



ORDINARY MEETING
7.30pm 15th JANUARY 2025
RISBURY VILLAGE HALL

MEETING PAPERS

Contents

AGENDA 15 January 2025	3
Draft Minutes 20 November 2024	6
Appendix 1 Reserves Policy	19
Draft Minutes 11 December 2024.....	23
Agenda item 7/25 Planning Committee and planning applications update	26
Agenda item 8/25 General Financial Matters	26
Flooding.	33
Agenda item 9/25 Lengthsman & PROW.....	35
Agenda item 10/25 Update to Council’s Community Resilience Plan.....	36
Agenda item 11/25 The Lamb Inn	36

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@hfspgroupparishcouncil.gov.uk

☎ 01885 400712
email clerk@hfspgroupparishcouncil.gov.uk

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

**Wednesday 15th January 2025 at 7.30pm
in Risbury Village Hall**

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

10th January 2025

Allan Drew, Clerk to the Council

AGENDA

1/25 Apologies for absence

To receive: any apologies for absence.

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

2/25 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.

3/25 Minutes of previous meetings

To approve: draft minutes of the meetings held on 20 November 2024 & 11 December 2024

4/25 Chairman's announcements

To note: any announcements from the Chairman.

5/25 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.

6/25 District Councillor's report

To receive: a report from Ward Councillor Bruce Baker.

7/25 Planning Committee and planning applications update

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

Ford & Stoke Prior

No new applications

Humber

No new applications

(b) To note: updates on current planning applications

Ford & Stoke Prior

233037 Ashwood House Stoke Prior HR6 0LG Application for the discharge of details reserved by condition 3 attached to planning permission 232181

Approved

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. **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 is due to be determined by Herefordshire Planning and Regulatory Committee. However, at the Committee meetings of 23 October 2024 and 11 December 2024 this application was not on the agenda. The next meeting on 22 January 2025 has not yet been posted.

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.

242083 Land at Gob's Castle Risbury Leominster Herefordshire

Application for approval of details reserved by conditions 4, 5 & 6 attached to planning permission 213908. Approval of details reserved by condition **Undecided**

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

8/25 General Financial Matters

To receive: Q3 bank reconciliation

To receive: a budget monitoring report for period 9 (December 2024)

To consider: finalise the budget for 2025-26.

To consider: finalise the precept for 2025-26.

To consider: payments for authorisation

9/25 Lengthsman & PROW

To receive: update on grant funded Lengthsman activities

To consider: any additional activities to be added to current list of works

To consider: request by Ms Morris, Church Warden of Humber Church for financial assistance with churchyard grass cutting

To consider: any other works required within the Group Parishes.

10/25 Update to Council's Community Resilience Plan

Mr Philip Brown is updating the Council's Community Resilience Plan. This item is an opportunity for Councillors to contribute to the update. The current plan will be in the papers for this meeting.

11/25 The Lamb Inn

To receive: any updates on The Lamb Inn

12/25 Current projects

To receive: updates on current projects

Trails booklet Cllr Fowler-Wright

13/25 Matters for discussion at the next meeting

Date of next meeting

To note: the next scheduled meeting will be on Wednesday 19th March 2025 at 7.30pm in Risbury village hall

The Chairman will close the meeting

Humber, Ford & Stoke Prior Group Parish Council

Draft Minutes

of the ordinary Meeting of the Group Parish Council on Wednesday 20th November 2024 at 7.30pm in Risbury Village Hall

Present:

Cllr. Ken Bemand
Cllr. Sarah Sneyd
Cllr. Anne Grace

Cllr. Hugh Fowler-Wright (Chairman)
Cllr. Rob Pugh
Cllr. Chris Marston
Cllr. Janette Fullwood

Clerk & RFO: Allan Drew

No members of the public attended.

102/24 Apologies for absence

Apologies were received from Cllr. Tim Yair, Cllr. Derek Silk, Cllr. James Hinton and Cllr. Richard Thomas.

103/24 Declaration of interests and dispensations

None declared

104/24 Minutes of previous meetings

The draft minutes of the meeting held on 18 September 2024 were approved

105/24 Chairman's announcements

The Chairman announced that-

The Remembrance Day service had been held at Stoke Prior War memorial and the Council wreath was laid by Cllr. Marston. The service was well attended by residents and Stoke Prior school pupils.

He had received a request for a grit bin to be provided at the Gate House, Risbury and there was general agreement that the road slope in that area warranted such a bin. Council agreed that two bins should be purchased along with salt and should all be delivered to the Chairman's address.

106/24 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.

107/24 District Councillor's report

Ward Councillor Bruce Baker reported-

- The recent Parish Council summit had been successful and is an excellent opportunity to meet officers and discuss issues.
- The housing target for Herefordshire had increased to 27,000.
- There is a new support centre in Widemarsh Street for rough sleepers with a fair number being ex-servicemen.
- The waste management team has just won an award as the best in the country.
- The children's advice team has also won an award.
- The registrar office has moved further up St Owen St. with the temporary library now to be situated in the premises vacated.
- Marden Post Office has closed following retirement of the owner.
- The household support fund has £8m available to assist residents in financial distress.
- It is likely that Councils will be combined in the near future.

Cllr. Grace raised the matter of the speed limit on Bowley Lane. Currently there is a 40mph limit in place as far as Butford Organics but after that the national speed limit (60mph) applies. Cllr. Grace has been in discussion with Bodenham Council and there is agreement that the whole of Bowley lane should be 40mph. Cllr. Baker would be happy to support the initiative.

108/24 Planning Committee and planning applications update

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

Ford & Stoke Prior

233037 Ashwood House Stoke Prior HR6 0LG Application for the discharge of details reserved by condition 3 attached to planning permission 232181 **Comments not required**

Cllr. Bemand queried what had actually been changed to enable the discharge of condition 3 (surface water drainage). The decision notice states that-

Condition 3 – The amended surface water drainage arrangement has been assessed by the Local Planning Authorities Land Drainage Engineer and found to be acceptable. Discharge of condition 3 is confirmed .

It would appear that the Land Drainage Engineer had approved an amended plan which was submitted as 233037. The amended block plan now includes a statement that piping and soakaways will be provided and the two new soakaways are shown on the plan.

Humber

242083 Land at Gob's Castle Risbury Herefordshire. Application for approval of details reserved by conditions 4, 5 & 6 attached to planning permission 213908. **Comments not required**

(d) To note: updates on current planning applications

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. **Undecided**

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

This application is due to be determined by Herefordshire Planning and Regulatory Committee. However, at the Committee meeting of 23 October 2024 this application was not on the agenda. The next meeting on 20 November 2024 has been cancelled and there is not yet an agenda for the meeting on 11 December 2024.

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. **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**

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

109/24 General Financial Matters Report from the RFO.

Bank balance on 13 November 2024 is £22,442.91

Q2 Bank reconciliation

HFSP CASHBOOK 2024-25

Date	Details	Receipt	Payment	Classification	Add to Asset Register	VAT	Running Balance
	Balance brought forward	14231.12					14231.12
08/07/2024	Lion Court Podiatry	80.00		Adverts			14311.12
17/07/2024	UK Safety Store		90.20	Road Safety	Yes	20.00%	14220.92
18/07/2024	Barrington Print INV 12734		603.00	Parish Pump			13617.92
18/07/2024	Barrington Print INV 12868		460.00	Parish Pump			13157.92
18/07/2024	Clerk's June 24 salary		260.13	Clerk			12897.79
18/07/2024	Clerk's July 24 salary		259.73	Clerk			12638.06
18/07/2024	HMRC		519.60	HMRC			12118.46
18/07/2024	Autela		81.86	Administration		20.00%	12036.60
18/07/2024	HALC		300.00	Insurance, audit, professional		20.00%	11736.60
20/07/2024	Herefordshire Tree Wardens		30.00	Insurance, audit, professional			11706.60
08/08/2024	HERE AERO CLUB TP65	67.50		Adverts			11774.10
02/09/2024	Barrington Print INV 12958		532.00	Parish Pump			11242.10
02/09/2024	Barrington Print INV 13077		460.00	Parish Pump			10782.10
04/09/2024	Finnegan C Hair by Cher	15.00		Adverts			10797.10
05/09/2024	War & Son TP68	20.00		Adverts			10817.10
09/09/2024	Whiffeldy Ceilidh (CW)		330.00	Community Week			10487.10
09/09/2024	Springfield Storage TP66	200.00		Adverts			10687.10
13/09/2024	M F Freeman TP64	200.00		Adverts			10887.10
20/09/2024	Herefordshire Council	7661.00		Precept			18548.10
23/09/2024	Margaret Brown	695.38		CW Fundraising			19243.48
23/09/2024	Clerk's Aug 24 salary		260.13	Clerk			18983.35
23/09/2024	Clerk's Sept 24 salary		553.33	Clerk			18430.02
23/09/2024	HMRC PAYE Period 5		173.20	HMRC			18256.82
23/09/2024	HMRC PAYE Period 6		391.45	HMRC			17865.37
23/09/2024	SP Village hall 0001/2024/2025		40.00	Hire of Halls			17825.37
23/09/2024	Refund to Hugh FW Verge markers		226.02	Road Safety		20.00%	17599.35
23/09/2024	PGPC 24.02		17.67	Administration			17581.68
30/09/2024	Unity Trust Banl		18.00	Bank Charges			17563.68
							17563.68
Jul-Sep	Sub-totals for period (Horiz.)	8938.88	5606.32				
	Sub -totals for period (Vert)	8938.88	5606.32				
	Balance check	17563.68	OK				
	Reconciliation	OK	OK				

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
 PO Box 7193
 Planetary Road
 Willenhall
 WV1 9DG

1006611510 | 01380

Mr Allan Drew
 Humber Ford & Stoke Prior Group Parish Council
 The Coach House
 Pencombe
 Bromyard
 HR7 4RL



Date: 30/09/2024

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

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



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](https://www.fscs.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](https://www.unity.co.uk/fscs)

Contact Us

- Call us: **0345 140 1000**
- Email us: **us@unity.co.uk**
- Visit us: **[unity.co.uk](https://www.unity.co.uk)**

Your Current T1 account transactions					
Date	Type	Details	Payments Out	Payments In	Balance
03/09/2024		Balance brought forward	£0.00	£0.00	£10,782.10
04/09/2024	Credit	FINNEGAN C	£0.00	£15.00	£10,797.10
05/09/2024	Credit	War Son	£0.00	£20.00	£10,817.10
09/09/2024	Faster Payment Debit	B/P to: Whiffeldy	£330.00	£0.00	£10,487.10

Page number 1 of 3

Statement number 064

**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 entered in the Financial Services Register under number 204570. Registered Office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124. Calls may be monitored and recorded for training, quality and security purposes. © Unity Trust Bank. All Rights Reserved.



1006611510 | 01380 | 00001 | 00004 |

Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
09/09/2024	Credit	Springfield Storag	£0.00	£200.00	£10,687.10
13/09/2024	Credit	M.F. FREEMAN LIMIT	£0.00	£200.00	£10,887.10
20/09/2024	Credit	HCC CREDITORS	£0.00	£7,661.00	£18,548.10
23/09/2024	Credit	Margaret Brown	£0.00	£695.38	£19,243.48
24/09/2024	Faster Payment Debit	B/P to: SPVH	£40.00	£0.00	£19,203.48
24/09/2024	Faster Payment Debit	B/P to: HMRC PAYE	£173.20	£0.00	£19,030.28
24/09/2024	Faster Payment Debit	B/P to: A M Drew	£260.13	£0.00	£18,770.15
24/09/2024	Transfer	B/P to: PGPC	£17.67	£0.00	£18,752.48
24/09/2024	Faster Payment Debit	B/P to: Hugh FowlerWright	£226.02	£0.00	£18,526.46
24/09/2024	Faster Payment Debit	B/P to: A M Drew	£553.33	£0.00	£17,973.13
24/09/2024	Faster Payment Debit	B/P to: HMRC PAYE	£391.45	£0.00	£17,581.68
30/09/2024	Fee	Service Charge	£18.00	£0.00	£17,563.68

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

SignedRFO Date.....

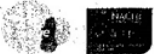
Statement number 064



**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 entered in the Financial Services Register under number 204570.
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
Registered in England and Wales no. 1713124.
Calls may be monitored and recorded for training, quality and security purposes.
© Unity Trust Bank. All Rights Reserved.

INVESTORS IN PEOPLE
We invest in people Gold



Council accepted the reconciliation and the RFO and Chairman duly signed the reconciliation.

Budget Monitoring Report Period 7 (October)2024

					2024-25			
			OUTTURN 2022-23	OUTTURN 2023-24	BUDGET 2024-25	YEAR TO DATE	FORECAST OUTTURN	VARIANCE FROM BUDGET
1	INCOME	Precept	12289.00	15000.00	15344.00	15322.00	15344.00	0.00
2		Pump Advertising	575.00	2391.00	2500.00	2362.00	2500.00	0.00
3		Pump Postage	40.00	40.00	40.00	20.00	40.00	0.00
4		Grants	0.00	7729.00	2400.00	6317.63	12981.00	10581.00
5		Other Income	115.12	108.06	500.00	1879.00	1900.00	1400.00
6		VAT Reclaim	0.00	2751.62	2073.00	2097.15	2097.00	24.00
7		CW Fundraising	2070.18	300.45	300.00	695.38	695.00	395.00
8		Other Projects	2080.00	0.00	0.00	0.00	0.00	0.00
9		TOTAL INCOME	17169.30	28320.13	23157.00	28693.16	35557.00	12400.00
EXPENDITURE								
10	DAY TO DAY EXPENDITURE	Clerk	4403.50	4343.36	4919.00	3313.16	5000.00	-81.00
11		Administration	445.88	411.66	500.00	325.95	500.00	0.00
12		Insurance, audit, professional	887.38	1235.32	1200.00	657.44	1200.00	0.00
13		Website & IT	155.00	451.99	500.00	516.00	520.00	-20.00
14		Hire of Halls	200.00	167.00	200.00	137.00	200.00	0.00
15		Training and development	0.00	229.36	0.00	0.00	0.00	0.00
16		Equipment	1065.22	890.50	100.00	0.00	1500.00	-1400.00
17		Maintenance	0.00	0.00	50.00	0.00	50.00	0.00
18		HMRC	733.60	1105.24	1300.00	2453.41	3560.00	-2260.00
19		Other	86.00	579.13	100.00	132.15	200.00	-100.00
20	DAY TO DAY EXPENDITURE	7976.57	9413.56	8869.00	7535.11	12730.00	-3861.00	
PROJECTS								
21	PROJECT EXPENDITURE	War Memorial	5678.00	403.00	60.00	60.00	0.00	60.00
22		Parish Pump	4260.00	5338.88	4000.00	3953.00	5100.00	-1100.00
23		Lengthsman	6271.00	9095.00	5400.00	355.00	7600.00	-2200.00
24		Community Week	1933.00	435.00	450.00	330.00	450.00	0.00
25		Environment Project		0.00		0.00		0.00
26		Road Safety		500.00	2750.00	263.52	2750.00	0.00
27		Welcome pack		516.40	0.00	0.00	0.00	0.00
28		Trails Booklet			1000.00	0.00	1000.00	0.00
29		Project B			0.00	0.00	0.00	0.00
30		Project C			0.00	0.00	0.00	0.00
31								
32	PROJECTS EXPENDITURE	18142.00	16288.28	13660.00	4961.52	16900.00	-3240.00	
33	Reclaimable VAT on the above	2110	2072	1800	299.28	2300.00	500.00	
	VAT from 2023-24				0.00			
34	TOTAL EXPENDITURE	26118.57	25701.84	22529.00	12795.90	31930.00	-6601.00	
35	SURPLUS	-8949.27	2618.29	628.00	15897.26	3627.00	2999.00	

NOTES FOR 2024-25 BUDGET	
1	As agreed at meeting 7 February 2024
2	Budget should be easily achieved given current progress
3	Nominal amount
4	Lengthsman scheme updated to include £2376 base grant & £1188 match funded Nominated Task. Drainage grant of £3100 also included. Other drainage grant monies of £3600 has also been allocated but will be paid directly by HFC so has not been included here. £2465 from WM Police now received. (Note: also includes £3852 from 2023-24)
5	Donation of £1479 for purchase of gazebos included.
6	As 2023-24 outturn
7	Now updated with CW results
8	Projects not yet defined
9	
10	Increased due to move to SP26 but no real increase in net salary
11	
12	Increased payment to internal auditor (£50 up to £200).
13	Increased cost for .GOV website (But also includes some billed arrears from Gwent web design)
14	
15	
16	Now shows gazebo purchase from donation (line 5)
17	
18	Increased due to salary award to SP26 and move to higher tax band
19	No election costs nor National events contribution expected
20	
21	Engraving for S. Preece (Price)
22	Prices have risen by about £30/issue. Reducing pages trend not maintained.
23	£5600 grants + £2000 Parish spend
24	Estimate similar to 2023-24
25	No spend last year. Council to agree way forward on this project.
26	Budget raised to £2750 following Police grant
27	Project closed
28	Project completed, invoices awaited
29	
30	
31	
32	
33	VAT reclaim forecast does not yet include any project work
34	
35	

Notes on Budget Monitor Period 7 (October 2024)

The income budget is now somewhat dominated by the amount (£12981) of grant funding (line 4) now available to Council. The breakdown is –

Grant Purpose	Value £	Granting Body
Annual Maintenance Plan	2376	Herefordshire Council
Nominated Task	1188	Herefordshire Council
Drainage	3100	Herefordshire Council
Road Safety	2465	WM PCC
TOTAL	9189	

Note that-

1. The budget monitoring figure includes £3852 paid in April 2024 representing a refund for work carried out in 2023-24. (So net grants for 2024-25 are £12981-£3852=£9189)
2. the £1188 Nominated Task is match funded so Council will contribute the same amount.
3. There is also a further £3600 of approved drainage expenditure for gully cleaning but this will be paid for directly by Herefordshire so will not appear in Council income/expenditure.
4. Council's request for a grant of £1875 for minor drainage works is still under discussion with Herefordshire Council/BB and may yet be granted in whole or part.
5. Other income line 5 has increased sharply to £1879 due to an unexpected donation of £1479 for purchase of gazebos. This has been offset by the same amount of expenditure in line 16
6. The expenditure budget monitor shows an increase in day to day expenditure mainly due to increased HMRC payments caused by increasing the Clerk's salary to SP26. It is some comfort to know that much of this salary increase accrues to the Revenue rather than the Clerk due to crossing a tax threshold!
7. The Project expenditure shows spending on The Pump very much in line with last year. The hope had been that online access and reduced page numbers would bring a reduction to the set budget of £4000. However, this has not happened. Nevertheless the magazine continues to garner praise and the advertising revenues have been successfully managed and may well cover more than half the cost by year end.
8. Lengthsman expenditure is line 23 is high but is offset by grant income. The Parish spend included in this line is £2000.
9. Other projects are progressing and expenditure arrives later in the year as invoices arrive. Currently although YTD figures are low estimates of likely year end expenditure have been included, though project sponsors may alter these if they think necessary.
10. Currently the forecast surplus is nearly £3600 which is significantly greater than originally forecast mainly due to the healthy income stream.
11. In summary the budget is in a healthy condition and the main conclusion is that projects should be moved to completion to provide community benefit.

In addition Council noted that Pump advertising revenue had remained extremely healthy and Council expressed its thanks to Mr Chris Blum who had carried out excellent work to build the revenue to its current level.

Draft budget for 2025-26

Last year the internal auditor registered a non-compliance because the precept was apparently set before the budget was agreed. This was not the case, but the auditor was correct in that the minutes of the budget and precept setting exercise were not sufficiently explicit to make this as clear as the auditor wished. That will not be the case for the 2025-26 exercise hence the reason for linking the two activities in this meeting.

At the January 2025 meeting Council will first finalise the 2025-26 budget and then set the precept.

However, as a first estimate, a draft budget is presented here which can quickly lead to a draft precept. This will give Council an early view of how the political aspects of the precept can be weighed against operational plans such that the right balance is achieved and residents are satisfied that Council is acting in their best overall interests.

Note that the precept entry, line 1, is currently empty (0.00). Essentially the precept is the balancing number between costs and all other income and has yet to be established.

Building on the previously presented budget monitor for 2024-25 following is the draft budget and notes for 2025-26-

						2025-26	NOTES
	INCOME	OUTTURN 2022-23	OUTTURN 2023-24	FORECAST OUTTURN 2024-25	VARIANCE FROM BUDGET	FORECAST (DRAFT) BUDGET	
1	Precept	12289.00	15000.00	15344.00	0.00		
2	Pump Advertising	575.00	2391.00	2500.00	0.00	2750.00	Increased by 10%. May be achieved for 24-25 with currently strong advertising revenues.
3	Pump Postage	40.00	40.00	40.00	0.00	40.00	
4	Grants	0.00	7729.00	12981.00	10581.00	10000.00	Lengthsman & drainage grants will hopefully continue
5	Other Income	115.12	108.06	1900.00	1400.00	0.00	
6	VAT Reclaim	0.00	2751.62	2097.00	24.00	2300.00	
7	CW Fundraising	2070.18	300.45	695.00	395.00	500.00	Estimate only. Under control of CW committee.
	Other Projects	2080.00	0.00	0.00	0.00	0.00	
8	TOTAL INCOME	17169.30	28320.13	35557.00	12400.00	15590.00	
	EXPENDITURE						
9	Clerk	4403.50	4343.36	5000.00	-81.00	5100.00	Updated to include SP26 + 2024-25 salary award
10	Administration	445.88	411.66	500.00	0.00	525.00	+5% uplift for likely inflation
11	Insurance, audit, professional	887.38	1235.32	1200.00	0.00	1260.00	+5% uplift on likely inflation
12	Website & IT	155.00	451.99	520.00	-20.00	500.00	Cancel unused domains
13	Hire of Halls	200.00	167.00	200.00	0.00	200.00	Current rates maintained
14	Training and development	0.00	229.36	0.00	0.00	250.00	New Cllr. training by HALC
15	Equipment	1065.22	890.50	1500.00	-1400.00	200.00	Nominal amount
16	Maintenance	0.00	0.00	50.00	0.00	100.00	Nominal amount
17	HMRC	733.60	1105.24	3560.00	-2260.00	3500.00	Linked directly to Clerk's salary
18	Other	86.00	579.13	200.00	-100.00	200.00	Remembrance Day wreath
19	DAY TO DAY EXPENDITURE	7976.57	9413.56	12730.00	-3861.00	11835.00	Costs down mainly due to donations not being forecastable.
	PROJECTS						
20	War Memorial	5678.00	403.00	0.00	60.00	0.00	Project completed 2022-23
21	Parish Pump	4260.00	5338.88	5100.00	-1100.00	5100.00	Maintain 2024-25 running rate
22	Lengthsman	6271.00	9095.00	7600.00	-2200.00	7600.00	Annual Mtce £2376. Nom task £1188 Drainage £2100 Parish budget £2000
23	Community Week	1933.00	435.00	450.00	0.00	450.00	As 24-25 but under control of CW committee
24	Environment Project	0.00	0.00	0.00	0.00	2000.00	Holding position pending sponsors estimates
25	Road Safety	0.00	500.00	2750.00	0.00	1000.00	May be supplemented by further grants
26	Welcome pack	0.00	516.40	0.00	0.00	0.00	Completed
27	Trails Booklet	0.00	0.00	1000.00	0.00	0.00	Completed
28	PROJECTS EXPENDITURE	18142.00	16288.28	16900.00	-3240.00	16150.00	
29	Reclaimable VAT on the above	2110	2072	2300.00	500.00	2300.00	
30	TOTAL EXPENDITURE	26118.57	25701.84	31930.00	-6601.00	30285.00	

Draft Precept for 2025-26

Following agreement of the draft budget it is straightforward to establish the minimum draft precept requirement. (The minimum precept is that required to achieve a balanced budget with no year-end surplus).

From the above draft budget, in summary-

Budget Heading	Value £
Income (excluding Precept) Line 8	15590
Total Expenditure Line 30	30285
Income - Expenditure	-14695

The minimum precept is £14695. Currently for 2024-25 the precept is £15344, £649 above the draft budget requirement.

At the date of writing no information has yet arrived regarding the Council tax base on which the Precept is based. Further expenditure such as new projects will increase the precept by that amount assuming reserves remain unchanged.

Currently reserves are about £8000 including £2000 for The Lamb.

Appointment of Internal Auditor for 2024-25

Last year for the first time HALC was appointed as the Council's internal auditor. The role of an internal auditor is not primarily financial but rather to assure Council that it is running its affairs using "proper practices". A report from the internal auditor is a statutory requirement and Council must discuss the report and act on any recommendations. Last year the report recorded one non-compliance-

Requirement	Non-compliance
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. There is no Reserves Policy

The Clerk thought the process was extremely thorough well beyond any similar exercise carried out previously. The cost of the audit is £250+VAT which for the amount of work involved and the reassurance provided is good value. In anticipation this fee has been included in the draft budget.

The Clerk recommended that Council re-appoint HALC as its internal auditor for 2024-25. This recommendation was accepted by Council.

Draft Policy on Council Reserves.

The Council maintains financial reserves to deal unbudgeted (but not unforeseen) expenditure. Reserves currently held are-

Reserves as at-	30/11/2024
Community Week funds	1098.36
By-election costs	1500.00
Emergency Clerk cover	500.00
The Lamb	2000.00
War Memorial	0.00
Flood protection capital fund	3000.00
Total	8098.36

As the non-compliance from the internal auditor mentions (above), although reserves are held and from time to time discussed at Council, there is no policy around why reserves are held, created or ceased. A draft policy has been created and is at appendix 1. Council discussed this draft policy and was satisfied that it was suitable. The policy was then adopted. The reserves (and the policy) will be reviewed as part of the annual meeting process.

Income received since last meeting -

No.	Name	Amount £			Details
1	C M Mercer	150.00			Pump adverts TP72
2	West Mercia Police	2465.63			Grant for traffic surveys on A44
3	Certainly Wood Ltd	150.00			Pump adverts
4	Stoke Prior Village Hall	400.00			Contribution to new notice board
5	T Dines Electrical	200.00			TP69
6	Michael Potter	1479.00			Donation for new gazebos
7	MGL Communications	100.00			Pump adverts
	TOTAL	4944.63			

Payments made since last meeting

With the exception of payments 7, 8, 9 & 10 the following payments were agreed at the 18 September 2024 meeting (minute reference 95/24). Payments 7 & 9 are automatically applied by the bank. Payment 8 was made on Chairman's request (delegated RFO authority) and has been covered by a donation from Duke of Lancashire's regiment. Payment 10 was a refund to the Chairman for roadside markers (and made under delegated RFO authority).

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 (Plng Comm) & 26 June (Council)
4	Pencombe GPC	17.67	0.00	17.67	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
7	Service charge	18.00		18.00	Bank charges Q2
8	E M Davis Industrial	60.00	0.00	60.00	WM engraving L/Cpl Preece-Price
9	Service charge	5.40	0.00	5.40	Bank charges October 2024
10	Hugh Fowler-Wright	188.35	37.67	226.02	Refund to HFW for purchase of roadside markers
	TOTAL	1519.18	0.00	1519.18	

Payments for Authorisation

No.	Name	Ex VAT £	VAT £	Total £	Details
1	A M Drew	1045.46	0.00	1045.46	Clerk's October 2024 salary. Includes increase to SP26+arrears from 1/4/24
2	A M Drew	414.12	0.00	414.12	Clerk's November salary
3	Autela	68.22	13.64	81.86	Payroll. Now 4-monthly billing
4	Gwent web design	186.00	37.20	223.20	Email hosting ((4/7/23 - 4/7/25). Web hosting (.org.uk)
5	DC Gardening Services	355.00	71.00	426.00	Digging out & stoning around SPVH noticeboards
6	SPVH	25.00	0.00	25.00	18 September 2024 meeting
7	RVH	16.00	0.00	16.00	14 August 2024 meeting
8	RVH	24.00	0.00	24.00	20 November 2024 meeting
9	Barrington Print	489.00	0.00	489.00	November 2024 Pump 360 copies
10	Barrington Print	489.00	0.00	489.00	October 2024 Pump 360 copies
11	Tangled Web	330.00	0.00	330.00	Support & hosting 11/24-10/25
12	PKF Littlejohn	210.00	42.00	252.00	External auditor fee
13	HMRC PAYE	833.08	0.00	833.08	PAYE & Employers NI October 2024
14	HMRC PAYE	276.08	0.00	276.08	PAYE November 2024
15	Hugh Fowler-Wright	107.69	21.54	129.23	Refund for Remembrance day Wreaths
	TOTAL	4868.65	185.38	5054.03	

Council agreed these payments.

110/24 Lengthsman & PROW

Council agreed that the flooding at the Heath would be improved if a proper silt trap could be built at the end of the cross-road drain. It was resolved that this work would be the Nominated task for 2024-25.

The Clerk confirmed that grant monies had now been agreed (with the exception of minor drainage works still under discussion).

Cllr. Fullwood informed Council that Mr Ernie Price of Eaton Barn had done a considerable amount of work at Cross Cottage by digging out the ditch and fitting a drain from the end of the ditch to a pond/wetland area towards the River Lugg. The Clerk would write a letter of appreciation to Mr Price.

The unmarked highway sump on the C1110 was mentioned by Cllr. Fullwood and the potential danger it posed to highway users. Cllr. Baker was interested in the problem and the Clerk would provide further information to the Councillor.

Council agreed that all the work contained in the current plan should now progress.

111/24 The Lamb Inn

The Chairman explained the purpose and history behind the previous listing of the Lamb as an Asset of Community Value. Following some discussion the Chairman agreed to talk with Mike Wyldes about organising a community petition to strengthen the evidence in favour of listing. Cllr. Baker was concerned that the evidence could be weakened because the Lamb had not had any community use since the Lamb ceased operating as a pub. Cllr. Sneyd had researched the evidence requirements for listing which were very extensive.

112/24 Current projects

Updates on current projects

Trails booklet Cllr Fowler-Wright

Cllr. Fowler-Wright reported that the Trails Booklet was now with the printers. The back page had been sold for £250. The booklet would be distributed early in the New Year.

Traffic Management Plan Cllrs. Grace & Marston

Cllr. Grace reported that there had been a meeting with Callum Bush (Herefordshire Council), and Ian Connolly (West Mercia Police) to discuss speeding data recorded in June. A further meeting will be held at Cllr. Grace's house to demonstrate the inherent dangers of the entry onto the A44 at that point. Other residents are also concerned. Cllr. Grace will report back on the outcomes from the coming meeting. Cllr. Marston reported that over the week of the survey over 3,000 vehicles could have been prosecuted for speeding.

Environment Cllrs. Yair & Hinton

Neither Cllr. Yair nor Cllr. Hinton were present to report on the project.

113/24 Matters for discussion at the next meeting

Date of next meeting

To note: the next scheduled meeting will be on Wednesday 15th January 2025 at 7.30pm in Risbury village hall

The meeting closed at 8.55pm.

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

**Reserves Policy
Adopted on 20th November 2024**

Introduction

Humber, Ford & Stoke Prior (HFSP) Group Council is required to maintain adequate Financial Reserves to meet the needs of its operations and to ensure financial security. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

The Joint Panel on Accountability and Governance Practitioners Guide (JPAG) (March 2020 edition) advises:

“As with any financial entity, it is essential that authorities have sufficient reserves (General and Earmarked) to finance both its day-to-day operations and future plans. It is important, however, given that its funds are generated from taxation/public levies, that such reserves are not excessive.”

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specific minimum level of reserves which an authority should hold, and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.

Types of Reserves

These may be categorised as either General or Specific.

General Reserves

General Reserves are funds which do not have any restrictions on their use. They cushion the impact of uneven cash flows, offset budget requirements, if necessary, or can be held in case of unexpected events or emergencies. Setting the level of General Reserves is agreed with the Annual Budget.

JPAG (March 2020 edition) advises:

“The generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority’s General Reserve is that this should be maintained at between three (3) and twelve (12) months Net Revenue Expenditure (NRE).”

“The smaller the authority, the closer the figure should be to 12 months NRE, the larger the authority the nearer to 3 months. In practice, any authority with an NRE in excess of £200,000 should plan on 3 months equivalent.”

The primary means of building General Reserves will be through a reallocation of funds (underspend on a completed project) and allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves which have been spent in the previous year. If in extreme circumstances General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its EMRs to provide short term resources.

Earmarked Reserves ‘EMR’

EMRs must be held for genuine and intended purposes and their level should be subject to annual review and justification. They should be separately identified to prevent query from internal and external auditors.

EMRs are held for several reasons and shall only be used for the purpose for which they were created:

- Renewals – to enable the planning and financing of an effective program of equipment replacement and property maintenance/refurbishment. The funds required are built up incrementally over several years when taking into account asset conditions and asset life. They are a mechanism to smooth expenditure without the need to vary budgets.
- Carry forward of underspend on an uncompleted project – expenditure committed to a project but not spent in the budget year. Reserves can be used as a mechanism to carry forward those resources.
- Developers Contributions – proceeds from developers which can only be used for specified purposes.
- Other Earmarked Reserves – these may be set up from time to time to meet known or predicted liabilities.

Where the purpose of an Earmarked Reserve becomes obsolete, or where there is an over-provision of funds, the excess may, on the approval of the Council, be transferred to other budget headings within the revenue budget, to General Reserves or to one or more other Earmarked Reserves.

EMRs will be established on a “needs” basis in line with anticipated requirements and these are to be reviewed annually when the budget is agreed.

Any decision to set up an EMR must be approved by Council. If the EMRs are used to meet short term funding gaps, they must be replenished in the following financial year. However, EMRs which have been used to meet a specific liability would not need to be replenished, after having served the purpose for which they were originally set up.

Management and Control of Reserves

Movements in Earmarked Reserves and General Reserves shall be reported to the Council as part of the quarterly Budget to Actual Report and at monthly meetings if required. The use of Reserves shall be approved by the Council.

The level of General Reserves shall be reviewed on an annual basis during the annual budgetary review and agreed by the Council. The minimum level of General Reserves shall be recommended to the Council by the Responsible Financial Officer. This will form part of the recommendations for the Annual Budget and Precept request by the Council.

The current level of General Reserves to be held by the Council is set at equal to between three and six months of predicted expenditure.

Earmarked Reserves shall be reviewed on an individual basis. This review will also be undertaken as part of the Annual Budgetary Review. Approval for the creation, amendment, cessation or continuation of Earmarked Reserves will be given by the Council.

Humber, Ford & Stoke Prior Group Parish Council

Draft Minutes

of the extra ordinary Meeting of the Group Parish Council on Wednesday 11th December 2024 at 7.30pm in Stoke Prior Village Hall

Present:

Cllr. Anne Grace
Cllr. Derek Silk
Cllr. James Hinton
Cllr. Richard Thomas
Cllr. Janette Fullwood

Cllr. Hugh Fowler-Wright (Chairman)
Cllr. Ken Bemand
Cllr. Chris Marston
Cllr. Rob Pugh
Cllr. Sarah Sneyd

Ward Councillor: Bruce Baker,

Clerk & RFO: Allan Drew

25 members of the public attended.

114/24 Apologies for absence

To receive: any apologies for absence
Cllr. Tim Yair sent his apologies.

Mr Philip Brown, Group Parishes' emergency resilience co-ordinator. Mr Brown is currently updating the plan and on Herefordshire Council's guidance, including anti-terrorism advice.

115/24 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.

116/24 Planning Committee and planning applications update

There have been no new applications since the meeting on 20 November 2024

Update

233037 Ashwood House Stoke Prior HR6 0LG

Application for the discharge of details reserved by condition 3 attached to planning permission 232181

Approved, condition 3 discharged

117/24 Ward Councillor's report

Cllr. Baker will reported that-

Herefordshire Council had been working hard to assist the County's residents with the widespread flooding following Storms Bert then Darragh. However, assistance can only be provided if residents report incidents. The quickest way for urgent reports is to telephone Herefordshire Council on 01432 261800. A reference number will be provided for follow up if necessary. Cllr. Baker explained that with such heavy rainfall drains will silt up very quickly and the only immediate relief can be provided by self help if possible. However, Herefordshire Council will prioritise its resources to alleviate these problems as soon as possible but these resources are limited so it may take some time to reach all the reports.

A Steensbridge resident reported that he had used the telephone service over two weeks ago but no action had been taken. Cllr. Baker offered to follow up on this matter and would obtain details from the resident after the meeting.

118/24 Chairman's announcements

The Chairman announced that Herefordshire Council maintained a list of vulnerable people in the County and if any resident knew of a vulnerable neighbour or relative the Parish Council would progress adding this person's details (with their consent) to the list.

Cllr. Baker mentioned that the service provided by Talk Community is invaluable in difficult and challenging situations. Further information is available at www.talkcommunitydirectory.org

The Chairman explained that the Parish Council had a program of works across the Group Parishes to improve drainage services. That work would still go ahead but it might be possible to find ways of funding additional works if tonight's meeting revealed important causes of flooding which the Council's program did not include.

The Chairman then asked members of the public present to contribute their experiences.

119/24 Public participation

Residents raised the following issues-

- The Prill brook had risen very quickly and it was possible that a pond belonging to Ms Jackson had reached its limit and then spilled excess water into the Prill. There was some discussion around lower level spill pipes from the pond into the Prill but Cllr. Bemand pointed out that the volume of water was too great to manage effectively.
- The drainage around the Heath has been a problem for years but a resident suggested that the problem appeared to originate from higher up close to the Humber Woodland. It was questioned what Balfour Beatty actually did – not only around the Heath but most of the County's drains were blocked.
- Cllr. Thomas pointed out that in countries with very high rainfall the drains and sumps were sized appropriately. With the increased rainfalls now being experienced increasing the capacity of the drainage system was probably the only long term answer but was currently probably unaffordable.
- The Clerk explained the current position on Herefordshire Council grants and that, although the money sums were quite small, the Council would obtain better value from its contractors than Balfour Beatty could provide.
- The Steensbridge resident reported that his property had been used as a flood drain to remove water from the A44 in that the road had flooded badly and the easiest route for the water was to pass through his house. It flowed through for over an hour before the A44 was clear and it seemed unacceptable that a main trunk road should drain in this fashion. Cllr. Baker had visited the area and seen four flooded houses on the Steensbridge estate. Stonewater, the housing management agency had provided no help to residents and Cllr. Baker had asked Herefordshire Housing to intervene with Stonewater on behalf of these residents. Cllr. Grace mentioned that although there is a ditch along the A44 it is mostly blocked and it would not be safe for residents to try and "self help" in such situations. A44 matters are the responsibility of Herefordshire Council and the Chairman asked Cllr. Baker to arrange for the A44 drains to be cleared which he agreed to do.
- Several residents from the Bury were present and it was reported that the community's bio-digester is regularly flooded and costs a considerable sum to re-instate (£12,000 in last six months). The problem is that the bio-digester's outfall becomes blocked with silt and debris, the outfall water backs up and overwhelms the digester with expensive consequences. One of the problems is that most of the village water flows into the same ditch as the outfall and that ditch is now overflowing quite regularly. A resident observed that Bury residents are having to bear the financial consequences of poor drainage around the whole village. Cllr. Fullwood reported that these events had happened periodically during her 25 years at the Bury but there was no doubt that the violence and frequency of the storms had increased in the last few years. She emphasised that no sewage had reached the water courses. However, there was a problem with erosion under the sewage pipe which crossed the road and a claim against Herefordshire Council for remedial work is being considered. A manhole requiring repair would involve a road closure and the cost is prohibitive.
- Normans Lane created a considerable amount of debris which could wash into the drains but help from the Bemand and Evans's had prevented much of that debris reaching the system.
- A Risbury resident was greatly concerned that his property was the recipient of a significant amount of floodwater and he did not accept that although the water flowed through a pipe on his property that this was his responsibility. Cllr. Thomas explained that legally water has to be accepted from higher up and passed on without hindrance to lower down. Eventually those at the lowest level are expected and required to deal with that water. Cllr. Baker reminded everyone that should that water be discharged onto the highway that was an offence. The resident had discussed an additional pipe with the Clerk but the project would be beyond Parish Council means and would require consents from adjacent landowners. Cllr. Baker would follow up with the resident outside the meeting.

120/24 Council discussion

Council discussion then resolved to complete the following works although some are already included in whole or part in the current works schedule. (Status of initiative shown in bold).

- In the Risbury Court/Hollywall Croft/Risbury Mill area there are problems with a ditch and a drain which needs located. When located work may be required to improve drainage in that area. An area of previous work at the low point should be blocked up. **Already partly included on works schedule. Remedial work, if necessary may increase costs.**
- Drainage in the area around St Lukes church would be improved if an additional drain was created. Mr Fullwood, a Bury resident had noted how the slope of the road could be used to good effect by placing a roadside drain at a specific location. Much of the water from the road could then be diverted into a ditch or even (with landowner consent) into the adjacent field. Mr Fullwood has provided Council with pictures and precise locations to undertake this work. **Lengthsman to provide a quotation and Council to progress with landowner – Mr R. Bemand.**
- A depth marker at Ford bridge would be a worthwhile safety addition since vehicles are increasingly being stranded in unexpectedly deep water from the Lugg. **Double sided surface mount depth gauges are available at about £200 ex-VAT. Require installation on a simple concrete pad.**
- In the War Memorial area the drains need jetted through particularly around the Old Post Office area. **Included in current works program**
- Cllr. Hinton would discuss with Matthew Jackson possible approaches to achieve changes to Ms Jackson's (Wall End Farm) pond. **New initiative.**
- At Steensbridge the housing association (Stonewater) has been unresponsive so far. However, an article in the Hereford Times and action at Hope under Dinmore had produced results for residents elsewhere. With heavy rain

flood water runs from the Luce farm down to the White House and Orchard Cottage and collects on the north side of the A44. There is a ditch but there is no grip to feed water into the ditch. It would be a Balfour Beatty responsibility on a main road to create a grip. **Cllr. Baker will pick up the matter with the Locality Steward. Not for resolution by Parish Council**

- The area around SPVH noticeboards has washed out and needs remedial action. After some discussion it was agreed that plastic gravel containers used in car parks could be the answer and the Clerk would discuss and instruct the Lengthsman as required. (The ECOGRID product looks suitable). **Discuss with Lengthsman and instruct as necessary.**
- Cllr. Fullwood suggested that a Councillor could accompany the Lengthsman and point out problem areas. There is grant money allocated to map drainage assets and this work could be combined with this activity. **Included in current instructions.**
- Sandbags would be purchased and available in several locations. These locations would be-
 - One third each at-
 - Great Marston (Philip Brown)
 - Stoke Prior Village Hall
 - Steensbridge (Brook House & Humber Close)After considerable debate it was agreed that 150 sandbags in polypropylene bags would be purchased. **Purchase in progress**
- Councillor Grace suggested that information on helping residents deal with flooding would be most useful. Cllr. Grace would draft a paper for discussion be Council. **New initiative.**
- Cllr. Marston reminded all present that when damage occurred the first step should be to contact their insurance company. **Useful advice**
- The Chairman had noted that Orleton PC had permission to erect signs of flooding and make road closures. These actions are enforceable by Police and it may be an initiative the Council could explore. **Council to consider for future action.**

121/24 Matters for discussion at the next meeting

To note: the next scheduled meeting will be on Wednesday 15th January 2025 at 7.30pm in Risbury village hall

Meeting closed at 9.37pm

Agenda item 7/25 Planning Committee and planning applications update

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

Ford & Stoke Prior

No new applications

Humber

No new applications

To note: updates on current planning applications

Ford & Stoke Prior

233037 Ashwood House Stoke Prior HR6 0LG Application for the discharge of details reserved by condition 3 attached to planning permission 232181 **Approved**

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. **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 is due to be determined by Herefordshire Planning and Regulatory Committee. However, at the Committee meetings of 23 October 2024 and 11 December 2024 this application was not on the agenda. The next meeting on 22 January 2025 has not yet been posted.

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.

242083 Land at Gob's Castle Risbury Leominster Herefordshire

Application for approval of details reserved by conditions 4, 5 & 6 attached to planning permission 213908. Approval of details reserved by condition **Undecided**

241806 Oak Tree View Risbury HR6 0NQ Proposed Conversion of Building to a self-build dwelling House **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 8/25 General Financial Matters

Report from the RFO.

Bank balance on 10 January 2025 is £15,604.08

Q2 Bank reconciliation

HFSP CASHBOOK 2024-25					
Date	Details	Receipt	Payment	Classification	Running Balance
01/10/2021	Balance brought fwd	17563.68			17563.68
16/10/2024	CM Mercer TP72	150.00		Adverts	17713.68
17/10/2024	West Mercia Police	2465.63		Grants	20179.31
21/10/2024	EM Davis WM engraving L/Cpl Preece-Price		60.00	War Memorial	20119.31
21/10/2024	Certainly Wood	150.00		Adverts	20269.31
24/10/2024	Stoke Prior Village Hall	400.00		Other Income	20669.31
29/10/2024	T Dines electrical TP69	200.00		Adverts	20869.31
31/10/2024	Unity Trust Bank		5.40	Bank Charges	20863.91
06/11/2024	Michael Potter	1479.00		Other Income	22342.91
13/11/2024	MGL Communications	100.00		Adverts	22442.91
21/11/2024	Rock Awnings QU 4874		1772.99	Other Expenditure	20669.92
21/11/2024	A M Drew Clerk's October salary		1045.46	Clerk	19624.46
21/11/2024	A M Drew Clerk's November salary		414.21	Clerk	19210.25
21/11/2024	Autela payroll		81.66	Administration	19128.59
21/11/2024	Gwent web design		223.20	Website & IT	18905.39
21/11/2024	DC Gardening Services		426.00	Lengthsman	18479.39
21/11/2024	SPVH18 Sept meeting		25.00	Hire of Halls	18454.39
21/11/2024	RVH 14 August meeting		16.00	Hire of Halls	18438.39
21/11/2024	RVH 20 November meeting		24.00	Hire of Halls	18414.39
21/11/2024	Barrington Print November Pump		489.00	Parish Pump	17925.39
21/11/2024	Barrington Print October Pump		489.00	Parish Pump	17436.39
21/11/2024	Tangled Web		330.00	Website & IT	17106.39
21/11/2024	PKF Littlejohn		252.00	Insurance, audit, professional	16854.39
21/11/2024	HMRC PAYE October		833.08	HMRC	16021.31
21/11/2024	HMRC PAYE November		276.00	HMRC	15745.31
21/11/2024	Hugh Fowler-Wright refund Remembrance Day wreaths		129.23	Other Expenditure	15616.08
30/11/2024	Service charge		6.00	Bank Charges	15610.08
31/12/2024	Service charge		6.00	Bank Charges	15604.08
Oct-Dec	Sub-totals for period (Horiz.)	4944.63	6904.23		
	Sub -totals for period (Vert)	4944.63	6904.23		
	Balance check	15604.08	OK		
	Reconciliation	OK	OK		
	Totals for financial year to date	28693.16	14709.93		

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

1018684212 | 00468

Mr Allan Drew
Humber Ford & Stoke Prior Group Parish Council
The Coach House
Pencombe
Bromyard
HR7 4RL



Date: 31/12/2024

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

Go Paperless! Receive your statements online and we'll notify you by SMS or email when they're available to view. Simply log into Your Online Banking and update your statement preferences or give us a call on 0345 140 1000



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](https://www.fscs.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](https://www.unity.co.uk/fscs)

Contact Us

- Call us: **0345 140 1000**
- Email us: us@unity.co.uk
- Visit us: [unity.co.uk](https://www.unity.co.uk)

1018684212 | 00468 | 00001 | 00003 |

Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
30/11/2024		Balance brought forward	£0.00	£0.00	£16,300.29
03/12/2024	Faster Payment Debit	B/P to: HMRC PAYE	£276.00	£0.00	£16,024.29
03/12/2024	Faster Payment Debit	B/P to: A M Drew	£414.21	£0.00	£15,610.08
31/12/2024	Fee	Service Charge	£6.00	£0.00	£15,604.08

Page number 1 of 2

Statement number 067



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 entered in the Financial Services Register under number 204570. Registered Office: Four Brinkleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124. Calls may be monitored and recorded for training, quality and security purposes. © Unity Trust Bank. All Rights Reserved.



Signed.....Chairman.RFO

Date.....

Budget Monitoring Report Period 10 (January)2025

BUDGET MONITOR					2024-25			
			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	15322.00	15344.00	0.00
2	Pump Advertising		575.00	2391.00	2500.00	2362.00	2500.00	0.00
3	Pump Postage		40.00	40.00	40.00	20.00	40.00	0.00
4	Grants		0.00	7729.00	2400.00	6317.63	12981.00	10581.00
5	Other Income		115.12	108.06	500.00	1879.00	1900.00	1400.00
6	VAT Reclaim		0.00	2751.62	2073.00	2097.15	2097.00	24.00
7	CW Fundraising		2070.18	300.45	300.00	695.38	695.00	395.00
8	Other Projects		2080.00	0.00	0.00	0.00	250.00	250.00
9	TOTAL INCOME		17169.30	28320.13	23157.00	28693.16	35807.00	12650.00
EXPENDITURE								
10	Clerk		4403.50	4343.36	4919.00	4140.87	5000.00	-81.00
11	Administration		445.88	411.66	500.00	337.78	500.00	0.00
12	Insurance, audit, professional		887.38	1235.32	1200.00	657.44	1200.00	0.00
13	Website & IT		155.00	451.99	500.00	516.00	520.00	-20.00
14	Hire of Halls		200.00	167.00	200.00	137.00	200.00	0.00
15	Training and development		0.00	229.36	0.00	0.00	0.00	0.00
16	Equipment		1065.22	890.50	100.00	785.92	800.00	-700.00
17	Maintenance		0.00	0.00	50.00	0.00	50.00	0.00
18	HMRC		733.60	1105.24	1300.00	3006.13	3560.00	-2260.00
19	Other		86.00	579.13	100.00	1738.87	1750.00	-1650.00
20	DAY TO DAY EXPENDITURE		7976.57	9413.56	8869.00	11320.01	13580.00	-4711.00
PROJECTS								
21	War Memorial		5678.00	403.00	60.00	60.00	0.00	60.00
22	Parish Pump		4260.00	5338.88	4000.00	4442.00	5100.00	-1100.00
23	Lengthsman		6271.00	9095.00	5400.00	355.00	7600.00	-2200.00
24	Community Week		1933.00	435.00	450.00	330.00	450.00	0.00
25	Environment Project			0.00		0.00		0.00
26	Road Safety			500.00	2750.00	2848.52	2750.00	0.00
27	Welcome pack			516.40	0.00		0.00	0.00
28	Trails Booklet				1000.00	821.00	821.00	179.00
29	Project B				0.00	0.00	0.00	0.00
30	Project C				0.00	0.00	0.00	0.00
31								
32	PROJECTS EXPENDITURE		18142.00	16288.28	13660.00	8856.52	16721.00	-3061.00
33	Reclaimable VAT on the above		2110	2072	1800	1111.74	2300.00	500.00
	VAT from 2023-24					0.00		
34	TOTAL EXPENDITURE		26118.57	25701.84	22529.00	21288.27	32601.00	-7272.00
35	SURPLUS		-8949.27	2618.29	628.00	7404.89	3206.00	2578.00

NOTES FOR 2024-25 BUDGET	
1	As agreed at meeting 7 February 2024
2	Budget should be easily achieved given current progress
3	Nominal amount
4	Lengthsman scheme updated to include £2376 base grant & £1188 match funded Nominated Task. Drainage grant of £3100 also included. Other drainage grant monies of £3600 has also been allocated but will be paid directly by HFC so has not been included here. £2465 from WM Police now received. (Note: also includes £3852 from 2023-24)
5	Donation of £1479 for purchase of gazebos included.
6	As 2023-24 outturn
7	Now updated with CW results
8	Trails project expects £250 for advertising in the booklet.
9	
10	Increased due to move to SP26 but no real increase in net salary
11	
12	Increased payment to internal auditor (£50 up to £200).
13	Increased cost for .GOV website (But also includes some billed arrears from Gwent web design)
14	
15	
16	Salt boxes and sandbags
17	
18	Increased due to salary award to SP26 and move to higher tax band
19	Now includes gazebos from donation line 5, wreaths
20	
21	Engraving for S. Preece (Price)
22	Prices have risen by about £30/issue. Reducing pages trend not maintained.
23	£5600 grants + £2000 Parish spend
24	Estimate similar to 2023-24
25	No spend last year. Council to agree way forward on this project.
26	Budget raised to £2750 following Police grant. Traffic Data invoice now included.
27	Project closed
28	Project completed, invoices now included.
29	
30	
31	
32	
33	
34	
35	

Notes on Budget Monitor Period 10 (January 2025)

A full analysis of the income and expenditure was presented at the November meeting. These numbers include all the expenditure up to and including January 2025.

The income forecast has increased by £250 since November 2024 due to selling advertising in the Trails booklet. The predicted outturn is now £35807 but will depend on the precise timing of grant refunds from Herefordshire.

The expenditure budget monitor shows another increase in day to day expenditure due to purchase of salt boxes, salt and sandbags - £780. As a result the forecast surplus has fallen to £3206 but offset by lower costs on the Trails booklet and the advertising revenue from this project.

The Project expenditure shows little change since November although the effect of decisions taken after the 11 December flooding meeting have not yet been fully estimated. However, they may well be containable within the existing budget (line 23) since the Parish budget of £2000 was not fully committed.

In summary the budget is in a healthy condition and the likely surplus generated this year will be a useful addition to reserves for (probably) combatting flooding.

Draft budget for 2025-26

					2025-26	NOTES
	INCOME	OUTTURN 2023-24	FORECAST OUTTURN 2024-25	VARIANCE FROM BUDGET	FORECAST (DRAFT) BUDGET	
1	Precept	15000.00	15344.00	0.00		
2	Pump Advertising	2391.00	2500.00	0.00	2750.00	Increased by 10%. May be achieved for 24-25 with currently strong advertising revenues.
3	Pump Postage	40.00	40.00	0.00	40.00	
4	Grants	7729.00	12981.00	10581.00	10000.00	Lengthsman & drainage grants will hopefully continue
5	Other Income	108.06	1900.00	1400.00	0.00	
6	VAT Reclaim	2751.62	2097.00	24.00	2300.00	
7	CW Fundraising	300.45	695.00	395.00	500.00	Estimate only. Under control of CW committee.
	Other Projects	0.00	250.00	250.00	0.00	
8	TOTAL INCOME	28320.13	35807.00	12650.00	15590.00	
	EXPENDITURE					
9	Clerk	4343.36	5000.00	-81.00	5100.00	Updated to include SP26 + 2024-25 salary award
10	Administration	411.66	500.00	0.00	525.00	+5% uplift for likely inflation
11	Insurance, audit, professional	1235.32	1200.00	0.00	1260.00	+5% uplift on likely inflation
12	Website & IT	451.99	520.00	-20.00	500.00	Cancel unused domains
13	Hire of Halls	167.00	200.00	0.00	200.00	Current rates maintained
14	Training and development	229.36	0.00	0.00	250.00	New Cllr. training by HALC
15	Equipment	890.50	800.00	-700.00	200.00	Nominal amount
16	Maintenance	0.00	50.00	0.00	100.00	Nominal amount
17	HMRC	1105.24	3560.00	-2260.00	3500.00	Linked directly to Clerk's salary
18	Other	579.13	1750.00	-1650.00	200.00	Remembrance Day wreath
19	DAY TO DAY EXPENDITURE	9413.56	13580.00	-4711.00	11835.00	Costs down mainly due to donations not being forecastable.
	PROJECTS					
20	War Memorial	403.00	0.00	60.00	0.00	Project completed 2022-23
21	Parish Pump	5338.88	5100.00	-1100.00	5100.00	Maintain 2024-25 running rate
22	Lengthsman	9095.00	7600.00	-2200.00	7600.00	Annual Mtce £2376. Nom task £1188 Drainage£2100 Parish budget £2000
23	Community Week	435.00	450.00	0.00	450.00	As 24-25 but under control of CW committee
24	Environment Project	0.00	0.00	0.00	2000.00	Holding position pending sponsors estimates
25	Road Safety	500.00	2750.00	0.00	1000.00	May be supplemented by further grants
26	Welcome pack	516.40	0.00	0.00	0.00	Completed
27	Trails Booklet	0.00	821.00	0.00	0.00	Completed
28	PROJECTS EXPENDITURE	16288.28	16721.00	-3061.00	16150.00	
29	Reclaimable VAT on the above	2072	2300.00	500.00	2300.00	
30	TOTAL EXPENDITURE	25701.84	32601.00	-7272.00	30285.00	

Draft Precept for 2025-26

Following agreement of the draft budget it is straightforward to establish the minimum draft precept requirement. (The minimum precept is that required to achieve a balanced budget with no year-end surplus).

From the above draft budget, in summary-

Budget Heading	Value £
Income (excluding Precept) Line 8	15590
Total Expenditure Line 30	30285
Income - Expenditure	-14695

The minimum precept is £14695. Currently for 2024-25 the precept is £15344, £649 above the draft budget requirement.

The tax base information shows that number of Band D equivalent houses has risen by about 2%

Parish Council Meeting	No. of Band D equivalent properties 24/25	No. of Band D equivalent properties 23/24	No. of Band D equivalent properties 22/23	No. of Band D equivalent properties 21/22
Humber, Ford & Stoke Prior Group Parish Council	305.66	298.81	299.75	292.71

Last year the precept was set at £51.35 per household or $298.81 \times 51.35 = £15344$.

For 2025-26 maintaining the rate per household would yield $51.35 \times 305.66 = £15696$ or approximately £1000 more than that required to balance the budget.

Flooding.

It is clear that there are growing concerns amongst residents about the flooding problems. This issue was mentioned last year (by Cllr. Marston) and led to a justified re-examination of the precept in the light of 2023-24 very heavy autumn rainfalls. However, it was decided to hold the precept at £15344 in the light of promised (now delivered) drainage grants from Herefordshire.

It is also clear however that the frequency and violence of storm/heavy rainfall is increasing and doing so quite quickly. The 11 December meeting showed that residents are concerned and expect to see remedial action. However, current resources fall well short of requirements. Now is the time to consider an extra lift of the precept to create a storm/resilience fund.

If created such a fund would be ring-fenced for flooding works only. Council is well placed to make good use of such a fund-

- There is grant money to map drainage assets and so identify key blackspots
- There are lead Councillors on drainage whose work can be augmented by creating working groups or similar.
- We have a contracted Lengthsman and other contractors used last year to deal with required works.
- Finally there is a groundswell of resident opinion that expects both the Parish and the County to start fixing this issue.

Council is invited to discuss raising the precept by a significant sum to create a resilience fund. For information £1000 on the precept costs £3.28/household/year; £10,000 costs £32.80/household/year

Income received since last meeting -

Nil

Payments made since last meeting

No.	Name	Ex-VAT £	VAT £	Total £	Details
1	A M Drew	1045.46	0.00	1045.46	Clerk's October 2024 salary. Includes increase to SP26+arrears from 1/4/24
2	A M Drew	414.12	0.00	414.12	Clerk's November salary
3	Autela	68.22	13.64	81.86	Payroll. Now 4-monthly billing
4	Gwent web design	186.00	37.20	223.20	Email hosting ((4/7/23 - 4/7/25). Web hosting (.org.uk)
5	DC Gardening Services	355.00	71.00	426.00	Digging out & stoning around SPVH noticeboards
6	SPVH	25.00	0.00	25.00	18 September 2024 meeting
7	RVH	16.00	0.00	16.00	14 August 2024 meeting
8	RVH	24.00	0.00	24.00	20 November 2024 meeting
9	Barrington Print	489.00	0.00	489.00	November 2024 Pump 360 copies
10	Barrington Print	489.00	0.00	489.00	October 2024 Pump 360 copies
11	Tangled Web	330.00	0.00	330.00	Support & hosting 11/24-10/25
12	PKF Littlejohn	210.00	42.00	252.00	External auditor fee
13	HMRC PAYE	833.08	0.00	833.08	PAYE & Employers NI October 2024
14	HMRC PAYE	276.08	0.00	276.08	PAYE November 2024
15	Hugh Fowler-Wright	107.69	21.54	129.23	Refund for Remembrance day Wreaths
	TOTAL	4868.65	185.38	5054.03	

Payments for Authorisation

No.	Name	Ex VAT £	VAT £	Total £	Details
1	A M Drew	413.81	0.00	413.81	December 2024 salary
2	A M Drew	413.81	0.00	413.81	January 2025 salary payable 15 January 2025
3	Barrington Print	489.00	0.00	489.00	December 2024 Pump 360 copies, 40 pages
4	Barrington Print	821.00	0.00	821.00	Trails booklet 400 copies, 68 pages
5	Traffic Data	2585.00	517.00	3102.00	A44 Traffic survey
6	A M Drew	275.90	55.18	331.08	Salt boxes & salt Refund to Clerk
7	A M Drew	379.03	75.81	454.84	Sandbags Refund to Clerk
8	HMRC	276.40	0.00	276.40	December 2024 PAYE
9	HMRC	276.40	0.00	276.40	January 2025 PAYE
			0.00	0.00	
	TOTAL	5930.35	647.99	6578.34	

Council is invited to review and agree these payments.

Agenda item 9/25 Lengthsman & PROW

Following the 11 December meeting the Lengthsman has been instructed on all the relevant work within Council's annual plan-

- Annual maintenance Plan
- Ditching works at Wheelbarrow, Risbury Court area, Blacksmiths Lane

Additionally the Lengthsman has been asked to quote for work at Lowbrook/Hollywall, The Heath and on C1110 east of Risbury.

New works have arisen from the 11 December meeting and are listed in the minutes of that meeting. For convenience-

- Drainage in the area around St Lukes church would be improved if an additional drain was created. Mr Fullwood, a Bury resident had noted how the slope of the road could be used to good effect by placing a roadside drain at a specific location. Much of the water from the road could then be diverted into a ditch or even (with landowner consent) into the adjacent field. Mr Fullwood has provided Council with pictures and precise locations to undertake this work. **Lengthsman to provide a quotation and Council to progress with landowner – Mr R. Bemand.**
- A depth marker at Ford bridge would be a worthwhile safety addition since vehicles are increasingly being stranded in unexpectedly deep water from the Lugg. **Double sided surface mount depth gauges are available at about £200 ex-VAT. Require installation on a simple concrete pad.**
- The area around SPVH noticeboards has washed out and needs remedial action. After some discussion it was agreed that plastic gravel containers used in car parks could be the answer and the Clerk would discuss and instruct the Lengthsman as required. (The ECOGRID product looks suitable). **Discuss with Lengthsman and instruct as necessary.**
- Sandbags would be purchased and available in several locations. These locations would be-
One third each at-
Great Marston (Philip Brown)
Stoke Prior Village Hall
Steensbridge (Brook House & Humber Close)

If Council is satisfied with the above additional works these will be progressed. Additional activities can be added if time and budgets permit.

As requested the Lengthsman has been told that Councillors wish to accompany him on some works.

Some new information has arrived from Herefordshire Council which eases timescales-

As you will be aware, we launched the Local Drainage Fund and the Public Rights of Way grant scheme this year for Parish and Town Councils. Alongside the Lengthsman scheme, both the Local Drainage Fund and the Public Rights of Way grant scheme play an important part of a wider highways investment programme which totals over £38 million and which has seen us invest in resurfacing, drainage, highways infrastructure and routine operational maintenance during 2024/25.

Both the Local Drainage Fund and Public Rights of Way grant schemes received considerable interest and we would like to thank you once again for taking the time and effort to submit your applications and for your ongoing efforts in delivering these works.

We have received a number of requests for the March 2025 deadline for completion of works to be extended for both the Local Drainage Fund and Public Rights of Way grant schemes and having discussed this matter with finance colleagues we can confirm the following:

Local Drainage Fund

*The deadline for any works under this scheme will **be extended from the end of March 2025 to the end of June 2025** to allow additional time for delivery. If you do complete any works during 2024/25 then we would ask that invoices are received by the Council prior to the end of April 2025 to allow for payment in the correct financial year.*

Public Rights of Way Grant

*Due to the recent unfavourable weather and the impact this had on access to land for work, the **deadline for this scheme will be extended to the end of June 2025**. If you do complete any works during 2024/25 then we would ask that invoices are received by the Council prior to the end of April 2025 to allow for payment in the correct financial year.*

We would also like to take this opportunity to confirm that we are working on a revised version of the Parish Footpath Officer documentation that was previously shared with Parish and Town Councils and we will re-issue this alongside information for the 2025/26 Lengthsman Scheme early in the new year.

Once again thank you for your ongoing support.

Kind regards,

Ed

Agenda item 10/25 Update to Council's Community Resilience Plan

Philip Brown is the Community Resilience Co-ordinator and has taken on the task of updating the Council's Resiliency Plan. He will attend the meeting and will explain his approach to updating the plan. Unfortunately the plan is a controlled document and comes with a statement that it may not be distributed freely since it contains personal information. The Clerk and Chairman have a copy but we will await Philip's comments on how Council (which owns the Plan) can contribute to the updating.

Agenda item 11/25 The Lamb Inn

Mike Wyldes has taken on the task of re-listing the Lamb Inn as an asset of community value. If information is received from Mike a verbal report will be given at the meeting.