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# Humber, Ford & Stoke Prior Group Parish Council

## Draft Minutes

of the ordinary Meeting of the Group Parish Council on Wednesday 17<sup>th</sup> September 2025 at 7.30pm in Stoke Prior Village Hall

### Present:

Cllr. Ken Bemand  
Cllr. Chris Marston  
Cllr. Tim Yair,  
Cllr. Clare Harris

Cllr. Hugh Fowler-Wright (Chairman)  
Cllr. Rob Pugh  
Cllr. Janette Fullwood  
Cllr. James Hinton  
Cllr. Anne Grace

Ward Councillor Bruce Baker, Clerk & RFO: Allan Drew

7 members of the public attended.

### 63/25 Apologies for absence

Apologies were received from Cllr. Richard Thomas & Cllr. Sarah Sneyd

### 64/25 Declaration of interests and dispensations

None received

### 65/25 Minutes of previous meetings

The draft minutes of the meeting held on 16<sup>th</sup> July 2025 were accepted as a true record of the meeting and then signed by the Chair.

### 66/25 Chair's announcements

The Chair had no announcements to make.

### 67/25 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.*

The members of the public present had no issues to raise.

### 68/25 District Councillor's report

To receive: a verbal update from the Ward Councillor

Cllr. Baker reported that-

- The funding due to Herefordshire Council from central Government had been cut by £27m for year 2026-27. This is additional to the cut of £7m for 2025-26 caused by removal of the rural funding grant.
- 12,000 people use special equipment to cope with disability. The current supplier is going out of business but a new supplier has been found. Councillors should contact Cllr. Baker if they know of any resident needing assistance with such equipment.
- OFSTED has completed another inspection of children's services and the result is positive.
- The CQC has inspected Adults' Services and initial results are that the service is doing well.
- Hopes remain high that a start will be made on the bypass in 2026
- The Rural Services Network is a key service for Herefordshire communities. The current chair of the organisation is Roger Philips, Chair of Herefordshire Council.
- There will be a new fire station built on the same site in St Owen St. Hereford. A temporary site has been completed and demolition of the old station will now commence.
- The road re-surfacing program is making good progress and will continue
- There will be a Children's Services presentation in Marden school by the Cabinet Member – Cllr. Powell – on 2 October at 7.30pm
- There is a scam doing the rounds inviting pensioners to claim their Winter Fuel Allowance. Treat any such email with suspicion.

- The new Local Transport Plan contains the well-worn proposal to turn the old Leominster-Bromyard railway route into a greenway. There are significant obstacles due to housing development along the route.

#### 69/25 20 MPH speed limits in the Group Parish

There is growing support from residents for a 20mph speed limit in Stoke Prior. The re-birth of the Lamb Inn has raised concerns about increased traffic and pedestrians coupled with no streetlighting. Cllr. Baker was pessimistic about applying a blanket speed limit but said that particular cases such as in the vicinity of schools, care homes etc stood a much better chance of success.

Cllr. Grace reported that the policy in Wales of blanket 20mph limits in every built-up area was now the subject of considerable research to assess the impact of the change. Other counties are watching this research with interest and, until the results are known, it was unlikely there would be any further steps to follow the Welsh Government's policy. She also advised that a petition was unlikely to have any effect since Stoke Prior roads did not fulfil basic criteria (e.g. number of exit points) to qualify for speed limit changes.

Residents are advised to bring forward traffic calming ideas which might be implemented, depending on cost/benefits and also to ensure any incidents should be recorded e.g. near misses, close scrapes in narrow lanes etc.

#### 70/25 Planning Committee and planning applications update

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

##### Ford & Stoke Prior

##### **252407 Stoke Haven Stoke Prior HR6 0LG**

Proposed erection of conservatory.

The applicant (Mr Mike Wylde) attended the meeting. Council discussed the application and was content that the proposal contained no issues of concern. The application is SUPPORTED and the Clerk sent appropriate comments to Herefordshire Planning Department.

##### **252071 Priory Farm Stoke Prior HR6 0ND**

Application for approval of details reserved by

conditions 2 3 & 4 attached to planning permission 233094

**Split decision: Condition 2**

**(landscaping) & condition 4 (biodiversity) are discharged. Condition 3 (water efficiency) is not discharged**

##### **251923 Land adjoining Croft Gate Farm Stoke Prior**

Application for approval of details reserved by

condition 3 (orchard management plan) attached to planning permission 200705.

**Discharged**

##### Humber

##### **252379 Land adjacent to Butt Oak Farm Risbury HR6 0NQ**

Proposed erection of a self-build, split level

family home with detached garage/workshop, parking area, landscaping and associated development.

This application is very similar to 210974 and the applicant is the same (Mr James Bendle). Mr Bendle was invited to attend the meeting but was unable to do so. He provided a written statement (see appendix 1) in defence of the application. Cllr. Harris as the local representative of that part of Risbury presented a paper produced after consultation with local residents. This paper is at appendix 2.

Members of the public spoke and were generally against the development.

Council then discussed the application and the main reasons for objection (as also summarised in Cllr. Harris's report) are-

- This site is outside the settlement boundary so is designated as open countryside. This boundary was established by an extensive democratic process and was legally adopted by Herefordshire Council after an exhaustive examination by the Planning Inspectorate. Although the policies within the Humber, Ford & Stoke Prior NDP may now carry reduced weight, the boundary remains as the delineation between the settlement and open countryside. As such the boundary means that the (still valid) policies in the Herefordshire Local Plan 2011-2031 apply to this application.
- Of those policies that apply from the current Herefordshire Local Plan 2011-2031, the most relevant is policy RA3. There are few exceptions to policy RA3 and this proposal does not meet any of these exceptions. This position was confirmed by the Planning Inspector in the appeal case of application 184541 which is strikingly similar to 252379.
- Risbury has already exceeded its quota for new housing. However, this housing is not being built due to phosphate restrictions. It would seem pointless to add to this total before the current projects in the pipeline are built and their effects on a small settlement properly assessed.
- There are problems with services – water pressure is so low that Welsh Water are not charging some residents and power cuts are commonplace. Such failures by the utilities cast serious doubt on the

ability of the infrastructure to absorb more development. In such circumstances this application does not meet the requirement of sustainable development.

- The increase in vehicle traffic is concerning especially with 16 housing applications already in the pipeline. Adding yet more traffic when the effects of, as yet unbuilt housing is not known would seem somewhat foolish.

Based on the above discussion the Clerk submitted the following comments to Herefordshire Planning Department-

Humber, Ford & Stoke Prior Group Parish Council discussed this application at its meeting on 17 September 2025.

Cllr. Harris as the local representative of that part of Risbury presented a paper produced after consultation with local residents. This paper summarised the reasons for objection to this application. Members of the public spoke and were generally against the development.

Council then discussed the application and the main concerns (as also summarised in Cllr. Harris's report) are-

- This site is outside the settlement boundary so is designated as open countryside. This boundary was established by an extensive democratic process and was legally adopted by Herefordshire Council after an exhaustive examination by the Planning Inspectorate. Although the policies within the Humber, Ford & Stoke Prior NDP may now carry reduced weight, the boundary remains as the delineation between the settlement and open countryside. As such the boundary means that the (still valid) policies in the Herefordshire Local Plan 2011-2031 apply to this application.
- Of those policies that apply from the current Herefordshire Local Plan 2011-2031, the most relevant is policy RA3. There are few exceptions to policy RA3 and this proposal does not meet any of these exceptions. This position was confirmed by the Planning Inspector in the appeal case of application 184541 which is strikingly similar to 252379.
- Risbury has already exceeded its quota for new housing. However, this housing is not being built due to phosphate restrictions. It would seem pointless to add to this total before the current projects in the pipeline are built and their effects on a small settlement properly assessed.
- There are problems with services – water pressure is so low that Welsh Water are not charging some residents and power cuts are commonplace. Such failures by the utilities cast serious doubt on the ability of the infrastructure to absorb more development. In such circumstances this application does not meet the requirement of sustainable development.
- The increase in vehicle traffic is concerning especially with 16 housing applications already in the pipeline. Adding yet more traffic when the effects of, as yet unbuilt housing is not known would seem somewhat foolish.

Based on the above concerns Council resolved to OBJECT to the application.

## **(b) To note: updates on current planning applications**

### **Ford & Stoke Prior**

**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, it is not on the latest posted agenda for the meeting of 3 September 2025.

**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.**

**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**

**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**

Although not listed on the agenda a resident had raised an issue regarding an access lane to serve Highfield Cottage, Stoke Prior. Photographs show the creation of a new vehicular entrance onto the A44 trunk road where previously there was only a farm track. No consents for such a change have been found. Cllr. Bemand was able to update Council on the latest developments. One of the landowners, over whose land this unauthorised track is running has now engaged solicitors resulting in the involvement of Herefordshire Council Enforcement. As a result all work has now been stopped.

**71/25 General Financial Matters -  
Report from the RFO.**

Bank balances on 10 September 2025 are- £11,273.32

Unity Bank current account £6272.32

H&R 90 day account £5,001.00

**Cost of a community noticeboard**

In the past Council has sourced noticeboards from the Parish Noticeboard Company. These are of aluminium construction, powder coated and if the magnetic mounting board is ordered work well. (The pinboard version for drawing pins tends to degrade and is not recommended). Prices tend to be lower than most other suppliers.

Council discussed the options available and agreed that half the cost, up to £500+VAT, from Council funds would be contributed to the cost of a new community noticeboard.

**External auditor's closure and opinion for 2024-25 accounts.**

The documents following by law must be presented to Council. Given the auditor's opinion that all is in order there are no actions to take other than minuting that Council noted the opinion and final closure of 2024-25 accounts.

## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

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

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

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

\*For any statement to which the response is 'no', an explanation must be published

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

21/5/2025

and recorded as minute reference:

38/25 (e)

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

Chair

Clerk

*Handwritten signatures of the Chair and Clerk.*

#### Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

WWW.HFSPGROUPPARISHCOUNCIL.GOV.UK  WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2024/25 for

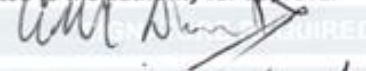
### HUMBER, FORD & STOKE PRIOR GROUP PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	3,827	1,621	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	15,000	15,322	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	10,740	14,991	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	5,448	8,527	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	22,498	19,485	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,621	3,921	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,621	3,921	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	18,945	19,544	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

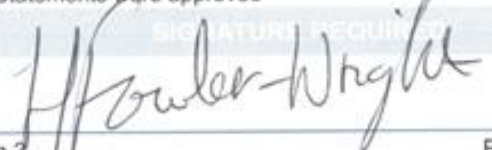
Signed by Responsible Financial Officer before being presented to the authority for approval

  
Date 09/04/2025

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

21/05/2025  
as recorded in minute reference: 38/25 (f) NCE

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



## Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of **Humber, Ford & Stoke Prior Group Parish Council – HE0058**

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 4, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. This is consistent with the Internal Auditor’s response to Internal Control Objectives M & N.

### 3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

Date

08/09/2025

Annual Governance and Accountability Return 2024/25 Form 3  
Local Councils, Internal Drainage Boards and other Smaller Authorities\*

Page 6 of 6

## Payments for authorisation

Payments made since last meeting					
No.	Name	Ex VAT £	VAT £	Total £	Details
1	A M Drew	552.21	0.00	552.21	June 2025 salary
2	A M Drew	552.21	0.00	552.21	July 2025 salary, due 25th July
3	Barrington Print	460.00	0.00	460.00	INV-14066 June 2025 Pump
4	Barrington Print	448.00	0.00	448.00	INV-14209 July 2025 Pump
6	HMRC PAYE	178.98	0.00	178.98	PAYE June 2025
7	HMRC PAYE	178.98	0.00	178.98	PAYE July 2025
	<b>TOTAL</b>	<b>2370.38</b>	<b>0.00</b>	<b>2370.38</b>	

Income received since last meeting-			
No.	Name	Amount £	Details
1	Treiber M	18.00	TP 86
2	Alan Davies T/A Lockrite	120.00	TP 85
3	Oak Tree Funerals	210.00	TP 81
4	Margaret Brown	36.60	Community Week
5	Matthew Newman	35.00	Advert
6	Risbury Village Hall	40.00	Community Week
7	Credit	3.06	National Grid wayleave payment
8	Margaret Brown	37.10	Community Week
	<b>TOTAL</b>	<b>499.76</b>	

Payments for Authorisation					
No.	Name	Ex VAT £	VAT £	Total £	Details
1	Barrington Print	460.00	0.00	460.00	INV 14313 August 2025 Pump
2	Barrington Print	489.00	0.00	489.00	INV 14398 Sept 2025 Pump
3	Enviroloo	83.33	16.67	100.00	Community Week
4	Stoke Prior village hall	75.00	0.00	75.00	July, Sep, November 2025 meetings
5	A M Drew	552.01	0.00	552.01	August 2025 salary
6	A M Drew	552.01	0.00	552.01	September 2025 salary
7	Viking Office Uk	202.44	40.49	242.93	INV 6248681 New B&W printer. Box of printing paper
8	PKF Littlejohn	210.00	42.00	252.00	External audit fee
9	SLCC	118.00	0.00	118.00	Annual subscription
	<b>TOTAL</b>	<b>2741.79</b>	<b>99.15</b>	<b>2840.94</b>	

Council agreed these payments should be made.

Note from RFO: Following agreement to pay the above invoices, the Clerk found that the new printer from Viking Office UK did not operate as expected. This was not a defect but rather a restriction on the design. This restriction made the printer much less useful for Council work. The Clerk contacted Viking who arranged for the printer to be returned. A more advanced model was then ordered by the Clerk which was about £13+VAT more expensive. Following discussion with the Chair it was agreed that the RFO could pay this extra amount for the new printer using delegated authority.

### 72/25 Biodiversity Action Plan

Ms. Jenny Ellerton (the Parish Tree Warden) presented a draft action plan to increase biodiversity within the Group parishes. A Parish biodiversity action plan (BAP) is a document that identifies local species and habitats, assesses threats, and sets out actions to protect and enhance biodiversity.

It's a way to target conservation efforts at a local level, focusing on the specific needs of the Group Parish.

The plan may include actions like habitat creation, species protection, improved land management practices, and public awareness campaigns.

The first step in this plan would be to obtain the Local Nature Recovery Strategy (LNRS) maps held by Herefordshire Council for the Group Parishes and check how complete they are. Updates are likely to be necessary but once completed, will form a baseline to develop a strategy to improve biodiversity.

Council agreed to adopt the creation of an action plan and felt there would be much common ground with the emerging environment project. Cllr. Hinton would be happy to assist with the project.

The full presentation is available on the Council website and also through this link-

[https://hfspgroupparishcouncil.gov.uk/wp-content/uploads/2025/09/HTWN\\_BAP\\_guidance.pdf](https://hfspgroupparishcouncil.gov.uk/wp-content/uploads/2025/09/HTWN_BAP_guidance.pdf)

### **73/25 Emergency Plan (Community Resilience Plan).**

Mr Philip Brown presented a summary of his work so far regarding the updating of the (Group Parish) Emergency Plan. The original purpose of the plan was to help communities cope with a range of emergencies (e.g. flooding, power cuts, heavy snowfall etc.). It is important to realise that the plan does not expect communities to solve such problems themselves but rather to facilitate initial help and then liaison with the emergency services. The current plan is essentially a list of resources with one of the central aspects being the list of Emergency Wardens. These Wardens are the ground level interface with Parish residents through ALL properties being the responsibility of a named Warden.

Due to the amount of personal data contained in the plan (telephone nos. email addresses etc.) the plan is not widely published other than in redacted form. Currently only Mr Brown, the Parish Clerk and the Chair have access to the full plan. However, with the synergy presented by the Environment project Mr Brown felt that Cllrs. Yair & Hinton should also be part of the group.

Experience had shown however, that the current plan is biased towards reacting to an incident when it happens rather than action to increase resilience in the community in advance of any incident. The common factor for both proactive and reactive planning is the household and initiatives from many sources (e.g. utilities) are increasingly focussed in that direction. The future development of the plan will be based on helping households become more resilient by providing advice and links to other sources of good information.

A key requirement of the emerging revised plan is to have some clear guidance on flood response, which increasingly looks like an annual occurrence. Currently there is an excellent template available for the flood response plan (dealing with before, during then after an incident). Mr Brown proposed that the Community Resilience Plan would benefit from re-drafting into the same format which would also make integration with other plans more coherent. A significant piece of work will be the data update for all the details contained in the plan.

It was confirmed that a redacted copy can be published so that residents know there is a resource available even if they do not know the precise details of how to engage that resource.

Mr Brown concluded that the core group should meet and-

- discuss the detailed shape of the revised plan,
- finalise the content,
- agree the communication strategy for the plan
- achieve final sign off
- launch as soon as possible.
- 

Council thanked Mr Brown for his work thus far and fully supported revision of the plan as described.

### **74/25 Annual Business from Forward Plan 2025-26**

The business carried over from the May meeting and scheduled for this meeting is-

- adoption of new model Financial Regulations as recommended by HALC Internal Audit
- updates to all Council GDPR policies.
- Review roles of Councillors

#### **Update to Financial Regulations**

At the 2024-25 Internal Audit HALC stated that Council's Financial Regulations were now quite old (though they have been reviewed every year and updates made). It was recommended that Council adopts the model Financial Regulations published by NALC, which was something that had been intended anyway.

The basic set of Model Financial Regulations requires Council to make choices about the specific wording. The Clerk had reviewed all these choices, summarised them in a table and recommended which wording

Council could adopt. Council discussed these recommendations and all were accepted. Council then resolved to adopt the new set of Financial Regulations which are now published on the Council website and also available through this link-

<https://hfspgroupparishcouncil.gov.uk/wp-content/uploads/2025/09/Adopted-financial-regulations-v1.0-2025.pdf>

### Update to GDPR policies

Council has the following policies relating to GDPR. Many of these policies have been recently reviewed and two have been re-drafted for Council consideration/adoption-

- **HFSP Data Protection Policy** revised May 2018. This policy had been reviewed for the meeting in May 2025 **but no changes are proposed.**
- **HFSP Data Privacy Policy: A new draft policy was presented. Council decided to adopt the policy which is at appendix 3.**
- **HFSP Subject Access:** How to access your records to find out what data the Council holds about you. **Update of contact details only**
- **HFSP Subject Access request form:** request for a copy of your data. **Update of contact details only**
- **HFSP Data Breach Procedure:** revised May 2018. This policy was re-drafted for the May 2025 meeting. The main change is the removal of the Data Protection Adviser as an explicit role within the policy. The use of such an adviser remains acceptable but such involvement should be decided on a case-by-case basis. **The revised document was discussed and adopted by Council. It is at appendix 4.**
- **HFSP Data Retention Schedule:** how long data and documents are retained. **Reviewed with no changes**
- HFSP Data Privacy Impact Assessment - the procedure used for any major project. **Reviewed with no changes**

### Roles of Councillors

The roles as agreed for 2024-25 are shown below. Following discussion Council agreed these roles would remain unchanged for 2025-26.

<b>Lead Role</b>	<b>Councillor(s)</b>
Environment	Cllrs. Yair & Hinton
Website	Cllrs. Yair & Marston
Ford & Stoke Prior	Cllr. Fullwood
Humber drainage	Cllr. Pugh (with Cllr. Bemand)
Finance	Cllrs. Yair & Marston
Police liaison	Cllr. Fowler-Wright
Pump liaison	Cllr. Fowler-Wright
Traffic & road safety	Cllrs. Marston & Grace
Safeguarding	Cllr. Yair
Humber Close liaison	Cllr. Grace
Community Week	Cllrs. Fowler-Wright & Marston
Stoke Prior VH	Cllr. Fullwood
Risbury VH	Cllr. Sneyd
<b>Planning</b>	
<i>Humber</i>	Cllrs. Fowler-Wright & Grace
<i>Ford &amp; Stoke Prior</i>	Cllrs. Bemand, Grace & Fullwood
<b>Public rights of way</b>	
<i>Humber footpaths</i>	Mr Philip Brown
<i>Stoke Prior footpaths</i>	Cllr. Sneyd
<i>Bridlepaths</i>	Mr Iain Cholerton (with Cllr. Harris)

## 75/25 BT K6 phone kiosk in Stoke Prior

Council has been advised that following the end of consultation by Herefordshire Council, there is no objection to transferring the kiosk to the Group Parish Council. (The kiosk is listed).

At the end of August 2025 the Council and BT concluded a contract for the Council to buy the kiosk (£1.00) so the kiosk is now Council property.

Such kiosks have been used for many varied purposes around the UK and usually the community is involved in making the decision about how best to utilise this iconic asset. Often the front runner is to house a community defibrillator and that is certainly a strong possibility in Stoke Prior.

However, irrespective of the use of the kiosk, a first priority is to restore it. Follows is a list of tasks and prices based on the Clerk's experience of other kiosk restorations.

<b>Task</b>	<b>Carried out by</b>	<b>Estimated Cost</b>	<b>Notes</b>
Remove BT equipment	BT	£0	Already arranged but no date yet from BT
Check electric supply suitability and make safe	Local electrician	£100	
Remove glazing	DIY	£0	Simple work. Essential to take care and minimise breakages.
Screen & sandblast shell	Local contractor	£450	Lead paint likely. Use of qualified contractor essential
Repaint in currant red	Local contractor	£150- paint £150 - labour	Usually combined with sandblasting. Bare shell will surface rust very quickly
Replace glazing	DIY	£0	Simple work but has cost if any broken panes
Replace glazing rivets + sealant	DIY	£48	Rivets come as full packs (£30). Sealant is red at £9/tube (2 tubes)
Repaint Crowns	DIY	£0	Gold paint
Modify signage	DIY	£60	Custom signage. Depends on use
	<b>Total</b>	<b>£958</b>	

Above costs are ex-VAT and carriage.

Council resolved that the restoration should be carried out as a community project. (Currently there are no community projects for 2025-26). The best way forward would be to form a working party. The Clerk would seek estimates from contractors to carry out work beyond the scope of DIY.

## 76/25 Lengthsman & PROW

The Clerk submitted a proposed schedule of Lengthsman works on the drainage system for 2025-26-

HUMBER, FORD & STOKE PRIOR GROUP PARISH COUNCIL. DRAINAGE WORKS 2025-26							
Category	Detailed work	Parish	Estimated days of work	Contractor	Estimated non-Labour Cost	Estimated Labour Cost	Notes
1. Ditching Works	Around Risbury, Blacksmiths Lane, C1110 east of village	H		G&S Longfield Services Ltd			
	Downhill from Sunny Bank farm on SW side of C1110	F&SP		G&S Longfield Services Ltd			
	<b>TOTAL</b>		<b>0</b>				
2. Minor Drainage Schemes	Create silttrap in sump serving drains at The Heath	F&SP		G&S Longfield Services Ltd			tradition.frozen.highly
	Investigate & repair blocked/crushed drain on C1110 around The Gate House	H		G&S Longfield Services Ltd			jaws.ballpoint.successor
	Investigate & repair blocked cross road drain on C1110 near Butterfield on C1110	H		G&S Longfield Services Ltd			field.pheasants.stray
	Build new drain near St Lukes church. Exit into Prill?	F&SP		G&S Longfield Services Ltd			discloses.young.finch
	Build new drain from C1110 north of the Heath running east to Humber Brook	F&SP		G&S Longfield Services Ltd			banana.tradition.trickles
	<b>TOTAL</b>		<b>0</b>				
3. Gully Clearing and Cleansing	Drains around Stoke Prior centre	F&SP		TBA			lunges.forkful.washroom
	Drains around the Heath	F&SP		TBA			tradition.frozen.highly
	Drains from SP school to village	F&SP		TBA			exits.reports.zinc
	Drains along C1110 in Risbury centre	H		TBA			excavated.adhesive.specifies
	Drains between Risbury and Bowley Lane junction	H		TBA			jaws.ballpoint.successor
	<b>TOTAL</b>		<b>0</b>				
4. Other Works	Depth gauge at Ford Bridge	F&SP		G&S Longfield Services Ltd			stupidly.froze.betrayal (approx.)
	Camera survey of problem drains	GPC		TBA			
	<b>TOTAL</b>		<b>0</b>				

Currently the Lengthsman was costing this work and once finalised this schedule would form the basis of the grant application. Council was satisfied with this schedule and the Clerk added that routine maintenance would also be carried out at Wheelbarrow Castle to make sure that last year's improvements were maintained.

## 77/25 The Lamb Inn

The Chair reported that the owners aim to open the Lamb Inn sometime in October. Work is progressing well.

## 78/25 Current projects

### Traffic Management Plan

### Cllrs. Grace & Marston

Cllr. Grace reported that-

A full meeting of the Traffic Safety Group would be held during October to consider next steps following the news that Herefordshire Council would be taking no steps to address the concerns raised about speeding in the Monklands and Steensbridge areas of the A44. Cllr. Grace felt that the Parishes involved in the TSG should start to build individual business cases for the provision of average speed cameras along the worst affected areas of the A44. These cameras are very effective and could hopefully be funded by the Police & Crime Commissioner grants. Once the individual Parishes had established their case these would be combined and submitted as a comprehensive plan.

**Environment**

**Cllrs. Yair & Hinton**

The report from consultants (Binnies) had been received. Councillors were not universally impressed with the output and a number of questions remained outstanding which should be addressed through Cllr. Baker. Cllrs. Fullwood and Bemand felt that the if the cost of the report had been used instead to fund wages then the problems identified in the report could have been solved, probably at a fraction of the cost of the report. The Chair asked Cllr. Grace to draft a response to the report and send it to Cllr. Baker.

Cllr. Fullwood highlighted the responsibilities of “riparian owners” as regards watercourses of all types and it was agreed that it would be useful if this information could be more widely distributed via The Pump. The Clerk would include some information in his next set of Pump notes.

Cllr. Grace also mentioned that she would be setting up a WhatsApp group to keep residents up to date with any sudden flooding incidents. Cllr. Yair said that some flooding signs might be provided by Herefordshire (as promised) but as yet there was no sign of them (or any other promised equipment etc.).

**79/25 Matters for discussion at the next meeting**

**Annual Business from Forward Plan**

Draft budget, Projects, Reserves, Banking

**Date of next meeting**

*To note:* the next scheduled meeting will be on Wednesday 19<sup>th</sup> November 2025 at 7.30pm in Stoke Prior village hall

The meeting closed at 10.07pm

Signed.....Chairman

Date.....

**Representation from James Bendle and Tabitha Hartley Re P252379/F Land adjacent to Butt Oak Farm Risbury Leominster Herefordshire HR6 0NQ**

Good evening,

We had hoped to be with you in person for this meeting, but unfortunately due to circumstance, we are now unable. We should therefore like to send our apologies and offer written representation as the applicants.

We have both lived in Herefordshire all our lives and have 3 children and a business together. If we are to be successful with our application, this will be our principal residence and family home. We are very family orientated and having somewhere special to support that is very important to us.

We all have a genuine appreciation and respect for the countryside and the outdoors (Jim having grown up in West Lydiatt, Withington) and wish to be able to offer our own children the benefits of living in a rural area, with a sense of community.

The design is of high quality and has been undertaken by a well renowned local architects who deliver low carbon buildings. We are keen to build a low energy dwelling that utilises passive design principles and maximises the use of low embodied energy and bio-based materials and as such, have considered the use of materials that ally themselves with the surroundings. We feel that as Risbury already has a beautifully eclectic mix of houses, that our design would not be unduly out of character with this.

As the site slopes away from the road, and the house has been designed to tuck into the bank, we feel it minimises its impact from the road. The neighbouring houses above will be able to look out over the roof of the proposed house, something that we were very aware of and wanting to get right, so as not to impinge on their view.

Another point that we want to ensure we get correct is minimising the impact of traffic, creating a safe arrival/departure from the property and having adequate parking off road. We would therefore be removing hedges and replacing them further back, increasing the visibility splay.

With regard to the other planting, it is our intention to retain the existing boundary trees and shrubs and to further plant, with a view to encouraging and supporting local wildlife.

As low-quality grazing land, we will aim to be enhancing the biodiversity of the site with a carefully designed landscape scheme including a pond area to actively encourage the native wildlife. We have also made plans for bat and bird boxes.

In short, we would like the opportunity to build a haven for our family, away from the hustle and bustle of daily life and feel that this would be the ideal opportunity to create this.

Thank you for your time.

## Appendix 2 – Planning application 252379 Butt Oak farm – Cllr. Harris’s comments **252379 Land adjacent to Butt Oak Farm Risbury HR6 0NQ**

### **Proposed erection of a self-build, split level family home with detached garage/workshop, parking area, landscaping and associated development**

#### **1. Location & Settlement Boundary**

The proposed site is outside the settlement boundary clearly defined in the Humber, Ford & Stoke Prior Neighbourhood Development Plan (NDP), policies HFSP4 & HFSP5.

The NDP was developed with significant local consultation and agreed boundaries that were intended to apply until 2030. Several applications outside this line have already been refused (including at appeal), reinforcing its robustness. People made life decisions based on this document. We purchased Butt Oak Farm in assurance that we were the village boundary and would be subjected to planning developments on our doorstep.

The applicant’s suggestion that the site is “adjacent to Butt Oak Farm” is misleading. In reality, it is separated by fields and an agricultural barn, with the nearest domestic dwelling approximately 200m away on the East. This is therefore not infill but an isolated development in open countryside, contrary to both the NDP and Core Strategy Policy RA3. Approving this application would not only pave the way for the neighbouring agricultural barn, which already has a live planning application, but would also increase pressure to release the adjoining agricultural fields for future infill. Once such a precedent is established, the village boundary begins to “snowball,” eroding the open countryside setting and leading to incremental suburbanisation of Risbury.

The timing of this application has exacerbated pressures on the local community. The ongoing stream of planning applications and construction activity has already caused stress and disruption, with some residents choosing to leave the village. Approving yet another scheme risks further erosion of community cohesion and the rural character of Risbury.

#### **2. Unsustainable & Inappropriate Location**

The site is heavily reliant on private cars, with no safe pedestrian access to local amenities, schools, or bus stops. The narrow, single-track, pot-holed road adjacent to the site is heavily used by walkers, cyclists, horse riders, parents with children, and dog walkers. It also regularly accommodates agricultural traffic, delivery vans, and large lorries, and recent activity has increased the volume of heavy vehicles navigating these lanes. Adding another dwelling with multiple cars and construction traffic will exacerbate safety risks.

#### **3. Inadequate Infrastructure & Utilities**

Village infrastructure is already stretched. Residents on this side of the village experience poor water pressure—so much so that some are currently not paying for water. Power cuts are also frequent. The current services clearly cannot support additional large-scale development. Housing growth already approved in the village has exceeded NDP targets, and several plots remain unbuilt due to phosphate restrictions. It is reasonable to complete and assess the impact of existing approvals before adding more dwellings.

#### **4. Use of Land & Misrepresentation**

The application claims the field has been vacant since 2019, but it has been regularly grazed by sheep and ponies. This misrepresents the site.

#### **5. Traffic, Safety & Access**

Additional vehicles—including cars, horse lorries, tractors, and visitors—would increase hazards on an already narrow, dark, unlit, difficult stretch of road. Construction traffic would further disrupt residents and risk damage to unsuitable lanes.

#### **6. Environmental & Village Character Impacts**

The development would erode the rural character of the eastern approach to Risbury, extending the built form into open countryside and undermining the village’s linear settlement pattern. Drainage, phosphate mitigation, and short rotation coppice proposals raise further environmental concerns.

#### **7. Planning Precedent & Fairness**

Residents have relied on the NDP settlement boundary for planning and life decisions. Approving this application would set a dangerous precedent for piecemeal expansion and undermine trust in the planning process.

#### **8. Drainage, Water Quality & Environmental Concerns**

The applicant’s Drainage Report raises serious concerns in light of the River Lugg Position Statement. This document clearly states that any proposed drainage fields must be at least 200m away from any other foul effluent discharges to

ground. Within a 200m radius of the proposed site there are potentially six existing drainage fields, including my own soakaway/septic tank system which runs across my fields toward the stream at the bottom of the slope.

Approving a new discharge so close to multiple existing ones risks cumulative impacts on the groundwater, and is therefore non-compliant with the Position Statement. Furthermore, surface water naturally drains downhill through the ditch along the neighbouring gallop into the stream, which ultimately feeds into the River Lugg. This area is already highly sensitive due to phosphate pollution and additional foul water discharges increase the likelihood of Contamination.

The Drainage Report itself is questionable: It was carried out in December 2020, a period that does not represent typical soil or groundwater conditions. That winter was particularly wet, while the past year has been unusually arid compared with the five-year rainfall Average.

These extreme differences cast doubt on whether the percolation tests accurately reflect the land's year-round capacity to safely absorb treated effluent. In light of changing weather patterns and heavier rain events, the reliance on a drainage mound and infiltration is not robust or future-proof.

Additional concerns arise from recent activity in the neighbouring field, where a horse has been buried along the boundary within the application site. Given the sloping land and shallow water table, there is a real risk that leachate could migrate into the groundwater or drainage fields. This would further compromise water quality and the safety of the local Environment.

For all these reasons, the applicant has not demonstrated compliance with the River Lugg Position Statement, Policy SD3 of the Core Strategy, or the nutrient neutrality requirements that apply within the Lugg catchment. The risks of pollution and cumulative harm to the water environment should weigh heavily against this proposal.

### **Conclusion**

This application is:

- Contrary to the NDP settlement boundary (HFSP2, HFSP4, HFSP5)
- Unsustainable in transport and infrastructure terms (Policies SS4 & MT1)
- Harmful to the character of Risbury and its countryside setting (Policies RA3 & SS6)
- Based on misrepresentation of land use and location
- A risk to pedestrian, horse rider, and highway safety
- A precedent for further piecemeal expansion into open countryside

# Humber, Ford & Stoke Prior Group Parish Council

## Data Privacy Policy

Drafted	2025
Adopted	17 September 2025
Review Period	5 years
Last Reviewed	2022
Next Review	2030
Author	Allan Drew, Clerk

**Introduction** This Privacy Policy outlines how we hold and process your data, and your rights under the General Data Protection Regulation (GDPR).

**Personal Data** Personal data refers to any information about a living individual that allows them to be identified. This includes names, photographs, email addresses, and more.

**Data Controller** The Data Controller for your data is Humber, Ford & Stoke Prior Group Parish Council. Contact details: The Coach House, Pencombe, Bromyard, HR7 4RL. Email: [clerk@hfspgroupparishcouncil.gov.uk](mailto:clerk@hfspgroupparishcouncil.gov.uk)

**Data Processing** We process personal data for various purposes, including:

- Delivering public services
- Confirming identity
- Contacting you
- Preventing fraud
- Meeting legal obligations
- Safeguarding procedures
- Promoting council interests
- Maintaining records
- Seeking your views
- Notifying you of changes
- Processing financial transactions
- Statistical analysis

**Legal Basis** We process personal data to comply with legal obligations, perform contracts, and with your consent when necessary.

**Data Sharing** We may share your data with agents, suppliers, contractors, and other local authorities when necessary to perform our functions.

**Data Retention** We retain data only as long as necessary, following legal requirements and best practices. We have a data retention policy with more information, also available on this site.

**Your Rights** You have rights regarding your personal data, including access, correction, erasure, objection, data portability, and the right to withdraw consent. Contact the data controller if you wish to exercise any of these rights.

**Data Transfer Abroad** Personal data transferred outside the EEA will be protected by equivalent measures.

**Further Processing** If we use your data for new purposes, we will inform you and seek your consent if necessary.

**Policy Updates** This policy is reviewed regularly and updated as needed. Last updated: September 2025.

**Contact** For questions or to exercise your rights, contact: Humber, Ford & Stoke Prior Group Parish Council, The Coach House, Pencombe, Bromyard, HR7 4RL. Email: [clerk@hfspgroupparishcouncil.gov.uk](mailto:clerk@hfspgroupparishcouncil.gov.uk)

# Humber, Ford & Stoke Prior Group Parish Council

## Data Breach Procedure

Drafted	2025
Adopted	17 September 2025
Review Period	5 years
Last Reviewed	N/A
Next Review	2030
Author	Allan Drew, Clerk

## **Humber, Ford & Stoke Prior Group Parish Council is a Data Controller.**

The Parish Council is required to keep the personal data it holds secure, to identify when a breach has occurred and to know how to deal with a breach should one occur. All matters relating to data protection, including the handling of data breaches are delegated to the Clerk.

### **What is a personal data breach?**

A personal data breach means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data.

This includes breaches that are the result of both accidental and deliberate causes. It also means that a breach is more than just about losing personal data.

Personal data breaches can include:

- access by an unauthorised third party;
- deliberate or accidental action (or inaction) by a controller or processor;
- sending personal data to an incorrect recipient;
- computing devices containing personal data being lost or stolen;
- alteration of personal data without permission; and;
- loss of availability of personal data.

A personal data breach can be broadly defined as a security incident that has affected the confidentiality, integrity or availability of personal data. In short, there will be a personal data breach whenever any personal data is lost, destroyed, corrupted or disclosed; if someone accesses the data or passes it on without proper authorisation; or if the data is made unavailable, for example, when it has been encrypted by ransomware, or accidentally lost or destroyed.

### **What to do when a breach occurs**

1. The Clerk must be notified as soon as a Councillor becomes aware that it has occurred. This includes evenings, weekends, and holidays.
2. The Clerk will obtain as much information as possible from the person reporting the breach.
3. The Clerk will establish the likelihood and severity of the risk to people's rights and freedoms, referring to the guidance published by the Information Commissioner's Office.
4. If it is likely that there will be risk, the Clerk will notify the Information Commissioner's Office via their website within 72 hours of the time that the employee or councillor became aware that the breach occurred.
5. If the Clerk concludes that there is unlikely to be a risk to people's rights and freedoms, then the breach will not be reported.
6. The Clerk will make a clear record of the reasons for not reporting the breach.
7. The Clerk will ensure that any and all steps are immediately taken to contain the breach and minimise any potential risk of harm to the people whose data has been breached
8. If the Clerk concludes that the breach is likely to result in a high risk to the rights and freedoms of individuals, the Clerk will consider whether the individuals affected should be informed directly, applying the assessment guidance published by the Information Commissioner's Office. Where necessary the Clerk will ensure that these individuals are informed directly and without undue delay to enable them to take steps to protect themselves from the potential effects of the breach.
9. The Clerk will also consider whether it would be necessary to notify third parties such as the police, insurers, professional bodies, or bank or credit card companies who can help reduce the risk of financial loss to individuals.

When assessing how to deal with a breach the Clerk will ensure that the decision-making process is fully documented in accordance with the principle of accountability in data processing. The Clerk will then carry out an investigation to determine how the breach occurred, whether any Council policies were breached and by whom, and what measures can be put in place to reduce the risk of a similar breach occurring in the future. If the breach is deemed to be due to any action or inaction by an employee or councillor, then there will be an assessment of whether it will be appropriate to invoke the Parish Council's Disciplinary Policy or the Code of Conduct Policy (for Councillors).

### **The role of external Data Processors**

The Parish Council uses the following external organisations to store personal data:

- Autela to store the Parish Council's payroll data;
- 20i - for emails.
- Microsoft OneDrive for cloud backup of files

If an external processor suffers a breach, it is required to inform the Parish Council without undue delay as soon as it becomes aware. This requirement enables the Parish Council to take steps to address the breach and meet its reporting obligations under the GDPR.