



ORDINARY MEETING
7.30pm 15th JULY 2026
RISBURY VILLAGE HALL

MEETING PAPERS

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Humber, Ford & Stoke Prior Group Parish Council

Chairman:
Cllr. Hugh Fowler-Wright
The Cider Mill
Humber
Herefordshire HR6 0NE

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

email chairman@hfspgroupparishcouncil.gov.uk

 01885 400712
email clerk@hfspgroupparishcouncil.gov.uk

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

**Wednesday 15th July 2026 at 7.30pm
in Risbury Village Hall**

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

8th July 2026
Council

Allan Drew, Clerk to the

AGENDA

48/26 Apologies for absence

To receive: any apologies for absence.

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

49/26 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.

50/26 Minutes of previous meetings

To approve: draft minutes of the meeting held on 20 May 2026.

51/26 Stoke Prior school

To receive: report from Mr. Lucas, Headteacher, Stoke Prior school, on current school topics of interest.

52/26 Chairman's announcements

To note: any announcements from the Chairman.

53/26 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.

54/26 District Councillor's report

To receive: a report from Ward Councillor Bruce Baker.

55/26 Planning Committee and planning applications update

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

261006 The Lamb Inn, Stoke Prior HR6 0NB

Installation of an external fire escape staircase and railing, and a lorry body used for food storage (retrospective)

261435 Fir Tree Cottage, Stoke Prior HR6 0LH

Application for approval of details reserved by conditions 2, 3, 4 & 5 of Listed Building Consent 260239.
Comments not required

Humber

No new applications

(b) To note: updates on current planning applications

Ford & Stoke Prior

253172 - Track north west of Highfield Cottage, Stoke Prior, HR6 0LW

Change of use of agricultural land to vehicular access lane for Highfield cottage, in substitution of the existing access. **Undecided**

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

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.

Determination made, but no decision on file

193259 New House Farm Risbury HR6 0NQ. Pending S106 agreement. Outline planning for proposed housing development on land at New House Farm.

Undecided

(c) S 106 obligations and payments

To receive: A paper from the Clerk outlining S106 operation and its operation in Herefordshire

56/26 Annual Business for 2026-27

To consider & resolve: membership of Committees and other organisations

To consider: any amendments to Standing Orders.

To consider & resolve: roles of Councillors.

To consider: any amendments to non-GDPR Policies

57/26 General Financial Matters

To receive: Qtr. 1 bank reconciliation

To receive: amended budget monitoring and budget statement to end of July 2026.

To consider: adopting the new HMRC mileage rate

To consider: replacement of waste bin o/s Stoke Prior Hall

To receive: update from the Clerk on replacement defibrillator for Risbury

To consider: payments for authorisation

58/26 Lengthsman, Drainage & PROW

To receive: update on grant funded activities

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

To consider: appointment of PROW maintenance officer

59/26 Update on Parish Council Summit of 14th July 2026

To receive: verbal update from the Clerk on topics of interest discussed at the Summit

60/26 Current projects

To receive: updates on current projects

Stoke Prior K6 kiosk refurbishment

Traffic Management Plan

Environment/emergency plan

Cllr. Fowler-Wright

Cllrs. Sneyd & Marston

Cllrs. Yair & Hinton

61/26 Matters for discussion at the next meeting

Date of next meeting

To note: the next scheduled meeting will be on Wednesday 16th September 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 ordinary Meeting of the Group Parish Council on Wednesday 20th May 2026 at 7.30pm in Risbury Village Hall

Present:

Cllr. Ken Bemand

Cllr. Chris Marston

Cllr. Linda Taylor

Cllr. Clare Harris

Cllr. Hugh Fowler-Wright (Chairman)

Cllr. Rob Pugh

Cllr. James Hinton

Ward Cllr. Bruce Baker

Clerk & RFO: Allan Drew

No members of the public attended.

First business

29/26 Election of Chairman

Cllr. Fowler-Wright was nominated and seconded. There were no other nominations and Cllr. Fowler-Wright was unanimously elected as Chair for 2026-27. He then signed the Declaration of Acceptance of Office.

30/26 Election of vice-chairman

Cllr. Hinton was nominated and seconded for the position of vice-Chair. There were no other nominations and Cllr. Hinton was duly elected, unanimously.

31/26 Apologies for absence

Apologies for absence were received from Cllr. Tim Yair, Cllr. Janette Fullwood and Cllr. Richard Thomas. Cllr. Sneyd has a dispensation for non-attendance until September 2026

32/26 Declaration of interests and dispensations

None received

33/26 Minutes of the last meeting

The draft minutes of the Ordinary Meeting held on 18th March 2026 received no comments and were signed by the Chair as an accurate record of the meeting.

34/26 Chairman's Announcements

The Chair updated the meeting with the current position on refurbishment of the Stoke Prior phone kiosk. There had been medical issues with the contractor but assurances had been given that the kiosk would be completed in the near future.

The Clerk reported that the Risbury defibrillator was now obsolete and there were no batteries nor pads available. There was no option but to replace the device which was now 10 years old. Replacement cost could be as high as £1000 but there were organisations prepared to provide public bodies with defibrillators free of charge. Cllr. Taylor offered to assist the Clerk in finding a cost-effective replacement machine.

35/26 Public participation

No members of the public were present

Annual business – previous year

36/26 Annual reports 2025-26

- a) *To receive*: a report from the past-Chairman.

The number of Planning Applications in our group parish post Covid remains reduced and several existing ones are still held back by phosphate issues and/or slow decision making by the County Planners. Economic challenges to ordinary households, political machinations and world events have surely deterred many from submitting. However, the Government's substantial housing target for the County, which lacks a Core Strategy able to facilitate this number, means that until at least January 2028 HF&SP is particularly vulnerable to speculative developers expecting little planning resistance.

The re-opening of The Lamb is a very positive statement of desire by the community for this Community Asset. So I thank Mike and Kieran Wyldes along with the many locals who have helped, and continue to help, in practical ways, as well as now patronising the pub.

The decommissioned BT Kiosk outside The Lamb has been acquired by the GPC and is destined to be repurposed as a DeFibrillator site. Thank you to Mike Hayward and all who are helping with this.

The parish website continues to evolve and improve to not only better serve the community but also to be compliant with Government accessibility criteria.

The Transport Safety Group has proved a valuable advocate when dealing with road maintenance, traffic enforcement and neighbouring parish councils. In particular Cllrs Anne Grace and Chris Marston must take the credit. Anne Grace has resigned from the GPC so I thank her for her time and achievements especially with the TSG. There is stiff competition for resources and attention when dealing with road related matters so we must continue to collect traffic data as the officially recorded history of all collisions and injuries is what informs, shapes and ultimately motivates the highway and police authorities to take any meaningful action.

The Pump magazine remains a valued source of traditional format local information deftly edited by Vicky Quinn Fraser with a bevy of distributors orchestrated by Cllr Linda Taylor. Tilda Swabey has firmly taken over the advertising reins from Chris Blum and injected some fresh ideas and structure which has widened the advertising offer and strengthened the financial income stream.

The existing Emergency Plan (EP) proved to be relevant, effective and practical when Covid swept into our lives. Nevertheless data and subtleties change so it has been adroitly and diligently updated by Philip Brown. Whilst we would all rather never have to need such a thing yet we now have an enviable, fit for purpose, EP. I hope all residents have looked at it – copy on the web site – and are familiar with who their Emergency Warden is and have understood and acted upon what the EP says about preparing for an emergency.

The GPC has decided to continue to focus its finite resources on drainage and flood related issues. Work – maintenance and preventative - has been undertaken around our parishes but in particularly at The Wheelbarrow & Castle and The Heath. The substantial work at The Heath utilised the maximum available funding from Herefordshire Council and shows that with local knowledge and supportive landowners along with considerable Councillor and Clerk input much can be achieved. Nevertheless, flooding has disrupted road traffic and has caused some major property damage in Steens Bridge. GPC reserve funds have been increased and will be kept topped up to help match fund any available grants as well as drive drainage related projects such as recording and mapping the GPC drainage infrastructure.

The Lengthsman – Graham Symonds – has done much of the drainage and PROW work and I thank him for such.

Overall despite operating below an under staffed, under resourced and under funded Herefordshire Council we seek to fire fight, or more often flood fight, whatever comes our way.

I thank our Clerk Allan Drew for his administration and ability to successfully apply for the various funding, licences and permissions of landowners on numerous occasions throughout the group parishes. His role is not just paperwork and regulations but also an increasing amount of on site meetings discussing drainage, flooding and PROW issues.

Finally I end with what I said last year as it remains a key aspect of why this community functions so well viz:

It would have been good to have named all the volunteers throughout the group parish but it would be a very long list and at risk of unwittingly missing out someone – many volunteers do so quietly and often effectively unnoticed. However, it is clear that the sense of community and a good local quality of life exists and is considerably enhanced by the very many who give of their time, ability and not infrequently money to keep the many valued aspects of community life functioning if not thriving – Community Week, two Village Halls, three Churches, The Pump magazine, PROW wardens, Area Emergency Wardens etc.

Finally thank you to all my fellow Councillors - for those of you who have taken a lead on various projects or aspects of parish functioning, and of course to all of you for your selfless gift of time and contributions to meetings.

(b) To receive: a report from the Clerk

I reported in 2024-25 that the Localism agenda was moving forward and one of the most noticeable signs was the rapid increase in grant funding for Parishes to carry out works proper to Herefordshire Council but not being programmed for quite a few years now. The most obvious example was drainage (previously closely guarded by Herefordshire) where a new grant system arrived capable of providing £20,000+ if Parishes were able to produce a convincing case of benefits from proposed projects.

Following much activity of which residents will be well aware this Parish was successful during 2025-26 in securing £25,000 of grant funding for a number of projects which we believed would radically improve flood relief. Additionally with strong resident support, Council increased its precept considerably to create a flood fighting fund of £10,000. Financing of improvements was now not the obstacle it had been for many years.

The two main areas were at The Heath and Wheelbarrow Castle – both notorious blackspots which for years had not responded terribly well to the very limited resources Council had at its disposal. This situation has now completely changed and at Wheelbarrow extensive ditching improvement work has almost eliminated the flooding problem. One problem remains and that will be resolved during this year 2026-27. At The Heath a completely new drain was installed from the low point of the highway near Heath Barn. The cost of the project was quite high – approaching £25,000 but in April 2026 the work was finished and the drain is working well.

Extensive ditching work was also carried out on the C1110 first east of Risbury near Holly Barn where the ditch to the south side of the highway was cleared for about 200m and again on the C1110 between Hollywall Croft and Sunnybank farm. This latter work ended in a puzzle – the Hollywall end of the ditch appears just to stop – as far as can be seen there is no pipe to take the water onwards into the Humber Brook. That is an issue for further investigation in 2026-27.

Whilst drainage has made significant strides the same cannot quite be said for public rights of way (PROWs). Following last year's reports from PROW officers the Lengthsman quoted and was instructed to in July 2025 to resolve all the problems listed in the reports. Some progress has been made but for a variety of reasons such as weather, timing of the Lengthsman's non-Council works and the Council's focus on drainage that program of PROW work is still ongoing. In 2026-27 more resources are probably required, at least in the short term, to make real progress. However, on the plus side Herefordshire has made some significant commitments to replace or repair three bridges (two on HU1 and one on PG12) and we will be monitoring that commitment to get progress.

The composition of the Council has been pretty stable over the year though we were sorry to see Anne Grace resign in December. Anne carried through a difficult brief on road safety particularly on the A44 but also on Bowley Lane and near Stoke Prior school. In this she partnered with Cllr. Marston and they created significant pressure on both Herefordshire Council and the Police & Crime Commissioner. Some progress was made such as extending the 50MPH limit on the A44 around The Drum but it's fair to say this was an uphill struggle and many of the project's ideas produced limited results. With Anne's departure there was concern that previous momentum could decrease but Cllr. Sneyd took over Anne's role. Additionally a Herefordshire Councillor Mark Woodall has taken up these issues with Herefordshire and might be better placed to get officer attention directed to these issues.

An important milestone was passed in 2025 with the opening of The Lamb Inn which had been a key issue for the community and the Council for about 10 years. The Inn is privately owned and quickly established itself as a focus for the village. Several pleasant visits have been made by this Clerk who can report that the Inn is very well managed and provides great service with food.

Linda Taylor was co-opted in January to replace Anne Grace and is already taking a keen interest on how the Council keeps residents updated and engaged. She is helping out with The Pump and has some interesting ideas about linking Councillor roles to website content.

The Pump saw a new advertising manager arrive – Matilda (Tilda) Swabey - and the energy and commitment she has brought to her role has been very noticeable. She overhauled the advert sizing and pricing in January and by the end of the March had generated about £3,800 of advertising exceeding the advertising revenue target by over £1,000. The Pump costs about £5,000 a year to produce and, whilst it may never be fully self-financing, the advertising revenue clearly goes a long way towards that end.

As ever, of course, the Council is hugely indebted to Vicky Fraser and her team who keep producing and distributing The Pump to a very high standard.

So Council is now really well placed to continue building on the foundations established over the past few years. Financing and grants are very strong, problems have been identified with some already fixed, Councillors are focussed and have the skills to deliver the programs. Residents are increasingly noticing this progress and can be assured there is more to come.

(c) *To receive:* reports from representatives on the Village Hall Committees.
Risbury Village Hall – report from Cllr. Clare Harris

During this year we have opened our bar every month to a very appreciative clientèle. We usually have twenty or more people attending for a very informal neighbours' get-together and chat. Several people have said that they look forward to this event and plan other commitments round it.

We have also introduced a monthly coffee morning for people who would rather not go out in the evening. This again has been very successful with a regular group of participants (usually a dozen or so) and several others who come when they can. Like the pub nights the coffee mornings provide an informal meeting place for a good natter with neighbours.

Both pub nights and coffee mornings also provide much-needed income for the village hall. Another source of income is the 200 Club which raises more than £900 a year for the maintenance of the hall, as well as significant prizes each month for the lucky winners. Naturally, we are always delighted to welcome new members.

In addition we have held several fund-raising events, which also bring the community together: a summer barbecue; a Hallowe'en-themed pub night with food (which brought 50 or 60 people to the hall); a Christmas celebration, including carol singing (with a collection of over £200 for Farming Minds) followed by mulled wine and mince pies and a family Christmas quiz and raffle for a hamper; finally January saw the return of Burns Night.

Future events include a table-top sale in June, afternoon tea in July, summer barbecue in late August (the day after the Risbury Show) and the very welcome return of the Oktoberfest on 17 October, as well as a Christmas crafting event and Christmas carols-and-pub-night celebration.

Risbury Village Hall will also be hosting two evening events during Community Week – the quiz on Monday 27 July and a talk by our neighbours Nick and Sarah on their work with the Woodland Trust on Thursday 30th. The bar will be open for both.

This year the Village Hall committee has transferred the title of the land on which the hall is built to the Official Custodian for Charities in trust for our charity: Humber Parish Hall (aka Risbury Village Hall). This means that we no longer have to replace our holding trustees when they are no longer able to fulfil their duties. We are very grateful to Mike Kimberly, Chris Lawley and Iris Evans for undertaking this duty for many years.

Earlier in the year we had the hall porch sealed and repainted after the damage caused by the leaking roof. We were hoping to lay some hard standing in the front garden, which has been undermined by moles, causing those who put chair legs on doubtful ground to be tumbled to the ground. However, a recent electrical installation condition report has drawn attention to a number of issues which need addressing immediately and which will be expensive. So that will be our priority this year. Meanwhile

we ask everyone not to use the front garden for seating (except the bench which is fixed there). There is hard core under the side lawn, so it is safe to sit there.

We are very grateful to everyone in the parish for their support and look forward to seeing you again soon at the hall.

Stoke Prior Village Hall – report from Cllr. Janette Fullwood

The last year has seen a few changes of the trustees of the village hall.

Following the retirement of four stalwarts of the community who have helped run the village hall over quite a few years, a special village meeting was called in November 2025. Mike Wyldes continues as Chairman and following this meeting the hall welcomed six new members some of whom are now also trustees. The hall is in good hands and continues to be a vital part of our community. The maintenance programme continues to keep the village hall in as good repair as possible.

The new trustees are aiming to bring new events to the village the first of which was a Vinted Clothes Sale in aid of a children's cancer charity.

Over the last year Flicks has thrived with up to forty people attending. During the winter months carpet bowls runs twice a month. Jenny Pipes Morris Dancers use the village hall on a weekly basis and Jamie Price also runs a weekly Wednesday fitness class. The Annual Music Quiz was well attended in November 2025. A highlight at the end of

2025 was a return visit of the live music party with the Goodfella in December. Those attending had a rip roaring evening with lots of dancing. The revived Great British Quiz took place in April 2026 and was well attended.

The events are not only for the funds of the village hall some events are run in conjunction with The Lamb and the Church. Bingo evening for the Church, Vinted Clothes for a cancer charity, Chronicles of a Herefordshire Farmer & the forthcoming Life of Bees just for fun within our community.

To summarise the Village Hall is for the benefit of the whole community and the volunteers who help are commended for their selfless commitment.

Once again well done.

- b) *To receive*: reports from PROW officers.

The three reports (bridleways, Ford & Stoke Prior footpaths and Humber footpaths) are at appendix 1

- c) *To receive*: a report from the Community Week committee

The following report has been provided by Margaret Brown

What a very successful week we had – and the sun shone as well (well only one event was washed out – and that continued indoors). The entries for the Scarecrow Competition were of a very high standard but rather thin on the ground. So for 2026 we are changing it to a decorated wheelbarrow, to see if that provokes more entries. It will also be judged by members of the community – using WhatsApp and printed forms. As usual the quiz and treasure hunt (many thanks to Stephen Kennedy and Jeanette Williams who let us use their beautiful barn and field for the Barbecue) were very successful and well-attended. The Barn Dance was a lovely event, but less well attended and quite expensive, so we are dropping it for this coming year.

It was great to have so many people actively involved in organising each event and to see so many people from all over the group parish, newcomers and families who've been here for generations, at one or other – or even most - of the various events. Some new neighbours, who moved in just before Community Week, couldn't believe how lucky they were to have moved here!

37/26 Statement of Accounts and Annual Return for 2025-26

- a) *To receive*: a report from the Responsible Financial Officer

The RFO reported that-

- Last year's rise in the precept to £22,696 has been maintained in 2026-27 to ensure significant progress on drainage issues.
- Again the precept accounted for almost exactly 50% of all income the Council received.
- Overall, grant funding received was £2005 and reflected that much of the work done cannot be paid by Herefordshire before the financial year end.. Since 1 April 2026 grant payments for work done in 2025-26 are £22,686.
- Due to the high expenditure in 2024-25 the VAT reclaim was significant at £2097.
- As a result of all the above factors there was a year end surplus of £6369 compared with an expected deficit of £10933. This result was due to 2025-26 work being paid for and grants received both happening post 1 April.

- As a measure of financial activity the RFO has recorded the following number of transactions in the Council accounts over the years-

Year ended	2018	2019	2020	2021	2022	2023	2024	2025	2026
Transactions	72	62	74	49	82	122	121	117	126

This level of financial activity is very similar to the previous three years and has again resulted in Council exceeding the arbitrary threshold of £25,000 for expenditure. As such the accounts are subject to a Limited Assurance Review by the External Auditor

- b) *To approve:* the Statement of Accounts for the year ended 31 March 2026

Council approved the statement of accounts for 2025-26

HUMBER, FORD & STOKE PRIOR GROUP PARISH COUNCIL
STATEMENT OF ACCOUNTS 2025-25

BUDGET MONITOR		2025-26				NOTES FOR BUDGET MONITOR 2025-26
	OUTTURN 2024-25	BUDGET	OUTTURN	VARIANCE FROM BUDGET		
1 Precept	15,522.00	22956.00	22896.00	0.00		As agreed at meeting 15 January 2025. Increase to create drainage reserve of £10,000
2 Pump Advertising	2487.00	2750.00	3823.00	1073.00		Significant improvement in GR. Budget exceeded by a considerable margin
3 Pump Postage	40.00	40.00	20.00	-20.00		Nominal amount
4 Grants	6317.63	25000.00	2025.00	-22974.97		£25,000 max grant approved by Herefordshire. However although work has been done grant payments of over £22,000 have been received just 10 March 2026.
5 Other Income	3104.00	0.00	3.06	3.06		
6 VAT Reclaim	2297.13	2967.00	1396.36	-25.90		Received Sept. 2025
7 CW Fundraising	995.38	500.00	130.03	-865.35		Budget reduced from £500 to £150 based on current running rate
8 Other Projects	250.00	0.00	0.00	0.00		
9 TOTAL INCOME	30913.14	52953.00	30654.03	-22298.97		Variances almost exactly equals grant income proper to 2025-26 but received in April 2026
EXPENDITURE						
10 Clerks	4969.68	8836.00	9426.35	-866.32		Employers NI of £482pa not known at budget setting
11 Administration	3525.14	400.00	357.75	42.21		Budget reduced to £400 in line with current spending.
12 Insurance, audit, professional	1294.84	3300.00	1540.32	-99.68		Budget increased by £300 due to sharp and unexpected rise in insurance premium.
13 Website & IT	553.48	900.00	1012.42	-122.42		New PC + some soft ware in readiness for WLL. New printer required £187. Office 360 still to pay. Outturn charged to year to date spend.
14 Hire of hall	210.00	300.00	149.00	51.00		On budget
15 Training and development	0.00	0.00	0.00	0.00		
16 Equipment	654.99	100.00	0.00	554.99		
17 Maintenance	0.00	50.00	0.00	50.00		
18 JANET	3517.73	0.00	0.00	0.00		Now included with Clerk line 10
19 Other	1738.67	100.00	0.00	1638.67		
20 DAY TO DAY EXPENDITURE	14004.40	12186.00	12506.38	-180.60		Adverse variance mainly due to employers NI levy
PROJECTS						
21 War Memorial	60.00	0.00	0.00	0.00		Project closed
22 Parish Pump	5290.00	1000.00	5353.70	-122.70		Very close to budget, minor saving did not materialise but may do so 2026-27
23 Llangthomas	355.00	34000.00	5524.95	-28875.00		This line does not reflect actual activity due to timing of grant receipts.
24 Community Walk	486.67	500.00	83.33	416.67		Limited spend but exceeded by income (line 7)
25 New format project	0.00	0.00	0.00	0.00		No spend but project now includes revised Emergency Plan
26 Road Safety	4658.58	5000.00	0.00	5000.00		Despite considerable effort the project has been unable to get PCC & HFC agreement on improvements
27 Welcome pack	0.00	0.00	0.00	0.00		Project closed
28 Trail Booder	821.00	0.00	0.00	0.00		Project closed
29 BT Asset restoration	0.00	1000.00	1.00	999.00		Disappointing that contractor has made no progress despite considerable urging.
30 Project C	0.00	0.00	0.00	0.00		
31						
32 PROJECTS EXPENDITURE	12041.45	45600.00	10563.00	-25036.55		Significantly under budget due to underspend on Road Safety project and Llangthomas
33 Replicable wkt on the above	1266.97	6000	1215.27	4784.73		VAT payments lower due to lower spending
34 TOTAL EXPENDITURE	28013.10	62786.00	34284.67	39501.33		
35 SURPLUS	4267.33	-10833.00	6369.36	17232.36		Note that funds of £5000 transferred to deposit account to create £10,000 drainage reserve.

Signed  Chair Date 20 May 2026

 Councillor

c) To approve: the Bank Reconciliation Statement for the year ended 31 March 2026

Council approved the bank reconciliation for 2025-26

Humber, Ford & Stoke Prior Group Parish Council

Financial Year 2025-26

Bank Reconciliation Statements as at 31/03/2026

Prepared by Allan Drew (RFO)

Date: 06/04/2026

Balance from Bank Statements

			£	£
Unity Trust current account dated	31/03/26	Balance as at 31/03/2026	5289.27	
H&R Deposit account dated	31/03/26	Balance as at 31/03/2026	5066.40	
Petty cash in hand		As at 31/03/2026	0.00	
				10355.67
Less unrepresented items			0.00	
				10355.67

Plus receipts not banked/cleared

0.00
0.00

Net balance at 31/03/2026 **10355.67**

The net balance reconciles to the cash books for the year to 31/03/2026 as follows:

Balance in current account cash book

Opening balance at 01/04/2025	3920.91
Add: receipts to 31/03/2026	30654.03
Less: payments to 31/03/2026	29285.67
Net balance at 31/03/2026	5289.27

Balance in deposit account cash book

Opening balance at 01/04/2025	0.00
Add: receipts to 31/03/2026	5066.40
Less: payments to 31/03/2026	0.00
	5066.40

Balance in petty cash book

Opening balance at 01/04/2025	0.00
Add: receipts to 31/03/2026	0.00
Less: payments to 31/03/2026	0.00
Net balance at 31/03/2026	0.00

All Cash Books

10355.67

Difference

0.00

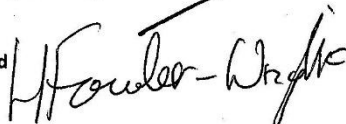
Signed:



RFO

Date 06/04/2026

Countersigned



Councillor 1

Date 20/05/2026

Councillor 2



d) To consider: the Internal Audit Report and checklist

Council received the annual internal audit report prepared by HALC and found there were no adverse compliance issues nor observations

- e) *To approve:* the Annual Governance Statement for year ended 31 March 2026

In light of the satisfactory internal audit report the RFO advised Council that the annual governance report could be signed by Council with no further discussion. The report was signed

- f) *To approve:* the Accounting Statement for the year ended 31 March 2026

The Accounting Statement for 2025-26 was received by Council and checked to ensure it matched the bank reconciliation. The Accounting Statement was then signed.

- g) *To approve:* the Period for Exercise of Public Rights for the year ended 31 March 2026

The RFO's recommendation was that the Period for Exercise of Public Rights for the year ended 31 March 2026 should start on Monday 29th June 2026 and end on Friday 7th August 2026 inclusive. Council agreed this recommendation.

- h) *To note:* the accounts for 2025-26 will be subject to a Limited Assurance Review by the external Auditor as Council income/expenditure for the year is above the £25,000 threshold.

Annual business – forthcoming year

38/26 Forward Plan

To receive: the Council's Forward Plan as agreed at the meeting of 18th March 2026

HFSP GROUP PARISH COUNCIL - FORWARD PLAN 2026-27

Meeting	May 2026	July 2026	September 2026	November 2026	January 2027	March 2027
Topic	Governance	Policies & Procedures (1)	Policies & Procedures (2)	Finance (1)	Finance (2)	Risk & Insurance
Annual Items	First business. Annual reports. End of year. Internal audit. AGAR. Notice of Public Rights. Insurance renewal. Annual Bank Reconciliation.	Standing Orders. Non GDPR Policies. Committees & Membership. Stoke Prior school update from Headteacher. Roles of Councillors.	Financial Regs. GDPR Policies.	Draft budget. Projects. Reserves. Banking.	Final budget. Precept. Projects for coming year.	Assets. Risk register. Insurance policy cover. Meeting dates for coming year. .
Recurring Items	Ordinary business	Qtr. 1 Bank Reconciliation Ordinary business	Ordinary business	Qtr. 2 Bank Reconciliation Ordinary business	Qtr. 3 Bank Reconciliation Ordinary business	Ordinary business

Ordinary Business is-

Apologies, Declarations of Interest, Approval of draft minutes, Chairman's announcements, District Councillor's report, Planning applications, General Financial matters, Lengthsman, PROW, Drainage & Flood Group, Current Projects

39/26 Review of insurance

To receive and consider: the RFO's recommendations on Insurance

Council insurance expires on 31 May 2026 and will be renewed with effect from 1 June 2026.

The purpose of the insurance review is to establish that the risks identified from the register, along with mitigating actions are suitably covered by the insurance policy. The main area of concern in recent years has been the cover for property, that is the fixed assets of the Council. Last year a policy update was secured which increased the All Risks cover to £20,000. As a result the final premium paid was £494.50.

The Zurich renewal documents have now arrived and the premium is now £505.70. However, all risks cover has been increased from £20,000 to £21,000

Here is a summary of the cover proposed and compared with last year

Insured Risk	2025-26	2026-27
Property, all risks	£20,000	£21,000
Money – cheques & in safe	£250,000	£250,000
Money – elsewhere (in custody / not)	£5000 / £250	£5000 / £250
Employer liability	£10,000,000	£10,000,000
Public liability	£10,000,000	£10,000,000
Fidelity guarantee	£25,000	£25,000
Libel and slander	£100,000	£100,000
Personal accident compensation	£20,000 /£50 per week	£20,000 /£50 per week
Legal expenses	£100,000	£100,000

These cover levels are satisfactory for a Council of this size and activity.

It would appear that Council has little choice but to accept the Zurich quotation given that over several years it has not been possible to obtain any quote at all, much less a better value one

Council agreed that the renewal quotation of £505.70 from Zurich was accepted.

Ordinary business

40/26 District Councillor

To receive: a report from Cllr Baker.

Cllr. Baker reported that-

- Herefordshire Council had had a good financial year considering the challenges placed upon it. There had been no borrowing to support current account expenditure.
- A new waste management contract had been let. The vehicles used would now be electric.
- Only 1% of waste was now going to landfill.
- The Boundary Commission had reported and no change was proposed to Hampton Ward.
- The 30 minutes of free parking at any Council car park in the County had started and had been well received.
- A new Chief Executive, Mr Paul Satoor, had been selected to replace Mr Paul Walker when he retires (date yet to be finally agreed).
- £4m had been allocated to Housing Solutions to bring empty/disused dwellings back into service.
- A new High Sheriff Ms Tamsin Clive has been appointed for the normal 1 year term.
- The proposed collection of food waste has been postponed.
- Councillor Tony Johnson, 89, who served as Leader of Herefordshire Council from May 2013 to May 2018 died on 2 May 2026.
- Councillors (excluding Parish & Town Councillors) can now opt-in to join the Local Government Pension Scheme.
- A parking strategy consultation has been launched particularly in respect of parking near schools.
- New items have been added to the recycling list including aluminium foil and toothpaste tubes.
- Every Herefordshire Councillor (53 in total) has been allocated £1,000 to spend in their ward on deserving causes.
- M Group will take over the Public Realm contract on 1 June 2026. Locality Stewards (currently Balfour Beatty employees) will transfer to Herefordshire Council under TUPE arrangements.

41/26 Planning Committee and Planning updates

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

Humber, Ford & Stoke Prior

No new applications

To note: updates on current planning applications

Ford & Stoke Prior

253172 - Track north west of Highfield Cottage, Stoke Prior, HR6 0LW

Change of use of agricultural land to vehicular access lane for Highfield cottage. **Undecided**

Council discussed this recent application and noted the many objections which had been made by residents. It was agreed that Council would request that, if the Planning Officer was inclined to approve the application, the decision should be referred to the Planning Committee. The Clerk made this request to Councillor Baker after the meeting.

260239 Fir Tree Cottage Stoke Prior HR6 0LH

Repairs to the existing chimney and timber frame. Removal of brick infill panels and installation of replacement insulated and breathable panels. (Listed building consent) **Approved with Conditions**

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

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. Pending S106 agreement. Outline planning for proposed housing development on land at New House Farm. **Undecided**

Council decided that an item would be added to the July agenda regarding application of S106 funds within the Parishes.

42/26 General Financial Matters

To receive: summary income & expenditure for April & May 2026

Council noted that, for the current financial year (up to 21 May 2026 and including payments proposed for authorisation at this meeting), expenditure was £30,399 and income was £34,860. The current bank balance was £7,373.59 (Unity account) plus £5,066.40 in the deposit account.

VAT re-claims amounting to £5784.47 were noted by Council and it was agreed that surplus funds of about £5,000 would be transferred to the savings account when all outstanding refunds had been received.

To consider: annual salary award to the Clerk for 2025-26

The annual salary award details have been received from NALC. The Clerk's salary has increased by 0.60/hour from £18.72 to £19.32. Council agreed this increase should be paid and the Chair signed the authority to Autela to implement this increase

To approve: the authorisation of payments

Bank balance on 15 May 2026 is £14900.67 current and £5066.40 deposit account

Payments made since last meeting.

No.	Name	Ex-VAT £	VAT £	Total £	Details
1	A M Drew	571.06	0.00	571.06	February 2026 salary
2	A M Drew	610.25	0.00	610.25	March 2026 salary (Corrected = 571.26+38.99)
3	Barrington Print INV 14902	460.00	0.00	460.00	February 2026 Pump 360 copies, 36 pages
4	Barrington Print INV 15004	489.00	0.00	489.00	March 2026 Pump 360 copies, 40 pages
5	SPVH	25.00	0.00	25.00	Hall hire 21 Jan 2026
6	A M Drew	74.99	15.00	89.99	Refund for official map at The Heath
7	HMRC	187.33	0.00	187.33	February 2026 PAYE + Employers NI
8	HMRC	163.15	0.00	163.15	March 2026 PAYE + Employers NI (Corrected=187.13-23.98)
9	A M Drew	100.00	0.00	100.00	Refund for OWC consent charge
10	HALC	690.82	138.16	828.98	Annual subscription
11	Humber Parish Room	12.00	0.00	12.00	Hire of room for March meeting
12	G&S Longfield Services	21033.00	4206.60	25239.60	Payment No.1 for Heath drainage project
	TOTAL	24416.60	4359.76	28776.36	

Income received since last meeting –

No.	Name	Amount £	Details
1	J. Speke	150.00	Pump Advert
2	The Grove Golf & Bowl	400.00	Pump Advert
3	Turnwater Ltd	150.00	Pump Advert
4	Legges Ltd	350.00	Pump Advert
5	Herefordshire Council	21033.00	Drainage grant
6	Herefordshire Council	1650.00	Lengthsman Grant
7	Herefordshire Council	11827.00	Precept part 1
	TOTAL	35560.00	

Payments for Authorisation					
No.	Name	Ex VAT £	VAT £	Total £	Details
1	A M Drew	428.66	0.00	428.66	Clerk's April 2026 salary
2	A M Drew	428.26	0.00	428.26	Clerk's May 2026 salary payable 25 May 2026
3	Barrington Print	442.00	0.00	442.00	INV-15204 May 26 Pump
4	Barrington Print	489.00	0.00	489.00	INV-15114 April 26 Pump
5	Humber Parish Rooms	24.00	0.00	24.00	May 2026 meeting
6	HMRC PAYE	329.73	0.00	329.73	01/04/2026 PAYE
7	HMRC PAYE	330.13	0.00	330.13	01/05/2026 PAYE
8	Zurich Insurance	505.70	0.00	505.70	Annual Insurance Premium
9	Autela 17014	88.00	17.60	105.60	Payroll Dec 2025-March 2026
10	G&S Longfield Services	1650.00	330.00	1980.00	Annual Maintenance Plan
11	Gwent Web Design	75.00	15.00	90.00	GOV.UK email addresses.
	TOTAL	4790.48	347.60	5063.08	

Council resolved that the above payments should be made.

43/26 Lengthsman, Drainage & PROW

To receive: update on works for 2025-26

Drainage

2025-26 was the busiest year for drainage so far mainly due to having a Lengthsman in place and the relatively generous grant from Herefordshire Council. Council secured £21,436 for drainage works all of which was used on The Heath project. The Parish funded other works-

Ditch clearing on C1110 from Sunnybank farm to Hollywall Croft	£1050+VAT (plus £1050 match funded)
Ditch clearing on C1110 east of Risbury i.r.o. Holly Barn	£630+VAT
Improvement of the Prill Brook near The Bury	£200.00+VAT
Improvements at Wheelbarrow Castle	£780+VAT
TOTAL	£2660+VAT

Lengthsman

The Annual Maintenance Plan was grant funded by Herefordshire and cost £1650+VAT

PROW

Some works on SP2 and HU13 were completed by the Lengthsman during the year at a cost of £340+VAT. However, this was well short of the £2,700 instructed and shows that the Lengthsman has not the capacity to carry out all this small scale work.

The Clerk proposes to engage another contractor who is able to undertake simple small-scale work and maintenance (hand tools only) such as replacing route roundels, finger posts etc. Given the limited attention received by PROW over a few years now it is suggested that Council agrees to spend the allocated budget of £5,000 with this contractor over 2026-27. A suitable contractor has already been approached and is agreeable in principle to take on this work.

Council agreed that the Clerk should undertake a commissioning exercise in line with Financial Regulations. The Clerk received delegated authority to engage this contractor before the July meeting if the commissioning is satisfactory.

To receive: update on grant schemes and plans/applications for 2026-27

Grant applications have to be received very early for this year-

Lengthsman by 15 May 2026 – application has been made and PO issued by Herefordshire (£1188+£594 match)

Drainage by 17 May 2026 and application has the following projects

- Completion of work at Wheelbarrow Castle (replacing “upside down” drainage pipe under field entry)
- Completion of works at The Heath where another drainage pipe is “upside down”
- Improvement of drainage on C1112 near St Lukes Church
- Install a drainage pipe to take surface water from ditch near Hollywall Croft into Humber Brook

PROW by 30 September 2026 £5,000 cap. No application has been made since the full grant has been applied for under Lengthsman and Drainage.

The full available grant of £25,000 has been applied for.

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

The Chair raised the issue of SP1 and the site meeting he had held in November with the Herefordshire footpath officer, Mr Crispin Abel. Mr Abel had said he would look into some ways of bringing SP1 back into use

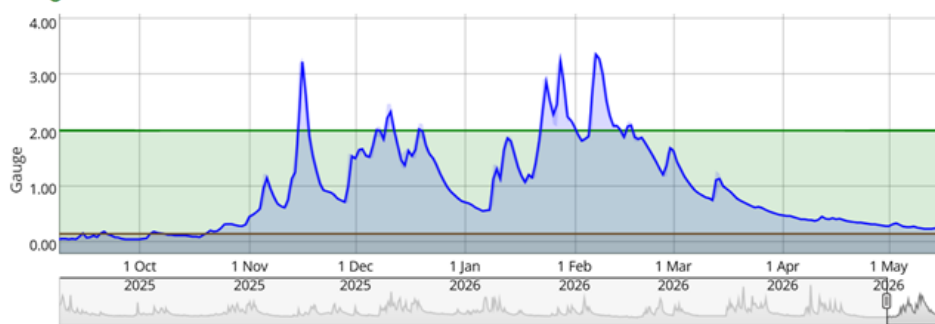
probably using a slightly different route. There has been no communication since then and the Chair asked the Clerk to re-visit the issue and escalate if necessary.

44/26 Flood Group

The Clerk had circulated Cllr. Yair's report of flood prevention as shown below-

1. Emergency Plan
 - a. Philip Brown has created a revised version of the Emergency Plan (v6.3), which has revised details of Emergency Wardens. Changes include updated names and covered areas. All Emergency Wardens have been contacted to check accuracy and provide a list of all properties in their "patch".
 - b. Philip has drafted some guidance on the role of Emergency Wardens to support them and of how to contact them.
2. Flooding
 - a. Herefordshire Council has provided the "hydrosnakes" and "flood kit". Currently in my garage, so need to find suitable places for this.
 - b. Herefordshire Council's flooding team will not allow the parish to close the road at Ford due to safety issues on the A49. However the road closure can be put in place by HC once an agreed trigger point is reached. From this year's measurements at the Ford Bridge gauge, the road begins to flood at 2.5m and becomes impassable at approximately 2.8m. This has been reached on 3 occasions this winter. This information has been fed back to the Flood Team at Herefordshire Council.

Long Term Level Chart



4. Previous meetings / matter arising – no comments!
5. Meeting papers. I have no objections to any of the proposed resolutions and would approve if I was present. Re the footpath reports. I would add that I have noticed that a number of routes are being well maintained by landowners, including spraying routes across and around crops.

AOB – litter bin outside Stoke Prior Village Hall. Few more updates on the bin. It is the lock that has broken and therefore Nick, who has emptied the bin for a number of years cannot do so. Nick is still happy to empty it. Have you managed to get quotes?

45/26 Consultation on proposed merger of Police Forces

Council briefly discussed the proposed merger of Police forces. However, the information available was very high level and contained no proposals for any local areas such as Herefordshire. In this situation it was impossible to make sensible comments and the discussion closed with the Chair advising Members that if they wished, they could as individuals, complete the questionnaire.

46/26 Current projects

To receive: any updates on current projects

Traffic & Road Safety To include report on parking at The Lamb Cllr. Marston had met with Mike Wyldes representing the Lamb Inn following a minor accident in which parking congestion around the Lamb may have been a factor. Several initiatives were discussed including the possibility of trimming the hedge on the Lamb's northern boundary to improve visibility. Enlarging the car park is also a possibility and that emerged as a likely way forward.

Environment

Nothing to report

47/26 Matters for information and future business

Forward Plan business, S106 funding, PROW contract, Report from headteacher, Stoke Prior school

The next meeting will be on Wednesday 15th July 2026 in Risbury Village Hall

The meeting closed at 9.10pm

Bridleways – Mr Iain Cholerton

Mr Cholerton has produced his usual excellent report on the state of the Parish bridleways-

INTRODUCTION

This will be a very brief Report.

Routes are designated as per the Herefordshire Council PROW and Highways map (e.g. FD 3, SP 28). Gates are numbered with the PROW number and the Parish Clerk's designation. (e.g. SP 28.1 for gate 1 on PROW SP 28)

Riders would like to thank those landowners within our Parish Group area who maintain the PROW.

BRIDLEWAYS

SP 28/FD 3 – Witsetts, Briery Mere to Ford.

The start to this route remains swamped every winter and overgrown in the summer. As requested last year (but not completed), it would be beneficial if the Lengthsman could be tasked annually to clear this growth (as he did in 2022) to make it accessible for walkers and riders. By mid-summer it is almost impassable. (See Photo 1)



Photo 1. Witsetts to SP 28.1 (May 2026)

After engaging with the Herefordshire Council PROW Officer (Cris Abel) and with support from our District Councillor (Bruce Baker), replacement gates for SP 28.1 and SP

28.2 were eventually obtained. They were delivered to the landowner in March and installed this week. (See Photos 2 and 3)



Photo 2. SP 28.1 (May 2026)



Photo 3. SP 28.2 (May 2026)

SP12 – Briery Mere to Norman's Farm.

No issues this year. Much improved on previous years after work on the track last year.

SP 17 – Witsetts to Trap Cottage.

From Witsetts to Wickton Lane, all well-maintained.

PAGE 2

The poles obstructing the PROW near Trap Cottage reported last year were removed after PC intervention. Parked cars outside this house frequently block the route.

SP 27 – Sunnybank/Bowley Lane to Wickton.

After a number of riders had difficulties with the gate handle at SP 27.1, the landowner improved the latch to make it more accessible. Many thanks to Clive Jones at Sunny Bank.

No other issues.

HU 4 – Humber to Buckland (Parish Boundary).

No issues.

HU 10 - Risbury to PG 11 and Marston.

The start of this route continues to be well maintained by the residents of Yew Tree Cottage. The rotten gate (HU 10.3) reported last year has been removed (it was superfluous). Many thanks to Rebecca Davies.

However, as reported last year, the gate post at HU 10.1 is rotten at its base and needs replacing.

PG 11 from Marston to Parish Boundary.

The saga continues at gate PG 11.2.

I visited the site with Cris Abel (HC PROW Officer) on 11th May, and we were joined by Tim Parry, the landowner responsible for the gate.

It is a complex issue, and Cris has gone away to present a number of options to his HC line manager to try and resolve it. He will update the landowners with his preferred option in due course to obtain their support. If approved, Cris will complete the work himself with local assistance.

The PROW further on enters Marston Firs and exits through PG 11.11 and continues to Hegdon Hill outside the Parish Boundary.

PG 11.11 has been a problem for a number of years due to flooding. The landowner (who I believe to be Allan Davies from The Nash – outside our patch) has significantly improved the drainage and removed the gate completely making the route now easy to negotiate. Many thanks. (See Photos 4 and 5.)



Photo 4. PG 11.11 (May 2026)



Photo 5. PG 11.11 (May 2024)

Ford & Stoke Prior footpaths – Cllr. Sarah Sneyd
Stoke Prior and Ford Footpaths Officer Annual Report May 2026

PROW	Comments
SP1	Impassable following a landslide – meeting with Hereford Council in November 2025. Acknowledgment was made that a finger post should be present. PROW position discussed, no agreements were provided on a time scale for any work to be done, nor any proposed diversion. People will still have a legal right to try and find a way through, i.e., past/around the landslide. People have not been doing this because they either know the path is impassable or don't know it is there because there is no finger post or way markers. In May 2026, there is still no readily accessible footpath, nor any visible signage or entry to the path from the C1110 opposite the Lamb.
SP2	Initially, from the access road on C1112 at The Woodhouse, the FP is well signed, and stiles and gates are accessible. Nevertheless, upon reaching, traversing, and exiting the woodland area, the path becomes impassable, and the route's signage is missing. Action is required to clear the route. 
SP4	Initially, from the access road on C1112 at The Woodhouse, the FP is well signed, and the landowner of this section is congratulated on the accessibility and clear routing through their property.  Once in the open fields, the footpath cannot be followed easily because signage stops and a padlocked gate prevents further access. Action is required to ensure the route is well-signed and accessible. 
SP7	This footpath is clear, well-signed, and had no defects. 
SP9	This footpath is clear, well-signed, and had no defects. 
SP31	This footpath is initially well sign-posted, well-maintained, and accessible; the landowner of this section is congratulated on the accessibility and clear routing through their property. 

	As the footpath enters farmland, the stile and bridge are both surrounded by significant undergrowth that needs clearing. The bridge immediately after the stile is ill-defined and potentially hazardous. A much-needed handrail is present, which aids navigation.   From this point, signage is minimal, and there is no clearly defined route across the fields or around the woodland until just before crossing onto the golf club land, where there were two signs in the hedgerow. This section of the footpath was planted at the time of inspection.   On accessing the golf club land, over this stile, all signage ceased, and there was no clear route. This is where the footpath joins the FD4 path, which leads down to the end at Ford Farm on the C1113. There is a notice stating the footpath has changed route and that way markers are to be followed. However, no way markers were evident.  Action is required to improve the signage along the route, particularly across the field and around the edge of the woodland, to the point where it meets FD4. A clear path needs to be established across the field to ensure walkers are aware of the route.
FD4	Upon accessing the golf course, where FD4 begins, a notice is displayed stating that the footpath has changed route and that way markers are to be followed. However, no way markers were evident.  Action is required to improve signage across the golf course.
SP3, 5, 6, 8, 10, 19, 20, 21, 23, 24, 32A & 33	These footpaths have not been inspected since the current Parish Council Stoke Prior Footpaths Officer took over the role. However, there have been no reports of defects, accessibility issues, or poor signage from residents in the parish.

Sarah Sneyd

Footpaths Officer, Stoke Prior & Ford

13.05.2026

Humber Parish

Footpaths Officer Annual Report

May 2026

Summary

All footpaths in Humber parish were walked in the past week for this report.

Many footpaths are in excellent condition, thanks to three landowners in particular keeping them clear of vegetation and improving accessibility. Some others, however, continue to be difficult to use because of many defects which have not been addressed for many years.

Again, I would recommend that the Parish Council decide on a specific action plan to address this, with clear identification of who is to do what. I have suggested in the past that a small group of parish volunteers could be assembled to work on minor tasks such as strimming vegetation on an occasional basis, with other jobs (such as repairs of stiles) allocated to the Lengthsman.

HU1 (The Old School House, Risbury to Humber Brook east of The Heath)

PASSABLE - NO DEFECTS



There are no defects on this path; it is gated throughout, except for the bridge at (8).



HU2 (Risbury Bridge to Humber) →

PASSABLE – SOME MINOR DEFECTS

Generally the path is very-well maintained and obviously well-used. The waymarker post on the road near Risbury Bridge (1) has no footpath sign. Stile (7) is wobbly and requires repair or replacement.

HU13 (HU13 (footpath across orchard from C1110 west of Risbury Bridge)

PASSABLE - NO DEFECTS

No defects and well-maintained by the landowner.

HU3 (Humber to Humber Close, Steens Bridge)

PASSABLE WITH DEFECTS – ACTION REQUIRED

At stile/gate 1 at the southern end, this stile is in need of repair and there is no signage here.

Bridge (2) is still in need of repair, as noted in and is considered too dangerous to use. An unofficial diversion was agreed with the landowner in May 2025 and site notices about this have been renewed ↓



Stiles 4 and 5 south-west of Humber Close are overgrown with low-hanging vegetation, making them difficult to use and require strimming by the Lengthsman.



Where the path reaches Humber Close, the stile (6) is completely broken, and the path alongside Humber Brook overgrown and potentially dangerous, given the steep bank to the river. ←

There is a safe alternative route around the water treatment plant, and an application was made by the Clerk in 2022 for a diversion order, but there appears to be no progress on this. Again, I would recommend that on safety grounds, the Parish Council erect warning signs.

HU5 (Poplands Lane to Holly Brook near Stirbridge Farm)

PASSABLE WITH DEFECT - ACTION REQUIRED



The stile (2) leading to steps into the field is very overgrown and still in need of minor repairs by the Lengthsman or landowner. ←

The route from this stile to Gate 3 is, as ever, overcropped with no field margin clear as an alternative.



HU6 (Stirbridge Farm to Humber Close, Steens Bridge)

PASSABLE WITH DIFFICULTY – ACTION REQUIRED

This path still has defects, outstanding with the landowner since 2018.

Stile (1) off HU5 is still badly broken and requires repairs or replacement. ↓



The route to Gate (2) is still overcropped, and difficult.





← Gate (2) itself cannot be opened, as the spring has jammed, requiring climbing over the gate instead.

Stile (5) is completely overgrown, but this can currently be by-passed.

The previous broken Stile (6) has been removed, making access easier. →



The route north of here is improved, with field margins accessible at present.



← Stile (9) has a missing footplate, making it very difficult to use, and this requires repair by Lengthsman or landowner.

The field from stile 9 to Humber Close continues to be overploughed/overcropped every year.

HU7 (C1110 Risbury - Turning Ways near Hollydene to Holly Brook near Stirbridge Farm)

PASSABLE WITH DIFFICULTY – ACTION REQUIRED

A new gate, including pedestrian gate, has been installed by the landowner at the southern end onto the road. There is, however, still no waymarker post, which should be placed here by the Lengthsman to identify a PROW. ↓



This path is easy until Gate 2, but, as in past years, the route between Gate 2 and Gate 4 is overcropped, and the field margins passable with extreme difficulty when crops are mature.



HU12 (Poplands Lane to HU1 north of the Old School House)

PASSABLE – NO DEFECTS

The path is clear, well-maintained and has no defects. Apart from Stile (2) near Poplands Lane, it is gated throughout.



PG11A (From Marston across Holly Brook towards Docklow)

IMPASSABLE – MAJOR DEFECT

As reported in June 2025, the Footbridge (2) has been swept away downstream and is not useable, pending repair or replacement.



PG12 (Marston to Holly Brook)

PASSABLE – NO SIGNIFICANT DEFECTS

A new waymarker is required at Gate (3) to indicate the route turning north.

Work by the landowner has now made the route from Stile (4) to Stile (5) passable, and although it would ideally have some waymarker posts to show where it turns, it appears that the route is now regularly walked and kept clear.

The official route between Stile 5 and Gate 7 into the field (through woodland) is completely impassable and obstructed by wire fencing. There is an easy alternative along the lane, but as this is not a PROW it cannot legally be waymarked (and waymarkers have been removed).



Philip Brown

Footpaths Officer, Humber Parish

18 May 2026

Signed.....Chairman

Date.....

Agenda item 55/26 Planning Committee and planning applications update

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

Ford & Stoke Prior

261006 The Lamb Inn, Stoke Prior HR6 0NB

Installation of an external fire escape staircase and railing, and a lorry body used for food storage (retrospective)

261435 Fir Tree Cottage, Stoke Prior HR6 0LH

Application for approval of details reserved by conditions 2, 3, 4 & 5 of Listed Building Consent 260239.

Comments not required

Humber

No new applications

(b) To note: updates on current planning applications

Ford & Stoke Prior

253172 - Track north west of Highfield Cottage, Stoke Prior, HR6 0LW

Change of use of agricultural land to vehicular access lane for Highfield cottage, in substitution of the existing access.

Undecided

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

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.

Determination made, but no decision on file

The outcome of 211802 is unusual and prompted the Clerk to ask Herefordshire Planning for clarification. Andrew Banks replied as follows-

I've had a look back at the history of the whole site and it appears that this application was superseded by a later planning permission (213908) and a subsequent discharge of conditions application relating to it (242083). Consequently 211802 was closed without a decision being made.

193259 New House Farm Risbury HR6 0NQ. Pending S106 agreement. Outline planning for proposed housing development on land at New House Farm.

Undecided

(c) S 106 obligations and payments

A paper from the Clerk on Section 106 is at [appendix 1](#)

Agenda item 56/26 Annual Business for 2026-27

Membership of Committees and other organisations.

Current position as agreed July 2025 meeting-

(a) Planning Committee

Current members of the committee are Chairman & vice-Chairman (ex-officio), Cllrs. Bemand, Marston, Fullwood and Grace.

A replacement for Cllr. Grace should be appointed

(b) Community Week Committee

Current Members - the Chairman and vice-Chairman ex-officio, Margaret Brown (Secretary and Treasurer) and any other member of the community wishing to attend.

(c) Finance Committee

Current Members - the RFO, Cllr Tim Yair and Cllr. Chris Marston.

Membership of other bodies and representatives

Current subscriptions to other bodies are-

HALC	~£700/year
CPRE	£36/year
Parish Online	£36/year
SLCC	~£118

Risbury Village Hall Committee representative:	currently Cllr. Harris
Stoke Prior Village Hall Committee representative:	currently Cllr. Fullwood
Police Liaison Officer:	currently Cllr. Fowler-Wright.
Safeguarding Officer:	currently Cllr. Yair
Humber Close Liaison Officer	replacement for Cllr. Grace required
Public Rights of Way Officers: Iain Cholerton assisted by Cllr. Harris (bridleways), Philip Brown (Humber) and Cllr. Sneyd (Stoke Prior)	

Review of Standing Orders.

The Clerk has reviewed the Standing Orders and recommends one significant update. The update concerns SO 14 – Code of Conduct complaints, which currently states-

CODE OF CONDUCT COMPLAINTS

- a **Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

This SO is printed in bold which highlights that the SO is required by legislation and is not for amendment by Council. In this case the relevant legislation is the Localism Act 2011, section 28(6).

However, the detail of this legislation states that-

A relevant authority other than a parish council must have in place—

- (a) arrangements under which allegations can be investigated, and
(b) arrangements under which decisions on allegations can be made.

Note that there can be an exemption for Parish Councils and it is HALC's strong advice that Parish Councils should not investigate their own Councillors.

Current arrangements are that the Principal Authority's Monitoring Officer (Herefordshire) fulfils the investigation and sanction role and it seems sensible, given HALC's advice, to amend the SOs to make this point explicit.

The Clerk recommends that SO 14 is extended as follows-

14. CODE OF CONDUCT COMPLAINTS

- a **Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**
- b Notwithstanding the powers conferred by 14(a) Humber, Ford & Stoke Prior Group Parish Council will not investigate nor apply any sanctions to any of its Councillors who are subject to a complaint under the Code. Any investigations and/or sanctions will be carried out by the Monitoring Officer of Herefordshire Council.

Council should debate this recommendation and then resolve to either accept or reject the change.

Roles of Councillors.

The current roles of Councillors were agreed at the September 2025 meeting (minute 74/25). Some changes have been made following the resignation of Cllr. Grace. (Cllr. Sneyd has taken on Traffic & road safety).

Lead Role	Councillor(s)
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 & Sneyd
Safeguarding	Cllr. Yair
Humber Close liaison	TBA (resignation of Cllr. Grace)
Community Week	Cllrs. Fowler-Wright & Marston
Stoke Prior VH	Cllr. Fullwood
Risbury VH	Cllr. Sneyd
Planning	
<i>Humber</i>	Cllrs. Fowler-Wright & TBA
<i>Ford & Stoke Prior</i>	Cllrs. Bemand, TBA (Grace) & Fullwood
Public rights of way	
<i>Humber footpaths</i>	Mr Philip Brown
<i>Stoke Prior footpaths</i>	Cllr. Sneyd
<i>Bridlepaths</i>	Mr Iain Cholerton (with Cllr. Harris)

Council should discuss any changes it wishes to see to these roles and agree replacements as necessary.

To consider: any amendments to non-GDPR Policies

Council has the following non-GDPR policies-

Policy	General Description	Last Review or Updated	Review Date
Grievance Procedure	For employees with a grievance against the Council as an employer	2025	2027
Disciplinary Policy & Procedure	Management of employee performance and misconduct	2025	2030
HFSP Equalities policy May 2025	To comply with Council obligations under the Equalities Act 2010	2025	2030
HFSP Protocol on the recording and filming of Council and Committee meetings May 2025	To comply with legislation promoting openness and transparency in Council business	2025	2030
HFSP Complaints Procedure Jan2013 amended May 2025	Complaints from residents to Council regarding Council administration, procedures or against Council employees.,	2025	2027
HFSP Publication Scheme Schedule Classes of Information as amended May 2025	The information available from Council concerning all aspects of its activities	2025	2028
HFSP Safeguarding Statement	To ensure all facilities and activities offered by Council limit risk to children, young people and adults at risks.	2025	2030
Information Technology Policy	The guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.	2026	2027

All the above policies were comprehensively reviewed and updated as necessary in 2025. No review dates have yet arrived and no information has arisen which requires any policy updates. Council need take no further action beyond noting the policies checked for review timeliness

Agenda item 57/26 General Financial Matters

Report from the RFO.

Bank balances at 9 July 2026

Current account-£9,245.93

Deposit account-£5,066.40

Bank Reconciliation for Qtr. 1 2026-27

The transactions in the Council cash book for quarter 1 are-

HFSP CASHBOOK 2026-27							
Date	Details	Receipt	Payment	Classification	VAT	VAT Number	Running Balance
01/04/2026	Balance brought forward	5289.27					5289.27
08/04/2026	Legges Ltd	350.00		Adverts			5639.27
14/04/2026	Herefordshire Council	21033.00		Drainage Grants			26672.27
16/04/2026	Herefordshire Council	1650.00		Lengthsman Grants			28322.27
16/04/2026	G&S Longfield Services		25239.60	Drainage	20.00%	361965962	3082.67
21/04/2026	Herefordshire Council	11827.00		Precept			14909.67
30/04/2026	Unity Trust Bank		7.00	Bank Charges			14902.67
21/05/2026	Barrington Print April Pump Inv 15114		489.00	Parish Pump			14413.67
21/05/2026	Barrington Print May Pump Inv 151204		442.00	Parish Pump			13971.67
21/05/2026	RVH Hire 20 May		24.00	Hire of Halls			13947.67
21/05/2026	Zurich Insurance		505.70	Insurance, audit,			13441.97
21/05/2026	A M Drew April 2026 salary		428.66	Clerk			13013.31
21/05/2026	A M Drew May 2026 salary		428.26	Clerk			12585.05
21/05/2026	HMRC PAYE April 2026		329.73	Clerk			12255.32
21/05/2026	HMRC PAYE May 2026		330.13	Clerk			11925.19
21/05/2026	Autela Payroll Inv 17014		105.60	Administration	20.00%	326597472	11819.59
21/05/2026	Gwent Web Design (gov.uk emails)		90.00	Website & IT	20.00%	904162553	11729.59
21/05/2026	G&S Longfield Services INV-534		2376.00	Drainage	20.00%	361965962	9353.59
21/05/2026	G&S Longfield Services INV 528		1980.00	Lengthsman	20.00%	361965962	7373.59
21/05/2026	G&S Longfield Services INV 533		6643.80	Drainage	20.00%	361965962	729.79
27/05/2026	HMRC VAT refund	1215.27		VAT Reclaim			1945.06
31/05/2026	Untity bank		7.00	Bank Charges			1938.06
08/06/2026	HMRC VAT refund	6072.37		VAT Reclaim			8010.43
08/06/2026	Risbury Village Hall	284.50		Other Income			8294.93
09/06/2026	Tangled Web INV 2678		150.00	Website & IT			8144.93
09/06/2026	Heritage Roofing	150.00		Adverts			8294.93
12/06/2026	JP Ltd TP 104	400.00		Adverts			8694.93
12/06/2026	Humber Woodland of Remembrance	75.00		Adverts			8769.93
16/06/2026	Lion Court Podiatry TP 108	75.00		Adverts			8844.93
17/06/2026	Lockrite TP 109	150		Adverts			8994.93
18/06/2026	Thompson CJ TP 111	30.00		Adverts			9024.93
22/06/2026	Services for Independence	150		Adverts			9174.93
30/06/2026	Information Commissioner		47.00	Insurance, audit, professional			9127.93
30/06/2026	Unity Trust		7.00	Bank Charges			9120.93
Apr-Jun	Sub-totals for period (Horiz.)	43462.14	39630.48				
	Sub -totals for period (Vert)	43462.14	39630.48				
	Balance check	9120.93	OK				
	Reconciliation	OK	OK				
	Totals for financial year to date	43462.14	39630.48				

In summary-

Opening balance 5289.27. Add income 43462.14 and subtract costs 39630.48 = 9120.93

Bank statement showing opening balance-

Your Account Statement

1066339010 | 91298

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

Date: 30/04/2026

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

Contact Us

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

unity trust bank

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

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Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/03/2026		Balance brought forward	£0.00	£0.00	£5,289.27
08/04/2026	Credit	LEGGES LIMITED	£0.00	£350.00	£5,639.27
14/04/2026	Credit	HCC CREDITORS	£0.00	£21,033.00	£26,672.27
16/04/2026	Faster Payment Debit	B/P to: GS Longfield Serv	£4,206.60	£0.00	£22,465.67

Page number 1 of 3

Statement number 083

For Businesses.
For Communities.
For Good.

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 326173. Registered Office: Four Dordneyplace, Birmingham, B1 1AB. Registered in England and Wales no. 1711124. Calls may be monitored and recorded for training, quality and security purposes. © Unity Trust Bank. All Rights Reserved.

INVESTORS IN PEOPLE
We're here to help you grow.

WILLERHALL
WV1 9DG

Opening balance shown at 31 March 2026 is £5289.27

Bank statement showing closing balance

1057743003 | 01748

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



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

 Call **0345 140 1000***

 Email **us@unity.co.uk**

 Visit **www.unity.co.uk**

Account Statement

01 June 2026 to 30 June 2026

Account Name:

Humber, Ford & Stoke Prior Group Parish Council

Sort Code:

608301

Account Number:

20430401

Swift Code (BIC):

NWBKGB2L

IBAN:

GB93NWBK60023571418024

Summary**

Start balance	Paid out	Paid in	End balance
£8,581.86	£6,847.80	£7,386.87	£9,120.93

Your arranged overdraft limit is £0.00



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**Please note it is your responsibility to check all statement entries and period end dates when reconciling your accounts for your own official accounting purposes.

Unity Trust Bank

Statement number 085 | Page 1 of 3

Reconciliation prepared by A M Drew, RFO Dated 9 July 2026

Signed by Cllr. Fowler-Wright, ChairDated 15 July 2026

Signed by Cllr. James Hinton, vice ChairDated 15 July 2026

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Amended budget monitoring and budget statement to end of July 2026.

The budget monitoring statement, which Council will be quite familiar with, has been modified to provide more transparency. For this year the budget was set at the January 2026 meeting. In past years this budget has been altered as required when circumstances change. Council may not have been fully aware of these changes and typically there is no minute agreeing such changes though the RFO will usually point them out during discussion.

The updated budget monitoring statement now always shows the initial agreed budget and next to that is presented "Latest agreed Budget". This layout gives the opportunity to compare the original with the latest budget position and see which budget have changed. The accompanying notes should explain why the changes have been made and there should also be a minute to that effect.

As a final aid the January 2026 budget cells and the latest agreed budget cells are conditionally formatted to show in green where the original budget and the latest budget differ. The relevant notes contain more detail on these differences.

Council is invited to discuss these suggestions for budget changes and resolve to accept or reject the changes.

In terms of income and spend the forecast variances (from the "latest agreed budget") are all quite small relative to the budget amounts and at this stage of the year there are no financial concerns.

HFSP BUDGET MONITOR		2026-27						NOTES FOR BUDGET MONITOR AT 31 JULY 2026	
		OUTTURN 2025-26	BUDGET @ JANUARY 2026	LATEST AGREED BUDGET	YEAR TO DATE	FORECAST OUTTURN	VARIANCE FROM BUDGET		
1	Precept	22696.00	23655.00	23655.00	11827.00	23655.00	0.00	1	As agreed at meeting 21 January 2026.
2	Pump Advertising	3803.00	2750.00	3000.00	1505.00	3000.00	0.00	2	Budget increased from £2750 to £3000 following strong Q4 25-6 performance
3	Pump Postage	20.00	40.00	40.00	0.00	40.00	0.00	3	Nominal amount
4	Lengthsman Grants	2005.00	3564.00	3432.00	1650.00	3432.00	0.00	4	Budget changed to reflect Herefordshire scheme for 2026-27. £1650 received from 25-6. £1188+£594 allocated for 26-7 Total £3432
	Drainage Grants		16436.00	37469.00	21033.00	37469.00	0.00		£21033 25-6; +£16436 26-7 Total £37469
	PROW Grants		5000.00	5000.00	0.00	5000.00	0.00		
5	Other Income	3.06	0.00	0.00	284.50	284.50	284.50	5	RVH donation for screen
6	VAT Reclaim	1996.96	5300.00	13287.00	7287.64	13287.00	0.00	6	£1215 from 25-6+£6072 from Q1 26-7 +estimated £6000 for remainder of 26-7. Total = £13287
7	CW Fundraising	130.01	500.00	500.00	0.00	500.00	0.00	7	Estimate only
8	Other Projects	0.00	0.00	0.00	0.00	0.00	0.00	8	
9	TOTAL INCOME	30654.03	57245.00	86383.00	43587.14	86667.50	284.50	9	
	EXPENDITURE								
10	Clerk	9426.85	8840.00	9737.00	2937.26	9426.00	311.00	10	Employers NI of £600pa not known at budget setting. Salary award =£297 Total = £9737
11	Administration	357.79	520.00	400.00	156.81	357.00	43.00	11	Budget reduced to £400 in line with current spending.
12	Insurance, audit, professional	1560.32	1680.00	1680.00	868.70	1560.00	120.00	12	Prices are largely in line with 2025-26
13	Website & IT	1012.42	650.00	950.00	370.00	1012.00	-62.00	13	Items not known in Jan '26. W/site accessibility £150. New email addresses for Cllrs £150 Total = £650 + £300 = £950
14	Hire of Halls	149.00	200.00	200.00	44.00	200.00	0.00	14	On budget
15	Training and development	0.00	250.00	250.00	0.00	250.00	0.00	15	2 Councillors to train plus PROW contractor
16	Equipment	0.00	200.00	200.00	0.00	0.00	200.00	16	Nominal amount
17	Maintenance	0.00	100.00	100.00	0.00	0.00	100.00	17	Nominal amount
18	Other	0.00	100.00	100.00	0.00	0.00	100.00	19	Nominal amount
19	DAY TO DAY EXPENDITURE	12506.38	12540.00	13617.00	4376.77	12805.00	812.00	20	
	PROJECTS								
21	Parish Pump	5353.70	5100.00	5100.00	1839.00	5057.00	43.00	21	Some cost reduction with revised paper
22	Lengthsman	5124.99	4752.00	4026.00	1650.00	4026.00	0.00	22	Grants reduced for 26-7. Spend is 26-7 grant(£1188+£594+£594 Parish contribution) =£2376+£1650 25-6 spend
23	Drainage	83.33	23903.00	44985.00	28949.50	44985.00	0.00	23	25-6 £28549 + 26-7 £16436 = £44985
	PROW	0.00	5000.00	5000.00	160.00	5000.00	0.00		Improvement program for 2025-26 - hopefully grant funded.
	Community Week	0.00	450.00	450.00	0.00	450.00	0.00		
24	Environment Project		1000.00	1000.00	0.00	500.00	500.00	24	Project now includes revised Emergency Plan
25	Road Safety	0.00	0.00	0.00	0.00	0.00	0.00	25	Project spend currently unclear
26	BT kiosk restoration	1.00	0.00	1000.00	0.00	1200.00	-200.00	26	Project slip due to weather and contractor problems. Contractor likely to be replaced which will lead to increased costs
27	Projects closed in 2024-25 (trails booklet, war memorial)	0.00	0.00	0.00		0.00	0.00	27	Projects closed
28	Project B	0.00	0.00	0.00	0.00	0.00	0.00	28	Placeholder for any new project
32	PROJECTS EXPENDITURE	10563.02	40205.00	61561.00	32598.50	61218.00	343.00	32	
33	Reclaimable VAT on the above	1215.27	4500	12072	6183.06	12072.00	0.00	33	Q1 26-7 £6072 +Q2-4 26-7 £6000 = £12072
34	TOTAL EXPENDITURE	24284.67	57245.00	87250.00	43158.33	86095.00	1155.00	34	
35	SURPLUS	7584.63	0.00	-867.00	428.81	572.50	1439.50	35	

Adopting the new HMRC mileage rate

For the first time in many years HMRC have decided to increase the mileage allowance (on which tax is not paid) from £0.45/mile to £0.55/mile. HALC announced this change in their latest bulletin which all Councillors have received. Currently the Clerk's contract contains the rate of £0.45/mile and this is the rate Councillors would also claim as expenses.

It is a Council decision to adopt or not the new rate. If adopted the Clerk's contract will be amended as will Councillors' expenses claims.

Replacement of waste bin o/s Stoke Prior Hall.

The current waste bin is not really functional. It is a standard model and can be replaced for between £70 - £100. The post is in reasonable condition

If Council agrees to replace the bin the Clerk will arrange



Update from the Clerk on replacement defibrillator for Risbury.

An ideal solution to the defibrillator problem at Risbury would be for a charitable organisation to fund a new one. Only one such organisation is currently fully funding defibrillators and that is The British Heart Foundation (BHF). However, this organisation funded the new Stoke Prior defibrillator a few months ago and it will only fund one per organisation.

One organisation has been found which will part fund defibrillators – AEDdonate and an application has been made to them. The application has been accepted which will provide a £300 discount on a defibrillator costing £949+VAT.

AEDdonate also provide a comprehensive support package which as far as can be seen, is bundled in with the defibrillator purchase at no further cost (unless the optional maintenance package is taken)

A summary of the AEDdonate offer follows-

- **Defibrillator with 10-Year Warranty**

Receive an IPAD NFK200 engineered for reliability and ease of use, with a full 10-year warranty for worry-free protection.

- **Defibrillator Response Kit**

Fully stocked with essential items to support an effective rescue and provide the best possible patient care.

- **After-Installation Care Pack**

Guidance and resources to help you manage and maintain your defibrillator confidently.

- **Access To Monthly Ongoing Training & Awareness**

Regular sessions designed to build confidence and ensure your community is prepared. Free for anyone within your community!

- **Dedicated Ongoing Support**

Expert assistance whenever needed.

- **Registration onto the National Defibrillator Network – 'The Circuit'**

Your defibrillator is connected to all 14 Ambulance Services nationwide.

- **24/7 365 Days A Year Telephone & Online Support**

Round the clock access to friendly, expert help.

- **Post-Deployment Support**

Full recovery process management if your defibrillator is used, ensuring it returns to operational readiness.

- **Post-Incident Support**

A FREE listening and support service for anyone who uses the defibrillator, providing an opportunity to talk through the experience, share concerns, and receive reassurance.

- **Electrode & Battery Reminder Service**

Stay proactive with timely reminders.

- **Replacement Policy**

If your defibrillator becomes unavailable due to damage, theft, or other circumstances, we'll provide a replacement (police report required for theft/vandalism).

- **Optional Maintenance Package**

Spread the cost of consumables and receive a loan defibrillator if your device is taken away for maintenance or repair.

- **Adult & Paediatric Pads Supplied As One Set**
- **Carry Case Provided**

Additional fundraising should be possible – perhaps via Community Week or the village halls, particularly Risbury Hall.

Council should discuss the above offer and decide how best to proceed

Payments for authorisation

Payments made since last meeting.

No.	Name	Ex VAT £	VAT £	Total £	Details
1	A M Drew	428.66	0.00	428.66	Clerk's April 2026 salary
2	A M Drew	428.26	0.00	428.26	Clerk's May 2026 salary payable 25 May 2026
3	Barrington Print	442.00	0.00	442.00	INV-15204 May 26 Pump
4	Barrington Print	489.00	0.00	489.00	INV-15114 April 26 Pump
5	Humber Parish Rooms	24.00	0.00	24.00	May 2026 meeting
6	HMRC PAYE	329.73	0.00	329.73	01/04/2026 PAYE
7	HMRC PAYE	330.13	0.00	330.13	01/05/2026 PAYE
8	Zurich Insurance	505.70	0.00	505.70	Annual Insurance Premium
9	Autela 17014	88.00	17.60	105.60	Payroll Dec 2025-March 2026
10	G&S Longfield Services	1650.00	330.00	1980.00	Annual Maintenance Plan
11	Gwent Web Design	75.00	15.00	90.00	GOV.UK email addresses.
12	G&S Longfield Services	2376.00	475.20	2851.20	Project at The Heath Ground conditions
13	G&S Longfield Services	6643.80	1328.76	7972.56	Project at The Heath - Final invoice
14	Information Commissioner	47.00	0.00	47.00	Direct Debit
15	Tangled Web	150.00	0.00	150.00	For website accessibility upgrade
16	Unity Trust	14.00	0.00	14.00	Bank charges
17	Mobes Mows	400.00	0.00	400.00	Clearance of the Prill
	Totals	13810.28	2166.56	15976.84	

Income received since last meeting –

No.	Name	Amount £			Details
1	HMRC VAT refund	1215.27			VAT Reclaim
2	HMRC VAT refund	6072.37			VAT Reclaim
3	Risbury Village Hall	284.50			Other Income
4	Heritage Roofing	150.00			Adverts
5	JP Ltd TP 104	400.00			Adverts
	Humber Woodland of Remembrance	75.00			Adverts
	Lion Court Podiatry TP 108	75.00			Adverts
	Lockrite TP 109	150.00			Adverts
	Thompson CJ TP 111	30.00			Adverts
	Services for Independence	150.00			Adverts
	Total	8602.14			

Payments for Authorisation					
No.	Name	Ex VAT £	VAT £	Total £	Details
1	A M Drew	620.58	0.00	620.58	June 2026 salary
2	A M Drew	441.94	0.00	441.94	July 2026 salary, due 25th July
3	Barrington Print	460.00	0.00	460.00	INV-15319 June 2025 Pump
4	Barrington Print	448.00	0.00	448.00	INV-15453 July 2025 Pump
6	HMRC PAYE	178.98	0.00	178.98	PAYE June 2026
7	HMRC PAYE	178.98	0.00	178.98	PAYE July 2026
8	HALC	200.00	40.00	240.00	Internal audit fee (reduced)
9	Autela	47.81	9.56	57.37	Qtr 1 2025-26
10	G&S Longfield Services	160.00	32.00	192.00	Clearance SP 17 from Witsets
11	Gwent Web Design	145.00	29.00	174.00	Domain name & email hosting - 1 year
12	Humber Parish Rooms	20.00	0.00	20.00	Hire charge for 15 July 2026
13	SLCC	116.00	0.00	116.00	Annual subscription
	TOTAL	3017.29	110.56	3127.85	

Council is invited to agree that the above payments should be made.

Agenda item 58/26 Lengthsman, Drainage & PROW Drainage.

It would appear that the drainage grant application for 2026-27 has been approved in full (£16,436). £7,516 of this grant is immediately payable to Council which has already settled invoices to this value. Once the purchase order arrives this sum will be claimed.

The Lengthsman can now be instructed and the main tasks are as follows-

Wheelbarrow Castle	To re-align and enlarge the pipe under field entrance for correct fall	£2820
The Heath	To re-align the pipe under highway for correct fall	£1210
St Lukes	To raise drains to ensure water flows in	£1260

Additionally there is need for jetting and sucking services to clear blocked drains in both Risbury and Stoke Prior. The grant will not cover such work which will be funded from Council's drainage reserve. A machine which can both suck and jet is available for about £750+VAT/day. A survey is required to confirm blackspots but the Clerk estimates 5 days of hire should deal with the worst of the problems. A further phase of work can be considered in early autumn if thought necessary.

Lengthsman

The Lengthsman work now consists of the annual maintenance plan and is grant funded by Herefordshire. The grant for 2026-27 has been reduced to half that of 2025-26 to-

Annual maintenance plan	£1188
Nominated task	£594 grant + £594 Parish contribution

The plan includes the following activities-

- Scraping of drain tops, reinstatement of grippers, as required on C1110, C1112, C1055, C1113, U94005, U94009 -U94012 within the Parish boundary.
- Maintenance of non-powered road signs on roads described above
- Cut back of vegetation on roads described above

The Nominated task can be decided as this year's plan unfolds.

Herefordshire have confirmed that the grant has been awarded.

PROW

At the May meeting the Clerk introduced the possibility of using a contractor to supplement the maintenance efforts of the Parish rights of way officers (Philip Brown, Cllr. Sarah Sneyd and Iain Cholerton). The annual reports from these officers show a gradual deterioration to the Parish RoWs in terms of cutting back vegetation, simple replacement work such as roundel and finger posts etc.

Work such as cutting back vegetation etc. is in fact mostly the landowner's responsibility but the extent to which such work is carried out is highly variable. This proposal is not about the Council paying for work that the landowners should be doing. Instead it is proposed that-

- 1) the contractor will survey RoWs using the annual reports and also walking the paths to establish which routes need attention.
- 2) he will report to the Clerk RoWs needing attention and provide a quote for carrying out remedial work.
- 3) the Clerk will write to the landowner asking that the necessary work is completed within (say) 30 days and providing the quote for the Council to carry out the work. Busy or remote landowners may welcome the opportunity to have the work carried out for them.
- 4) if the work is not completed within that time the Council will complete the work and bill the landowner on the basis of the contractor's quote.

Typically local authorities share the costs of upkeep with landowners, often by providing materials such as stiles, bridges, gates etc.

Some work will always be required on RoWs eg. where landowners cannot be identified or contacted, the work is actually Council's responsibility eg. on the highway verge or other access point etc.

In line with discussions at the last meeting a suitable contractor has already been selected and has agreed draft terms and scope of works with the Clerk. The detailed documents are at [appendix 2](#)

£5,000 has been included in this year's budget to fund the work of this contractor and provide for materials etc. The Herefordshire grant scheme is also available and pending the outcome of these discussions an application can be made.

Council should discuss the above proposal (including the extent to which costs should be shared with landowners) and agree the best way forward.

Appendix 1 A guide to Section 106

Introduction.

Section 106 of the Town and Country Planning Act 1990 allows councils to require developers to provide money or infrastructure as part of granting planning permission

These obligations are legally binding and “run with the land,” meaning they apply even if the site is sold to another developer.

S106 agreements are a major source of infrastructure funding in England, generating around £7 billion annually.

Summary

- Section 106 is the backbone of developer-funded infrastructure in England.
- It delivers affordable housing, school places, roads, parks, and health facilities — but its effectiveness depends heavily on negotiation quality and council management.
- Annual reports now provide transparency, but unspent funds and clawbacks remain major issues.
- Council should note from the outset that there have been no developments in the Group Parish which has attracted S106 payments

When S106 applies

S106 is usually used for major developments, typically 10+ homes or sites over 0.5 hectares.

Small developments rarely trigger S106 obligations

What S106 money can be spent on.

Obligations must meet strict legal tests:

- Necessary
- Directly related to the development
- Fair and reasonable in scale

Common uses include:

1. Affordable housing

The largest category. Many councils require 20–40% affordable homes on major sites. Around 49,000 affordable homes were delivered via S106 in 2022–23

2. Education

Contributions for new school places. Example: Oxfordshire charges ~£20,000 per primary pupil place.

3. Highways & transport

Road upgrades, junction improvements, crossings, cycle lanes.

4. Open space & recreation

Play areas, parks, sports fields, long-term maintenance contributions.

5. Health

GP surgery expansions to accommodate new residents.

6. Other site-specific mitigation

Ecology, drainage, public art, skills training, travel plans.

How S106 differs from CIL

S106 = negotiated, site-specific obligations.

CIL = fixed charge per square metre, set by the council.

Around 160 councils use CIL; others rely entirely on S106

CIL funds strategic infrastructure; S106 funds development-specific mitigation.

Unspent S106 money

Councils collectively hold billions in unspent S106 contributions.

Reasons include trigger points, slow capital projects, or administrative failures

Many agreements include clawback clauses, allowing developers to reclaim unspent money after 5–10 years.

Example: Basildon returned £1 million in 2019 due to missed deadlines

Infrastructure Funding Statements (IFS)

Since 2020, every council must publish an annual IFS showing:

- S106 money received
- S106 money spent
- S106 money retained
- CIL equivalents

How Parish Councils Receive S106 Money

Parish and town councils do not receive S106 money automatically.

Instead, they access it through three routes, all of which depend on the district or unitary council (the Local Planning Authority, LPA).

1. Influence the S106 agreement during the planning process

This is the most important route.

Parish councils can shape what S106 money is secured before planning permission is granted by submitting detailed consultation responses on major planning applications.

- Parish and town councils can play a key role in influencing S106 outcomes during the consultation period
- Many have “successfully pushed for larger or better-targeted contributions” by raising infrastructure concerns early

This means the parish council must:

- Respond formally to planning applications
- Identify local infrastructure impacts (play areas, footpaths, halls, parking, traffic, drainage, etc.)
- Request specific S106-funded mitigation
- Provide evidence (local surveys, usage data, photos, etc.)

If the LPA agrees, the obligation is written into the S106 agreement.

2. Receive S106 money when the LPA allocates it to parish-led projects

Once S106 money is collected, it is held by the LPA and allocated to projects that meet the legal tests:

- Necessary
- Directly related to the development
- Fair and reasonable in scale and kind.

Parish councils can receive S106 money if:

- The S106 agreement specifies a project within the parish (e.g., play area, hall improvements, footpath links)
- The LPA agrees the parish council is the appropriate delivery body
- The parish submits a project proposal that meets the S106 purpose

The LPA then transfers the funds to the parish council or pays contractors directly.

3. Monitor S106 money via the Infrastructure Funding Statement (IFS)

Every council must publish an annual IFS showing:

- S106 money received
- S106 money spent
- S106 money retained and what it is allocated for

Parish councils can use the IFS to:

- Identify unspent S106 money allocated to their area
- Request release of funds for eligible projects
- Hold the LPA accountable for delays or mismanagement

Important limitations

Parish councils cannot:

- Demand S106 money directly
- Spend S106 money on anything other than the purpose defined in the agreement
- Use S106 money for general parish expenses
- Access S106 money from developments outside their parish unless the agreement allows it

If money is not spent in time:

Developers can reclaim it under clawback clauses (typically 5–10 years)

This is why monitoring and early engagement are essential.

Summary

Parish councils receive S106 money only when they actively engage:

- Influence the S106 agreement during planning consultations
- Submit project proposals that match the S106 purpose
- Monitor unspent funds via the annual Infrastructure Funding Statement

When parish councils do this well, they secure funding for:

- Play areas
- Village hall improvements
- Footpaths
- Traffic calming
- Green spaces
- Community facilities

When they don't, money can sit unused — or even be returned to developers.

Herefordshire Council IFS Annual Report

You can see the last published IFS from Herefordshire here-

[Infrastructure Funding Statement 2024 - 2025](#)

The report is 73 pages and is very detailed. The main points are-

2. Activity During 2024–2025

34 S106 agreements were signed in the reporting period. These agreements cover contributions for:

- Education
- Transport & highways
- Sports facilities
- Libraries
- Primary care
- Recycling/waste
- Affordable housing
- Phosphate mitigation

3. Money Received

Total S106 contributions received: £1,621,904.95.

Largest categories received:

- Phosphate credits: £762,514
- Education: £737,892.75
- Other categories include transport, sports, recycling, primary care, and monitoring fees.

4. Money Spent

Total S106 contributions spent: £2,766,726.15.

Funding delivered projects such as:

- School infrastructure (e.g., new music room at Holmer C of E Academy)
- Transport improvements (traffic calming, pedestrian crossings, bus infrastructure)
- Sports facility upgrades (e.g., Hereford Cricket Club female shower refurbishment)
- Play areas and open space improvements

5. Affordable Housing

Multiple developments secured affordable housing through S106 agreements.

Mix includes:

- Social rented
- Affordable rented
- Shared ownership
- First Homes
- Low-cost market housing

Total S106 money held but not yet spent (all years, not just 2024–25) is £8,944,733.68

This is the full cumulative total of all unspent Section 106 contributions held by Herefordshire Council as of 31 March 2025, including:

- Money received in previous years
- Money received in 2024–25
- Money allocated but not yet drawn down

- Money not yet allocated to a project
-

Breakdown of S106 monies held

The IFS shows the following categories of unspent S106 money:

- Education: £4,221,822.75
- Transport/Highways: £1,090,934.00
- Sports: £1,033,178.00
- Offsite Play/Open Space: £1,019,510.00
- Libraries: £165,000.00
- Primary Care: £143,000.00
- Recycling/Waste: £38,000.00
- Monitoring Fees: £243,288.93

total: £8,944,733.68 unspent S106 funds.

This is the figure parish councils should pay attention to, because it represents:

- Money that could be allocated to parish-led projects
- Money that may be at risk of clawback if not spent in time
- Money that parish councils can request to use for eligible infrastructure

Appendix 2 Draft contract & scope of works for PROW contractor

CONTRACTOR AGREEMENT

Between:

Humber, Ford & Stoke Prior Parish Council ("the Council")

and

Mr Tim Mobey T/A Mobes Mows ("the Contractor")

1. Purpose of Agreement

The Council engages the Contractor to carry out routine maintenance of designated Public Rights of Way (PROWs) within the parishes of Humber, Ford & Stoke Prior, as specified in the Scope of Works.

2. Status of Contractor

- The Contractor is engaged on a self-employed basis.
- Nothing in this agreement creates an employment relationship.
- The Contractor is responsible for their own tax, National Insurance, insurance, equipment, and business costs.

3. Term of Agreement

- Start date: 16 July 2026
- Renewal/review date 1 April 2027
- The agreement continues until terminated by either party with 14 days' notice.
- The Council may suspend work at any time if safety concerns arise.

4. Payment Terms

- Hourly rate: £25.00 per hour (unless otherwise agreed).
- Travel time from Pencombe to the Parishes will be paid for
- Invoices must be submitted on completion of work and will be paid within 14 days.
- Additional expenses may be paid if pre-approved by the Council.

5. Contractor Responsibilities

The Contractor shall:

- Provide all tools, equipment, PPE, and transport required for the work.
- Maintain appropriate Public Liability Insurance (minimum recommended £2m).
- Work safely and in accordance with basic countryside management good practice.
- Report defects beyond their capacity to the Council promptly.
- Maintain simple records of work completed with before and after photos

6. Council Responsibilities

The Council shall:

- Provide maps, locations, and priorities for PROW maintenance.
- Supply waymarking roundels and any Council-owned materials.
- Respond promptly to defect reports.
- Pay invoices within the agreed timeframe.

7. Health & Safety

- The Contractor is responsible for their own safe working practices.
- Work is limited to hand tools only unless otherwise agreed.
- Lone working is permitted but the Contractor must carry a mobile phone.
- The Council will arrange any suitable and required training to ensure compliance with legislation.

- The Contractor must avoid hazardous tasks such as major tree removal, or structural repairs.

8. Confidentiality & Conduct

- The Contractor shall act professionally and courteously when interacting with landowners or the public.
- Any sensitive information relating to landowners or the Council must be kept confidential.

9. Termination

Either party may terminate the agreement with 14 days' written notice.

Immediate termination may occur if:

- unsafe working practices are observed
- insurance lapses
- serious misconduct occurs

10. Signatures

For Humber, Ford & Stoke Prior Parish Council:

Name: _____

Signature: _____

Date: _____

For the Contractor:

Name: _____

Company: _____

Signature: _____

Date: _____

SCOPE OF WORKS (PROW MAINTENANCE)

Contractor: Mobes Mows

Area: Humber, Ford & Stoke Prior parishes and designated PROWs

Reporting to: Allan Drew, Humber, Ford & Stoke Prior Parish Clerk

1. Routine Vegetation Clearance

Using hand tools only, the Contractor will:

- Cut back overgrown vegetation encroaching onto the path
- Clear brambles, nettles, and low branches obstructing access
- Maintain visibility of the path line
- Ensure stiles, gates, and bridges are accessible

2. Waymarking

- Install or replace waymarking roundels where required
- Ensure waymarks are visible, correctly oriented, and securely fixed
- Report any missing posts or damaged structures

3. Defect Reporting

The Contractor will identify and report issues beyond their remit. These issues will be reported to the Parish Clerk and include:

- Fallen trees requiring chainsaw work if necessary
- Broken stiles, gates, or bridges
- Dangerous surfaces (deep mud, erosion, washouts)
- Obstructions caused by landowner activity
- Missing or damaged PROW furniture
- Reports should include:
 - Location (grid reference or What3Words)
 - Brief description
 - Photo
 - Urgency rating (low / medium / high)

4. Work Recording

The Contractor will maintain simple records, including:

- Date and location of work
- Tasks completed
- Before & After photos
- Materials used (roundels, posts)
- Defects reported
- Time spent

A brief summary of the above points will accompany each invoice.

5. Boundaries of Work

The Contractor will not undertake:

- Major tree removal
- Structural repairs to bridges, stiles, or gates
- Work requiring specialist machinery
- Work on private land not designated as PROW
- Any activity requiring landowner permission beyond normal access

6. Communication

- Routine communication via email, phone, or WhatsApp
- Urgent defects reported immediately
- Monthly check-in with the Council to review progress

7. Materials Provided by the Council

The Council will supply:

- Waymarking roundels
- Posts (if required)
- Maps and PROW priority list

All other tools and equipment are the Contractor's responsibility.