £0.00		
<b>**Parish Council Contribution NIC</b>	<b>£6.65</b>		
Nett Pay £379.41	<b>Cheque Number 001059</b>		



TEEC Invoice No 5354	£180.00
Hosting and Emails 2025/2026 and Domain	
<b>Cheque Number 001060</b>	
<b>Terry Griffiths Contracts TGC3247</b>	£600.00
Accounts Roads - Specific Task –LDG April 2025 (2) Invoice No TGC3247	
Description of work carried out: - Specific Task Local Drainage Grant S1	
C1224 Blackbush Farm Area	
Clear silt and debris from ditches	Clear existing grips and reform leads
Clear headwalls	Clear ditch leads
Jet and flush out piped sections	
B. Spoil from ditch clearing moved to location provided by Blackbush Farm	
<b>*Joint Cheque Number 001061</b>	
<b>Terry Griffiths Contracts TGC3248</b>	£420.00
Accounts Roads - Specific Task – LDG April 2025 (3) Invoice No TGC3248	
Description of work carried out: -Specific Task Local Drainage Grant S1	
C1222. At junction with U73237	
Clear silt and debris from ditch	
Re-profile fall of main ditch to drain in correct direction to outfall	
Clear headwalls Clear grips and reform leads	
<b>*Joint Cheque Number 001061</b>	
<b>Terry Griffiths Contracts TGC3383</b>	£2,280.00
Accounts Roads – LDG June 2025 (1) TGC3383	
Description of work carried out: - Specific Task Local Drainage Grant ABPC 24/25 003.	
C1209 Upper Grange.	
Clear silt and debris from ditch Clear grips and reform les	Clear headwalls.
<b>*Joint Cheque Number 001061</b>	
<b>Terry Griffiths Contracts TGC3384</b>	£540.00
Accounts Roads – LDG June 2025 (3) Invoice No TGC3384	
Description of work carried out: -Specific Task Local Drainage Grant ABPC 24/25 005.	
U74209 Tremothic Area	
Clear silt and debris from drainage trench between road and verge	
Clear exit of trench into watercourse	
<b>*Joint Cheque Number 001061</b>	
<b>Terry Griffiths Contracts TGC3385</b>	£240.00
Accounts Roads – LDG June 2025 (4) Invoice No TGC3385	
Description of work carried out: -Specific Task Local Drainage Grant ABPC 24/25 006.	
C1212 Grange Farm Area	
Clear silt and debris from ditch Clear grips and reform leads.	
Clear headwalls Clear ditch leads.	
<b>*Joint Cheque Number 001061</b>	
<b>Terry Griffiths Contracts TGC3386</b>	£240.00
Account Roads –LDG June 2025 (5) Invoice No TGC3386	
Description of work carried out: -Specific Task Local Drainage Grant ABPC 24/25 007	
C1212 BT pole 16 area	
Clear road gulley	
Jet and flush out outfall pipe to ditch headwall	
Clear area of ditch at headwall	
<b>*Joint Cheque Number 001061</b>	
<b>Terry Griffiths Contracts TGC3387</b>	£240.00
Account Roads –LDG June 2025 (6) Invoice No TGC3387	
Description of work carried out: -Specific Task Local Drainage Grant ABPC 24/25 008.	
C1212 At BT pole 11 Clear silt and debris from ditch	Clear grips and reform leads
Clear ditch leads	Clear headwalls
<b>*Joint Cheque Number 001061</b>	<b>Total Payment £4,560.00</b>



Clerk's Salary August 2025 Gross	£491.88
Mileage	£15.08
Back Pay	£122.14
Postage	£4.31
Tax £122.80      NIC £0.00	
<b>**Parish Council Contribution NIC</b>	<b>£29.55</b>
Nett Pay £510.61	
<b>Cheque Number 001062</b>	
HMRC 2nd 1/4 Payment July August September	£
<b>Cheque Number 001063</b> {to be paid 30th September 2025}	

**Resolved unanimously that all payments are approved**

Lloyds Bank Invoice No 454588987	£6.25
Bank Charges 10/03/2025 – 09/04/2025 to be Debited 20/05/2025	
Lloyds Bank Invoice No 457007941	£4.75
Bank Charges 10/04/2025 – 09/05/2025 to be Debited 22/06/2025	
Lloyds Bank Invoice No 459493823	£7.25
Bank Charges 10/05/2025 – 05/06/2025 to be Debited 22/07/2025	
Lloyds Bank Invoice No 461789345	£5.75
Bank Charges 10/06/2025 – 09/07/2025 to be Debited 22/08/2025	

### 5.3 **Bank Balances**

Community Account	@ 2nd May 2025	No 02	£14,087.95
Bank Statement			
Community Account	@ 4th June 2025	No 03	£14,201.69
Bank Statement			
Community Account	@ 4th July 2025	No 04	£12,483.23
Bank Statement			
Community Account	@ 4th August 2025	No 05	£11,369.42
Bank Statement Internet printed			
Community Account	@ 24th August 2025		£6,623.67
Bank Statement			
Community Instant Access Account	@ 2nd May 2025	No S01	£12,430.99
Bank Statement			
Community Instant Access Account	@ 4th June 2025	No S02	£12,439.50
Bank Statement			
Community Instant Access Account	@ 4th July 2025	No S03	£12,447.78
Bank Statement			
Community Instant Access Account	@ 4th August 2025	No S04	£12,454.94
Bank Statement Internet printed			
Community Instant Access Account	@ 24th August 2025		£12,462.82

Proposed by Councillor Mrs Ann Booth Chairman and Seconded by Councillor Mr Richard Fenton

**Bank reconciliations signed for both accounts by the Chairman**

Cheque Signatories:- Councillor Mrs Ann Booth Chairman and Councillor Mr Keith Millington

Signatories added to the Bank Mandate

Councillor Mr Richard Fenton, Councillor Mrs Kharon Nakielny Clerk Mr Malcolm Walker

### 5.4 **National Local Government increase from April 2025 to agreed pay scale and back pay**

The Parish Council unanimously agreed the Clerk's increased Pay Scale and Back Pay

Proposed by Councillor Mr Melvin Jenkins and Seconded by Councillor Mr Keith Millington

### 6.0 **To Receive Reports (if available) from:-**

#### 6.1 Ward Councillor Mr Matthew Engel

See after Item 4.0



## 6.2 Local Police update

No Police present and no report available

## 7.0 Public Question Time

A 10 minute period is to be allocated if required to facilitate any member of the public to address the assembled Parish Councillors.

“Email 1<sup>st</sup> September 2025 09.25 from Andrew Walker reference Neville Arms Abbeydore

Dear Malcolm, My e-mail concerns the coach and two mini-buses in the car park opposite the pub facing the main road. These vehicles are clearly at the end of their life and have now been there for some time. They are a real eyesore as you approach or leave the village.

I have been in touch with Scott Low from the planning department recently and also a couple of years ago requesting they take action to get the vehicles removed. He advised me he is not able or prepared to take action to get the vehicles removed.

Please can the Parish Council offer some form of assistance or advice and what course of action can be progressed to get the vehicles removed. Best Wishes Andrew Walker”

Issue forwarded to Herefordshire Council.

## 8.0 Abbeydore Village Hall

### 8.1 Thank you from Village Hall Committee reference Parish Council Representative

“Email 1<sup>st</sup> July 2025 10.10 from Sylvia Rothwell Abbeydore Village Hall Committee (Chair)

Morning Malcolm. Please thank the Parish Council for considering nominating a Village Hall representative. We understand the reluctance of busy people to make yet another commitment, and thank you for all the hard work you do. If circumstances should change, please bear us in mind.

We have been active with Richard Timney of Community First & Jamie Perry of Talk Community Parish Council and Grants Liaison Officer, Herefordshire Council. We're currently collecting quotes for remedial damp works, internal insulation & further heating improvements prior to applying for available grants.

For our grant applications to be successful, of course, we need to show community support & benefit. We will now forward you, VH Committee Meeting Minutes to keep you updated.

Thank you, Sylvia Rothwell Abbeydore Village Hall Committee (Chair).”

### 8.2 Update reference Village Hall Damp Issues

See Email Item 8.1

## 9.0 Woodland Creation

Consultation reference Wood Pasture and Woodland on a local farm

See after Item 4.0

## 10.0 Highways and Footpaths Issues

### 10.1 To receive new information on Parish Highways & Public Footpaths

Two letters had been received from Open Spaces Society 16<sup>th</sup> August 2025 and 24<sup>th</sup> August 2025 from David Howerski Local Correspondent Open Spaces Society Herefordshire Branch

Reference Public Right of Way defects AD13, AD14, AD20

Reference Public Right of Way defects BK6

All information to be forwarded to Herefordshire Council

### 10.2 Drainage Grant application submitted for 2025-2026

Clerk processing invoices

### 10.3 Update on Parish Lengthsman monthly maintenance schedule

Ongoing works approved by the Parish Council

## 11.0 Parish Noticeboards

### 11.1 Noticeboard at Cockyard now in situ

The Parish Council resolved for the Clerk to purchase sign “**Parish Council Notices**” to be attached to the Noticeboard

### 11.2 The Parish Council resolved for the Clerk to purchase a Noticeboard to be positioned at Bacton Village Hall due to existing one being in a state of disrepair.

Proposed by Councillor Mrs Kharon Nakielny and Seconded by Councillor Mr Keith Millington



## 12.0 Information Sheet

Update on previous action points and a list of correspondence received plus  
Planning Result

16th April 2025

Planning Consultation 250903 The Meadowlands Tremorithic Road Bacton Hereford HR2 0AU

Proposed internal renovation & extension to existing outbuilding into ancillary accommodation adjacent to Upper House Farmhouse

**Planning Consultation Approved 22nd August 2025**

21st July 2025

Planning Consultation 250903252055 The Tin Barn Ewyas Harold Common Hereford HR2 0JG

Proposed variation of condition 2 of planning permission 242753

(Proposed detached garage and store) - amendment to design of garage

**Planning Consultation Still Valid**

Correspondence Received

Email 17th June 2025 12.52 Dear Mr Walker

Further to my recent visit and investigations made, whilst it is accepted that the static caravan currently under repair is now considered lawful due to passage of time, the wooden (cover) structure above and touring caravan adjacent are not considered lawful.

However, as the wooden cover and touring caravan are temporary to enable repairs to the roof of the lawful static caravan, this situation will be revisited in 3 months' time when progress to achieve completion of the repair works and the removal of the wooden cover and touring caravan will be expected. I will update you again in due course.

Kind regards Scott Low Planning Enforcement Officer

Email 4th August 2025 11.48 PKF Littlejohn

HE0001 Receipt of Documents – Notification of Exempt Status 2025

Defibrillators at Abbeydore Village Hall and Bacton Village Hall both checked by the Clerk and are OK  
Friday 27<sup>th</sup> June 2025

Defibrillators at Abbeydore Village Hall and Bacton Village Hall both checked by the Clerk and are OK  
Tuesday 26<sup>th</sup> August 2025

## 13.0 Agenda of Next Meeting

Parish Council Budget 2026-2027

Agree and set Precept for 2026 - 2027

## 14.0 Date, Time and Venue of Next Meeting

Ordinary Parish Council Meeting in Abbeydore Village Hall

Tuesday 4<sup>th</sup> November 2025 at 7.00pm

Parish Council meeting declared closed at 8.0pm

Signed..........

Parish Councillor Mrs Ann Booth Chairman

Dated this day 4<sup>th</sup> November 2025