
Humber, Ford & Stoke Prior Group Parish Council

Draft Minutes

of the ordinary Meeting of the Group Parish Council on Wednesday 21st January 2026 at 7.30pm in Stoke Prior Village Hall

Present:	Cllr. Hugh Fowler-Wright (Chairman)
Cllr. Ken Bemand	Cllr. Rob Pugh
Cllr. Chris Marston	Cllr. Janette Fullwood
Cllr. Linda Taylor (after item 4/26)	Cllr. James Hinton
Cllr. Clare Harris	Cllr. Tim Yair
Cllr. Richard Thomas	

Ward Cllr. Bruce Baker

Clerk & RFO: Allan Drew

No members of the public attended.

1/26 Apologies for absence

Apologies were received from Cllr. Sarah Sneyd

2/26 Declarations of interests and dispensations

None received

3/26 Minutes of previous meetings

The draft minutes of the meeting held on 19 November 2025 were approved and signed by the Chair

4/26 Vacancy arising from resignation of Cllr. Anne Grace

An application to join the Council by co-option had been received from Ms Linda Taylor. The Clerk had confirmed that Ms Taylor was legally qualified to stand. Cllrs. had received the application information in advance of the meeting. A vote was taken and Ms Taylor received a unanimous vote in her favour. She then signed her Acceptance of Office and joined the Council immediately. The Clerk gave her a blank Declaration of Interests form and asked that it be returned within 28 days. (The form was completed promptly and sent to the Herefordshire Council Governance team).

5/26 Chairman's announcements

To note: any announcements from the Chairman.

None

6/26 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.

No members of the public present.

7/26 District Councillor's report

Cllr. Baker reported that-

- 100 miles of highway had been re-surfaced. Following negative comments from Council about the condition of the C1112 through the village, Cllr. Baker undertook to report the problem to Balfour Beatty.
- The funding granted from Central Government to build a new school for disabled/special needs children had now been withdrawn.
- The financial settlement from Central Government is again causing concern. Rural areas will receive 40% less funding/head than received by urban areas now that the rural grant funding has ended. As a result Council Tax will rise again by 4.99% in 2026/27. There will be a full Council meeting on 13 February to discuss and hopefully agree the 2026/27 budget.
- M Group has been awarded the Public Realm Contract and will take over BB responsibilities in June 2026. Cllr. Hinton commented that he hoped the quality of the white paint used to mark highway defects would be improved. The BB paint wears off so all record of a marked pothole disappears!
- Cllr. Baker and his colleagues are facing calls for a ban on trail hunting. Trail hunting is controversial and campaigners against believe that it is a cover for hunting wild animals (banned in 2005). However,

Cllrs. believe that trail hunting brings considerable revenues into the County and that it should be possible to make it work as the law intended rather than ban it altogether.

- The most recent OFSTED report rates Children's Services as "Good" – quite an improvement since 2022 when the service was rated "inadequate" in all areas. The leadership in the service was rated as "Outstanding".
- From April 1 all Council car parks will allow 30 minutes of free parking. However, outside free periods charges will rise between 8-10%.

Cllr. Hinton asked about the present cost of the bypass and Cllr. Baker replied that the topic would be fully aired and agreed at the 13 February budget meeting. (Clerk's note: The Cabinet meeting on 18 December 2025 agreed to implement measures to secure land purchases for the bypass.)

8/26 Planning Committee and planning applications update

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

Ford & Stoke Prior

No new applications

Humber

No new applications

(b) To note: updates on current planning applications

Ford & Stoke Prior

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.

253107 Old Pentwyn Risbury HR6 0NH Application for a Lawful Development Certificate for a rear second storey extension. **Approved**

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. **Approved with Conditions**

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. **Approved with Conditions**

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**

There was very limited discussion – little had changed since the November meeting. However, Council was pleased to note that the decision on New Pentwyn (252986) reflected its consultation response.

9/26 Pump advertising

To receive: a proposal to modify advertising rates and sizes

Ms Matilda Swabey, the new advertising manager for The Pump, has proposals to improve the appeal and revenues of Pump advertising. She was not able to be present in person but had produced a short paper describing her proposals as follows-

The Pump Magazine Proposed Changes January 2026

Following a review of 7 other local parish magazines the following changes are proposed:

1. A reduction in the advertising rates to bring them more in line with other, similar magazines

- Increase the number of advertising pages from 9 to 10 with a maximum of 14 pages. Again, this seems to be the norm and will cover the reduction in rates without overwhelming the content.
- A double issue in July/Aug as well as Dec/Jan - this seems to be normal elsewhere and will give the editorial team a break. But a plan is needed for Community Week and the Risbury Show.
- Including an 1/8 page advert in the offer to encourage small and start-up businesses. I would like to use the advertising to provide a useful directory of local services and will actively seek out a wide variety of local advertisers. This smaller cheaper ad is all that's needed for many advertisers.
- Reducing the weight of the paper used for the cover to potentially reduce cost but definitely reduce waste.

New Rates

	No /page	New Rate	Revenue/page	9 Pages	10 Pages	14 pages
Eighth Page	8	£50	£400	£3,600	£4,000	£5,600
Quarter Page	4	£75	£300	£2,700	£3,000	£4,200
Half Page	2	£150	£300	£2,700	£3,000	£4,200
Full Page	1	£400	£400	£3,600	£4,000	£5,600
			Average	£3,150	£3,500	£4,900

The target for advertising revenue is £2500 to cover 50% of current print cost

Previously Published Rates

	No /page	Old Rate	Revenue/page	9 Pages
Quarter Page	4	£120	£480	£4,320
Half Page	2	£210	£420	£3,780
Full Page	1	£400	£400	£3,600
			Average	£3,900

Previous annual advertising revenues in 2024 was £3182, and 2025 was £2968

The Chair outlined the new proposals and complimented Ms Swabey on presenting an innovative approach to Pump advertising.

To consider: agreement of Pump advertising proposals

Council was pleased to receive the proposals and after some discussion the following decisions were made-

- A reduction in the advertising rates to bring them more in line with other, similar magazines
It was agreed that new lower advertising rates could be fixed.
- Increase the number of advertising pages from 9 to 10 with a maximum of 14 pages. Again, this seems to be the norm and will cover the reduction in rates without overwhelming the content.
It was agreed that the number of advertising pages could rise but to a maximum of 14, to avoid dominating the magazine.
- A double issue in July/Aug as well as Dec/Jan - this seems to be normal elsewhere and will give the editorial team a break. But a plan is needed for Community Week and the Risbury Show.
The double issue during the summer was not agreed.
- Including an 1/8 page ad in the offer to encourage small and start-up businesses. I would like to use the advertising to provide a useful directory of local services and will actively seek out a wide variety of local advertisers. This smaller cheaper ad is all that's needed for many advertisers.
1/8 page adverts were agreed.
- Reducing the weight of the paper used for the cover to potentially reduce cost but definitely reduce waste.
This was agreed and the quality of paper for the entire magazine should be reduced not just the cover.

10/26 General Financial Matters

Report from the RFO.

Bank balances at 12 January 2026

Current account-£13,760.87

Deposit account-£5,066.40

To receive: Q3 bank reconciliation

Quarter 3 Banking reconciliation December 2025

<u>HFSP CASHBOOK 2025-26</u>						
Date	Details	Receipt	Payment	Classification	VAT	Running Balance
01/10/2021	Balance brought fwd	16211.25				16211.25
03/10/2025	Matthew Newman	35.00		Adverts		16246.25
24/10/2025	Coach House International	120.00		Adverts		16366.25
30/10/2025	MGL Communications	100.00		Adverts		16466.25
31-Oct	Unity Bank		6.00	Bank Charges		16460.25
05/11/2025	Leigh Day Office	50.00		Adverts		16510.25
20/11/2025	A M Drew Oct 2025 salary		552.21	Clerk		15958.04
20/11/2025	A M Drew Nov 2025 salary		552.21	Clerk		15405.83
20/11/2025	RVH		12.00	Hire of Halls		15393.83
20/11/2025	Barrington Print INV-14533		489.00	Parish Pump		14904.83
20/11/2025	Barrington Print INV- 14624		460.00	Parish Pump	0.00%	14444.83
20/11/2025	Tangled Web 2461		330.00	Website & IT		14114.83
20/11/2025	HMRC PAYE Oct 2025		178.98	Clerk		13935.85
20/11/2025	HMRC PAYE Nov 2025		178.98	Clerk	0.00%	13756.87
30/11/2025	Unity Bank		6.00	Bank Charges	0.00%	13750.87
31/12/2025	Unity Bank		6.00	Bank Charges	0.00%	13744.87
Oct-Dec	Sub-totals for period (Horiz.)	305.00	2771.38			
	Sub -totals for period (Vert)	305.00	2771.38			
	Balance check	13744.87	OK			
	Reconciliation	OK	OK			
	Totals for financial year to date	27948.03	18124.07			

Your Account Statement



For Businesses. For Communities. For Good.

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



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
30/09/2025		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

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Statement number 077

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To receive:

Your Account Statement



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

1052404313 | 000370

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

Date: 31/12/2025

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

Swift Code (BIC): NWBKGB2L
IBAN Number: GB93NWBK60023571418024

Sort Code: 608301
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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

1052404313 | 000370 | 000001 | 000003 |

Contact Us

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



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

Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
30/11/2025		Balance brought forward	£0.00	£0.00	£14,303.08
05/12/2025	Faster Payment Debit	B/P to: A M Drew	£552.21	£0.00	£13,750.87
31/12/2025	Fee	Service Charge	£6.00	£0.00	£13,744.87

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Statement number 079

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budget



Account Overview

Your Business or Charity Savings Accounts

Humber Ford & Stoke Prior Grp Parish Council

[View Account](#)

Local Council 90 Day Notice
17011058123

Pending Balance
£5,066.40

Bank Reconciliation for Quarter Ending December 2025

Prepared by- Allan Drew, RFO

Inspected and Noted by

Cllr. Fowler-Wright, Chair

Cllr. Hinton

21st January 2026

To receive: budget monitoring report for period 10 (January 2026)

BUDGET MONITOR			2025-26				NOTES FOR Q3 BUDGET MONITOR 2025-26	
		OUTTURN 2024-25	BUDGET	YEAR TO DATE	FORECAST OUTTURN	VARIANCE FROM BUDGET		PLEASE NOTE THAT THIS RETURN INCLUDES THE PAYMENTS TO BE MADE FOR JANUARY 2026
1	Precept	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	Grants	6317.63	25000.00	955.00	25955.00	955.00	4	£25,000 max grant approved by Herefordshire. £955 is grant refund received for 2024-25 Lengthsman work.
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	130.01	150.00	-350.00	7	Budget reduced from £500 to £150 based on current running rate
8	Other Projects	250.00	0.00	0.00	0.00	0.00	8	
9	TOTAL INCOME	30313.16	52953.00	27964.03	53591.06	638.06	9	Income significantly increased by confirmation of £25,000 grant for Herefordshire
EXPENDITURE								
10	Clerk	4969.68	8836.00	7895.06	9200.00	-364.00	10	Arrears were £471 not £300. Plus employers NI of £41
11	Administration	1025.14	500.00	338.79	400.00	100.00	11	Budget reduced to £400 in line with current spending.
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	1012.00	-112.00	13	New PC + some software in readiness for W11. New printer required £187. Office 365 still to pay. Outturn changed to year to date spend.
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	10202.77	12412.00	-126.00	20	Day-to-day expenditure now looks to be slightly above budget (by £126)
PROJECTS								
21	War Memorial	60.00	0.00	0.00	0.00	0.00	21	Project closed
22	Parish Pump	5350.00	5100.00	4335.10	5100.00	0.00	22	Spending to date slightly lower than same time last year. Forecast held
23	Lengthsman	355.00	34000.00	900.00	34284.00	-284.00	23	Forecast is grant received (line 4 - £25,000) plus Parish expenditure of £6584 + £2,700 (PROW) = £34,284
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	0.00	5000.00	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. Spend in 2025-26 now seems unlikely
27	Welcome pack		0.00		0.00	0.00	27	Project closed
28	Trail's 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	45600.00	5319.43	40884.00	4716.00	32	Significantly under budget due to underspend on Road Safety project
33	Reclaimable VAT on the above	1966.97	6000	252.11	5300.00	700.00	33	VAT estimate based on 10% of ex-VAT expenditure
34	TOTAL EXPENDITURE	28013.10	63886.00	15774.31	58596.00	5290.00	34	
35	SURPLUS	4267.03	-10933.00	12189.72	-5004.94	5928.06	35	Note that funds of £5001 transferred to deposit account to create £10,000 drainage reserve

The RFO summarised the key points in the document as follows-

- **LINE 9** Income has been boosted by confirmation of £25,000 grant funding. Work must be completed by 31 March 2026
- **LINE 20** Day-to-day expenditure remains broadly on budget with a small overspend now forecast
- **LINE 32** Project expenditure has increased significantly on line 23 (Lengthsman) due to grants but line 26 (Road Safety) is much reduced. Overall an underspend of nearly £5000 is expected on projects.
- **LINE 35** The £5,004.94 projected trading deficit (line 35) is due to the transfer of funds (£5,001) to the deposit account. The above statement refers only to the current account.

in the coming year. Note that following discussion around flooding & drainage Council resolved that the minimum precept of £16188 should be increased to last year's level due to new projects arising (see below)

To resolve: finalise the precept for 2026-27.

Now that the draft budget is agreed in principle the precept can be determined. The minimum size of the precept is that number necessary to make income equal to expenditure. From the draft budget presented the precept is-

Income (2026-27) minus	Expenditure (2026-27)	=	Minimum Precept
£33590	£49778	=	£16188

The RFO presented a number of options to Council and there was discussion around these options. However, Council resolved that the precept should remain at 2026-26 levels on a cost/household basis. This decision maintained the funding stream for the drive on drainage improvement and work carried out so far showed there were still problems to resolve in 2026-27. New projects to arise in 2026-27 which can underpin the continuation of the precept at this level include- re-laying the underground pipe at Wheelbarrow Castle which has been installed with the exit higher than the entry so reducing the flow considerably (Estimate £3,000): supplementing work on C1110 between Sunnybank farm and Hollywall Croft where the recently cleared ditch appears to have no exit pipe. Provision of a pipe to route surface water into the Humber Brook (Estimate £5,000)

The 2025-26 cost/household (Band D equivalent) was £75.46/household. The number of Band D households had increased to 313.46 so the precept on this basis is 313.46 x £75.46 = £23,655. Council resolved that the RFO should submit this requirement to Herefordshire Council. The RFO will also adjust the draft budget to reflect the continued funding stream available which will only affect line 24 (Drainage) which rises by £7467 to £23,903 and results in a precept requirement of £23,655

To consider: donation of BBQ to Parish Village Halls

The Clerk explained that the Council owned a gas BBQ but made no direct use of it. The main users were the village halls and, once a year, Community Week. He proposed to Council that the BBQ should be donated to one of the village halls on the basis that the other organisations had access to the machine when required.

The BBQ was purchased in 2019 at a cost of £216. Using HMRC depreciation rates of 18% per year the current value is around £65.

Transferring ownership in this way would mean that the halls and other organisations can use the BBQ as they see best without having to seek permission from the Council, which does not use the machine anyway.

Council agreed such an ownership transfer, by donation, was a good way forward and the Clerk was instructed to progress discussions with the parties involved.

To receive: update on Unity Bank charges

Council to note that Unity Trust Bank has advised that their monthly charge will rise from £6/month to £7/month with effect from 1 February 2026. Other charges are also rising but these are for services Council very rarely if ever uses. It is recommended that Council accepts this increase. Council resolved that the increase should be paid.

To consider: payments made & for authorisation, income received

Payments made since last meeting.					
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)
3	RVH	12.00	0.00	12.00	23 October 2025 meeting
4	Barrington Print	489.00	0.00	489.00	October 2025 Pump 360x40pp
5	Barrington Print	460.00	0.00	460.00	November 2025 Pump 360x36pp
6	Tangled Web	330.00	0.00	330.00	Support & hosting 10/25-10/26
7	HMRC PAYE	178.98	0.00	178.98	PAYE & Employers NI October 2025
8	HMRC PAYE	178.98	0.00	178.98	PAYE Employers NI November 2025
	TOTAL	2753.38	0.00	2753.38	

Income received since last meeting –			
No.	Name	Amount £	Details
1	H&R Building Society	65.40	6 month's interest payment
2	RVH	16.00	Community Week income
	Total	81.40	

Payments for Authorisation					
No.	Name	Ex VAT £	VAT £	Total £	Details
1	A M Drew	552.21	0.00	552.21	December 2025 salary
2	A M Drew	929.17	0.00	929.17	January 2026 salary + arrears (Estimated)
3	Barrington Print	489.00	0.00	489.00	December 2025 Pump 360 copies, 40 pages
4	Autela	72.50	14.50	87.00	Payroll charges August - December 2025
5	Ms Linda Taylor	29.10	0.60	29.70	Refund for Pump expenses
6	HMRC	178.98	0.00	178.98	December 2025 PAYE
7	HMRC	385.18	0.00	385.18	January 2026 PAYE & employers NI (Estimated)
			0.00	0.00	
	TOTAL	2636.14	15.10	2651.24	

Council resolved that the above payments should be made.

The Clerk's January 2026 payment and associated HMRC payment had been estimated due to a mistake by Autela in calculating salary arrears. This mistake was registered with Autela but they were not able to issue a corrected salary advice until 3 February, so the above payments were made. When the revised salary/HMRC information did arrive there was some discrepancy with the above numbers-

	Estimated	Calculated by Autela	Difference
January 2026 Salary	929.17	968.16	+38.99
January 2026 HMRC	386.18	361.20	-24.98

These differences will be corrected in the next round of payments.

11/26 Lengthsman, Drainage & PROW

To receive: update on grant funded activities

The Clerk provided the following update on grant funded activities-

Project reference Number	Brief Details	Labour cost estimate	Non labour cost estimate	Total cost estimate	Funded by HFC	Grant funding	Parish Funding required	Notes
01	Clear ditch along south side of C1110 for a length of 200m	350	280	630			630	
02	Ditch exists but has not been maintained for many years. Saplings and overgrowth to be removed and ditch cleared.	840	1260	2100	Y	1050	1050	Nominated Task
03	Silt trap at The Heath	840	1140	1980	Y	1900	80	Expenditure to be transferred to project 04
04	New drain from The Heath to Humber Brook	6000	14200	20200	Y	18476	1724	
05	Mtce. work @ Wheelbarrow Castle	350	300	650			650	
	Gully sucking various locations		2250	2250			2250	
06	New drain exit on C1112	350	710	1060	Y	1060	0	
07	Prill improvements close to The Bury		200	200			200	Agreed 19 November meeting. Work completed
	Total drainage funding required	8730	20340	29070		22486	6584	

This table also shows how the Parish contribution of £6584 has been allocated. However, after these papers were distributed the Lengthsman stated that his measurement of the route was actually 300m rather than the 240m on which the original quote was based. (The landowner had asked that the most direct route from the start point not be taken due to an intervening feature). As a result the route length has somewhat increased and the price advised has risen by £3564. The Clerk remains in discussion with the Lengthsman about the actual cost of this route length increase.

Consent from 2 of 3 landowners achieved. Third landowner given verbal consent so far.

Note also that project 03 has been incorporated into this project (04) since the silt trap is required where the new drain starts rather than where the old soakaway is positioned. Funding for project 03 will be transferred and will fund the separator.

There was Council agreement that The Heath project should be the top priority for 2025-26. If necessary the Council's own drainage work could be delayed to ensure that the grant funded work goes ahead.

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

Cllr. Thomas reported that he had had a very useful discussion with Crispin Abel of Herefordshire PROW. Cllr Pugh was also involved in the discussion-

We looked at the bridge on our farm (Risbury Court)

Rough location:

//drummers.octopus.jigging

This bridge will be replaced, as previously discussed. Crispin can do it, with my help, so a fairly easy fix.

Next we looked at the bridge on the ground at Risbury Mill, over the Humber Brook.

Rough location:

//irritable.digital.oblige

This one is a longer span, but because it has a steel RSJ under carriage, it can be refurbished by Crispin. I think he will need some help and Anna has granted permission to access the bridge from the southern side, via the orchard. I suggest that we either use the lengthsman, or possibly me, assuming that I can make time to help.

Then we went to Marston and looked at the footpath bridge that was washed away last winter. It is in good condition, but needs re-siting.

Rough location:

//turkey.massive.sunbeam

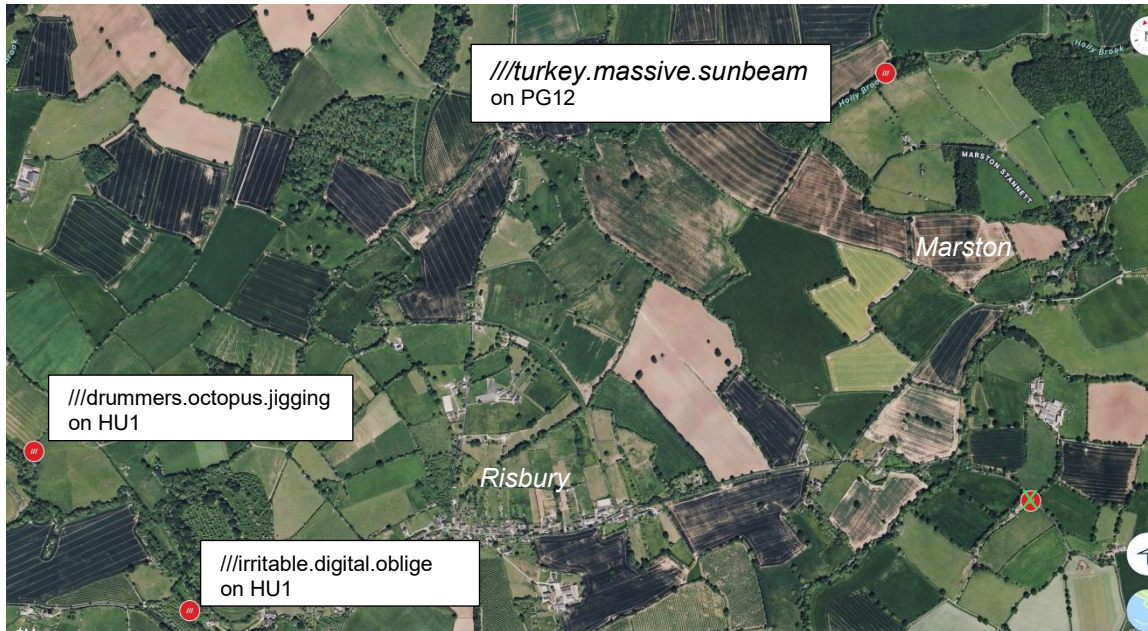
Rob will correct me if I'm wrong on that location!

Rob will liaise with Roger Thomas from Lower Buckland and will help to move the bridge back to where it needs to be. Can we request that the lengthsman assists with this bridge. Crispin has suggested that we need to install a concrete plinth at each end to fix the bridge to. This will need to be done in the spring/ summer, when it is much drier.

Then we went down to the often debated bridleway bridge / culvert that lies between Sheepcote and Tim Parry's field. Crispin will return there and get an actual GPS location as to where the permitted ROW should specifically be and we can then act on it, depending with whom the responsibility lies.

Lastly we discussed 3 broken stiles on Rob's land that need replacing, which Rob has agreed to do. We also looked at the stile that is north of Anna's bridge and Anna and I will liaise to replace it with a gate. All of these are on HU1.

The Council will supply all materials.



The Clerk has plotted these locations on a map for information to Council-

If all the above projects can be delivered they will make a significant difference to the quality and accessibility of the Parish's PROW network.

12/26 Parish Council Charter

To receive: Current version of the Parish Council Charter

The Clerk reported that Councils had been asked to sign up to the new Parish Council Charter. The Charter provides a mechanism for better working between Herefordshire and Parish Councils. Notably it includes a dispute resolution mechanism. The Charter is owned jointly by Herefordshire and the Parishes but to ensure that the latest version is in use it is best to access the Charter through the link to Herefordshire's website [A Charter for Herefordshire's Councils 2025](#)

To consider: adoption of the Charter by HFSP GPC

After a short discussion Council agreed to adopt the Charter.

13/26 Current projects

To receive: updates on current projects

Stoke Prior K6 kiosk refurbishment

Cllr Fowler-Wright reported that due to the weather progress had been very slow but the contractor had at least picked up the frames which has survived the removal process. He would spray these and then complete the kiosk at some opportune time as the weather improves.

Traffic Management Plan

Cllrs. Sneyd & Marston. Cllr. Marston reported that a meeting due for the 9 December had to be postponed due to lack of a meeting room. However, that meeting has been re-arranged for 29 January. Cllr. Marston felt that some past issues should be re-visited since there might have been some deterioration. Parking at Stoke Prior school was an example and a meeting with the Chair of Governors might be appropriate. It was also reported that cameras would be installed at Queenswood (A49) in the near future.

Environment/emergency plan Cllrs. Yair & Hinton reported that the Emergency Plan had now been loaded onto the Parish website [Emergency-Plan-v6.2-public-1.pdf](#). A fair amount of the information is classed as personal data so there are many entries not available to the casual reader. However, on “need to know” basis that information is held by a few designated individuals.

14/26 Matters for discussion at the next meeting

The Forward Plan contains the following items for discussion at the next meeting-

- Assets
- Risk register
- Insurance policy cover.
- Meeting dates for coming year.
- Stoke Prior school update from Headteacher. (NB Due to a prior engagement Mr Lewis will have to re-schedule this item)

Date of next meeting

To note: the next scheduled meeting will be on Wednesday 18th March 2026 at 7.30pm in Risbury village hall

The meeting closed at 9.42pm