



ORDINARY MEETING
7.30pm 18th SEPTEMBER 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
Humber
Herefordshire HR6 0NE

Clerk to the Council:
Allan Drew
The Coach House
Pencombe
Herefordshire HR7 4RL

email chairman@hfspgroup.org.uk

phone 01885 400712
email clerk@hfspgroup.org.uk

Councillors are summoned to an ordinary meeting of the Group Parish Council to be held on

**Wednesday 18 September 2024 at 7.30pm
in Stoke Prior Village Hall**

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

10th September 2024

Allan Drew, Clerk to the Council

AGENDA

87/24 Apologies for absence

To receive: any apologies for absence.

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

88/24 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.

89/24 Co-option to the Humber Councillor vacancy

To consider: applications received from residents to fill the vacancy in Humber Parish arising from the resignation of Councillor Richard Collins

To resolve: to appoint by ballot, if satisfactory, one of the candidates to fill the Humber vacancy.

90/24 Minutes of previous meetings

To approve: draft minutes of the meetings held on 17 July 2024 and 14th August 2024

91/24 Chairman's announcements

To note: any announcements from the Chairman.

92/24 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.

93/24 District Councillor's report

To receive: a report from Ward Councillor Bruce Baker. (Note: Cllr Baker is on holiday and may not send a report)

94/24 Planning Committee and planning applications update

(a) *To consider for comment new applications to be determined by Herefordshire Council.*

Ford & Stoke Prior

241366 - Land at Lamb Inn, Stoke Prior, HR6 0NB: Proposed change of use of the Lamb Inn Public House to use as a single dwelling house and retention of external staircase, first floor terrace and railings.

Humber

There are no new applications

(b) To note: updates on current planning applications

Ford & Stoke Prior

221781 Highfield Cottage Stoke Prior HR6 0LW Appeal against refusal decision (the access track)

Appeal dismissed

241774 The Dingle Stoke Prior HR6 0NB Proposed demolition of lean-to's and construction of rear extension together with minor alterations.

Undecided

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

Undecided

223610 Land north of Bowley Court farm Change of use from a water storage lagoon to a water and anaerobic digestate storage lagoon (retrospective).

Undecided.

This application was scheduled for the Planning Committee (Herefordshire) on 21 August 2024 but has been rescheduled for the 4 October 2024 meeting. Since Council last discussed this application on 1 February 2023 there have been significant developments in terms of more rigorous information and assessment of the application. Council Members also visited the site on 27 August 2024.

The current Council position is that there was insufficient information to either support or object to the application but the additional information (Habitat Regulations Assessment, Environment Agency comments and many objections by residents) now available requires that position to be updated. **Council should discuss the application and make further comments for submission to Herefordshire prior to the Planning Committee on 4 October.**

200705 Land adjoining Croft Gate Farm Stoke Prior. Proposed new dwelling and garage adjacent to Croft Gate farm. Pending S106 agreement

Undecided

204437 Plot 1 Land at Old Hall Stoke Prior HR6 0LH Proposed construction of a new self-build custom home and garage

Undecided - on hold due to phosphates

Humber.

241806 Oak Tree View Risbury HR6 0NQ Proposed Conversion of Building to a self-build dwelling House

Undecided

241787 Workshop at The Woodlands Risbury HR6 0NN Proposed conversion of a redundant workshop to one self-build dwelling and associated works including the replacement of an existing septic tank serving The Woodlands.

Undecided

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

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

Undecided - on hold due to phosphates

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

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

Undecided- on hold due to phosphates.

211802 - Land at Gob's Castle Risbury Leominster Herefordshire

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

Undecided

193259 New House Farm Risbury HR6 0NQ Outline planning for proposed housing development on land at New House Farm.

Undecided

95/24 General Financial Matters

To receive: a report from the RFO

To consider: payments for authorisation

96/24 Consultation on changes to National Planning Policy Framework (NPPF)

To consider: submission of comments on the proposed changes to the NPPF.

97/24 Lengthsman & PROW

To consider: the scope of grant work now issued by Herefordshire Council

To resolve: the Council's response including list of proposed works

98/24 Current projects

To receive: any updates on current projects

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

99/24 Stoke Prior school

To receive: an update on Stoke Prior school from Cllr. Yair

100/24 Clerk's salary

By resolution the public will be excluded from this item

To receive: HALC information on Clerks' salaries in Herefordshire.

To consider: Clerk's current salary compared with Herefordshire norms

To resolve: changes, if any to Clerk's salary,

101/24 Matters for discussion at the next meeting

Date of next meeting

To note: the next scheduled meeting will be on Wednesday 20th November 2024 at 7.30pm in Risbury village hall

The Chairman will close the meeting

Agenda item 89/24 Co-option to the vacancy in Humber Parish

Following the resignation of Councillor Richard Collins there is a vacancy for a Councillor in Humber Parish. The vacancy was advertised by Herefordshire Council on 18 July 2024 but an election was not claimed. On 27 August the Parish Council asked for applications from any residents wishing to fill the vacancy. Two candidates have applied and will attend the meeting for interview by Council-

- Ms Sarah Sneyd, resident of Humber Parish
- Mr Michael Wyldes, resident of Ford & Stoke Prior Parish

Both candidates satisfy the legal requirements to be a Councillor. Council Members have already received the application papers for Ms Sneyd and Mr Wyldes.

The procedure for assessing these applications and making appointment is specified in Council's Standing Orders (no. 11). In this case with one vacancy and two candidates Council can, upon satisfactory interview of the candidates, fill the vacancy.

However, Council is not bound to accept any candidate (SO 11(xi)). A vote will be held (secret ballot if requested) and the successful candidate requires an absolute majority of the votes cast.

In the case of a tied vote the Chairman has a casting vote.

If a candidate is successful he/she will sign the Acceptance of Office and return a completed Declaration of Interests within 28 days of appointment.

The successful candidate will join the Council immediately.

Humber, Ford & Stoke Prior Group Parish Council

Draft Minutes

of the ordinary Meeting of the Group Parish Council

Wednesday 17th July 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

Ward Councillor: Bruce Baker
Clerk & RFO: Allan Drew

66/24 Apologies for absence

All Councillors were present. (Cllr. Hinton left the meeting during item 75/24)
To consider, if necessary: excusing absence of members to the following meeting.

67/24 Declaration of interests and dispensations

None received

68/24 Minutes of the last meeting

To consider: approval of minutes of the meetings held on 29th May and 26th June 2024.
Cllr Marston raised the matter of the Clerk's salary and had hoped for a paper to progress the matter. The Clerk had contacted HALC on this matter and awaited a reply. The Chairman then signed both sets of minutes

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)
After some discussion Cllr. Hinton agreed to undertake the role of vice-Chair for 2024-25.

To agree: allocation of roles to Councillors (held over from the Annual Meeting).
It was agreed that the allocations for 2023-24 would continue unchanged but see planning committee (following).

To confirm: final membership of committees including any changes arising from Cllr. Collins' resignation.
The membership of the planning committee was confirmed as-
Chairman & vice-Chairman (ex-officio), Cllrs. Bemand, Marston, Fullwood and Grace.

Cllr. Thomas commented that the Council should ensure that unnecessary bureaucracy did not stifle the work of selfless and dedicated volunteers organising events such as Community Week. There was full agreement with this comment.

70/24 Chairman's announcements

The Chairman had no points to raise. The Clerk reported that the Council's cloud storage allocation was now full and more space was required so that Council files could be backed up. It was agreed that the Clerk could purchase additional storage via Microsoft 365.

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.

No members of the public were present.

72/24 District Councillor's report

Cllr. Baker reported that-

- C&U class roads would be surface dressed over the next few months. £3.6m had been allocated to this work. . Cllr. Baker confirmed that there was an on-line reporting system for pot holes. Patching of pot holes was necessary before surface dressing.
- Free school meals would be provided to 4700 primary school children during the summer holidays
- Andrew Lovegrove, the Chief Accountant/S151 officer is retiring and his replacement has already been selected.
- A Parish Council summit had been held and had been successful. Another event will be held in October.
- There will be a Local Nature Recovery Strategy but the details have not yet been clarified.
- COVID cases are on the rise again. Residents are advised to use the precautions learnt a few years ago.
- There will be more support for unpaid carers many of whom are children.
- The King's Speech contained mention of a review of the National Planning Policy. On a longstanding planning application (Priory Farm) Cllr. Baker had asked that, if refusal by officers was likely, this application goes to Committee.
- The case of development at Hatfield had been passed at Committee for the erection of five dwellings at the edge of the village. Such a decision seemed to run counter to the adopted Local Plan. Cllr. Thomas commented that many houses are now unaffordable due to widespread building of extensions.

Cllr. Thomas asked about Leominster town centre work and why progress appeared slow. There had been a number of problems and there was significant dissatisfaction from local businesses suffering disruption. Cllr. Fullwood asked about bringing in free parking to try and encourage visitors back into the town. There had also been a problem with residents' parking permits which, though now resolved, appeared to be a lapse which Cllr. Baker would find out more about. Cllr. Hinton stated information received from Herefordshire gave a completion date of 29 November 2024.

Cllr. Marston asked why the 50mph speed limit on the A44 had not been extended as promised by the end of June. Additionally, there was confusion about the flooding problem in Stoke Prior centre and Cllr. Baker would follow up.

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

Council noted the 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

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Undecided- on hold due to phosphates.

211802 - Land at Gob's Castle Risbury Leominster Herefordshire

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Undecided

74/24 General Financial Matters

The RFO reported that-

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 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
	TOTAL	2554.15	

Payments made since last meeting

The following payments were agreed at the 29th 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
TOTAL	1787.98	19.05	1807.03	

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	68.22	13.64	81.86	April – July invoice
HALC	250.00	50.00	300.00	Internal Audit fee

TOTAL	2410.68	63.64	2484.32	

Council reviewed and agreed 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 asked 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.

Council agreed that delegated authority would be granted for payment of these invoices.

Budget Monitoring for 2024-25 April – June 2024

PREVIOUS YEARS				2024-25				NOTES FOR 2024-25 BUDGET
		OUTTURN 2022-23	OUTTURN 2023-24	BUDGET 2024-25	YEAR TO DATE	FORECAST OUTTURN	VARIANCE FROM BUDGET	
1	Precept	12289.00	15000.00	15344.00	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	TOTAL INCOME	17169.30	28320.13	23157.00	14809.65	25181.00	2024.00	9
EXPENDITURE								
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	DAY TO DAY EXPENDITURE	7976.57	9413.56	8430.00	1260.29	8880.00	-450.00	20
PROJECTS								
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	PROJECTS EXPENDITURE	18142.00	16288.28	11910.00	920.00	11410.00	500.00	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	TOTAL EXPENDITURE	26118.57	25701.84	22140.00	2199.38	22090.00	50.00	31
35	SURPLUS	-8949.27	2618.29	1017.00	12610.27	3091.00	2074.00	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.

HFSP CASHBOOK 2024-25							
Date	Details	Receipt	Payment	Classification	Add to Asset Register	VAT	Running Balance
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
Apr-Jun	Sub-totals for period (Horiz.)	14809.65	2199.38				
	Sub -totals for period (Vert)	14809.65	2199.38				
	Balance check	14231.12	OK				
	Reconciliation	OK	OK				
	Totals for financial year to date	14809.65	2199.38				

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

Your Account Statement

138281910 100135
 Mr Allan Drew
 Humber Ford & Stoke Prior Group Parish Council
 The Coach House
 Pencombes
 Bromyard
 HR7 4PL



Date: 30/06/2024

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

Swift Code (BIC): NWBKGB2L
 IBAN Number: GB93NWBK60023571418024

Sort Code: 608301
 Account Number: 20430401

Your arranged overdraft limit is £0.00

Our unauthorised overdraft charges are changing from tracked rate of 25% above base rate to a fixed Nominal rate of 25% EAR (Equivalent Annual Rate of 28.39%). To find out more read our Overdrafts Key Features document and our Standard Service Tariff available at www.unity.co.uk



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

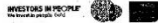
Contact Us
 Call us: 0345 140 1000
 Email us: us@unity.co.uk
 Visit us: unity.co.uk

Date	Type	Details	Payments Out	Payments In	Balance
03/06/2024		Balance brought forward	£0.00	£0.00	£14,057.12
12/06/2024	Credit	DAVIDSON EM	£0.00	£100.00	£14,157.12
13/06/2024	Credit	THOMAS H W OF R	£0.00	£100.00	£14,257.12
28/06/2024	Direct Debit	Direct Debit (ICO)	£35.00	£0.00	£14,222.12

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For Businesses.
 For Communities.
 For Good.

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is a member of the Financial Services Compensation Scheme (FSCS). Registered Office: Four Bridgeplace, Birmingham, B1 2SB. Registered in England and Wales no. 1713124. Calls may be monitored and recorded for training, quality and security purposes.



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

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For Businesses.
 For Communities.
 For Good.

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is a member of the Financial Services Compensation Scheme (FSCS). Registered Office: Four Bridgeplace, Birmingham, B1 2SB. Registered in England and Wales no. 1713124. Calls may be monitored and recorded for training, quality and security purposes.



Bank Reconciliation checked and agreed

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

The Chairman signed the banking re-conciliation.

75/24 Lengthsman & PROW

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

Council had received a letter from a local resident concerned about possible flooding of the Humber Brook caused by a fallen tree. It was established that the landowner was Mr Les Morgan and Cllr. Thomas undertook to contact Mr Morgan and arrange for remedial work. The Clerk would write to the resident outlining the action to be taken.

The Clerk also asked the Councillors with drainage responsibilities (Cllrs. Pugh, Bemand & Fullwood) to consider where grant money could be effectively spent once the grants became available.

The Prill was discussed again with the new quotations being little different to the Lengthsman charges. Cllr. Fullwood stated that the area outside Devon Cottage did not need attention and work should be restricted to the length outside Monkerton. Given the cost of removal of spoil and that the owner of the Prill is not known then the spoil could be left on the bank. The Chairman and Cllr. Thomas volunteered to dig out the Prill in the Monkerton area.

76/24 Traffic Management Plan

Cllr. Grace reported that-

- A warning sign (SLOW - TURNING VEHICLES) has been ordered for Steens Bridge and will be erected on a local farmer's land with their agreement.
- A traffic data survey has been carried out by Herefordshire in the 50mph area of Steens Bridge. It is only one week's data but is a start.
- An application has been made to the PCC to fund a series of traffic surveys along the A44 over a 12 month period. It is hoped that the size of the survey will support substantial action to combat speeding on the A44. However, it would have to be match funded so the application is for 4 surveys each of one week's duration. Total cost would be £5881 incl. VAT. The match funded element would be £2940 to be shared between Monkland and HFSP. Per Parish ex-VAT would be £1225.

The Chairman was keen that the Parish should contribute hopefully in company with Monkland Parish.

Cllr. Marston proposed that the Traffic Management Plan be adopted by the Council. This proposal was seconded and carried.

77/24 Current projects

To receive: any updates on current projects

Trails booklet Cllr Fowler-Wright

There had been some illness and holidays which had delayed progress somewhat. The Chairman would discuss any roadblocks with Philip Brown the FPO for Humber Parish

Traffic Management Plan Cllrs. Grace & Marston

The Traffic Management Plan had already been discussed under 76/24

Environment Cllrs. Yair & Hinton

Cllr. Yair had no update to present.

78/24 Purchase by ECHO of Eaton Barns

Cllrs. had read the material from Nick Bullock. Cllr. Fullwood volunteered her support for the project and felt that the best way forward is for residents to write in support of the project.

The Clerk would write a supportive letter on behalf of the Council.

79/24 Employment Matter. By resolution the public were excluded from this item.

Councillors discussed an employment matter (concerning the Clerk) in closed session. The Clerk was not present during this item.

80/24 Matters for information and future business

A report on Stoke Prior school prepared by Cllr. Yair.

Clerk's salary scale point review

Date of next meeting

To note: the next scheduled meeting will be on Wednesday 18th September 2024 at 7.30pm in Stoke Prior village hall

The Chairman will close the meeting

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

Headline Issue: Speeding & dangerous driving A44. The Drum crossroads & Steen’s Bridge			
Specifics	Proposed Action / Suggestions	Action taken	Responsible/ date
<p>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.</p> <p>2. Lack of police speed monitoring vehicle presence, particularly at known high traffic times, for example weekend motorcyclists and early morning quarry lorries.</p> <p>3. Traffic speeds excessive approaching The Drum crossroads and restricted visibility due to 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>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</p>	<p>Arrange on site meeting with Callum Bush (Highways HC) to discuss: Date speed limit will be actioned, Steens Bridge & A49 Ford turning; Options & solutions to items 1 & iv;</p> <p>Confirm PC can apply for movement of signs and speed limit changes & 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>concealed deep ditch or on the highway.</p> <p>Traffic surveys to be carried out to support the above actions/suggestions.</p>		
Headline Issue: Turning off A49 Towards Ford. Poor visibility when its dark.			
<p>Specifics</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>Proposed Action / Suggestions</p> <p>Reflective markers to ensure road entrance is clearly visible in darkness or poor light.</p>	<p>Action taken</p>	<p>Responsible/ date</p>
Headline Issue: Poor visibility at junctions B & C roads due to hedge overgrowth			
	<p>Proposed Action / Suggestions</p> <p>Audit of affected junctions. 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>Action taken</p>	<p>Responsible/ date</p>

Headline Issue: SP school parking during drop off & pick up. Speeding drivers around school during school hours.

Proposed Action / Suggestions

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.

Discuss with Academy for approach to neighbouring farm to purchase/lease a section of the adjacent field to create staff and parents parking.

If parking area is agreed and set up, apply for yellow no parking lines to be laid along both sides of lane outside school.

Apply for speed reduction to 20mph along lane – ideal but not easy to achieve

Apply for funding for the supply and installation of a timed flashing school warning sign – find out who can fund.

Voluntary one way system for parents to pick up and drop off, with angled parking bays

To Do

Responsible

TSG Review

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 Speeding & dangerous driving A44 from The Drum crossroads through Steen's Bridge		
Specifics	Actions taken & Date	Target Timescale
<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 & 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>AG has been in contact with PCC to complain about lack of response from West Mercia Police in respect of attendance of mobile speed</p>	<p>Summer 2024</p> <p>2026</p> <p>Winter 2024</p> <p>Winter 2024</p> <p>Summer 2024</p> <p>2025</p> <p>April 2024</p>

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.

Headline Issue Stoke Prior School parking, vehicles driving at inappropriate speeds around school during drop off/pick up times and through village

<p>Specifics 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 style="text-align: center;">Actions taken & Date</p> <p>02/04/2024: Parking issues outside school: CB 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 – CB (Note: potential imposition of mandatory 20mph speed limit outside all schools is under consideration)</p> <p>Installation flashing 20mph sign in school hours: CB to provide guidance. (see note above)</p>	<p style="text-align: center;">Target Timescale</p> <p>Winter 2024</p> <p>Winter 2024</p> <p>Ongoing</p>
<p>Headline Issue: Turning off A49 Towards Ford poor visibility in the dark</p>		
<p>Specifics 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 style="text-align: center;">Actions taken & Date</p> <p>02/04/24: (Note: I have been advised today an accident occurred at this junction approx. 2 weeks ago). 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: CB 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. CB to provide contact details of person at Highways Agency to contact direct to discuss this issue.</p>	<p style="text-align: center;">Target Timescale</p> <p>Autumn 2024</p> <p>Autumn 2024</p>
<p>Poor visibility at junctions B & C roads due to hedge overgrowth</p>	<p>Audit of affected junctions. 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>

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: 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.</p> <p>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>	

Humber, Ford & Stoke Prior Group Parish Council

Draft Minutes

of the extra ordinary Meeting of the Group Parish Council
Wednesday 14th August 2024 at 7.30pm in Risbury 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

Ward Councillor: Bruce Baker
Clerk & RFO: Allan Drew

Up to 21 residents attended for parts of the meeting

81/24 Apologies for absence

Cllr Pugh sent his apologies

67/24 Declaration of interests and dispensations

None received

83/24 Chairman's announcements

The Chairman announced-

- there is a vacancy for a Parish Councillor in Humber Parish. An election had not been claimed and Council now agreed to move to co-option to fill the vacancy.
- the 50mph speed limit on the A44 in the region of The Drum is now operational. He thanked all Councillors (and in particular Cllrs. Grace & Marston) for their efforts in securing the new speed limit.

84/24 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.

No member of the public had a comment to make

85/24 Planning Committee and planning applications update

(a) To consider for comment new applications to be determined by Herefordshire Council.

Ford & Stoke Prior

**241774 The Dingle Stoke Prior HR6 0NB
rear extension together with minor alterations.**

Proposed demolition of lean-to's and construction of

The applicants were present but had no comments to make. No members of the public wished to comment. Councillors discussed the application and clarified that there was no contaminated land. The application was considered straightforward with the new addition being sympathetic with the existing core building. The Design & Access statement was a model of clarity.

Council supported the application and the following comments were submitted to Herefordshire Council-

241774 THE DINGLE, STOKE PRIOR. PARISH COUNCIL COMMENTS

Humber, Ford & Stoke Prior Group Parish Council discussed application 241774 (The Dingle) at its extra ordinary meeting on 14 August 2024.

The Council decision is to SUPPORT the application.
Council agreed that the application was excellent in that-

- The design is sympathetic to the existing building.
- The existing layout is rationalised and much improved as living space.
- The design and access statement was particularly informative and well structured.
- There are no drainage issues associated with the application.

Humber

241806 Oak Tree View Risbury HR6 0NQ Proposed Conversion of Building to a self-build Dwelling House.

The applicant was present and took the opportunity to address the meeting. Residents had a number of questions-

- **Exact location of the site?**
- **Why is this application being considered when it is outside the NDP settlement boundary?**
(Outside the settlement boundary the location is classed as “open countryside”. Only very exceptionally is new building consent granted in open countryside. But when there is an existing building there is a set of Herefordshire policies applied to open countryside which allows the re-use of redundant buildings. This application falls into that category and Local Plan policies RA3 and RA5 apply).
- **The building is not redundant but is in use.**
(Applicant replied that although he had five horses on the site he did not use the building. The remainder of the site had provision for shelter so the barn/stable is redundant).
- **Concerns about the increased traffic and disruption during construction. There are no pavements, the road narrows at this point and large construction vehicles will add to these problems.**
(Applicant explained that when he actually lived on the property things would improve since he would have off-road parking. The statutory transport consultee had assessed that traffic would not increase as a result of this application.)
- **The application contains errors.**
(The Clerk had already noted that the building was not “agricultural” but “equine”.)
- **Councillor Baker queried if the application should be under Class Q.-Unused building in the countryside could be converted.** (Applicant confirmed that this was not a class Q application).

The applicant explained his policy on phosphate mitigation based around a “short rotation coppice” - SRC. His consultant had specified 75sq.m of SRC and he intended to provide 150sq.m. He will also re-instate an existing pond and develop a wetland to increase bio diversity.

Council was concerned that errors on the application (concerning current usage of the entrance/highway) might have overstated the current traffic level so leading to the transport conclusion that there would be no significant change in traffic levels. Cllr. Silk mentioned the Council comments of a previous application 210974 where increased traffic had been a material matter in the Council’s decision to object. Traffic levels blend into highway safety and both traffic and safety can be material considerations in an application.

At Council’s request the Clerk clarified the current Herefordshire policy on open countryside development. In his reading of the Local Plan, this development would, at least in principle, be viewed as compliant. The application satisfied policy RA3 so the principle of development is established. It is then necessary to also satisfy policy RA5 which describes specific criteria for the re-use of rural buildings.

There was general Council concern about the very limited number of smaller houses available and this development was of modest size.

As a Parish the target for new housing had already been achieved. However, Cllr. Baker pointed out that very recent announcements had increased the housing target for the County from 16,000 new homes to 27,000 for the lifetime of the new Local Plan.

Council noted the widespread public interest with around 20 objections to the application.

After discussion Council resolved to object to the application and the Clerk submitted the following agreed comments to Herefordshire Planning-

241806 OAK TREE VIEW, RISBURY. PARISH COUNCIL COMMENTS

Humber, Ford & Stoke Prior Group Parish Council discussed application 241806 Oak Tree View at its extra ordinary meeting on 14 August 2024.

The Council decision is to OBJECT to the application.

Council noted that the applicant had secured pre-application advice and that the principle of development under Local Plan policy RA3 had been accepted. The issue now is the extent to which the application satisfies the requirements of policy RA5 – re-use of rural buildings.

Until purchased a few months ago by the applicant the building was used as a horse stable. Although described as agricultural the building's use is equine. It is Council's view that the application does not accord with points 4 and 5 of policy RA5 in that the existing building cannot be converted without the need for major re-construction.

Council also noted the comments from Herefordshire's ecology consultee which raised concerns around-

- Phosphate mitigation using short rotation coppice as not scientifically certain at the scale proposed. Hence nutrient neutrality has not been scientifically nor legally demonstrated.
- The current use of the barn as equine stabling creates nutrient pathways whose management post development has not been demonstrated.

The comments by the transportation consultee also highlighted areas of concern and non-compliance but these concerns can be met by modifications to the design.

In summary as the application currently stands it requires further attention so Council's only option is to OBJECT to the application.

241787 Workshop at The Woodlands Risbury HR6 0NN Proposed conversion of a redundant workshop to one self-build dwelling and associated works including the replacement of an existing septic tank serving The Woodlands.

The applicants were present and were prepared to answer questions. A resident explained some of the planning history of the site including that Poplands Lane was excluded from the NDP but that the lane offered "more scope for some limited development".

Other residents were concerned about the narrow lane and its very limited suitability as sustainable infrastructure. Years ago there were 12 properties and now there are 18 properties but the lane has deteriorated during that period due to overuse.

On some better surfaced parts of the lane speeding is a concern.

The Clerk read out similar concerns from a lane resident, Mr Kevin Parker. Additionally, Mr Parker highlighted the failure to upgrade the connectivity systems from copper to fibre. Given the limits of copper at these distances then every new connection degrades performance to existing users to a point where the service is now unusable.

The applicant confirmed that their drainage arrangements resulted in a net reduction in phosphates which is a key point in favour of applications.

Council recognised the that this application represented another modest development which was a benefit. It was well located in the area and it appeared that the lane might be re-surfaced in the near future under current plans.

In conclusion Council voted to object due to-

- Poor infrastructure (access road, connectivity) having already reached or exceeded its capacity to support further development.
- Safety issues with increased traffic, in part due to withdrawal of public transport services.

The following agreed comments were submitted to Herefordshire Planning-

241787 THE WOODLANDS, RISBURY. PARISH COUNCIL COMMENTS

Humber, Ford & Stoke Prior Group Parish Council discussed application 241787 The Woodlands at its extra ordinary meeting on 14 August 2024.

The Council decision is to OBJECT to the application.

Council noted that the applicant had secured pre-application advice and that the principle of development had been accepted.

The Humber, Ford & Stoke Prior NDP (para 10.2.6) recognises “more scope for some limited development” (in Poplands Lane). It is Council’s view that this limit has now been reached given that the Group Parish has already achieved its housing target in the NDP.

This position is re-enforced by Council’s real concerns about the capacity of the local infrastructure to cope with more dwellings-

- Residents present at the meeting pointed out the difficulties with using Poplands Lane (where the development is sited) as an access route for an increasing number of dwellings. The lane is narrow, often very muddy and the drainage system has not been adequately maintained for some years now.
- Traffic along the lane not only increases due to more residents from each new dwelling but also from the increasingly necessary van-based delivery services supporting these residents. Part of this problem stems from the gradual withdrawal of public transport services. Not many years ago there were 12 properties along the lane, that number has now risen to 18 with no commensurate infrastructure investment.
- Connectivity concerns stemming from a degradation to the current, copper-based service every time a new connection is added. These problems are exacerbated by the failure of Herefordshire’s nominated contractor, Gigaclear, to provide an upgraded fibre broadband service serving the lane.

In summary, until there is more infrastructure investment in areas such as Poplands Lane by the local authority Council’s only option is to OBJECT to the application.

(b) To note: updates on current planning applications

Ford & Stoke Prior

223094 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.

This application was scheduled for the Planning Committee (Herefordshire) on 21 August 2024 but has been withdrawn from that meeting. A revised date of 4 October is currently likely. Since Council last discussed this application on 1 February 2023 there have been significant developments in terms of more rigorous information and assessment of the application. The current Council position is that there was insufficient information to either support or object to the application but the additional information (Habitat Regulations Assessment, Environment Agency comments and many objections by residents) now available requires that position to be updated.

The applicant was present and willing to answer any questions on the application.

Council noted a significant number (about 50) of objections recorded on the Herefordshire Planning website. One resident was present who lived close to the site and spoke at length about her concerns of the nature of the site and the poor handling of the application by Herefordshire Council.

Cllr. Baker (member of the County Planning Committee) confirmed that the application will be heard by the Planning Committee with the date finally confirmed as 4 October. The officer report/recommendation will not be available until one week before the meeting and Cllr. Baker is unable to take a position until he has read that report. Additionally, the Committee will make a site visit but only the day before the meeting.

Council noted that the need for the lagoon to become additional storage was partly caused by the change in the Environment Agency rules about when digestate can be spread.

A concern, (perhaps the major concern) of both Parish Council and the Planning Committee is the technical nature of the anaerobic digester process.

Councillor Fullwood suggested that, to help Councillors understand the processes involved, a site visit to the lagoon by Councillors would be most helpful. The applicant felt that such a visit could be arranged and it was agreed that the applicant would give the Clerk suitable dates for such a visit.

(It was later agreed that a site meeting would be held on 27 August and five Councillors were able to attend. The very useful background information will help Council make informed final comments on this application at the next meeting on 18 September 2024.)

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

86/24 Planning law.

To receive: a paper from Cllr. Thomas regarding possible changes to planning law and potential consequences for the Group Parish.

It was agreed that there was insufficient information presently available to make informed comment. The topic will be held over to a future meeting

Date of next meeting

To note: the next scheduled meeting will be on Wednesday 18th September 2024 at 7.30pm in Stoke Prior village hall

The meeting closed at 9.45pm

Agenda item 94/24 Planning Committee and planning applications update

To consider: new applications to be determined by Herefordshire Council

Ford & Stoke Prior

241366 - Land at Lamb Inn, Stoke Prior, HR6 0NB: Proposed change of use of the Lamb Inn Public House to use as a single dwelling house and retention of external staircase, first floor terrace and railings.

Humber

There are no new applications

(a) To note: updates on current planning applications

Ford & Stoke Prior

221781 Highfield Cottage Stoke Prior HR6 0LW Appeal against refusal decision (the access track)

Appeal dismissed

241774 The Dingle Stoke Prior HR6 0NB Proposed demolition of lean-to's and construction of rear extension together with minor alterations.

Undecided

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

Undecided

223610 Land north of Bowley Court farm Change of use from a water storage lagoon to a water and anaerobic digestate storage lagoon (retrospective).

Undecided.

This application was scheduled for the Planning Committee (Herefordshire) on 21 August 2024 but has been rescheduled for the 4 October 2024 meeting. Since Council first discussed this application on 1 February 2023 there have been significant developments in terms of more rigorous information and assessment of the application. As a result of discussions at the meeting of 14 August 2024 Council Members also visited the site on 27 August 2024.

The current Council position is that there was insufficient information to either support or object to the application but the additional information (Habitat Regulations Assessment, Environment Agency comments, visit to the site and many objections by residents) now available requires that position to be updated. **Council should discuss the application and make further comments for submission to Herefordshire prior to the Planning Committee on 4 October.**

200705 Land adjoining Croft Gate Farm Stoke Prior. Proposed new dwelling and garage adjacent to Croft Gate farm. Pending S106 agreement

Undecided

204437 Plot 1 Land at Old Hall Stoke Prior HR6 0LH Proposed construction of a new self-build custom home and garage

Undecided - on hold due to phosphates

Humber.

241806 Oak Tree View Risbury HR6 0NQ Proposed Conversion of Building to a self-build dwelling House

Undecided

241787 Workshop at The Woodlands Risbury HR6 0NN Proposed conversion of a redundant workshop to one self-build dwelling and associated works including the replacement of an existing septic tank serving The Woodlands.

Undecided

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

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

Undecided - on hold due to phosphates

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

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

Undecided- on hold due to phosphates.

211802 - Land at Gob's Castle Risbury Leominster Herefordshire

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

Undecided

193259 New House Farm Risbury HR6 0NQ Outline planning for proposed housing development on land at New House Farm.

Undecided**Agenda item 95/24 General Financial Matters****Report from the RFO.**

Bank balance on 12 September 2024 is £10,687.10

Income received since last meeting -

No.	Name	Amount £	Details
1	Herefordshire Aero Club	67.50	TP65
2	Finnegan C	15.00	Hair by Cher
3	War & Son	20.00	TP68
4	Springfield Storage	200.00	TP66
	TOTAL	302.50	

Payments made since last meeting

The following payments were agreed at the 27th July 2024 meeting (minute reference 74/24) and have been made.

No.	Name	Ex-VAT £	VAT £	Total £	Details
1	Barrington Print	603.00	0.00	603.00	June 2024 Pump (360 x 44 pages)
2	Barrington Print	460.00	0.00	460.00	July 2024. Pump (360 x 36 pages)
3	Clerk's salary	260.13	0.00	260.13	June 2024
4	Clerk's salary	259.73	0.00	259.73	July 2024. Pay 25 July 2024
5	HMRC PAYE	519.60	0.00	519.60	Q1 PAYE
6	Autela	68.22	13.64	81.86	Payroll April – July invoice
7	HALC	250.00	50.00	300.00	Internal Audit fee
8	Tree Warden network	30.00	0.00	30.00	Annual subscription for Ms J Ellerton
9	Barrington Print INV 13077	460.00	0.00	460.00	Pump
10	Barrington Print INV 12958	532.00	0.00	532.00	Pump + Risbury Show inserts
11	Whiffeld Ceilidh Band	330.00	0.00	330.00	Community Week
	TOTAL	3772.68	63.64	3836.32	

N.B. Items 8, 9 & 10 were made under delegated authority. Item 11 was made at the request of the CW Committee and has been agreed by the Chairman & vice Chair as ex-Officio members of the committee.

Payments for Authorisation

No.	Name	Ex VAT £	VAT £	Total £	Details
1	Clerk's August salary	260.13	0.00	260.13	
2	Clerk's September salary	553.33	0.00	553.33	Includes pay award arrears and hours increase arrears
3	Stoke Prior village hall	40.00	0.00	40.00	Two meetings 6 March (PIng Comm) & 26 June (Council)
4	Pencombe GPC	17.67	3.53	21.20	Shared cost of file folders
5	HMRC PAYE	173.20	0.00	173.20	August 2024 payment
6	HMRC PAYE	391.45	0.00	391.45	September 2024 payment
	TOTAL	1435.78	3.53	1439.31	

Council is invited to review and agree these payments.

Budget Monitoring

With Q2 not yet actually completed it is possible to add in known payments etc and so forecast likely year end outturns. A full line by line report will be provided at the November meeting and was previously provided at the July meeting. For this meeting a summary position is provided as follows-

Summary heading	Budget £	Forecast Outturn £	Variance from Budget £
Income	23157	24633	1476
Day to day costs	8819	8902	-83
Project costs	11910	10925	985
Surplus (income – costs)	2428	2506	78

Notes

1. Income appears now almost certain with most line items well known. The positive variance of £1476 is mainly due to the likely increased income from grants now that the schemes are fully known.
2. Day to day costs are similarly very predictable and close to budget.
3. Project costs are lower than expected even with £2000 now included for Traffic Management. This variance is due to (currently) no forecast expenditure on any other new projects.
4. A surplus of £2506 is currently likely.

In summary the position is good. Given recent inflation since the last time the precept was raised it seems likely that a small rise in the precept will be considered at the January meeting.

External Audit report.

The RFO has been informed by the external auditor (PKF Littlejohn) that the Limited Assurance Review of the Council's 2023-24 AGAR has been approved with no observations. The final report and Auditor's letter has not yet arrived however. It has been urged with PKF.

Agenda item 97/24 Lengthsman & PROW

To consider: any work required in the Group Parishes

The grant schemes are starting to come together and at last there appears to be clarity of what is involved and expected from Parishes. There are three schemes in progress this year-

PROW grant scheme where applications have been submitted

Some early good news is that the grant scheme for PROW work which was submitted at beginning of July has been approved by Herefordshire. The work program will now be organised with landowners or Lengthsman fitting the stiles etc which have been allocated to the Group parishes.

The requested items have been agreed and consist of two finger post signs (for Stoke Prior) and two stile kits (for Humber).

The Lengthsman scheme will be repeated as for last year.

This means there will be-

- a basic maintenance grant based on lengths of C & U roads of £2376
- a Nominated Task element to the same total value of £2376 but with a match funded element from Parish funds of £1188.

Suggestions for the Nominated Task are required

A new scheme -local drainage grant – has been launched.

Details received as follows-

We are pleased to be writing today to give a further update on the Local Drainage Fund and to confirm that Parish Council's will be invited to apply for funding for the following projects:

1. Ditching Works
2. Drainage Asset Survey
3. Minor Drainage Schemes
4. Gully Clearing and Cleansing

The table below sets out in more detail what is involved in each project, what Herefordshire Council will fund and, where applicable, the criteria that each application will be judged against.

Project	Description
Ditching Works	<p>Parish Councils who wish will be able to apply for funding for ditching works which must be completed by the Lengthsman or a suitably qualified alternative. Interested Parish Councils can apply for funding on a “day rate” basis up to a maximum of £2000.</p> <p>I.e. if your Lengthsman’s day rate for ditching work is £250 this would allow you to apply for eight days ditching work.</p> <p>The ditching work must be conducted using a digger and ditching bucket and the Parish Council may, at its discretion, use this funding for ditches which are in private ownership but contribute to flooding or standing water on the highway network.</p> <p>Funding Available: up to £2000</p>
Drainage Survey	<p>A resilient and effective drainage network requires us to have a complete picture of all drainage assets within a parish. Unfortunately as contractors and systems have changed knowledge may have been lost.</p> <p>We are therefore offering each Parish Council the opportunity to apply for funding on a “day rate basis” to allow their Lengthsman or a suitably qualified alternative, to review the existing drainage map of the Parish and log any assets which need adding to our system. You will be provided with the existing drainage asset map to review and update as part of this scheme.</p> <p>Funding Available: up to £1000</p>
Minor Drainage Scheme	<p>This section allows Parish Councils to submit proposals for minor schemes which reduce flooding of the highway network. This could be in the form of additional ditches, culverts, drains, pipes or similar. Parish Councils are requested to supply an outline proposal with estimated costings, photos and what3words locations. Please note that applications under this section will be reviewed and prioritised accordingly.</p> <p>Funding Available: Uncapped</p>
Gully Clearing and Cleansing	<p>This project allows Parish Councils to put forward drains / gullies for clearing and cleansing by Herefordshire Council’s contractors using their machinery.</p> <p>To access this option, Parish Council’s should use a day rate of £1,800, which will cover machinery, labour and temporary traffic management costs.</p> <p>Parish Council’s will need to complete the relevant section of the form, providing a what3words location for each gully / drain which requires work. These will then be passed to a Council contractor for the work to be completed within the days purchased. Unfortunately it is not possible to provide an exact number of drains/gullies that can be cleared per day, as it is dependent on the location and condition of each gully that is put forward for work.</p> <p>Funding Available: Uncapped</p>

Parish Councils should be aware that if they are successful in their requests for funding for Ditching Works and Drainage Surveys then this will be distributed through the Lengthsman Scheme. Under this scheme, a total funding cap exists of £25k, which applies to the entirety of funding across the Lengthsman Scheme, Public Rights of Way and Local Drainage Fund.

Please note for those projects where the funding is uncapped, Herefordshire Council may not be able to provide funding for all projects and will assess each application on its merits before prioritising accordingly.

At this stage only Parish Councils who are part of the Lengthsman Scheme will be eligible to apply for funding under this programme. Any Parish Council who is not part of the Lengthsman Scheme will still benefit from investment in their local drainage network however they will need to contact the Highways Team via Lengthsman@herefordshire.gov.uk to discuss their requirements separately to this scheme.

All completed submissions or queries should be sent to Lengthsman@herefordshire.gov.uk before the 27th September. If your Parish Council will not have time to meet and discuss this before then please do let us know.

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

It will be necessary to decide on a Nominated Task specifically for Lengthsman work.

For the drainage grant the following list has been received from Councillors-

Ford & Stoke Prior

1. Due to the recent overflow (from an underground spring due to the water table levels) of thousands of gallons of water in centre of village, a drainage expert has informed that, the entire village drains (both sides of the road) from Trug Cottage to the Church need jetting. Simply sludge gulping each open drain cover is neither sufficient or cost effective. To my knowledge this has not been done for at least 15 years. The water damage has extensively damaged both the inadequate pot hole patching & the verges of the road.

2. The lengths-man should walk with a Parish Councillor in each area (just once) in order to clearly identify exactly where the 'problem areas' are located. This would prevent the Parish paying for work that is not always necessary. I have witnessed locations which have been worked on but are problem free.

3. It would be helpful if the Parish knew when the locality steward was visiting our areas as on site knowledge is more beneficial than his drive through.

4. Wheelbarrow Castle location has been improved extensively. The remaining problem is the level of water discharging following high rainfall episodes along the footpath alongside the Slough. There is a deep ditch between the Slough orchard and the cultivated field running parallel to the road, if this ditch was cleared and a series of leaky dams created the speed of the water would be slowed which in turn would relieve some of the flooding which still occurs on the Wheelbarrow Castle road.

5. Ditch on the west side of road to Ford Bridge just beyond the Church. This ditch is the end point for most of the drainage flowing SW from Stoke Prior. Last year it was noted that the ditch is congested and drainage in Stoke Prior centre might well be improved if the ditch was pulled out.

Humber

1. The drains in the main street of Risbury are choked and should be cleaned out. Neighbouring ditches would benefit from a clean out also

2. Drainage could be improved on the long, flat east approach to Risbury where there are some blocked cross road drains

Agenda item 99/24 Stoke Prior school

To receive: the following report on Stoke Prior school from Cllr. Yair.

Stoke Prior School and the Three Counties Academy Trust Update.

Stoke Prior Primary School became part of the Three Counties Academy Trust (TCAT) towards the end of last year. TCAT is a small, regional trust, based in the north of Herefordshire, and is currently comprised of Queen Elizabeth High School, Bredenbury Primary School, St Peter's Primary School and now Stoke Prior Primary School. TCAT's ethos is that schools retain their own unique values and history whilst taking advantage of the opportunities that being part of an academy can bring.

It is still early days, but the transition has gone smoothly. The day-to-day management of the school remains with the local team, but finances and some of the managerial work is now done by TCAT. To ensure that the school has a voice, the chair of the Stoke Prior Governors has become a full board member (Trustee) of TCAT. The school has joined TCAT at an exciting time as it continues to look to expand but only with schools who wish to join and match their values and ambitions.

Before and after – school provision.

The school is now providing childcare opportunities both before and after school. The school has an established a Breakfast club that is well used by parents. Breakfast club starts at 8.00am until classes start for the day. A new after-school club, called "Stay and Play" is now available until 4.30pm every day that the school is open. "Stay and Play" and "Breakfast club" provide a safe and engaging environment for children, before and after school hours, allowing parents the flexibility to juggle work and family commitments. Both clubs are run by the school's existing Teaching Assistants.

Parking and Transport

The school recognises that parking outside the school remains an ongoing issue. With increased use of breakfast club, stay and play and the usual after school club provision, it is hoped that this may ease the situation slightly. However, the school will work with the Parish Council on any other solutions that come forward.

Environment

In October 2023, the school installed a 4.25kW solar array and battery at the school. This has already generated 1MWh of energy, almost all of which has been used by the school. The school has already incorporated some of the data it receives into its lessons.

One of the benefits of being part of the Multi Academy Trust is the access it gives to pots of Government money that we did not have before. One of those pots is the Capital Improvement Fund (CIF). TCAT has recently been awarded funds to replace the old gas boiler at the school. TCAT was the only trust in the county to be successful in this round of applications.

The School's Eco Council is running a recycling scheme to collect a range of items that are sometimes more difficult to recycle. Parishioners can also use the coloured bins, which are located just inside the school gate:

Green – pens (of any kind)

Blue – Tin or aluminium foil (washed)

Red – Electrical wires and cables (no plugs)

Yellow – Cheese wrappers

Agenda item 100/24 Clerk's Salary

At the February 2024 training session for Councillors the Chief Executive of HALC, Lynda Wilcox reported that Clerks holding the CiLCA (Certificate in Local Council Administration) qualification within Herefordshire are typically paid at a scale point on the National salary scheme of SCP 26. In subsequent Council meetings this point has been raised and the Clerk agreed this item for this meeting to enable Council to discuss the Clerk's salary.

Currently the Clerk is paid at SCP 11 which is £13.50 per hour. The current hours worked are 38.13 hrs/month or 457 hrs/year equating to an annual salary of £6170.

On requesting information on the salaries paid in Herefordshire with Lynda at HALC the following advice was received-

Good afternoon Allan

A CiLCA qualified clerk in Herefordshire would expect to receive SCP26 or higher.

Best wishes

Lynda

Lynda P Wilcox

Chief Executive

lynda@halchereford.gov.uk

Telephone: 01432 353492

SCP26 is currently £18.10/hour which is some 34% higher than the salary presently paid. This salary equates to £8272 annually. This level is an increase of £2100 per year or £175 per month.

A random trawl of advertised jobs for Parish Council Clerks suggests that the SCP 26 salary is not unusual-

Parish	Advertised salary (hourly)	SCP	Notes
Hazlemere	£17.15 - £20.79	24 - 32	CiLCA desirable
Chobham	£15.21 - £18.58	18 - 27	CiLCA required
Stoke by Clare	£16.02	21	Basic qualifications only
Cookham	£17.15 - £19.07	24 - 28	CiLCA desirable

In theory the affordability of a particular salary level bears no relation on the determination of that salary (which should be decided solely by the job requirements and market rates). In practice any organisation has to consider if it can afford to pay the market rate, and the possible consequences if these rates are not applied. For Council the current financial position is good (see budget monitoring item 95/24).

Finally it should be noted that Council is completely free (like any employer) to decide the level of salary payable for the job. There are no rules but, like every employer, knowledge of the market rates is important to attract the right candidate for the position. Candidate qualifications and experience play an important part if only because they are more quantifiable than many other factors.

Council should discuss the above information and agree changes, if any to the Clerk's salary.