



ORDINARY MEETING
7.30pm 16TH SEPTEMBER 2026
RISBURY VILLAGE HALL

MEETING PAPERS

Contents

AGENDA.....	3
Draft Minutes	5
Agenda item 69/26 Planning Committee and planning applications update	19
Agenda item 70/26 Annual Business for 2026-27	20
Agenda item 71/26 General Financial Matters	25
Agenda item 72/26 Lengthsman, Drainage & PROW	30
Agenda item 73/26 Projects	31

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

email 01885 400712
clerk@hfspgroupparishcouncil.gov.uk

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

**Wednesday 16th September 2026 at 7.30pm
in Risbury Village Hall**

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

9th September 2026
Council

Allan Drew, Clerk to the

AGENDA

62/26 Apologies for absence

To receive: any apologies for absence.

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

63/26 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.

64/26 Minutes of previous meetings

To approve: draft minutes of the meeting held on 22 July 2026.

65/26 Chairman's announcements

To note: any announcements from the Chairman. To include dispensation for Cllr. Sneyd

66/26 Stoke Prior school

To receive: Mr. Lewis, Headteacher, Stoke Prior school, will report on recent school matters.

67/26 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.

68/26 District Councillor's report

To receive: a report from Ward Councillor Bruce Baker.

69/26 Planning Committee and planning applications update

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

Ford & Stoke Prior

262403 - Land adjoining Croft Gate Farm, Stoke Prior, Leominster, Herefordshire

Variation of condition 2 & 3 of planning permission 200705 - minor amendments to house and garage design to meet self-builders requirements.

Humber

No new applications

(b) To note: updates on current planning applications

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).

Undecided

253172 - Track northwest 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.

Refused

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.

Refused

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).

Pending S106 agreement

Undecided -

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

Undecided

70/26 Annual Business for 2026-27

To consider: any amendments to Financial Regulations.

To consider: any amendments to GDPR Policies

71/26 General Financial Matters

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

To consider: Clerk salary award for 2026-27

To consider: payments for authorisation

72/26 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: draft procedures following appointment of PROW maintenance officer

73/26 Projects

To consider: new project proposals – improving the management of the Council website

www.hfspgroupparishcouncil.gov.uk

Sponsor Cllr. Taylor

To receive: updates on current projects

Stoke Prior K6 kiosk refurbishment

Cllr. Fowler-Wright

Traffic Management Plan

Cllrs. Sneyd & Marston

Environment/emergency plan

Cllrs. Yair & Hinton

74/26 Matters for discussion at the next meeting

Date of next meeting

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

The Chairman will close the meeting

Humber, Ford & Stoke Prior

Group Parish Council

1. Draft Minutes

of the ordinary (re-scheduled) Meeting of the Group Parish Council on Wednesday 22nd July 2026 at 7.30pm in Risbury Village Hall

Present:

Cllr. Ken Bemand

Cllr. Hugh Fowler-Wright (Chairman

Cllr. Chris Marston

Cllr. Janette Fullwood

Cllr. Linda Taylor

Cllr. Richard Thomas

Cllr. Clare Harris

Cllr. Tim Yair

Ward Cllr. Bruce Baker

Clerk & RFO: Allan Drew

No members of the public attended.

No members of the public were present.

COUNCIL BUSINESS

48/26 Apologies for absence

Apologies for absence were received from Cllr. James Hinton, Cllr. Rob Pugh and Cllr. Sarah Sneyd.

49/26 Declarations of interest and dispensations

- a. No declarations of interest in respect of agenda items were received.
- b. No dispensation requests were received.

50/26 Minutes of previous meetings

- a. The draft minutes of the meeting held on 21 May 2026 were approved and signed by the Chairman.

Resolved: to approve the draft minutes of the meeting held on 21 May 2026 as a true record.

- b. The draft minutes of the adjourned meeting held on 15 July 2026 were considered. Cllr. Bemand noted that he had not been present at that meeting; however, the minutes were proposed by Cllr. Marston and seconded by the Chairman.

Resolved: to approve the draft minutes of the adjourned meeting held on 15 July 2026 as a true record.

51/26 Stoke Prior school

The Chairman noted that the headteacher of Stoke Prior School, Mr Lewis, had been unable to attend this meeting and that Council would continue to extend an invitation to him to attend a future meeting.

52/26 Chairman's announcements

The Chairman noted that several items arising from his announcements were covered elsewhere on the agenda.

The Chairman reported that the police priorities for the area had been set as antisocial behaviour, road safety and rural crime, in that order.

53/26 Public participation

No members of the public were present.

54/26 Ward Councillor's report

Ward Cllr. Bruce Baker reported that:

- The County had observed Armed Forces Day on 27 June
- The new doctor's surgery in Leominster is now open. It features 20 treatment rooms over two storeys, with extensive car parking. The facility represents a significant improvement over the previous premises.
- The council has a new Chief Executive Officer, Paul Satoor, who was due to be introduced at a full council meeting the following Friday.
- Herefordshire has launched its crisis & resilience fund. This fund is part of a national initiative to provide help to those in genuine financial hardship. More information is available at [Crisis and Resilience Fund - Herefordshire Council](#).
- The new Hereford transport hub will open in October. A wide range of integrated transport services will be available. Further information at [Hereford Transport Hub - Herefordshire Council](#)
- The by-pass is still on track to begin this December. The business case for the by-pass has been published and shows "medium benefits" of around 1.6 times the costs. Currently the cost is estimated at just under £40m.
- Cemetery memorial safety inspections were being carried out during the current week, in response to concerns about upright memorials falling.
- A crematorium open day was held on 4 July.
- Members have a £1,000 discretionary fund available to spend on items such as defibrillators, parish notice boards or memorial benches. A decision is required by the end of the year. Cllr. Baker indicated he had already been approached by two parties. Council was encouraged to consider whether there were local needs to which this fund could contribute.
- PCSO Sue Berrett, who had served the area for approximately 17 years, has moved on to West Midlands Police.
- The Post Office in Leominster is closing on August 15 after Morrisons announced that the shop where the Post Office is housed is being closed. The Post Office is exploring provision of a temporary service elsewhere in the town.
- Herefordshire Council is providing free summer holiday activities for children in receipt of free school meals. [Free summer holiday activities for children – with a free healthy meal at every session! - Herefordshire Council](#)

- Following the murder of Ann Widdecombe advice to improve the safety of elected members has been issued by Police.
- Herefordshire has launched a homelessness and rough sleeping strategy which aims to eliminate these problems by 2031. [Homeless prevention and rough sleeping strategy - Herefordshire Council](#)
- As part of local government re-organisation Worcestershire Council will split into two new Councils in 2028. These will be Worcestershire North (Kidderminster, Bromsgrove and Redditch) and Worcestershire South (Malvern, Wychavon and Worcester).

Questions to Cllr. Baker included the following:

- Cllr. Thomas asked Cllr. Baker about the promised bridge works on the Parish PROWs which had not materialised. Cllr. Baker thought (and later confirmed) that such works can be carried out by the Parish Council using the available grants.
- Cllr. Baker confirmed that the locality steward, Colin Smith, now works directly for Herefordshire Council following the transition from Balfour Beatty to M Group, and that M Group now operates from the council's direction using private contractors.

Resolved: to note the Ward Councillor's report.

55/26 Planning Committee and planning applications update

a. Applications to consider

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). Planning Committee will report on this application following a site visit.

Council discussed this application and there was a strong desire to support the Lamb following its successful re-opening. As a result of the site visit Council agreed that the lorry body presented no issues and in fact appeared to be permitted development. The terrace was a different matter since there was potential overlooking and noise issues to adjacent residents. However, an earlier application 241366 drew attention to the terrace in that it would likely not receive consent as part of the public house, but could be acceptable for the use of owners or tenants. Currently the Inn has the terrace closed so pub customers have no access to it. The Clerk drew up draft comments and these were submitted as-

Comments on application 261006 The Lamb Inn

Council discussed this application at its re-scheduled meeting on 22 July 2026 and resolved to SUPPORT the application.

Prior to this discussion, on 20 July, the Planning Committee had visited the site to see the two installations which are the subject of this application. Since this is a retrospective application both installations are already in place.

Installation 1 Provision of a fire escape. Council notes that the fire escape already exists having been installed by the previous owner but without planning consent. Application 241366 aimed to correct that lack but was refused. However, the main part of 241366 was a contentious change of use for the building from class A4 (public house) to C3 (dwelling). In refusing that

application the external staircase was also refused but the officer report at the time makes important points relevant to 261006-

During the consultation process, letters of representation raised an objection on the basis that the retention of the terrace would result in an adverse impact upon the private residential amenity of the neighbouring dwelling to the North.

In considering the terrace in this regard, the use of the terrace for residential use only, would be unlikely to cause a material adverse impact upon the amenity of the adjoining neighbours, by virtue of the degree of physical separation between the terrace and neighbouring garden and residence.

However, I would note that the use of the terrace in connection to the existing lawful use as a public house would likely result in a material adverse impact upon the private residential amenity since the use of the terrace would likely be use materially more than if it were used as part of a private residential dwelling.

In summary the Planning Officer concluded that the terrace would not impact neighbours if it was part of a residential dwelling, but it could have a material, detrimental effect on neighbouring properties if used in connection with the public house activities. Since the Lamb is now firmly back in business as a village pub, the implication from the above report is that the terrace area would have been refused as part of a public house. The current owners recognise this issue and have closed the fire escape and terrace to access from ground level. In principle it could be concluded that the fire escape/terrace should be removed but this would be expensive. As a compromise Council proposes to SUPPORT the installation but that a condition should be inserted stating that the stairway and terrace cannot be used in connection with the business of the public house.

Installation 2 Provision of a food storage area using a lorry body. Council SUPPORTS this application based on policy HFSP12 – developing and supporting local businesses. The site visit showed that the Lamb's kitchen is rather too small to run the food service the Inn aspires to provide. Such a service is increasingly important to the commercial success and survival of a rural pub business and any reasonable support for this aspect of the business is justified.

Council also noted that-

*The Town and Country Planning (General Permitted Development etc.) (England) (Amendment) (No. 3) Order 2021 (“**2021 Order**”) was made on 16 December 2021 and came into force at the beginning of January 2022.*

The 2021 Order introduced a permanent permitted development right to provide one moveable structure within the curtilage of a pub (including those with expanded food provision) or other premises which is used for the sale of food or drink mainly to members of the public who consume that food or drink on the premises.

The above information rules that the provision of the lorry body is in fact a permitted development right and no application would be necessary. The site visit confirmed that, as far as can be established, the siting of the lorry body is within the conditions laid down in the 2021 Order

b. Other planning matters — application 211802, Land at Gob's Castle, Risbury

The Clerk reported that he had queried with Herefordshire Planning the status of application 211802, which showed as determined but with no decision on file. Planning officer Andrew Banks had confirmed that this application was superseded by a subsequent application (213908) which

was determined in favour, and that application 211802 was consequently closed without a decision being made. Council noted this explanation.

Resolved: to note the explanation provided by Herefordshire Planning in respect of application 211802.

c. Section 106 — New House Farm, Risbury (193259)

The Clerk presented a paper on Section 106 agreements. Council noted that there are currently no Section 106 funds in the parish, as no development of sufficient scale has previously been agreed. The outline application at New House Farm, Risbury (193259) — which has an outline permission for approximately 10 dwellings and remains pending a Section 106 agreement — is the one exception that may generate Section 106 funding in the future.

Council discussed potential uses for any such funds and agreed that, to have any prospect of influencing the Section 106 negotiation, it is important to set out the council's aspirations at the comment stage and to engage with Herefordshire Council at the earliest opportunity. Ideas discussed included:

- Widening of the road serving the New House Farm site, which is narrow given the volume of traffic using it, as a direct mitigation of the development.
- A contribution towards primary school places and facilities at the local school, including possible improvement of early years, nursery and wraparound care provision, which would assist in attracting young families to the area.

Resolved: to note the Section 106 briefing paper prepared by the Clerk and to authorise the Clerk to submit a further comment to Herefordshire Planning on application 193259 setting out the council's aspirations for Section 106 contributions, specifically road widening in the vicinity of the site and improvements to early years and wraparound care provision at the local primary school, so that these are on record for when detailed permission is sought.

56/26 Annual Business

Membership of Committees and other organisations

Council reviewed the membership of its committees-

(a) Planning Committee

Current members of the committee are Chairman & vice-Chairman (ex-officio), Cllrs. Bemand, Marston, Fullwood. Following the resignation of Cllr. Grace Council appointed Cllr. Linda Taylor to the Planning Committee. Other members agreed to continue

(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.

No change was made to this committee.

(c) Finance Committee

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

No change was made to this committee.

Membership of other bodies and representatives

Current subscriptions to other bodies are-

HALC	~£700/year	Agreed to continue for 2026-27
CPRE	£36/year	Agreed to continue for 2026-27
Parish Online	£36/year	Agreed to continue for 2026-27
SLCC	~£118	Agreed to continue for 2026-27

Risbury Village Hall Committee representative: Cllr. Harris agreed to continue in this role

Stoke Prior Village Hall Committee representative: Cllr. Fullwood agreed to continue in this role

Police Liaison Officer: Cllr. Fowler-Wright agreed to continue in this role

Safeguarding Officer: Cllr. Yair agreed to continue in this role

Humber Close Liaison Officer replacement for Cllr. Grace required

Public Rights of Way Officers:

Iain Cholerton assisted by Cllr. Harris (bridleways),
Philip Brown (Humber).

Due to Cllr. Sneyd's extended leave of absence the Ford & Stoke Prior footpaths will be looked after by Cllrs. Bemand and Yair.

Humber Close Liaison Officer

The post was left vacant pending a volunteer coming forward. Council agreed that the minimal responsibilities of this role are effectively covered by the existing emergency warden arrangements.

Resolved: to note that the responsibilities of the Humber Close Liaison Officer role are covered by the emergency warden arrangements and to reflect this in the list of council roles accordingly.

Public Rights of Way Officer — Risbury and Stoke Prior footpaths

Council noted that Cllr. Sneyd had indicated she was struggling to manage the footpath officer role alone. Cllr. Bemand volunteered to take on the role. Cllr. Yair also offered to assist given his practical involvement in PROW matters.

Resolved: to appoint Cllrs. Bemand and Yair as Public Rights of Way Officers for Ford & Stoke Prior footpaths.

Pump Liaison

Cllr. Taylor was added to the pump liaison alongside the Chairman.

Resolved: to appoint Cllr. Taylor as an additional pump liaison representative.

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). As previously minuted the Humber Close liaison will be discontinued. However, some changes were still required and Council resolved that-
On Community Week Cllr. Hinton would replace Cllr. Marston.

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

b. Amendments to Standing Orders

The Clerk presented a recommended amendment to the Standing Orders relating to Code of Conduct complaints. The Clerk explained that while NALC model standing orders include a provision requiring the council to investigate complaints and apply sanctions, there is a legislative exception for parish councils. HALC advice is that parish councils should not investigate their own councillors given the procedural requirements involved, including the appointment of an independent person. The current arrangement — whereby the Herefordshire Monitoring Officer investigates complaints and applies any sanctions on the council's behalf — is the appropriate one for a council of this size.

The Clerk proposed the following addition to the relevant standing order:

Notwithstanding the powers conferred by paragraph 14A, Humber, Ford and 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 of Conduct. Any investigations and/or sanctions will be carried out by the Monitoring Officer of Herefordshire Council.

Resolved: to amend the Standing Orders to include the above provision in respect of Code of Conduct complaints, confirming that all investigations and sanctions will be carried out by the Monitoring Officer of Herefordshire Council.

c. Review of non-GDPR policies

The Clerk reported that all current non-GDPR policies had been reviewed and that none require updating at this time. The next review dates range from 2027 to 2030.

Resolved: to note that all non-GDPR policies are current and that no amendments are required at this time.

57/26 General financial matters

Bank balances at 9 July 2026

Current account-£9,245.93

Deposit account-£5,066.40

a. Bank reconciliation — Quarter 1 (1 April 2026 to 30 June 2026)

The Clerk presented the Quarter 1 bank reconciliation together with the associated bank statements. The reconciliation showed:

- Opening balance (1 April 2026): £5,289.27
- Income in quarter: £43,462.14
- Expenditure in quarter: £39,630.48
- Closing balance (30 June 2026): £9,120.93

The Clerk confirmed that the cash book and bank statements are in agreement. The Chairman signed the reconciliation. Cllr. Thomas countersigned in place of Cllr. Hinton who was absent.

Resolved: to receive and approve the Quarter 1 bank reconciliation for the period 1 April 2026 to 30 June 2026, confirming that the internal records correspond with the bank statements.

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

The Clerk presented the budget statement to the end of July 2026. He noted that the data cut-off date had been moved from 15 July to 22 July and that all transactions expected to be authorised at this meeting had been incorporated into the July figures.

The Clerk reported the following key points:

- A column showing the original budget agreed in January 2026 has been added to improve transparency alongside the latest agreed budget.
- Income has increased from a budgeted figure of approximately £57,000 to approximately £86,000, primarily because drainage grant income relating to work carried out in the previous financial year was received in this financial year.
- Day-to-day expenditure (approximately £12,805) is broadly in line with the latest agreed budget of £13,617.
- Project expenditure is forecast at approximately £60,000 against an original budget of £40,000, reflecting the increased level of drainage and PROW grant-funded activity.
- Overall, a small surplus is anticipated at year end and the council is broadly on budget.

Resolved: to receive and approve the amended budget and budget statement to the end of July 2026.

c. Increase in mileage rate

The Clerk reported that wef 1 April 2026, HMRC has increased the approved mileage rate and proposed that the council adopt a rate of 55 pence per mile, up from the current rate of 45 pence per mile.

Resolved: to increase the mileage rate payable to the Clerk from 45 pence per mile to 55 pence per mile with immediate effect from 1 April 2026.

d. Replacement waste bin — Stoke Prior Village Hall

The Clerk reported that the waste bin at Stoke Prior Village Hall, which is on the council's asset register, is in a very poor condition and cannot be opened for emptying. The estimated cost of replacement is between £70 and £100. Council noted that the bin is emptied by Nick Baker. Council agreed to explore whether a contribution could be sought from Ward Cllr. Baker's £1,000 discretionary fund.

Resolved: to replace the waste bin at Stoke Prior Village Hall and to explore a contribution from Ward Cllr. Baker's discretionary fund towards the cost.

e. Defibrillator replacement — Risbury Village Hall

The Clerk and Cllr. Taylor reported on progress. The existing defibrillator at Risbury Village Hall is obsolescent and spare parts, including replacement pads, are no longer available. An application has been made to the British Heart Foundation (BHF) for a free replacement unit; however, the BHF limits grants to one per organisation and the council has already received one for Stoke Prior. It was noted that the village hall is a different organisation to the parish council and a further application may be possible on that basis. Cllr. Taylor agreed to pursue this when the BHF responds.

An alternative source, AED Donate, would subsidise a unit by £300, resulting in a net cost to the council of approximately £600. Council noted that community fundraising, for example through Community Week or a raffle, could be explored to assist with costs.

Resolved: to note the update on the replacement defibrillator at Risbury Village Hall and to authorise Cllr. Taylor to continue to pursue a free replacement unit through the British Heart Foundation, exploring the village hall route if the parish council route is unsuccessful, and to report back to the next meeting.

f. Bank account view-only access — additional signatory

The Clerk requested that view-only bank account access be granted to Ms Tilda Swabey the Pump advertising manager to enable monitoring of incoming funds. The necessary paperwork was signed by two bank signatories present at the meeting.

Resolved: to grant view-only bank account access to Ms Swabey and to authorise the required paperwork to be signed by two bank signatories.

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	

Barrington Print invoice — August Parish Pump

The Clerk reported that an invoice of approximately £436 had been received from Barrington Print for the August edition of the Parish Pump and requested authorisation to pay this.

Resolved: to authorise payment of the invoice from Barrington Print for the August Parish Pump in the sum of approximately £436.

Council resolved that the above payments should be made.

58/26 Lengthsman, drainage and PROW — update on grant-funded activities

The Clerk reported on the current position regarding drainage and PROW grants:

- Of the £16,000 submitted in the grant application, £7,516 relating to work carried out in the previous financial year was not included in the current allocation in error. Herefordshire Council has acknowledged the error and agreed to correct it; this remains outstanding.
- Grants for new projects have been confirmed and work can proceed on those. These projects are works at Wheelbarrow Castle, the Heath, and the drains outside St Luke's Church.
- Jetting and suction of drains is required in Stoke Prior and Risbury. A day rate of £750 plus VAT has been quoted for machine hire. Competitive quotes are to be obtained before this work is instructed. It was noted that a significant section of Stoke Prior was jetted and sucked as part of recent resurfacing works, which may reduce the scope of work required.

Resolved: to note the grant funding update and to authorise the Clerk to obtain competitive quotes for drain jetting and suction works.

Council noted additional drainage concerns raised by members:

- The Prill Brook where it passes under the road and into the open ditch — previously inspected by Balfour Beatty and declared satisfactory, though members are not satisfied with that assessment. This is to be added to the list of works for investigation.
- Blocked drains in the vicinity of Stoke Prior School were reported, though it was noted that part of the drainage system there is shared with the neighbouring property.

Resolved: to add the Prill Brook and the Stoke Prior School area drains to the drainage maintenance list for investigation.

Appointment of PROW maintenance contractor

The Clerk proposed the appointment of Tim Mobey as a PROW maintenance contractor to carry out basic clearance work on a hand-tools-only basis on an ad hoc basis, in addition to the existing contractor G&S Longfield Services. Council supported the appointment.

The Clerk outlined the council's approach to PROW maintenance: the first step will be to write to relevant landowners identifying specific issues and giving them 30 days to rectify matters. Landowners who are unable or unwilling to carry out the work themselves will be offered the option of the council arranging the work and billing them. Council agreed that in many cases it would be appropriate for the council to offer to share the cost of the work with the landowner — a contribution of 50% of the contractor's cost — as a pragmatic means of achieving results. Should a landowner refuse to co-operate, the council would carry out the work and pursue the cost.

The Clerk also confirmed that Tim Mobey had recently completed clearance work at the Prill Brook in Stoke Prior, and that the council would arrange disposal of the resulting green waste material, which Mr Mobey has no means of removing.

Cllr. Thomas reported on outstanding PROW matters including:

- A bridge in kit form awaiting installation at his yard, which Crispin Amos (the county PROW officer) has committed to fitting.
- A footpath crossing from the heath to the mill with some hazardous crossing points.
- A bridge on the mill road on concrete plinths awaiting county approval and funding.
- A bridge that has washed away further around the footpath network, below Sheepcote.

Cllr. Thomas agreed to contact Crispin Amos to establish the current position on the outstanding bridge works and report back by email so that a plan can be formed. The Clerk noted that PROW grant applications can be made at any time of year once the scope of bridge works is established.

Resolved: to appoint Tim Mobey as an ad hoc PROW maintenance contractor on a hand-tools-only basis and to adopt the policy of writing to landowners giving 30 days to remedy PROW defects, with the council offering to share costs at 50% as an incentive, and carrying out and billing for the work if landowners fail to act.

59/26 Parish Council Summit — 14 July 2026

The Clerk reported on the Parish Council Summit he attended on 14 July 2026. Key points noted included:

- The Boundary Commission has not proposed major structural changes to the county. There will still be one councillor per ward and 53 wards, with boundary changes proposed to 22 wards, none of which appear to affect this parish.
- Herefordshire Council's revenue budget for 2025/26 outturn was approximately £231 million, with capital expenditure of £83 million and savings of approximately £13 million against a target of £15 million.
- For 2026/27, revenue expenditure is proposed at £234 million and capital expenditure at £147 million (reflecting significant capital projects including the bypass). The savings target is £20 million. Key risks include social care, temporary accommodation, special educational needs transport and inflation.
- The transition of the public realm contract to M Group is complete. A town and parish guide to the public realm is being prepared. M Group has carried out 1,600 jobs since 1 June 2026, of which 300 were rejected on quality grounds. An improved reporting and update system has been introduced.
- 53% of parish councils have adopted the Parish Council Charter; 46% have not yet decided; 1% have declined.
- The new Chief Executive of Herefordshire Council, Paul Satoor, was introduced at the summit. He indicated he would be continuing his predecessor's programme of reforms.

Resolved: to note the report from the Parish Council Summit.

60/26 Current projects

a. Stoke Prior K6 telephone kiosk

The Chairman reported that restoration of the K6 kiosk outside the Lamb Inn, Stoke Prior had been completed. A new contractor had been engaged following a cancellation in their schedule, and had carried out the glazing and frame work at short notice. The Chairman confirmed that the telephone panels had been fitted the right way around rather than reversed, as had originally been requested; the contractor had secured them with silicone, allowing them to be replaced with defibrillator signage in due course.

The Clerk was asked to order defibrillator signs. The Clerk confirmed he would contact Tom Dines to arrange electrical connection to keep the defibrillator charged, and that the council would pay for this work if it is not carried out on a voluntary basis. It was noted that Mike Wyldes had emailed to say that Mike Hayward believes Tom Dines could connect the unit, and that the defibrillator currently stored at the village hall would be moved to the pub at the Lamb. Dean from Cantilever Lodge has offered to run a defibrillator training course at the village hall for any interested residents once the installation is complete.

The Clerk confirmed that the final invoice for the kiosk restoration work is approximately £1,500, which exceeds the original budget, but represents good value given the scope of work completed. Council authorised payment.

Resolved: to authorise payment of the kiosk restoration invoice of approximately £1,500 and to note that the project is substantially complete pending electrical connection and signage.

b. Traffic management plan — Stoke Prior

Cllr. Marston reported that he had carried out informal traffic monitoring for approximately 45 minutes and had observed very little traffic. He noted that traffic volumes through the village vary primarily with school opening and closing times, and that larger vehicles occasionally need access for legitimate agricultural purposes. He considered that concerns raised by residents may reflect perception rather than actual traffic volume.

Resolved: to note the update on the traffic management plan.

c. Environmental emergency plan

The Clerk reported that there had been no material update to the emergency plan since the previous meeting.

Cllr. Thomas led a wide-ranging discussion prompted by two recent field fires in the parish. Points raised included:

- The emergency plan currently focuses on flooding; the recent dry conditions and field fires suggest that drought and fire risk should be considered as additional scenarios.
- Communication during the recent incidents highlighted the need for clear, authoritative information on the village WhatsApp group when an emergency occurs — including accurate location details and guidance on keeping access routes clear for emergency services.
- The emergency plan includes guidance (Appendix 7) on individual preparedness such as having a torch, water and a grab bag.
- There is a role for the council in regularly nudging residents to think about personal and household preparedness, including fire extinguishers, water supply and food stores.
- Philip Brown is the lead emergency plan co-ordinator for the parish.

Resolved: to note the discussion and to add emergency planning — in particular drought, fire risk and emergency communications — as a standing item for consideration at the next meeting.

Parish website

Council discussed the state and maintenance of the parish website. Key points noted included:

- Much of the content is out of date and needs updating.
- The website is maintained by Sarah at Tangled Web, who is willing to update content if councillors provide updated information in a clear format. She has asked that updates are channelled through a single point of contact rather than multiple councillors editing directly.
- The Facebook page linked to the website has not been updated since approximately April 2026. A separate community Facebook page, maintained by Mike Hayward, appears to be more up to date.
- The most-visited content on the site is the council's financial information.
- Councillors agreed that an up-to-date website is a valuable public-facing resource, particularly for people moving to the area.
- Cllr. Taylor agreed to prepare proposals before the next meeting setting out which councillors should own which sections of the website and how updates should be co-ordinated and submitted, for discussion at the following meeting.

Resolved: to note the discussion on the parish website and to ask Cllr. Taylor to bring proposals for the maintenance and updating of the website to the next available meeting.

61/26 Items for the next agenda

- Annual business- review of financial regulations and GDPR policies.
- Emergency planning — drought, fire risk and emergency communications
- Parish website — proposals for maintenance and content ownership

Date of next meeting

The next ordinary meeting of the Council is to be held on Wednesday 16 September 2026.

The meeting closed at 9.45pm

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

Agenda item 69/26 Planning Committee and planning applications update

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

Ford & Stoke Prior

262403 - Land adjoining Croft Gate Farm, Stoke Prior, Leominster, Herefordshire

Variation of condition 2 & 3 of planning permission 200705 - minor amendments to house and garage design to meet self-builders requirements.

Humber

No new applications

(b) To note: updates on current planning applications

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).

Undecided

253172 - Track northwest 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.

Refused

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.

Refused

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).

Pending S106 agreement

Undecided -

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

Undecided

Agenda item 70/26 Annual Business for 2026-27

Review of Financial Regulations.

The **Financial Regulations** were adopted in September 2025 and are subject to annual review. The Clerk has reviewed these Regulations and recommends that they remain entirely adequate for purpose with no update necessary.

Review of GDPR Policies & Procedures

Council has the following GDPR policies-

Policy	General Description	Last Review or Updated	Review Date
Data Protection	HFSP GPC has a responsibility under the Data Protection Act 2018 to manage all personal data relating to an identifiable individual in a secure and confidential manner. This Policy is a statement of what the Group Parish Council does to ensure its compliance with the Act.	2025	2026
Data Privacy	This Privacy Policy outlines how we hold and process personal data, and the rights of individuals under the General Data Protection Regulation	2025	2030
Data Breach	A personal data breach is defined as a security incident that has affected personal data	2025	2030
Subject Access Requests	This guide helps individuals to access the information held on them HFSP GPC.	2025	2030
Subject Access Request form	This form is for individuals to request sight of the personal data held by HFSP GPC about them.	2025	2030

All the above policies were comprehensively reviewed and updated as necessary in 2025. Only the Data Protection policy is to be reviewed in 2026.

However, new legislation, the UK Data (Use & Access) Act 2025, became effective from 19 June 2026. This legislation has been broadly welcomed in that it defines common sense policies for the more efficient and effective interpretation of the Data Protection Act 2018. A summary of the changes can be found at [Data \(Use and Access\) Act 2025: data protection and privacy changes - GOV.UK](#) but the key areas of change are-

1. Automated decision-making (ADM)

The DUAA creates a more permissive framework under the UK GDPR for organisations to make decisions based solely on automated processing that have legal or similarly significant effects on individuals. Organisations will be able to make such decisions in wider circumstances but must implement certain safeguards.

2. Subject Access

The DUAA clarifies the time limits for organisations to respond to subject access requests (requests by individuals to access and receive a copy of their personal data). It includes a “stop the clock” rule, allowing organisations to pause the response time if they need more information from the requester. Once they get the information they need, the response time continues. Organisations need to make reasonable and proportionate searches when responding to requests.

3. Children’s Data Protection

New rules require certain online services likely to be accessed by children to consider how to protect and support them when designing these services.

4. Scientific Research

The DUAA clarifies that scientific research may include commercial research. It allows researchers to seek consent for broad areas of related research and clearly outlines the safeguards required for using personal data in research.

5. Recognised Legitimate Interests

The Act introduces a new lawful ground for processing personal data, giving businesses more confidence to use data for crime prevention, safeguarding, responding to emergencies, and other specified legitimate interests.

6. International Data Transfers

The Act simplifies the rules and provides necessary clarification for transferring personal data internationally.

7. Responding to Complaints

The DUAA requires organisations to handle complaints from individuals who are concerned that the way their information is used breaches the data protection legislation, for example by providing an electronic complaint form, and informing the individual about the outcome of a complaint.

8. Storage and Access Technologies (such as cookies)

The Act allows the use of storage and access technologies without explicit consent in certain, low-risk situations.

9. Changes to Parts 3 and 4 of the Data Protection Act 2018

The DUAA amends Parts 3 and 4 of the 2018 Act which regulate law enforcement processing and processing by the intelligence services. Some of these amendments mirror key changes being made to the UK GDPR, ensuring consistency across the data protection regimes. Others simplify the legislation, enabling those processing under the law enforcement regime to operate more efficiently and supporting closer working with the UK intelligence agencies to safeguard national security.

Item 2 (subject access) introduces a new provision around “stop the clock”. The Council’s subject access request policy has been updated to reflect this change.

Item 7 (responding to complaints) requires that all organisations have a complaint handling policy in place. This policy deals with complaints that are specific to individuals concerned that the way their information is used breaches data protection.

A draft policy has been prepared for Council’s consideration, amendment and adoption-

Humber, Ford & Stoke Prior

Group Parish Council

Data Complaints Procedure Policy

(Draft)

Drafted	2026
Adopted	
Review Period	5 years
Last Reviewed	
Next Review	
Author	Allan Drew, Clerk

Data Protection Complaints Procedure Policy

1. Purpose and Commitment

This policy sets out how Humber, Ford & Stoke Prior (HFSP) Group Parish Council handles data protection complaints in accordance with UK data protection law and the Data (Use and Access) Act 2025. The organisation is committed to handling personal data fairly, transparently and lawfully, and to providing individuals with a clear, accessible route for raising concerns about the handling of their personal information.

The HFSP Group Parish Council will maintain an effective complaints procedure and will ensure that complaints are acknowledged, investigated and responded to without undue delay.

2. Legal Requirements

The UK Data (Use and Access) Act 2025 requires HFSP Group Parish Council to provide individuals with a means of raising data protection complaints.

Each data protection complaint will be acknowledged within 30 days of receipt.

HFSP Group Parish Council will take appropriate steps to respond to complaints without undue delay, including making relevant enquiries and keeping complainants informed of progress.

HFSP Group Parish Council will provide an outcome to the complainant without undue delay.

3. Scope

This policy applies to all data protection complaints made by individuals whose personal information is processed by HFSP Group Parish Council. It also applies to complaints made by authorised representatives acting on behalf of an individual.

4. Definition of a Data Protection Complaint

A data protection complaint is a concern raised by an individual about the way the Parish Council has handled their personal information. The purpose of this policy is to ensure that anyone who is dissatisfied with the handling of their personal data has a clear and effective method for raising a complaint.

Examples of data protection complaints may include concerns about:

- A data breach that has affected the individual.
- The Parish Council's response to a Data Subject Access Request or other privacy rights request.
- How long personal information is retained.
- The accuracy of personal information held by the organisation.
- The security measures used to protect personal information.
- How profiling has been carried out.
- Any other matter relating to data protection.

5. Matters Not Treated as Data Protection Complaints

A matter will not normally be treated as a data protection complaint where the individual is primarily raising a service issue, employment grievance or other non-data protection concern, even if they are also exercising a privacy right such as access, erasure or objection.

Examples of matters that may not be data protection complaints include:

- A person acknowledging that a subject access request was answered on time but expressing dissatisfaction that it was not expedited.
- An employee raising a grievance and also requesting copies of their personal information.
- A person raising a customer service issue and also asking for their information to be deleted.
-

6. How to Make a Complaint

Individuals may make a complaint about the handling of their personal data by contacting the Clerk.

Complaints may be submitted through any reasonable channel, including:

- Email: clerk@hfspgroupparishcouncil.gov.uk
- Phone: 01885 400712

Complainants are encouraged to provide as much relevant detail as possible to enable the Parish Council to understand, investigate and respond to the complaint effectively.

7. Acknowledgement, Investigation and Response

HFSP Group Parish Council will acknowledge receipt of a data protection complaint within three working days where practicable and, in all cases, within the required statutory period.

The Parish Council will investigate the complaint fairly and proportionately, making any relevant enquiries and requesting additional information where necessary.

HFSP Group Parish Council will aim to provide a full response within 30 calendar days of receipt of the complaint. Where additional time is required due to the complexity of the matter, the complainant will be kept informed of progress and the reason for any delay.

The response will set out the outcome of the investigation, any action taken or proposed, and any relevant escalation or external complaint routes.

8. Internal Complaint Handling Process

The data protection complaints procedure is integrated with the Parish Council's wider complaints arrangements to ensure consistency, accountability and compliance with legal requirements.

The Parish Council will follow the steps below when handling complaints:

1. Acknowledge receipt of the complaint.
2. Assess and investigate the matter.
3. Keep the complainant updated on progress.
4. Record all actions, decisions and evidence relied upon.
5. Provide an outcome to the complainant and signpost any appropriate external authorities.
6. Review lessons learned and implement improvements where appropriate.

9. Complaints Made on Behalf of Others

A complaint may be raised by a representative acting on behalf of an individual, such as a family member, solicitor or relevant organisation.

Before progressing a complaint made by a representative, the Parish Council will take reasonable steps to confirm that the representative is authorised to act on the individual's behalf. This may include requesting a signed letter of authority, legal power of attorney or other appropriate evidence.

10. Joint Controllers

Where personal data is processed with joint controllers, the Parish Council will ensure that transparent arrangements are in place for handling data protection complaints and that responsibilities are clearly allocated.

The timeframe for acknowledging a complaint will begin when the complaint is received by any controller. Joint controller agreements will be maintained and reviewed to reflect these arrangements.

11. Escalation to the Information Commissioner's Office

If a complainant is not satisfied with the outcome of the complaint, or believes the Parish Council has not handled the complaint appropriately, they may complain to the Information Commissioner's Office, the UK's independent regulator for data protection and information rights.

The Information Commissioner's Office can be contacted as follows:

- Email: icocasework@ico.org.uk
- Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- Phone: 0303 123 1113
- Website: ico.org.uk

HFSP Group Parish Council will ensure that staff and volunteers understand this policy, can recognise a data protection complaint and know what action to take if they receive or identify one.

13. Publication and Accessibility

HFSP Group Parish Council will make this policy available to individuals in an accessible format, including by publishing it on the HFSP Group Parish Council website or providing it promptly on request.

Where appropriate, supporting information or a complaint checklist may be provided to help individuals explain their concerns and provide relevant evidence.

14. Records and Continuous Improvement

The Parish Council will keep appropriate records of data protection complaints, investigations, decisions, outcomes and any actions taken. Records will be retained in accordance with the data retention requirements.

HFSP Group Parish Council commits to review complaints to identify lessons learned, improve procedures and strengthen compliance with data protection obligations.

Agenda item 71/26 General Financial Matters

Report from the RFO.

Bank balances at 9 September 2026
Current account-£3,189.59
Deposit account-£5,066.40

Budget Monitor as at 30 September 2026

HFSP BUDGET MONITOR			2026-27				
		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
2	Pump Advertising	3803.00	2750.00	3000.00	1950.00	3000.00	0.00
3	Pump Postage	20.00	40.00	40.00	0.00	40.00	0.00
4	Lengthsman Grants	2005.00	3564.00	3432.00	1650.00	3432.00	0.00
5	Drainage Grants		16436.00	33739.00	21033.00	33739.00	0.00
6	PROW Grants		5000.00	5000.00	0.00	5000.00	0.00
7	Other Income	3.06	0.00	300.00	300.50	300.50	0.50
8	VAT Reclaim	1996.96	5300.00	13287.00	7287.64	13287.00	0.00
9	CW Fundraising	130.01	500.00	200.00	142.29	200.00	0.00
10	Other Projects	0.00	0.00	2500.00	0.00	2500.00	0.00
11	TOTAL INCOME	30654.03	57245.00	85153.00	44190.43	85153.50	0.50
	EXPENDITURE						
12	Clerk	9426.85	8840.00	10060.00	4997.64	10060.00	0.00
13	Administration	357.79	520.00	400.00	170.81	357.00	43.00
14	Insurance, audit, professional	1560.32	1680.00	1955.00	1143.70	1845.00	110.00
15	Website & IT	1012.42	650.00	950.00	370.00	1012.00	-62.00
16	Hire of Halls	149.00	200.00	200.00	44.00	200.00	0.00
17	Training and development	0.00	250.00	250.00	0.00	250.00	0.00
18	Equipment	0.00	200.00	200.00	0.00	0.00	200.00
19	Maintenance	0.00	100.00	100.00	0.00	0.00	100.00
20	Other	0.00	100.00	300.00	284.50	284.50	15.50
21	DAY TO DAY EXPENDITURE	12506.38	12540.00	14415.00	7010.65	14008.50	406.50
	PROJECTS						
22	Parish Pump	5353.70	5100.00	5100.00	2744.00	5057.00	43.00
23	Lengthsman	5124.99	4752.00	4026.00	1650.00	4026.00	0.00
24	Drainage	83.33	23903.00	44955.00	28949.50	44955.00	0.00
25	PROW	0.00	5000.00	7500.00	160.00	7500.00	0.00
26	Community Week	496.67	450.00	450.00	284.50	450.00	0.00
27	Environment Project		1000.00	1000.00	0.00	500.00	500.00
28	Road Safety	0.00	0.00	0.00	0.00	0.00	0.00
29	BT kiosk restoration	1.00	0.00	1600.00	1500.00	1600.00	0.00
30	Project B	0.00	0.00	0.00	0.00	0.00	0.00
31	PROJECTS EXPENDITURE	11059.69	40205.00	64631.00	35288.00	64088.00	543.00
32	Reclaimable VAT on the above	1215.27	4500	12072	6351.86	12072.00	0.00
33	TOTAL EXPENDITURE	24781.34	57245.00	91118.00	48650.51	90168.50	949.50
34	SURPLUS	7087.96	0.00	-5965.00	-4460.08	-5015.00	950.00

NOTES FOR BUDGET MONITOR AT 30 SEPT. 2026
As agreed at meeting 21 January 2026.
Budget increased from £2750 to £3000 following strong Q4 25-6 performance
Nominal amount
Budget changed to reflect Herefordshire scheme for 2026-27. £1650 received from 25-6. £1188+£594 allocated for 26-7 Total £3432
£21033 25-6; +£12706 26-7 Total £33739 Reduced from £37469 to fund PROW
Now assumed to be grant funded (bridges) hence reduction in drainage grant
RVH donation for screen plus small printing charges
£1215 from 25-6+£6072 from Q1 26-7 +estimated £6000 for remainder of 26-7. Total = £13287
Community Week made a profit of ~£142. Budget updated to reflect this but also to allow some small further fundraising in year
Budget created for match funded PROW maintenance work
Salary award from 1 April 2026. £0.64/hour=£9141 + £621 empl. NI = £9762. Add in salary award for 2025-26 of £297 is £10060
Budget reduced to £400 in line with current spending.
Invoice £275+VAT received from HALC for 2024-25 internal audit. Budget updated
Items not known in Jan '26. W/site accessibility £150. New email addresses for Cllrs £150 Total = £650 + £300 = £950
On budget
2 Councillors to train plus PROW contractor
Nominal amount
Nominal amount
Budget altered following donation from RVH for screen purchase
Small underspend
Some cost reduction with revised paper
Grants reduced for 26-7. Spend is 26-7 grant(£1188+£594+£594 Parish contribution) =£2376+£1650 25-6 spend
25-6 £28549 + 26-7 £12706 = £41255 Plus gully cleaning services ~£3700
£5000 grant for bridges plus £2,500 for match funded maintenance work.
£284.50 spent on RVH screen
Project now includes revised Emergency Plan
Project spend currently unclear
Project slip due to weather and contractor problems. Contractor replaced and new quote of £1500 accepted. This now includes all new frames and glass. Budget raised by £100 for purchase of
Placeholder for any new project
Underspend - mostly from Env. project
Q1 26-7 £6072 +Q2-4 26-7 £6000 = £12072
Slight underspend
£5015 deficit represents likely Parish spend on drainage beyond grant funding

Clerk salary award from 1 April 2026

The following has been received from NALC via HALC

25 Aug 2026

Local government services pay agreement 2026/27

This advice note was last updated on 25 August 2026. The National Joint Council for Local Government Services (NJC) has reached an agreement on rates of pay applicable from 1 April 2026 to 31 March 2027. We encourage employers to implement this pay award as soon as possible.

(Some not relevant material has been omitted – AD)

	1 April 2025		1 April 2026		Scale ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
1	Deleted with effect from 1 April 2023				Below LC Scale (for staff other than clerks)
2	£24,413	£12.65	Deleted with effect from 1 April 2026		Below LC Scale (for staff other than clerks)
3	£24,796	£12.85	£25,614	£13.28	Below LC Scale (for staff other than clerks)

Information between SCP 3 and 25 has been omitted for brevity

25	£36,363	£18.85	£37,563	£19.47	LC2 (substantive benchmark range)
26	£37,280	£19.32	£38,510	£19.96	LC2 (substantive benchmark range)
27	£38,220	£19.81	£39,481	£20.46	LC2 (substantive benchmark range)
28	£39,152	£20.29	£40,444	£20.96	LC2 (substantive benchmark range)
29	£39,862	£20.66	£41,177	£21.34	LC2 (above substantive benchmark range)

The Clerk is on SCP 26. The award is for £0.64/hour backdated to 1 April 2026. Annual paid hours are 457. Gross salary/annum with award will be £9132.90 (+3.3% increase).

If Council agrees the award the Clerk will submit a salary variation to Autela

Payments for authorisation

Payments made since last meeting					
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	436.00	0.00	436.00	INV-15319 June 2025 Pump
4	Barrington Print	455.00	0.00	455.00	INV-15453 July 2025 Pump
6	HMRC PAYE	506.18	0.00	506.18	PAYE June 2026
7	HMRC PAYE	342.76	0.00	342.76	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
14	Barrington Print	461.00	0.00	461.00	INV-15526 Aug Pump
					The following transactions were paid under delegated authority
15	Herefordshire Sandblasting	1500.00	0.00	1500.00	Next most competitive supplier after M Hinds sandblasting
16	Westcom	569.00	113.80	682.80	Donation + CW contribution of £284.50 Fin. Regs 5.15
17	Unity Trust	14.00	0.00	14.00	2 months service charge
	TOTAL	6035.27	224.36	6259.63	

Income received since last meeting-			
No.	Name	Amount £	Details
1	Williams O	75.00	Adverts
2	Thompson CJ TP115	20.00	Adverts
3	Pand LC Parish Hall	12.00	Printing services
4	Pand LC Parish Hall	4.00	Printing services
5	Oak Tree Funerals TP 105	150.00	Adverts
6	Margaret Brown	142.29	CW profit
	TOTAL	403.29	

Payments for Authorisation					
No.	Name	Ex VAT £	VAT £	Total £	Details
1	A M Drew	441.94	0.00	441.94	August 2026 salary
2	A M Drew	441.94	0.00	441.94	Sept. 2026 salary, due 25th Sept
3	Barrington Print	461.00	0.00	461.00	INV-15635 Sept 2026 Pump
4	HALC	275.00	55.00	330.00	2025 mis-directed invoice (for internal audit)
5	HMRC PAYE	342.76	0.00	342.76	PAYE August 2026
6	HMRC PAYE	342.76	0.00	342.76	PAYE Sept. 2026
	TOTAL	2305.40	55.00	2360.40	

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

Agenda item 72/26 Lengthsman, Drainage & PROW

Drainage.

The Lengthsman has been instructed to carry out the agreed drainage grant works -

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

The Lengthsman aims to complete the Wheelbarrow Castle and the St Lukes work within about the next three weeks. The work at The Heath will be completed some weeks after that depending on weather.

The bridges on the PROWs have been surveyed and a quotation is expected shortly. A grant application will be made to cover this work

Also surveyed was the under-road crossing of the Prill Brook in Stoke Prior village centre. Clearance work is badly needed and the Lengthsman will also quote for that work.

Lengthsman

The Lengthsman has now been instructed to deliver the Annual Maintenance Plan. This work consists of routine maintenance on highways drainage such as scraping drain tops and ensuring grips are clear of debris and of adequate size. Ditches and headwalls needing attention will be reported. Vegetation obstructing visibility will be cut back.

Non-powered road signs will be cleaned and any defects reported.

PROW

Tim Mobey of Mobes Mowes has signed a contract with the Council to carry routine maintenance on PROWs.

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.

Tim has been instructed to survey the PROWs highlighted in the Parish Path Officers' annual reports and provide quotations for bringing each one up to an acceptable standard through cutting back and clearance. Council will pay for this survey work but it is expected to be minimal. Once these quotations have been received the process will be-

- 1) 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.
- 2) if the work is not completed within the 30 days the Council will complete the work and bill the landowner on the basis of the contractor's quote.
- 3) Should payment not be forthcoming Council will escalate the issue to Herefordshire PROW

Hopefully Councillors are likely to know most of the landowners involved. If not a subscription to the Land Registry service may be required.

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 e.g. where landowners cannot be identified or contacted, the work is actually Council's responsibility such as on the highway verge or other access point etc.

£5,000 has been included in this year's budget to fund the work of this contractor. £2,500 has been included in the income budget as the 50% contribution from landowners as agreed at the last meeting.

Agenda item 73/26 Projects

Councillor Taylor has suggested a new project and in her absence Cllr. Yair will provide details about the proposed project.

Briefly all Councillors received an email from Cllr. Taylor on 6 September. She suggested how Cllr. responsibilities (as agreed at the last meeting) could involve identifying, for each area of responsibility, where the Council website should be updated and perhaps improved.

Currently most website work is carried out by the Clerk but it is fair to say that the parts of the site not directly related to Council work receive little attention. In practice this means that meetings, minutes, agendas and finance receive considerable attention and other areas receive rather less. If this work could be spread across the Council as a whole then the site would benefit significantly.

Note that Cllrs. would not be expected to actually amend the website. It is proposed that Sara at Tangled Web would carry out this work following direction from Councillors. The Clerk would continue to carry out the core, statutory Council work.

Council should discuss this proposal to authorise this new project.

Stoke Prior K6 kiosk refurbishment.

The main refurbishment work has been completed and the defibrillator has been installed. All that now remains is to update the kiosk signage from "TELEPHONE" TO "DEFIBRILLATOR". The standard defibrillator signage is green coloured and for two signs the cost would be £40+VAT & carriage. However, since this is a listed kiosk it may be prudent to commission two bespoke glass signs with black script following the original style. If so two signs would be £60+VAT&carriage. Council should consider which option would best suit the location.