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# Humber, Ford & Stoke Prior Group Parish Council

## Minutes of the Annual Meeting of the Group Parish Council held on Wednesday 15 May 2019 at 7.30pm in Stoke Prior Village Hall

Present: Cllr Alan Bathurst Cllr Zoe Burge  
Cllr Ken Bemand Cllr Hugh Fowler-Wright (in the Chair)  
Cllr Janette Fullwood Cllr Chris Marston  
Cllr Stephanie Wilson  
With: District Cllr John Harrington, and one member of the public.  
Officer in attendance: Mr Philip Brown (Clerk)

Prior to the meeting, councillors present signed their Declarations of Acceptance of Office following their election in May 2019, and the past Vice-Chairman welcomed all councillors, and District Cllr Harrington.

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### First business

#### 47/19 Election of Chairman

*(In the absence of the past Chairman, the past Vice-Chairman, Cllr Hugh Fowler-Wright, presided for this item.)*

- (a) **Resolved:** to elect Cllr William Jackson as Chairman for 2019-20.
- (b) **Resolved:** to permit Cllr Jackson to sign his Chairman's Declaration of Acceptance of Office in the presence of the Clerk as soon as possible following the meeting.

#### 48/19 Election of vice-chairman

**Resolved:** to elect Cllr Hugh Fowler-Wright as Vice-Chairman for 2019-20.

#### 49/19 Apologies for absence

- (a) *Received:* apologies for absence from Cllr William Jackson, Cllr Gill Stovold and Cllr Richard Thomas. It was noted that Cllr Jackson was attending a garden party at Buckingham Palace, having been invited as Chairman to mark the outstanding work of the parish council.
- (b) No applications were made under Standing Order 10.

#### 50/19 Declaration of interests and dispensations

- (a) No declarations of interest in agenda items were made.
- (b) No applications for dispensations in accordance with Standing Order 25 were made.
- (c) *Noted:* the duty of all councillors to submit their Register of Interests form within 28 days of taking office, and to ensure that their Register of Interests is kept current (forms and guidance had been provided to councillors).

#### 51/19 Elections and co-option to vacancy

- (a) *Reported:* that the following were elected to the Council unopposed to serve for four years from May 2019-20: Humber: Cllr Zoe Burge, Cllr Hugh Fowler-Wright, Cllr Richard Thomas, Cllr Stephanie Wilson. Ford & Stoke Prior: Cllr Alan Bathurst, Cllr Kenneth Bemand, Cllr Janette Fullwood, Cllr William Jackson, Cllr Chris Marston, Cllr Gill Stovold.
- (b) **Resolved:** a vote of thanks to retiring councillors Michael Hubbard and Rodney Thompson, and to present to each of them a framed print as a mark of the Council's appreciation of their service.
- (c) *Reported:* that following the elections there was a vacancy for a councillor to represent the parish of Humber, and the Council may co-opt to the vacancy (Minutes Annexe 51/19).
- (d) **Resolved:** to advertise the vacancy in line with Standing Order 11(d), requesting applications in time for the Council to co-opt a member for Humber parish at its next ordinary meeting on 31 July 2019, and to notify Herefordshire Council of these steps.

#### 52/19 Minutes of the last meeting

- (a) **Resolved:** to approve the minutes of the Meeting held on 27 March 2019.
- (b) There were no matters for report arising from the minutes not covered elsewhere on the agenda.

### 53/19 Chairman's Announcements

*Noted:* the condolences of all councillors to Cllr Alan Bathurst on the death of his wife Hilary.

### 54/19 Public participation

No matters were raised.

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## Annual business – previous year

### 55/19 Annual reports 2018-19

- (a) *Noted:* a report from the past-Chairman, Cllr William Jackson: he thanked the outgoing Council for its many achievements over the past four years, and particularly Rodney Thompson and Mike Hubbard who had retired from the Council. He noted the challenges facing the Council with continuing cuts to Herefordshire Council, but that our council's voice was being heard. He welcomed Cllr Chris Marston to the Council and looked forward to working with all councillors over the next four years.
- (b) *Received:* a report from the Clerk (Minutes Annexe 55/19b).
- (c) *Received:* minutes of the Annual Parish Meetings held on 17 April 2019 (Minutes Annexe 55/19c).
- (d) *Received:* reports from representatives on the Village Hall Committees (as given at the Annual Parish Meetings on 17 April 2019).
- (e) *Received:* a report from the PROWs Officer (Minutes Annexe 55/19e).  
*Noted:* that the waterlogging of bridleway HU10 north of Risbury still required remediation, and that re-instating the blocked footpath SP1 in Stoke Prior would require extensive restoration work to re-build the bank and steps, and re-open the route through a private garden.

### 56/19 Statement of Accounts and Annual Return for 2018-19

- (a) *Received:* a report from the Responsible Financial Officer (Minutes Annexe 56/19a, Sections 1-4).
- (b) **Resolved:** to approve the Statement of Accounts for the year ended 31 March 2019 (Minutes Annexe 56/19b).
- (c) **Resolved:** to approve the Bank Reconciliation Statement for the year ended 31 March 2019 (Minutes Annexe 56/19c).
- (d) *Received:* the Internal Audit Reports (Minutes Annexe 56/19d).
- (e) **Resolved:** to approve the Annual Governance Statement for year ended 31 March 2019 (Minutes Annexe 56/19 Section 1).
- (f) **Resolved:** to approve the Accounting Statement for the year ended 31 March 2019 (Minutes Annexe 56/19 Section 2).
- (g) **Resolved:** to approve the Certificate of Exemption from external audit for the year ended 31 March 2019 (Minutes Annexe 56/19 page 3).

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## Annual business – review of current regulations and policies

### 57/19 Review of Standing Orders

*Noted:* the Standing Orders (2013) had been kept under review and amendments adopted in March 2014, December 2014, July 2017, July 2018 and March 2019. No further amendments were proposed. Copies of the updated Standing Orders were given to councillors.

### 58/19 Review of Financial Regulations

*Noted:* the Financial Regulations (2016) had been reviewed by the Responsible Financial Officer and Finance Working Group and no amendments were proposed.

### 59/19 Review of Council procedures and policies

*Received and accepted:* a report from the Clerk (see Minutes Annexe 55/19b section 3).

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## Annual business – forthcoming year

### 60/19 General Power of Competence

- (a) *Noted:* a report from the Clerk (see Minutes Annexe 55/19b section 4)

- (b) **Resolved:** That Humber, Ford & Stoke Prior Group Parish Council meets the conditions specified in the *Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012* for the exercise of the General Power of Competence as laid down in the Localism Act 2011.

#### 61/19 Review of assets, risk assessment and insurance

- (a) *Received:* the list of fixed assets (see Statement of Accounts 2018-19, Minutes Annexe 56/19b).
- (b) **Resolved:** to approve an updated Risk Assessment and Management document (Minutes Annexe 61/19).  
*Noted:* the Clerk would check liability and insurance cover for the phone kiosk and defibrillator owned by the Council but installed on Risbury Village Hall land.
- (c) *Received:* the RFO's report and recommendations on Insurance (See RFO Report section 6, Minutes Annexe 56/19a).  
**Resolved:** to renew insurance through Zurich Municipal from 1 June 2019 at a premium of £167.44

#### 62/19 Committees and membership 2019-20

- (a) Planning Committee  
**Resolved:** to appoint to the Planning Committee for the period to the next Annual Meeting with the remit of determining the Council's comments on planning applications under Standing Order 32: the Chairman and vice-Chairman ex-officio, Cllr Ken Bemand, Cllr Chris Marston, Cllr Janette Fullwood, Cllr Gill Stovold.
- (b) Community Week Committee  
**Resolved:** to appoint to the Community Week Committee for the period to the next Annual Meeting, with the remit of organising Community Week: the Chairman and vice-Chairman ex-officio, Pym Paxton (Chairman), Margaret Brown (Secretary and Treasurer) and any other member of the community wishing to attend.
- (c) The Lamb Working Group  
**Resolved:** to appoint to The Lamb Working Group, for the period to the next Annual Meeting, with the remit of advising the Council on The Lamb: Cllr William Jackson, Cllr Alan Bathurst, Cllr Gill Stovold, the Clerk, Mike Hubbard, Paul Arnold, David Smith, Jenny Ellerton, with the power to co-opt further members as required.
- (d) War Memorial Working Group  
**Resolved:** to appoint to The War Memorial Working Group, for the period to the next Annual Meeting, with the remit of considering and making recommendations on a permanent war memorial or memorials for the parishes: Cllr William Jackson, Cllr Hugh Fowler-Wright, Iain Cholerton, Diane Thomas, Louise Norman, Cheryl Poole, with the power to co-opt further members as required.
- (e) Finance Working Group  
**Resolved:** to appoint to the standing Finance Working Group, for the period to the next Annual Meeting, with the remit of advising the Council on (i) the draft budget for the following year, and (ii) the annual review of internal control procedures as required by audit regulations: the RFO, Cllr Alan Bathurst, Cllr Zoe Burge.

#### 63/19 Membership of other bodies, representatives and portfolios 2019-20

- (a) **Resolved:** to continue the Council's membership of HALC, CPRE and Parish Online.
- (b) **Resolved:** to appoint the following officers and representatives:  
Risbury Village Hall Committee representative: Cllr Steph Wilson .  
Stoke Prior Village Hall Committee representative: Cllr Gill Stovold.  
Police Liaison Officer: Cllr William Jackson  
Public Rights of Way Officer: the Clerk, with Iain Cholerton (bridleways), Margaret Brown (Humber) and Tim Yair (Stoke Prior) as deputies.  
Safeguarding Officer: Cllr Zoe Burge.  
Data Protection Adviser: Paul Russell.  
Humber Close Liaison Officer: to be reviewed at a future meeting.

#### 64/19 Dates of meetings for 2019-20

*Noted:* the following dates had been agreed for meetings: Wednesday 31 July 2019 (SPVH), Wednesday 18 September 2019 (SPVH), Wednesday 20 November 2019 (RVH), Wednesday 15 January 2020 (RVH), Wednesday 18 March 2020 (RVH) all at 7.30pm.

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## Ordinary business

### 65/19 Clerk's Report

*Noted:* there were no matters not covered elsewhere on the agenda.

### 66/19 District Councillor

- (a) *Reported:* that Cllr John Harrington was elected as District Councillor for Hampton Ward on 4 May 2019, and he was again welcomed to the meeting.
- (b) *Noted:* remarks from Cllr Harrington that it was a privilege to have been elected as representative for Hampton Ward, and he saw his job as facilitating communication between residents and Herefordshire Council. He looked forward to working with the Council and would try to attend all Council meetings. He was happy to be contacted by residents, and his contact details would be published in the Pump.

### 67/19 Planning Committee and Planning updates

- (a) *Received:* Minutes (unapproved) of the Planning Committee held on 23 April 2019.
- (b) *Noted:* further updates on planning applications:  
181768: Stone Lynn, Stoke Prior – proposed replacement of roof (listed building consent)  
The application was refused on 2 May 2019.
- (c) Removal and netting of hedging in Stoke Prior:  
*Reported:* the Clerk had not received any further response from Border Oak concerning the removal of hedging opposite Old Hall, or confirmation of how much hedging would be removed near Croft Gate.

### 68/19 Community Week Committee

- (a) *Reported:* a meeting had been held on held on 4 April 2019 which confirmed arrangements for 2019 Community Week, from Monday 22 July to Sunday 28 July. A schedule of events was published in the Parish Pump and would be advertised widely. The Clerk had attended meetings and was undertaking a Risk Assessment for all events.
- (b) Cllr Harrington kindly agreed to judge the Scarecrow competition at this year's event.

### 69/19 General Financial Matters

- (a) **Resolved:** to approve the authorisation of payments as detailed in the RFO Report section 8 (see Minutes Annexe 56/19a).
- (b) **Resolved:** to appoint Cllr Zoe Burge as a fourth signatory for bank account payments, to replace Cllr Thompson.

### 70/19 Councillor training

**Resolved:** to invite HALC to provide a training/refresher evening for all councillors on a suitable date.

### 71/19 The Lamb

*Noted:* there were no developments to report.

### 72/19 Crime prevention measures: 'We Don't Buy Crime'

- (a) *Noted:* the presentation made to the Annual Parish Meetings and information from the Police and Crime Commissioner about the 'We Don't Buy Crime' initiative.
- (b) **Resolved:** to publicise the 'We Don't Buy Crime' initiative to residents through the Parish Pump, email circulation and at Community Week, with the aim of signing-up the required 70% of residents across the parishes to using Smartwater and other marking devices, and for the Chairman and Clerk to report back to the next Council meeting on taking the scheme forward.

### 73/19 Waste burning in Stoke Prior

*Received:* An oral report from the Clerk on complaints received about the recent tipping and burning of waste on a private site in Stoke Prior, the attendance of the fire service, and enquiries made with Herefordshire Council's Environmental Health team concerning claimed exemptions for burning waste.

### 74/19 Consultations

Travellers' Sites Development Plan – consultation on examiner's main modifications

*Resolved:* to submit comments re-iterating the Council's previous concerns, especially about the monitoring of toilet facilities and waste-disposal, the impact on the River Lugg, and the impact on traffic safety at the A49/A44 roundabout.

**75/19 Matters for information and future business**

(a) Circulars

*Noted:* circulars sent to the Council, and circulated on date shown to councillors by email:

(i)	Locality Steward weekly briefings	Weekly
(ii)	Herefordshire road closures updates	Weekly
(iii)	Rural Services Network bulletins	Weekly
(iv)	Herefordshire Rural Hub monthly newsletters	Monthly
(v)	Statement of persons nominated for ward and parish council elections	04/04/19
(vi)	Herefordshire Natural Flood Management newsletter	08/04/19
(vii)	Herefordshire parish precepts information 2019-20	08/04/19
(viii)	First-time central heating grants	15/04/19
(ix)	Hampton ward election result	03/05/19
(x)	Rural funding digest	03/05/19
(xi)	Travellers Sites Development Plan examiner's modifications consultation	04/05/19
(xii)	HALC Information Corner 3 May	05/05/19
(xiii)	NALC Legal Topic Note L02-19 Data Protection Fees	05/05/19
(xiv)	Herefordshire CPRE Spring 2019 newsletter	15/05/19
(xv)	CPRE Campaigns Update 9 May	15/05/19
(xvi)	Healthwatch Herefordshire update ebulletin	15/05/19
(xvii)	Balfour Beatty Guidance for councillors on resources available	15/05/19
(xviii)	Neighbourhood Watch e-newsletter April 2019	on table

(b) Police and Crime Commissioner Town and Parish Council Survey

*Noted:* The PCC's 2019 Town and Parish Council Survey would be circulated to councillors and considered at the next meeting

(c) DMMO application in Risbury

*Noted:* The Clerk's Report paragraph 11.3 concerning an application by The Ramblers' Association for a Definitive Map Modification Order to designate a route in Risbury as a restricted by-way. The Clerk was making enquiries about the validity and evidence submitted with the application.

(d) Failure to remove dog-mess bags

*Noted:* Concerns about dog-walkers in Risbury leaving dog-mess bags in hedges or on fences, which was an offence under the Public Spaces Protection Order, and could lead to a fixed-penalty notice of £100 or a fine of up to £1000. The Clerk would publicise this to residents.

The meeting closed at 9.45pm.

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