

Abbeydore & Bacton Group Parish Council

Minutes of the Annual Meeting of
Abbeydore and Bacton Group Parish Council
held in Abbeydore Village Hall
on Tuesday 5th 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

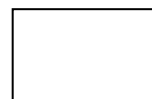
5.0 Minutes

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

No ABPC/MW/133 held on Tuesday 3rd 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 2026 – 2027 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) 2026-2027

7.1 To Receive & Note The Annual Internal Auditors Report 2026-2027 and agree any required action

There were no actions required from the Annual Internal Auditors Report 2026 - 2027 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 2026 - 2027 (Section 2) for approval

The Annual Accounting Statements 2026 - 2027 (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 3rd June 2026

The RFO set the commencement date as Wednesday 3rd 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 3rd June 2026 – Tuesday 14th July 2026

8.0 Financial Report

Confirmation of Invoices for Payment / Receipts / Bank Balances

8.1 Payments

HMRC 4th ¼ Payment January February March £328.89

Cheque Number 001082

{paid 31st 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

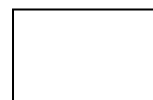
From road gully to ditch outfall

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

Transfer Payment 01/05/2026 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

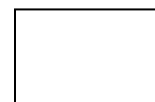
6th April 2026 Zurich Insurance

£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	
Transfer Payment 22/05/2026 003 Approved Councillor Mr Richard Fenton	
Clerk's Salary May 2026 Gross	£491.88
Mileage	£6.98
Postage	£14.73
Tax £98.40 NIC £0.00	
**Parish Council Contribution NIC	£11.23
Nett Pay £415.19	

Transfer Payment 01/05/2026 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 th March 2026	Herefordshire Council BACS Remittance Advice Reference TGC3760 4263734	£244.65
2 nd April 2026	Herefordshire Council BACS Remittance Advice Reference TGC3825 4264911	£244.65
2 nd April 2026	Herefordshire Council BACS Remittance Advice Reference TGC3831A 4264940	£217.50
9 th April 2026	VAT Claim 01/04/2025 – 31/03/2026 submitted Reference VTR XCV126000106810	£2,943.81
10 th April 2026	Payment received 9 th April 2026 Herefordshire Council BACS Remittance Advice Reference TGC3826 4265748	£2,236.90
17 th April 2026	Herefordshire Council BACS Remittance Advice Precept Part 1 2026-2027	£5,600.0
17 th April 2026	Herefordshire Council Purchase Order 11248503 Grants - Authorised - to be paid after works completed	£7,200.00
1 st May 2026	Herefordshire Council Purchase Order 11250057 Grants - Authorised - to be paid after works completed Lengthsman Scheme 2026/27	£1,998.00

8.1 Bank Balances

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

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



26th 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 1st June 2026 – 31st 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

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

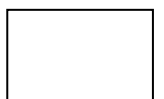
10.2 To formally adopt 2026 version Parish Council's Financial Regulations

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

25th 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 7th 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 7th July 2026