



**ORDINARY MEETING**  
**7.30pm 17<sup>th</sup> JULY 2024**  
**STOKE PRIOR VILLAGE HALL**

**MEETING PAPERS**

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# Humber, Ford & Stoke Prior Group Parish Council

*Chairman:*  
Cllr. Hugh Fowler-Wright  
The Cider Mill  
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Councillors are summoned to the meeting of the Group Parish Council to be held on

**Wednesday 17<sup>th</sup> July 2024 at 7.30pm  
in Stoke Prior Village Hall**

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

10<sup>th</sup> July 2024

Allan Drew, Clerk to the Council

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## AGENDA

### **66/24 Apologies for absence**

*To receive:* any apologies for absence.

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

### **67/24 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.

### **68/24 Minutes of the last meeting**

*To consider:* approval of minutes of the meetings held on 29<sup>th</sup> May and 26<sup>th</sup> June 2024

### **69/24 Matters for report arising from the minutes not covered elsewhere on the agenda.**

*To resolve:* appointment of a vice-Chair for 2024-25 (held over from the Annual Meeting)

*To agree:* allocation of roles to Councillors (held over from the Annual Meeting)

*To confirm:* final membership of committees including any changes arising from Cllr. Collins' resignation.

### **70/24 Chairman's announcements**

*To note:* any announcements from the Chairman.

### **71/24 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.*

### **72/24 District Councillor's report**

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

### **73/24 Planning Committee and planning applications update**

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

**Ford & Stoke Prior**

**241567 Certificate of lawfulness** for the existing occupation of Highbury in non-compliance with condition no. 2 of planning permission 93 154 (agricultural occupancy) for more than 10 years.

**Humber** There are no new applications

*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. **Approved with Conditions**

**33094 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.**

**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**

**74/24 General Financial Matters**

*To receive:* a report from the RFO

*To consider:* payments for authorisation

*To receive:* bank reconciliation for Q1 2024-25

**75/24 Lengthsman & PROW**

*To consider:* any work required in the Group Parishes (fallen trees on HU3/HU6 at Steens Bridge).

*To consider:* creation of a work list to progress once grants are allocated.

**76/24 Traffic Management Plan**

*To receive:* application for funding from the West Mercia Police & Crime Commissioner

*To receive & consider:* Traffic Management Plan and sign off by Council

**77/24 Current projects**

*To receive:* any updates on current projects

Trails booklet Cllr Fowler-Wright

Traffic Management Plan Cllrs. Grace & Marston

Environment Cllrs. Yair & Hinton

**78/24 Purchase by ECHO of Eaton Barns**

*To consider:* possible support/assistance by Council for this project

By resolution members of the public will be excluded from the following item

**79/24 Employment Matter**

## 80/24 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 18<sup>th</sup> September 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 (re-scheduled) Ordinary Meeting of the Group Parish Council  
on Wednesday 29<sup>th</sup> May 2024 at 7.30pm in Risbury Village Hall

Present: Cllr. Hugh Fowler-Wright (Chairman)  
Cllr. Tim Yair Cllr. James Hinton  
Cllr. Derek Silk Cllr. Chris Marston  
Cllr. Ken Bemand Cllr. Richard Thomas  
Cllr. Rob Pugh

Clerk & RFO: Allan Drew  
1 member of the public attended.

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## First business

### 36/24 Election of Chairman

Cllr. Fowler-Wright was nominated and re-elected as Chairman. He then signed his Declaration of Acceptance of Office.

### 37/24 Election of vice-chairman

Cllr. Marston did not wish to stand for re-election. With a number of Councillors absent the Chairman proposed deferral of this matter to the next meeting. This proposal was accepted.

### 38/24 Apologies for absence

Apologies had been received from Cllrs. Fullwood, Collins and Grace. Cllr. Silk had sent his apologies that he would be late for the meeting

### 39/24 Declaration of interests and dispensations

None received

### 40/24 Minutes of the last meeting

Cllr. Bemand raised the matter of the woodwork replaced at Humber crossroads when it should have been at Blackwardine crossroads. The Clerk admitted that he had instructed the Lengthsman to do the work after consulting a local map which specified the area as Blackwardine. It was in fact Humber crossroads. There was general agreement that the work at Humber was necessary anyway and had been done to a good standard. It was agreed that the work at Blackwardine (the next crossroads to the North) would be carried out at a later date. There was also concern that the old woodwork had been left in-situ giving a rather untidy look to the otherwise good quality of workmanship. The Clerk would raise the matter with the Lengthsman.

The Chairman then signed the minutes.

Any matters for report arising from the minutes not covered elsewhere on the agenda.

The Clerk reported that-

- He had been contacted by the residents at Monkerton that The Prill Brook needs some attention. Cllr. Hinton reported that a local resident had facilities to carry out such work and he would make enquiries.
- The sad death of Jake Campbell, one of the Lengthsman's son, in a car accident on the A44 about 10 days ago. Council asked the Clerk to send a sympathy card to David and Pam Campbell.
- He had received the official portrait of the King and would ask Cllr. Silk to arrange for it to be hung in a suitable position in the Hall.

#### **41/24 Chairman's Announcements**

The Chairman reported that the Pump advertising manager, Chris Blum, would be leaving the area and a replacement is required. Councillors were asked to pass the message on to residents to seek a replacement.

#### **42/24 Bonfires in Stoke Prior**

A resident had complained to the Chairman about bonfires in Stoke Prior which had discoloured washing and may have triggered an asthma attack. The resident had been invited to the meeting but did not attend. The Chairman would ask the Pump editor to include a relevant mention in a future issue. (Cllr. Silk joined the meeting at this point).

Cllr. Thomas raised the issue of stray sparks causing fires when vegetation becomes really dry. The Chairman would include this point in his discussion with the editor.

#### **43/24 Public participation**

No issues were raised by member of the public present.

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## **Annual business – previous year**

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

(a) Report from the past-Chairman-

The number and complexity of planning applications remained subdued, probably still due to the phosphate issues in the Wye, the cost of building materials and overall financial climate. Herefordshire Council's as yet undecided emerging Core Strategy adds to the uncertainty of future planning and has led to a PC decision to await this crystallising before possibly revisiting our NDP.

The PC strongly supports the production of The Pump and I hope continues to do so going forward.

Positive drainage improvements at The Heath and Wheelbarrow Castle continue to be tested and the overall state of parish drains, challenged by climate change, means funding whether from Herefordshire Council or the PC is likely to be a regular significant topic and require significant ongoing financial expenditure. Cllrs Fullwood, Bemand, Thomas and Pugh have provided generous time along with practical and astute insight in tackling drainage issues.

Projects to re-build the Parish website and create a Welcome Pack for new residents have both been completed with express gratitude to Cllrs Yair & Marston and Fullwood, respectively. These projects are important 'shop windows' for the community and PC and both have required much time, thought and skill to achieve such successful outcomes.

A further ongoing project is the Traffic Safety Group which has already become well established and set excellent goals through sterling work by Cllrs Grace and Marston and must become a permanently vigilant active group within the PC. Traffic not only on the A44 but around the school and lanes will always be at times challenging and will surely only increase. Collecting and analysing traffic data is central to both understanding the issues and achieving funding and signage permissions from outside authorities.

The planned trails booklet has got delayed due to an expansion in its content (now 12 walks and rides) and some contributors on overlapping holidays. However, it will be an excellent added ingredient to the Welcome Pack and ties in well with the two relatively new village hall map cabinets.

The Lamb Inn remains a facility that the PC would like to see as a functioning and thriving pub and the PC continues to monitor the situation and request that HC ensure planning regulations are adhered to. Mean-while the entertainment group set up to support Stoke Prior Village Hall has run several Village Inn evenings amply demonstrating the considerable appetite for a local pub and the resultant social benefit for many members of the community who have attended these.

As ever the contribution and importance of a wide number of volunteers should be fully acknowledged, not least Parish Councillors, so it was good to have three new Councillors (James Hinton, Derek Silk and Rob Pugh) fill three vacancies to keep the PC operating healthily at full capacity.

Volunteer Mike Hayward had recently stepped down as Foot Paths Officer for Stoke Prior & Ford and like all volunteers deserves our gratitude.

Other greatly valued voluntary staffed activities include The Pump with its editor, advertising manager many distributors; those running the village halls; the Community Week committee; church wardens for the three churches; the tree warden; foot path officers ... The Chair greatly appreciates all who give time, labour and expertise for the community's benefit.

(b) report from the Clerk

The year 2023-24 has been the busiest year so far in my time at the Parish Council. From a more detached standpoint it looks like the Localism agenda, first placed in legislation back in 2011, is really starting to have an effect. The aim of the Localism legislation was to devolve more power to local communities. One of the most obvious steps was the introduction of Neighbourhood Development Plans (NDPs) and the Group Parishes' 2016 NDP was an early exemplar of how such plans could mobilise local opinion to help create the sort of places people wanted to live in. It is worth mentioning that since that NDP became law (yes, an NDP is a legal document) there have been no planning decisions which did not accord with the policies of the Humber, Ford & Stoke Prior NDP.

Fast forward now to 2024. Increasingly Herefordshire Council is loosening its hold on areas of operation which are important to local residents. I'm thinking of activities such as footpaths, simple highway maintenance and, from this year, the right to work on the drainage system. This is devolvement to local level where we have long maintained that we can do such work faster, cheaper and more effectively than Herefordshire's public realm contractor, Balfour Beatty. Crucially this devolvement does come with funding and this year there was about £5,400 available from Herefordshire. Add to that the budget of about £3,000 which the Parish Council normally allocates to such work and there is a fair-sized pot available to at least start tackling some of the problems.

So, during 2023-24 Council focussed on three main areas-

- The normal extensive program of cleaning drain tops, maintaining highway grips and ditch headwalls, cutting vegetation where required (e.g. around traffic signs etc.).
- Completing the work at Wheelbarrow Castle which had been started by Balfour Beatty a year ago but never completed. The work involved removing a large, fallen willow tree which straddled the key drainage ditch close to Cross Cottage. This tree obstructed the water flow in the ditch and was a big part of the cause of frequent flooding at Wheelbarrow. The drains and the ditch were then cleaned out and we hope that the problems in this area are now resolved.
- Drain jetting and cleaning around Stoke Prior centre and the Heath. We managed to get water flowing through these drains including resolving a problem with the cross road drain at the Heath which was full of roots.

In other areas the Council commissioned a completely new website complete with a .GOV.UK domain name which brings some security benefits. This project was under the leadership of Councillors Tim Yair and Chris Marston and skilfully avoided the problems which often beset local Government IT projects! The new site is much simpler than its predecessor and hopefully residents will find it much improved.

Councillor Fulwood embraced the Welcome Pack project and produced a great result in record time. She finished the project by the September Council meeting and since then all new residents in the Parishes have been greeted by an interesting and useful Welcome Pack of information to help them settle in.

As for last year all this activity has been reflected in the finances which, again, exceeded the £25,000 threshold on expenditure and so have to be examined by the External Auditor.

(c) *To receive*: reports from representatives on the Village Hall Committees.

REPORT FOR PARISH COUNCIL : STOKE PRIOR VILLAGE HALL 2023 - 2024

The year 2023/2024 has seen a year of significant changes for Stoke Prior Village Hall.

During early 2023 and following the Covid restrictions it became apparent that the number of active trustees was no longer sufficient for the amount of work running the hall entailed. Following a meeting chaired by the Parish Council, well attended by parishioners it was clear that the over riding issue was use it or lose it.

This successful meeting resulted in lively debate. The outcome was not only the appointment of new trustees but also the formation of an events committee. Since that time the Village Hall has enjoyed a new lease of life thanks to the enthusiasm and hard work of this committee.

Stoke Prior Village Hall now has a licence to sell alcohol, it's holding a fortnightly indoor bowls tournament. A monthly Pub Night, a quiz night, plus the resurrected music quiz and the popular horse racing night, complete with tote. This year the Race Night resulted in 60 tickets and all 48 horses being sold and a profit of £1300. Well done events committee enjoyed by all who attended.

Flicks in the Sticks continues to be well attended with a food option for those who enjoy a night off in the kitchen. The variety of films could be described as eclectic, some block busters, some thought provokers, and a few of a more romantic nature - in essence something for everyone.

Thank you to Gill Stovold who has retired from the board of trustees. During her time as a trustee she has worked tirelessly to bring the Village Hall up to the required standard to comply with so many statutory regulations.

Also a huge thank you to Molly Firth who in March 2024 retired, following an unmentionable number of dedicated years of service to the Village Hall. Molly your regular raffle will be missed!! Molly's replacement is Cheryl Poole so the Church is still represented on the board of trustees.

Stoke Prior Village Hall strives to be a valuable community space for all our residents and will remain that with all your support.

Janette Fullwood  
Representative on hall committee for HFSP Group Parish.

(d) *To receive:* reports from PROW officers.

Mr Iain Cholerton (Bridleways) was present and had as usual produced a very comprehensive report on the problems with the Parish bridleways. He reported that-

- Drainage is a problem on many bridleways particularly after the very wet winter. In particular Witsets/Wicton (SP28) and around the Marston area (HU10/PG11) remained problem areas. Mr Cholerton asked if anything can be done to improve drainage and he doubted if any landowners could be identified as responsible for such maintenance. Cllr. Thomas pointed out that these were low points where water would collect and the heavy clay soil meant natural drainage was very slow. The Chairman asked that PROW be contacted in connection with action to be taken when no landowner can be identified.
- Another generic issue is with headlands – the space between the cultivated edge of a field and the boundary hedge. The requirement is for a minimum of 3m but many are less than this making for very limited access by riders. The Chairman felt that again a mention of these requirements in the Pump would be a starting point for raising awareness with landowners and he would undertake to progress the issue.
- Gates also presented a general problem with some gates needing replacement and others some maintenance. The Clerk mentioned the gate on HU10.3 would be replaced by PROW and asked Mr Cholerton if he would be able to specify the size of gate required.
- The courts had ruled on the PG11 problem and some remedial work had been done to improve the safety of the area though the was still scope for further improvement.

The Chairman thanked Mr Cholerton for his detailed and informative reports and the effort he put in every year to monitor the state of the bridleways.

Mr Cholerton's full report can be seen on the Parish website [www.hfspgroupparishcouncil.gov.uk](http://www.hfspgroupparishcouncil.gov.uk) under the "Parish Council" section as part of the papers for this meeting.

Stoke Prior footpaths.

Mr Mike Hayward had sent a comprehensive report. Council picked a particular issue raised concerning a locked gate on SP4. Cllr. Hinton commented that there was in fact a stile to by-pass the gate but that it was rather overgrown.

Humber footpaths.

Mr Philip Brown had sent a report which is also available in the papers for this meeting on the website. Council noted the issue with PG12 where the route was obstructed by woodland. The landowner is Cllr. Pugh and he undertook to improve the situation.

Mr Brown had prepared a summary of key improvements required and the Clerk would write to the landowners requesting action, and offering Council assistance as appropriate.

There was a discussion on the status of the Community Week committee following mention by CE HALC that rules covering spending might not be adequate. However, the Chairman and vice-Chairman are ex-officio members of the committee and

the Clerk asked if they were happy that appropriate procedures were being followed when spending decisions were taken. Both Councillors replied they were satisfied that Council Financial Regulations were being followed and it was agreed that the current arrangement was satisfactory.

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

a) Report from the Responsible Financial Officer

Key points are-

- After some discussion mainly around inflation and the rising costs of some services the precept for 2024-25 was maintained at £50.20 per household (Band D equivalent). However the number of houses had increased by 2.3% so the total precept will rise from £15000 to £15322.
- The precept accounted for almost exactly 60% of all income the Council received. Of the remaining 40% grants amounted to 15% and most commendably Pump advertising was 12%. The remaining 13% was due to the VAT reclaim received.
- There was considerable grant aided activity during the year particularly in the area of Public Realm maintenance. This activity reflects a growing understanding within Herefordshire that small Parishes are better placed to carry out minor works rather than using the main Council contractor. Better value can be obtained in this way and communities have much more say in what problems are prioritised.
- Overall, grant funding of £3852 was received. Some of this grant was used to carry out normal annual maintenance in the Public Realm (cutting vegetation, maintaining signage, clearing drainage “grips” from the highways etc.) and the remainder was used to improve drainage at Wheelbarrow Castle and in the area of the Heath.
- Due to the high expenditure in 2023-24 the VAT reclaim was significant at £2097.
- As a measure of financial activity the RFO has recorded the following number of transactions in the Council accounts over the years-

| Year ended   | 2018 | 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |
|--------------|------|------|------|------|------|------|------|
| Transactions | 72   | 62   | 74   | 49   | 82   | 122  | 121  |

- This level of financial activity is very similar to 2022-23 and has also resulted in Council exceeding the arbitrary threshold of £25,000 for expenditure. As such the accounts are subject to a Limited Assurance Review by the External Auditor.

The RFO raised the point that the bureaucracy required to manage the finances is rising dramatically both with the increase in grant funded activity and the unchanging £25,000 threshold resulting in submissions to the External Auditor when previously there was exemption. After some discussion it was agreed that the Clerk would write to interested parties such as HALC, NALC etc to explore the possibility of raising the threshold.

On the following reports (b) to (f) it was not possible to progress scrutiny and sign off since the Internal Audit by HALC would not start until 3 June. Sign off was not possible without the Internal Audit report. It seemed inevitable that an extra ordinary meeting would be required to complete sign off of the AGAR reports.

- 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

Council agreed the recommendation that for this year the Period for Exercise of Public Rights would be from Monday 1 July 2024 until Friday 9 August 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.

At this point in the meeting the Chairman was called away on a personal matter and Cllr. Marston as vice-Chair took over Chairmanship of the meeting.

## Annual business – review of current regulations and policies

### 46/24 Review of Standing Orders

The Clerk's review of Standing Orders (2013) as amended resulted in a recommendation that no changes were necessary at this time. Council accepted this recommendation

### 47/24 Review of Financial Regulations

The Clerk's review of the Financial Regulations (2016) as amended resulted in a recommendation that no changes were necessary at this time. Council accepted this recommendation

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

The Clerk's review Council's policies resulted in a recommendation that no changes were necessary at this time. Council accepted this recommendation

## 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 felt the scheme gave useful points of contact to residents. However, it would be fair to await the next full meeting before final confirmation of roles

A replacement for Mr Hayward, FPO for Stoke Prior is required.

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

The list of fixed assets was provided-

| Humber, Ford & Stoke Prior Group<br>Parish Council          |   |   |                          | Asset Register 2023-24          |                             |                                |
|---|---|---|--------------------------|---------------------------------|-----------------------------|--------------------------------|
| Fixed Assets 2023-24  |   |   |                          |                                 |                             |                                |
| Asset   | Location                                | Notes   | Date acquired            | Purchase Price (Book value) (£) | Estimated current value (£) | Estimated replacement cost (£) |
| Bus shelter   | Risbury Cross                           | built locally   | unknown                  | 1.00                            | 50.00                       | 1650.00                        |
| Noticeboard   | Humber Close                            |   | unknown                  | 1.00                            | 1.00                        | 250.00                         |
| Noticeboard   | Risbury Bus shelter                     | Internal noticeboard+sign                                   | 09/06/2022               | 75.00                           | 60.00                       | 75.00                          |
| Noticeboard   | Stoke Prior Post Office                 | bought second-hand  | 22/11/2012               | 25.00                           | 1.00                        | 450.00                         |
| Waste bin   | Risbury bus shelter                     |   | 23/11/2005               | 114.29                          | 5.00                        | 180.00                         |
| Waste bin   | Stoke Prior Village Hall                |   | 23/11/2005               | 114.29                          | 5.00                        | 180.00                         |
| Bench   | The Lamb Inn, Stoke Prior               | On highway  | 21/07/2008               | 273.58                          | 100.00                      | 450.00                         |
| Bench   | Stoke Prior Lane, near School           | On highway  | 21/07/2008               | 273.58                          | 100.00                      | 450.00                         |
| Bench   | St Luke's Church, Stoke Prior           | On Church land  | 21/07/2008               | 273.58                          | 100.00                      | 450.00                         |
| Bench   | Ford Chapel                             | On Church land  | 21/07/2008               | 273.58                          | 100.00                      | 450.00                         |
| Bench   | Verge outside Bank Cottage, Stoke Prior | On private land   | 21/07/2008               | 273.58                          | 100.00                      | 450.00                         |
| Bench   | Humber Woodland of Remembrance          | On private land   | 21/07/2008               | 273.58                          | 100.00                      | 450.00                         |
| Bench   | Risbury Village Hall                    | On Village Hall land  | 21/07/2008               | 273.58                          | 100.00                      | 450.00                         |
| Bench   | Bowley Lane/Blacksmiths Lane junction   | On highway  | 21/07/2008               | 273.58                          | 100.00                      | 450.00                         |
| Bench   | Humber Close, children's play area      | On private land   | 21/07/2008               | 273.58                          | 100.00                      | 450.00                         |
| Data projector  | Clerk's home                            |   | 04/06/2014               | 299.00                          | 50.00                       | 299.00                         |
| PROW Map cases  | 1 each in Risbury and Stoke Prior       | Risbury village hall & o/s SPVH                             | 10/01/2023               | 1125.00                         | 1125.00                     | 1125.00                        |
| Salt-grit bin   | Marston Cottages, U94009                | On verge  | 14/01/2015               | 59.95                           | 30.00                       | 80.00                          |
| Salt-grit bin   | Upper House Farm, C1113                 | On verge  | 14/01/2015               | 59.95                           | 30.00                       | 80.00                          |
| Queen 90th commemorative medal                              | Cash box                                | Free sample   | 29/02/2016               | 1.00                            | 2.00                        | 2.00                           |
| Defibrillator and SADS cabinet                              | Risbury Village Hall                    |   | 16/11/2016               | 500.00                          | 250.00                      | 1000.00                        |
| K6 telephone kiosk  | Risbury Cross                           | Adopted from BT   | 11/11/2017               | 1.00                            | 1500.00                     | 1500.00                        |
| Salt-grit bin   | School Hill, Risbury C1110              | On verge  | 23/10/2018               | 77.49                           | 50.00                       | 80.00                          |
| Salt-grit bin   | Near SP27 entrance C1110                | On verge  | 23/10/2018               | 77.49                           | 50.00                       | 80.00                          |
| Lenovo Laptop computer                                      | Clerk's home                            |   | 16/01/2019               | 470.83                          | 250.00                      | 500.00                         |
| Minky gas barbecue  | Great Marston Farmhouse HR6 0NJ         | Community use   | 05/12/2019               | 216.65                          | 200.00                      | 216.65                         |
| QTX QR12PA portable PA system                               | Great Marston Farmhouse HR6 0NJ         | Community use   | 31/03/2020               | 154.17                          | 125.00                      | 154.17                         |
| Parish PROW maps  | In map cases.                           | RVH & SPVH  | 23/03/2022               | 108.00                          | 108.00                      | 108.00                         |
| War Memorial  | Stoke Prior "roundabout"                | On highways land  | 01/07/2022               | 10000.00                        | 10000.00                    | 10000.00                       |
| CW Marquees 3x6m 2 off plus walls and tie down              | Metal shed in St Lukes Churchyard       | Funded by donation from Paul Arnold                         | 26/04/2022               | 1048.00                         | 1048.00                     | 1048.00                        |
| Metal shed for storage of marquees                          | In St Lukes Churchyard                  | Funded by donation from Paul Arnold                         | 28/06/2022               | 731.00                          | 731.00                      | 731.00                         |
| <b><i>Finger post sign on War Memorial</i></b>              | <b><i>Stoke Prior "roundabout"</i></b>  | <b><i>Final addition to initial War Memorial design</i></b> | <b><i>26/05/2023</i></b> | <b><i>343.00</i></b>            | <b><i>343.00</i></b>        | <b><i>343.00</i></b>           |
| <b><i>New shared noticeboard for SPVH &amp; Council</i></b> | <b><i>On highway at SPVH</i></b>        | <b><i>£400 donation from SPVH</i></b>                       | <b><i>21/03/2024</i></b> | <b><i>880.00</i></b>            | <b><i>880.00</i></b>        | <b><i>880.00</i></b>           |
|   |   |   |                          |                                 |                             |                                |
|   |   |   | TOTAL:                   | 18945.33                        | 17794.00                    | 25061.82                       |
| <b>Assets disposed of in 2023-24</b>                        |   |   |                          |                                 | 0.00                        |                                |
| <b>Net assets at 31 March 2024</b>                          |   |   | <b>Total</b>             | <b>18945.33</b>                 | <b>17794.00</b>             | <b>25061.82</b>                |
| NB Assets added during the year are shown in bold italics   |   |   |                          |                                 |                             |                                |

(b) *To receive and approve:* an updated Risk Assessment and Management document

The risk register is reviewed and where necessary, updated annually. This year it would appear that no updates to the register are required so for Council's information the following is a summary of the risks within the various categories assessed-

| Score                | Assets | Financial | Public Liability | Employer Liability | Legal Liability | Councillor Propriety | Legal Expenses | Staffing | Total     |
|----------------------|--------|-----------|------------------|--------------------|-----------------|----------------------|----------------|----------|-----------|
| <b>No Risk (0)</b>   |        | 2         |                  | 1                  |                 |                      |                |          | <b>3</b>  |
| <b>Low Risk(1-2)</b> | 2      | 5         |                  | 2                  | 2               | 1                    |                |          | <b>12</b> |
| <b>Medium (3-5)</b>  | 1      | 1         | 2                | 2                  | 1               |                      | 1              | 2        | <b>10</b> |
| <b>High (6-9)</b>    |        |           | 1                |                    |                 | 1                    |                |          | <b>2</b>  |

The high-risk area in Public Liability is-

| Area  | Likelihood (1-3) | Impact (1-3) | Risk     | Notes   | Control <i>(and agreed improvements)</i>   |
|---|------------------|--------------|----------|---|--|
| Legal liability arising from accident at events or activities | 2                | 3            | High (6) | Community Week events: Guidance provided by insurers about specific risks (eg bonfires).<br><br>Voluntary activities (eg litter picking). | Confirmation obtained annually from CW Committee that proposed events covered under Council's Public Liability insurance (£10m). Assessment of any new events undertaken. Written risk assessment and plan prepared by Clerk prior to CW activities and any activity using volunteers. |

Council discussed the likely issues around

Community Week (there being no other circumstances where Public Liability would arise) and accepted that the mitigation measures in place were adequate.

And in Councillor Propriety is-

| Area  | Likelihood (1-3) | Impact (1-3) | Risk     | Notes   | Control <i>(and agreed improvements)</i>   |
|---|------------------|--------------|----------|---|--|
| Conflicts of interest by councillors. Challenge to actions, with consequential financial loss and reputational damage | 2                | 3            | High (6) | Legal requirement for councillors to complete/submit Register of Interests to county Monitoring Officer. Code of Conduct adopted. Standing Orders specify policies and procedures in line with legislation. | Code of Conduct provided to all councillors. Clerk ensures councillors submit Register of Interests and retains copy. Agenda item at Annual Meeting reminding councillors of duty to keep Register up to date, Clerk ensures Standing Orders followed. Council reviews any changes to legislation and required changes to Standing Orders at least annually at Annual Meeting. |

The Clerk asked if all Members

(particularly new members) had a copy of the Code of Conduct. He also reminded Members to ensure that their Register of Interests, which they had completed on first election/co-option, were up to date. He would email both the Code and the Register to every Member so they could ensure their Registers were up to date and they were familiar with the current Code.

The RFO's report and recommendations on Insurance included these key points-

- The Council has insured with Zurich Municipal from 1 June 2018
- The following cover would be provided from 1 June 2024, with no change to the premium:

|                                      |              |
|--------------------------------------|--------------|
| Property, all risks                  | £10,000      |
| Money – cheques & in safe            | £250,000     |
| Money – elsewhere (in custody / not) | £5000 / £250 |
| Employer liability                   | £10,000,000  |
| Public liability                     | £10,000,000  |

|                                |                       |
|--------------------------------|-----------------------|
| Fidelity guarantee             | £25,000               |
| Libel and slander              | £100,000              |
| Officials indemnity            | £10,000,000           |
| Personal accident compensation | £20,000 /£50 per week |
| Legal expenses                 | £100,000              |

- Since risks on balance have moved downwards somewhat these levels of cover are still considered adequate with one exception. The one area of concern is the asset cover at £10,000. This is now well below the level necessary with current value of Council assets being around £18,000. The Clerk has written again to Zurich asking for an upgrade to £20,000 and advice as to the revised premium.
- The current premium of £167.44 is in the Payments for Authorisation section and should be paid so that insurance remains in place from 1 June 2024. Should an additional payment be required the RFO was granted delegated authority to pay that to increase the asset cover immediately.

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

#### (a) Planning Committee

Currently members of the committee are Chairman and vice-Chairman ex-officio, Cllrs Bemand, Collins, Fullwood and Grace. Cllr. Bemand was happy to remain a member and the Clerk would write to the other members to see if they were prepared to continue to serve. (Cllr. Collins has resigned, Cllr. Grace is happy to continue).

#### (b) Community Week Committee

Current Members - the Chairman and vice-Chairman ex-officio, Margaret Brown (Secretary and Treasurer) and any other member of the community wishing to attend.

#### (b) Finance Working Group

Current Members - the RFO, Cllr Tim Yair and Cllr. Chris Marston. Both Councillors are prepared to serve on the group for 2024-25

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

The Clerk presented the subscriptions to other bodies-  
HALC ~£700/year  
CPRE £36/year  
Parish Online £36/year.

Council agreed that these memberships should continue.

To appoint Councillors to the following positions-

Risbury Village Hall Committee representative: Cllr. Silk is happy to continue in this role

Stoke Prior Village Hall Committee representative: Cllr. Janette Fulwood is happy to continue in this role

Police Liaison Officer: Cllr. Fowler-Wright. The Clerk will check he is happy to continue in this role .

Public Rights of Way Officers: Iain Cholerton (bridleways), Philip Brown (Humber) and one vacancy (Stoke Prior)

Safeguarding Officer: Cllr. Yair is happy to continue in this role

Humber Close Liaison Officer Currently Cllr. Grace is happy to continue in this role

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

The proposed meeting dates for the following year were approved-

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.

Council agreed the, July, September & May (2025) meetings will be held in Stoke Prior Village Hall. The November, January & March will be held in Risbury.

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## Ordinary business

### 54/24 District Councillor

Cllr Baker was unable to attend but provided a report-

The Wyescapes project launched on 8<sup>th</sup> May with its inaugural meeting held on the banks of the Wye in Hereford. The project brings together 40 land holdings covering more than 4000 hectares of land along the river corridor, spanning the county of Herefordshire from north to south.

The farmers and land managers are working to identify actions and changes they can make to restore the rivers' health such as reducing nutrient use, reverting high risk fields from arable cropping to grassland, creating new wetlands, floodplain meadows and woodlands.

The project's long term aim is to restore the Wye catchment to a healthy condition, so its rivers and their tributaries can support the unique wildlife that depends on them, provide clean and plentiful water, be resilient to climate change, mitigate flood risk, provide places for people to enjoy – all while supporting sustainable food production.



You will all be aware of the proposals in the pipeline, by a private organisation, to develop the old railway line that ran from Worcester to Leominster. Part of this old route runs across the top of the county, with most of it within Hampton Ward, hence the wide circulation. A feasibility study was carried out a couple of years ago at a cost of some £35k in this area alone. They are looking to create a footpath, cycle way and equestrian facility to run across the north of the county.

No detailed consultations were carried out with the owners of properties on these lands, or the landowners themselves, which has caused much concern and worry to those residents who could be seriously affected if these plans were to be adopted.

I'm pleased to be able to tell you that at a meeting this morning I was informed that these proposals are purely on a wish list and have no grounding in fact. Such developments have no chance of success in this county and can be disregarded.

One or two members of the organisation have recently been seen circulating around the area spreading falsehoods and rumour and they should be discouraged from trespassing on private property and any similar such actions.

Will you circulate this information as far and wide as possible in order to reassure residents that their homes and lands are safe.

### 55/24 Planning Committee and Planning updates

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

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

##### **240649 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**

Council decided that its comments submitted on 3 April 2020 remained fully valid and there was no need to elaborate.

**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**

A report has been received from Margaret Brown, Secretary and Treasurer of the Community Week committee-

**Community Week**

COMMUNITY WEEK IS MOVING TO THE END OF THE SUMMER HOLIDAY IN 2024 AND WILL TAKE PLACE FROM **25 AUGUST TO 1 SEPTEMBER.**

There are also some changes to the habitual pattern, notably the **TREASURE HUNT AND BARBECUE** will be on **TUESDAY** 27 August and the **BARN DANCE** on **FRIDAY** 30 August – both at Eaton Heritage Barn.

The full timetable (as at present) is therefore:

**Sunday** 25 August 12.30 Hog Roast & parish fete at St Luke's Church, Stoke Prior

**Monday** 26 August 11am (Dog) Walk & byo picnic, Great Marston Farmhouse

7 pm Quiz at Risbury Village Hall (bar open)

**Tuesday** 27 August 6pm Treasure Hunt & Barbecue at Eaton Heritage Barn

**Wednesday** 28 August 6pm Mini Golf & Bowling at The Grove

**Thursday** 29 August AM Open Gardens Risbury

PM Open Gardens Steens Bridge & Stoke Prior

6 pm Children's Disco at Risbury Village Hall

**Friday** 30 August 7pm Barn Dance at Eaton Heritage Barn

**Saturday** 31 August Risbury Show, Entries 9.30-11, Viewing & Tea from 3.00 at Risbury Village Hall

**Sunday** 1 September 11.15 Songs of Praise at St Mary's Humber.

The theme for the **scarecrows** will be **The Olympics**.

All offers of help for any part of the week are welcome. Please contact Margaret Brown via Parish WhatsApp group, 01885 400696 or [migsbrown49@gmail.com](mailto:migsbrown49@gmail.com).

### 57/24 General Financial Matters

The RFO reported that-

As at 9 May 2024 the bank balance was £13,564.20.

#### Income received since last meeting as at 9 May 2024

| Description             | Classification | Receipt £        | Date received |
|-------------------------|----------------|------------------|---------------|
| We are farming Minds    | Adverts        | 170.00           | 26/03/2024    |
| J P Ltd TP50            | Adverts        | 400.00           | 27/03/2024    |
| Francis ND TP51         | Adverts        | 100.00           | 28/03/2024    |
| Herefordshire Council   | Grant refund   | 3852.00          | 09/04/2024    |
| Oak Tree Fun TP49       | Adverts        | 150.00           | 12/04/2024    |
| Herefordshire Council   | Precept        | 7661.00          | 19/04/2024    |
| Margaret Brown          | Postage        | 20.00            | 29/04/2024    |
| Grove Golf & Bowl       | Adverts        | 200.00           | 30/04/2024    |
| Nicola Davies           | Adverts        | 30.00            | 01/05/2024    |
| Jenny Pipes Morris TP56 | Adverts        | 20.00            | 02/05/2024    |
| Services for Indep TP55 | Adverts        | 112.50           | 02/05/2024    |
| Morris MDH TP58         | Adverts        | 40.00            | 07/05/2024    |
| Price, Jamie TP33       | Adverts        | 100.00           | 08/05/2024    |
| Woolhouse K&LS          | Adverts        | 150.00           | 09/05/2024    |
| <b>TOTAL</b>            |                | <b>£13005.50</b> |               |

Note that the Pump advertising revenue is £1472.50

#### Payments made since last meeting

##### Minute 30/24

| 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                        |
| HMRC                        | 325.44          |                | 325.44          | PAYE Q4 (pay 6 <sup>th</sup> April) |
| Service Charge              | 18.00           |                | 18.00           | Applied automatically               |
|                             |                 |                |                 |                                     |
|                             |                 |                |                 |                                     |
| <b>Total</b>                | <b>£7352.46</b> | <b>£752.87</b> | <b>£8105.33</b> |                                     |

### Payments for authorisation

The following payments require authorisation by the meeting-

| Description               | £ Cost         | £ VAT        | £ Total        |  |
|---------------------------|----------------|--------------|----------------|--|
| Clerk's salary April 2024 | 260.13         |              | 260.13         |  |
| Clerk's salary May 2024   | 260.13         |              | 260.13         | For payment 25 <sup>th</sup> May       |
| Autela                    | 65.28          | 13.05        | 78.33          | Quarterly Payroll charge               |
| Barrington Print 12507    | 460.00         |              | 460.00         | The Pump printing (April 24)           |
| Barrington Print 12613    | 460.00         |              | 460.00         | The Pump printing (May 24)             |
| Parish Online             | 30.00          | 6.00         | 36.00          | Annual invoice, mapping services       |
| Zurich Insurance          | 167.44         |              | 167.44         | See note below. Annual renewal premium |
| Risbury Village Hall      | 32.00          |              | 32.00          | May 24 meeting                         |
| <b>Total</b>              | <b>1734.98</b> | <b>19.05</b> | <b>1754.03</b> |  |

The RFO is in discussion with the insurance company regarding increase in the asset values above the insurance liability. The outcome may be an increased premium. If the increase is reasonable the RFO would use delegated power to pay the invoice (see item 50/24). Renewal date is 1 June 2024.

### 58/24 Clerk's working hours

The Clerk had submitted a report concerning his contracted working hours as follows-

In 2021 the Clerk raised concerns about the number of hours worked compared with the contract. The contract is for 416 hours/year which when holidays are taken account of the working hours are 360 or 30 hours/month. Council at that time was prepared to consider an increase in the Clerk's contracted hours but the Clerk favoured trying to cope with the work within the contracted hours. To a large extent this has been achieved through efficiency gains, particularly in the finance area. However, it would be fair to say that compared with the previous Clerk fewer hours have been worked and inevitably less work has been done. Over the past 2 years however, the situation has changed with more work being passed down from Herefordshire of a grant aided nature. Although this is to be welcomed the inevitable consequence is that more hours are being spent preparing work plans and then supervising contractors who are now working for the Parish Council rather than Herefordshire. In 2024-25 another grant scheme (drainage) will be added to the list.

The Clerk has conscientiously kept a timesheet since April 2021. This sheet reflects the trends as follows-

| Year    | Hours Worked | Excess Hours |
|---------|--------------|--------------|
| 2021-22 | 380.1        | 20.1         |
| 2022-23 | 374.7        | 14.1         |
| 2023-24 | 390.7        | 30.7         |

The data shows a reducing trend between 2021 and 2023 due to improved efficiency and the effect of becoming CiLCA qualified which helped improve capability. However, the workload increased during 2023 mainly due to the work involved in administering grants.

The conclusion has to be that the Clerk's contracted working hours should be increased from 360 to at least 390 and to create a margin for work already known to be on the way an increase to 400 hours/year should be considered. This would be an increase of 11%.

Making such a change would be the fair way forward given that this problem was well known prior to 2020. However, the contract offered to the current Clerk was knowingly under resourced. This situation should be rectified, most particularly for the next Clerk who should be offered a fair contract.

It is also worth noting HALC comments on salary scales for a qualified Clerk. The Chairman has already raised this with the Clerk who will provide more information when time allows.

Council discussed the position and unanimously agreed that the Clerk's contract should be increased by hours/year.

The Chairman queried whether the Clerk had received any salary increment for becoming CiLCA qualified and the Clerk confirmed that no increment had been paid. It was agreed that the salary issue would be considered in further detail at a future meeting.

#### **59/24 Current projects**

*To receive:* any updates on current projects

Trails booklet                      Cllr Fowler-Wright

Traffic Management Plan              Cllrs. Grace & Marston

Cllr. Marston had received an email from Cllr. Grace advising that she had agreement from the landowner at The Luce to erect a warning sign on his land to warn vehicles trying to enter the A44. Cllr. Grace has asked for £75 to cover the cost of the sign though there would be some additional costs for posts, concrete etc.

Council felt this would be a worthwhile initiative and the purchase of a sign was agreed.

Environment                              Cllrs. Yair & Hinton

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

No matters of future business were received.

The next meeting will be on Wednesday 17 July 2024 in Stoke Prior Village Hall

The chairman closed the meeting at 9.30pm.

Signed.....Chairman

Date.....

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# Humber, Ford & Stoke Prior Group Parish Council

## Draft Minutes

of the Extra ordinary Meeting of the Group Parish Council  
Wednesday 26<sup>th</sup> June 2024 at 7.30pm in Stoke Prior Village Hall

Present: Cllr. Hugh Fowler-Wright (Chairman)  
Cllr. Tim Yair  
Cllr. Derek Silk  
Cllr. James Hinton  
Cllr. Richard Thomas  
Cllr. Ken Bemand  
Cllr. Janette Fulwood  
Cllr. Chris Marston  
Cllr. Anne Grace  
Cllr. Rob Pugh

Clerk & RFO: Allan Drew

### 61/24 Apologies for absence

All Councillors were present except Cllr. Collins. See item 63/24

### 62/24 Declaration of interests and dispensations

None received.

### 63/24 Chairman's announcements

The Chairman announced that Councillor Richard Collins had resigned from Council due to increased work commitments. Council thanked Mr Collins for his work in Council and for the community over the past five years.

### 64/24 Public participation

No members of the public were present.

### 65/24 Annual Governance & Accountability Return (AGAR) 2023-24

*To receive:* report from the Council's Internal Auditor  
The full report from the Internal Auditor is at Appendix 1 to these minutes.  
Council considered the four recommendations from the report-

#### 1 Change insurance provider to allow cover to be in line with the asset register.

The Clerk had kept Council informed about the difficulties with engaging Zurich to update the Council insurance policy. It was agreed that he would make one final attempt to have the policy cover increased to the necessary level. If unsuccessful he would progress cover with a new insurer.

#### 2 Ensure the gas BBQ is serviced annually.

There are no "serviceable" parts in a gas BBQ. The important issue is that the BBQ is checked regularly for gas leaks. Hoses, the regulator and gas valves will be checked and will be replaced if they are defective. (Note: the easiest way to check for gas leaks (after a satisfactory visual inspection) is to fit a pressure gauge on the LP side of the cylinder. The Clerk will research suitable gauges and seek authority at the next meeting).

#### 3 Set the budget before the precept.

The auditor accepted that the budget was set before the precept but observed that the minutes were not as clear as necessary. The Clerk will ensure that future minutes on this topic have the required clarity.

#### 4 Adopt a Reserves Policy.

Council agreed that although there are allocated reserves held there was no policy governing how reserves were established and managed. The Clerk would bring a draft reserves policy for approval to a future meeting.

As a consequence of discussions with the Internal Auditor the RFO had removed one transaction from the from the year 2023-24 and placed it in 2024-25. This had the effect of changing the year end accounts position including the bank reconciliation. The RFO presented the updated reconciliation along with the 31 March 2024 bank statement and the Chairman and RFO signed the reconciliation as shown in appendix 2.  
The Internal Auditor had also completed and signed the Internal Audit report as part of the AGAR and the report is at appendix 2

*To consider:* preparation of the Annual Governance statement

The RFO explained that although there is a specific issue with the precept as identified in the Internal Audit report such a specific issue does not translate through to the Governance statement. In the round Council accepted that internal control and governance were adequate and this position is supported by the Internal Control report. The RFO recommended, and Council agreed, that the Annual Governance report be completed showing compliance against each statement of Internal Control. The Chairman and Clerk then signed the Annual Governance statement see appendix 2

*To agree:* Accounting Statement for 2023-24

The RFO explained the basis of the Accounting Statement which covered top level financial results from 1 April 2022 to 31 March 2024. With a bank reconciliation which agrees with the Accounting Statement and a compliant Governance Statement Council agreed the Accounting Statement which was then signed by the Chairman. The Accounting Statement is at appendix 2

*To agree:* re-stated asset register

The RFO explained that on Auditor advice he had altered the asset value statement in the accounts from depreciated value to purchase price. For this reason the asset value in the Accounting Statement is shown as RESTATED since in previous statements the depreciated value had been used.

There was a brief discussion about clearing the Prill and Cllr. Fullwood undertook to progress the matter further.

**Date of next meeting**

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

The Chairman closed the meeting at 8.20pm

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

**Appendix 1 INTERNAL AUDIT REPORT**

**Humber, Ford and Stoke Prior Group Parish Council 2023/24**

Findings of the Audit

|     | <b>Scope</b>  | <b>Observation</b>   | <b>Pass</b> | <b>Rec</b>                 |
|-----|---|--|-------------|----------------------------|
| 3.A | Appropriate accounting records have been properly kept throughout the financial year  |  | Yes         |                            |
| 3.B | This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for. |  | Yes         |                            |
| 3.C | This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.                                | It is noted that several attempts have been made to align the assets with the cover provided by the insurance company – but no response has ever been received. It may be prudent to switch provider.<br>The gas BBQ needs an annual service – this is being checked by the clerk. | Yes         | <b>R1</b><br><br><b>R2</b> |
| 3.D | The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.   | The precept is set in January while the budget is set in March. The budget needs to be set first.<br><br>There is no Reserves Policy   | No          | <b>R3</b><br><br><b>R4</b> |
| 3.E | Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.                        |  | Yes         |                            |
| 3.F | Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.                              |  | N/A         |                            |
| 3.G | Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied         |  | Yes         |                            |

|     | Scope   | Observation | Pass | Rec |
|-----|---|-------------|------|-----|
| 3.H | Asset and investments registers were complete and accurate and properly maintained.   |             | Yes  |     |
| 3.I | Periodic and year-end bank account reconciliations were properly carried out.   |             | Yes  |     |
| 3.J | Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. |             | Yes  |     |
| 3.K | IF the authority certified itself as exempt from a limited assurance review in 2022/23 it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>  |             | N/A  |     |
| 3.L | The Authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with legislation   |             | Yes  |     |

| Scope | Observation   | Pass | Rec |  |
|-------|---|------|-----|--|
| 3.M   | In the year covered by the AGAR the authority correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023/24 AGAR period were public rights in relation to the 2022/23 AGAR evidenced by a notice on the website and /or authority approved minutes confirming the dates set) |      | Yes |  |
| 3.N   | The authority has complied with the publication requirements for 2022/23 AGAR   |      | Yes |  |
| 3.O   | Trust funds(including charitable) The council met its responsibility as a trustee   |      | N/A |  |
| 3.P   | Annual Return Complete  |      | Yes |  |

#### Recommendations

- 4.1 Change insurance provider to allow cover to be in line with the asset register.
- 4.2 Ensure the gas BBQ is serviced annually
- 4.3 Set the budget before the precept.
- 4.4 Adopt a Reserves Policy

#### Annual Return- Internal Control Objective

|          | Objective   | Yes | No | Not Covered | Rec No           |
|----------|---|-----|----|-------------|------------------|
| <b>A</b> | Appropriate accounting records have been properly kept throughout the financial year  | √   |    |             |                  |
| <b>B</b> | This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for. | √   |    |             |                  |
| <b>C</b> | This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.                                | √   |    |             | <b>R1<br/>R2</b> |

|          |   |     |   |   |                  |
|----------|---|-----|---|---|------------------|
| <b>D</b> | The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.   |     | √ |   | <b>R3<br/>R4</b> |
| <b>E</b> | Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.  | √   |   |   |                  |
| <b>F</b> | Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.  |     |   | √ |                  |
| <b>G</b> | Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.  | √   |   |   |                  |
| <b>H</b> | Asset and investments registers were complete and accurate and properly maintained.   | √   |   |   |                  |
| <b>I</b> | Periodic and year-end bank account reconciliations were properly carried out.   | √   |   |   |                  |
| <b>J</b> | Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.                                 | √   |   |   |                  |
| <b>K</b> | If the authority certified itself as exempt from a limited assurance review in 2022/23 it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>  |     |   | √ |                  |
| <b>L</b> | The Authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with legislation   | √   |   |   |                  |
| <b>M</b> | In the year covered by the AGAR the authority correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023/24 AGAR period were public rights in relation to the 2022/23 AGAR evidenced by a notice on the website and /or authority approved minutes confirming the dates set) | √   |   |   |                  |
| <b>N</b> | The authority has complied with the publication requirements for 2022/23 AGAR   | √   |   |   |                  |
| <b>O</b> | Trust funds (including charitable) The council met its responsibility as a trustee  | N/a |   |   |                  |

**HALC Internal Audit Services 24<sup>th</sup> June 2024**

Appendix 2 – Signed AGAR 2023-24

Humber, Ford & Stoke Prior Group Parish Council

Financial Year 2023-24

Bank Reconciliation Statements as at 31/03/2024

|   |          |                                  |      |                       |
|---|----------|----------------------------------|------|-----------------------|
| Prepared by Allan Drew (RFO)            | Date:    | 19/06/2024                       |      |                       |
|   |          |                                  | £    | £                     |
| <b>Balance from Bank Statements</b>     |          |                                  |      |                       |
| Unity Trust current account dated       | 31/03/24 | Balance as at 31/03/2024         |      | 1620.85               |
| Petty cash in hand                      |          | As at 31/03/2024                 |      | 0.00                  |
|   |          |                                  |      | <u>1620.85</u>        |
| <b>Less unrepresented items</b>         |          |                                  | 0.00 | <u>0.00</u>           |
| <b>Plus receipts not banked/cleared</b> |          |                                  | 0.00 | <u>0.00</u>           |
|   |          | <b>Net balance at 31/03/2024</b> |      | <u><b>1620.85</b></u> |

The net balance reconciles to the cash books for the year to 31/03/2024 as follows:

|   |  |                                  |          |                       |
|---|--|----------------------------------|----------|-----------------------|
| <b>Balance in current account cash book</b> |  |                                  |          |                       |
| Opening balance at 01/04/2023               |  |                                  | 3827.55  |                       |
| Add: receipts to 31/03/2024                 |  |                                  | 25740.13 |                       |
| Less: payments to 31/03/2024                |  |                                  | 27946.83 |                       |
|   |  | Net balance at 31/03/2024        |          | <u>1620.85</u>        |
| <b>Balance in petty cash book</b>           |  |                                  |          |                       |
| Opening balance at 01/04/2022               |  |                                  | 0.00     |                       |
| Add: receipts to 31/03/2024                 |  |                                  | 0.00     |                       |
| Less: payments to 31/03/2024                |  |                                  | 0.00     |                       |
|   |  | Net balance at 31/03/2024        |          | <u>0.00</u>           |
| <b>All Cash Books</b>                       |  | <b>Net balance at 31/03/2024</b> |          | <u><b>1620.85</b></u> |
| <b>Difference</b>                           |  |                                  |          | <u><b>0.00</b></u>    |

Signed:  RFO Date 19/06/2024

Countersigned:  Councillor Date 26/6/24

# Annual Internal Audit Report 2023/24

Humber Ford and Stoke Prior Group Parish Council

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During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective   | Yes | No | Not covered |
|--|-----|----|-------------|
| A. Appropriate accounting records have been properly kept throughout the financial year.   | ✓   |    |             |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.  | ✓   |    |             |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.  | ✓   |    |             |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.   |     | ✓  |             |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.  | ✓   |    |             |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.   |     |    | ✓           |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.  | ✓   |    |             |
| H. Asset and investments registers were complete and accurate and properly maintained.   | ✓   |    |             |
| I. Periodic bank account reconciliations were properly carried out during the year.  | ✓   |    |             |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.   | ✓   |    |             |
| K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")  |     |    | ✓           |
| L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.   | ✓   |    |             |
| M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set). | ✓   |    |             |
| N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).   | ✓   |    |             |

| O. (For local councils only)  | Yes | No | Not covered |
|---|-----|----|-------------|
| Trust funds (including charitable) – The council met its responsibilities as a trustee. |     |    | ✓           |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 05/06/2024, 20/06/2024, 24/06/2024  
 Name of person who carried out the internal audit: HALC Internal Audit Services

Signature of person who carried out the internal audit: HALC Audit Services  
 Date: 24/06/2024

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).  
 \*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

HUMBER, FORD & STOKE PRIOR GROUP PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

|   | Agreed |     | "Yes" means that this authority   |
|---|--------|-----|---|
|   | Yes    | No* |   |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.  | ✓      |     | prepared its accounting statements in accordance with the Accounts and Audit Regulations.   |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.  | ✓      |     | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.   |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | ✓      |     | has only done what it has the legal power to do and has complied with Proper Practices in doing so.   |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.   | ✓      |     | during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.   |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.  | ✓      |     | considered and documented the financial and other risks it faces and dealt with them properly.  |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.  | ✓      |     | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority. |
| 7. We took appropriate action on all matters raised in reports from internal and external audit.  | ✓      |     | responded to matters brought to its attention by internal and external audit.   |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.                                  | ✓      |     | disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.   |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.                         | Yes    | No  | N/A   |
|   |        |     | has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.   |

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

26/06/2024

and recorded as minute reference:

65/24

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

*H Fowler-Wayhite*  
*Clare Shaw*

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## Section 2 – Accounting Statements 2023/24 for

### HUMBER, FORD & STOKE PRIOR GROUP PARISH COUNCIL

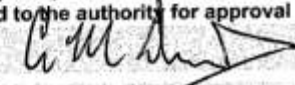
|   | Year ending                |                    | Notes and guidance  |
|---|----------------------------|--------------------|---|
|   | 31 March 2023<br>£         | 31 March 2024<br>£ |   |
| 1. Balances brought forward                                 | 14,887                     | 3,827              | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.  |
| 2. (+) Precept or Rates and Levies                          | 12,289                     | 15,000             | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.   |
| 3. (+) Total other receipts                                 | 4,880                      | 10,740             | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.   |
| 4. (-) Staff costs  | 5,137                      | 5,448              | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5. (-) Loan interest/capital repayments                     | 0                          | 0                  | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).  |
| 6. (-) All other payments                                   | 23,092                     | 22,498             | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).  |
| 7. (=) Balances carried forward                             | 3,827                      | 1,621              | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).   |
| 8. Total value of cash and short term investments           | 3,827                      | 1,621              | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>  |
| 9. Total fixed assets plus long term investments and assets | 17,663<br><i>RESTRIKED</i> | 18,945             | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.  |
| 10. Total borrowings  | 0                          | 0                  | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).  |

| For Local Councils Only                                    | Yes | No                                  | N/A                                 |   |
|--|-----|-------------------------------------|-------------------------------------|---|
| 11a. Disclosure note re Trust funds (including charitable) |     | <input checked="" type="checkbox"/> |                                     | The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets. |
| 11b. Disclosure note re Trust funds (including charitable) |     |                                     | <input checked="" type="checkbox"/> | The figures in the accounting statements above exclude any Trust transactions.                                |

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

  
Date 19/06/2024

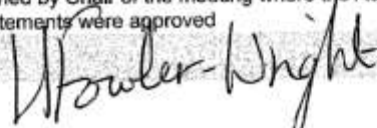
I confirm that these Accounting Statements were approved by this authority on this date:

26/06/2024

as recorded in minute reference:

65/24

Signed by Chair of the meeting where the Accounting Statements were approved



## Agenda item 73/24 Planning Committee and planning applications update

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

### **Ford & Stoke Prior**

**241567 Certificate of lawfulness** for the existing occupation of Highbury in non-compliance with condition no. 2 of planning permission 93 154 (agricultural occupancy) for more than 10 years.

**Humber** There are no new applications

*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.

**Approved with Conditions**

**33094 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).

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

**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.**

**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 74/24 General Financial Matters

### Report from the RFO.

Bank balance on 10 July 2024 is £14311.12

### Income received since last meeting -

| Date     | Description  | Amount £       | Classification |
|----------|--|----------------|----------------|
| 08/07/24 | Lion Court Podiatry and Associates<br>Invoice TP63 | 80.00          | Adverts        |
| 28/06/24 | PCC of Leominster Inv TP62                         | 27.00          | Adverts        |
| 13/06/24 | Thomas H W Humber Woodland Of R                    | 100.00         | Adverts        |
| 12/06/24 | Davidson EM TP61                                   | 100.00         | Adverts        |
| 15/05/24 | HMRC VTR   | 2,097.15       | VAT Refund     |
| 13/05/24 | Clear Minds Dog Training Limited                   | 150.00         | Adverts        |
|          |  |                |                |
|          | <b>TOTAL</b>                                       | <b>2554.15</b> |                |

### Payments made since last meeting

The following payments were agreed at the 29<sup>th</sup> May 2024 meeting (minute reference 57/24) and have been made.

| Description               | Cost £         | VAT £        | Total £        |                                  |
|---------------------------|----------------|--------------|----------------|----------------------------------|
| Clerk's salary April 2024 | 260.13         |              | 260.13         |                                  |
| Clerk's salary May 2024   | 260.13         |              | 260.13         |                                  |
| Autela                    | 65.28          | 13.05        | 78.33          | Quarterly Payroll charge         |
| Barrington Print 12507    | 460.00         |              | 460.00         | The Pump printing (April 24)     |
| Barrington Print 12613    | 460.00         |              | 460.00         | The Pump printing (May 24)       |
| Parish Online             | 30.00          | 6.00         | 36.00          | Annual invoice, mapping services |
| Zurich Insurance          | 167.44         |              | 167.44         | Annual renewal premium           |
| Risbury Village Hall      | 32.00          |              | 32.00          | May 24 meeting                   |
| Information Commissioner  | 35.00          |              | 35.00          | Paid by DD 28 June 2024          |
| Unity Bank                | 18.00          |              | 18.00          | Q1 Service charge                |
| <b>TOTAL</b>              | <b>1787.98</b> | <b>19.05</b> | <b>1807.03</b> |                                  |
|                           |                |              |                |                                  |

## Payments for Authorisation

| Description      | Cost £         | VAT £        | Total £        |                                  |
|------------------|----------------|--------------|----------------|----------------------------------|
| Barrington Print | 603.00         | 0.00         | 603.00         | June 2024 Pump (360 x 44 pages)  |
| Barrington Print | 460.00         | 0.00         | 460.00         | July 2024. Pump (360 x 36 pages) |
| Clerk's salary   | 260.13         | 0.00         | 260.13         | June 2024                        |
| Clerk's salary   | 259.73         | 0.00         | 259.73         | July 2024. Pay 25 July 2024      |
| HMRC PAYE        | 519.60         | 0.00         | 519.60         | Q1 PAYE                          |
| Autela           | 58.22          | 13.64        | 81.86          | April – July invoice             |
| HALC             | 250.00         | 50.00        | 300.00         | Internal Audit fee               |
|                  |                |              |                |                                  |
| <b>TOTAL</b>     | <b>2410.68</b> | <b>63.64</b> | <b>2484.32</b> |                                  |

Council is invited to review and agree these payments.

### Notes on payments

1. Autela payroll is now sending HMRC statements monthly instead of quarterly as in the past. However, payment can still be made quarterly – this involves assembling and summing three invoices to no real advantage. The RFO would prefer to pay these invoices monthly as they arrive. Additionally Autela has advised that HMRC is getting much more aggressive in their fines which are a flat rate of £100. To avoid any such situation the RFO would recommend that he is granted delegated authority to pay HMRC invoices. (Two Councillors will still have to authorise payments).
2. Barrington Print for the Pump also have a 5%/week surcharge (beyond 30 days) in their terms although this has never been enforced. Again the RFO would like delegated authority to pay these invoices on receipt.

## Budget Monitoring for 2024-25 April – June 2024

| PREVIOUS YEARS     |                                |                    |                    | 2024-25           |                 |                     |                         | NOTES FOR 2024-25 BUDGET  |
|--------------------|--------------------------------|--------------------|--------------------|-------------------|-----------------|---------------------|-------------------------|---|
|                    |                                | OUTTURN<br>2022-23 | OUTTURN<br>2023-24 | BUDGET<br>2024-25 | YEAR TO<br>DATE | FORECAST<br>OUTTURN | VARIANCE FROM<br>BUDGET |   |
| 1                  | Precept                        | 12289.00           | 15000.00           | 15344.00          | 7661.00         | 15344.00            | 0.00                    | 1 As agreed at meeting 7 February 2024  |
| 2                  | Pump Advertising               | 575.00             | 2391.00            | 2500.00           | 1179.50         | 2500.00             | 0.00                    | 2 With advertising rates flat prudent view holds budget as 2023-24                |
| 3                  | Pump Postage                   | 40.00              | 40.00              | 40.00             | 20.00           | 40.00               | 0.00                    | 3 Nominal amount  |
| 4                  | Grants                         | 0.00               | 7729.00            | 2400.00           | 3852.00         | 4400.00             | 2000.00                 | 4 £3852 received for 2023-24. PROW grant ewstimated at ~ £500                     |
| 5                  | Other Income                   | 115.12             | 108.06             | 500.00            | 0.00            | 500.00              | 0.00                    | 5 Misc. payments. Includes £400 SPVH contribution to noticeboard                  |
| 6                  | VAT Reclaim                    | 0.00               | 2751.62            | 2073.00           | 2097.15         | 2097.00             | 24.00                   | 6 As 2023-24 outturn  |
| 7                  | CW Fundraising                 | 2070.18            | 300.45             | 300.00            | 0.00            | 300.00              | 0.00                    | 7 Estimated as last year  |
| 8                  | Other Projects                 | 2080.00            | 0.00               | 0.00              | 0.00            | 0.00                | 0.00                    | 8 Income generating projects not yet identified                                   |
| 9                  | <b>TOTAL INCOME</b>            | <b>17169.30</b>    | <b>28320.13</b>    | <b>23157.00</b>   | <b>14809.65</b> | <b>25181.00</b>     | <b>2024.00</b>          | 9   |
| <b>EXPENDITURE</b> |                                |                    |                    |                   |                 |                     |                         |   |
| 10                 | Clerk                          | 4403.50            | 4343.36            | 3930.00           | 520.26          | 3930.00             | 0.00                    | 10 2023-24 Salary award plus arrears plus 10% uplift in hours minus tax increase. |
| 11                 | Administration                 | 445.88             | 411.66             | 500.00            | 148.44          | 500.00              | 0.00                    | 11  |
| 12                 | Insurance, audit, professional | 887.38             | 1235.32            | 1200.00           | 167.44          | 1300.00             | -100.00                 | 12 Increased payment to internal auditor (£50 up to £200).                        |
| 13                 | Website & IT                   | 155.00             | 451.99             | 500.00            | 0.00            | 500.00              | 0.00                    | 13 Increased cost for .GOV website  |
| 14                 | Hire of Halls                  | 200.00             | 167.00             | 200.00            | 32.00           | 200.00              | 0.00                    | 14  |
| 15                 | Training and development       | 0.00               | 229.36             | 0.00              | 0.00            | 250.00              | -250.00                 | 15 Training for new (co-opted) Councillor(s)                                      |
| 16                 | Equipment                      | 1065.22            | 890.50             | 100.00            | 0.00            | 100.00              | 0.00                    | 16 Nominal amount   |
| 17                 | Maintenance                    | 0.00               | 0.00               | 0.00              | 0.00            | 0.00                | 0.00                    | 17  |
| 18                 | HMRC                           | 733.60             | 1105.24            | 1900.00           | 260.00          | 1900.00             | 0.00                    | 18 Increased due to salary award plus change to 40% tax rate                      |
| 19                 | Other                          | 86.00              | 579.13             | 100.00            | 132.15          | 200.00              | -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>8430.00</b>    | <b>1260.29</b>  | <b>8880.00</b>      | <b>-450.00</b>          | 20  |
| <b>PROJECTS</b>    |                                |                    |                    |                   |                 |                     |                         |   |
| 21                 | War Memorial                   | 5678.00            | 403.00             | 60.00             | 0.00            | 60.00               | 0.00                    | 21 Engraving for S. Preece (Price)  |
| 22                 | Parish Pump                    | 4260.00            | 5338.88            | 4000.00           | 920.00          | 4000.00             | 0.00                    | 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             | 0.00                    | 23 £2400 grants + £3000 Parish spend  |
| 24                 | Community Week                 | 1933.00            | 435.00             | 450.00            | 0.00            | 450.00              | 0.00                    | 24 Estimate similar to 2023-24  |
| 25                 | Environment Project            |                    | 0.00               | 500.00            | 0.00            | 0.00                | 500.00                  | 25 No spend last year. Council to agree way forward on this project.              |
| 26                 | Website modernisation          |                    | 500.00             | 0.00              | 0.00            | 0.00                | 0.00                    | 26 Project closed   |
| 27                 | Welcome pack                   |                    | 516.40             | 0.00              | 0.00            | 0.00                | 0.00                    | 27 Project closed   |
| 28                 | Trails Project                 |                    |                    | 500.00            | 0.00            | 500.00              | 0.00                    | 28 Nominal estimate. Project owner to confirm.                                    |
| 29                 | Road Safety Project            |                    |                    | 1000.00           | 0.00            | 1000.00             | 0.00                    | 29 Nominal estimate. Project owner to confirm.                                    |
| 30                 | Project C                      |                    |                    | 0.00              | 0.00            | 0.00                | 0.00                    | 30  |
| 31                 |                                |                    |                    |                   |                 |                     |                         | 31  |
| 32                 | <b>PROJECTS EXPENDITURE</b>    | <b>18142.00</b>    | <b>16288.28</b>    | <b>11910.00</b>   | <b>920.00</b>   | <b>11410.00</b>     | <b>500.00</b>           | 32  |
| 33                 | Reclaimable VAT on the above   | 2110               | 2072               | 1800              | 19.09           | 1800.00             | 0.00                    | 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>22140.00</b>   | <b>2199.38</b>  | <b>22090.00</b>     | <b>50.00</b>            | 31  |
| 35                 | <b>SURPLUS</b>                 | <b>-8949.27</b>    | <b>2618.29</b>     | <b>1017.00</b>    | <b>12610.27</b> | <b>3091.00</b>      | <b>2074.00</b>          | 32  |

### Key Points

- Income looks very close to budget.
- Day-to-day costs are very close to budget
- Project costs remain unclear and project owners should develop business plans so the budget can be properly established.

Bank Reconciliation Q1 2024-25

| <b>HFSP CASHBOOK 2024-25</b> |  |                 |                |                       |                              |            |                        |
|------------------------------|--|-----------------|----------------|-----------------------|------------------------------|------------|------------------------|
| <b>Date</b>                  | <b>Details</b>                           | <b>Receipt</b>  | <b>Payment</b> | <b>Classification</b> | <b>Add to Asset Register</b> | <b>VAT</b> | <b>Running Balance</b> |
| 01/04/2022                   | Balance brought forward                  | 1620.85         |                |                       |                              |            | 1620.85                |
| 08/04/2024                   | HMRC PAYE                                |                 | 260.00         | HMRC                  |                              |            | 1360.85                |
| 09/04/2024                   | Herefordshire L/man grant payment        | 3852.00         |                | Grants                |                              |            | 5212.85                |
| 12/04/2024                   | Oak Tree Funeral Services                | 150.00          |                | Adverts               |                              |            | 5362.85                |
| 18/04/2024                   | Hugh Fowler-Wright refund for            |                 | 132.15         | Other Expenditure     |                              |            | 5230.70                |
| 19/04/2024                   | Herefordshire Precept Pt1                | 7661.00         |                | Precept               |                              |            | 12891.70               |
| 29/04/2024                   | Margaret Brown                           | 20.00           |                | Postage               |                              |            | 12911.70               |
| 30/04/2024                   | Grove Golf & Bowl                        | 200.00          |                | Adverts               |                              |            | 13111.70               |
| 01/05/2024                   | Nicola Davies                            | 30.00           |                | Adverts               |                              |            | 13141.70               |
| 02/05/2024                   | Jenny Pipes Morris                       | 20.00           |                | Adverts               |                              |            | 13161.70               |
| 02/05/2024                   | Services for Independents                | 112.50          |                | Adverts               |                              |            | 13274.20               |
| 07/05/2024                   | Morris MDH                               | 40.00           |                | Adverts               |                              |            | 13314.20               |
| 08/05/2024                   | Jamie Price                              | 100.00          |                | Adverts               |                              |            | 13414.20               |
| 09/05/2024                   | Woolhouse KLS                            | 150.00          |                | Adverts               |                              |            | 13564.20               |
| 13/05/2024                   | Clear Minds Dog Training                 | 150.00          |                | Adverts               |                              |            | 13714.20               |
| 15/05/2024                   | HMRC VAT return                          | 2097.15         |                | VAT Reclaim           |                              |            | 15811.35               |
| 03/06/2024                   | Barrington Print Inv 12507 (April)       |                 | 460.00         | Parish Pump           |                              |            | 15351.35               |
| 03/06/2024                   | Barrington Print Inv 12613 (May)         |                 | 460.00         | Parish Pump           |                              |            | 14891.35               |
| 03/06/2024                   | Humber Parish room                       |                 | 32.00          | Hire of Halls         |                              |            | 14859.35               |
| 03/06/2024                   | Geosphere                                |                 | 36.00          | Administration        |                              | 20.00%     | 14823.35               |
| 03/06/2024                   | Autela                                   |                 | 78.53          | Administration        |                              | 20.00%     | 14744.82               |
| 03/06/2024                   | Zurich Insurance                         |                 | 167.44         | Insurance, audit,     |                              |            | 14577.38               |
| 03/06/2024                   | Clerks April 2024 salary                 |                 | 260.13         | Clerk                 |                              |            | 14317.25               |
| 03/06/2024                   | Clerk's May 2024 salary                  |                 | 260.13         | Clerk                 |                              |            | 14057.12               |
| 12/06/2024                   | Davidson EM                              | 100.00          |                | Adverts               |                              |            | 14157.12               |
| 13/06/2024                   | Thomas HW                                | 100.00          |                | Adverts               |                              |            | 14257.12               |
| 28/06/2024                   | ICO                                      |                 | 35.00          | Administration        |                              |            | 14222.12               |
| 28/06/2024                   | PCC Leominster                           | 27.00           |                | Adverts               |                              |            | 14249.12               |
| 30/06/2024                   | Service charge                           |                 | 18.00          | Bank Charges          |                              |            | 14231.12               |
| <b>Apr-Jun</b>               | <b>Sub-totals for period (Horiz.)</b>    | <b>14809.65</b> | <b>2199.38</b> |                       |                              |            |                        |
|                              | Sub -totals for period (Vert)            | 14809.65        | 2199.38        |                       |                              |            |                        |
|                              | Balance check                            | 14231.12        | OK             |                       |                              |            |                        |
|                              | Reconciliation                           | OK              | OK             |                       |                              |            |                        |
|                              | <b>Totals for financial year to date</b> | <b>14809.65</b> | <b>2199.38</b> |                       |                              |            |                        |

At 30 June 2024 the cash book shows a bank balance of £14231.12. Following is the relevant bank statement

**Your Account Statement**



10000191010101  
Mr Allen Drew  
Humber Ford & Stoke Prior Group Parish Council  
The Coach House  
Ponsonby  
Stonyard  
NR7 4RL

Date: 30/06/2024

Account Name: Humber, Ford & Stoke Prior Group Parish Council

Swift Code (BIC): NWUK33BZL  
IBAN Number: GB96NWUK33023571419324

Sort Code: 601301  
Account Number: 20430401

Your arranged overdraft limit is £0.00

**Contact Us**

- ☎ Call us: 0345 146 1936
- ✉ Email us: us@unity.co.uk
- 🌐 Visit us: unity.co.uk

Our authorised overdraft charges are changing from a capped rate of 25% above base rate to a fixed Nominal rate of 25% EAR (equivalent Annual Rate) of 28.29%. To find out more read our Overdrafts Key Features document and our Standard Service Tariff available at [www.unity.co.uk](http://www.unity.co.uk)



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £25,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit [fscs.org.uk](http://fscs.org.uk) or refer to our FSCS Information Sheet and Disclosure List at [unity.co.uk/fscs](http://unity.co.uk/fscs)

| Your Current T1 account transactions: |        |                   |              |             |            |
|---------------------------------------|--------|-------------------|--------------|-------------|------------|
| Date                                  | Type   | Details           | Payments Out | Payments In | Balance    |
| 28/06/2024                            | Credit | PCC of Leominster | £0.00        | £27.00      | £14,249.12 |
| 30/06/2024                            | Fee    | Service Charge    | £18.00       | £0.00       | £14,231.12 |

| Your Current T1 account transactions: |              |                         |              |             |            |
|---------------------------------------|--------------|-------------------------|--------------|-------------|------------|
| Date                                  | Type         | Details                 | Payments Out | Payments In | Balance    |
| 03/06/2024                            |              | Balance brought forward | £9.00        | £9.00       | £14,257.12 |
| 12/06/2024                            | Debit        | DAVIDSON BHM            | £9.00        | £106.00     | £14,167.12 |
| 13/06/2024                            | Credit       | THOMAS H W OF R         | £9.00        | £106.00     | £14,287.12 |
| 28/06/2024                            | Direct Debit | Direct Debit (CC)       | £26.00       | £0.00       | £14,261.12 |

Page number 1 of 3

Statement number 060

For Businesses.  
For Communities.  
For Good.

Unity Trust Bank is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is a member of the Financial Services Compensation Scheme (FSCS). Registered office: 100 Broad Street, Birmingham, B1 2JS. Registered in England and Wales no. 1110326. Calls may be monitored and recorded for training, quality and security purposes. See [unity.co.uk/privacy](http://unity.co.uk/privacy) for more information.

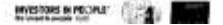


Page number 2 of 3

Statement number 060

For Businesses.  
For Communities.  
For Good.

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Bank Reconciliation checked and agreed

Councillor..... RFO..... Date.....

## Agenda item 75/24 Lengthsman & PROW

*To consider:* any work required in the Group Parishes (fallen trees on HU3/HU6 at Steens Bridge).

Letter has been received from Valerie Tuffy, Steens Bridge, regarding footpath HU 3

I was delivering the pump this evening when one of the residents in Humber Close stopped me to ask a question and voice his concerns.

His name is Craig, surname might be Long .

He said he went for a walk beside the brook from the back of Humber Close along the brook towards Humber and was worried about the trees that were down and blocking the brook.

As you are aware we struggle with flooding at Steensbridge and he was worried as the childrens play area and some of the gardens end up under water.

A few years back some volunteers ( Will Jackson, Philip Brown and others ) helped clear some of the trees and this did have a huge impact on the flooding as before that we had more than a foot of water in our garden and the water when it came up went back down quickly again.

So I'm wondering if either the farmers could be persuaded to clear where it is on their land or something else can be done before we have another bad flood .

I would normally have walked it myself but due to I'll health I've not been able to

Many thanks Regards Valerie Tuffy Brook House Steensbridge

HU3 at Steens Bridge by the Humber Brook has been considered dangerous for quite a while and in 2021 a diversion was requested. PROW said they would book an inspection but nothing has been heard since as far as I know. I have asked for an update. (Update received the Inspector has visited and does not consider the path dangerous - more than 10m from the path).

However, the flooding issue is separate whether the diversion is agreed or not and the landowner should be approached once they are identified.

*To consider:* creation of a work list to progress once grants are allocated

It is now near end of July and the promised grants on drainage & Lengthsman have not yet appeared. However, it would be worthwhile creating a program of work so that good progress can be made once funding arrives. There is also a £3000 budget from Council although it is worth being prudent with this budget since match funding by Herefordshire is increasingly the way forward.

Last year was fairly successful for drainage/Lengthsman work but was mostly firefighting. This year along with the routine annual maintenance (clearing grips, headwalls etc.) an extension of the drain clearing program could be considered. A Risbury resident has already drawn attention to a series of blocked drains in the main street which would benefit from being sucked out.

Councillors with drainage responsibility could consider drawing up a short list of areas which could benefit from more routine drain cleaning.

The Clerk would like to progress a contract with a drain cleaning company to be complemented by local waste disposal and water filling to make for much improved utilisation of the machine.

NB the PROW grant submission has been made to Herefordshire. The FPOs submitted 2 stiles for replacement and 2 new finger posts value £482

## Agenda item 76/24 Traffic Management Plan

The draft Traffic Management Plan and the draft Traffic Action plan are shown in Appendix 1 to these papers

## Agenda item 78/24 Purchase by ECHO of Eaton Barns

The charity ECHO is looking to buy Eaton Barns and expand their activities around the site. The following has been received from the ECHO Deputy Chief Officer, Nic Bullock-

Sow the Seeds of Unity: Help Us Grow Our Garden Community

Request for Community Support to acquire and improve Eaton Barn Community Garden

I am writing to you on behalf of local charity ECHO for Extra Choices in Herefordshire about plans for our Eaton Barn Community Garden project on Stoke Prior Road. This site has successfully provided activities, learning and support to hundreds of people with disabilities since 2003 as well as providing allotment space to other disability groups and selling grown produce and handmade creations. ECHO is passionate about continuing to improve our vibrant and inclusive community garden in your neighbourhood. We also wish to expand our engagement with the communities around us and further utilise the site - we have many ideas we plan to explore.

These plans coincide with an opportunity for ECHO to purchase the site which would enable us to further develop our services for those with disabilities and set our community plans in motion. We are seeking your support to make our vision a reality and would like to ask if you would kindly consider writing a letter or an email of support to assist us through the first stage of our project.

I'm sure you agree that Eaton Barn offers a wealth of advantages that enhance the quality of life for everyone in our community. For disabled individuals, it provides an accessible and therapeutic environment where they can engage in physical activity, develop new skills, and enjoy the sensory benefits of gardening. The inclusive nature of the garden fosters social interaction and a sense of belonging, promoting mental well-being and reducing feelings of isolation.

For the wider community, a garden serves as a green oasis, contributing to environmental sustainability and improving air quality. It offers educational opportunities for children and adults alike, teaching important lessons about horticulture, ecology, and nutrition. Additionally, the garden produces fresh, healthy produce, improving food security and encouraging healthy eating habits.

To bring this project to life, we will be looking for support in several key areas:

1. **Support:** In Stage 1 we intend to apply to The Community Ownership Fund for funds to purchase the site; an application will require evidence of the support of the local community and thus we would welcome your letter, email or comments of support.
2. **Volunteers:** In Stage 2 community members who can volunteer their time to help with planning, garden maintenance and facility improvements will be required.
3. **Partnerships:** Throughout the two-stage initiative collaboration with local businesses, special interest groups, and organisations to support and promote the garden will be essential.

4. **Awareness:** Everyone can help with spreading the word about the Eaton Barn Community Garden to garner broad-based community support.

We want Eaton Barn Community Garden to be a space where people of all ages and abilities can come together to cultivate plants and build relationships and a sense of community pride. Your support is crucial to cultivating a community garden that will grow and thrive for years to come. Please send your letter of support to the above address or reply to this email. Thank you for considering our request.

I look forward to updating you further on our progress. If you would prefer not to receive any further information, please do let me know, or if you have any questions feel free to contact me.

Yours sincerely,

Nic Bullock

Deputy Chief Officer (Social Enterprise)

ECHO for Extra Choices in Herefordshire

07989 403625

Charity No: 1096449 Company No: 4475254

In separate correspondence the following ideas have been received from ECHO-

### **Ideas to Develop Eaton Barn in order to provide a range of Community Amenities**

#### 1. Community Events and Workshops

- Gardening Workshops: Offer classes on topics such as composting, organic gardening, and pest control.
- Cooking Classes: Teach how to cook meals using produce from the garden.
- Seasonal Festivals: Host events like harvest festivals, plant sales, and open days.
- Children's Activities: Create programs for kids such as garden-based story hours, planting activities, and nature crafts.

#### 2. Collaborations and Partnerships

- Schools: Partner with local schools for educational programs and field trips.
- Local Businesses: Collaborate with garden centres, nurseries, and restaurants for sponsorships and donations.
- Nonprofits: Work with environmental and food security organizations to broaden reach and resources.

#### 3. Infrastructure and Amenities

- Accessible Design: Ensure pathways and garden beds are accessible to people with disabilities.
- Seating Areas: Refurbish benches, picnic tables, and shaded areas for relaxation.
- Tool Shed: Maintain the well-stocked container with gardening tools and consider a tool hire system for community members.
- Water Features: Extend use of rainwater harvesting systems and irrigation.

#### 4. Community Involvement and Ownership

- Allotment Rentals: Increase the number of individual plots for community members to rent and cultivate.
  - Volunteer Programs: Establish regular volunteer opportunities for garden maintenance.
  - Adopt-a-Plot: Encourage local groups or families to take responsibility for specific garden areas.
5. Sustainability Practices
- Composting: Set up a community composting system for garden and household organic waste.
  - Native Plants: Investigate the use of native and drought-resistant plants to promote biodiversity and reduce water usage.
  - Recycling Programs: Include recycling bins and initiatives for garden-related waste.
6. Marketing and Outreach
- Social media: Increase project presence on platforms like Facebook, Instagram, and LinkedIn to share updates and events.
  - Newsletter: Send out a regular newsletter with gardening tips, event announcements, and volunteer opportunities.
  - Community Board: Maintain a bulletin board for announcements, member achievements, and upcoming activities.
7. Inclusivity and Cultural Relevance
- Diverse Plantings: Grow a variety of culturally significant crops to reflect the community's diversity.
  - Language Accessibility: Provide information and signage in multiple languages spoken in the community.
8. Health and Wellness Programs
- Yoga and Meditation: Offer yoga classes and meditation sessions in the garden.
  - Therapeutic Gardening: Introduce programs that promote mental health and well-being through gardening activities.
  - Space for Reflection: Create an area that may be used for personal reflection or for community members to share/discuss private concerns or emotional issues that may be causing distress.
9. Art and Culture Integration
- Garden Art: Invite local artists to create sculptures, murals, and other art installations.
  - Performance Space: Designate an area for music performances, poetry readings, and other cultural events.
10. Fundraising and Grants
- Crowdfunding Campaigns: Launch online fundraising efforts to support garden projects.
  - Grants: Apply for grants from government agencies, foundations, and corporations focused on community development and environmental sustainability.
  - Project based fundraising: Establish an annual calendar of fundraising events based upon current planned initiatives (dog show, pub quiz, open days, 100 club).

Implementing a combination of these ideas will help create a vibrant and well-used community garden that serves as a hub for education, sustainability, and community bonding.

## Appendix 1 – Draft Traffic Management Plan & Draft Traffic Action Plan

| Headline Issue   | Specifics   | Proposed Action / Suggestions   | Action taken  | Responsible/<br>date |
|--|---|---|---|----------------------|
| <p><b>Speeding &amp; dangerous driving A44. The Drum crossroads &amp; Steen’s Bridge</b></p> | <ol style="list-style-type: none"> <li>1. Blind bend travelling East just after The Luce farm. Residential properties, with drives opening into the A44, just after the bend with little or no visibility of oncoming traffic, are at risk each time vehicles enter or leave properties.</li> <li>2. Lack of police speed monitoring vehicle presence, particularly at known high traffic times, for example weekend motorcyclists and early morning quarry lorries.</li> <li>3. Traffic speeds excessive approaching The Drum crossroads and restricted visibility due to</li> </ol> | <p>Speed limit reduction to 50 mph on the approaches to the Drum crossroads, currently out to public consultation. Fully supported by the PC.</p> <p>Apply for speed reduction from 50 mph to 40 mph through Steen’s Bridge.</p> <p>Apply for funding from the PCC for the supply and operation of a Traffic monitoring survey and speed indicator device (SID)</p> <p>Additional signage and road markings, such as bend warning sign, SLOW road markings, concealed entrance sign</p> <p>Work with the local police to ensure regular speed camera monitoring, especially at weekends to focus on motor bikes and early weekdays to focus on quarry lorries.</p> <p>Pavement or pathway along verge to allow pedestrians safe walking route towards SP, currently have to walk on verge, which is uneven, unmaintained, muddy and with concealed deep ditch or on the highway.</p> <p>Traffic surveys to be carried out to support the above actions/suggestions.</p> | <p>Arrange on site meeting with Callum Bush (Highways HC) to discuss: Date speed limit will be actioned, Steens Bridge &amp; A49 Ford turning; Options &amp; solutions to items 1 &amp; iv;</p> <p>Confirm PC can apply for movement of signs and speed limit changes &amp; procedure for doing so.</p> <p>Follow up with Ian Connelly (WMC) for data required to support additional mobile speed camera van visits</p> <p>Contact Bodenham PC to discuss how they obtained SIDs camera</p> |                      |

|  |   |  |  |  |
|--|---|--|--|--|
|  | <p>bends on both eastern and western approaches.</p> <p>4. Pedestrians, including school children, having to walk in the road as verge is uneven, unkempt and deep ditch is hidden by overgrowth.</p> |  |  |  |
|--|---|--|--|--|

|  |   |   |  |  |
|--|---|---|--|--|
| <p><b>Turning off A49<br/>Towards Ford. Poor<br/>visibility when its<br/>dark.</b></p> | <p>Turning right from the A49 into Ford road, travelling north from Hereford, is difficult to see in the dark. This results in vehicles carrying out dangerous turns and adjustments.</p> | <p>Reflective markers to ensure road entrance is clearly visible in darkness or poor light.</p> |  |  |
|--|---|---|--|--|

|  |  |  |  |  |
|--|--|--|--|--|
| <p><b>Poor visibility at junctions B &amp; C roads due to hedge overgrowth</b></p> |  | <p>Audit of affected junctions.<br/>         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.</p> |  |  |
|--|--|--|--|--|

| Headline Issue | Specifics | Proposed Action / Suggestions | To Do | Responsible | TSG Review |
|----------------|-----------|-------------------------------|-------|-------------|------------|
|                |           |                               |       |             |            |

| Headline Issue | Specifics | Proposed Action / Suggestions | To Do | Responsible | TSG Review |
|----------------|-----------|-------------------------------|-------|-------------|------------|
|----------------|-----------|-------------------------------|-------|-------------|------------|

|  |  |   |  |  |  |
|--|--|---|--|--|--|
| <p><b>SP.school parking during drop off &amp; pick up.</b></p> <p><b>Speeding drivers around school during school hours.</b></p> |  | <p>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.</p> <p>Discuss with Academy for approach to neighbouring farm to purchase/lease a section of the adjacent field to create staff and parents parking.</p> <p>If parking area is agreed and set up, apply for yellow no parking lines to be laid along both sides of lane outside school.</p> <p>Apply for speed reduction to 20mph along lane – ideal but not easy to achieve</p> <p>Apply for funding for the supply and installation of a timed flashing school warning sign – find out who can fund.</p> <p>Voluntary one way system for parents to pick up and drop off, with angled parking bays</p> |  |  |  |
|--|--|---|--|--|--|

## Humber Ford & Stoke Prior Group Parish Council Traffic Management Plan 2023/2024 Action Report

Plan to be read in conjunction with the Traffic Management Plan 2023/2024

| Headline Issue  | Specifics   | Actions taken & Date   | Target Timescale   |
|---|---|--|--|
| <p>Speeding &amp; dangerous driving A44 from The Drum crossroads through Steen's Bridge</p> | <p>The Drum crossroads has restricted visibility from all entry points. Current speed limit is 60mph which is too fast. Extension of existing 50mph speed limit area to the west of the crossroads to be extended to incorporate The Drum crossroads.</p> <p>Blind bend travelling East just after The Luce farm. Residential properties, with drives opening into the A44, just after the bend with little or no visibility of oncoming traffic, are at risk each time vehicles enter or leave properties.</p> <p>Frequent incidents of dangerous driving witnessed by residents, for example overtaking on bends, excessive speed, cars and motorbikes racing</p> <p>Lack of police speed monitoring vehicle presence, particularly at known high traffic times, for example weekend motorcyclists and early morning quarry lorries.</p> <p>Pedestrians, including school children, having to walk in the road as verge is uneven, unkempt and deep ditch is hidden by overgrowth. Passing traffic not giving due care and attention and often harassing pedestrians.</p> | <p>02/04/2024: Meeting held with HC Highways Officer Callum Bush (CB) , Councillors Grace &amp; Marston in attendance. Actions agreed:</p> <p>There are currently no plans to reduce the speed limit through the village. Last reduced to 50mph approx. 4 years ago.</p> <p>Traffic data survey: Callum (CB) to arrange for a data survey to be conducted on the A44 through Steen's Bridge and to share the data provided. This will provide evidence of excess speeds and support future actions.</p> <p>Lack of signage to indicate blind bend heading east from Leo: CB to review and advise what signage/road markings would be appropriate.</p> <p>Installation of new speed limit at The Drum crossroads: CB to follow up with BB for a works date.</p> <p>Installation of pavement or pathway along verge to allow pedestrians safe walking route towards SP, currently have to walk on verge, which is uneven, unmaintained, muddy and with concealed deep ditch or on the highway. Installation of pavements would need to be raised by Ward Councillors for discussion at full Council level.</p> <p>We discussed whether residents/PC could purchase and install hazard warning signs or similar on private land. It was indicated this would not be an issue.</p> | <p>Summer 2024</p> <p>2026</p> <p>Winter 20024</p> <p>Winter 2024</p> <p>Summer 2024</p> <p>2025</p> <p>April 2024</p> |

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|  |  | <p>AG has been in contact with PCC to complain about lack of response from West Mercia Police in respect of attendance of mobile speed monitoring vehicle. PCC office have undertaken to follow up in this and ask WMP to contact AG direct. Once we have the contact we will request details of dates and times when van has been at Steen's Bridge and try to obtain commitment for regular visits.</p> |  |
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| <p>Stoke Prior School parking, vehicles driving at inappropriate speeds around school during drop off/pick up times and through village.</p> | <p>No dedicated parking provided for staff and parents leading to vehicles parked on rough ground at side of the lane. This restricts visibility and access for passing vehicles. Children not adequately supervised by parents/guardians running into the road during pick up and drop off times.</p>                   | <p>02/04/2024:<br/> Parking issues outside school: <b>CB</b> to check and see if there are any existing Traffic Orders in place which could be added to and advise on timescales and other relevant information.</p> <p>Existing speed limit signs to be moved back nearer to Bowley Lane end and 30mph to be painted on the road – <b>CB</b> (Note: potential imposition of mandatory 20mph speed limit outside all schools is under consideration)</p> <p>Installation flashing 20mph sign in school hours: <b>CB</b> to provide guidance. (see note above)</p>  | <p>Winter 2024</p> <p>Winter 2024</p> <p>Ongoing</p> |
| <p>Turning off A49 Towards Ford poor visibility in the dark.</p>   | <p>Turning right from A49 into Ford road, travelling north from Hereford, is difficult to see in the dark. There is no right turn indicator arrow in the turning land on the A49 so it is not clear to see where the junction is in the dark. This results in vehicles carrying out dangerous turns and adjustments.</p> | <p>02/04/24:<br/> (Note: I have been advised today an accident occurred at this junction approx. 2 weeks ago).<br/> Road from A49 up to change of road surface is Highways Agency responsibility.</p> <p>Signs on bridge are dull and may not be fully reflective: <b>CB</b> to arrange for Locality Steward to check reflectivity and clean the signs to see if this improves reflectivity.</p> <p>No right turn arrow in central turning lane on A49 so not clear where turning is when dark. <b>CB</b> to provide contact details of person at Highways Agency to contact direct to discuss this issue.</p> | <p>Autumn 2024</p> <p>Autumn 2024</p>                |
| <p>Poor visibility at junctions B &amp; C roads due to hedge overgrowth</p>  |  | <p>Audit of affected junctions.<br/> 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.</p>   | <p>Ongoing</p>                                       |

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| Regular meetings with Hereford Council Highways team |  | To be held monthly to discuss and assess progress on above mention points.   | May 2024 and ongoing |
| A44 Traffic Safety Group                             |  | <p>02/04/24:<br/>The group is ongoing with the local ward Councillors now involved. There is a general lack of effort on behalf of the other parishes, and this will be monitored moving forwards to establish if they are prepared to take responsibility for their own Parishes or expect us to do it all for them. We won't be doing that!</p> <p>We are planning to apply to the PCC Safer Roads Fund 2024/25 for money for SID's cameras. These may be shared with a couple of parishes or we try for one per parish.<br/>The request to the PCC for funding for SID's and traffic =data surveys was directed back to the PCC SR Fund application. This is shame but not unexpected and if nothing else it has let them know we are around.</p> |                      |