
Humber, Ford & Stoke Prior Group Parish Council

Draft Minutes

of the Ordinary Meeting of the Group Parish Council

Wednesday 17th 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 15th 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 7th 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 |
| | | | |
| | TOTAL | 270.00 | |

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

Payments made since last meeting

The following payments were agreed at the 17th 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 th 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 as last year |

| | | | | |
|---------------------------------------|----------------|---------------|----------------|------------------------------------|
| CW donation to SP school ¹ | 200.00 | 0.00 | 200.00 | Requested by Margaret Brown |
| Service charge | 18.00 | 0.00 | 18.00 | Bank charges automatically applied |
| TOTAL | 2859.57 | 150.06 | 3009.63 | |

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 |
| HALC subscriptions for 2024-25 | 572.88 | 114.58 | 687.46 | |
| TOTAL | 2371.85 | 127.29 | 2499.14 | |

Council agreed these payments.

¹ 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

| HFSP CASHBOOK 2023-24 | | | | | | | |
|------------------------------|--|-----------------|-----------------|--------------------------------|------------------------------|------------|------------------------|
| 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 |
| Oct-Dec | Sub-totals for period (Horiz.) | 1692.45 | 6128.97 | | | | |
| | Sub -totals for period (Vert) | 1692.45 | 6128.97 | | | | |
| | Balance check | 12931.88 | OK | | | | |
| | Reconciliation | OK | OK | | | | |
| | Totals for financial year to date | 24930.13 | 15825.80 | | | | |

Your Account Statement



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1240274414 (00310)
Mr Alan Drew
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The Coach House
Pencoombe
Bromyard
HR7 4RL

Date: 31/12/2023

Account Name: Humber Ford Stoke Prior Group Parish Council

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IBAN Number: GB93NWBK60023571418024

Sort Code: 606301
Account Number: 20430401

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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 |
| 09/12/2023 | 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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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 20th March 2024 at 7.30pm in Risbury village hall

Meeting closed at 9.45pm

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

Appendix 1 Consultation on 4-year County Plan.

We will.....statements

| People - Encourage and enable all residents, especially children, young people and families to thrive. | Now | Soon | Later |
|--|--------|-----------|--------|
| | Year 1 | Years 2-3 | Year 4 |
| Ensure that residents are enabled to live healthy lives within their communities. | | | |
| Tackle inequality by focusing on early intervention and prevention activities that support people to live independent and fulfilling lives. | | | |
| Enable people to support themselves and each other by providing the right support at the right time. | | | |
| Work closely with partners and communities to build connected and resilient communities. | | | |
| Ensure people feel safe and respected in their communities. | | | |
| Place - Protect our environment through innovation and best practice and promote initiatives that address the environmental challenges we face. | Now | Soon | Later |
| | Year 1 | Years 2-3 | Year 4 |
| Increase recycling rates more and make improvements to the local environment. | | | |
| Protect the county's biodiversity, value nature and uphold environmental standards. | | | |
| Champion agricultural practices which minimise pollution and maximise biodiversity. | | | |
| Support our local culture and heritage and make Herefordshire a thriving, safe and attractive place to live and visit. | | | |
| Growth - Invest in the economy and support economic growth. | Now | Soon | Later |
| | Year 1 | Years 2-3 | Year 4 |
| Expand the transport and infrastructure network to improve access across the county. | | | |
| Develop employment land to unlock new business opportunities for the county and generate local jobs. | | | |
| Support market towns to be vibrant hubs through working with residents, grassroots organisations and businesses. | | | |

| | | | |
|--|--|--|--|
| Support residents to access skills development and training opportunities. | | | |
| Work with partners to provide high quality housing to meet all needs. | | | |