

DINEDOR PARISH COUNCIL

Minutes of the meeting of the Parish Council Held on 13th October 2026 at Dinedor Village Hall

Present: Cllr. S. Penny – Chair
Cllr. N. Austin
Cllr. M. Louch
Cllr. J. Over

In attendance: Liz Kelso – Clerk
1 member of the public

121/2026 Apologies, Declarations of interest and requests for dispensation

There were no apologies for absence, declarations of interest and no requests for dispensation.

122/2026 Minutes of previous meeting

The Minutes of the meeting held on 18th August 2026, which had been previously circulated, were adopted and the Chair authorised to sign as a true record of proceedings at that meeting.

123/2026 Public Participation

123.1 Ward Councillor Report

Cllr. Davies was not in attendance at the meeting and his apologies were noted. The written report from Cllr. Davies, which had been previously circulated, was noted.

123.2 Matters raised by the members of the public

There were no matters raised by members of the public in attendance at the meeting.

123.3 Police Matters

123.3.1 There was no police representative in attendance at the meeting and no written report had been provided.

123.3.2 It was agreed that members respond as individuals to the survey conducted by the Office of Police and Crime Commissioner.

123.3.3 Members confirmed that policing priorities would remain as previously submitted to the Safer Neighbourhood Team.

124/2026 Planning Matters

124.1 Applications now due for observations

Ref: 253089
Site: Land at Glebe Farm, Dinedor
Dev: Erection of ten dwellings and associated works

Members noted amended plans addressing drainage issues previously submitted to the planning authority for this development. It was therefore resolved not to submit any further comments for this development.

124.2 Applications notified for permitted development

None noted

124.3 Planning decisions by Herefordshire Council

It was noted that application reference 261155 in neighbouring Lower Bullingham has been approved by Herefordshire Council with conditions.

124.4 Planning enforcement matters

The Ward Councillor had agreed to raise concerns regarding apparent breaches of planning conditions with the planning enforcement team at the July meeting. His report is expected at the next meeting in November.

125/2026 Highway Matters

125.1 Lengthsman Scheme

The Lengthsman had been expected at the meeting but was not in attendance. This item was deferred to the next meeting.

125.2 Drainage Scheme

As noted at the last meeting, the drainage grant funding has been agreed. In the absence of the lengthsman at the meeting, it was agreed to proceed with the projects identified within the funding application with the exception of project reference DPC 26/27 – 004 for which further advice from the Lengthsman will be

required. The Lengthsman will be asked for a program of works with dates before progressing these projects.

125.3 Public Rights of Way - Footpath Officers Report

Cllr. Louch reported that several footpaths now need gates replacing stiles on the network some of which may be replaced by Herefordshire Council's PROW team. Work will begin on an application for funding for PROW for next year shortly.

125.4 Traffic Calming

Cllr Austin reported that public response to the article in the Newsletter are being analysed and recommendations to council are to be submitted in January to allow for funding implications to be included in the budget for next year.

125.5 Traffic Regulation Order Scheme proposals within or adjacent to the parish boundary

Members considered TRO proposals from Herefordshire Council being primarily relating to the Straight Mile and Watery Lane and had no objections to the proposals.

126/2026 Dinedor Camp

126.1 Dinedor Camp Steering Group Report

Minutes from the Dinedor Camp Steering Group meeting held on 26th August were noted. It was agreed that the Clerk follow up on matters relating to the community action group numbers and in particular to contact HVOSS with a view to seeking help attracting more volunteers.

126.2 Update on proposed broadband installation across parish council owned land

Further advice from OpenReach is awaited.

126.3 Tree Safety Survey

It was agreed that an update to the tree safety survey covering both the Camp and Camp Wood be commissioned at a quoted cost of £800.00 for both areas. It is not yet known when the work can take place.

126.4 Equipment Hire

It was agreed to accept the quotation of £500 for the hire of a Votex mower with operator for one day to remove brambles and scrub on the site.

127/2026 Village Hall Matters

It was noted that work on the refurbishment of the kitchen is progressing and the kitchen will be repainted over the next week. The new dishwasher has been welcomed by groups using the equipment.

128/2026 Clerks Report

The Clerk's report, as attached to these minutes, was noted.

129/2026 Financial Matters

129.1 Payments made between meetings:

The following payments were ratified:

- Print Plus
July newsletter printing £55.00
- HMRC
Tax & NI due on August salary payments paid in September £108.01
- Unity Trust Bank
Bank charges paid 30.9.2026 £7.00

129.2 Payments now due:

The following payments were agreed:

- P. Davies
Reimbursement for mower parts purchased £27.99
- Liz Kelso
Office expenses inc. mobile phone and
Stationery £159.37
VAT thereon £ 32.63
Total £192.00
- HMRC
Tax & NI due on Sept salaries (payable October) £108.21
- Unity Bank
Bank charges due 31.10.2026 £7.00

129.3 Receipts since the last meeting

- Bank interest £43.32
- Final precept instalment £7,500.00

129.4 Budget report and bank reconciliation

The budget report for September 2026 was noted confirming the total bank balances of £19,045.97 as attached to these minutes. It was noted that forecast expenditure now includes activity funded by external grants where funding is paid after expenditure has been incurred. Currently it is anticipated that the grant is likely to be received in the next financial year.

129.5 Cyber Insurance

It was agreed to consider the requirement for Cyber Insurance and if appropriate a quotation for cover at the next meeting. The Clerk will approach insurers for advice.

130/2026 Wildfire planning

Noting a presentation from Herefordshire Council on wildfire planning, it was agreed to defer a decision on whether to prepare a plan for Dinedor until the next meeting.

131/2026 Training

There were no requests for councillor or staff training.

132/2026 Reports from Councillors

There were no items raised under this agenda item.

133/2026 Date of next meeting and items for the agenda

The next meeting will take place on Tuesday 17th November 2026 at 6.00pm in the Village Hall. There were no further items raised for the agenda for that meeting.

134/2026 Exclusion of the public

It was resolved that due to the confidential nature of the business of the next agenda item, that members of the public be excluded from the following agenda item in accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960(3)

135/2026 Staffing Matters

Members noted the national agreement for local council staff salaries with effect from 1.4.2026 and agreed that the Clerk's salary be increased in accordance with that agreement, as specified in the Clerk's contract of employment.

There being no further business, the meeting was declared closed.

Dinedor Parish Council
Meeting held 13.10.2026
Appendix 1: Clerk's Report

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.

2. Parish Council Summit

Members will be aware that Herefordshire Council provides a briefing for parish councils approximately once per quarter. The autumn parish summit is taking place on Tuesday 13th October which, of course, clashes with the parish council meeting. Copies of the presentations from that event should be available within the next few weeks.

3. Accounts and Audit Regulations

Changes to the Practitioners Guide for 2026-7, issued by the Smaller Authorities Proper Practices Panel, includes changes to the way the Annual Governance and Accounting Return is completed, moving from a paper based system to a digital return which requires the setting up of an account online and resubmission of some information for the current year. This is applicable for both exempt and non-exempt authorities. The Clerk has recently attended training on the changes and we await a link to enable the setting up of the online account.

Moving forward, it is proposed that by 2028 parishes will be required to record their accounts through "industry specific accounting software" so it may well be prudent to consider whether to move to a computerised accounting system sooner rather than later. Preliminary review of likely costs suggest for a parish of the size of Dinedor, this could cost in the region of £120 p.a. - £400 p.a. with some systems requiring an initial payment in addition to the monthly charge (approximately £250). Software providers are now refining their programs for smaller authorities.

4. Mobile phone

As agreed at the last meeting, a mobile phone has been purchased for the parish council. The purchase price of £129.41 was less than the agreed limit of £200 and the monthly sim costs £5 per month, although this will increase after the initial period of 3 months. The monthly sim is currently being paid directly by the clerk and will be reclaimed through expenses. The number is **07741623237**. All links and contacts are gradually being moved to the new number.

5. Dinedor Camp Litter Bin

Herefordshire Council contractors have indicated that as the litter bin on Dinedor Camp is on private land, it will no longer be emptied when requested. The Clerk has challenged this, given that the bin has been emptied for the entire 10 years since the Camp transfer and a formal response from Herefordshire Council is awaited. This may be an agenda item for the next meeting.

6. Unity Trust Grant application

At the last meeting it was agreed that an application for a small grant from Unity Trust could be submitted on behalf of the Parish Council with authority delegated to Cllr. Louch and the clerk to prepare and submit the application. On reflection Cllr. Louch did not consider the terms of the grant were such that the application would be successful so this was not completed.

7. Definitions

A query was raised at the last meeting regarding the definition of the term “residential” contained within a lease. The solicitor who has acted on behalf of the parish council in the past has declined to respond on the grounds of workload, advice obtained through the SLCC stated that in the absence of any specific definition contained within the lease, the term would be defined as that pertaining to common use reflecting that “residential use” would mean that the property is used as a home or main dwelling for someone.

8. Trees

Herefordshire Council are offering up to 5 free drought resistant trees (per council) which can be claimed for planting on parish council owned land (but not highway verges) or schools within the parish. Claims (which will be on a first come first served basis) must be submitted by 27th November.

9. Local Knowledge, Local Power Roadshow

Community First are holding meetings (available as online or face to face) to which town and parish councils are invited aimed at identifying how the changing political landscape impacts on local councils and find practical ways to influence decisions that affect communities. The sessions are free of charge. Members will receive an email link for booking separately.

	Year to 31.3.2026		Actual to 30.9.2026		Budget 2026-7	Year end Forecast		
Income								
Precept	£	11,000.00	£	15,000.00	£	15,000.00	£	15,000.00
Grants	£	3,437.00	£	3,634.00	£	2,237.00	£	4,000.00
Outdoor Centre Insurance reimbursement	£	781.12		£820.18	£	800.00	£	820.18
Transmitter income	£	2,000.00			£	2,000.00	£	2,000.00
Insurance Claim								
VAT reclaim	£	2,262.81	£	1,965.85			£	1,965.85
Bank Interest	£	68.20	£	58.47	£	70.00	£	120.00
Total income:	£	19,549.13	£	21,478.50	£	20,107.00	£	23,906.03
Expenditure								
<u>General Expenditure</u>								
Staff costs	£	5,869.44	£	3,173.57	£	6,000.00	£	6,046.00
General Office Costs	£	1,175.96	£	382.17	£	750.00	£	1,000.00
Room Hire	£	283.00	£	120.00	£	250.00	£	240.00
Insurance	£	1,832.58	£	1,873.24	£	2,000.00	£	1,873.24
Repairs & Maintenance - Other			£	-				
Repairs & Maintenance - Footpaths			£	-				
Repairs & Maintenance - Drainage			£	-			£	9,143.00
Repairs & Maintenance - Lengthsman	£	7,261.36	£	1,027.40	£	1,500.00	£	1,600.00
Repairs & Maintenance - Camp	£	1,872.09	£	-	£	3,000.00	£	3,000.00
Purchases, other	£	540.83	£	-	£	500.00	£	200.00
Subscriptions	£	470.02	£	-	£	600.00	£	500.00
Audit Fees	£	332.90	£	347.35	£	350.00	£	347.35
Election costs			£	-	£	-	£	-
Advertising/publicity			£	-			£	-
Training			£	-	£	60.00	£	-
Website	£	225.00	£	-	£	250.00	£	250.00
Newsletter	£	330.00	£	220.00	£	350.00	£	350.00
Miscellaneous	£	-	£	-	£	100.00	£	100.00
VAT	£	1,965.85	£	332.59				
<u>Other Expenditure</u>								
Legal costs	£	-	£	-				
Donations & Grants	£	560.00	£	560.00	£	1,000.00	£	560.00
Total Expenditure	£	22,719.03	£	8,036.32	£	16,710.00	£	25,209.59
Net expenditure: (income-expenditure)	-£	3,169.90	£	13,442.18	£	3,397.00	-£	1,303.56
Reserves:								
Opening Balance	£	8,773.69	£	5,603.79	£	5,603.79	£	5,603.79
Add: Net expenditure	-£	3,169.90	£	13,442.18	£	3,397.00	-£	1,303.56
Closing Balance:	£	5,603.79	£	19,045.97	£	9,000.79	£	4,300.23

As at 30.9.2026