

# Abbeydore & Bacton Group Parish Council

**Minutes of the Annual Meeting of**  
**Abbeydore and Bacton Group Parish Council**  
**held in Abbeydore Village Hall**  
**on Tuesday 5<sup>th</sup> May 2026**

No ABPC/MW/134

**Present**

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

Clerk Mr M Walker

Prior to the meeting commencing the Accounts File for 2025 – 2026 was checked by Councillor Mr Richard Fenton and no anomalies or discrepancies were found in the paperwork also assessed risk and found no issues.

**Also Present**

Golden Valley South Ward Councillor Mr Mathew Engel and one further member of the public

**The Annual Group Parish Council Meeting was formally opened by the Chairman at 7.35pm**

**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 2026-2027 and duly signed the appropriate Acceptance of Office form.

Proposed by Councillor Mr Melvin Jenkins and

Seconded by Councillor Mr Keith Millington

Councillor **Mrs Liberty Nimmo** having been nominated unopposed was elected to the post of **Vice - Chairman** for the year 2026-2027 and duly signed the appropriate Acceptance of Office form.

Proposed by Councillor Mrs Ann Booth Chairman and

Seconded by Councillor Mrs Kharon Nakielny

**2.0 Apologies for Absence**

No apologies were received from Parish Councillors as all were present

Apologies were received from Parish Lengthsman Mr Terry Griffiths and Police Representatives

**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

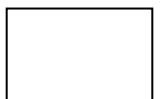
**5.0 Minutes**

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

No ABPC/MW/133 held on Tuesday 3<sup>rd</sup> March 2026 were confirmed as a true record and signed by the Chairman.

Proposed by Councillor Mrs Kharon Nakielny and

Seconded by Councillor Mrs Liberty Nimmo



## 6.0 **2025-2026 Income & Expenditure Breakdown**

Spreadsheet for approval

The Clerk presented the 2025 – 2026 Income & Expenditure Breakdown Spreadsheet which following its review was unanimously approved as presented

Proposed by Councillor Mrs Ann Booth Chairman and

Seconded by Councillor Mr Keith Millington

## 7.0 **Annual Governance & Accountability Return (AGAR) 2025-2026**

7.1 To Receive & Note The Annual Internal Auditors Report 2025-2026 and agree any required action

There were no actions required from the Annual Internal Auditors Report 2025 - 2026 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 2025 - 2026 (Section 2) for approval

The Annual Accounting Statements 2025 - 2026 (Section 2) was approved

Proposed by Councillor Mrs Kharon Nakielny and

Seconded by Councillor Mr Keith Millington

7.4 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

7.5 RFO to set commencement date for the exercise of public rights Wednesday 3<sup>rd</sup> June 2026

The RFO set the commencement date as Wednesday 3<sup>rd</sup> June 2026 for the exercise of public rights

Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return Accounts for the year ended 31st March 2026

Wednesday 3<sup>rd</sup> June 2026 – Tuesday 14<sup>th</sup> July 2026

## 8.0 **Financial Report**

Confirmation of Invoices for Payment / Receipts / Bank Balances

### 8.1 **Payments**

HMRC 4<sup>th</sup> ¼ Payment January February March £328.89

**Cheque Number 001082**

{paid 31<sup>st</sup> March 2026}

Terry Griffiths Contracts TGC3760 £587.16

Account Roads - Specific Task February 2026 (2) Invoice No TGC3760

Description of work carried out: - Specific Task- High Pressure Drain Jetting Scope of Works

Jet and flush out ducted drainage networks

C1209

Drainage network from B4347 to end of network

C1209

Near lower Grange Farm

Piped rip into adjacent field

C1209

Upper Grange Farm Area

From road gully to ditch outfall

U74209

Cym Cottage

Clear blocked entrance Culvert

C1221



Cockshoot Wood Corner-Duffryn Farm

Road culvert- clearance failed

**\*Joint Cheque Number 001083**

Terry Griffiths Contracts TGC3825

£587.16

Account Roads - Routine maintenance March 2026 (1) date of visit 23-03-26 Inv No TGC3825

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

C1222- with parish boundary

C1223-from c1222 to C1224

C1224-from C1223 B4347

C1221- within parish boundary

Materials Marker Spray

**\*Joint Cheque Number 001083**

Terry Griffiths Contracts TGC3831

£587.16

Account Roads - Routine maintenance March 2026 (3) date of visit 26-03-36 Inv No TGC3831

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 sign

Report defects not rectified on the visit date to PLLO

C1212- from B4347 to parish boundary

C1225- from C1212 to C1221

C1209- from B4347 to parish boundary

U74209- from U74213 to parish boundary

U74213- from B4347 to parish boundary

U74211

U74212 Materials Marker Spray

**\*Joint Cheque Number 001083**

Terry Griffiths Contracts TGC3826

£2,684.28

Account Roads -LDG March 2026 (2) Invoice No TGC3826

Description of work carried out: - Local Drainage Grant ABPC 2526 002

From C1221 junction to Lower Jury Farm

8 locations east and west of the road

Clear silt and debris from ditches

Clear grips and reform leads

Clear and form ditch leads

Clear headwalls

**\*Joint Cheque Number 001083**

**Total £4,445.76**

Clerk's Salary April 2026 Gross

£491.88

Mileage

£13.10

Postage

£3.44

Computer Software {1/4 share}

£45.00

Tax £98.20 NIC £0.00

**\*\*Parish Council Contribution NIC**

**£11.23**

Nett Pay £455.22 {Bank Transfer Test Payment}

**Transfer Payment 01/05/2026 1.33pm 001 Approved Councillor Mr Richard Fenton**

Mrs J M Watson Internal Auditor 2025/2026

£40.00

Reference A&BGPC 05/05/2026

**Cheque Number 001084**

6<sup>th</sup> April 2026 Zurich Insurance

£242.66

Invoice No 554849008 01/06/2026-31/05/2027

{Zurich Insurance 01/06/2025 – 31/05/2026 £230.12}

**Transfer Payment 22/05/2026 002 Approved Councillor Mr Richard Fenton**



|                                                                              |                      |
|------------------------------------------------------------------------------|----------------------|
| TEEC Limited Invoice No INV-5664                                             | £229.20              |
| Hosting 2026/2027 & Domain                                                   |                      |
| <b>Transfer Payment 22/05/2026 003 Approved Councillor Mr Richard Fenton</b> |                      |
| Clerk's Salary May 2026 Gross                                                | £491.88              |
| Mileage                                                                      | £6.98                |
| Postage                                                                      | £14.73               |
| Tax £98.40      NIC £0.00                                                    |                      |
| <b>**Parish Council Contribution NIC</b>                                     | <b><u>£11.23</u></b> |

Nett Pay £415.19

**Transfer Payment 22/05/2026 004 Approved Councillor Mr Richard Fenton**

Resolved unanimously **that all payments are approved**

*Lloyds Bank Invoice No 479005409* £4.75

*Bank Charges 10/01/2026 – 09/02/2026 to be Debited 23/03/2026*

*Lloyds Bank Invoice No 481499778* £4.25

*Bank Charges 10/02/2026 – 09/03/2026 to be Debited 20/04/2026*

### 8.1 **Receipts**

|                             |                                                                                                                                      |           |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 25 <sup>th</sup> March 2026 | Herefordshire Council BACS Remittance Advice<br>Reference TGC3760 4263734                                                            | £244.65   |
| 2 <sup>nd</sup> April 2026  | Herefordshire Council BACS Remittance Advice<br>Reference TGC3825 4264911                                                            | £244.65   |
| 2 <sup>nd</sup> April 2026  | Herefordshire Council BACS Remittance Advice<br>Reference TGC3831A 4264940                                                           | £217.50   |
| 9 <sup>th</sup> April 2026  | VAT Claim 01/04/2025 – 31/03/2026 submitted<br>Reference VTR XCV126000106810<br>Payment received 9 <sup>th</sup> April 2026          | £2,943.81 |
| 10 <sup>th</sup> April 2026 | Herefordshire Council BACS Remittance Advice<br>Reference TGC3826 4265748                                                            | £2,236.90 |
| 17 <sup>th</sup> April 2026 | Herefordshire Council BACS Remittance Advice<br>Precept Part 1 2026-2027                                                             | £5,600.0  |
| 17 <sup>th</sup> April 2026 | Herefordshire Council Purchase Order 11248503<br>Grants - Authorised - to be paid after works completed                              | £7,200.00 |
| 1 <sup>st</sup> May 2026    | Herefordshire Council Purchase Order 11250057<br>Grants - Authorised - to be paid after works completed<br>Lengthsman Scheme 2026/27 | £1,998.00 |

### 8.1 **Bank Balances**

|                                          |                               |        |                          |
|------------------------------------------|-------------------------------|--------|--------------------------|
| <b>Community Account</b>                 | @ 2 <sup>nd</sup> April 2026  | No 12  | <b><u>£8,262.69</u></b>  |
| Bank Statement                           | <b>End of Year Balance</b>    |        |                          |
| <b>Community Account</b>                 | @ 2 <sup>nd</sup> April 2026  | No 01  | £7,502.84                |
| Bank Statement                           |                               |        |                          |
| <b>Community Account</b>                 | @ 23 <sup>rd</sup> April 2026 | No 02  | £18,741.45               |
| Bank Statement                           |                               |        |                          |
| <b>Community Account</b>                 | @ 2 <sup>nd</sup> May 2026    | No 03  | £9,241.45                |
| Bank Statement                           |                               |        |                          |
| <b>Community Account</b>                 | @ 2 <sup>nd</sup> May 2026    | No 04  | £4,340.47                |
| Bank Statement                           |                               |        |                          |
| <b>Commercial Instant Access Account</b> | @ 2 <sup>nd</sup> April 2026  | No S09 | <b><u>£12,505.18</u></b> |
| Bank Statement                           | <b>End of Year Balance</b>    |        |                          |
| <b>Commercial Instant Access Account</b> | @ 2 <sup>nd</sup> May 2026    | No S01 | £22,010.49               |
| Bank Statement                           |                               |        |                          |

23<sup>rd</sup> April 2026 Transfer from **Community** Account to  
**Commercial Instant Access** Account £12,000.00



26<sup>th</sup> April 2026 Transfer from **Commercial Instant Access** Account to **Community** Account to £2,500.00

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

Bank reconciliations signed for both accounts

*Cheque Signatories Councillor Mrs Ann Booth Chairman and Councillor Mr Keith Millington  
Signatories added to the Bank Mandate*

*Councillor Mr Richard Fenton Internet Access Authorisation Granted*

*Councillor Mrs Kharon Nakielny and*

*Clerk Mr Malcolm Walker Internet Access Authorisation Granted*

**8.2** To consider Appointment of Mrs J M Watson as Internal Auditor & Scope of Audit 2026-2027

The re-appointment of Mrs J M 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 Richard Fenton

**8.3** To update Lloyds Bank Mandate if required

Lloyds Bank Mandate ongoing

Electronic Access required for Councillor Mrs Ann Booth Chairman,

Councillor Mr Keith Millington and Councillor Mrs Kharon Nakielny

**8.4** Parish Council Insurance review for 2026-2027

Parish Council Insurance due 1<sup>st</sup> June 2026 – 31<sup>st</sup> May 2027

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

Minutes etc. after meetings being received so as to keep the Parish Council up to date

*MINUTES OF ABBEY DORE VILLAGE HALL MEETING WEDNESDAY 25th February 2026 7PM*

*PRESENT: Sylvia, Sally, Joyce, Sharon, Sarah and Stella*

*APOLOGIES: None, All present*

*Sylvia welcomed everyone and the Minutes from the previous meeting (25/6/25) were approved*

*ACCOUNT BALANCES: as at 25/02/2026: Current £578.32 Deposit £21,119.15*

*Transactions since year end accounts (31/12/2025)*

*Receipts £106.48*

*£90.00 K Kalkwarf (Yoga) £16.48 Deposit a/c interest*

*Payments £948.71*

*£163.08 EDF Manual Meter £22.33 EDF Smart Meter £15.00 J Seaborne*

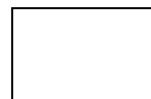
*£50 C Griffiths £155.43 EDF Manual Meter £21.89 EDF Smart Meter*

*£25.00 J Seaborne £495.98 Allied Westminster*

*The Committee agreed to put £10,000 into a High Interest account for a year to get a better interest rate (Sally will contact NatWest as the Hall accounts are with them). The current account has needed topping up from the Reserve so this will assist with extra income for expenses.*

*VILLAGE HALL YEAR END 2025 ACCOUNTS:*

*The members looked over the accounts and were very pleased with the Hall's usage for the year. We all agreed that we need to increase the hire charge to cover the electricity and formulate a more formal agreement. Sylvia has chased payments from some of the hires, a cheque in payment for one had not been filled out correctly and Stella was going to get them to correct it before it can be put in the bank.*



We also need to get the payment from Abbey Tots which has not been paid for some time - Sally will contact them and agree a payment for the year and how they will pay moving forward. The accounts for 1 Jan 2025 to 31 Dec 2025 were agreed with an ending balance for the Current Account of £1437.03 and Reserve Account balance of £21,102.67.

#### **HALL REMEDIAL DAMP WORK:**

Sylvia has managed to get quotes for the damp work:

Town & Country - DPC only £16,620 DPC + Internal wall installation £28,200

Dampcure External repointing, check roof, treat bricks £1,800 DPC £27,500

Spot on – withdrawn.

After some discussion the committee decided to leave the internal wall installation unless we get a grant at some point in the future. Richard from The village Hall Network had sent a stream of emails with information about grants but nothing that we could access at this time. We decided to go with the Dampcure quote for External repointing, checking the roof and treating the bricks at a cost of £1,800, Sylvia will let them know.

#### **OTHER HALL MAINTENANCE AND IMPROVEMENTS**

Gutter & Drains Clearing will be done by Martyn with assistance from Graeme at a date to be agreed between them.

Water Heating – Plumber Steven Bennett will consult with Electrician Martin Watkins to find out if the Hall's electricity system can support two smaller water heaters, one for the Kitchen and one for the toilets. Sarah will show Sylvia the system she has which may be exactly what is needed.

#### **MANAGING USE OF ELECTRICITY**

Sylvia made the committee aware that the hall electricity is supplied via two meters, a smart meter and a manual meter. The smart meter supply is interfaced by the £1 coin meter. All electricity used in the kitchen and the three main hall infrared heaters require the coin meter. The manual meter charges a day and night rate for other electricity usage, significantly the main hall radiators.

Whilst holding the meeting the four main hall radiators were switched on at 6.45pm and all set to warm the hall to 25 degrees. 1.5 hours later they had used 11 units costing £2.83.

It was agreed that the radiators were probably left on after the Hall had been hired so we would need to get a solution to stop this happening again. Sylvia would check with the Electrician, Martin if we could use the lock controls and be able to set the heaters to automatically switch off after 2 hours. We could also purchase timers to put on the plugs if this is not possible to set up.

#### **HALL EVENTS**

The Quiz with a Twist was, once again, a great success and all members agreed the increase to £10 a ticket had worked well giving a profit of £414.50 (152 of that being from the raffle).

Sylvia suggested Computer Classes in the hall, possibly once a week with a 2 hour long session in the morning to assist the local community with general IT and online issues such as using Ebay. Stella is going to ask her contact if they would be interested and Sylvia is happy to run some sessions, but we all agreed it sounded like a very good idea.

#### **HALL DIARY**

The Hall diary has the usual bookings of Yoga and Abbey Tots with the Ewyas Harold Common Trust now using it for their meetings. Paul Spicer will be booking the hall again in July.

It was quickly mentioned that the insurance company wanted to know who owned the Hall and we thought the Parish Council owned it and if we should renew with the Village Hall Network but no decision was made. The Fire Checks had been organised for 2nd March but none of the members could attend so Sally was going to rearrange it.

The next meeting date is to be confirmed by Sylvia via email.

With no other business to discuss the Chairman thanked members for their attendance and closed the meeting.

#### **Bacton Village Hall Committee**

Councillors Mr Melvin Jenkins and Mr Keith Millington as Delegates

#### **The William Hoskins Charity**

Councillors Mrs Ann Booth Chairman and Mr Richard Fenton as Delegates



## **10.0 Policy Reviews**

### **10.1 To formally adopt 2026 version Parish Council's Standing Orders**

The Parish Council unanimously agreed the 2026 version of their Standing Orders signed by Councillor Mrs Ann Booth Chairman, Councillor Mr Richard Fenton and the Clerk

### **10.2 To formally adopt 2026 version Parish Council's Financial Regulations**

The Parish Council unanimously agreed the 2026 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 2026 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 second year (2026-2027) of a two year 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 2026-2027**

The Parish Council confirmed the Lengthsman Grant Application, Contract & Annual Maintenance plan for 2026-2027

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

Issues on-going

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

The Parish Council confirmed the Specific Lengthsman Programme of works for this fiscal year 2026 2027. Available for the area 9 days  
Terry's contact is Councillor Mr Keith Millington

## **12.0 Planning Consultation**

Planning Consultation 260873 - Ponty Pinna Vowchurch Hereford HR2 0QE

Planning Permission and {Listed Building Consent 260874} Rebuilding of collapsed building

No objections raised from the Parish Council

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

### **Planning Result**

10th September 2025

Planning Consultation 252506 The Meadowlands Bacton Hereford HR2 0AU

Proposed internal renovation and extension to existing outbuilding into ancillary accommodation adjacent to Upper House Farmhouse  
Type Listed Building Consent

### **Planning Permission Granted 18th February 2026**

19th January 2026

Planning Consultation 253690 Barn at Lower Jury Farm Wormbridge Hereford

Change of use and conversion of barn to self-build dwelling (Use ClassC3)

Type Planning Permission

### **Planning Permission Granted 27th March 2026**

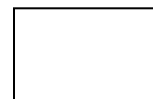
### **Correspondence Received**

New Noticeboard now situ at Bacton Village Hall

25<sup>th</sup> April 2026 Defibrillators at Abbeydore Village Hall and Bacton Village Hall both checked by the Clerk and both OK

May 2026 Defibrillators at Abbeydore Village Hall and Bacton Village Hall both checked by the Clerk and both OK

Abbeydore Village Hall "PADS" require replacing  
Clerk instructed to order replacements



**14.0 Agenda of Next Meeting**

To receive requests for items to be on the Agenda of the next meeting  
£1,000.00 per Ward for Community Projects to be awarded before December 2026

**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 7<sup>th</sup> July 2026 in Abbeydore Village Hall meeting to commence at 7.00pm

Meeting declared closed at 8.21pm

Signed.....

Chairman Councillor Mrs Ann Booth

Dated this day the 7<sup>th</sup> July 2026

DRAFT