

# Abbeydore & Bacton Group Parish Council

**Minutes of the Annual Meeting of**  
**Abbeydore and Bacton Group Parish Council**  
**held in Abbeydore Village Hall**  
**on Tuesday 6<sup>th</sup> May 2025**

No ABPC/MW/130

**Present**

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

Clerk Mr M Walker

Prior to the meeting commencing the Accounts File for 2024 – 2025 was checked by Councillor Mrs Kharon Nakielny and no anomalies or discrepancies were found in the paperwork also assessed risk and found no issues.

**Also Present**

One further member of the public

**The Annual Group Parish Council Meeting was formally opened by the Chairman at 7.25pm**

**1.0 Election of Chairman & Vice - Chairman**

Councillor **Mrs Ann Booth** having been nominated unopposed was elected to the post of **Chairman** for the year 2025-2026 and duly signed the appropriate Acceptance of Office form.

Proposed by Councillor Mr Melvin Jenkins and

Seconded by Councillor Mr Keith Millington

Vice – Chairman position vacant

**2.0 Apologies for Absence**

Apologies were received and accepted from Golden Valley South Ward Councillor Mr Mathew Engel, “*Representing the parishes of Abbeydore, Bacton, Craswall, Dulas, Ewyas Harold, Kentchurch, Llancillo, Llanveynoe, Longtown, Michaelchurch Escley, Newton, Rowlestone, St. Margarets, Turnastone, Vowchurch and Walterstone*”

Parish Lengthsman Mr Terry Griffiths and Police Representatives

Locality Steward Mrs Lara Edwards not present

**3.0 Parish Council Co-options**

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

No nominations received

**4.0 Declarations of Interest & Dispensations**

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

There were no declarations of interest made

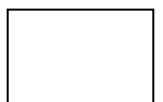
**4.2** To consider any written applications for dispensation

There were no written applications for dispensation made

**5.0 Minutes**

The Minutes of the Ordinary Meeting of Abbeydore & Bacton Group Parish Council

No ABPC/MW/129 held on Tuesday 4<sup>th</sup> March 2025 were confirmed as a true record and signed by the Chairman.



## 6.0 **2024-2025 Income & Expenditure Breakdown**

Spreadsheet for approval

The Clerk presented the 2024 – 2025 Income & Expenditure Breakdown Spreadsheet which following its review was unanimously approved as presented

Proposed by Councillor Mr Keith Millington and

Seconded by Councillor Mrs Ann Booth Chairman

## 7.0 **Annual Governance & Accountability Return (AGAR) 2024-2025**

**7.1** To Receive & Note The Annual Internal Auditors Report 2024-2025 and agree any required action

There were no actions required from the Annual Internal Auditors Report 2024 - 2025 which was received and noted

Proposed by Councillor Mrs Ann Booth Chairman and

Seconded by Councillor Mr Richard Fenton

**7.2** Parish Council to approve Annual Governance Statement (Section 1)

The Annual Governance Statement (Section 1) was approved

Proposed by Councillor Mr Melvin Jenkins and

Seconded by Councillor Mr Keith Millington

**7.3** Annual Accounting Statements 2024 - 2025 (Section 2) for approval

The Annual Accounting Statements 2024 - 2025 (Section 2) was approved

Proposed by Councillor Mrs Kharon Nakielny and

Seconded by Councillor Mr Keith Millington

**7.4** AGAR 2024-2025 Certificate of Exemption approved

The AGAR 2024 - 2025 Certificate of Exemption was approved

Proposed by Councillor Mr Richard Fenton and

Seconded by Councillor Mr Melvin Jenkins

**7.5** Chairman & Clerk to sign the Annual Governance Statement, Chairman to sign Accounting Statement

The Chairman and Clerk signed the Annual Governance Statement and the Chairman signed the Accounting Statement

**7.6** RFO to set commencement date for the exercise of public rights

The RFO set the commencement date as Monday 3<sup>rd</sup> June 2025 for the exercise of public rights

**7.7** Certificate of Exemption signed by RFO & Chairman

The Certificate of Exemption was signed by the RFO and Chairman

Notice of Public Rights and Publication of Annual Governance & Accountability Return

(Exempt Authority) Accounts for the year ended 31st March 2025

Tuesday 3<sup>rd</sup> June 2025 – Monday 14<sup>th</sup> July 2025

## 8.0 **Financial Report**

Confirmation of Invoices for Payment / Receipts / Bank Balances

### **8.1 Payments**

HMRC 4<sup>th</sup> 1/4 Payment January February March £276.80

**Cheque Number 001045** {paid 31<sup>st</sup> March 2025

**Terry Griffiths Contracts TGC3120** £528.00

Roads - Routine maintenance February 2025 (1) Orange 27-02-25 TGC3120

Description of work carried out: - Specific Task

C1212. Abbeydore Court Area Blocked drain clearing-see report.

B4347 Dore Abbey Area Drains blocked-see report

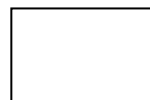
Routine Maintenance Scope of Works As Required.

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 B4347- from C1212 to The Old Rectory Area	
C 1209- from B4347 to Bacton Village Hall area	
C1224	
C 1221-From C 1225 north to parish boundary	
C1223- from C1224 to C1222	
C 1222- from C 1223 east to parish boundary	Materials Marker Spray
<b>*Joint Cheque Number 001048</b>	
<b>Terry Griffiths Contracts TGC3157</b>	£528.00
Roads - Routine maintenance March 2025 (1) 14-03-25 Invoice No TGC3157	
Description of work carried out: - Specific Task B4347 Old Rectory Area Check drainage network	
Routine Maintenance Scope of Works As Required	
Clear grids and clean out road gullies	Check connecting pipe
Clear ditch leads	Clear headwalls
Strim round street furniture	Strim round grit bins
Wash off street signs	
Roads Covered	
C1222-Within parish boundary	
C1223	
C1224	
C1221-Within parish boundary	
C1225	
Materials Marker Spray Notes	
<b>*Joint Cheque Number 001048</b>	
Lloyds Bank Invoice No 452150591	£4.75
Bank Charges 10/02/2025 – 09/03/2025 to be debited 22/04/2025	
Clerk’s Salary April 2025 Gross	£461.34
Mileage	£4.32
Potage	£2.55
Village Hall Electric	£3.00
Tax £92.20 NIC £0.00	
<b>**Parish Council Contribution NIC</b>	<b><u>£6.65</u></b>
Nett Pay £379.01	
<b>Cheque Number 001049</b>	
Mrs J Watson Internal Auditor 2024 - 2025	£40.00
Reference A&BGPC 06/05/2025	
<b>Cheque Number 001050</b>	
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
Potage	£6.22
Tax £92.20 NIC £0.00	
<b>**Parish Council Contribution NIC</b>	<b><u>£6.65</u></b>
Nett Pay £384.59	
<b>Cheque Number 001052</b>	
Dore Abbey PCC Church Fund Remittance Advice ABPC 07/01/2025	£140.00
<b>*Cheque Numbers 001040 &amp; 001047 DESTROYED {wrong Payee on cheques}</b>	
Abbeydore Church Remittance Advice ABPC 07/01/2025	£140.00
Replacement cheque to be authorised {see above}	
<b>*Cheque Number 001054</b>	

### 8.1 Receipts

15 <sup>th</sup> April 2025	Herefordshire Council BACS Remittance Advice	£5,100.00
Ref 40063366 Part I Precept 2025 – 2026		
6 <sup>th</sup> April 2025	VAT Refund Claim 01/04/2024 – 31/03/2025	£1,034.80
Reference HMRC VTR XCV126000106810		
Received 9 <sup>th</sup> April 2025		

Resolved unanimously **that all payments are approved**

### 8.1 Bank Balances

Bank Statement @ 4<sup>th</sup> March 2025

<b>Community Account</b>	No 11	£9,781.38
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Bank Statement @ 4<sup>th</sup> April 2025

<b>Community Account</b>	No 12 / 01	<b><u>£8,851.14</u></b>
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#### **End of Year Total**

<b>Community Account @ 4<sup>th</sup> April 2025</b>	No 12/01	£8,574.34
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Bank Statement @ 3 <sup>rd</sup> May 2025		£14,087.95
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<b>Community Instant Access Account</b>	No S11	£12,411.26
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Bank Statement @ 4<sup>th</sup> March 2025

**Community Instant Access Account**

Bank Statement @ 4 <sup>th</sup> April 2025	No S12	<b><u>£12,420.78</u></b>
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#### **End of Year Total**

**Community Instant Access Account**

Bank Statement @ 3 <sup>rd</sup> May 2025		£12,430.99
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Proposed by Councillor Mrs Ann Booth Chairman and  
Seconded by Councillor Mr Richard Fenton

Bank reconciliations signed for both accounts

*Cheque signatories are Councillor Mrs Ann Booth,  
Councillor Mr Keith Millington and Councillor Mr Richard Fenton*

### 8.2 To consider Appointment of Mrs J Watson as Internal Auditor & Scope of Audit 2025-2026

The re-appointment of Mrs J Watson was unanimously approved

The Scope of Internal Audit and Internal Audit Plan was agreed and signed by the Chairman

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

### 8.3 To update Lloyds Bank Mandate if required

Lloyds Bank Mandate ongoing

### 8.4 Parish Council Insurance review for 2025-2026

Parish Council Insurance due 1<sup>st</sup> June 2025 – 31<sup>st</sup> May 2026

Clerk instructed to pay insurance when the invoice is received

### 8.5 Pensions Regulator Letter

Acknowledge of Re-declaration of Compliance for Mr Malcolm Walker Parish Council Clerk  
to be updated on line by the Clerk

## 9.0 **Election of Delegates & Reports**

To nominate Delegates to:-

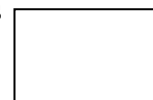
**Abbeydore Village Hall Committee**

No Delegate nominated

Clerk to ask for copies minutes etc. after meetings to keep the Parish Council up to date

**Bacton Village Hall Committee**

Councillors Mr Richard Fenton, Mr Melvin Jenkins and Mr Keith Millington as Delegates



## **The William Hoskins Charity**

Councillor Mrs Ann Booth Chairman and Councillor Mr Richard Fenton as Delegates

### **10.0 Policy Reviews**

#### **10.1 To formally adopt 2025 version Parish Council's Standing Orders**

The Parish Council unanimously agreed the 2025 version of their Standing Orders signed by Councillor Mrs Ann Booth Chairman, Councillor Mr Richard Fenton and the Clerk

#### **10.2 To formally adopt 2025 version Parish Council's Financial Regulations**

The Parish Council unanimously agreed the 2025 version of their Financial Regulations as presented, signed by Councillor Mrs Ann Booth Chairman, Councillor Mr Richard Fenton and the Clerk

#### **10.3 To formally adopt 2024 version Parish Council Transparency Code as presented**

#### **10.4 To review and update as required Parish Council Asset Register**

The Parish Council reviewed their Asset Register.

### **11.0 Parish Lengthsman Grant & Specific Works Programme**

#### **11.1 To confirm new two year (2025-2027) contract with Terry Griffiths (Contracts)**

The Parish Council unanimously confirmed acceptance of a two year contract with Terry Griffiths (Contracts) as Lengthsman

#### **11.2 Lengthsman Grant Application, Contract & Annual Maintenance plan for 2025-2026**

The Parish Council confirmed the Lengthsman Grant Application, Contract & Annual Maintenance plan for 2025-2026

#### **11.3 To receive **new** information on any Parish Highway & Public Footpath Issues**

Email received from a resident reference spraying of roadside verges

Balfour Beatty verge spraying maintenance plan as in previous years

Duffryn flooding problems still unresolved

#### **11.4 To agree Specific Lengthsman Programme of works**

The Parish Council confirmed the Specific Lengthsman Programme of works for this fiscal year

Terry's contact is Councillor Mr Keith Millington

### **12.0 Planning Consultation**

No 250903 The Meadowlands, Tremorithic Road Bacton HR2 0AU

Proposed internal renovation and extension to existing outbuilding into ancillary accommodation

Email reply Submitting a general comment

While the Parish Council have not raised any objections they wish to comment that should the outbuilding become a let of any description then all relevant regulations should be complied with Reference Number FS-Case-714194916

### **13.0 Information Sheet (Not covered by an agenda item and (**for information only**))**

#### **Planning Result**

27<sup>th</sup> June 2024

Planning Consultation 241601 Hollingwood Farm Abbeydore Hereford HR2 0JQ  
Change of use of land from agricultural to a small-scale touring caravan site for holidays (retrospective).

#### **Planning Permission Granted 17<sup>th</sup> April 2025**

22<sup>nd</sup> November 2024

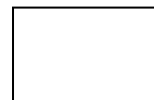
Planning Consultation No 242753 The Tin Barn Ewyas Harold Common HR2 0JG. Proposed Detached Garage and Store

#### **Planning Permission Granted 2<sup>nd</sup> April 2025**

#### **Correspondence received**

30<sup>th</sup> April 2025

Email received reference caravan next to Dore Abbey  
Clerk refereed information to Herefordshire Council  
File opened "Alleged Breach of Planning Control"



**14.0 Agenda of Next Meeting**

To receive requests for items to be on the Agenda of the next meeting  
Village Hall Damp issues

**15.0 Date, Time and Venue of Next Meeting**

Confirmed that the next meeting will be an Ordinary Meeting of the Group Parish Council and will be held on Tuesday 1<sup>st</sup> July 2025 in Abbeydore Village Hall meeting to commence at 7.00pm

Meeting declared closed at 8.30pm

Signed.....

Chairman Councillor Mrs Ann Booth

Dated this day the 1<sup>st</sup> July 2025

DRAFT