



**ORDINARY MEETING**  
**7.30pm 20<sup>th</sup> MARCH 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 ONE

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

**Wednesday 20<sup>th</sup> March 2024 at 7.30pm  
in Risbury Village Hall**

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

13<sup>th</sup> March 2024

Allan Drew, Clerk to the Council

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## AGENDA

### **22/24 Apologies for absence**

*To receive:* any apologies for absence.

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

### **23/24 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.

### **24/24 Minutes of the last meeting**

*To consider:* approval of minutes of the meetings held on 17<sup>th</sup> January and 7<sup>th</sup> February 2024

### **25/24 Matters for report arising from the minutes not covered elsewhere on the agenda.**

*To resolve:* date and structure of Annual Parish meetings

*To note:* any other matters

### **26/24 Chairman's announcements**

*To note:* any announcements from the Chairman.

### **27/24 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.*

### **28/24 District Councillor's report**

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

### **29/24 Planning Committee and planning applications update**

a) *To receive and agree:* draft minutes of the Planning Committee meeting held on 6<sup>th</sup> March

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

**Ford & Stoke Prior** There are no new applications

**Humber** There are no new applications  
(c) *To note:* updates on current planning applications

**Ford & Stoke Prior**

**240279 Land at Hathaway, Stoke Prior, HR6 0LR**  
Proposed demolition of existing dwelling and construction of replacement dwelling. **Undecided**

**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**

**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**

**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.**

**240369 Great Marston Farmhouse, Farm Risbury HR6 0NJ**  
Proposed reconstruction of porch. **Undecided.**

**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**

**30/24 General Financial Matters**

*To receive:* a report from the RFO  
*To consider:* payments for authorisation  
*To consider:* Setting the budget for 2024-25  
*To consider:* appointing HALC as the Council's internal auditor for 2023-24

**31/24 Lengthsman & PROW**

*To receive:* an update on flood alleviation measures and grant spending.  
*To consider:* renewal of lengthsman contract with D C Garden Services for 2024-25  
*To consider:* any work required in the Group Parishes

**32/24 The Lamb Inn**

*To receive & discuss:* Council letter to Chancellors and auctioneers regarding advertising and sale of the Lamb by auction

**33/24 Traffic Management Plan**

*To receive:* update from Cllr. Marston

**34/24 Projects**

*To consider:* projects to be undertaken during 2024-25

**35/24 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 15<sup>th</sup> May 2024 at 7.30pm in Stoke Prior 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 17<sup>th</sup> January 2024 at 7.30pm in Risbury 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 Thomas  
Cllr. Tim Yair

Ward Councillor: Bruce Baker

Clerk & RFO: Allan Drew

1 member of the public attended.

### 1/24 Apologies for absence

Cllr. Richard Collins sent his apologies.

### 2/24 Declaration of interests and dispensations

None received

### 3/24 Minutes of the last meeting

The minutes of the meeting held on 15<sup>th</sup> November 2023 were approved and signed by the Chairman

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

The Clerk reported that-

- there had been a consultation on Herefordshire Council's 4-year plan. The content of the plan seemed rather routine and contained many "aspirations" which most attendees felt should simply be business as usual. Notably there was no mention of the pressing need to fix the drainage, repair the roads and have measures to mitigate/prevent flooding. The Chairman asked that the summary documents be included in these minutes and are shown in appendix 1.
- there are changes to legislation regarding supporting churches, specifically the church buildings. This represents quite a change where previously civil councils were unable to provide any funding to the church which did not provide a general community benefit (e.g. maintenance of the church clock).

### 5/24 Chairman's announcements

The Chairman thanked Cllrs. Bemand, Marston & Yair for their help in cleaning outside Stoke Prior Village Hall. He also thanked Councillors for their support of the forthcoming training event on 7<sup>th</sup> February (in Risbury village hall). He also reported that there had been significant progress in learning more about one of the names on the War Memorial. A memorial plaque simply worded S. Preece had now been clarified as in memory to Sidney John Price who served in the Army and died in Madagascar in 1942. His widow, Emily, had placed a notice in the Kington Times in 1943 in memory of Sidney John Preece-Price which explained the mystery of the name.

### 6/24 Public participation

No matters had been raised

### 7/24 District Councillor's report

Councillor Baker reported that-

- Drainage has clearly been a problem over the past few months. Herefordshire Council is considering writing to landowners reminding them of their responsibilities to keep ditches clear.
- Councillors were concerned that there no commitments from Herefordshire Council to fix reported drainage problems and many reports had been outstanding for years.
- There will be a review of the National Planning Policy Framework (NPPF).
- He had organised a meeting with the Assistant Police & Crime Commissioner, Paul Middleborough. Six parishes were represented and there was some useful information presented by the A/PCC.
- He had a 1:1 meeting with a representative of National Highways (formerly Highways England) about the A49 which is the one of the roads in Herefordshire for which the agency has responsibility. There was discussion about visibility at the Ford turning of which Council was aware. Cllr. Baker would take the matter forward.
- Proposals for the A417 junction with the A49 at Dinmore were discussed and the most likely option is to fit traffic lights although there are likely to be objections from HGV organisations. Cllr. Hinton pointed out that roundabouts had been fitted in many parts of the A49 and wondered why this solution was not being considered.
- Children's Services are improving although the costs remain very high.
- There are delays to issuing Firearms Certificates and the PCC is investing more to improve the process. However, there is evidence that obtaining a doctor's certificate is a major contributor to the delays.
- Adults Services expenditure is also very high.
- Cllr. Fulwood questioned why there are plans to spend £250k on terrorist bollards in High Town but Cllr. Baker was unaware of this initiative. He would find out the position on this issue.
- The budget for the coming year was settled. Council tax would increase by 4.99%. Cllr. Yair was concerned that a number of Local Authorities were issuing Section 114 notices (not running a legal budget) and wondered how close Herefordshire Council was to this position given the Leader had recently stated that this option was being "kept open".
- Cllr. Bemand mentioned the closure of the A49 due to flooding and the diversion via The Heath where the flooding was even worse! Cllr. Baker would find out how diversion routes were decided.

## 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**

The applicant Mr Paul Arnold was present. He clarified the change of use of an agricultural field to part garden land. Council fully supported the application and the Clerk would submit appropriate comments.

Comments submitted on 19 January-

*Humber, Ford & Stoke Prior Group Parish Council discussed this application during its meeting on 17th January 2024. Council noted the design of the proposed additional room was completely in keeping with the existing dwelling and was pleased that the applicant had support from his neighbours. Council was FULLY SUPPORTIVE of the application for the additional accommodation.*

*The change of use part of the application was similarly uncontentious being a change from agricultural use to garden use and Council is also FULLY SUPPORTIVE of the application*

#### **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**

Council was disappointed that the application was approved given the objections registered. However, there is as yet no access track but Cllr. Bemand reported that there are other alternative access points which might not require planning consent.

**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.**

Cllr. Baker has requested that this case is referred to the Planning Committee.

**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**

The Chairman mentioned the continued lack of a planning application for The Lamb and Cllr. Baker would again try to progress the issue with the enforcement officer.

**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 bookings
Royal British Legion	50.00	0.00	50.00	Donation 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>	

The invoice for removal of the willow tree at Wheelbarrow castle was paid (£1200) on

#### 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 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
<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  
Willeshal  
WV1 9DG

126274614 (00310)  
Mr Alan 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

Your arranged overdraft limit is £0.00

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### 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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INVESTORS IN PEOPLE



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 agreed this salary award and 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 discussed these different approaches and agreed that the tax payment per property would remain as for 2023-24 at £50.20 per property. The total precept would rise by 2.3% to £15344.

## **10/24 Lengthsman & PROW**

The Clerk presented a short paper on recent weather conditions showing a 54% increase in rainfall for the months October – December 2024. He noted that, although problem drains are reported, little is being done. Balfour Beatty is responsible but maintain that budgets are too stretched. However, the BB working practices leave much to be desired and the budget which is available is not used as effectively as it might be. Cllr. Grace asked what could be done about these problems and Cllr. Thomas explained some relatively small steps which could be taken and would make quite a difference. There was general agreement that limited voluntary work by residents could contribute to improvement but such action is by no means a full answer to the problems. Cllr. Fulwood described her recent experience of trying to reach Stoke Prior by the only road into the village which was not flooded.

The Chairman suggested that Council should write to the Chief Executive laying out the complaints of residents and the frustration of Council. A service level agreement with Herefordshire Council for drainage services was also discussed and this topic should be included. Council had already decided at the November meeting that the grant funding available should be spent trying to remedy the problems at Wheelbarrow Castle and this decision was re-confirmed. The Clerk had already progressed a work program with contractors and received delegated authority from Council to continue with this work. Further discussion led to agreement that the downstream ditch at Wheelbarrow Castle should be cleared and that a gully cleaning/jetting machine service obtained from a local contractor.

The Chairman reported that the Trails Booklet is progressing and should be printed by April. A print run to give a copy to every household was intended and the booklet would carry a face value of £5. Discussion then centred on SP1 which was not passable and the Clerk related the pointless attempts to get PROW to take an interest in this case. Cllr. Baker undertook to try and resolve the matter.

The matter of livestock on PROWs was raised again following the Bodenham case and the Clerk confirmed that he had been told by PROW that kissing gates would not be supplied by Herefordshire Council. Although Council generally favoured buying kissing gates Cllr. Thomas pointed out that until the position of the footbridge on SP20 is clarified by PROW the gates should not be fitted.

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

*To receive:* updates from project sponsors-

Cllr. Yair – Environment nothing to report (other than the widespread flooding).

Cllr. Yair – new Council website. The site is now up and running. The new site has been linked to the old site with the old web addresses forwarded to the new site.

Cllr. Grace – road safety/A44 speeding. There was a November meeting of the A44 Group attended by Herefordshire Council and West Mercia police. Various aspects of traffic calming were discussed but the common factor was that more data is necessary to make sound decisions. Modern Speed Indicator Devices (SID) can collect data on every passing vehicle. A traffic survey would help strengthen any future funding application to Herefordshire Council or the police and a specialist company Tracsis Traffic can undertake a suitable survey for £1000-£2000. Ian Connolly (WM Police) stated that there would be a new data collection service where people witnessing dangerous situations on the A44 could record anecdotal evidence. The PCC has funding available but the group is not in a position to apply due to the data limitations. Cllr. Grace will progress a formal quotation from Tracsis Traffic and discuss contributions to the cost with other Parishes

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

None raised.

**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

Meeting closed at 9.45pm

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



**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**

**19/24 Setting the precept for 2024-25**

The RFO explained the background to the exercise-

- The precept had been agreed at the January meeting.
- The agreement was that the tax paid per (Band D) household would remain as for 2023-24 at £50.20. Due to an increase in the number of households the total precept would rise from £15000 to £15344. (+2.3%)
- After the meeting some members were concerned that there might be a need for increased funding given the severity of the drainage issues.
- The Chairman then decided to call this extra ordinary meeting to discuss options for setting the precept.

The RFO explained that his position remained as before in that with a forecast surplus of around £2000 for the current year the financial position was satisfactory and there was no pressing need to change the precept.

Cllr. Marston explained the scoring system used by BB which showed that a small Parish such as HFSP would never qualify for significant action. Hence there could be a case for increasing the precept for increasing drainage maintenance.

Cllr. Grace asked if a refund of Council Tax was possible. The RFO mentioned that the grants received were, in a rather convoluted way, a refund of Council Tax.

Speed Indicator Devices were discussed where some funding would be required in order to satisfy the grant requirements.

Recognising that the precept was planned to rise by 2.3% in any case, Members resolved that the decision taken at the January meeting should stand.

**20/24 Resource review proposals for Herefordshire & Worcestershire Fire & Rescue Service (HWFRS)**

The Clerk outlined the proposals to reduce the total number of fire engines within the County. The proposals are complex and the ~£1m of savings will be re-invested in training, more employed firemen and more flexible transport. The proposals are accompanied by a large data report which was difficult to link succinctly to the proposals.

The consultation involves completing a survey (which the Clerk had completed) and Council concluded that each Member would complete the survey should they wish.

**21/24 Matters for information and future business**

None raised

**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

Meeting closed at 9.35pm

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

# Agenda item 29/24 Planning committee and planning updates

(a) To approve: draft minutes of the Planning Committee meeting held on 6 March 2024



## Humber, Ford & Stoke Prior Group Parish Council

DRAFT – subject to  
confirmation

### Minutes of the Planning Committee held on Wednesday 6 March 2024 at 7.30pm in Stoke Prior village hall

Present: Cllr Hugh Fowler-Wright (Chair) Cllr Chris Marston  
Cllr Ken Bemand

In attendance: Cllr. Rob Pugh, Allan Drew (Clerk)

Members of the public: Ms Nina Maddocks (applicant), Mr Philip Brown (applicant), Mr & Mrs Richards

#### PC1/24 Apologies for absence

*Received:* apologies from Cllr Jannette Fullwood, Cllr. Anne Grace and Cllr Richard Collins.

#### PC2/24 Declaration of interests and dispensations

None received

#### PC3/24 Minutes of last meeting

There are no outstanding unapproved minutes for the Planning Committee.

#### PC4/24 Planning Applications: matters for report

There are no matters for report not covered by items on the agenda

#### PC5/24 New applications received to be determined by Herefordshire Council

APPLICATION NO	SITE ADDRESS	DESCRIPTION	APPLICANT(S):	APPLICATION TYPE:
240279	Land at Hathaway, Stoke Prior, HR6 0LR	Proposed demolition of existing dwelling and construction of replacement dwelling.	Ms Nina Maddocks	Planning permission

Committee discussed this application and concluded that the development was-

- outside the NDP area so the policies of the Local Plan would apply.
- the principle of redevelopment of an existing building was covered by the Local Plan and could be permitted.
- the material matter would be the size and scale of the proposed development.

Mrs Richards commented on the development as she and her husband own the adjoining property "The Shrubbery".

Comments were-

- The size and scale of the proposal mean that The Shrubbery will be overlooked by the proposed development. The height of the roof, which contains three Velux windows, means the proposed development will be visible from much of the house and garden and privacy will be lost.
- Light from the first-floor windows will shine out from dusk and be easily visible.
- The proposal does not comply with policy RA3 in the Local plan in that the scale is much greater than the current building.
- The application adds two more parking places to the current four spaces which seems excessive for a two-person household.

The applicant Ms Maddocks responded to the points raised-

- She and her partner are respectful of the privacy of Mr & Mrs Richards and in general the proposal does not encroach in the ways described. The Velux windows are designed so that there will be no overlooking of The Shrubbery.
- The living space does not face towards The Shrubbery with the aim of preserving the privacy of all parties.
- The scale of the building is to accommodate visiting family.
- Current parking spaces are temporary only while the development is underway.

Mr Richards challenged the number of parking spaces and after some discussion Ms Maddocks agreed that after the development was completed there would only be two parking spaces required. The application form was not an accurate statement of her intentions.

Cllr. Bemand was concerned about the scale of the proposal compared to the current development. The Clerk commented that the drawings were not dimensioned so it was not possible to say what the finished height would be.

Ms Maddocks stated that the site sloped down from The Shrubbery and mitigated the overlooking issue. Due to the lack of dimensions Council decided that it would limit the submission to Herefordshire to comments and not make an object/support statement.

After the meeting the Clerk submitted the following comments-

Humber, Ford & Stoke Prior Group Parish Council considered application 240279 at a meeting of its Planning Committee on 6 March 2024. The applicant, Ms Maddocks and neighbours from the adjacent property "The Shrubbery, attended the meeting.

The application is to demolish the existing single storey building and replace with a two-storey dwelling. The site is outside the area of the Humber, Ford & Stoke Prior Group Parish Council Neighbourhood Plan so the application will be judged using the relevant policies in the Herefordshire Council Core Strategy 2011-2031. These policies are

SS6	-	Environmental quality and local distinctiveness
RA3	-	Herefordshire's countryside
MT1	-	Traffic Management, highway safety and promoting active travel
LD1	-	Landscape and townscape
LD2	-	Biodiversity and geodiversity
SD1	-	Sustainable Design and energy efficiency
SD3	-	Sustainable water management and water resources
SD4	-	Waste water treatment and river water quality

Of the policies listed above other specialist consultees have already raised no objections so it can be assumed that, other than policy RA3, the development proposal satisfies these policies (albeit with some suggested conditions).

Ms Maddocks presented her application based on the redevelopment of the existing elderly, single storey, flat roofed property in a fairly rundown condition. Ms Maddocks and her partner use the property for their daily needs as regards kitchen and bathroom facilities so the current property is in a habitable condition. Ms Maddocks also has a caravan on site which will be used as temporary accommodation assuming the demolition/reconstruction application progresses.

Residents (Mr & Mrs Richards) from "The Shrubbery" had two major concerns with the design-

- The number of parking spaces is shown as increasing from four (existing) to six (proposed). There was already quite a number of vehicles using the site and a further increase in parking provision was concerning. Ms Maddocks however, stated that she only wished to have two parking spaces in total and that the request for two additional spaces was incorrect. Council noted this inaccuracy on the application form and confirmed with Ms Maddocks that the correct position is "four existing parking spaces, reducing to two on completion of the development".

- The height of the proposed dwelling would be intrusive on the views that Mr & Mrs Richards enjoy from The Shrubbery. In particular a set of Velux windows set in the roof of the proposed dwelling would directly overlook their house and garden. Council was unable to verify these concerns since the drawings provided had no dimensions so the height of these windows above ground level was not known. Additionally, the site does appear to slope downwards from The Shrubbery, so reducing this problem somewhat, but in the absence of dimensions it was not possible to determine how much mitigation there might be. This point about the scale of the proposal is at the heart of policy RA3 which states that- *involves the replacement of an existing dwelling (with a lawful residential use) that is comparable in size and scale with..... and is located in the lawful domestic curtilage, of the existing dwelling;*

Council believes it will be for the planning officer to judge the extent to which the proposal complies with policy RA3 given decisions made in other similar cases.

In summary Council supports the replacement of an old building to one benefiting from modern materials but cannot support nor object to the general application in large part due to the limitations of the provided plans.

APPLICATION NO	SITE ADDRESS	DESCRIPTION	APPLICANT(S):	APPLICATION TYPE:
240369	Great Marston Farmhouse, Risbury HR6 0NJ	Proposed reconstruction of porch.	Mr Philip Brown	Planning permission

Committee discussed this application and concluded that the development was attractive and appropriate to Marston Stannett. The existing porch is rather limited regarding insulation, natural light etc. and there are no near neighbours. The proposal is a significant improvement and Committee resolved to SUPPORT the application.

The following comments were submitted to Herefordshire planning department-

Humber, Ford & Stoke Prior Group Parish Council considered application 240369 at a meeting of its Planning Committee on 6 March 2024. The applicant, Mr Philip Brown attended the meeting.

The application is to demolish the existing porch and replace with a very similar but better constructed porch. There is additional glazing and insulation and the style is in keeping with the existing building using traditional materials.

The site has limited visibility from the highway (no through road) and there are no near neighbours.

Given the pleasing design of the proposed development and the isolated nature of the dwelling Council STRONGLY SUPPORTS the application.

The meeting closed at 8.08pm.

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

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

**Ford & Stoke Prior** There are no new applications

**Humber** There are no new applications

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

**Ford & Stoke Prior**

**240279 Land at Hathaway, Stoke Prior, HR6 0LR** Proposed demolition of existing dwelling and construction of replacement dwelling. **Undecided**

**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**

**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**

**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.**

**240369 Great Marston Farmhouse, Farm Risbury HR6 0NJ** Proposed reconstruction of porch. **Undecided.**

**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 30/24 General Financial Matters

### Report from the RFO.

Bank balance on 13 March 2024 is £9794.74

### Income received since last meeting -

Date	Description	Amount £	Classification
25-1-2024	RHQ Lancs	100.00	Donation
14-2-2024	Margaret Brown	20.00	Pump postage
20-2-2024	S McCamley	20.00	Advert
	<b>TOTAL</b>	<b>140.00</b>	

### 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 £	
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
HALC subscriptions for 2024-25	572.88	114.58	687.46	
<b>TOTAL</b>	<b>2371.85</b>	<b>127.29</b>	<b>2499.14</b>	

### Payments for Authorisation

Description	Cost £	VAT £	Total £	
Barrington Print	460.00	0.00	460.00	Feb 2024 Pump
Barrington Print	448.00	0.00	448.00	March 2024. Pump
Clerk's salary	346.73	0.00	346.73	Feb. 2024
Clerk's salary	346.73	0.00	346.73	March 2024. Pay 25 March 2024
HMRC PAYE	260.00	0.00	260.00	Q4 PAYE (to pay on 6 April 2024)
D C Garden Services	1740.00	348.00	2088.00	Grant works
HALC training 7 Feb. 2024	229.36	45.87	275.23	Cllr. training
Parish Noticeboard Co.	440.00	88.00	528.00	2 <sup>nd</sup> payment on noticeboard
Drain Doctor	980.00	196.00	1176.00	Drain cleaning W/Barrow, SP centre, Heath
Drain Doctor	375.00	75.00	450.00	Root cutting Heath
Gareth Higgs tree surgeon	1200.00	0.00	1200.00	Removal of willow tree at W/barrow
Clerk's mileage refund	133.20	0.00	133.20	296 miles @£0.45/mile
Clerk's office contribution	50.00	0.00	50.00	As last year
<b>TOTAL</b>	<b>7009.02</b>	<b>752.87</b>	<b>7761.89</b>	

I have been chased by Tony Ford at HALC regarding an unpaid invoice from May 2020! It is for internal audit work carried out for 2019-20. There is no mention of payment in Philip's records and it may be the invoice was actually never sent/received. No payment appears in the cash book, which reconciles with the bank balance so no payment was ever made. The work however, was carried out so Council should pay it (£200+VAT).

Council is invited to review and agree these payments.

## Draft Budget for 2024-25

PREVIOUS YEARS				2024-25				NOTES FOR 2024-25 BUDGET
		OUTTURN 2022-23	OUTTURN 2023-24	BUDGET 2024-25	YEAR TO DATE	FORECAST OUTTURN	VARIANCE FROM BUDGET	
1	Precept	12289.00	15000.00	15344.00	0.00		-15344.00	1 As agreed at meeting 7 February 2024
2	Pump Advertising	575.00	2391.00	2500.00	0.00		-2500.00	2 With advertising rates flat prudent view holds budget as 2023-24
3	Pump Postage	40.00	40.00	40.00	0.00		-40.00	3 Nominal amount
4	Grants	0.00	7729.00	2400.00	0.00		-2400.00	4 Lengthsman scheme updated to include £1200 base grant & £1200 match funded Nominated Task
5	Other Income	115.12	108.06	500.00	0.00		-500.00	5 Misc. payments. Includes £400 SPVH contribution to noticeboard
6	VAT Reclaim	0.00	2751.62	2073.00	0.00		-2073.00	6 As 2023-24 outturn
7	CW Fundraising	2070.18	300.45	300.00	0.00		-300.00	7 Estimated as last year
8	Other Projects	2080.00	0.00	0.00	0.00		0.00	8 Projects not yet defined
9	<b>TOTAL INCOME</b>	<b>17169.30</b>	<b>28320.13</b>	<b>23157.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-23157.00</b>	9
<b>EXPENDITURE</b>								
10	Clerk	4403.50	4343.36	4919.00	0.00		4919.00	10 2023-24 Salary award plus arrears
11	Administration	445.88	411.66	500.00	0.00		500.00	11
12	Insurance, audit, professional	887.38	1235.32	1200.00	0.00		1200.00	12 Increased payment to internal auditor (£50 up to £200).
13	Website & IT	155.00	451.99	500.00	0.00		500.00	13 Increased cost for .GOV website
14	Hire of Halls	200.00	167.00	200.00	0.00		200.00	14
15	Training and development	0.00	229.36	0.00	0.00		0.00	15
16	Equipment	1065.22	890.50	100.00	0.00		100.00	16 Nominal amount
17	Maintenance	0.00	0.00	0.00	0.00		0.00	17
18	HMRC	733.60	1105.24	1300.00	0.00		1300.00	18 Increased due to salary award
19	Other	86.00	579.13	100.00	0.00		100.00	19 No election costs nor National events contribution expected
20	<b>DAY TO DAY EXPENDITURE</b>	<b>7976.57</b>	<b>9413.56</b>	<b>8819.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8819.00</b>	20
<b>PROJECTS</b>								
21	War Memorial	5678.00	403.00	60.00	0.00		60.00	21 Engraving for S. Preece (Price)
22	Parish Pump	4260.00	5338.88	4000.00	0.00		4000.00	22 Costs have come down recently with fewer pages printed. Move towards online?
23	Lengthsman	6271.00	9095.00	5400.00	0.00		5400.00	23 £2400 grants + £3000 Parish spend
24	Community Week	1933.00	435.00	450.00	0.00		450.00	24 Estimate similar to 2023-24
25	Environment Project		0.00		0.00		0.00	25 No spend last year. Council to agree way forward on this project.
26	Website modernisation		500.00	0.00	0.00		0.00	26 Project closed
27	Welcome pack		516.40	0.00	0.00		0.00	27 Project closed
28	Project A			0.00	0.00		0.00	
29	Project B			0.00	0.00		0.00	
30	Project C			0.00	0.00		0.00	
31								
32	<b>PROJECTS EXPENDITURE</b>	<b>18142.00</b>	<b>16288.28</b>	<b>9910.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9910.00</b>	29
33	Reclaimable VAT on the above	2110	2072	1800	0.00		-1800.00	30 VAT reclaim forecast does not yet include any project work
34	<b>TOTAL EXPENDITURE</b>	<b>26118.57</b>	<b>25701.84</b>	<b>18729.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16929.00</b>	31
35	<b>SURPLUS</b>	<b>-8949.27</b>	<b>2618.29</b>	<b>4428.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-4428.00</b>	32

Council is invited to discuss this draft budget and make any changes

### Appointing HALC as the Council internal auditor.

Council will recall that our previous auditor Mr Ian Pardoe resigned some months ago. The RFO has attempted to recruit a replacement but to no avail. The backstop is that HALC will provide the service at a cost of £200+VAT. In the circumstances there seems no alternative but to engage the HALC service unless Members know a suitably qualified accountant. The amount of work is not huge probably about 5-10 hours each year and attracts a fee, to be agreed.

In the absence of any alternative Council must appoint HALC. The RFO will wait until 31 March for a candidate to come forward otherwise he will engage HALC

### Agenda item 31/24 Lengthsman & PROW

#### Flooding in the Group Parishes.

At the January meeting Council discussed the chronic lack of maintenance to the drainage system and the Clerk received delegated authority to progress the projects Council had previously agreed. The major project was

Wheelbarrow Castle but other more routine work arose which would also qualify for grant funding. Significant work (for a small Council) has been undertaken and a recent inspection shows it to be (so far) successful.

Following is a summary of work done and the associated costs.

Site	Work Done	Contractor	Price (ex-VAT)	Cost to Council	Cost to Herefordshire
Group Parishes	Annual Maintenance Plan	D C Garden Services	£1740		£1740
Wheelbarrow	Remove fallen willow tree blocking ditch	Gareth Higgs	£1200	£600	£600
	Suck silt from drains. Jet through.	Turnwater	£330	£165	£165
	Clear ditch at Cross Cottage	D C Garden Services	£760	£380	£380
Stoke Prior village centre	Suck and jet drains around War Memorial	Turnwater	£330	£165	£165
	Suck and jet drains around The Bury & church	Turnwater	£330	£165	£165
The Heath	Suck and jet 5 drains plus cross road drain and soakaway silt trap	Turnwater	£320		£320
	Root cut in cross road pipe	Turnwater	£375		£375
<b>TOTAL</b>			<b>£5385.00</b>	<b>£1475.00</b>	<b>£3910.00</b>
Funded by base grant					£2435.00
Funded by matched grant				£1475.00	£1475.00

Work at Blackwardine remains underway and will be added to this summary after completion.

An inspection carried out one week after the above work shows that drains all seem to be running well and much improved on previously.

### Renewal of Lengthsman contract.

D C Garden Services have acted as the Parish Lengthsman since 1 April 2014 and the contract has not been re-tendered since then as far as can be established. For a contract of this value (around £2,000-£3,000 pa, but more when grant monies are available) the Financial Regulations do not require re-tendering after a defined period.

Experience in other Parishes suggests that getting such work tendered on a truly competitive basis is difficult but that is not a reason for not carrying out the exercise.

The RFO recommends that-

1. It is too late to start a re-tendering exercise for the coming year. The current contractor D C Gardening Services should be re-appointed.
2. A re-tendering exercise should be carried out to renew the contract for 2025-26