

Parish Councillors, you are hereby summoned to a meeting of
Dinedor Parish Council
will be held on Tuesday 18th August 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 21st July 2026](#)
3. Public participation:
 - 3.1 [Ward Councillors Report](#)
 - 3.2 Matters raised by members of the public in attendance
 - 3.3 Police Matters
4. Planning Matters
 - 4.1 To consider planning applications now due for observations, if any:
 - 4.2 To note planning applications notified for permitted development, if any
 - 4.3 To note [planning decisions by Herefordshire Council](#) since the last meeting
 - 4.4 Planning enforcement matters
5. Highway Matters
 - 5.1 Lengthsman Scheme
 - 5.2 Drainage scheme
 - 5.2.1 To note additional funding available under the scheme
 - 5.2.2 To note update on works agreed at the last meeting
 - 5.3 Public Rights of Way
 - 5.3.1 Footpaths Officer report
 - 5.3.2 Update on PROW funding application
 - 5.4 Update on Traffic Calming proposals
 - 5.5 Update on work on Dinedor Camp access road
6. Dinedor Camp
 - 6.1 Report from Dinedor Camp Steering Group, if any
 - 6.2 To receive an update on the proposed installation of Openreach broadband infrastructure across Parish Council-owned meadow land and to consider arrangements for professional advice and future negotiations
7. Village Hall Matters
8. Information item: Clerks Report
9. Financial Matters:
 - 9.1 To note and confirm payments and transfers made between meetings:
 - Transfer of £8,500 to savings account – 27.7.2026
 - Print Plus
July newsletter printing £55.00
 - 9.2 To authorise payments now due:
 - Unity Bank
Bank charges due 31.8.2026 (DD) £7.00

- HMRC
Tax & NI due on August salary payment
(due September) £108.21
 - E. Kelso
Office expenses (stationery, defib supplies,
ink) £151.56
VAT £30.31
Total £181.87
- 9.3 To note budget report and bank reconciliation as at 31.7.2026
10. To consider application for [Nature and Biodiversity Grant](#) to support Dinedor Camp maintenance
 11. To consider application for grant funding from [Unity Trust Impact Fund](#)
 12. Requests for councillor training, if any
 13. Information item: Reports from Councillors
 14. Date of next meeting and items for the agenda
 15. Exclusion of the public: To consider the resolution that due to the confidential nature of the business of the next agenda items, that members of the public be excluded from the following agenda items in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960(3)
 16. Investment strategy
 - 16.1 To consider draft investment policy for parish council funds
 - 16.2 To confirm minimum balances to be held in accordance with investment policy
 17. To consider draft business continuity plan
 18. To consider proposal for the provision of mobile phone for parish council business to be used by the Clerk
 19. To consider the terms of a lease and options for renegotiation and/or renewal and, if approved to agree provision of legal advice for the parish council
 20. To consider preparation for parish council elections in May 2027
 21. To consider informal strategy/training session for the parish council

Liz Kelso

Clerk, Dinedor Parish Council
c/o 5 Deerhurst Drive, Belmont, Hereford HR2 7XX
E-Mail: clerk@dinedorparishcouncil.gov.uk. Website: www.Dinedorparishcouncil.gov.uk
Issued: 12.8.2026

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.

clerk@dinedorparishcouncil.gov.uk

From: Floodrisk <floodrisk@herefordshire.gov.uk>
Sent: 04 August 2026 09:08
To: clerk@dinedorparishcouncil.gov.uk
Subject: Drainage grant 2026/27
Attachments: Drainage Grant Invoice Template.docx; Drainage Grant Claim Form.docx; Drainage Grant Guidance Notes 26-27.pdf

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Dear Clerk,

Thank you for submitting an application for the 2026/27 Drainage Grant for which we received a high level of interest.

After careful consideration, based on the information we have received, we are pleased to confirm the following:

	Project reference	Category	Cost	25/26
Dinedor	DPC 26-27/004	Maintenance	£1,500.00	No

We have attached a set of guidance notes that provides information on what you now need to do, along with a Drainage grant Claim Form which you need to sign and return. You will receive a contract variation shortly, please complete the On Behalf of Service Provider section at the top of the second page and return to us.

We have also attached an invoice template for you to use, to ensure all information Herefordshire Council requires to process invoices is included.

Your Purchase Order number will follow shortly. **Please include this on all invoices for this grant.**

Please note that the funding approved for capital projects **can only be used for the works stated above**. Maintenance funding may be used for any maintenance works approved by us. If capital schemes are not completed, funding granted for them cannot be diverted to maintenance.

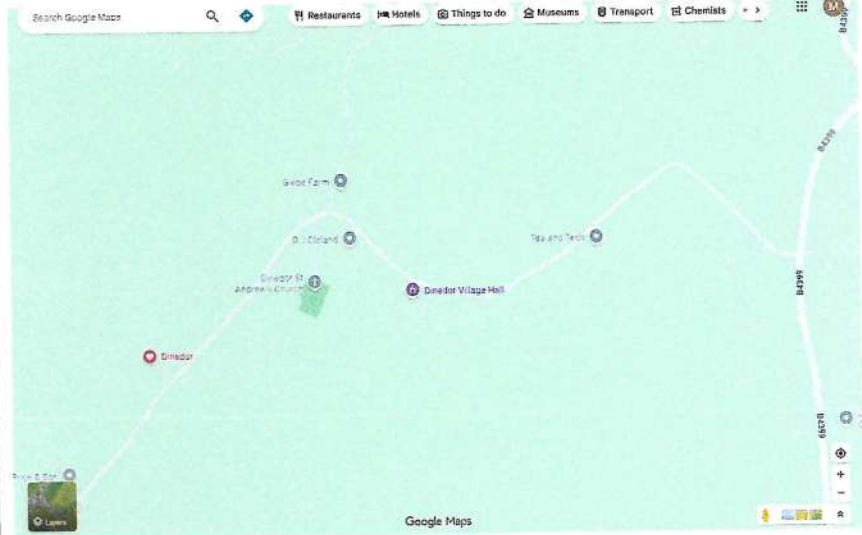
For capital schemes requiring traffic management, Herefordshire Council requires **at least 12 weeks notice for permits**.

In order to maintain an accurate asset register, please confirm with **at least 4 weeks notice** when capital works are scheduled to be completed, and by which contractor.

Please note, claims may not be accepted without proper notice or proof of works as above. If works applied for have not been approved or refused above, they are still under consideration and we will confirm the outcome shortly.

Description of Proposed Works (insert further copies as required)

Ref No.	(Please provide a reference number for each of the proposed works) DPC 26-27/004	
Were these works approved under the 2025/26 Scheme?	~~YES~~	NO
Location of works (What3Words)	(Please provide a What3Words location for your proposal. If multiple locations are included for maintenance of existing assets/features, please list all relevant What3Words locations on a separate supporting sheet) 1. U72009.At junction with B4399. respond trickling loves. 2. U72009.Village Hall Area. hoped happily ambition. 3. U72010. At junction with U72009. doubt giving vesting. 4. U72009. before tent paramedic. 5. U72009. cooking kinder reinstate.	
Type of works bid for	Maintenance of existing assets/features (£4k limit) ~~Creation of new assets/features~~ (delete as appropriate)	
Short description of works	(Please provide a short description of what you are proposing, e.g. ditching work along X Road) Clear silt and debris from kerb and verge line where road gully drainage networks are situated.	

Outline any traffic management measures that will be required as part of the works (if applicable)	
Photographs or plans This must include a sketch drawing on a map showing the location and extents of work	<i>(Please include any photographs or plans that demonstrate the need for maintenance of existing assets/features, or that support requests for the creation of new assets/feature)</i>  
Amount bid for £1500	<i>(Please show a breakdown of your bid)</i> Labour and Plant £1500

Dinedor Parish Council

Meeting to be held on 18th August 2026

Clerk's Report – Agenda item 8

The following items are brought to members attention but not the subject of a separate agenda item:

1. Parish Councillor Vacancy

There has been no request to Herefordshire Council for an election to fill the current vacancy on the parish council so we are now free to co-opt to fill that vacancy. Members are reminded that if they are aware of anyone who might be interested, please ask them to contact the clerk as there are some checks that need to take place before any co-option.

Dinedor Parish Council

Bank Reconciliation

Year to 31.3.2027

Opening Balance	£ 5,603.79
Add receipts	£ 13,935.18
Less expenditure	£ 6,733.93
Balance	£ 12,805.04

Meeting: **18-Aug**

Per bank statement: 31.7.2026

20446000	£ 1,173.43
205512154	£ 11,631.61

Add: Receipts since statement
Less: Payments since statement

£ 12,805.04

Dinedor Parish Council

2026-2027

	Year to 31.3.2026		Actual to 31.7.2026		Budget 2026-7	Forecast
Income						
Precept	£	11,000.00	£	7,500.00	£	15,000.00
Grants	£	3,437.00	£	3,634.00	£	2,237.00
Outdoor Centre Insurance reimbursement	£	781.12		£820.18	£	800.00
Transmitter income	£	2,000.00			£	2,000.00
Insurance Claim						
VAT reclaim	£	2,262.81	£	1,965.85		
Bank Interest	£	68.20	£	15.15	£	70.00
Total income:	£	19,549.13	£	13,935.18	£ 20,107.00	£ -
Expenditure						
<u>General Expenditure</u>						
Staff costs	£	5,869.44	£	2,177.05	£	6,000.00
General Office Costs	£	1,175.96	£	216.61	£	750.00
Room Hire	£	283.00	£	120.00	£	250.00
Insurance	£	1,832.58	£	1,873.24	£	2,000.00
Repairs & Maintenance - Other			£	-		
Repairs & Maintenance - Footpaths			£	-		
Repairs & Maintenance - Drainage			£	-		
Repairs & Maintenance - Lengthsman	£	7,261.36	£	1,027.40	£	1,500.00
Repairs & Maintenance - Camp	£	1,872.09	£	-	£	3,000.00
Purchases, other	£	540.83	£	-	£	500.00
Subscriptions	£	470.02	£	-	£	600.00
Audit Fees	£	332.90	£	347.35	£	350.00
Election costs			£	-	£	-
Advertising/publicity			£	-		
Training			£	-	£	60.00
Website	£	225.00	£	-	£	250.00
Newsletter	£	330.00	£	110.00	£	350.00
Miscellaneous	£	-	£	-	£	100.00
VAT	£	1,965.85	£	302.28		
<u>Other Expenditure</u>						
Legal costs	£	-	£	-		
Donations & Grants	£	560.00	£	560.00	£	1,000.00
Total Expenditure	£	22,719.03	£	6,733.93	£ 16,710.00	£ -
Net expenditure: (income-expenditure)	-£	3,169.90	£	7,201.25	£	3,397.00 £ -
Reserves:						
Opening Balance	£	8,773.69	£	5,603.79	£	5,603.79
Add: Net expenditure	-£	3,169.90	£	7,201.25	£	3,397.00
Closing Balance:	£	5,603.79	£	12,805.04	£	9,000.79 £

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Nature and Biodiversity Community Fund Application Form

It is important to complete the application form carefully, as it will be used to assess your proposal.

Please ensure that you answer every question. Please note that the boxes will expand as you type into them. Please refer to the guidance notes for how to complete this application form.

Please keep a copy of the form if you are successful, as you will need to refer to it when reporting on the progress of your project.

Project Title

Dinedor Camp Hillfort Meadow Restoration and Biodiversity Enhancement Project

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Section 1 – Contact details

1.1 Organisation name Camp Steering Group, Dinedor Parish Council

1.2 Primary contact's details

Title	<u>MR</u>
Name	<u>MALCOLM LOUCH</u>
Position	<u>COUNCILLOR</u>
Address	<u>THE NEW BARN, DINEDOR COURT</u> <u>DINEDOR, HEREFORD</u>
Postcode	<u>HR2 6LG</u>
Daytime telephone	<u>07443909955</u>
Mobile telephone	<u>07443909955</u>
Email address	<u>Malcolm.Louch@DinedorParishCouncil.org.uk</u>
Type of organisation	Click or tap here to enter text.
Company/Charity No. (if applicable)	Click or tap here to enter text.
Can your organisation recover VAT?	Yes ☒ fill in number below No ☐ VAT number Click or tap here to enter text.

1.3 Briefly describe your organisation's main purpose including the services or activities you provide and who they are provided for. Please include how long the organisation has been established for. If you are a new group, please state what you intend to achieve. Please include a link to your website if you have one.

Dinedor Parish Council serves the local community of Dinedor Parish and is responsible for supporting community wellbeing, environmental stewardship and the protection of local assets. The Council works in partnership with residents, volunteers and other organisations to maintain and enhance public spaces, biodiversity, local heritage and community facilities. The Council has particular responsibility for Dinedor Camp, an Iron

Age hillfort and Scheduled Monument of significant archaeological, historical and environmental importance. Through the Dinedor Camp Steering Group and local volunteers, the Council supports the ongoing conservation, maintenance and enjoyment of the site for residents, visitors and educational groups.

Website address: <https://dinedorparishcouncil.gov.uk/community-asset-transfer/>

1.4 Is your organisation affiliated to another body? Or partnering with another organisation for this funding application?

Affiliated Yes (provide details below) ☐ No ☒

Details: Click or tap here to enter text.

Partner Yes (provide details below) ☐ No ☒

Details: Click or tap here to enter text.

Section 2 – Project Purpose and details

2.1 Please provide a brief summary of your project. Describe why you want to do this project in no more than 500 words. What works will be done and what will the funding be used for? What needs have you identified and how will this project address them?

The project will restore approximately 1.25 hectares of Dinedor Camp, a Scheduled Monument currently listed on Historic England's Heritage at Risk Register. The site is affected by dense bracken, bramble regrowth and coarse grassland which are reducing biodiversity, suppressing native plants and obscuring important archaeological features. The project will establish a long-term programme of ecological restoration and sustainable meadow management. Grant funding will be used to employ specialist contractors using low-ground-pressure machinery suitable for sensitive archaeological sites. The work will include clearance of invasive vegetation, removal of bracken litter and accumulated thatch, establishment of Yellow Rattle and native wildflower species, and implementation of a cut-and-collect management regime. The project will be delivered over five years. Initial years will focus on site restoration and meadow establishment, followed by ongoing meadow management and monitoring to ensure long-term success. The project supports biodiversity recovery, pollinator habitat creation, landscape conservation and protection of the archaeological earthworks. It will also provide opportunities for community participation through volunteer work parties, biodiversity monitoring and educational activities. A key objective is to contribute towards the eventual removal of Dinedor Camp from Historic England's Heritage at Risk Register while creating a species-rich grassland habitat that can be sustainably managed into the future.

2.2 Proposed location where the project will take place including postcode. Please include/attach a plan of the site showing the works you want to carry out.

Plan to be Added

Grid reference (if known)

Parish DINEDOR

Postcode NONE

2.3 Does your organisation own the land where the project is planned?

Yes ☒

No ☐

If 'No' please state who the landowner is and provide evidence that permission for the project at the given location

Dinedor Parish Council owns Dinedor Camp and the adjoining woodland areas. The Parish Council therefore has full authority to undertake the proposed habitat restoration and meadow management works, subject to any necessary consents relating to the Scheduled Monument designation. The project is being developed and overseen in partnership with the Dinedor Camp Steering Group.

2.4 Please tell us about the land and how it is currently being used

Dinedor Camp is an Iron Age hillfort and Scheduled Monument located within Dinedor Parish. The site is publicly accessible and widely used by local residents and visitors for recreation, walking, education and enjoyment of the surrounding landscape. Parts of the site have become dominated by dense bracken, bramble regrowth and coarse grassland. Whilst volunteer management has helped maintain access and visibility in some areas, vegetation continues to threaten biodiversity value and obscure important archaeological features. The proposed project area covers approximately 1.25 hectares and has been identified as suitable for restoration to species-rich meadow habitat.

2.5 Please describe how the land will be maintained and/or any volunteer programmes sustained after this project ends?

The project has been designed as a five-year programme to establish a sustainable management regime rather than a one-off intervention. By Year 5 the project area will be managed through an annual cut-and-collect regime to maintain low nutrient levels and encourage species-rich grassland. The Dinedor Camp Steering Group and Parish Council will continue to oversee management of the site, supported by volunteers undertaking

monitoring, habitat recording and practical conservation activities. The project will leave behind a clear management framework that can be continued beyond the grant period as part of the long-term stewardship of Dinedor Camp.

2.6 Have you obtained any professional advice on your proposal?

Yes (provide details below) ☐

No ☐

Details The proposal has been developed with reference to ongoing discussions with Historic England regarding the long-term management of Dinedor Camp, a Scheduled Monument currently included on the Heritage at Risk Register. Historic England has encouraged positive management of the site to improve its condition and support its eventual removal from the Register. The proposed meadow restoration project aligns with these objectives by addressing bracken and scrub encroachment, improving the condition of the earthworks, and establishing a sustainable long-term management regime. The project will utilise appropriate low-ground-pressure machinery and management techniques suitable for a sensitive archaeological site. Historic England's guidance will continue to be taken into account as the project develops and contractor specifications are finalised. In addition, advice has been sought from organisations and contractors with expertise in habitat restoration, meadow creation and management of environmentally sensitive sites. The project will continue to draw upon specialist ecological and conservation advice during the implementation phase.

2.7 Please complete the Nature and Biodiversity Community Grant Scheme Project Costs spreadsheet to demonstrate your costs: including details of other funding sources for your project (if relevant - match funding is not required for this grant scheme); copies of quotes must be provided for items over £250.

THERE IS NO SPREADSHEET SO I HAVE REQUESTED THIS -SEE SEPARATE SUMMARY QUOTATIONS ARE BEING REQUESTED.

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2.8 Please evidence your experience/knowledge of delivering projects of this kind (in 500 words or less)

Dinedor Parish Council and the Dinedor Camp Steering Group have extensive experience in the care and management of Dinedor Camp. Volunteers regularly undertake practical conservation work, vegetation management, access improvements and monitoring activities across the site. The Council has successfully coordinated volunteer programmes, worked with external contractors and collaborated with Historic England and other stakeholders on management of this Scheduled Monument. Recent projects have included vegetation clearance to improve views and access, public engagement work, footpath improvements and delivery of heritage conservation initiatives. The

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Council also has experience of obtaining and managing grant-funded projects and ensuring that works are completed in accordance with funding requirements. The proposed project builds on this experience by combining volunteer involvement with specialist contractor support to deliver a larger-scale ecological restoration programme.

2.9 Please tick which of the project outcomes your project will deliver and, for each, also outline how your project will deliver the project outcome.

- | | |
|--|-------------------------------------|
| 1. Contribute to improving an identified high priority habitat | ☒ |
| 2. Benefit local wildlife | ☒ |
| 3. Improve public access to nature | ☒ |
| 4. Provide a range of natural environment volunteering or learning opportunities | ☒ |
| 5. Increase environmental data recording and data sharing | ☒ |
| 6. Help to sustain distinctive landscapes | ☒ |
| 7. Help an existing project adapt to climate change | ☐ |
| 8. Include use of sustainable materials, recycling and / or locally sourced materials. | ☐ |
| 9. Contribute to the Herefordshire Council climate and / or ecological declaration | ☒ |
| 10. Enhance native species planting or plants with climate adaptability. | ☒ |

How will each outcome be achieved? The project will improve a significant area of grassland through bracken and scrub reduction, establishment of native wildflowers and implementation of a long-term meadow management programme. Habitat quality for pollinators, insects and other wildlife will be enhanced whilst maintaining public access and protecting archaeological features. Volunteers will participate in project delivery, habitat monitoring and community engagement activities.

How will you measure it? • Area of habitat restored (hectares). • Number of volunteer days. • Wildflower establishment and species diversity. • Reduction in bracken and scrub cover. • Annual monitoring reports. • Photographic comparison of restored areas.

What evidence will you supply in the project progress report? • Before and after photographs. • Contractor invoices and work records. • Volunteer attendance records. • Monitoring surveys. • Management reports. • Evidence of completed restoration works.

Section 3 – Management, monitoring and evaluation

3.1 How many people are involved in running your group/organisation?

Management committee: 6

Volunteers: 10

Other: Click or tap here to enter text.

3.2 Who will have overall responsibility for making this project/activity happen and how will they do this?

The project will be overseen by Dinedor Parish Council working in conjunction with the Dinedor Camp Steering Group. Day-to-day project management will be undertaken by a dedicated project working group comprising Parish Councillors and Steering Group members. The group will be responsible for obtaining quotations, appointing contractors, coordinating volunteer activities, liaising with Historic England and other stakeholders, monitoring progress, managing expenditure and ensuring compliance with grant conditions. Regular progress reports will be provided to Dinedor Parish Council and project outcomes will be reviewed annually throughout the five-year delivery period.

3.3 Who will be responsible for keeping an account of project?

Financial management of the project will be undertaken by Dinedor Parish Council through its Responsible Financial Officer and Parish Clerk, with expenditure monitored by the Parish Council and reported through its normal financial governance procedures. All project expenditure, invoices, quotations, grant claims and supporting documentation will be retained in accordance with the Council's financial regulations and grant requirements

3.4 What records will you keep to be able to provide the information necessary for monitoring this project? For example, case studies, physical site survey, photographic evidence demonstrating 'before' and 'after' photographs, and who is involved in the project.

The project will maintain photographic records, site survey information, contractor reports, volunteer records, biodiversity monitoring data, invoices, quotations and financial records. Before and after photographs will be taken to demonstrate habitat improvements. Annual monitoring reports will be produced to assess progress against project objectives.

3.5 What are the key activities and expected timescales for your project including Start date and expected completion dates

(Please add additional lines if needed)

1 Grant award, confirmation of project team, obtaining contractor quotations, finalisation of specifications and management plans 01/10/2026

2 Historic England liaison, contractor appointment and site preparation

Click or tap to enter a date.

3 Click or tap here to enter text.

Click or tap to enter a date.

3.6 Outputs - The achievements produced by a product are its 'outputs'

Put the number currently in the second column and the number of addition outputs that you expect if awarded the grant in the box under 'Additional' in the third column.

You only need to include the outputs that are relevant to your project.

For example: Number of new or enhanced spaces created, sqm of new green spaces created, sqm of enhanced green space created, number of community groups involved with the project

Activity description	Current number	Additional number expected
<u>Reinstatement of Wildflower Meadow</u>	<u>0</u>	<u>1.25 Hectares</u>
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

3.7 How do you intend to keep your local community involved and informed regarding your project?

Progress will be communicated through Dinedor Parish Council meetings, the Parish Council website, newsletters, noticeboards and social media. Regular updates will be provided on restoration activities, biodiversity improvements and project milestones. Local volunteers will be encouraged to participate in practical conservation activities, including vegetation management, habitat monitoring, wildlife recording and meadow maintenance. Opportunities will also be provided for residents to assist with biodiversity surveys and photographic monitoring of the site's restoration. The project will include community engagement activities to raise awareness of both the environmental and historical importance of Dinedor Camp. Interpretation signage will be installed to explain the restoration programme, the site's archaeological significance and the biodiversity benefits being delivered. By combining professional conservation work with local volunteer participation, the project will strengthen community ownership of the site and help ensure that the benefits of the restoration programme continue beyond the grant period.

3.8 Please list any insurances, risk assessments, permissions or licences required for this project.

Please give details and state whether they have been obtained, if not when you expect to hear.

The following permissions and controls are anticipated:• Scheduled Monument consent and/or agreement with Historic England where required.• Contractor public liability insurance.• Contractor risk assessments and method statements.• Parish Council risk assessments for volunteer activities.• Appropriate machinery approvals where required by Historic England.• Landowner consent (already satisfied through Dinedor Parish Council ownership of the site).Some permissions and contractor documentation will be obtained following confirmation of grant funding and appointment of contractors.

3.9 Please describe, in no more than 250 words, what success looks like for this project and how you will measure that success.

Success will be the restoration of approximately 1.25 hectares of Dinedor Camp to a species-rich meadow habitat managed under a sustainable long-term regime. Bracken and scrub cover will be significantly reduced, native wildflowers established and biodiversity enhanced through improved habitat for pollinators and other wildlife. The project will also contribute to the conservation of the archaeological earthworks by reducing damaging vegetation and implementing management practices appropriate for a Scheduled Monument. Community involvement will be demonstrated through volunteer participation, monitoring activities and increased public awareness of the site's heritage and environmental value. The project will create a lasting ecological improvement that can be maintained beyond the grant period and contribute towards the longer-term objective of removing Dinedor Camp from Historic England's Heritage at Risk Register.

4.0 Fraud statement

By completing the application, you are confirming that you are eligible for the grant. If your eligibility circumstances change after making an application or receiving this funding, you must notify us immediately.

FCC Environment will not accept deliberate manipulation or fraud, and any instances will be actively investigated. Any individual who falsifies their records or dishonestly provides inaccurate information to gain grant money will face prosecution. FCC Environment reserves the right to recoup funds and claw back any grants paid in error.

5.0 Data Protection

FCC Waste Services (UK) Limited is the Data Controller under data protection law for any personal data provided by you and we will only use the information you provide on this form to administer, process and assess your application for funding under the Nature Biodiversity Community Grant and to administer any funding if your application is successful. The legal basis for processing this data is that it is necessary for the performance of a contract with you or to take steps preparatory to such a contract.

Individuals have a number of rights under data protection law, including the right to request their information. You also have a right to make a complaint about our handling of your personal data to the Information Commissioner's Office <https://ico.org.uk/>

We will keep your data once an application is approved and funding released for the period of 7 years as defined by the funding body.

Information may be shared with other persons or organisations helping us with the assessment and monitoring of applications. Information you provide may also be shared with government departments, agencies and third parties appointed in connection with the administration of this grant.

Your application checklist:

- | | |
|---|--------------------------|
| Have you completed all of the sections? | ☐ |
| Have you included a map/plan of the site | ☐ |
| Permission from the Landowner (if relevant) | ☐ |
| Have you enclosed an Excel spreadsheet showing your breakdown of costs and provided quotes for items over £250? | ☐ |

6.0 Declaration

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Signatures are required from two people who are authorised to sign on behalf of your organisation and will usually be the Director/Chair plus one other senior member e.g. Treasurer. Please do not type your signature, electronic signatures are required.	
I/we confirm that I/we have read and understood the Fraud Prevention Notice and confirm that the information contained within this application form is true and accurate.	
Name 1:	Click or tap here to enter text. Position: Click or tap here to enter text.
Signature 1 Date: Click or tap to enter a date.	
Name 2:	Click or tap here to enter text. Position: Click or tap here to enter text.
Signature 2 Date: Click or tap to enter a date.	
Please note that you are signing on behalf of your organisation – we may require copies of minutes or other evidence to show that your organisation has agreed to undertake this project/activity	

If your application is approved you will need to provide the following documents before an offer is made:

- A copy of your organisation's constitution
- A recent bank statement showing your organisation's name, account number and sort code
- Supporting evidence that other funding is in place (where relevant)
- Copies of any relevant licences/permissions or insurances
- A copy of your equality policy (if in existence)

In order to help us improve our service, please comment on how easy you found this form to complete. What would make it easier?
Click or tap here to enter text.

Please submit your application by email:

To: biodiversity@fccenvironment.co.uk

Please ensure that the file name of each document attached to the email includes the name of your organisation.

Sending by email is the preferred method. However, if you are unable to submit your application electronically, by post to:

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FCC Environment
Grafton Depot
Ross Road
Hereford
HR2 8BH

Please let FCC Environment know via telephone call or email if you have posted your application.

Dinedor Parish Council

Annual Investment Strategy 2026-7

Introduction

- 1.1. HM Government issued statutory guidance on local government investments, under section 15(1)(a) of the Local Government Act 2003. Under that section, local authorities including parish councils are required to 'have regard' to 'such guidance as the Secretary of State may issue.'
- 1.2. The guidance states that for each financial year, a local authority should prepare at least one investment strategy which should be approved by the full council and be made publicly available. The term 'investment' covers all financial assets of a local authority as well as other non-financial assets that the organisation holds primarily or partially to generate a profit.
- 1.3. The guidance is effective for financial years commencing on or after 1 April 2018. It applies to parish councils whose investments exceed or are expected to exceed £100,000 at any time during the financial year. Where a parish council expects its investments to be between £10,000 and £100,000 it is encouraged to adopt the principles of the guidance.

2. Key Principles of the Strategy

- 2.1. The Parish Council will have regard to such guidance as the Secretary of State has issued and may issue.
- 2.2. The strategy is based on two major principles of security (protecting the Parish Council's funds from loss) and liquidity (ensuring funds are available when needed), plus a subsidiary principle of yield (where consistent with security and liquidity).
- 2.3. Borrowing by the Parish Council is regulated by law. The Council is not allowed to borrow more than or in advance of its needs purely to profit from investment of borrowed funds.

3. Investments Covered by the Guidance

- 3.1. For the purposes of the guidance, Financial Investments are financial assets comprising Specified Investments, Loans and Non-Specified Investments.
 - 3.1.1. Specified Investments are denominated in sterling, provide a right of repayment within one year and are not classified as capital expenditure under HM Government regulations. They are made with bodies or

schemes of high quality, which may include the UK Government, local authority, or other town/parish council.

3.1.2. Loans mean loans made to appropriate organisations as part of a strategy to promote local economic growth.

3.1.3. Non-specified Investments do not satisfy the Specified Investments criteria; therefore, they generally carry greater risk. The Parish Council does not make non-specified investments.

3.2. For the purposes of the guidance, Non-Financial Investments are non-financial assets held primarily or partially to generate a profit. The Parish Council considers that its non-financial assets do not qualify as investments because they are held solely for community and/or operational reasons and not for any profit motive. This does not obviate the need for the Parish Council to ensure (a) it achieves value for money when acquiring or otherwise taking on a non-financial asset and (b) it monitors asset values to ensure adequate insurance cover is maintained. Non-financial assets are listed in the Parish Council's asset register which supports insurance cover maintained by the Parish Council, the register records historic cost and separately insured replacement values.

4. Management of Parish Council Specified Investments

4.1. The Parish Council's Specified Investments comprise cash balances held in accounts with one or more recognised financial institutions. At the end of March 2026, cash balances amounted to £5,603.79 but during 2026-7 may periodically exceed £10,000 upon receipt of the precept and external grant funding. Cash balances are recorded in the Parish Council's annual statement of accounts and in the annual return. These documents are published on the Parish Council website.

4.2. The Parish Council will maintain a bank current account for making and receiving payments. The minimum balance to be held in this account will be agreed by Council on an annual basis, nominally at the Annual Meeting of the Parish Council held in May each year or at such other meeting as may be considered appropriate.

4.3. The Parish Council will hold one or more interest bearing accounts for surplus funds.

4.4. Accounts will be selected according to the principles of security, liquidity and yield.

4.4.1. Security: The Parish Council will seek to protect surplus funds from loss by:

- opening accounts only with institutions of high quality, with regards to relevant sources of financial, economic and ratings information
- having regard to industry deposit protection schemes such as the Financial Services Compensation Scheme
- eliminating exchange risk by holding all balances in sterling
- making regular checks to ensure compliance with the relevant limits

4.4.2. Liquidity: The Parish Council will seek to ensure sufficient funds are readily available to meet its expenditure commitments by holding surplus funds in accounts:

- from which transfers can easily be made to the Parish Council's current account, e.g., managed via online banking.
- which require no more than 95 days' notice to withdraw funds. Regular checks will be made to identify forthcoming payment requirements and to ensure appropriate funds are available.

4.4.3. Yield: When deciding where to hold surplus funds, the Parish Council will consider what yields are available. It will seek to maximise yield as long as the prudential objectives of security and liquidity are met.

5. Loans

- 5.1. From time to time the Parish Council's investments may include loans made to local enterprises, local charities, wholly owned companies or joint ventures as part of a wider strategy to enhance the local facilities, services and environment.
- 5.2. Requests for loans will be considered on a case-by-case basis and particularly against criteria of security and liquidity.
- 5.3. In particular, the following conditions will apply:
 - The Parish Council must see satisfactory evidence of the borrower's ability to repay the loan
 - The granting of any loan must be approved by the Full Council
 - Any loan shall be documented by an agreement between the parties in writing, which shall include the term of the loan and repayment arrangements
 - The total sum outstanding by way of Parish Council loans must be proportionate and within an overall limit for this type of loan that has been agreed by the Parish Council
 - The Parish Council will account for any expected loss in accordance with the requirements of statutory guidance.

6. Capacity, Skills and Culture

- 6.1. The Parish Council commits to ensuring that members and staff involved in decisions relating to and management of investments have the relevant capacity, skills and information to make informed decisions as to whether to enter into a specific investment, to evaluate individual investments in the context of strategic objectives and to understand the impact of decisions on the overall risk exposure of the Parish Council.
- 6.2. The Parish Council will meet its commitment by providing training, using external advisers and reporting and communicating through appropriate communication channels.

7. Transparency and Democratic Accountability

- 7.1. This Investment Strategy shall be reviewed each year and presented for approval of Council; wherever possible, this shall happen at the annual meeting of the parish council.
- 7.2. Proposals for any material changes during the year will be presented to the Council for approval.
- 7.3. This Investment Strategy and subsequent updates will be published on the Parish Council website.

DINEDOR PARISH COUNCIL

Draft Business Continuity Plan

1. Introduction

The Civil Contingencies Act 2004 places a duty on a local authority that it is prepared, as far as reasonably practical, to continue to provide functions/services in the event of a disruption by whatever cause. Whilst this is not a statutory duty for a Parish Council, it is Dinedor Parish Council's intention to recognise the importance of producing and maintaining a Business Continuity Plan for implementation in the event of disruptions to the day to day running of the Council. This plan identifies the instances of disruption, the immediate responses, the procedures to follow to maintain continuity of service and the follow-up procedures and necessary changes to service delivery where such services are disrupted by factors within the Council's area of responsibility.

2. Core functions

- Maintenance of website, notice boards, parish documents etc. to share information and to communicate important and relevant matters
- Acting as consultee on planning applications to represent the best interests of the Parish
- Managing the finances of the Council and using the precept for the benefit of the community
- Maintenance of Dinedor Camp and surrounding land and buildings owned by the Council and in particular to maintain the scheduled ancient monument status of the Camp
- Maintenance of the defibrillator located at the Village Hall
- Support for local voluntary sector and community organisations through the provision of small grants
- Liaising with the Unitary Authority and other organisations on issues that affect the parish
- Providing support for the Parish Footpath Officers in maintaining the footpath network within the parish

3. Potential causes of disruption and actions to allow the Council's business to continue:

Event	Minimise Impact	Immediate Action	Continuity
Loss of clerk due to death, long term illness, incapacity, resignation or dismissal	• Clerk to hold sealed envelope of password for access to laptop holding folder with passwords and council logins • All security access for laptop, banking, government gateway functions etc. to be held separately from any personal device or data • Up to date handover notes to be maintained at all times	• Chair and Vice Chair to be informed. • Support from HALC and/or other locum service to be sought • Emergency access envelope to be opened in the presence of two councillors	• Engage temporary locum clerk • Recruit for permanent replacement
Loss of councillors due to multiple resignations, insufficient candidates at election etc. resulting in the council becoming inquorate	• Co-opt to fill vacancies as quickly as possible when a vacancy arises • Good management of council meetings • Effective PR to attract new councillors • Scheme of delegation to be in place to ensure clerk can continue to manage day to day administrative functions as far as possible	• Inform elections office of Herefordshire Council • Inform Ward Councillor	• Herefordshire Council to appoint sufficient councillors to enable parish council to co-opt to fill vacancy • Ensure sufficient bank signatories available and prioritise bank mandate changes after election

Loss of Council documents due to fire, flood, etc.	- Documents to be backed up to cloud through One Drive - Original documents, where held, to be kept in fire proof safe if required or at Records Office as appropriate - All key documents e.g. minutes to be on website - Insurance to cover reinstatement costs where possible	- Effective filing system to facilitate easy retrieval - Inform Council insurers	Procedures and risk assessments to be reviewed regularly
Loss of Council equipment or data due to theft, fault or breakdown	- Electronic data to be backed up to the cloud and separate external hard drive - Maintain effective anti virus protection - No council data to be stored on personal devices - Appropriate insurance to cover reinstatement costs where possible - Standing orders/financial regulations to include provision for delegated powers for emergency expenditure to replace equipment - Sufficient reserves to enable urgent replacement purchases	- Report theft to police and insurers where appropriate - Report data breach to ICO if personal data breach has occurred - Inform Councillors	- Maintain accurate asset register - Reserves to cover replacement equipment at end of life expectancy - Budget to include replacement in accordance with financial regulations - Regular review of security arrangements

Meetings unable to take place due to adverse weather or meeting venue unavailable	Note national guidelines where appropriate	- Cancellation notice to be posted on venue door with revised meeting information where appropriate - Chair and Councillors to be informed - Update website with meeting information	- Maintain scheme of delegation to cover urgent matters - Ensure contact details of councillors up to date
National or local disaster/emergency	- Maintain up to date risk assessments for properties/liabilities/functions - Follow national or local guidance	- Contact emergency services, if appropriate - Inform councillors - Extraordinary meeting to be arranged if required - Inform residents using social media and website	Review/maintain emergency plans and risk assessments

Adopted by Dinedor Parish Council on
To be reviewed annually

Dinedor Parish Council

Meeting to be held on 18th August 2026

Agenda item: Parish Council mobile phone

Introduction

The purpose of this agenda item is to consider the purchase or lease of a mobile phone for parish council work

Background

Mobile phones are an integral part of life particularly as landline service is moved over to digital by providers and communication by methods other than voice become more prevalent. In the same way that a computer/laptop has become an integral part of the equipment to enable parish councils to undertake their work, so a mobile phone owned by the parish council becomes more relevant.

The main advantages of a parish council owned mobile phone are:

1. A dedicated mobile phone number for parish council work provides a more professional approach so that whoever has the phone knows the call is for the parish council and can answer accordingly.
2. If the clerk is unwell, on holiday or otherwise unavailable for a lengthy period of time, the phone can be handed to a locum or councillor so that important calls or messages are not lost or missed due to absence.
3. A specific or appropriate out of office message can be set up for messages etc. so that the caller knows their message has been received by the parish council and when it may be responded to. Again, this provides a more professional response as a local authority.
4. Any calls, texts, emails or documents connected to the work of the parish council are potentially subject to a freedom of information request or subject access request and might need to be surrendered if ordered by the Information Commissioners Office. This would include the personal mobile of the clerk if a dedicated parish council phone is not used. Similarly, there is a data protection risk if a personal device is used for parish council work.
5. Two factor authentication is an integral part of access to a range of services routinely used for the administration of a parish council, such as access to the bank account, setting up payments, accessing the monthly reporting to HMRC via Inland Revenue software, accessing the government gateway for items such as pensions reporting, VAT reclaim processing, access to software such as the Microsoft account, anti virus software account, downloading invoices from suppliers, and recovery password systems/passkeys are all linked to mobile phone numbers. Any change required if a personal mobile is

used can be difficult and sometimes impossible if the linked phone is not available for any reason or simply as a result of a staff change.

6. Where a phone is purchased for parish council use, the VAT on that purchase can be reclaimed by the parish council in the usual way. Similarly, VAT on the monthly charges for a business SIM can be reclaimed provided, in both cases, the invoice is in the name of the parish council. This can reduce the cost for the parish council.

Proposal

It is proposed that Dinedor Parish Council considers acquiring a mobile phone for use by the clerk for parish council work.

Options

1. The purchase of a low cost mobile phone handset with a separate sim only contract.
 - Might be the most cost effective option, depending upon the specification of the handset representing a one-off purchase cost for the handset and a monthly charge (usually payable by direct debit) for the sim.
 - The handset can be covered by parish council insurance, subject to any policy excess.
 - Approximate budget for a low to mid range handset in the region of up to around £200.00
 - Most sim only contracts are for 12 or 24 months with the price varying according to the data limit. For example, for a 24 month contract with tesco mobile (other suppliers are available) charges range from £7.50 per month for 2g data to £25 per month for unlimited data. In both cases, these contracts include unlimited calls and data.
 - Indicative first year (2026/7) start up cost therefore would be in the region of £200 – £250 for the year. Thereafter estimated annual sim only costs would be in the region of £100.00, excluding VAT
2. For a standard 24 or 36 month mobile phone contract to include handset and sim, prices range from around £14 per month to around £50.00 per month for a top of the range handset. Estimated annual cost therefore from around £170.00 - £600.00. Contract terms do vary and may include a guarantee of no increases during the duration of the contract.

Dinedor Parish Council

Meeting held on Tuesday 18th August 2026

Agenda item 20: Local Council Elections

Elections for Herefordshire Council and all town and parish councils in Herefordshire will take place on **Thursday 6th May 2027**. All town and parish councillors for parishes within Herefordshire will stand down, regardless of when elected or co-opted to the parish council and will be required to put themselves forward for re-election if they wish to do so. A timetable will be published by the Elections Office in Herefordshire Council early in the New Year which will confirm the dates when nomination papers will be available and how and when they can be delivered to the Elections Office when completed.

Dinedor Parish Council has five available seats for councillors. If more than five candidates present themselves for election there will be a contested election and vote by the public. If five or less candidates present themselves for election, those submitting nomination forms will be deemed to be automatically elected. If less than three candidates submit valid nomination papers, those candidates will be deemed to be elected but the parish council will be inquorate and unable to function. Herefordshire Council will be required to appoint councillors to make a minimum number so that co-options can take place to reach the minimum number for the council to be able to function. This can be a process that takes some time and in some cases, expense.

A parish council can only act in accordance with its specific legal powers but the ability to operate under General Power of Competence widens the potential scope of the work that the council is able to undertake for the benefit of residents. One of the criteria for using General Power of Competence is that at the election a minimum of two thirds of the parish council is elected. Therefore, a minimum of 4 candidates will be required for Dinedor to be in a position to use General Power of Competence following the election.

The purpose of this agenda item is therefore to note the election date and to consider what steps might be required to encourage eligible candidates to put themselves forward for election next May.

Other election considerations:

- **Pre-election period**

The publication of the Notice of Election (expected to be on 8th March) signifies the start of the pre-election period, sometimes referred to as “purdah”. During this period the parish council is not permitted to undertake any publicity or act in any way which might be deemed to be supporting (or otherwise) candidates for the election, whether existing councillors or prospective councillors. Whilst business can continue as usual, councils are recommended not to start any new projects, undertake any consultations, publish any documents that might be deemed to be

supporting any political party or candidate. Detailed guidance will be available nearer the time.

- **After the election**

Regardless of whether there is an actual vote, all existing councillors remain as councillors until midnight on the fourth day after the election. At 12.01 on the schedule date, all elected candidates are deemed to take office although a Declaration of Acceptance of Office must be signed in front of the Proper Officer/Parish Clerk before each elected member can take their place at a Council meeting. This applies whether the elected member is a returning member or entirely new to the parish council.

The first meeting of the parish council in an election year must be held within 14 working days of the date of the election. Currently our May 2027 meeting date has been agreed as Tuesday 18th May which meets that requirement. The first item on the agenda for that meeting is the election of a Chair for the forthcoming year and this election is presided over by the former Chair, whether re-elected or not, if available.