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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 RE-SCHEDULED Annual Meeting of the Group Parish Council to be held on

**Wednesday 29<sup>th</sup> May 2024 at 7.30pm  
in Risbury Village Hall**

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



Allan M Drew  
Clerk to the Council

23<sup>rd</sup> May 2024

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## AGENDA

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### First business

#### 36/24 Election of Chairman

- (a) *To elect:* a Chairman for 2024-25.
- (b) *To receive:* the elected Chairman's Declaration of Acceptance of Office

#### 37/24 Election of vice-chairman

*To elect:* a vice-chairman for 2024-25

#### 38/24 Apologies for absence

*To receive:* any apologies for absence.

#### 39/24 Declaration of interests and dispensations

- (a) *To receive and record:* any declarations of interest in agenda items in accordance with the Council's adopted Code of Conduct.
- (b) *To consider:* any applications for dispensations from the rules on participation by members with a disclosable pecuniary interest, in accordance with Standing Order 25.

#### 40/24 Minutes of the last meeting

- (a) *To approve:* the minutes of the Ordinary Meeting held on 20<sup>th</sup> March 2024
- (b) *To note:* any matters for report arising from the minutes not covered elsewhere on the agenda.

#### 41/24 Chairman's Announcements

*To note:* any announcements from the Chairman.

#### 42/24 bonfires in Stoke Prior

*To receive & discuss:* resident's complaint regarding bonfires.

#### 43/24 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 answer questions from councillors. At the discretion of the Chairman such participation may be permitted under the relevant agenda item.*

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### Annual business – previous year

#### 44/24 Annual reports 2023-24

- (a) *To receive:* a report from the past-Chairman.
- (b) *To receive:* a report from the Clerk
- (c) *To receive:* reports from representatives on the Village Hall Committees.
- (d) *To receive:* reports from PROW officers.

#### 45/24 Statement of Accounts and Annual Return for 2023-24

- a) *To consider:* a report from the Responsible Financial Officer
  - b) *To approve:* the Statement of Accounts for the year ended 31 March 2024
  - c) *To approve:* the Bank Reconciliation Statement for the year ended 31 March 2024
  - d) *To consider:* the Internal Audit Report and checklist
  - e) *To approve:* the Annual Governance Statement for year ended 31 March 2024
  - f) *To approve:* the Accounting Statement for the year ended 31 March 2024
  - g) *To approve:* the Period for Exercise of Public Rights for the year ended 31 March 2024
  - h) *To note:* the accounts for 2023-24 will be subject to a Limited Assurance Review by the external Auditor as Council income/expenditure for the year is above the £25,000 threshold.
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### Annual business – review of current regulations and policies

#### 46/24 Review of Standing Orders

*To report:* Clerk's review of Standing Orders (2013) as amended

#### 47/24 Review of Financial Regulations

*To report:* Clerk's review of the Financial Regulations (2016) as amended.

#### 48/24 Review of Council procedures and policies

*To report:* the Clerk's review Council's policies

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### Annual business – forthcoming year

#### 49/24 Review of Councillor portfolios

Last year it was agreed that each Councillor would take a lead role in an aspect of the Council's business as follows-

<b>Lead Role</b>	<b>Councillor(s)</b>
Environment	Cllrs. Yair & Hinton
Website	Cllrs. Yair & Marston
Ford & Stoke Prior Drainage	Cllr. Fullwood
Humber drainage	Cllrs. Pugh & Bemand
Finance	Cllrs. Yair & Marston
Police liaison	Cllr. Fowler-Wright
Pump liaison	Cllr. Fowler-Wright
Traffic & road safety	Cllrs. Marston, Grace & Silk
Safeguarding	Cllr. Yair
Humber Close liaison	Cllr. Grace

Community Week	Cllrs. Fowler-Wright & Marston
Stoke Prior VH	Cllr. Fullwood
Risbury VH	Cllr. Silk
<b>Planning</b>	
<i>Humber</i>	Cllrs. Fowler-Wright & Collins
<i>Ford &amp; Stoke Prior</i>	Cllrs. Bemand, Grace & Fullwood
<b>Public rights of way</b>	
<i>Humber footpaths</i>	Mr Philip Brown
<i>Stoke Prior footpaths</i>	Mr Mike Hayward (resigned wef May 2024)
<i>Bridlepaths</i>	Mr Iain Cholerton

Council should review these roles and appoint/re-appoint Members as necessary. A replacement for Mr Hayward, FPO for Stoke Prior is required.

#### **50/24 Review of assets, risk assessment and insurance**

- (a) *To receive:* the list of fixed assets
- (b) *To receive and approve:* an updated Risk Assessment and Management document
- (c) *To receive and consider:* the RFO's report and recommendations on Insurance

#### **51/24 Committees and membership 2024-25**

- (a) Planning Committee  
*To consider:* the appointment of members (Chairman and vice-Chairman ex-officio and four other councillors) to the Planning Committee for 2024-25, with the remit of determining the Council's comments on planning applications (see Standing Order 32).
- (b) Community Week Committee  
*To consider:* the appointment of members to Community Week Committee, with the remit of organising Community Week.
- (c) The Lamb Working Group  
*To consider:* membership and purpose of the Lamb working group.
- (d) War Memorial Working Group  
*To consider:* retiring the present working group as the War Memorial has been completed
- (e) Finance Working Group  
*To consider:* the appointment of members (RFO and two councillors) to the standing Finance Working Group for 2024-25, with the remit of advising the Council on (i) the draft budget for the following year, and (ii) the annual review of internal control procedures as required by audit regulations

#### **52/24 Membership of other bodies, representatives and portfolios 2024-25**

*To review:* subscriptions to other bodies (HALC, CPRE and Parish Online).

#### **53/24 Dates of meetings for 2024-25**

*To receive and approve:* meeting dates for the following year:  
Wednesday 17 July 2024, Wednesday 18 September 2024, Wednesday 20 November 2024,  
Wednesday 15 January 2025, Wednesday 19 March 2025, Wednesday 21 May 2025 (Annual Meeting)  
all at 7.30pm.

Normally the May, July, & September meetings will normally be held in Stoke Prior Village Hall. The November, January & March are held in Risbury.

However, this year the normal cycle is broken by holding this May meeting in Risbury. Council should agree where the meetings will be held for this year.

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## Ordinary business

### 54/24 District Councillor

*To receive:* a report from Cllr Baker.

### 55/24 Planning Committee and Planning updates

(a) *To consider for comment:* new applications

#### Ford & Stoke Prior

##### **240629 Grove Cottage, Ford Bridge, HR6 0LE. (Listed building consent)**

Remove asbestos clad canopy roof to entrance. Replace with similar profile pitched roof with clay tiles on oak posts into existing stone post blocks. **Undecided**

#### Humber

*There are no new applications*

(b) *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). **Approved with conditions**

**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.**

**200705 Land adjoining Croft Gate Farm Stoke Prior.** Proposed new dwelling and garage adjacent to Croft Gate farm. THIS IS A RE-CONSULTATION FROM A 2020 APPLICATION **Undecided**

#### Humber.

##### **240369 Great Marston Farmhouse, Farm Risbury HR6 0NJ**

Proposed reconstruction of porch. **Approved with Conditions.**

##### **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**

**56/24 Community Week Committee**

*To receive:* a report from the Community Week committee

**57/24 General Financial Matters**

*To approve:* the authorisation of payments

**58/24 Clerk's working hours**

*To consider:* review of hours worked by the Clerk against his contract, based on timesheet records from May 2021- April 2024

**59/24 Current projects**

*To receive:* any updates on current projects

Trails booklet	Cllr Fowler-Wright
Traffic Management Plan	Cllrs. Grace & Marston
Environment	Cllrs. Yair & Hinton

**60/24 Matters for information and future business**

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

The next meeting will be on Wednesday 17 July 2024 in Stoke Prior Village Hall (TBC). Subject to approval at this meeting.

The chairman will close the meeting.