

Parish Councillors, you are hereby summoned to a meeting of

Dinedor Parish Council

will be held on Tuesday 20th January 2026 at 6.00pm

At Dinedor Village Hall

AGENDA

1. To receive Apologies, Declarations of Interest and requests for dispensations
2. Minutes
To approve the minutes of the meeting held on [18th November 2025](#)
3. Public participation:
 - 3.1 Ward Councillors Report
 - 3.2 Matters raised by members of the public in attendance
 - 3.3 Police Matters
To consider any amendment to policing priorities
4. Information item: Clerks Report
5. Financial Matters:
 - 5.1 To authorise payments made since last meeting:
 - PrintPlus
Printing November Newsletter £55.00
 - HMRC
Tax & NI due on November salaries £108.01
(paid 17.12.2025)
 - Unity Bank
Bank charges paid 31.12.2025 £6.00
 - 5.2 To authorise payments now due:
 - M.J. & L.D.G. Meredith
 - Installation of gates under footpath grant £470.00
 - VAT thereon £94.00
 - Total £564.00
 - Votex UK Ltd
 - Hire of equipment with operator £500.00
 - VAT thereon £100.00
 - Total £600.00
 - HALC
 - Meeting locum cover £275.00
 - VAT £55.00
 - Total £330.00
 - HMRC
 - Tax & NI due on December salaries £205.41
 - Unity Bank
 - Bank charges due 31.1.2026 £6.00
 - 5.3 To note receipts, if any, since the last meeting
 - Bank interest received 31.12.2025 £16.99
 - 5.4 To note budget review for current year, account balances and bank reconciliation as at the date of the meeting

- 5.5 To consider and agree draft budget for 2026-7
- 5.6 To consider and agree precept request for 2026-7
- 5.7 To consider and agree risk assessment for year to 31.3.2026
- 6. Planning Matters
 - 6.1 To consider planning applications now due for observations:
 - 6.1.1 Ref: 253089
 - Site: Land at Glebe Farm, Dinedor
 - Dev: Erection of ten dwellings and associated works
 - 6.2 To note planning applications notified for permitted development, if any
 - 6.3 To note planning decisions by Herefordshire Council since the last meeting
 - 6.4 To consider creating a s106 wish list
- 7. Highway Matters
 - 7.1 Lengthsman Scheme report
 - 7.2 Update on drainage scheme funding application
 - 7.3 To consider approval to proceed on funded drainage project(s)
 - 7.4 Footpath Officer Report
 - 7.5 Public Rights of Way Funding
 - 7.5.1 Update on PROW funded activities
 - 7.5.2 To authorise the Clerk in conjunction with Cllr. M. Louch to agree projects and expenditure in accordance with the agreed Public Rights of Way funding application (minute ref. 54.4/2025) up to a maximum expenditure of £5,216 to include labour and materials
 - 7.6 Update on Traffic calming measures within the village and to seek approval for potential traffic regulation order for speed limits to be introduced
- 8. Dinedor Camp
 - 8.1 To note report from Dinedor Camp Steering Group
 - 8.2 Update on work by Herefordshire Council consultant regarding Dinedor Camp road responsibilities
- 9. Village Hall Matters
- 10. To agree draft IT policy
- 11. To consider requests for councillor training, if any
- 12. Information item: Reports from Councillors
- 13. Date of next meeting and items for the agenda

Liz Kelso

Clerk, Dinedor Parish Council
c/o 5 Deerhurst Drive, Belmont, Hereford HR2 7XX
Tel: 07977675 456

E-Mail: clerk@dinedorparishcouncil.gov.uk. Website: www.Dinedorparishcouncil.gov.uk
Issued: 15.01.2026

Members of the public are welcome to attend meetings of the parish council and may, at the discretion of the Chair, speak on some agenda items. In the interests of the health and well being of councillors, staff and members of the public in attendance, please do not attend the meeting if you are unwell.

For further information about the work of the parish council or meeting procedures, please contact the Parish Clerk at the address above.

Dinedor Parish Council

Bank Reconciliation

Year to 31.3.2026

Opening Balance	£ 8,773.69
Add receipts	£ 17,533.14
Less expenditure	£ 14,547.27
Balance	£ 11,759.56

Meeting:

Per bank statement: 31.12.2025

20446000	£ 8,659.09
205512154	£ 3,100.47

Add: Receipts since statement
Less: Payments since statement

£ 11,759.56

Income

	Year to 31.3.2025	Budget 2025-6	Actual to 31.12.2025	Forecast 2025/6	Proposed 2026/7
Precept	£ 9,500.00	£ 11,000.00	£ 11,000.00	£ 11,000.00	£ 12,000.00
Grants	£ -	£ 6,879.00	£ 3,437.00	£ 3,907.00	£ 2,237.00
Outdoor Centre Insurance					assumes agreed drainage grant paid 2026/7
reimbursement	£ 1,069.44	£ 1,200.00	£ 781.12	£ 781.00	£ 800.00
Transmitter income	£ 2,000.00	£ 2,000.00		£ 2,000.00	£ 2,000.00
VAT reclaim	£ 621.25	£ 2,262.81	£ 2,262.81	£ 2,262.81	
Bank Interest	£ 48.26	£ 25.00	£ 52.21	£ 70.00	£ 70.00
Total income:	£ 13,238.95	£ 23,366.81	£ 17,533.14	£ 20,020.81	£ 17,107.00

Expenditure

<u>General Expenditure</u>										
Staff costs	£	5,667.28	£	6,200.00	£	4,374.33	£	6,000.00	£	6,000.00
General Office Costs	£	461.57	£	1,000.00	£	553.24	£	1,000.00	£	750.00
Room Hire	£	264.00	£	300.00	£	192.00	£	300.00	£	250.00
Insurance	£	1,805.46	£	2,000.00	£	1,832.58	£	1,832.58	£	2,000.00
Lengthsman/drainage Scheme	£	1,864.00	£	2,950.00	£	3,778.60	£	5,200.00	£	1,500.00
Repairs & Maintenance - Other (Footpaths)			£	3,929.00	£	148.15	£	5,216.00		
Repairs & Maintenance - Camp	£	8,105.49	£	3,250.00	£	1,372.09	£	1,900.00	£	3,000.00
Purchases, other	£	-	£	600.00	£	-	£	600.00	£	500.00
Subscriptions	£	483.48	£	600.00	£	-	£	600.00	£	600.00
Audit Fees	£	283.25	£	510.00	£	332.90	£	333.00	£	350.00
Election costs	£	-	£	-	£	-	£	-		
Advertising/publicity	£	-	£	-	£	-	£	-		
Training	£	50.00	£	60.00	£	-	£	60.00	£	60.00
Website	£	225.00	£	250.00	£	225.00	£	250.00	£	250.00
Newsletter	£	330.00	£	330.00	£	275.00	£	330.00	£	350.00
Miscellaneous	£	-	£	100.00	£	-	£	-	£	100.00
VAT	£	2,262.81			£	903.38	£	1,000.00		
<u>Other Expenditure</u>										
Legal costs	£	-	£	-	£	-	£	-		
Neighbourhood Plan	£	-	£	-	£	-	£	-		
Donations & Grants	£	560.00	£	1,000.00	£	560.00	£	560.00	£	1,000.00
Total Expenditure	£	22,362.34	£	23,079.00	£ 14,547.27	£		25,181.58	£	16,710.00
Net expenditure:	-£	9,123.39	£	287.81	£	2,985.87	-£	5,160.77	£	397.00

Reserves:

Opening Balance	£	17,897.08	£	8,773.69	£	8,773.69	£	8,773.69	£	3,612.92
Add: Net expenditure	-£	9,123.39	£	287.81	£	2,985.87	-£	5,160.77	£	397.00
Closing Balance:	£	8,773.69	£	9,061.50	£	11,759.56	£	3,612.92	£	4,009.92
Tax Base				141.86						142.2
Per Band D equivalent			£	77.54					£	84.39

Dinedor Parish Council Risk Assessment and Statement of Internal Control for year ending March 2026

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable Dinedor Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

FINANCIAL AND MANAGEMENT

Subject	Risk(s) identified	Impact	Probability	Management/control of Risk	Review/Assess/Revise
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	H	L	Councillors receive regular monitoring reports which set out the actual expenditure and projections for the forthcoming year. The draft annual budget for the forthcoming year is presented under budget headings and presented to Members with projects identified. The budget is then used to agree and resolve for the level of precept to be requested for the forthcoming year from Herefordshire Council. The Clerk submits this to Herefordshire Council and advises the parish council when funds are received.	Existing procedure adequate.
Financial Records	Inadequate records Financial irregularities	M M	L L	The Council has Financial Regulations which sets out the requirements Internal audit reviews compliance with Financial Regulations and reports to Councillors at least annually	Existing procedure adequate Review the Financial regulations annually.
Bank and banking	Banks mistakes	L	L	The Council has Financial Regulations which set out banking requirements Monthly bank reconciliation undertaken and results presented to Councillors	Existing procedure adequate Bank reconciliation to be signed by Chair

Risk Assessment and Statement of Internal Control to be considered by Dinedor Parish Council on 19.1.2026

	Unavailability of cheque signatories	H	M	Payments currently require two signatories. Payments/invoices agreed at meetings. Online banking now in place so payments set up on bank account by Clerk and authorised by two signatories after the meeting approving the payment. Payments may be delayed if signatories are not in attendance at meetings or signatories unavailable for online authorisation	Existing provision adequate – 4 out of 5 councillors as signatories
Reporting and auditing	Information communication	L	L	Financial information is a regular agenda item and discussed/reviewed and approved at each meeting and contained in Minutes of meetings	Existing procedures adequate.
Grants	Receipt of grant	L	L	Parish Council does not presently receive any regular grants. Funds received for grants for specific purposes ring fenced and identified in management accounts	Existing procedures adequate. Additional policies can be put in place if required.
Other Income	Advertising revenue from newsletters	L	L	The Parish Council very rarely receives a small amount from advertising in the newsletter, usually in the form of cash which is handed to the Clerk.	Existing procedure requires review. Invoice should be raised and advertiser encouraged to pay by BACS
Grants and support payable	Power to pay Authorisation of Council to pay	L	M	All such expenditure goes through the required Council process of approval, minuted and listed accordingly. Parish Council unable to operate under General Power of Competence following elections in May 2023. Advice sought/provided if payment likely to be outside GPOC	Existing procedure adequate. <i>Councillor and Clerk training recommended</i>
PAYE, Salaries and office costs	Salary paid incorrectly	L	L	Clerk's salary in accordance with national scales and paid monthly by standing order. Tax and national insurance calculated using HMRC Basic Tools software, submitted to HMRC and paid monthly via standing order to avoid late payment penalties when meetings not held.	Existing procedure adequate

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	Fraud or incorrect claims	L	L	Annual PAYE Return required by HMRC before next year reporting can commence Expenses must be approved and claimed in arrears and authorised by full Council.	
VAT	Reclaiming/charging	L	L	VAT on purchases reclaimed annually in accordance with regulations by the Clerk. Internal auditor checks and reports to the Parish Council.	Existing procedure adequate
Annual Governance and Accountability Return	Submit within time limits	L	L	Clerk ensures the AGAR is completed, in accordance with regulations and in line with management accounts. Draft AGAR is submitted to internal auditor as part of the internal audit function and report completed and signed before being submitted to Council within formal meeting for completion and signature. Form is then sent to External Auditor within time frame, if applicable	Existing procedures adequate.
Actions in line with legal powers	Actions Ultra Vires or subject to challenge for legality	M	M	Council no longer operates with General Power of Competence. External legal advice sought if required	Support ongoing CPD training of Clerk. <i>Councillor training</i>
Minutes/agendas/ Notices Statutory Documents`	Accuracy and legality	L	L	Minutes and agenda are produced in the prescribed manner by the Clerk, a minimum of three clear days notice is given of meetings and agendas and minutes posted on parish council website. Minutes are approved and signed at the next Council meeting.	Existing procedures adequate.
	Conduct of meetings	L	L	Meetings format and conduct prescribed by Standing Orders and Code of Conduct and	Members adhere to Code of Conduct

Risk Assessment and Statement of Internal Control to be considered by Dinedor Parish Council on 19.1.2026

				legislation	
Members interests	Conflict of interests Register of members interests	L M	L L	Declarations of interest by members at Council meetings. Register of member's interests forms reviewed regularly.	Existing procedures adequate. Members to receive training if required on Declaring interests and application of the Code of Conduct
Decision Making	Decisions made without adequate background knowledge/expertise	M	L	All decisions made during public meetings for which appropriate notice has been given. Supporting papers provided with background information when agenda is published. Outside advice sought where appropriate and costs included in budget for project/proposal.	Existing procedures adequate <i>Councillor training recommended</i>
Insurance	Meets needs and competitive	M	L	An annual review is undertaken of all insurance arrangements and regular remarketing of portfolio on the advice of brokers. Annual meeting with brokers to confirm requirements prior to renewal and policy details confirmed at renewal by councillors.	Existing procedure adequate.
Data protection	General Data Protection Regulations	M	M	The Parish Council is registered with the Information Commissioners Office with annual renewal of registration	Existing procedures and documentation to be reviewed. Annual GDPR audit to be carried out and results reviewed. <i>Training of Clerk and Councillors required.</i>

Risk Assessment and Statement of Internal Control to be considered by Dinedor Parish Council on 19.1.2026

Freedom of Information	Policy Provision	L	M	The Council has a Model Publication scheme in place. Requests under the Freedom of Information Act can result in substantial work and include potential submission of private equipment of Councillors. All councillors now using separate email accounts for council business	Monitor any requests made under Freedom of Information <i>Procedures to be reviewed in light of new regulations</i>
Health & Safety	Policy Provision	M	M	Risk assessments to be undertaken for all activities and regularly reviewed and updated as circumstances change, <i>to include regular review of work on Dinedor Camp.</i> Risk assessments to be retained by the Clerk All employees and volunteers to be provided with adequate direction and safety equipment to carry out the intended tasks Meeting venue to be assessed for risks to staff, parish councillors and members of the public in attendance	Existing procedures to be reviewed
PHYSICAL EQUIPMENT OR AREAS					
Assets	Loss or damage Risk/damage to third party (ies) property	L	M	An annual review of assets is undertaken for insurance & AGAR provision Annual review of security arrangements for tools and equipment and confirmed with insurance brokers. Review of level of insurance cover and sums insured	Existing procedures adequate
Notice Boards	Risk of damage	L	L	The Parish Council currently has two notice boards. No formal inspection procedures are in	Existing procedures adequate

Risk Assessment and Statement of Internal Control to be considered by Dinedor Parish Council on 19.1.2026

					place but any reports of damage are faults are reported to the Parish Council and dealt with in accordance of the correct procedures of the Council. Both notice boards are in a good state of repair and recently replaced.	
Meeting locations	Adequacy Health & Safety	M	M		The Parish Council meetings are held in the Village Hall which is currently deemed adequate for such purposes. Meetings previously held remotely in accordance with The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020.	Existing procedures adequate
Council records – paper	Loss through: Theft Fire damage	M	M	L	The Parish Council laptop stored at the home of the Clerk. Paper records include historical correspondences, minutes, and bank records. Records to be moved to Records office periodically All current files are stored electronically via the cloud	Current procedures deemed adequate
Council records – electronic	Loss through: Theft, fire damage or corruption of computer	M	M	L	The Parish Council electronic records are stored on the cloud and backed up monthly to external hard drive.	Existing procedures considered adequate <i>Access to laptop and electronic files protected through sealed password document held in physical files. Written procedure required</i>

Risk Assessment and Statement of Internal Control to be considered by Dinedor Parish Council on 19.1.2026



Directorate/Division: Economy and Environment
Team: Development Management
Our Ref: 253089
Please ask for: Awaiting Allocation
Direct line: 01432 260386
Email: planningenquiries@herefordshire.gov.uk
Date: 04/12/2025

Mrs Liz Kelso
Clerk to the Parish
Dinedor PC
5 Deerhurst Drive
Belmont
Hereford
HR2 7XX
clerk@dinedorparishcouncil.gov.uk

Dear Mrs Liz Kelso

APPLICATION NO & SITE ADDRESS: Planning Consultation - 253089 - Land at Glebe Farm, Dinedor, Herefordshire, HR2 6LQ
APPLICATION TYPE: Planning Permission
DESCRIPTION: The erection of ten dwellings and associated works which include: the demolition of existing modern agricultural buildings; creation of a new site access; internal roads connecting the site access to the dwellings; drainage works; engineering works; hard landscaping; and soft landscaping.
GRID REFERENCE: OS 353468, 236681
WEBSITE: www.herefordshire.gov.uk/searchplanningapplications

Please note: Due the high caseloads currently being held by officers we are currently allocating new applications to officers on a capacity basis. This application is currently in a holding pile awaiting the allocation of an officer in the interim please respond using the online comments form.

However, if you are requesting an extension of time in which to make comments, in due course a site visit will be carried out and an appropriate notice erected. Once the site notice has been erected a further 21 day consultation period will be given following the date of the notice is erected therefore before requesting an extension of time you might want to check the website for the current consultation end date. Any requests for extension of time should be emailed to planning_enquiries@herefordshire.gov.uk and someone will assess your request.

We have received an application which affects your Parish. The application is described above and we are seeking the comments or views of your Parish Council. If the land concerned is on or near the parish boundary, we consult both councils as a matter of courtesy and welcome local views.

The planning application and its supporting documentation can be viewed, normally within 24 hours, by using the website link above and entering the application number 253089.

If you wish to make comments which you would like the Council to take into account before making a decision on the application, please respond by **27/12/2025** If you do not respond by this date it will be assumed that you have no comments to make.

You will be able to monitor the progress of the application, including all of the correspondence received, any amended or additional documentation, the officer report and the decision by viewing the application on the Council's website.

Dinedor Parish Council

Dinedor Camp Management Steering Group Notes of the meeting held on Thursday 27th November 2025 At Dinedor Village Hall

In attendance: Paul Davies
Joe Davey
Brian Granthier
Cllr. Tim Greenow
Cllr. Malcolm Louch

Liz Kelso – Parish Clerk

1. Apologies

Apologies were noted from Cllr. Nick Austin, Andy Preedy, Hazel Preedy and Chris Waters.

2. Report from BBLP Community Action Day

Noted that this went extremely well and proved to be an enjoyable event. It was hoped that another event could be arranged early next year before the end of the BBLP contract with Herefordshire Council. JD agreed to contact BBLP early in the New Year.

3. Community Volunteer Activity

The recent monthly community activity day was cancelled due to poor weather however future events will also depend upon the weather over the next couple of months. A revised walk around to play future work will take place to concentrate on areas of concern such as the briars and removal of ivy from a number of trees. The need to ensure due regard for health and safety was noted. It was also noted that storage for the first aid kit was needed to ensure it is available for community volunteer activities.

4. Flail Mower Hire

The mower plus operator is now scheduled for 3rd December. The area will be taped off with marshalls in place to ensure safety of the public who might visit on the day. Whilst it was acknowledged that brambles will regrow, it was agreed that efforts are needed to keep the growth to manageable levels. Historic England to be asked if weedkiller could be used on the site.

5. Budgets and funding for 2026-7

LK reminded members that all expenditure by the group is via parish council funds and the budget for 2026-7 will be considered by the parish council at the January meeting. There is a commitment for the income from the communications mast to be put towards Camp maintenance, this is fairly limited and any proposals that might exceed that funding either has to be included in the budget or found separately through external grant funding.

6. Any other business

Brian Granthier reported that he will be moving house shortly which will mean he will leave the group. Brian was thanked for all his support since the group first formed.

7. Next meeting

The next meeting was provisionally agreed for 5th February, venue to be confirmed.

DINEDOR PARISH COUNCIL

IT Policy

Introduction

Dinedor Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations and communications. This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers and contractors. The policy should be read alongside the Parish Council's data protection policy

Scope

This policy applies to all individuals who use Dinedor Parish Council's IT resources, including computers, networks, software, devices, data and email accounts.

Acceptable use of IT resources and email

Dinedor Parish Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights and avoid accessing inappropriate or offensive content.

Device and software usage

Where possible, authorised devices, software and applications will be provided by Dinedor Parish Council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

Data management and security

All sensitive and confidential Dinedor Parish Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss and secure data destruction methods should be used when necessary.

Network and internet usage

Dinedor Parish Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

Email communication

Email accounts provided by Dinedor Parish Council are for official communication only. Emails should be professional and respectful in tone and in compliance with any and all communications policies agreed by the Town Council. Confidential or sensitive information must not be sent via email unless it is encrypted.

Users are reminded to be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

Please be aware that personal information may be contained within an email. If forwarding or replying to any email you should check that you are not sending material that might be considered a GDPR breach.

Personal email accounts should not be used for town council business as this might lead to your personal devices/accounts being scrutinised in the event of a Freedom of Information request or Subject Access Request.

Dinedor Parish Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

Password and account security

Dinedor Parish Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

Mobile devices and remote work

Mobile devices provided by Dinedor Parish Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regular review and deletion of unnecessary emails to maintain an organised box and avoid GDPR issues is recommended.

Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the Town Clerk for investigation and resolution.

Training and awareness

Dinedor Parish Council will provide regular training and resources to educate users about IT security best practices, privacy concerns and technology updates. All employees and councillor may request regular training on email security and best practices.

Compliance

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences a deemed appropriate

Review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures