



**ORDINARY MEETING**  
**7.30pm 17<sup>th</sup> JANUARY 2024**  
**RISBURY VILLAGE HALL**

**MEETING PAPERS**

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# Humber, Ford & Stoke Prior Group Parish Council

*Chairman:*  
Cllr. Hugh Fowler-Wright  
The Cider Mill  
Humber  
Herefordshire HR6 0NE

*Clerk to the Council:*  
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Councillors are summoned to the meeting of the Group Parish Council to be held on

**Wednesday 17<sup>th</sup> January 2024 at 7.30pm  
in Risbury Village Hall**

which will consider the business set out in the agenda below.

10<sup>th</sup> January 2024

Allan Drew, Clerk to the Council

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## AGENDA

### 1/24 Apologies for absence

*To receive:* any apologies for absence.

*To consider, if necessary:* excusing absence of members to the following meeting.

### 2/24 Declaration of interests and dispensations

*To receive and record:* any declarations of interest in agenda items in accordance with the Code of Conduct adopted in July 2021.

*To consider:* any applications for dispensations in accordance with Standing Order 25.

### 3/24 Minutes of the last meeting

*To consider:* approval of minutes of the meeting held on 15<sup>th</sup> November 2023

### 4/24 Matters for report arising from the minutes not covered elsewhere on the agenda.

*To note:* any matters

*To receive:* a verbal update from the Clerk on Herefordshire's consultation session on the 4-year plan

### 5/24 Chairman's announcements

*To note:* any announcements from the Chairman.

### 6/24 Public participation

*Under Standing Order 8, any member of the public may make a statement or give evidence to the meeting on any business to be transacted or any other business, and ask or answer questions. At the discretion of the Chairman such participation may be permitted under the relevant agenda item.*

### 7/24 District Councillor's report

*To receive:* a report from Ward Councillor Bruce Baker.

### 8/24 Planning Committee and planning applications update

(a) *To consider:* new applications to be determined by Herefordshire Council

**Ford & Stoke Prior**

**233624 Railway Meadow Bungalow Stoke Prior Leominster Herefordshire HR6 0LG**

Proposed garden room extension and change of use of land from agricultural use to residential use to provide additional garden space (part retrospective). **Undecided**

**233617 The Luce Steensbridge Leominster Herefordshire HR6 0RR**

Prior approval for agricultural straw barn.

**PA & comments not required**

**233479 Ford Farm Ford Bridge Leominster Herefordshire HR6 0LE**

Application for prior notification for proposed Steel portal from machinery building.

**Consent required**

**Humber** There are no new applications

(b) *To note:* updates on current planning applications

**Ford & Stoke Prior**

**233094 Priory Farm Stoke Prior HR6 0ND.** The construction and retention of a rural worker's dwelling, seminar room and a range of eight stables with ancillary tack and hay store. **Undecided**

**232557 Highfield Cottage HR6 0LW Proposed two storey extension and detached cart shed (3 bay garaging).**

Previously submitted as 221781 and refused due to access track issues. Council objected but due to development of the buildings, not the access track. **Approved with conditions**

**223610 Land north of Bowley Court farm**

digestate storage lagoon (retrospective).

Change of use from a water storage lagoon to a water and anaerobic

**Undecided.**

**Humber.**

**212600 - Land adjacent to Risbury Cross Cottage, Risbury HR6 0NG**

Approval of reserved matters following outline approval 181648 (residential development of 6 houses).

**Undecided - on hold due to phosphates**

**212473 Dev 1 Land adjacent to Risbury Cross Cottage Risbury HR6 0NG**

Proposed permission for the siting of a caravan to provide accommodation on site during the construction of a dwelling on Plot 5 approved under application ref 181648.

**Undecided- on hold due to phosphates.**

**211802 - Land at Gob's Castle Risbury Leominster Herefordshire**

Application for approval of details reserved by conditions 3 7 9 10 11 12 13 15 18 19 & 21 attached to planning permission 173687. **Undecided**

**9/24 General Financial Matters**

*To receive:* a report from the RFO

*To consider:* payments for authorisation

*To receive:* banking reconciliation for Q3

*To consider:* Clerk's salary award w.e.f. 1 April 2023

*To resolve:* setting the Precept for 2024/25

**10/24 Lengthsman & PROW**

*To discuss:* Council's response to recent flooding in the group Parishes

*To receive:* An update from the Chairman on the "Trails Booklet"

*To receive:* An update on livestock and PROW including "Kissing Gates"

*To consider:* any work required in the Group Parishes

**11/24 Updates on current projects from project sponsors**

*To receive:* updates from project sponsors-

Cllr. Yair – Environment

Cllr. Yair – new Council website

Cllr. Grace – road safety/A44 speeding

## **12/24 Matters for information and future business**

*To note:* any other matters for information or future decision.

### **Date of next meeting**

*To note:* the next scheduled meeting will be on Wednesday 20<sup>th</sup> March 2024 at 7.30pm in Risbury village hall

The Chairman will close the meeting

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# Humber, Ford & Stoke Prior Group Parish Council

## Draft Minutes

### of the Ordinary Meeting of the Group Parish Council

Wednesday 15<sup>th</sup> November 2023 at 7.30pm in Stoke Prior Village Hall

Present: Cllr. Ken Bemand  
Cllr. Rob Pugh  
Cllr. Derek Silk  
Cllr. James Hinton  
Cllr. Anne Grace

Cllr. Hugh Fowler-Wright (Chairman)  
Cllr. Janette Fulwood  
Cllr. Chris Marston  
Cllr. Richard Collins  
Cllr. Tim Yair

Ward Councillor: Bruce Baker  
Clerk & RFO: Allan Drew

1 member of the public attended; Mr Chris Blum, responsible for Pump advertising. Another member of the public (Ms Bryony Cullum) joined the meeting approximately half way through.

#### **112/23 Apologies for absence**

Apologies had been received from Cllr. Richard Thomas and were accepted by Council.

#### **113/23 Declaration of interests and dispensations**

None received.

#### **114/23 Minutes of the last meeting**

Cllr. Bemand questioned the accuracy of minute 107/23 where it was recorded that "several Councillors had commented on the cost of clearing the Prill brook" and observed that the cost actually related to the Prill plus an additional item. After some debate it was agreed that the minute should stand and the Chairman duly signed the full minutes of the meeting.

#### **115/23 Matters for report arising from the minutes not covered elsewhere on the agenda.**

The Clerk reported that-

- The Annual meeting of the Herefordshire branch of CPRE (Council for Protection of Rural England) will be held on 2 December 2023.
- The CPRE magazine was made available to any interested Members.

Cllr. Yair reported that the school was now part of the Three Counties Academy organisation. In answer to a previous query from Cllr. Bemand it appeared that security fencing around the school perimeter would not be required.

#### **116/23 Chairman's announcements**

The Chairman reported that the War Memorial service held on the 11 November was very successful with around 70 people attending. The Chairman thanked Cllrs. Marston, Fulwood and Yair for their help in organising the event and marshalling traffic. Of particular note was that three retired members of the Royal Scots attended and laid a wreath for Remembrance and to mark the updated information about Private Hubert Parker.

#### **117/23 Public participation**

Mr Blum was the only member of the public present and would reserve his comments for item 120/23.

#### **118/23 District Councillor's report**

Ward Councillor Bruce Baker reported that-

- There had been a re-think on the previously proposed (then cancelled) Southern Link road which was believed would reduce congestion significantly south of river, especially around the Asda roundabout. It is hoped that,

following negotiations, Government would be prepared to fund the construction of the link road. The cancellation of the bypass project by the previous administration had cost residents £22m.

- The refugees in the Talbot Hotel, Leominster had to be moved out due to repairs being undertaken. When completed the refugees would return. Councillors commented that in fact the refugees had already returned.
- All schools in the County had been checked for aerated concrete and no schools are affected by this problem.
- The Shire Hall will house the new County library and learning centre once the Hall has been refurbished. Much of the work will be grant funded although Herefordshire Council will have to also contribute.
- Funding is now available for defibrillators via a website- defibrgrant.co.uk. (Clerk's note- This scheme is run by the Dept. for Health & Social Care and the following conditions apply-

To be eligible for a funded defibrillator you must also:

- Locate the secure defibrillator cabinet on an external wall in an area that is accessible to members of the public 24 hours per day. (The equipment must be installed and registered on The Circuit within 4 weeks).
  - Be able to provide an electrical power source to ensure the defibrillator cabinet light and heater operate to keep the device at the right temperature
  - Provide match funding for your application (c. £750.)
- Schools which have septic tank systems will be upgraded to package treatment plants to reduce phosphates and so allow Herefordshire Council to sell more phosphate credits.
  - There have been problems logging onto the Herefordshire Council planning website but these are now resolved.
  - Herefordshire Council is now a member of the Marches Forward partnership. The partnership now consists of Powys, Monmouthshire, Shropshire and Herefordshire. The main aim is to obtain Government funding in areas such as tourism, digital connectivity, transport, housing and climate. Presently there are no funds open for Parish Council applications.
  - Herefordshire Council is now an accredited organisation of the "White Ribbon Campaign". The objective is to end male violence against women and girls.

### 119/23 Planning Committee and planning applications update

(b) *To consider:* new applications to be determined by Herefordshire Council

#### **Ford & Stoke Prior**

**232835 Bowley Court Farm, HR6 0PL** Application for prior notification for an agricultural building for the storage of digestate from an on-farm AD plant, for use as an agricultural fertiliser. **Determination Made (Prior Approval is Required)**

Note: This application is just inside HFSP Parish boundary although is still shown on the application as Queenswood ward.

**233071 Ashwood House, Stoke Prior HR6 0LG.** Proposed non-material amendment to 232181. To allow reduced roof pitch and change of roof finish and stone gable wall to West elevation (and return on South elevation).

**Comments not required**

**233094 Priory Farm Stoke Prior HR6 0ND.** The construction and retention of a rural worker's dwelling, seminar room and a range of eight stables with ancillary tack and hay store.

The Chairman reminded Council that this application was a re-worked version of a previous application 204230 which was ultimately refused at Committee after initially being approved a year earlier. Cllr. Baker stated that if the officers' intention was to refuse the application then he would expect the case to again go to Committee due to the widespread public support and interest this case has generated. The application had been generated as a result of an enforcement notice against the construction of the groom's accommodation. Although the application is retrospective, in this particular case the applicant did in fact have consent to proceed (which led to the building of the groom's accommodation) which was then withdrawn. To resolve this rather contradictory situation Council proposed that the application be supported but a tie should be placed on the building. Council also noted that the access was entirely through the farm which helped keep the farm traffic separate from school traffic. There was also disappointment that no provision had been made for renewable energy. The Clerk would draft comments for Council approval and the following was later agreed and submitted-

Application 233094 was published on 27 October 2023 and was discussed by Humber, Ford & Stoke Prior Group Parish Council at its meeting on 15 November 2023. At this meeting Council resolved to SUPPORT the application albeit with some conditions.

The history of this proposed development is complex - this application is the third attempt to achieve consent for the development of onsite accommodation for a groom. The previous applications were determined as follows -

**183431 2 stables and mobile home accommodation for groom.**

Refused. On appeal stables allowed but mobile home refused. The stables however, have not been built though a start has been made, so the consent remains extant.

**204230 Development of existing equine facilities to form a new indoor arena, stabling and an essential worker's dwelling.**

Initially approved by Committee on 9 February 2022 with conditions to be determined. Then refused by Committee on 18 January 2023 because suitable conditions around the management of phosphates could not be established. Importantly the refusal decision makes no mention of the suitability (or otherwise) of the proposal to create a proper dwelling for groom's accommodation. Perhaps as a result of the February 2022 Committee decision to approve, the groom's accommodation was built whilst conditions on phosphate disposal were determined. Eventually the whole proposal was refused and in July 2023 an Enforcement notice was issued against the groom's accommodation built, as it was, without consent.

**233094** This current application, which is in part retrospective, aims to regularise the groom's accommodation as well as in effect alter the location of the stables granted under 183431. The key argument in the application planning statement is that the refusal notice for 204230 dealt only with the phosphate question and made no mention of the groom's accommodation. Consequently, it is maintained in the statement that the groom's accommodation must be acceptable since it did not figure in the refusal notice.

Council has consistently supported these applications since it believes that support for this important rural business is a key priority explicitly recognised in HFSPNDP Policy 12. The unusual situation of first approval by the Planning Committee and then a reversal of that approval has placed both Herefordshire Council and the applicant in difficult positions. Although Council does not wish to see retrospective applications, it recognises the unusual circumstances of this case and thinks it would be unreasonable to continue with the enforcement action. Council believes that a suitable way to acknowledge the positions of both parties in this matter is to place a condition of an appropriate tie of either a business or agricultural type on the development.

Council also notes that that the access is going to be through the applicants' land which is highly desirable to help keep equestrian related traffic further away from the local school where traffic congestion and safety are already known concerns. Additionally, following the declaration of a climate emergency by both Herefordshire Council and HFSP Group Council it was disappointing to see no provision made for renewable energy generation. However, Council is content to leave the imposition of a condition around renewables to the judgement of Herefordshire Council.

In conclusion, Council wishes to SUPPORT the application to grant consent for the groom's accommodation

**Humber** There are no new applications

(b) *To note:* updates on current planning applications

**Ford & Stoke Prior**

**232557 Highfield Cottage HR6 0LW Proposed two storey extension and detached cart shed (3 bay garaging). Access track and entrance to road to C1055.**

Previously submitted as 221781 and refused due to access track issues. Council objected but due to development of the buildings, not the access track.

**Undecided**

Cllr. Hinton stated that the intention of the applicant is now to remove the access track from the application and focus entirely on the development of the buildings. The drawings in the application have been superseded/amended and the access track has been removed. However, the 3 bay "cart shed" remains. Council agreed that further comments should be submitted to Herefordshire Council Planning re-stating the objection to the proposal on the same grounds as before, that of overdevelopment.

**232181 Ashwood House, Stoke Prior HR6 0LG Proposed single storey garage including garden room/home office.**

**Approved with conditions**

**223610 Land north of Bowley Court farm**  
digestate storage lagoon (retrospective).

Change of use from a water storage lagoon to a water and anaerobic

**Undecided.**

Councillor Baker updated Council on 223610 Bowley Court Farm (change of use from a freshwater lake to a digestate store) in that the planning officer had said that there were no objections from the statutory consultees and it likely that the application would be approved. The Chairman reminded Cllr. Baker that in this case there was an understanding between them that the case would go to Committee. Cllr. Baker agreed that he would contact Mr Tansley, the case officer to retrieve the position.

## Humber.

### **212600 - Land adjacent to Risbury Cross Cottage, Risbury HR6 0NG**

Approval of reserved matters following outline approval 181648 (residential development of 6 houses).

**Undecided - on hold due to phosphates**

### **212473 Dev 1 Land adjacent to Risbury Cross Cottage Risbury HR6 0NG**

Proposed permission for the siting of a caravan to provide accommodation on site during the construction of a dwelling on Plot 5 approved under application ref 181648.

**Undecided- on hold due to phosphates.**

### **211802 - Land at Gob's Castle Risbury Leominster Herefordshire**

Application for approval of details reserved by conditions 3 7 9 10 11 12 13 15 18 19 & 21 attached to planning permission 173687.

**Undecided**

### **120/23 Update on Pump advertising**

Mr Blum reported a most significant turnaround in the Pump advertising finances in that for the 12 months ending November 2023 advertising revenues were £2417. Council thanked Mr Blum for this achievement which would make a substantial contribution to the costs of producing the Pump.

Mr Blum proposed that the rates for annual Pump advertising should not be increased. However, changes to "one off" advertising costs could be considered. (A full page one off advert is currently £20, with half page at £15 and quarter at £10). An increase of 25-30% could be appropriate especially due to the number of pages required for community (free) adverts. A further proposal would be to limit community adverts to no larger than half page (with some exceptions).

Cllr. Bemand thought that with the new website being imminent a drive on digital distribution of the Pump could produce worthwhile savings in the number of copies printed. There was a general view that the printed copy in this case was much preferred by many residents but increasing digital circulation, even if only by 10-20% remained worthwhile. Mr Blum commented that advertisers might object to the idea of reducing the number of printed copies.

The RFO requested invoices for all the advertising revenues and Mr Blum will provide this information.

### **121/23 General Financial Matters**

The RFO reported that-

Bank balance on 7 November 2023 is £15312.06

Council noted that the internal auditor, Mr Ian Pardoe has resigned the position after a number of years. A new auditor will be engaged for 2023-24 financial year. Mr Allan Bathurst was suggested as a possible replacement and Cllr. Fulwood would contact him to see if would undertake the role.

Income received since last meeting -

<b>Date</b>	<b>Description</b>	<b>Amount £</b>	<b>Classification</b>
19-09-2023	HCC Precept part 2	7500.00	Precept
21-09-2023	Jamie Price	100.00	Adverts
26-09-2023	JK Pro Ltd	135.00	Adverts
28-09-2023	Bowley Storage	135.00	Adverts
28-09-2023	Oak Tree	73.00	Adverts
28-09-2023	Oven Wizards	100.00	Adverts
02-10-2023	MGL Communications	100.00	Adverts
02-10-2023	Lion Court Podiatry	200.00	Adverts
10-10-2023	Certainly Wood	73.00	Adverts
12-10-2023	PH+PD Jones	150.00	Adverts
16-10-2023	Springfield Storage	200.00	Adverts
16-10-2023	H Royle	80.00	Adverts
18-10-2023	George Burgess	100.00	Adverts
19-10-2023	Grove Golf & Bowl	200.00	Adverts
26-10-2023	T Dines Electrical	200.00	Adverts
01-11-2023	Pencombe & LC Parish Hall	10.00	Adverts
09-11-2023	Margaret Brown	109.45	Community Week
	<b>TOTAL</b>	<b>9465.45</b>	

Total received for Pump advertising since the last meeting is £1856.00

Payments made since last meeting

The following payments were agreed at the 20<sup>th</sup> September 2023 meeting (minute reference 106/23) and have been made.

Description	Cost £	VAT £	Total £	
Clerk's August 2023 salary	346.73		346.73	
Clerk's September 2023 salary	346.73		346.73	(pay 25 <sup>th</sup> September)
HMRC	260.00		260.00	PAYE Q2 (pay 1 <sup>st</sup> October)
Barrington Print 11746	489.00		489.00	September Pump
Barrington Print 11800	445.00	71.40	516.40	Welcome Pack printing
Enviroloo	70.83	14.17	85.00	Community Week toilet hire
Postage	52.88		52.88	Pump postage (Refund to Margaret Brown)
D C Gardening Services	760.00	152.00	912.00	WO No. 1 Prill clearance and SP 28 cut back
PKF Littlejohn	210.00	42.00	252.00	Fee for Limited Assurance Review by external auditor
Refund to Clerk	10.50	2.10	12.60	2 x Postcrete for SPVH map case
E M Davis Engraving	60.00		60.00	Pte. Hubert Parry WM Plaque
Unity Bank	18.00		18.00	Quarterly service charge
<b>TOTAL</b>	<b>3069.67</b>	<b>281.67</b>	<b>3351.34</b>	

Payments for Authorisation

Description	Cost £	VAT £	Total £	
Clerk's October 2023 salary	346.53	00.00	346.53	
Clerk's November 2023 salary	346.73	00.00	346.73	(pay 25 <sup>th</sup> November)
Autela	48.32	9.66	57.98	Q2 payroll charges
Barrington Print 11904	549.00	00.00	549.00	October Pump
Barrington Print 12003	489.00	00.00	489.00	November Pump
Tangled Web	250.00	50.00	300.00	Final payment, web build project
Tangled Web	300.00	60.00	360.00	Annual hosting charge from 1/11/2023
Gwent Web design	140.00	28.00	168.00	Renewal of old website hosting
Refund to Clerk	11.99	2.40	14.39	Domain renewal HFSP.org.uk
SPVH Hall hire	110.00	0.00	110.00	May - November 2023. 4 booking
Royal British Legion	50.00	0.00	50.00	Donation suggested as last year
<b>TOTAL</b>	<b>2641.57</b>	<b>150.06</b>	<b>2791.63</b>	

Council agreed the above payments

Currently the Council (old) website is hosted by Gwent Web Design and the hosting charge invoice (from 1 October) has just arrived. It is recommended that this invoice is paid and the RFO will negotiate an appropriate refund once the new site is fully operational.

Similarly, the domain name HFSP.ORG.UK should be retained and forwarded to the new site when that has gone live. That will ensure that for a limited period residents will not be left with "site not found" when typing in the old address.

## Q2 Banking Reconciliation

## Council Cash Book

	Balance brought forward	11918.09				11918.09
04/07/2023	Zurich Insurance		167.44	Insurance, audit, professional		11750.65
14/07/2023	PGPC Refund for lam. Pouches		12.46	Administration	0.00%	11738.19
14/07/2023	SPVH Tree warden event		20.00	Hire of Halls	0.00%	11718.19
14/07/2023	Clerk's June 23 salary		346.73	Clerk	0.00%	11371.46
14/07/2023	Clerk's July 23 salary		346.53	Clerk	0.00%	11024.93
14/07/2023	HMRC PAYE Q1		259.80	HMRC	0.00%	10765.13
14/07/2023	Mr Ian Pardoe		50.00	Insurance, audit, professional	0.00%	10715.13
14/07/2023	Barrington Print INV 11469		448.00	Parish Pump	0.00%	10267.13
14/07/2023	Autela Q1 inv 11627		57.98	Administration	20.00%	10209.15
14/07/2023	Barrington Print inv 11584		448.00	Parish Pump	0.00%	9761.15
14/07/2023	Barrington Print inv 11584		50.00	Community Week	0.00%	9711.15
21/07/2023	The Royal Scots	100.00		Other Income		9811.15
25/07/2023	National Grid	3.06		Other Income		9814.21
08/08/2023	Viking 2464333		92.81	Administration	20.00%	9721.40
22/08/2023	Barrington Print INV-11671 August Pump + Risbury Show inserts)		558.00	Parish Pump		9163.40
22/08/2023	Risbury Hall hire		16.00	Hire of Halls		9147.40
22/08/2023	Donation via HFW	5.00		Other Income		9152.40
29/08/2023	CW deposit (Margaret Brown)	191.00		CW Fundraising		9343.40
19/09/2023	Herefordshire Council Precept part 2	7500.00		Precept		16843.40
21/09/2023	Jamie Price TP33	100.00		Adverts		16943.40
26/09/2023	JK Pro L Ltd TP36	135.00		Adverts		17078.40
28/09/2023	Bowley Storage	135.00		Adverts		17213.40
28/09/2023	Oaktree	73.00		Adverts		17286.40
28/09/2023	Oven Wizards	100.00		Adverts		17386.40
29/09/2023	Unity Bank		18.00	Bank Charges		17368.40
<b>Jul-Sep</b>	<b>Sub-totals for period (Horiz.)</b>	<b>8342.06</b>	<b>2891.75</b>			
	Sub -totals for period (Vert)	8342.06	2891.75			
	Balance check	17368.40	OK	17368.40		
	Reconciliation	OK	OK			
	<b>Totals for financial year to date</b>	<b>23237.68</b>	<b>9696.83</b>			

# Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc  
PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG

1233256311 | 00469

Mr Allan Drew  
Humber Ford Stoke Prior Group Parish Council  
The Coach House  
Pencombe  
Bromyard  
HR7 4RL

**Date:** 30/09/2023

**Account Name:** Humber Ford Stoke Prior Group Parish Council

**Swift Code (BIC):** NWBKGB2L

**IBAN Number:** GB93NWBK60023571418024

**Sort Code:** 608301

**Account Number:** 20430401

Your arranged overdraft limit is £0.00

Our new Online Banking is now available for everyone to use, giving you benefits like a refreshed new look, with simpler navigation. Finding your way around on a desktop or mobile phone is easier than ever.



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](https://www.fscs.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](https://www.unity.co.uk/fscs)

### Contact Us

- Call us: **0345 140 1000**
- Email us: **[us@unity.co.uk](mailto:us@unity.co.uk)**
- Visit us: **[unity.co.uk](https://www.unity.co.uk)**

### Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
03/09/2023		Balance brought forward	£0.00	£0.00	£9,343.40
19/09/2023	Credit	HCC CREDITORS	£0.00	£7,500.00	£16,843.40
21/09/2023	Credit	Price Jamie	£0.00	£100.00	£16,943.40
26/09/2023	Credit	JK PRO L LTD LEO CR	£0.00	£135.00	£17,078.40

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Statement number 048

**For Businesses.  
For Communities.  
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124. Calls may be monitored and recorded for training, quality and security purposes. © Unity Trust Bank. All Rights Reserved.



1233256311 | 00469 | 000001 | 000002 |

Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
28/09/2023	Credit	BOWLEY STORAG/AA81	£0.00	£135.00	£17,213.40
28/09/2023	Credit	OAK TRE FUN S SW	£0.00	£73.00	£17,286.40
28/09/2023	Credit	OVEN WIZARDS HEREFORD WORCESTER W	£0.00	£100.00	£17,386.40
30/09/2023	Fee	Service Charge	£18.00	£0.00	£17,368.40

Signed.....RFO

Signed.....Chairman                      Date 15 November 2023

Date	Type	Details	Payments Out	Payments In	Balance



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## **122/23 Lengthsman**

The Clerk reported that the grants had been approved by Herefordshire Council and Council agreed that the Lengthsman would now be instructed to start work. Once the grant monies have been committed and the parish contribution accounted for the annual budget would have been spent. The Clerk reminded Council though that there is a £3000 reserve for drainage/flooding emergencies.

Cllr. Collins commented that the situation at The Heath was not good and Cllr. Bemand commented that there were problems in the area of the War Memorial and also close to the Witsetts/Sunnybank.

Cllr. Fulwood commented that the entrance to the Parish Hall was very muddy. It was agreed that a working party would be formed to clear the mud and the Chairman would arrange.

## **123/23 Speeding on the A44 in the area of Steens Bridge and traffic matters throughout the Parishes**

Cllr. Grace reported on the work carried out by the joint Parishes' initiative on speeding on the A44 and in the surrounding lanes. A draft traffic management plan had been produced by the joint Parishes as follows -

### **Headline Issues:**

1. Speeding and dangerous driving along A44: The Drum crossroads. Through Steen's Bridge
2. Poor visibility at junctions on B & C class roads due to hedge over growth
3. School:

Parking outside school during drop off and collection .

### **Breakdown:**

#### **1. Speeding and dangerous driving along the A44:**

- 1.1: Speed limit reduction to 50 mph on the approaches to the Drum crossroads, currently out to public consultation. Fully supported by the PC.
- 1.2: Apply for speed reduction from 50 mph to 40 mph through Steen's Bridge. Count number of openings onto the road. To be done
- 1.3: Apply for funding from the PCC for the supply and operation of a speed indicator device (SID) with data collection app x 2
- 1.4: New "concealed entrance" signage to be installed on the eastern approach to the blind bend.
- 1.5: Work with the local police to ensure regular speed camera monitoring, especially at weekends to pick up motor bikes and early weekdays to pick up quarry lorries.
- 1.6: Pavement or pathway along verge to allow pedestrians safe walking route towards SP, currently have to walk on verge which is uneven, muddy and with concealed deep ditch or on the highway.

#### **2. Poor visibility at junctions due to vegetation over growth:**

- 2.1: Audit of affected junctions.
- 2.2: Contact land owners/Lengths Men/BB to advise they need to cut back and manage – need agreed plans for when cutting will take place each year

#### **3. School:**

- 3.1: Drop off is naturally staggered and not a major issue. Pick up is more problematic, collections are staggered between 3.00 and 3.10 pm. Parents asked collect children and move on without socialising and causing congestion, but they still do it. Parents speeding through village to and from school.
- 3.2: Discuss with Academy for approach to neighbouring farm to purchase/lease a section of the adjacent field to create staff and parents parking.
- 3.3: If parking area is agreed and set up, apply for yellow no parking lines to be laid along both sides of lane outside school.
- 3.4: Apply for speed reduction to 20mph along lane – ideal but not easy to achieve
- 3.5: Apply for funding for the supply and installation of a timed flashing school warning sign – find out who can fund. Easy win
- 3.6: Voluntary one way system for parents to pick up and drop off, with angled parking bays along lane opposite school. Need to know if layby needs to be deeper, resurfacing, line marking, funding from council potentially.
- 3.7: Opening onto the road data:

From 30mph sign at Orchard Gate to the school @ 1 mile

Residential		29
Commercial/Public building		3
Field gates in regular use		4
Side road with properties on to	1 x 8 props 1 x 3 props 1 x 4 props	3
<b>Total:</b>		<b>39</b>

The next meeting of the A44 safety group is at the end of November which will be attended by West Mercia Police. It was hoped that additional enforcement activity, particularly around motorcycles, might follow.

Each Parish will create their own local plan.

Cllr. Grace noted that the 50mph speed limit around the Drum crossroads is currently out for public consultation and ideally a 40mph limit through Steens Bridge would be agreed. A count of openings onto the A44 would be taken. The Police & Crime Commissioner has funding available for speed indicator devices (including data collection) which will be applied for.

### **124/23 Updates on current projects from project sponsors**

Environment: Cllr. Yair reported that-

- the school had successfully installed a PV system.
- A number of recycling bins outside the school for a wide range of materials were actually available for use by anyone in the Parish. Access was possible outside of school opening hours.

New Council website: Cllr. Marston reported –

- the new website went live on 1 November and training was now available. Cllrs. Yair, Grace and Fowler-Wright and the Clerk would attend.
- A QR code was suggested for the War Memorial giving access to the Council website where information about the memorial and those commemorated would be available

The Clerk reported that there was a problem with the site which Cllr. Yair stated was associated with the Facebook feed.

The Clerk would remind Jenny Ellerton that some information about her role as tree warden would be useful to include on the new site. Ms Cullum raised the matter of grants for tree planting and the Chairman would ask Ms Ellerton about progress on this issue.

Ms Cullum also asked if a sign for the Church could be added to the War Memorial fingerpost. The Chairman explained that if funding could be found it would be possible though the village would be without the signage for quite some time. The Chairman would investigate costs with the supplier and discuss with Sue Hawkins.

### **125/23 Provision of a joint Council/village hall noticeboard in Stoke Prior**

Cllr. Fulwood updated Council on the village hall committee discussions where the committee voted for a £400 contribution towards a new joint Council/Hall noticeboard. The proposal would be for a board containing two lockable A2 frames with lettering “STOKE PRIOR VILLAGE NOTICES” followed by “COUNCIL NOTICES” and “HALL NOTICES”.

It was then resolved that the board would be ordered at a cost of £815+VAT and installed by the usual team.

### **126/23 Matters for information and future business**

The Clerk reported that the precept should be set in January 2024.

Cllr. Fulwood asked if anyone knew of any new arrivals in the Group Parish.

### **Date of next meeting**

*To note:* the next scheduled meeting will be on Wednesday 17<sup>th</sup> January 2024 at 7.30pm in Risbury village hall

The meeting closed at 9.35pm

Signed (Chairman..... Date.....

## Agenda item 8/24 Planning committee and planning updates

(a) *To consider:* new applications to be determined by Herefordshire Council

### **Ford & Stoke Prior**

#### **233624 Railway Meadow Bungalow Stoke Prior Leominster Herefordshire HR6 0LG**

Proposed garden room extension and change of use of land from agricultural use to residential use to provide additional garden space (part retrospective). **Undecided**

#### **233617 The Luce Steensbridge Leominster Herefordshire HR6 0RR**

Prior approval for agricultural straw barn.

**PA & comments not required**

#### **233479 Ford Farm Ford Bridge Leominster Herefordshire HR6 0LE**

Application for prior notification for proposed Steel portal from machinery building.

**Consent required**

**Humber** There are no new applications

(b) *To note:* updates on current planning applications

### **Ford & Stoke Prior**

**233094 Priory Farm Stoke Prior HR6 0ND.** The construction and retention of a rural worker's dwelling, seminar room and a range of eight stables with ancillary tack and hay store. **Undecided**

#### **232557 Highfield Cottage HR6 0LW Proposed two storey extension and detached cart shed (3 bay garaging).**

Previously submitted as 221781 and refused due to access track issues. Council objected but due to development of the buildings, not the access track. **Approved with conditions**

#### **223610 Land north of Bowley Court farm**

Change of use from a water storage lagoon to a water and anaerobic digestate storage lagoon (retrospective). **Undecided.**

### **Humber.**

#### **212600 - Land adjacent to Risbury Cross Cottage, Risbury HR6 0NG**

Approval of reserved matters following outline approval 181648 (residential development of 6 houses).

**Undecided - on hold due to phosphates**

#### **212473 Dev 1 Land adjacent to Risbury Cross Cottage Risbury HR6 0NG**

Proposed permission for the siting of a caravan to provide accommodation on site during the construction of a dwelling on Plot 5 approved under application ref 181648.

**Undecided- on hold due to phosphates.**

#### **211802 - Land at Gob's Castle Risbury Leominster Herefordshire**

Application for approval of details reserved by conditions 3 7 9 10 11 12 13 15 18 19 & 21 attached to planning permission 173687. **Undecided**

## Agenda item 9/24 General Financial Matters

### **Report from the RFO.**

Bank balance on 11 January 2024 is £12681.88

## Income received since last meeting -

Date	Description	Amount £	Classification
13-11-2023	Neate Electrics TP47	100.00	Adverts
15-11-2023	Thomas RG & MD	150.00	Adverts
06-12-2023	Hubbard M & MA	20.00	Postage
	<b>TOTAL</b>	<b>270.00</b>	

Total received for Pump advertising since the last meeting is £250.00

## Payments made since last meeting

The following payments were agreed at the 17<sup>th</sup> November 2023 meeting (minute reference 121/23) and have been made.

Description	Cost £	VAT £	Total £	
Clerk's October 2023 salary	346.53	00.00	346.53	
Clerk's November 2023 salary	346.73	00.00	346.73	(pay 25 <sup>th</sup> November)
Autela	48.32	9.66	57.98	Q2 payroll charges
Barrington Print 11904	549.00	00.00	549.00	October Pump
Barrington Print 12003	489.00	00.00	489.00	November Pump
Tangled Web	250.00	50.00	300.00	Final payment, web build project
Tangled Web	300.00	60.00	360.00	Annual hosting charge from 1/11/2023
Gwent Web design	140.00	28.00	168.00	Renewal of old website hosting
Refund to Clerk	11.99	2.40	14.39	Domain renewal HFSP.org.uk
SPVH Hall hire	110.00	0.00	110.00	May - November 2023. 4 booking
Royal British Legion	50.00	0.00	50.00	Donation suggested as last year
CW donation to SP school <sup>1</sup>	200.00	0.00	200.00	Requested by Margaret Brown
Service charge	18.00	0.00	18.00	Bank charges automatically applied
<b>TOTAL</b>	<b>2859.57</b>	<b>150.06</b>	<b>3009.63</b>	

## Payments for Authorisation

Description	Cost £	VAT £	Total £	
Herefordshire Council	293.13	0.00	293.13	Recharge for elections 4 May 2023
Barrington Print	489.00	0.00	489.00	Dec./Jan. Pump printing
Clerk's salary	346.73	0.00	346.73	December 2023
Clerk's salary	346.53	0.00	346.53	Jan 2024. Pay 25 Jan 2024
HMRC PAYE	260.00	0.00	260.00	Q3 PAYE
Autela	63.58	12.71	76.29	Q3 invoice for payroll services
<b>TOTAL</b>	<b>1798.97</b>	<b>12.71</b>	<b>1811.68</b>	

Council is invited to review and agree these payments.

<sup>1</sup> The Community Week committee asked that a £200 donation be made from CW funds to Stoke Prior school. This donation does not require approval by full Council since the CW committee has authority to spend funds from the CW budget line.

### Q3 Banking Reconciliation

#### Council Cash Book

<b>HFSP CASHBOOK 2023-24</b>							
Date	Details	Receipt	Payment	Classification	Add to Asset Register	VAT	Running Balance
01/04/2022	Balance brought forward	3827.55					3827.55
01/10/2021	Balance brought fwd	17368.40					17368.40
02/10/2023	MGL Communications	100.00		Adverts			17468.40
	Lion Court Podiatry TP39	200.00		Adverts			17668.40
05/10/2023	A M Drew Aug salary		346.73	Clerk			17321.67
05/10/2023	A M Drew Sept salary		346.73	Clerk			16974.94
05/10/2023	HMRC PAYE Q2		260.00	HMRC			16714.94
05/10/2023	Barrington Print INV-11746 Sept Pump		489.00	Parish Pump			16225.94
05/10/2023	Barrington Print INV-11800 Welcome pack		516.40	Parish Pump			15709.54
05/10/2023	Enviroloo		85.00	Community Week			15624.54
05/10/2023	Refund to Margaret Brown		52.88	Parish Pump			15571.66
05/10/2023	D C Gardening Services SI-1655		912.00	Lengthsman		20.00%	14659.66
05/10/2023	A M Drew Postcrete refund		12.60	Equipment		20.00%	14647.06
05/10/2023	PKF Littlejohn		252.00	Insurance, audit, professional		20.00%	14395.06
05/10/2023	CPRE		36.00	Other Expenditure			14359.06
05/10/2023	E M Davis Industrial Engraving (Royal Scots)		60.00	War Memorial			14299.06
10/10/2023	Certainly Wood	73.00		Adverts			14372.06
12/10/2023	Jones BH & PD TP 34	150.00		Adverts			14522.06
16/10/2023	Springfield Storage TP 44	200		Adverts			14722.06
16/10/2023	H Royle	80.00		Adverts			14802.06
18/10/2023	George Burgess TP 43	100.00		Adverts			14902.06
19/10/2023	Grove Golf & Bowl	200.00		Adverts			15102.06
26/10/2023	T Dines Electrical TP 45	200.00		Adverts			15302.06
02/11/2023	Pencombe & LC Parish Hall	10.00		Adverts			15312.06
09/11/2023	Margaret Brown	109.45		CW Fundraising			15421.51
13/11/2023	Neate Eletrics TP47	100.00		Adverts			15521.51
15/11/2023	Thomas RG & MD TP38	150.00		Adverts			15671.51
27/11/2023	Autela Q2 invoice		57.98	Administration		20.00%	15613.53
27/11/2023	Tangled web 1841		300.00	Website Modern.		20.00%	15313.53
27/11/2023	Gwent web design		168.00	Website & IT		20.00%	15145.53
27/11/2023	Barrington Print 12003		489.00	Parish Pump			14656.53
27/11/2024	Barrington Print 11904		549.00	Parish Pump			14107.53
27/11/2023	Clerk's salary Nov 2023		346.73	Clerk			13760.80
27/11/2023	SPVH Council meetings		110.00	Hire of Halls			13650.80
27/11/2023	Clerk's salary October 2023		346.53	Clerk			13304.27
27/11/2023	Domain name renewal refund to Clerk		14.39	Website & IT		20.00%	13289.88
27/11/2023	Tangled Web 1842		360.00	Website & IT		20.00%	12929.88
06/12/2023	Hubbard M & MA	20.00		Postage			12949.88
31-12 23	Service charge		18.00	Bank Charges			12931.88
							12931.88
							12931.88
<b>Oct-Dec</b>	<b>Sub-totals for period (Horiz.)</b>	<b>1692.45</b>	<b>6128.97</b>				
	Sub -totals for period (Vert)	1692.45	6128.97				
	Balance check	12931.88	OK				
	Reconciliation	OK	OK				
	<b>Totals for financial year to date</b>	<b>24930.13</b>	<b>15825.80</b>				

## Your Account Statement



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Unity Trust Bank plc  
PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG

1244274414 | 00310  
Mr Allan Drew  
Humber Ford Stoke Prior Group Parish Council  
The Coach House  
Pencombe  
Bromyard  
HR7 4RL

**Date:** 31/12/2023

**Account Name:** Humber Ford Stoke Prior Group Parish Council

**Swift Code (BIC):** NWBKGB2L  
**IBAN Number:** GB93NWBK60023571418024

**Sort Code:** 608301  
**Account Number:** 20430401

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1244274414 | 00310 | 00001 | 00001 |

### Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
04/12/2023		Balance brought forward	£0.00	£0.00	£12,929.88
06/12/2023	Credit	HUBBARD MMA	£0.00	£20.00	£12,949.88
31/12/2023	Fee	Service Charge	£18.00	£0.00	£12,931.88

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Statement number 052



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Signed.....RFO

Signed.....Chairman

Date 17 January 2024

## Clerk's salary award

In November 2023 HALC wrote to Clerks advising that a National Pay Award had been agreed with the Employers for the financial year 2023-24. The award is for £1/hour for scale points up to 43. The Clerk is on scale point 11 so will receive £1/hour for the contracted 416 hours pa. The award is backdated to 1 April 2023.

Council is invited to agree this salary award and, if agreed, the Clerk will draft a letter for the Chairman's signature to Autela asking that suitable payroll changes be put in place.

## Setting the Precept for 2024/25

For 2023-24 the Precept was agreed at £15,000. With 298.81 equivalent band D properties in the Group Parish this Precept was £50.20 per property. This was a 22.2% rise from the previous year.

The Bank of England calculator shows that there has been inflation of 4.1% between January 2023 (when the Precept was last agreed) and November 2023 which is the latest figure available.

If the Precept is fully adjusted for inflation the new Precept would be  $15000 \times 1.041 = 15615$ .

However, the number of band D equivalent properties has risen to 305.66 so the cost/band D property would be  $15615/305.66=51.09$  or an increase of 1.8%

An alternative approach is to hold the Precept/property at the same level as currently but receive an increased total Precept due to the rise in property numbers. On this basis the Precept would be  $50.20 \times 305.66 = 15344$  or an increase of 2.3%.

Council should discuss and agree which type of approach it wishes to adopt. The RFO recommendation is that holding the charge per property the same as 2023-24 is the better solution.

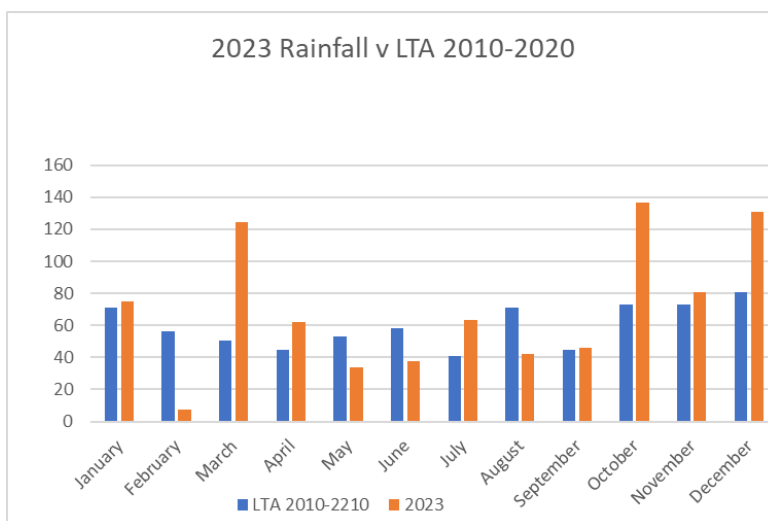
Following Council's decision on the Precept the RFO will submit the Precept requirement to Herefordshire Council by the end of January 2024.

## Agenda item 10/24 Lengthsman & PROW

### Recent flooding in the Group Parishes.

It is well understood that recent bad weather (especially Storm Henk) across most of the country has shown up weaknesses particularly in the rural drainage system.

The Group Parishes have had their share of problems and it has to be realised that despite spending all available Parish resources (both grant and tax monies) over the past few years the perception is probably that drainage problems are worsening as the weather becomes more extreme. Government (Met Office) data for Ross-on-Wye shows that-



Rainfall during the last 3 months of 2023 was 348mm compared with the LTA (long term average) 2010-2020 of 226mm (+54%).

In touring the Parishes it is clear that the basic drainage infrastructure is in place and has been for many years. The problem is poor maintenance of that infrastructure including little or no planned replacement. Although Council has had some success over the past few years with flooding blackspots, for example at The Heath and Wheelbarrow Castle, the lesson is that these problems when resolved, by their very nature, do not remain fixed for more than about a year. Maintenance is required, probably annually, to keep the network operating efficiently.

The Council however, does not have much formal responsibility to keep the network operating effectively. Responsibilities rest with-

- For ditches along the highways the riparian landowners are responsible.
- For drains (underground pipes) Herefordshire Council is responsible

The riparian landowners (usually but not exclusively farmers) do carry out maintenance on ditches but with the increase in more extreme weather events it is debateable if the current level of maintenance is sufficient to meet the need.

For the maintenance of drains Herefordshire's agent is Balfour Beatty and it is clear that nowhere near enough work is done by BB to keep the drainage system operating properly. The root cause of this lack is probably inadequate funding by Herefordshire but BB suffer through sub-optimal working practices. Parishes are generally forbidden to work on the drainage system and in truth the funding in the Parish would not support the level of activity required even if permissions were obtained.

The Parish Council has limited resources – typically around £3000 pa – but recently this budget has been supplemented by grants from Herefordshire which have roughly doubled the funds available. However, this budget has to be split across a number of activities such as PROW work, maintenance of some street furniture etc. so perhaps about 50% is available for essential work such as clearing drain tops and keeping highway grips and headwalls clear and in good order.

It is self-evident that ditches and drains form a linked system and that system is only as good as its weakest component. It is commonplace to see water surging down reasonably well maintained ditches only to meet a blocked drain and then to form a large and quite deep pool of water, usually on the highway but, in extreme cases in some unfortunate resident's front room!

Solutions to these problems have remained intractable. However, it is increasingly clear that action beyond what is currently happening is essential if these problems are not to get worse in future. Some suggestions are-

- Use the Pump and Clerk's email list to engage residents with reporting blackspots.
- Publicise the reporting system for flooding/drainage so that there is better information on the size of the problem.
- Council to work with a group of local farmers and seek to create a plan for regular ditch maintenance.
- Investigate local arrangements for services that BB should provide, but generally do not, such as gully cleaning, drain jetting, camera work etc.
- Lobby elected representatives for larger grants based on providing better value services than BB. Potentially larger grants could come from the BB contract, from budgets which BB find unprofitable.

Council is invited to use the above suggestions as a basis for discussion and agreement of a plan to improve the current surface water management arrangements.