



ORDINARY MEETING
7.30pm 19TH NOVEMBER 2025
STOKE PRIOR VILLAGE HALL

MEETING PAPERS

Contents

AGENDA	3
Draft minutes of extra ordinary meeting of 23 October 2025	5
Agenda item 93/25 Adoption of the revised Group Parish Emergency Plan	8
Agenda item 94/25 Planning Committee and planning applications update	8
Agenda item 95/25 General Financial Matters	9
Agenda item 96/25 Annual Business from Forward Plan 2025-26	18
Agenda item 97/25 Setting the precept for 2026-27	19
Agenda item 98/25 Drainage, Lengthsman & PROW	22

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

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

Wednesday 19th November 2025 at 7.30pm in Stoke Prior Village Hall

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

12th November 2025

Allan Drew, Clerk to the Council

AGENDA

87/25 Apologies for absence

To receive: any apologies for absence.

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

88/25 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 13.

89/25 Minutes of previous meetings

To approve: draft minutes of the meetings held on 23 October 2025

90/25 Chairman's announcements

To note: any announcements from the Chairman.

91/25 Public participation

Under Standing Order 3e, 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.

92/25 District Councillor's report

To receive: a report from Ward Councillor Bruce Baker.

93/25 Group Parish Emergency Plan

To receive: redacted version of the Group Parish Emergency Plan

To resolve: to adopt the Emergency Plan.

94/25 Planning Committee and planning applications update

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

Ford & Stoke Prior

No new Planning applications

Humber

253107 Old Pentwyn Risbury HR6 0NH Application for a Lawful Development Certificate for a rear second storey extension. **(Comments not required, however included here as relevant to item c following)**

252986 New Pentwyn Risbury HR6 0NH Demolition of buildings and the construction of a replacement storage warehouse (B8), a new accessway, ancillary yard and related works.

(b) To note: updates on current planning applications

Ford & Stoke Prior

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.

[Return to front page](#)

252813 Great Marston Farm Risbury HR6 0NQ Agricultural building for the storage of dry farmyard manure

Undecided

252762 Bay Tree Cottage Risbury HR6 0NQ Proposed two storey side extension in place of existing lean to and new garden studio in place of existing shed.

Undecided

252732 Holly Barn Risbury HR6 0NQ Application for a Lawful Development Certificate for proposed use of land to station a mobile granny annexe home for use incidental to the main dwelling (For information only. Classed as permitted development. Comments not required)

Approved

252794 Workshop at The Woodlands Risbury HR6 0NN Application for approval of details reserved by condition 4 attached to planning permission 241787. (For information only. Submission of ecological working method statement. Comments not required).

Approved

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.

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

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

(c) To discuss: the extent and effect of housing extensions within the Group Parishes

95/25 General Financial Matters Report from the RFO

To receive: Bank reconciliation for quarter ended September 2025

To receive: update on expenditure and income against budget to end of November 2025

To consider: appointment of HALC as Council's internal auditor for 2025-26

To consider: update to Clerk's salary in line with national salary award for 2024-25

To consider: payments for authorisation

96/25 Annual Business from Forward Plan 2025-26

To review and update if necessary: Council's banking arrangements

To review and update if necessary: Council's financial reserves

97/25 Setting the precept for 2026-27

To receive: first draft budget for 2026-27

To consider: possible projects for 2026-27.

To consider: draft precept for 2026-27. (For agreement at January 2026 meeting)

98/25 Lengthsman, Drainage & PROW

To receive: update on 2025-26 grant funding

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

To discuss: SP1 and possible legal proceedings under Highways Act 1980 section 56

99/25 Current projects

To receive: updates on current projects

Traffic Management Plan

Cllrs. Grace & Marston.

Environment

Cllrs. Yair & Hinton

Defibrillator & K6 kiosk restoration

Cllr. Fowler-Wright

100/25 Matters for discussion at the next meeting

Annual business from Forward Plan 2025-26

Final budget for 2026-27, set precept for 2026-27,

Date of next meeting

To note: the next scheduled meeting will be on Wednesday 21st January 2026 at 7.30pm in Risbury village hall

The Chairman will close the meeting

Humber, Ford & Stoke Prior Group Parish Council

Draft minutes of the extra ordinary Meeting of the Group Parish Council on
Wednesday 23rd October 2025 at 7.30pm in Risbury 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

Clerk & RFO: Allan Drew

2 members of the public attended.

80/25 Apologies for absence

Apologies were received from Cllrs. Thomas & Sneyd. Cllr. Grace was absent

81/25 Declaration of interests and dispensations

Cllr. Pugh declared an interest in planning application in 252813. (He is the applicant). As the applicant he could speak in favour of the application and answer any questions Council may have, but he would not be able to participate in any voting on this application.

82/25 Minutes of previous meetings

The minutes of the meeting held on 17th September were approved and signed by the Chair.

83/25 Chairman's announcements

The Chair announced that the Treasurer and Secretary of Stoke Prior Village Hall would be stepping down at the end of the year. The Hall Trustees will call a village meeting on 12 November to seek replacements.

84/25 Public participation

The two members of the public present had attended in connection with their planning application 252762. They had no matters to raise under this agenda item.

85/25 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

252813 Great Marston Farm Risbury HR6 0NJ Agricultural building for the storage of dry farmyard manure.

Council discussed this application and noted there were no objections from two statutory consultees, Environmental Health and Highways. Council also noted that the proposed development is adjacent to bridleway PG11. However, the proposal to cover a manure heap is now considered good farming practice by minimising run off. Council resolved to strongly support the application and the Clerk submitted the following agreed comments-

Humber, Ford & Stoke Prior Group Parish Council discussed this application at an extra ordinary meeting on 23 October 2025. The applicant was present and is also a Councillor. He declared an interest and took no further part in the discussion.

Council agreed that such covering of manure stores as proposed by this application is a good step. It reduces run off caused by manure heaps exposed to rainfall in this sensitive area being within the River Lugg catchment area as defined by Natural England 2024. In this area nutrient neutrality is a key requirement and this application makes a contribution to that neutrality.

Council is happy to STRONGLY SUPPORT the application.

252762 Bay Tree Cottage Risbury HR6 0NQ Proposed two storey side extension in place of existing lean to and new garden studio in place of existing shed.

The applicants were present at the meeting and explained that their proposal is to demolish a poorly built lean to which is inadequately insulated and cold in winter. The replacement two storey extension would cause a small change in the footprint of the building. The materials used would be different to the main dwelling but would be in keeping with other nearby buildings. Council saw the merit in the application and after some discussion resolved to strongly support the application. The Clerk submitted the following agreed comments-

Humber, Ford & Stoke Prior Group Parish Council discussed this application at an extra ordinary meeting on 23 October 2025. The applicants were present and explained that their application involved demolishing a current lean to extension. This extension is of poor design and even poorer energy performance resulting in quite high bills and is cold outside the summer months. The footprint area is increasing by a very small margin although the two storeys obviously add significantly to the total floor area of the dwelling. The materials proposed – timber cladding – complement the existing dwelling of render and are in keeping with other properties in the neighbourhood.

The proposals to turn the existing garage into a garden room are uncontroversial and caused no concerns.

Council is happy to STRONGLY SUPPORT this application

Council noted the two following applications and had some concerns about 252732 though comments were not required. In discussion it seemed apparent that there was considerable case law supporting the application. Ultimately the decision would be for the planning officer to determine based on the interpretation of planning law.

252732 Holly Barn Risbury HR6 0NQ Application for a Lawful Development Certificate for proposed use of land to station a mobile granny annexe home for use incidental to the main dwelling **(For information only. Classed as permitted development. Comments not required)**

252794 Workshop at The Woodlands Risbury HR6 0NN Application for approval of details reserved by condition 4 attached to planning permission 241787. **(For information only. Submission of ecological working method statement. Comments not required).**

On a wider point some Councillors were concerned that there seem to be delays in publishing comments from residents on the planning website. Such comments would be helpful in establishing residents' sentiments on applications although Councillors should bear in mind the issue of pre-determination.

(b) Council noted these updates on current planning applications

Ford & Stoke Prior

252407 Stoke Haven Stoke Prior HR6 0LG Proposed erection of conservatory. **Approved with Conditions**

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

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.

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. **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. **Withdrawn.**

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**

86/25 General Financial Matters

Bank balances on 17 October 2025 are- £21,247.25

Unity Bank current account £16,246.25

H&R 90 day account £5,001.00

Restoration of the K6 kiosk in Stoke Prior to house a new defibrillator

Following Council’s adoption of the Stoke Prior K6 telephone as a defibrillator housing, a full restoration of the kiosk is necessary. The RFO had received 3 quotations from contractors for sandblasting and re-painting the kiosk-

Steven Edwards £900
Mercian Shotblasting £750
R W Restorations £6300 (This service involves removal of the kiosk to a workshop where full restoration is undertaken)

The R W Restorations quotation was rather expensive and also carried out a large amount of work which could be done by volunteers at little cost. It was rejected.

The RFO recommended using Mercian Shotblasting which was the cheapest quote. Council accepted this recommendation and the RFO would commission Mercian Shotblasting to carry out the work as soon as feasible given the deterioration in the weather.

The RFO advised Council that the remaining expenditure required would be to replace plastic glazing and any broken glass and window frames.

The costs from a specialist supplier are-

Item	Cost £	Number required	Total Cost £
Large glazing frame	8.60	11	94.60
Large glass panel	4.90	11	53.90
Rivet kit	20.45	1	30.45
Silicon sealer	3.50	2	7.00
Custom “DEFIBRILLATOR” signs	30.00	2	60.00
Gold paint for Crowns	8.66	1	8.66
Carriage	30.00		30.00
Total			284.61

Above costs are ex-VAT.

Assuming no breakages during glass removal (unlikely) the above, plus the sandblasting/painting costs, represents the budget for the complete works.

The RFO was granted delegated authority to spend up to £500 if necessary, on parts without further Council authorisation.

Date of next meeting

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

Agenda item 93/25 Adoption of the revised Group Parish Emergency Plan

Councillors have already received the revised draft emergency plan. This plan will be presented by Philip Brown for consideration, comment and adoption.

Agenda item 94/25 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

253107 Old Pentwyn Risbury HR6 0NH Application for a Lawful Development Certificate for a rear second storey extension. **(Comments not required)**

252986 New Pentwyn Risbury HR6 0NH Demolition of buildings and the construction of a replacement storage warehouse (B8), a new accessway, ancillary yard and related works.

To note: updates on current planning applications

Ford & Stoke Prior

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.

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Undecided.

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Undecided

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

To discuss: the extent and effect of housing extensions within the Group Parishes

This item was raised by Cllr. Thomas following a number of planning applications for extensions to domestic dwellings. Cllr. Thomas, and others before, have commented that such applications reduce the number of smaller, cheaper properties available within the Group Parish and so tend to price out young people and families. The result is that the average age of residents starts to rise and there are fewer younger people available to fill important roles in the community as older people retire from active community engagement.

Fewer young people means fewer children, resulting in schools importing children from other areas by car and perhaps ultimately becoming non-viable. Gradually there is a 'hollowing out' effect and communities start to wither.

The Clerk has discussed this issue with Herefordshire Planning specifically Siobhan Riddle, Strategic & Neighbourhood Planning Manager. Siobhan's view is that-

- There is nothing in planning law nor in the NPPF which would allow restriction on extensions as such. Of course, normal planning law still applies and some extensions may be refused for reasons other than simply because they are extensions.
- Many extensions are built under permitted development rights which many dwellings (but not all) possess. Such extensions do not even fall within the planning application process though a prudent owner would seek a Certificate of Lawful Development from the planning department.

Given this situation Siobhan's view is that-

- The NDP is the only vehicle which could possibly lay down policies to restrict dwelling enlargement.
- However, when the NDP reaches the consultation stage (Reg 14) and the inspection stage it is possible that residents and/or the Inspector would reject the policy restricting extensions.
- However, if strong resident support could be demonstrated via the consultation the Inspector might be persuaded that the policy could stand.
- The NDP would still have to succeed at the referendum stage for the policy to apply. (This would involve residents voting to give up rights).
- However, planning would have trouble enforcing this policy since many extensions do not require planning consent. The only way around this issue would be to withdraw permitted development rights but a blanket approach would almost certainly fail.

The overall conclusion (based on a short discussion with Ms. Riddle) is that such a restriction might be technically possible but in practice would likely fail

Agenda item 95/25 General Financial Matters

Report from the RFO.

Bank balances at 12 November 2025
Current account-£16,510.25
Deposit account-£5,001.00

Bank reconciliation for quarter ended September 2025

HFSP CASHBOOK 2025-26									
Date	Details	Receipt	Payment	Classification	Add to Asset Register	VAT	VAT Number	Running balance	
01/07/2025	Balance brought forward	8749.63							8749.63
09/07/2025	Treiber M TP86	18.00		Adverts					8767.63
15/07/2025	Alan Davies T/A Lockrite TP85	120.00		Adverts					8887.63
23/07/2025	Oak Tree TP81	210.00		Adverts					9097.63
29/07/2025	A M Drew Clerk's July salary		552.21	Clerk					8545.42
29/07/2025	Gwent web design INV 1208		144.00	Website & IT		20.00%	904162553		8401.42
29/07/2025	Barrington Print INV 14066		460.00	Parish Pump					7941.42
29/07/2025	Barrington Print INV 14209		448.00	Parish Pump					7493.42
29/07/2025	CSS Computers INV 2124		450.00	Website & IT	Yes	20.00%	904162553		7043.42
29/07/2025	HMRC PAYE		178.98	Clerk					6864.44
29/07/2025	HMRC PAYE		178.98	Clerk					6685.46
29/07/2025	A M Drew Clerk's June 2025 salary		552.21	Clerk					6133.25
31/07/2025	Service charge		6.00	Bank Charges					6127.25
05/08/2025	Margaret Brown	36.60		CW Fundraising					6163.85
06/08/2025	Mathew Newman	35.00		Adverts					6198.85
15/08/2025	Risbury village hall	40.00		CW Fundraising					6238.85
27/08/2025	National Grid wayleave	3.06		Other Income					6241.91
31/08/2025	Service Charge		6.00	Bank Charges					6235.91
01/09/2025	Margaret Brown	37.41		CW Fundraising					6273.32
01/09/2025	BT Payphones (adoption of kiosk)		1.00	BT kiosk restoration					6272.32
12/09/2025	HMRC VAT refund	1996.96		VAT Reclaim					8269.28
19/09/2025	Herefordshire Council precept pt. 2	11348.00		Precept					19617.28
25/09/2025	Barrington Print INV 14313 Aug 2025 Pump		460.00	Parish Pump					19157.28
25/09/2025	Barrington Print INV 14398 July 2025 Pump		489.00	Parish Pump					18668.28
25/09/2025	Enviroloo		100.00	Community Week		20.00%	826201263		18568.28
25/09/2025	SP Village Hall July, Sept, Nov 2025 meetings		75.00	Hire of Halls					18493.28
25/09/2025	A M Drew Clerk's Aug 2025 salary		552.01	Clerk					17941.27
25/09/2025	A M Drew Clerk's Sept 2025 salary		552.21	Clerk					17389.06
25/09/2025	PKF Littlejohn		252.00	Insurance, audit,		20.00%	440498250		17137.06
25/09/2025	SLCC		118.00	Insurance, audit,					17019.06
25/09/2025	Viking Office UK Paper		32.94	Administration		20.00%	536153357		16986.12
25/09/2025	A M Drew refund.Toner cartridge from		98.81	Administration		20.00%	250872112		16887.31
25/09/2025	A M Drew refund Printer from Cartridge		224.90	Website & IT	Yes	20.00%	250872112		16662.41
25/09/2025	HMRC PAYE Aug 2025		179.18	Clerk					16483.23
25/09/2025	HMRC PAYE Sept 2025		178.98	Clerk					16304.25
25/09/2025	Autela payroll April-July 2025		87.00	Administration		20.00%	326597472		16217.25
30/09/2025	Unity Bank Service charge		6.00	Administration					16211.25
									16211.25
Jul-Sep	Sub-totals for period (Horiz.)	13845.03	6383.41						
	Sub -totals for period (Vert)	13845.03	6383.41						
	Balance check	16211.25	OK						
	Reconciliation	OK	OK						
	Totals for financial year to date	27643.03	15352.69						

Banking reconciliation for Q2 2025-26

Opening bank balance 30 June 2025/1 July 2025

Your Account Statement



For Businesses. For Communities. For Good.

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

1046291010 | 01349

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

Date: 31/07/2025

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

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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
30/06/2025		Balance brought forward	£0.00	£0.00	£8,749.63
09/07/2025	Credit	TREIBER M	£0.00	£18.00	£8,767.63
15/07/2025	Credit	Alan Davies Trading As Lockrite Thr	£0.00	£120.00	£8,887.63
23/07/2025	Credit	OAK TRE FUN S SW	£0.00	£210.00	£9,097.63



Page number 1 of 3

Statement number 074

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For Communities.
For Good.**

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Your Account Statement



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

1050538011 | 01332

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

Date: 31/10/2025

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



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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
30/09/2025		Balance brought forward	£0.00	£0.00	£16,211.25
03/10/2025	Credit	Matthew Newman	£0.00	£35.00	£16,246.25
24/10/2025	Credit	COACH HOUSE INTERI	£0.00	£120.00	£16,366.25
30/10/2025	Credit	MGL COMMUNICATIONS	£0.00	£100.00	£16,466.25



Page number 1 of 3

Statement number 077

For Businesses.
For Communities.
For Good.

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INVESTORS IN PEOPLE
We invest in people.



1050538011 | 01332 | 00005 | 00004 |

Council should note from the two bank statements that the opening balance on 1 July 2025 is £8749.63 which is as recorded in the cash book. The closing balance on 30 September 2025 is £16,211.25 which also agrees with the cash book.

Note also that there is now a savings account with H&R Building Society. The latest statement is shown below but there have been no transactions on this account since 25 June 2025

H&R
Building Society

← Savings Accounts Summary

Humber Ford & Stoke Prior Grp Parish Council

Local Council 90 Day Notice Interest rate: 2.9 %
17011058123

Available balance **Pending balance**
£5,001.00 **£5,001.00**

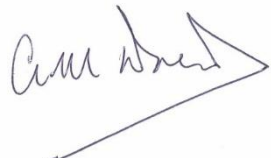
PAYMENTS
MANAGE ACCOUNT

Year

2025
▼

Date	Description	Amount	Balance
25/06/2025	Receipt	£5,000.00	£5,001.00
20/06/2025	Receipt	£1.00	£1.00

Bank Reconciliation for Quarter Ending September 2025

<p>Prepared by- Allan Drew, RFO</p> <div style="text-align: center; margin-top: 20px;">  </div>	<p>Inspected and Noted by-</p> <p>Cllr. Fowler-Wright, Chair</p> <p>Cllr. Fullwood</p> <p>19th November 2025</p>
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Income & Expenditure against budget to end of November 2025

BUDEGET MONITOR		2025-26					NOTES FOR Q2 BUDGET MONITOR 2025-26	
		OUTTURN 2024-25	BUDGET	YEAR TO DATE	FORECAST OUTTURN	VARIANCE FROM BUDGET		
1		15322.00	22696.00	22696.00	22696.00	0.00	1	As agreed at meeting 15 January 2025. Increase to create drainage reserve of £10,000
2	Pump Advertising	2487.00	2750.00	2183.00	2750.00	0.00	2	Running rate is as 2024-25. No change to outturn at this stage
3	Pump Postage	40.00	40.00	0.00	40.00	0.00	3	Nominal amount
4	INCOME Grants	6317.63	10000.00	955.00	11000.00	1000.00	4	£2376 base grant & £1188 match funded Nominated Task already agreed. Applications for drainage grant of £31000 has been made but not yet approved. Outturn now reflects a total grant of £10,000 (prudent estimate of possible grant funding based on 2024-25) plus monies received proper 2024-25 grant schme.
5	Other Income	3104.00	0.00	3.06	3.06	3.06	5	
6	VAT Reclaim	2097.15	1967.00	1996.96	1997.00	30.00	6	Received Sept. 2025
7	CW Fundraising	695.38	500.00	114.01	500.00	0.00	7	Estimate only
8	Other Projects	250.00	0.00	0.00	0.00	0.00	8	
9	TOTAL INCOME	30313.16	37953.00	27948.03	38986.06	1033.06	9	Grant receipts/spending are the main undetermined factor
EXPENDITURE								
10	Clerk	4969.68	8836.00	5849.52	8536.00	300.00	10	Based on Clerk's gross salary for 2025-26 plus arrears ~£300 for 2024-25)
11	Administration	1025.14	500.00	254.29	500.00	0.00	11	Budget in line with normal spend. (Last year £600 for L/man advert)
12	Insurance, audit, professional	1294.64	1600.00	869.50	1600.00	0.00	12	Budget increased by £300 due to sharp and unexpected rise in insurance premium
13	Website & IT	553.49	900.00	1012.42	1160.00	-260.00	13	New PC + some soft ware in readiness for W11. New printer required £187. Office 365 still to pay
14	Hire of Halls	210.00	200.00	87.00	200.00	0.00	14	On budget
15	Training and development	0.00	0.00	0.00	0.00	0.00	15	
16	Equipment	654.93	100.00	0.00	0.00	100.00	16	
17	Maintenance	0.00	50.00	0.00	0.00	50.00	17	
18	HMRC	3557.73	0.00	0.00	0.00	0.00	18	Now included with Clerk line 10
19	Other	1738.87	100.00	0.00	0.00	100.00	19	
20	DAY TO DAY EXPENDITURE	14004.48	12286.00	8072.73	11996.00	290.00	20	Day-to-day expenditure is looking well placed to outturn on or just below budget
PROJECTS								
21	War Memorial	60.00	0.00	0.00	0.00	0.00	21	Project closed
22	Parish Pump	5350.00	5100.00	3816.40	5100.00	0.00	22	Spending to date slightly lower than same time last year. Forecast held
23	Lengthsman	355.00	12300.00	900.00	12300.00	0.00	23	Budget & forecast amended in line with estimated income. No further change recommended until grant decisions are issued
24	Community Week	496.67	500.00	83.33	500.00	0.00	24	Estimate similar to 2024-25
25	Environment Project	0.00		0.00	0.00	0.00	25	No spend last year. Council to agree way forward on this project.
26	Road Safety	4958.98	5000.00	0.00	1000.00	4000.00	26	Spend of £5000 now seems unlikely and no grant funding has been applied for this year. Outturn reduced to £1,000 pending Council review
27	Welcome pack		0.00		0.00	0.00	27	Project closed
28	Trails Booklet	821.00	0.00	0.00	0.00	0.00	28	Project closed
29	BT kiosk restoration	0.00	1000.00	1.00	1000.00	0.00	29	£500 budget will not be sufficient. Increased to £1000
30	Project C	0.00	0.00	0.00	0.00	0.00	30	
31					0.00		31	
32	PROJECTS EXPENDITURE	12041.65	23900.00	4800.73	19900.00	4000.00	32	
33	Redaimable VAT on the above	1966.97	3000	237.61	3000.00	0.00	33	VAT estimate based on Lengthsman works line 23
34	TOTAL EXPENDITURE	28013.10	39186.00	13111.07	34896.00	4290.00	34	
35	SURPLUS	4267.03	1767.00	14836.96	7090.06	5323.06	35	Surplus is calculated on ex-VAT costs. Note that funds to be used to create £10,000 drainage reserve

In conclusion the financial situation appears to be developing as forecast. Discussions with Herefordshire on the drainage grant are positive and it appears that the maximum total grant of £25,000 might well be realised. The only items requiring some discussion are the Road Safety project and the Environment project

Appointment of HALC as the Council's internal auditor.

It is a statutory requirement that Council appoints an internal auditor every year. The role of this auditor is not primarily financial but rather to ensure that Council has proper control over all its business. This means, for example, checking that-

- Policies & procedures are up to date.
- Minutes properly record decisions and these decisions are acted upon.
- Insurance cover and risks are properly monitored and recorded.
- Processes such as banking, commissioning etc. are robust.

The internal auditor will complete a report (part of the AGAR pack). This report will be reviewed by Council at the Annual (May) Meeting prior to accepting any financial documents for the relevant financial year. Any non-compliances on the report require an explanation and corrective action.

Although there are no qualifications required to be an internal auditor in fact the role requires a considerable knowledge of Local Councils if it is to be undertaken properly. For this reason an officer from HALC has performed the work for the past two years and the result has been a most thorough review. This review has been very helpful to the Clerk/RFO in identifying opportunities for improvement.

It is recommended that Council appoints HALC again to carry out the internal audit in May 2026, covering the year 2025-26. The cost for this service (£250+VAT) has been included in the draft budget for 2026-27

Update to Clerk's salary following NALC announcement of revised new salary rates.

LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2024/25

This advice note was last updated on 23 October 2024.

The Local Government Association has informed us that the National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2024 to 31 March 2025. We encourage employers to implement this pay award as soon as possible.

Backpay for employees who have left employment since 1 April 2024. If an ex-employee requests it, we recommend that employers pay any monies due to that employee from 1 April 2024 to the employee's last day of employment. The table below lists the new pay scales for clerks and other employees employed under the terms of the model contract, including SCPs 50 and above. These should be retrospectively applied from 1 April 2024.

Hourly rates have been calculated using the NJC-agreed formula: annual salary divided by 52.143 weeks (which is 365 days divided by 7) divided by 37 hours (the standard working week).

* Hourly rates

	1 April 2024		Scale ranges
SCP	£ per annum	* £ per hour	Based on SCP
2	£23,656	£12.26	Below LC Scale (for staff other than clerks)
3	£24,027	£12.45	Below LC Scale (for staff other than clerks)
4	£24,404	£12.65	Below LC Scale (for staff other than clerks)
5	£24,790	£12.85	Below LC Scale (for staff other than clerks)
5	£24,790	£12.85	LC1 (below substantive range)
6	£25,183	£13.05	LC1 (below substantive range)
7	£25,584	£13.26	LC1 (substantive benchmark range)
8	£25,992	£13.47	LC1 (substantive benchmark range)
9	£26,409	£13.69	LC1 (substantive benchmark range)
10	£26,835	£13.91	LC1 (substantive benchmark range)

11	£27,269	£14.13	LC1 (substantive benchmark range)
12	£27,711	£14.36	LC1 (substantive benchmark range)
13	£28,163	£14.60	LC1 (above substantive range)
14	£28,624	£14.84	LC1 (above substantive range)
15	£29,093	£15.08	LC1 (above substantive range)
16	£29,572	£15.33	LC1 (above substantive range)
17	£30,060	£15.58	LC1 (above substantive range)
18	£30,559	£15.84	LC2 (below substantive range)
19	£31,067	£16.10	LC2 (below substantive range)
20	£31,586	£16.37	LC2 (below substantive range)
21	£32,115	£16.65	LC2 (below substantive range)
22	£32,654	£16.93	LC2 (below substantive range)
23	£33,366	£17.29	LC2 (below substantive range)
24	£34,314	£17.79	LC2 (substantive benchmark range)
25	£35,235	£18.26	LC2 (substantive benchmark range)
26	£36,124	£18.72	LC2 (substantive benchmark range)

The Clerk/RFO is paid at SCP 26, currently £18.10/hour. This award increases that rate by £0.62/hour to £18.72/hour. The award is backdated to 1 April 2024 which is 20 months or 760 hours (38 hours/month) to November 2025.

Award arrears are $760 \times 0.62 = £471.20$.

With Council agreement a salary update will be signed by the Chair and submitted to Autela for payment.

Payments made, income received since last meeting & payments for authorisation

Payments made since last meeting.					
No.	Name	Ex-VAT £	VAT £	Total £	Details
1	Barrington Print INV 14313	460.00	0.00	460.00	Aug 2025 Pump
2	Barrington Print INV 14398	489.00	0.00	489.00	July 2025 Pump
3	Enviroloo	100.00	0.00	100.00	Community Week
4	SP Village Hall	75.00	0.00	75.00	July, Sept, Nov 2025 meetings
5	A M Drew	552.01	0.00	552.01	Clerk's Aug 2025 salary
6	A M Drew	552.21	0.00	552.21	Clerk's Sept 2025 salary
7	PKF Littlejohn	210.00	42.00	252.00	External auditor's fee
8	SLCC	118.00	0.00	118.00	Clerk's membership
9	Viking Office UK	27.45	5.49	32.94	Paper
10	A M Drew refund.	82.34	16.47	98.81	Toner cartridge from Cartridge People
11	A M Drew refund	187.42	37.48	224.90	Printer from Cartridge People
12	HMRC PAYE Aug 2025	179.18	0.00	179.18	
13	HMRC PAYE Sept 2025	178.98	0.00	178.98	
14	Autela	72.50	14.50	87.00	payroll April-July 2025
15	Unity Bank Service charge	6.00	1.20	7.20	Monthly service charge
	TOTAL	3290.09	117.14	3407.23	

Income received since last meeting –			
No.	Name	Amount £	Details
1	Herefordshire Council	11348.00	Precept 2025-26 second part
2	HMRC	1996.96	VAT refund for 2024-25
3	Matthew Newman	35.00	Advert
4	Coach House International	120.00	Advert
5	MGL Communications	100.00	Advert
6	Leigh Day Office	50.00	Advert
7			
	TOTAL	13649.96	

Payments for Authorisation					
No.	Name	Ex VAT £	VAT £	Total £	Details
1	A M Drew	552.21	0.00	552.21	Clerk's October 2025 salary.
2	A M Drew	552.21	0.00	552.21	Clerk's November 2025 salary (payable 25 November)
8	RVH	12.00	0.00	12.00	23 October 2025 meeting
9	Barrington Print	489.00	0.00	489.00	October 2025 Pump 360x40pp
10	Barrington Print	460.00	0.00	460.00	November 2025 Pump 360x36pp
11	Tangled Web	330.00	0.00	330.00	Support & hosting 10/25-10/26
13	HMRC PAYE	178.98	0.00	178.98	PAYE & Employers NI October 2025
14	HMRC PAYE	178.98	0.00	178.98	PAYE Employers NI November 2025
	TOTAL	2753.38	0.00	2753.38	

Council is invited to authorise payments of £2753.38+VAT as appropriate

Agenda item 96/25 Annual Business from Forward Plan 2025-26

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

- To review Council's banking arrangements and update if necessary
- To review Council's financial reserves and update if necessary:

Banking arrangements.

Council currently has two bank accounts-

- A current account with Unity Trust Bank PLC.
- A 90 days-notice deposit account with Hinckley & Rugby Building Society

The Unity Trust account was opened in 2020 and has worked very well. It meets all the requirements of the new Financial Regulations including multiple on-line authorisations. Council operates no standing orders or direct debits on this account so every payment is authorised by Council prior to payment. The only exception to this is the authority granted to the RFO by 6.5 of Financial Regulations v1.0 2025-10-22-

The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:

- any payments of up to £500 excluding VAT, within an agreed budget.*
- payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.*
- any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the RFO certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.*

Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

This delegated authority has only been used occasionally where an invoice has been late or a payment advice for HMRC has not arrived in time for a Council meeting. It is not considered necessary to alter these arrangements.

The signatories to the account are Cllrs. Fowler-Wright, Marston and Yair. Authorisation of a transaction is by any two of these signatories. The RFO thinks it would be prudent to increase the signatories by adding another two Councillors. It is recommended that Cllrs. Hinton and Fullwood are added to the list of signatories. Council should discuss and amend/agree this recommendation.

The Hinckley & Rugby deposit account has only been open for a few months and no change is considered necessary.

Review of Financial Reserves

Reserves are essentially financial allocations held against perceived risks. They stem in large part from the risk management register and cover items of risk for which there is insufficient insurance cover. ('Insufficient insurance cover' could be zero e.g. can't insure against by-elections etc.) Council has increased its reserves over the past few months as a result of the increased precept for 2025-26. Currently at end of November 2025 total reserves stand at £14,000-

2025-26 Reserves as at-	01-Apr	30-Jun	30-Sep	31-Dec	31 March 2026
By-election costs	1500.00	1500.00	1500.00		
Emergency Clerk cover	500.00	500.00	500.00		
The Lamb	2000.00	2000.00	2000.00		
Flood protection capital fund	3000.00	6500.00	10000.00		
Total	7000.00	10500.00	14000.00	0.00	0.00

Banking breakdown of total cash is-

Banking balances as at-	01-Apr	30-Jun	30-Sep	31-Dec	31 March 2026
Current account	3920.91	8749.63	16211.25		
Deposit account	0	5001	5001		
Community Week funds held	815.94	815.94	846.62	846.62	846.62
General Fund (=CA+DA-Reserves-Comm. Wk.)	-3895.03	2434.69	6365.63	0.00	

NB The negative balance at 1 April is not unusual since grant refunds due have not yet arrived and the VAT reclaim for the prior year has not yet been recovered.

In reviewing reserves Council should determine-

- Are all reserves still relevant? Any reserves no longer required should be released.
- Of the relevant reserves should the value be increased/decreased/remain the same?
- Are any new reserves required? If so how will these be funded?

It is the RFO's opinion that-

- The reserve for the Lamb Inn is no longer relevant and should be released.
- Other reserves remain adequate

Council should discuss the above and propose any changes to reserves required.

Agenda item 97/25 Setting the precept for 2026-27

Draft budget for 2025-26

The first step in setting the precept for 2026-27 is to establish a budget for 2026-27. Once the income and expenditure budgets for that year have been forecast the precept required can be established.

The timing of these activities for HFSP Council is usually as follows-

November meeting

- First draft budget for following year produced by the RFO.
- Draft budget discussed by Council and any obvious changes incorporated.
- First discussion about projects to be funded in the budget year.
- Project leads agreed

January meeting

- Revised income/expenditure statement as at end of January available.
- RFO has updated draft budget for next year with any new information.
- Project leads present their estimate of project costs and benefits. These costs/benefits are added into the draft budget.
- The precept can then be derived. (The minimum precept is that required to deliver a balanced budget with no change in reserves.)

At the January 2026 meeting Council will first finalise the 2026-27 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 2025-26 following is the draft budget and notes for 2026-27-

					2026-27	NOTES
	INCOME	OUTTURN 2024-25	FORECAST OUTTURN 2025-26	VARIANCE FROM BUDGET	FORECAST (DRAFT) BUDGET	
1	Precept	15322.00	22696.00	0.00		
2	Pump Advertising	2737.00	2750.00	0.00	2750.00	Hold at 2025-26 level
3	Pump Postage	40.00	40.00	0.00	40.00	Nominal. Maintain at 25-26 level
4	Lengthsman Grants	6317.63	11000.00	1000.00	3564.00	Now split out to be Lengthsman only
5	Drainage Grants				16436.00	Apply for maximum grant after PROW & L/man (Grants capped at £25,000 total)
6	PROW Grants				5000.00	Cost of materials & labour for bridges, stiles & gates.
7	Other Income	3104.00	3.06	3.06	0.00	
8	VAT Reclaim	2097.15	3000.00	30.00	3000.00	Aligns with prior year outturn
9	CW Fundraising	695.38	500.00	0.00	500.00	Estimate only based on previous years. Under control of CW committee.
10	Other Projects	0.00	0.00	0.00	0.00	
11	TOTAL INCOME	30313.16	38986.06	1033.06	31290.00	
EXPENDITURE						
12	Clerk	4969.68	8536.00	300.00	8840.00	Includes 2025-26 salary award(3.2%)
13	Administration	1025.14	500.00	0.00	525.00	+5% uplift for likely inflation
14	Insurance, audit, professional	1294.64	1600.00	0.00	1740.00	+5% uplift on likely inflation
15	Website & IT	553.49	1160.00	-260.00	650.00	+5% uplift on likely inflation
16	Hire of Halls	210.00	200.00	0.00	200.00	Current rates maintained
17	Training and development	0.00	0.00	0.00	250.00	New Cllr. training by HALC
18	Equipment	654.93	0.00	100.00	200.00	Nominal amount
19	Maintenance	0.00	0.00	50.00	100.00	Nominal amount
20	Other	1738.87	0.00	100.00	200.00	Remembrance Day wreath
21	DAY TO DAY EXPENDITURE	14004.48	11996.00	290.00	12705.00	Costs down mainly due to donations not being forecastable.
PROJECTS						
22	Parish Pump	5350.00	5100.00	0.00	5100.00	Maintain 2025-26 running rate
23	Lengthsman	355.00	12300.00	0.00	4752.00	Equals grant +£1188
24	Drainage				16436.00	Hold equal to grant (line 5) BUT could include Parish contribution (currently £0)
25	PROW				5000.00	Hold equal to grant (line 6)
26	Community Week	496.67	500.00	0.00	450.00	As 24-25. Under control of CW committee
27	Environment Project	0.00	0.00	0.00	1000.00	Holding position pending sponsors estimates
28	Road Safety	4958.98	1000.00	4000.00	0.00	New project lead & proposals req'd
29	BT kiosk restoration	0.00	1000.00	0.00	0.00	Completed
30	Project A	0.00	0.00	0.00	0.00	TBA
31	Project B	0.00	0.00	0.00	0.00	TBA
32	PROJECTS EXPENDITURE	12041.65	19900.00	4000.00	32738.00	
33	Reclaimable VAT on the above	1966.966	3000.00	0.00	4500.00	Assumed VAT is roughly 10% of total ex-VAT expenditure
33	TOTAL EXPENDITURE	28013.10	34896.00	4290.00	49943.00	
34	Surplus	4267.03	7090.1	5323.06	-14153.00	Surplus has been calculated ex-VAT

Important points to note for this forecast

Lines 4, 5 & 6 The 'Grants' line of previous years has been split into three -Lengthsman, Drainage and PROW - to reflect the independence of these grant providers. However, grants in total are capped at £25,000 so lines 4, 5 & 6 cannot add up to more than £25,000.

Line 12 Clerk – now includes Clerk's after-tax salary, PAYE tax & employers NI

Line 23 equals line 4+ £1188 (£1888 as Council contribution to the Nominated Task).

Lines 27 & 28 Environment and Road Safety are projects which can be adjusted following sponsor input.

Line 28 – BT Kiosk – should be completed by March 2026. If not the residual budget from 2025-26 will be carried forward.

Line 30 & 31 are placeholders should any new projects arise.

Draft Precept

As this draft budget stands the minimum precept required is £18,653. This is some £4,000 lower than last year and reflects the position that the £10,000 reserve has not been breached. Should spending from this reserve take place (see Lengthsman agenda item 98/25) then Council may wish to consider adjusting the precept to bring the reserve back to £10,000

Agenda item 98/25 Drainage, Lengthsman & PROW

Drainage.

The drainage grant application was submitted on 27 September and also circulated to Councillors. The full application was for £31,215. Given the limit for grant funding is £25,000 a note was added stating that the Parish would discuss funding the extra £6215. However, the Clerk had not realised that the £25,000 cap had to include all grant funding such as Lengthsman and PROW. The Council had already received £3564 in Lengthsman grants so the maximum allowable for drainage would be £25000-£3564=£21436.

The Herefordshire drainage team also advised that three of the items on the application were not covered by the grant. These items are-

- Ref. 02 Investigate & repair blocked cross road drain on C1110 near Butterfield. This drain takes water from the ditch (ref. 01) and is blocked so causing ditch to overflow on to highway then into properties to north side of highway.
Cost £640
- Ref.07 Install a water depth gauge at a suitable (low) point on the C1112 close to Ford Bridge/A49 junction. This area – adjacent to the River Lugg - floods regularly to a depth which can be as much as 3m. Vehicles have been stranded by assuming the water is much shallower than it is. Advice and permission from Highways Department will be required. Cost £955
- Ref 08 Suck out drains down Risbury main street (C1110), all are full of silt Suck out drains on C1110 & C1112 into village centre Suck out drains in The Heath area (see project 04). Cost £3,000

The drainage team suggested that items 02 & 08 should be referred to Balfour Beatty and item 07 to the flooding team. This has been done and responses are awaited.

On a more positive note correspondence with the team suggests that the other projects qualify for funding up to the cap. Email (part) from drainage team follows-

*This means to maximum you could claim under drainage would be £21,436, provided you put in no further claims. **We can potentially grant this for the works you've applied for that meet the rules**, but we need to know which projects would be completed with the funding for our records. If this funding was allocated to the large project (ref9), only £1236 of funding would remain*

The Clerk has now amended the application as follows-

- Removed the three non-qualifying items from the drainage grant application so reducing the grant request by £4595 to £26,620. The revised application has been re-submitted to the drainage team.
- Progressed these three items independently with the other agencies (but with no certainty of success).

With the maximum grant available being £21,436 then Council could decide to fund the difference of £5185. This is broadly similar to the initial position/understanding when the grant application was submitted, where Council would fund the difference between the application (£31,215) and the grant (£25,000) which is £6215.

If the above route is taken it would absorb just over half the current reserve for drainage. The reserve could be restored to £10,000 at the precept setting stage for 2026-27.

Timing is increasingly important with the contractor having progressively less time to complete the work by the 31 March 2026 deadline. Given the positive indications in the email above the Clerk believes that Council should now authorise the start of work on the program whilst awaiting full agreement on the grant.

Lower value works should start first, with the large project at The Heath left, until the funding position is clearly established.

Council should discuss the above suggestions and agree the best way forward.

Lengthsman & PROW

The Lengthsman was instructed to start work on both the Annual Maintenance Plan and the PROW improvement work on 21 July 2025. The Clerk has requested an update on both works orders but nothing has been received so far. A verbal update will be given at the meeting.

SP1 and possible legal proceedings under section 56 of Highways Act 1980

The Clerk has been able to secure a meeting with Leigh Whitehouse who has overall responsibility for Herefordshire PROWs. A site meeting has been arranged for Tuesday 18 November and an update will be given at the Council meeting on 19th November.