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# Humber, Ford & Stoke Prior Group Parish Council

## Minutes of the Meeting of the Group Parish Council held on Wednesday 25 September 2013 at 7.30pm in Stoke Prior Village Hall

Present: Cllr Alan Bathurst  
Cllr Kenneth Bemand  
Cllr Mrs Jane Hinton (to minute 104/13b)  
Cllr William Jackson (Chairman)  
Cllr Richard Thomas  
Cllr Mrs Stephanie Wilson  
Cllr Mrs Margaret Bemand  
Cllr Mrs Jenny Ellerton  
Cllr Michael Hubbard  
Cllr Peter Lefroy-Owen  
Cllr Rodney Thompson

Officer in attendance: Mr Philip Brown (Clerk).

### 91/13 Apologies for absence

*Received:* apologies for absence from District Cllr Jeremy Millar.

### 92/13 Declaration of Acceptance of Office

*Received:* the Declaration of Acceptance of Office from Cllr Alan Bathurst, who was welcomed to his first meeting.

### 93/13 Declaration of interests and dispensations

- (a) No declarations of interest were made.
- (b) No applications for dispensations under Standing Order 25 were received.

### 94/13 Minutes of the last meeting

*Resolved:* to approve the minutes of the Meeting held on 17 July 2013.

### 95/13 Matters for report arising from the minutes not covered elsewhere on the Agenda.

- (a) Parish Council Website (minute 76/13a)  
*Reported:* that a volunteer from the community had offered to assist with setting up the website, and the Clerk would work with the volunteer on this.
- (b) Winter Maintenance Scheme (minute 86/13):  
*Reported:* that following identification of appropriate storage sites for salt-grit, an application to join the Scheme had been submitted on 12 September 2013.
- (c) 'Eastershire' grant application (minute 87/13)  
*Reported:* that an application had not been completed in time for the August deadline, but a further round of funding was expected, and more information about the implementation of faster broadband in the county would be available shortly.

### 96/13 Chairman's announcements

*Reported:* that in the course of speaking to residents about a Neighbourhood Plan, several people had mentioned The Lamb, concerned about its continued closure. They had been told that the Council was attempting to find out the new owners' intentions. Over the summer, many individuals and groups in the community had expressed their dismay over losing the pub and desire to use it.

### 97/13 Public participation

No members of the public were present.

### 98/13 Planning Committee and Planning matters

- (a) *Received:* the minutes of the Planning Committee held on 17 July 2013 (unconfirmed).  
*Noted:* that Application 131526 (proposed garden room, New Pentwyn, Risbury) had received approval with standard conditions on 23 July 2013.
- (b) *Received:* a response to the complaint sent to Herefordshire Council concerning a discharge of planning conditions (Minutes Annexe 98/13b).  
*Resolved:* that the response was unsatisfactory, in that the planning officer had approved construction materials contrary to those explicitly stated on the application form, using an ambiguity or error on supporting documentation as an excuse for this; the Clerk should write to Herefordshire Council to ensure this was put on record, but not pursue the complaint further.

### 99/13 Community Week Committee

- (a) *Received:* the minutes of the meeting held on 6 August 2013 (Minutes Annexe 99/13).
- (b) **Resolved:** that congratulations on an extremely successful 2013 Community Week be sent to the Committee, with thanks to all those who assisted.

### 100/13 Clerk's report

- (a) *Received:* a report from the Clerk on: meetings about The Lamb; the Neighbourhood Planning leaflet; recent Lengthsman work completed; the application to join the Winter Maintenance Scheme; highways and PROW defects reported; the purchase of a replacement photocopier for £175 net (Minutes Annexe 100/13).
- (b) *Noted:* concerns that the Lengthsman had not adequately cleared mud from drains and opened-up drainage channels to ditches through Stoke Prior, as requested – which would be investigated by the Clerk. Ditching work along Wickton Lane had been done by someone else unknown and caused the verges to be unstable. The Lengthsman's remit did not extend to clearing out ditches (which would require more equipment and was apparently the responsibility of the adjacent landowner) but it was agreed that he should be asked to dig out sumps at the entrance to the culverts on School Hill in Risbury and elsewhere as necessary. The Clerk agreed to speak to the Lengthsman about future work.
- (c) *Noted:* that almost no repairs to potholes had been made by Amey over the last six months, despite repeated requests and reminders from the Clerk. The new roads maintenance contractor, Balfour Beatty, had taken over on 1 September, and had asked for outstanding priority jobs to be notified to them, which had been done. The new on-line system for reporting and monitoring faults by Clerks was not yet implemented, but contact addresses had been provided from 1 September.

### 101/13 General Financial Matters

- (a) *Received:* a report and financial statement from the RFO (Minutes Annexe 101/13)).
- (b) **Resolved:** to authorise payments as detailed in Section 3 of the RFO's report.
- (c) **Resolved:** to take out a maintenance contract for the Council photocopier at an expected cost of £120 each year, covering servicing, parts and toner, of which most was expected to be recovered from contributions by other users.

### 102/13 District Councillor's report

*Received:* District Councillor Millar's report for September 2013 (Minutes Annexe 102/13).

### 103/13 The Lamb Inn

- (a) *Received:* an oral report from Cllr Lefroy-Owen, that the Working Party had met in July to discuss rumours about the new purchaser, whose identity was not officially known, and his intentions for The Lamb. As agreed by the working party, Cllr Lefroy-Owen had made several attempts to contact this person, so far without success.
- (b) **Resolved:** that as the community had made it clear their continued desire to retain the pub, should Cllr Lefroy-Owen not succeed in making informal contact, the Clerk should write to the rumoured new owner, to put on record the community's views and ask about his intentions for the property.

### 104/13 Neighbourhood Planning

- (a) *Received:* a report from the Clerk on the drafting and distribution of an information leaflet and response slip which had been personally delivered to all households and businesses in the group parish (see Clerk's Report, Minutes Annexe 100/13).
- (b) *Received:* an oral report from the Clerk summarising responses from residents to date: 175 responses had been returned from the 270 occupied premises (65% response rate); of these 165 were in favour of proceeding with a Neighbourhood Development Plan (94% of responses) and 7 against (4%), with 3 undecided (2%). There were still many responses to be chased up, especially from Stoke Prior, which would be done over the coming week. There had been many offers of assistance, including over 20 volunteers to serve on a steering group from all areas of the group parish. Comments on the doorstep had been overwhelmingly positive about the leaflet and supportive of going ahead with a plan.  
**Resolved, unanimously:** That in view of the overwhelming support from the community, work should commence on producing a Neighbourhood Development Plan for the group parish.
- (c) *Received:* proposed Terms of Reference for a Neighbourhood Development Plan Steering Committee. (Minutes Annexe 104/13c).  
**Resolved:** to approve the Terms of Reference, subject to: (i) amending membership (para 3) to four councillors and between six and eight other residents to be co-opted; (ii) amending para 8 (finance) to delegate up to £500 expenditure to the committee within the approved budget; (iii) correcting para 7 (insurance) to refer to "members" and not "officers" of the committee.
- (d) **Resolved:**
  - (i) to appoint to the Committee Cllr William Jackson (ex-officio), Cllr Peter Lefroy-Owen (ex-officio), Cllr Mrs Stephanie Wilson and Cllr Ken Bemand;

- (ii) that the Committee meet as soon as possible and co-opt between six and eight other residents from those volunteering, after obtaining further information from those volunteers about their background and experience;
- (iii) that the Committee form an extended 'focus group' for rapid consultation and assistance with working on the Plan, consisting of all those volunteering to serve and all other councillors.
- (e) **Resolved:** to authorise the Clerk, (i) to enter into the Service Level Agreement with Herefordshire Council for support in producing a Neighbourhood Development Plan; (ii) to apply for the DCLG grant available to councils, on the advice of the Steering Committee.

#### 105/13 First World War Centenary, 2014

- (a) *Received:* a letter from Bill Wiggin MP (Minutes Annexe 105/13)
- (b) *Noted:* support for the idea of planting poppies at suitable locations.
- (c) **Resolved:** to await further information or ideas from residents, and consider these at the next meeting.

#### 106/13 Consultations

- (a) Police and Crime Commissioner's survey of Town & Parish Councils  
*Noted:* that, once again, H.Art signs near Wickton Lane had been removed and destroyed without authorisation, and this reported to the Police. It was not known who was responsible.  
**Resolved:** that the Clerk submit the Council's response following consultation with the Chairman.
- (b) Police and Crime Commissioner's draft Community Engagement Strategy  
*Noted:* that the Council had no comments to make.
- (c) Herefordshire Council School Transport Policy  
*Noted:* that the Council had no comments to make.

#### 107/13 Matters for information and future business

- (a) *Noted:* circulars sent to the Council:
  - (i) HALC Information Corner 25 July 2013.
  - (ii) Herefordshire Council Fair Share for rural areas Petition (closed 19 September).
  - (iii) Commercial Waste and Trailer Permit Scheme changes.
  - (iv) Police and Crime Commissioner's Annual Report 2012-13.
  - (v) HALC Information Corner 6 September 2013.
  - (vi) Herefordshire Policing Information sessions for local councillors.
  - (vii) Consultation on Community Protection Team re-structuring (closed 22 September).
  - (ix) HALC Information Corner 21 September 2013.
  - (x) HALC Training Schedule Oct-Dec 2013.
  - (xi) HVOSS letter concerning a proposed minibus sharing scheme for Herefordshire.
  - (xii) CPRE Herefordshire 2012 Annual Report and update.
  - (xiii) Park & Share / Park & Ride scheme leaflets.
- (b) *Noted:* the Clerk was co-ordinating a reply from local groups concerning the minibus scheme.  
*Noted:* councillors were strongly encouraged to attend appropriate HALC training courses.

#### 108/13 Dates of meetings

*Noted:* that future meetings would be held at 7.30pm on:  
 Wednesday 20 November 2013 (Risbury Village Hall).  
 Wednesday 15 January 2014 (Risbury Village Hall).  
 Wednesday 19 March 2014 (Risbury Village Hall).  
 Wednesday 21 May 2014 (Annual Meeting) (Stoke Prior Village Hall).

The meeting closed at 9.45pm.

Signed (Chairman) ..... Date .....