



ORDINARY MEETING
7.30pm 21ST JULY 2021
STOKE PRIOR VILLAGE HALL

MEETING PAPERS

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Humber, Ford & Stoke Prior Group Parish Council

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

Wednesday 21 July 2021 at 7.30pm

in Stoke Prior Village Hall

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

12 July 2021

Allan Drew

Clerk to the Council

AGENDA

44/21 Apologies for absence

- (a) *To receive:* any apologies for absence.
- (b) *To consider, if necessary:* excusing absence of members to the following meeting.

45/21 Declaration of interests and dispensations

- (a) *To receive and record:* any declarations of interest in agenda items in accordance with the Code of Conduct adopted in July 2012.
- (b) *To consider:* any applications for dispensations from the rules on participation by members with a disclosable pecuniary interest or a financial interest of a friend, relative or close associate, in accordance with Standing Order 25.

46/21 Minutes of the last meeting

To consider: approval of minutes of the Annual Meeting held on 19th May 2021

47/21 Matters for report arising from the minutes not covered elsewhere on the Agenda.

To note: any matters.

48/21 Chairman's announcements

To note: any announcements from the Chairman.

49/21 Public participation

Under Standing Order 8, 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.

50/21 To co-opt a Councillor for Ford & Stoke Prior to fill the vacancy arising from the resignation of Cllr. Alan Bathurst. The process to be followed is described in Standing Order 11(d)

Council will interview each candidate in the (alphabetic) order above for up to 10 minutes. If members wish to discuss the merits of the candidates the public and press will (by resolution) be excluded.

The press and public will be re-admitted when the discussion is complete. A vote will then be held by a secret ballot, and will be organised by the Clerk.

If a candidate secures more than 50% of the available votes he/she will be declared as the new councillor. If no candidate secures more than 50% of the votes then the candidate with the lowest number of votes will be eliminated and the vote taken again. This process continues until a candidate receives a number of votes in excess of 50%. This candidate will then be declared as the new councillor.

The successful candidate will sign the Declaration of Acceptance of Office and within 28 days make a Declaration of Interests.

The successful candidate will receive any communications, papers etc from the date of co-option and will attend the 15th September 2021 Council meeting.

51/21 Clerk's report

To receive: a report from the Clerk.

52/21 District Councillor's report

- (a) *To receive:* a report from Ward Councillor John Harrington.

Deferred business from the meeting of 19 May 2021

53/21 Annual Reports 2020-21

To receive reports from-

- (a) *To receive:* minutes of the Annual Parish Meetings held on 17 April 2019 (**Paper D**).
- (b) *To receive:* reports from representatives on the Village Hall Committees (as given at the Annual Parish Meetings on 17 April 2019).
- (c) *To receive:* a report from the PROWs Officer

54/21 Review of Standing Orders

To report: Clerk to report any recommended changes to the Standing Orders

55/21 Review of Financial Regulations

To report: the Financial Regulations (2016) will be reviewed by the Finance Working group

56/21 Review of Council procedures and policies

To receive: a report from the Clerk

57/21 Committees and membership 2021-22

- (a) Planning Committee

To consider: the appointment of members (Chairman and vice-Chairman ex-officio and four other councillors) to the Planning Committee for 2021-22, with the remit of determining the Council's comments on planning applications (see Standing Order 32).

- (b) Community Week Committee

To consider: confirming current members to Community Week Committee, with the remit of organising Community Week.

- (c) The Lamb Working Group

To consider: the appointment of members to The Lamb Working Group, with the remit of advising the Council on The Lamb.

(d) War Memorial Working Group

To consider: the appointment of members to the War Memorial Working Group, with the remit of considering and making recommendations on a permanent war memorial or memorials for the parishes.

(e) Finance Working Group

To consider: the appointment of members (RFO and two councillors) to the standing Finance Working Group for 2021-22, 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 (see RFO Report **Paper F** Section 7).

58/21 Membership of other bodies, representatives and portfolios 2019-20

- (a) *To review:* subscriptions to other bodies (HALC, CPRE and Parish Online).
- (b) *To appoint:* representatives to Risbury and Stoke Prior Village Hall Committees.
- (c) *To appoint:* a Police Liaison Officer.
- (d) *To appoint:* a Humber Close Liaison Officer.
- (e) *To appoint:* a Public Rights of Way Officer and deputies.
- (f) *To appoint:* a nominated person for Safeguarding under the Council's Safeguarding policy.
- (g) *To appoint:* a Website Officer.
- (h) *To appoint:* a Data Protection Adviser.

59/21 Planning Committee and planning applications update

- (a) *To note:* updates on current planning applications:

60/21 Proposed adoption of revised Herefordshire Code of Conduct

To consider: recommendation from HALC to adopt the revised Model Code of Conduct.

61/21 General Financial Matters

- (a) *To receive:* a report from the RFO (Paper E).
- (a) *To consider:* the authorisation of payments (see RFO report section 4).

62/21 Lengthsman

- (a) *To consider and approve:* clearing the Prill brook from Monkerton to Ashwood House

- (b) *To consider and approve:* Lengthsman work program if Herefordshire funding is received this year

63/21 The Parish Pump

- (a) *To consider and approve:* revised arrangements for management of the Parish Pump.

64/21 Matters for information and future business

- (a) *To note:* circulars sent to the Council, and circulated on date shown to councillors by email:
- (b) *To note:* any other matters for information or future decision.

65/21 Dates of future meetings

- (a) *To note:* the next scheduled meeting will be Wednesday 15 September 2021 at 7.30pm in Stoke Prior Village Hall

Humber, Ford & Stoke Prior Group Parish Council

DRAFT – subject to
confirmation

Draft Minutes of the meeting of the Group Parish Council 19th May 2021
at 7.30pm in Risbury Village Hall

Present: Cllr Ken Bemand
Cllr Richard Collins
Cllr Janette Fullwood
Cllr Chris Marston
Cllr Richard Thomas
Cllr Steph Wilson
Cllr Hugh Fowler-Wright
Cllr William Jackson (Chairman)
Cllr Gill Stovold

Clerk & RFO: Allan Drew

30/21 Election of a Chairman

Cllr. William Jackson stated he was prepared to fulfil the role of Chairman for a further 12 months. No other councillors had offered themselves for election to the post so Cllr. Jackson was elected unanimously.

31/21 Election of vice-Chairman

Cllr. Fowler-Wright stated he was prepared to fulfil the role of vice-Chairman for a further 12 months. No other councillors had offered themselves for election to the post so Cllr. Fowler-Wright was elected unanimously.

32/21 Apologies for absence

- (a) Apologies had been received from Cllr. Zoe Burge and ward councillor John Harrington.
- (b) Under standing order 10 Council accepted that Cllr. Burge would be unable to attend a number of future meetings due to the birth of her daughter. Council resolved to grant leave of absence to Cllr. Burge from future meetings for the next six months. To be reviewed if required at the November 2021 meeting.

33/21 Declaration of interests and dispensations

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

34/21 Planning Committee and Planning updates

Due to interested members of the public attending, this item was moved up the agenda at the Chairman's discretion.

Application no. 210974 Land adjacent to Butt Oak farm, Risbury. Proposed new split level family house with triple garage/workshop and parking area.

The applicants and four residents were present. The applicants had provided Council with a statement which the Clerk read to the meeting. Considerable discussion ensued and primarily, but not exclusively, because the proposal lay outside the settlement boundary for Risbury, Council resolved to object to the proposal. The Clerk summarised the discussion as a set of comments for submission to Herefordshire Council and which are contained in Appendix 1 of these minutes. These comments were received by Herefordshire Council on 21st May 2021. The comments submitted are included as appendix 1 of these minutes.

35/21 Elections and co-option to vacancy.

Due to COVID restrictions the candidates applying for this vacancy could not attend this meeting so the co-option was postponed until the July meeting. Although the application period was now closed the Clerk had received further statements of interest from some residents. Council resolved that due to the delay in co-option it was reasonable to extend the application submission deadline for a further two weeks until Friday 4th June 2021. The Clerk would post updated notices by Friday 21st May.

36/21 Minutes of the last meeting.

Council resolved to approve the minutes of the meeting of 17th March 2021.

37/21 Chairman's Announcements.

The Chairman had no announcements

38/21 Public participation

No members of the public were present

39/21 Statement of Accounts and Annual Return for 2020-21.

The RFO explained the process for exempting the Council from external audit. The main criteria for exemption are that neither annual income nor expenditure had exceeded £25,000. There are other criteria of a more technical nature which the Council also satisfied so the Chairman and RFO, with Council approval, signed the exemption certificate.

Council noted the variance in the statement of accounts arising year on year with the Lengthsman's work increasing from £1525 in 2019-20 to £10198 in 2020-21. This increase was due to the grant of £7910 received from Herefordshire Council. Council resolved to approve the statement of accounts for 2020-21.

The bank reconciliation statement was considered and approved by Council as having no discrepancies with the Council cash books.

Council noted the internal auditor's report which contained no observations nor adverse comment.

Council discussed the Annual Governance Statement and agreed that there is compliance with each of the eight relevant points within the statement. The Chairman and Clerk signed the statement.

40/21 Update on other planning matters.

The Clerk updated Council on planning applications which had been previously discussed-

204230 Priory Farm	Not yet decided
204398 Solar panels at Low Brook,	Approved with conditions
204437 New build at Old Hall	Not yet decided
204457 Eastmead extension to garage	Approved with conditions
204568 Beechwood Detached garage/home office	Approved with conditions

Update on the Lamb public house.

The Chairman reported that planning enforcement had visited the Lamb and found no unauthorised work taking place.

41/21 General Financial matters.

The RFO reported that three payments had been made since the last meeting and of which Council was unaware. These payments were-

Bank charges £18.00 Automatic debit by the bank

Payroll £64.70+VAT attracts discount if paid promptly. Agreed with Chairman.

Community Week barn dance deposit £100. Paid on instruction of Community Week Treasurer.

Payments requiring authorisation.

Description	Cost	VAT	Total	
Clerk's salary April 2021	£313.26		£313.26	
Clerk's salary May 2021	£313.26		£313.26	
Parish Online subscription	£30.00	£6.00	£36.00	Annual renewal
Zurich Insurance	£167.44		£167.44	Annual renewal

Council resolved to authorise the RFO to make the payments listed above.

42/21 Matters for information and future business.

The Clerk raised the matter of the Council noticeboard on Risbury bus shelter. He would bring forward a proposal to the next meeting to replace the noticeboard.

43/21 Dates of meetings for 2021-22

The date of next meeting is Wed 21st July 2021, 7.30pm.

The meeting closed at 8.25pm.

Signed (Chairman) Date

Appendix 1 Comments on planning application 210974 – Land adjacent to Butt Oak farm, Risbury

Planning application 210974: Land adjacent to Butt Oak farm, Risbury. Proposed new split level family house with triple garage/workshop and parking area

In summary Humber, Ford & Stoke Prior Group Parish Council OBJECTS to this application.

Humber, Ford & Stoke Prior Group Parish Council considered application 210974 at its meeting on 19th May 2021, at which the applicants and four Risbury residents were present. Residents had voluntarily limited their attendance to avoid breaching the current COVID restrictions but attendees emphasised that they were speaking on behalf of the wider community. At the time Council met there were 11 objections recorded on the Herefordshire planning website and no supporting comments.

Comments from applicants

The applicants had submitted a representation to Council in advance and this was read out to all attendees. The applicants recognised that their proposals were outside the Risbury settlement boundary but considered that benefits from their proposals outweighed this boundary issue. In particular the applicants felt that-

- The delivery of housing in the context of the countrywide undersupply, delivers very real social and economic benefits to the area.
- There is no visual impact on the landscape character, as the dwelling would be read as part of the village
- As low-quality grazing land, we will aim to be enhancing the biodiversity of the site with a carefully designed landscape scheme including a pond area to actively encourage the native wildlife. We have also made plans for bat and bird boxes.
- There is no drainage, ecological or highways harm, as demonstrated by the comprehensive surveys undertaken and the percolation tests were carried out in full accordance with British Standards 6297 during the month of December when the ground was very wet.

Comments from residents

- This application is in many ways a test case since if granted it will set a precedent for further development outside the boundary. Future similar applications would be extremely difficult to refuse.
- Flooding concerns in the area around the development are very real and there was surprise that the percolation testing had revealed no issues especially in December. Residents cited right of way HU10 immediately to the north of the site which was very wet , sometimes impassable in winter.
- New housing completed over the past five years has placed additional strain on the country lanes which are Risbury's only connection to the outside world. As minor roads these lanes receive very little investment and residents believe the limit of acceptable traffic on these lanes has been reached. It was pointed out that any new residents not only bring their own vehicles but also increases in deliveries from a large number of courier companies.

- The proposed development is not adjacent to the settlement boundary but some way beyond. It cannot be considered as infill.
- Residents had participated fully in the democratic exercise of creating the Neighbourhood Development Plan (NDP) in 2016. The boundaries were ultimately accepted by all residents as binding and not to be redrawn simply to accommodate development beyond what the NDP had agreed was appropriate. At least one resident's view was that she chose her house on the basis of the boundaries so that adjacent development would not be possible.
- Risbury had an allocation of 10 houses over the Herefordshire Core Strategy period (2011-2031) and had already surpassed that number. With housing sites within the settlement boundary still undeveloped it is counterproductive to allow development beyond the boundary.
- Residents did not accept that the NDP entitled 2011-2031, at less than five years old, was out of date, particularly given the amount of time and work which went into it.

Discussion in Council

- Recognised the quality of work which the applicants had put into the design of the development.
- The similarities with application number 184541 are striking. This application to the west of Risbury Cross was adjacent to the western settlement boundary but was refused on appeal because it was beyond the settlement line. The Planning Inspector found that-

“Policy RA2 of the Herefordshire Local Plan Core Strategy 2011-2031, October 2015 (CS) permits housing in identified settlements outside of Hereford and the main market towns in order to strengthen rural communities. Risbury is listed amongst those settlements that would be the main focus for proportionate rural housing development. The policy further outlines how neighbourhood development plans will be the main mechanism for establishing minimum growth targets and allocating sufficient land to address development in such rural areas. Otherwise new residential development in rural locations is limited to the exceptions identified in policy RA3 of the CS. The proposal is not for affordable housing and the evidence presented does not show that the proposal would otherwise fall within any of the exceptions listed in policy RA3.”

Further that-

“Policy HFSP3 of the Humber, Ford and Stoke Prior Neighbourhood Development Plan 2011-2031, May 2016 (NP) establishes the target of a minimum of 43 new homes by 2031 within the area covered by the NP and Policy HFSP5 specifically relates to Risbury. It stipulates that, subject to certain criteria being met, housing development in Risbury will be accommodated through permitting new homes to be built on suitable sites within the defined settlement boundary. The appeal site comprises part of a field that lies adjacent to, but outside of, the settlement boundary for Risbury as defined in the NP.

I therefore conclude that the proposal would be inconsistent with NP policy HFSP5 and it follows that it would also conflict with policy RA2 of the CS relating to the location of new housing development. These policies are broadly consistent with the provisions of the National Planning Policy Framework (the Framework) in relation to the provision of rural housing.”

Council believes that exactly the same arguments summarised above for application 184541 apply to this development proposal.

- Council expressed surprise that pre-planning advice for this application was so positive. This application is the first time that Herefordshire planning have not adopted the NDP as their primary guidance in giving advice and taking decisions. It was apparent that the applicants had invested considerably, both financially and emotionally in this application on the basis of an optimistic pre-planning appraisal which was not based on any appreciation of development history in the locality.
- Council noted that in 2016 Herefordshire planning had insisted that the NDP was based around a settlement boundary and that it would be completely inconsistent to change this guiding principle.
- Whilst Herefordshire has not met its 5 year housing supply target the fact is that Risbury was allocated 10 houses during the plan period but has already delivered 19 new homes. This achievement represents a growth of 25% in the size of the core village. There is a point where, in rural communities almost completely lacking in infrastructure, there is no scope for further development. Council believes that Risbury has already delivered much more than was planned and there is no justification for expecting yet more development beyond this enhanced level.
- With the loss of the bus service and the increased traffic that follows Council believes that more detailed work is necessary on the effect of such changes in rural communities.
- In discussing the situation with the Herefordshire NDP teams it appears that a future review of villages will see Risbury drop out of the “suitable for development” category and into the category covered by policy RA 3, where only very specific development (re-use of existing buildings and “tied” buildings essential for agriculture or similar local businesses) will be possible.
- Council noted that drainage within the village has remained an unsolved problem for years. Although the Parish spends as much as possible of its very limited resources on keeping ditches and drains clear this effort has not been matched by Herefordshire Council. The point has been reached where the quality of life of existing residents is close to unacceptable and it is neither fair nor logical to expect local communities to continue living with poor County maintenance whilst absorbing more and more development.
- Council also noted Highways’ concerns about the proposed entrance onto the C1110. Local knowledge supports these concerns and the settlement boundary at the east end of Risbury was carefully placed with regard to traffic flow, road shape/geography and the positioning of the 30mph roundels.

Council resolved the following:

The Council objects to this application and recommends refusal, on the grounds that-

- It would be new housing development outside of the Settlement Boundary for Risbury in Policy HFSP5 of the Neighbourhood Development Plan, which was agreed after extensive local consultation and careful consideration.
- The application meets none of the criteria for housing development outside of the settlement boundary in Policy RA3 or for rural exception housing in Policy H2. The Council considers that, despite the provisions of the NPPF relating to Herefordshire’s 5-year housing supply, significant weight should still be given to Policy HFSP5 of the Neighbourhood Development Plan and housing policies of the Core Strategy, because the Group Parish is meeting or exceeding its own target for sustainable housing growth.

- The infrastructure in Risbury, particularly transport and drainage, has been considerably underfunded over many years. The ultimate effect of such underfunding is to place a limit on development based on the quality of life for existing residents. That development limit has now been reached in Risbury.

Allan Drew

Clerk to Humber, Ford & Stoke Prior Group Parish Council. 21st May 2021

Agenda item 50/21 To co-opt a Councillor for Ford & Stoke Prior to fill the vacancy arising from the resignation of Cllr. Alan Bathurst. The process to be followed is described in Standing Order 11(d)

Candidates

The following candidates have submitted valid applications-

Mr. Alan Bathurst.

Ms. Emma Condliffe

Mr. James Hinton

Mr. Tim Yair

Applications from all candidates have been distributed in advance to Councillors.

Process for Selection (as described in Standing Order 11(d))

Council will interview each candidate in the (alphabetic) order above for up to 10 minutes. If members wish to discuss the merits of the candidates the public and press will (by resolution) be excluded.

The press and public will be re-admitted when the discussion is complete. A vote will then be held by a secret ballot, and will be organised by the Clerk.

Each Councillor will have one vote to cast in each round of the election.

If a candidate secures more than 50% of the available votes he/she will be declared as the new councillor. If no candidate secures more than 50% of the votes then the candidate with the lowest number of votes will be eliminated and the vote taken again. This process continues until a candidate receives a number of votes in excess of 50%. This candidate will then be declared as the new councillor.

The successful candidate will sign the Declaration of Acceptance of Office and within 28 days make a Declaration of Interests.

Humber, Ford & Stoke Prior

Group Parish Council

Agenda item 51/21 Report from the Clerk

Council Meeting, July 21st 2021

Face to face Council meeting re-started with the 19th May (Annual) meeting but with some COVID restrictions still in place, attendance by the public was limited to only six residents. To minimise the possibility of infection the meeting was kept as short as possible and a fair amount of non-statutory business was deferred to this July meeting. Most remaining restrictions will be lifted on 19th July but the advice to remain cautious is sound. Legally held Council meetings of course have to be open to all who wish to attend.

Co-option to the Council

The co-option of a replacement Councillor following the resignation of Cllr. Bathurst was one of the items deferred from the May meeting. Because of the deferral Council decided to extend the application period and in the event one further application was received. In total seven expressions of interest were received, resulting in four valid and submitted applications. Council will follow the process laid out in Standing Order 11(d) and, subject to identifying a satisfactory candidate, will fill the vacancy at the July meeting.

Lengthsman

Now the dry-ish weather has really arrived work by the Parish Lengthsman is starting to happen. Early in June the Lengthsman was instructed to cut the visibility splays around Parish junctions, verge markers, road signs, benches and salt boxes throughout the Parishes. For some reason we do not yet understand Balfour Beatty did not carry out the customary cut of the verges and in the end the Chairman organised a cut by a local contractor. I have raised the issue with Cllr. Harrington that the Parishes have now paid twice for this service.

During the summer months is the time to get on top of the drainage and ditching problems. Significant work was carried out last year and most of the ditching work that can be done has been attended too. The big problem remains the drainage, particularly in areas around Wheelbarrow Castle and on the C1055 from Broadstone Farm down to The Heath. Although these problems have been reported to Balfour Beatty on many occasions there is still no plan of works to remedy any of these longstanding issues. It now seems that Council will have to remedy these issues and with the possibility that funding will be forthcoming from Herefordshire again this year, I recommend that any funding is spent resolving at least some of these issues. The costs are likely to be fairly high and not all the issues will be resolvable in one year but a start must be made.

As a small start I can report that the Lengthsman has been instructed to clear the Prill brook in the centre of Stoke Prior and that work is now complete.

Code of Conduct

All Councillors are required to adhere to the Code of Conduct based on the Nolan principles of public life. The current Code was adopted by Council in 2012. In the last few months the Local Government Association (LGA) has issued a revised code and the recommendation from HALC is that Parish Councils adopt the new Code. The July meeting will discuss the new Code and decide whether adoption is appropriate for the Group Parishes.

Humber Parish

Ford & Stoke Prior Parish

DRAFT – subject to confirmation

Minutes of the Annual Parish Meetings

held on Wednesday 17 April 2019 at 6.30pm in Risbury Village Hall

Present: 5 electors of Humber Parish.

4 electors of Ford & Stoke Prior Parish.

and: Paul Crumpton, Rural Business and Cybercrime Reduction Co-ordinator, Herefordshire.

01/19 The Vice-chairman of the Group Parish Council, Cllr Hugh Fowler-Wright, took the chair.

02/19 Apologies for absence were received from four electors.

03/19 Chairman's Introduction

The Chairman welcomed everyone to the meeting and reminded people that as well as receiving reports from the Parish Council and other groups, this was an opportunity for all electors and other residents of the two parishes to have their say on local issues, which could then be considered by the Parish Council.

04/19 Minutes of Annual Parish Meetings May 2018

Resolved: to approve the minutes of the Annual Parish Meetings of 9 May 2018.

05/19 Matters arising from the minutes

- (a) The Clerk to the Parish Council, Phliip Brown, reported that the Yoga/Pilates/Stretch classes suggested at the 2018 meeting had been organised, with an initial subsidy from the Parish Council. The classes, held on Wednesdays in Risbury, had at first been oversubscribed but recently numbers had fallen to the point of the classes having to stop. However, several new potential participants had come forward, and it was hoped the classes would re-commence soon.

- (b) The Clerk also reported on the appeal by the owners of the The Lamb against refusal of planning permission for change of use to a residential dwelling. After a public hearing in January attended by many residents, the appeal had been dismissed. The Parish Council had written again to the owners of The Lamb reminding them of the Council's interest in purchasing the pub on behalf of the community.

06/19 Stay safe at work, at home and online – presentation from West Mercia Police

- (a) Paul Crumpton, West Mercia Police Rural Business and Cybercrime Reduction Co-ordinator for Herefordshire, gave a presentation on how to avoid becoming a victim of crime.
- (b) [A summary of his presentation with some of the practical advice given, will be published in the June 2019 edition of the Parish Pump.]
- (c) It was noted that both overt property markers and covert markers (Smartwater) were available from the Police, cheaper than elsewhere. Under a police scheme, a greater discount could be obtained if 80% of residents signed up to having markers and then free signage advertising this could be supplied. Other communities which had signed up to this scheme had seen a massive reduction in thefts.

07/19 Reports

(a) Group Parish Council

In the absence of the Council Chairman, this item was deferred. A report would be made to the Annual Meeting of the Parish Council on 15 May.

(b) Parish Clerk

An annual report from the Clerk would be made to the Annual Meeting of the Parish Council on 15 May.

(c) Public rights of way Officer

A written report was circulated from the Clerk, Philip Brown: in the absence of anyone else volunteering for this role, he was covering it, with assistance from Iain Cholerton, Margaret Brown and Tim Yair who reported defects. Iain had provided a 3rd annual report on the parishes' bridleways. Philip had now surveyed nearly all the PROWs on foot, to map all gates, stiles and bridges and note any defects or improvements required. Detailed maps of the PROWs were available to anyone interested, and Philip hoped that one day a booklet of all PROWs could be produced for residents. The report listed all of the repairs and maintenance undertaken in the past year, and all remaining significant defects. Several stiles had been repaired, and new gates and waymarker posts installed. Numerous new waymarker discs had been placed. Many landowners had been contacted about improving latches and handles on gates, with limited success. Several routes south of Stoke Prior were still being overcropped, and this matter had been referred to Herefordshire Council who would be issuing legal enforcement notices. There were several points where poor drainage made paths impassable, and this was a difficult problem to solve. Philip suggested that a volunteer working group could be formed to meet every quarter to undertake maintenance, possibly including on problem drainage sites.

Philip also reported that the two applications for modifications to the definitive map of rights-of-way had been submitted in January (to designate Normans Lane as a bridleway and two short sections of track/path near the Old Rectory as footpaths). Philip answered questions about this.

(d) *Risbury Village Hall*

A report from Cllr Stephanie Wilson, Vice-Chair of the Village Hall Committee, was read out. In summary: The Hall continued to have good support throughout the year. There was the usual mix of events including pub nights, barbecue, kids craft morning, Oktoberfest, Burns Night, Halloween and Christmas carol singing around the village. There were a good number of private bookings for the hall. It was disappointing for the new Yoga/Pilates classes to have ceased, but it was hoped these could start again. The Committee was trying to obtain a grant to put in a fully-working kitchen. The Committee was enthusiastic and committed, but were always on the lookout for new members and new ideas, and asked all local residents to keep this fantastic community facility viable.

(e) *Stoke Prior Village Hall*

A report from Cllr Mike Hubbard, Chair of the Village Hall Committee, was read out. In summary: The Hall AGM would be on 7 May and all were welcome. Village hall activities had continued in much the same way as 2018 except for a major fundraising event at The Old Rectory in June 2018, which raised funds for St Michael's Hospice and £11006 for the Village Hall. All those who organised this very successful event were thanked, especially Gill & Peter Stovold. The annual Great British Quiz and a Music Quiz had been well-attended, and attendances at Flicks in the Sticks had risen slightly despite a rise in the entrance charge to £5, which just covered the costs of showing the films. The Hall's income and expenditure continued to be roughly in balance, but any surpluses were put towards the development fund. As a new site for the hall still appeared a long way off, the internal paintwork had been refreshed. The Committee was grateful for all the work which local residents did for the Hall, but there was an urgent need for new active Committee members. The Secretary, Alex Arnold, would resign from this role at the AGM, and a replacement was needed, as were at least two new committee members. Mike thanked all committee members and spouses for their work and dedication over the past year, singling out on this occasion Alex Arnold for her many contributions, especially as Secretary.

(f) *Community Week Committee*

Margaret Brown, Secretary of the Committee, reported that after another successful week in 2018, several new members had been recruited to the organising committee, and a similar schedule of events was being organised for the 2019 Community Week, which would be from 22-29 July. Full details would be in the next edition of The Parish Pump. More helpers were always welcome.

08/19 No other matters were raised by residents. The Chairman thanked everyone for attending, and thanked all those who contributed to our community’s life. The meeting closed at 8.45pm.

PJB

Signed

Dated

(b) To receive: reports from the representatives on the village hall committees

Cllr. Stovold for Stoke Prior

Cllr. Wilson for Risbury

(c) To receive reports from the PROW officers

Ford & Stoke Prior July 2021 Footpath Report

Footpath Officer – Vicky Quinn

There weren't too many issues last time we walked the paths.

I suspect a lot of them are a little overgrown at the moment so a general communication to all landowners to ask them to cut back might be a good idea 😊

I'm not sure who is the person to ask about more signs—if it's you please can I have some more of all directions? Then we can replace the ones that need replacing if we see them.

- SP21 Stile 2 needs signage
- SP13 Stile 2 footpath direction unclear (even to us—could do with clearer sign)
- SP13 Stile 3 (opposite side of the road)—bit wobbly but probably okay for now
- SP10 Stile 1 signage needs refreshing (I think this was so faded the arrow had disappeared)
- SP5 where it crosses C1055 very overgrown and wobbly step
- SP5 path very overgrown about halfway along
- SP5 meeting the A44 no signage at all, unsure which field the path went through, no obvious path
- SP5 up by P.T. Moore was quite confusing after you come out of the scrapyard. We struggled to find the path going up the hill. (This might be out of our area actually!)
- SP24 crossing C1059 stile very overgrown, insufficient signage, loose step
- SP24 at the A44 stile overgrown and wobbly
- SP5 joining SP23 no signage, took us a while to find the path

Humber Parish

Footpaths Officer Report – Philip Brown

May 2021

All footpaths in Humber Parish (HU and PG codes) have been walked and inspected at least once in the last 12 months. Most have been inspected in May 2021. Bridleways in the parish (HU4, HU10 and PG11) are monitored by the Group Parish Bridleways Officer, Iain Cholerton.

All gates, stiles and bridges have been allocated sequential numbers for that path, shown on reference maps prepared by the Footpaths Officer.

Generally, footpaths in the Risbury area are in very good condition, with several new gates installed and recent maintenance undertaken by landowners. However, away from Risbury, especially between Humber and Steens Bridge, there are numerous defects – most of long-standing, which have not been addressed by the landowners, and are getting worse. One footpath in the Marston area (PG12) has been completely impassable for many years because of a wood which was planted, and needs substantial remedial work.

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

This path is clear, well-maintained, and has no defects. The path becomes SP20 from Humber Brook west. Some waymarkers have been replaced by the Footpaths Officer. The route is gated throughout with the exception of one stile (2) 200m north of the Old School House, and a stiled-bridge (8) before the woods near Humber Brook.

HU2 (Risbury Bridge to Humber)

The path is clear, well-maintained and has no defects except for the gate at the road near Risbury Bridge (1) being missing (plastic fencing is in place temporarily, but can be stepped over) and the fingerpost fallen. Both these defects will be remedied when the new fencing work outside Risbury Mill is completed later this year. Some waymarkers also need replacement on gates at the northern end. The route is gated throughout with the exception of one stile (7) 300m north of Risbury Mill and the stiled-bridge (8) just north of that.

HU3 (Humber to Humber Close, Steens Bridge)

The route of this path does not accord with the PROW Definitive Map for much of its length, with a stile and a footbridge having been constructed to unofficially divert the route. Despite the map showing it starting off HU4 just north of Humber Church, the path starts at a stile (1) on the corner of the track some 100m further east. A gate north of Humber Court Farm has been chained and blocked, with a footbridge (3) constructed 100m west of the official route. The route from this footbridge north through a recent woodland is unclear. Sections of the path are overcropped or unmaintained. The path does not in fact terminate near Brook House as shown on the Definitive Map, but at a stile leading into the Humber Close playground.

The last section of this path, alongside Humber Brook at Humber Close, is dangerous, and requires immediate urgent work: trees have been cut down and fallen branches and other vegetation are a serious trip-hazard, alongside a steep drop down into the brook. This path is frequently used by children from Humber Close as an extension of their playground.

HU5 (Poplands Lane to Holly Brook near Stirbridge Farm)

The route along the track from the end of the U94009 public road is clear and passable. Just after entering Stirbridge Farm's land, the path turns left across a stile and down into the field. This stile was repaired and new steps made by the Parish Lengthsman in 2019, but a request for this to be replaced with a gate was rejected by the adjacent landowner.

HU6 (Stirbridge Farm to Humber Close, Steens Bridge)

This path has numerous defects, which have been outstanding with the landowner since 2018. The parish arranged for the repair of the bridge (3) leading into The Oaks woodland and a new gate to that bridge (2) was installed by the landowner, but the posts have shifted and the gate is difficult to open. Stiles north of this were reported as needing strengthening in 2018, and one (6)

has now collapsed entirely. The route from Stile (9) across the field to Humber Close is overcropped and the long detour around the western field margin is difficult.

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

The first half of this path runs across fields on recently-made stone tracks. North of the junction with bridleway HU10, however, its route is overcropped, and walkers have to divert around the eastern edge of two fields, with some difficulty. A new gate (4) was installed by the Parish entering Stirbridge Farm's land. The route beyond this is currently obstructed with two low plastic fences adjacent to electric fences, which are difficult to step over. The last gate (7) near Holly Brook has fallen posts, which need re-fixing.

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

The path is clear, well-maintained and has no defects. New gates have been placed, and the route is now gated except for the stile (2) entering the orchard off Poplands Lane.

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

Although entirely in Stoke Prior parish, this footpath, dedicated as a PROW in 2012, has been assigned an HU number. The route is undefined but unproblematic, and has a new gate at the road (1) and joins HU2 at the 'new' (2012) footbridge.

PG11A (From Marston across Holly Brook towards Docklow)

Footpath PG11A runs off Bridleway PG11 from Marston, down a field down to Holly Brook, then over a footbridge and up to where it joins a Docklow parish footpath to Docklow. The route is undefined but unproblematic as far as Docklow parish, but difficult to use all the way to Docklow (near the recently reopened Kings Head). The footbridge and stiles are in reasonable repair.

PG12 (Marston to Holly Brook)

This footpath runs in a loop to the east of Marston, passing through a part of Docklow parish, and would make a good circular walk. However, its middle section through what is now a woodland in Docklow parish for some 200m is completely undefined and difficult to follow, and hazardous in places. A fence blocks access on the route at both ends of the woodland, and there is no easy alternative path around it. The northern section of the path alongside Holly Brook is undefined but unproblematic, through gates and stiles in reasonable repair. The owner of the woodland has agreed in principle to work to restore the path's route; the work would require considerable manpower and machinery (chainsaws etc), but could be a project for a team of volunteers working with the landowner and Lengthsman.

Philip Brown

Footpaths Officer, Humber Parish

Report on the Parishes' Bridleways

An excellent and comprehensive report has been received from Mr Iain Cholerton. The report is 29 pages long and the Clerk judged it best to place the report on the Council website. However, in summary Mr Cholerton states-

“This report updates my previous 4 reports of 2017 - 2020. I will only report where improvements and changes have been made during the year or where deficiencies remain. Some of these deficiencies have remained unresolved for a number of years. Many gates continue to be impossible to open from the mounted position and a number are tied with binder twine, have difficult latches or chains necessitating dismounting and opening with two hands. The very wet winter this year has caused some sections of routes to be submerged and impassable for extended periods. Due to some of these obstacles and many difficult gates, some of the PROW within the Parish area now see very little traffic. Riders are increasingly discouraged from using them, forcing additional use of busy and sometimes dangerous roads.”

Agenda item 54/21 – Review of Standing Orders.

The Clerk has reviewed the Council’s Standing Orders and has concluded that the Orders are generally fit for purpose. A number of possible changes should be considered by Council and are as follows-

SO 7 (b) *“The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present. Members of the press and public shall be permitted to film or record or broadcast meetings at which they are entitled to be present, under the protocol approved by the Council”*

This SO is mandated by legislation so there is no freedom of alteration. However, it would be good practice to include the protocol for recording proceedings as an appendix to the Orders. The protocol is already available on the website but as the sole means of communication this does represent a form of digital exclusion. It is recommended that the protocol is included in the Standing Orders as an appendix.

SO 25 (a) “Code of Conduct and registration of interests

All councillors shall observe the Herefordshire Councillor Code of Conduct (May 2018). The Code specifies the requirements for registration of interests and the procedures declaring such interests and participating in meetings where such interests are declared.”

Members to note that should they decide to adopt the new Model Code of Conduct from the LGA that SO 25 will be amended appropriately

SO 32 d (iii) “The Clerk shall, as soon as possible after receiving an application (planning):

(iii) place public notices of the application, inviting comments from members of the public within a period of not less than 5 days, and publicising the time and place of the meeting which will consider the application, including information about provision for public participation in the meeting.”

The reference to 5 days is rather ambiguous particularly since planning is the main area of challenge to Council decisions. (The ambiguity arises from the definition of 5 days – does the period include the days of posting and the meeting, are Sundays/Bank Holidays etc. counted, are they working days and so on.) Since Council often discusses planning cases at full Council meetings the agenda timing drives the notification of planning cases. In the case of Council agenda timing the rule is clearly defined as three clear days as in SO 1 (f)-

“when calculating the three clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break,

a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall not count.”

SO 1 (f) is another SO mandated by legislation so cannot be altered by Council resolution.

I recommend to Council that SO32 d (iii) is modified to use the definition of three clear days as defined in SO 1 (f).

SO33 a (v) The Council shall appoint a Data Protection Officer or a Data Protection Adviser.

Section 7(3) of the Data Protection Act 2018 specifically excludes Parish Councils in England from the definition of a “public authority”. Given such a classification there is no requirement to appoint a Data Protection Officer or a Data Protection Adviser. This is also the HALC advice.

It is recommended that SO 33 a (v) is deleted

Agenda item 55/21 Review of Financial Regulations.

These regulations are normally reviewed by the Finance working group which has not met since October 2019. It is recommended that the review of the Regulations awaits the appointment of the new working group and that this review is an early item of business for the group.

Agenda item 56/21 Review of Council procedures and policies

Council has a large number of policies and procedures. The legally-required procedures and policies are:

Code of Practice for Councillors: Council adopted the revised Herefordshire Code of Conduct (2018) as from 7 May 2019. However, a new Model Code of Conduct is proposed under agenda item 60/21.

Data Protection Policy and procedures: these were adopted in May 2018 following a data audit and assistance from the Council's Data Protection Adviser. Currently there are no amendments needed.

Complaints policy: this was reviewed and adopted in January 2013. The procedure is satisfactory but amendments to contact details have been made.

An **Equality and Diversity Policy** was adopted by the Council in March 2016 and does not require any amendments at this time.

A **Safeguarding Statement and policy** was adopted by Council in November 2017 and does not require any amendments at this time.

Publication Scheme and Schedule: the Scheme and associated Schedule were last reviewed and approved by Council in May 2015, and are available on the website. There are no amendments needed.

Transparency Code for Smaller Authorities: This came into force on 1 April 2015 and requires publication of certain information on a website for councils with turnover of less than £25,000. This information is already published on the Council's website.

Councils are also recommended to have in place a **policy for press and public relations**. A suitably simple policy for our Council is included as Standing Order 30.

Agenda item 57/21 Committees & Membership 2021-22.

Council has two committees-

(a) Planning Committee

Remit - determining the Council's comments on planning applications under Standing Order 32:

Current Members - the Chairman and vice-Chairman ex-officio, Cllr Ken Bemand, Cllr Chris Marston, Cllr Janette Fullwood, Cllr Gill Stovold.

Council to agree new membership (4 councillors)

(b) Community Week Committee

Remit – organising annual Community Week events and entertainment

Current Members - 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.

Council to confirm membership given that Community Week 2021 is only about 1 week away!

The Council has three working groups-

(c) The Lamb working group

Remit - advising the Council on The Lamb

Current Members - 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.

Council could consider reducing the size of this group given The Lamb project is in abeyance.

(d) War Memorial working group

Remit - considering and making recommendations on a permanent war memorial or memorials for the parishes

Current Members - 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.

Council to review progress made by this group and agree a way forward.

(e) Finance working group

Remit - 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:

Current Members - the RFO, Cllr Alan Bathurst, Cllr Zoe Burge.

Cllr. Bathurst has resigned and Cllr. Burge has been granted leave of absence from Council duties until reviewed at the November 2021 meeting. Membership of this group is rotated so Council to agree which two new Members to be appointed

Agenda item 58/21 Membership of other bodies, representatives and portfolios 2020-21

(a) **To review** the Council's membership of HALC, CPRE and Parish Online.

These subscriptions have already been renewed by agreement at March and May Council meetings

(b) to appoint representatives to the following positions-

Risbury Village Hall Committee representative: (Currently Cllr Steph Wilson .)

Stoke Prior Village Hall Committee representative:(Currently Cllr Gill Stovold.)

Police Liaison Officer: (Currently Cllr William Jackson)

Public Rights of Way Officers: (Currently Iain Cholerton (bridleways), Philip Brown (Humber) and Vicky Quinn (Stoke Prior))

Safeguarding Officer: (Currently Cllr Zoe Burge.)

Data Protection Adviser: Not required.

Humber Close Liaison Officer :Not currently appointed

Agenda Item 59/21 Planning Committee and planning applications update.

The Planning committee met on 16 June 2021 to discuss two new applications-

Site:	The Chapel, Steensbridge, Leominster, Herefordshire HR6 0RR
Description:	Proposed change of use of agricultural land to residential use
Applicant:	Mr Matthew Myles
Application number:	204226
Grid Reference	OS 353744, 257552
Application Type	Planning Permission

Site:	Land at Gob's Castle, Risbury, Leominster, Herefordshire
Description:	Application for approval of details reserved by conditions 3 7 9 10 1112 13 15 18 19 & 21 attached to planning permission 173687.
Applicant:	Mr & Mrs Thomas
Application number:	173687
Grid Reference	
Application Type	Planning Permission

The Committee discussed both applications and were supportive of both. Herefordshire were not accepting comments on 173687 (Gob's Castle) but the Clerk was instructed to submit appropriate comments directly to the case officer.

The following comments were submitted.

204226 The Chapel, Steensbridge. The Planning Committee of Humber, Ford & Stoke Prior Group Parish Council met on 16 June 2021 and considered application number 204226 – The Chapel, Steensbridge – and resolved to support the application. Council was happy to support the change of use of the site from agricultural land to domestic (garden) land

173687 Gob's Castle The Planning Committee of Humber, Ford & Stoke Prior Group Parish Council met on 16 June 2021 and considered the above applications regarding the approval of details reserved by conditions. Although you are not seeking comments on this application, Council wished to note the application and resolved that it had no objection to the approval of details apart from condition 21 which currently cannot be lifted.

In addition the Committee discussed two further applications which had previously been considered and which may now be determined by the Herefordshire Planning Committee. These applications were-

Site:	Land adj. to Butt Oak farm, Risbury, Leominster, HR6 0NO
Description:	Proposed new split level family house with triple garage/workshop
Applicant:	Mr James Bendle
Application number:	210974
Grid Reference	OS 355454 - 255005
Application Type	Planning permission

And

Site:	Priory Farm, Stoke Prior, Leominster, HR6 0ND
Description:	Proposed alterations and development of existing equine facilities
Applicant:	Mr & Mrs Pearson
Application number:	204230
Grid Reference	OS 352268 - 256775
Application Type	Full

The purpose of this discussion was to review Council's reasoning of previous comments and discuss the wider public interest of which the Herefordshire Planning Committee may take note should these applications be called to Committee.

New applications received for discussion and comment.

210248 Stone Lynn, Stoke Prior

Proposed retiling of entire existing main house roof with similar tiles and upgrade roof insulation.

Comments on this application closed on 15 July so the Clerk was instructed by Council to make supportive comments under delegated powers (1 April 2020). Comments were duly submitted as follows-

"Council support the application on condition that the roofing remains very similar to the existing and that the roof line of the existing building is retained."

212198 - Heath Farm, Stoke Prior, Leominster, Herefordshire, HR6 0NF

DESCRIPTION: Variation of condition 7 ref 181844/F (Proposed new dwelling - The occupation of the dwelling shall be limited to a person solely or mainly employed or last employed in the business occupying the plot edged red on the attached plan, or a widow or widower of such a person, or any resident dependants.) Amend to include:- or alternatively by a person solely or mainly working or last working in the locality in agriculture or in forestry, or a widow or widower of such a person, and any resident dependants.

APPLICANT(S): Mr C Godfrey

GRID REF: OS 353237, 255756

APPLICATION TYPE: Planning Permission

212389 - Rectory Gate, Stoke Prior, Leominster, Herefordshire HR6 0ND

DESCRIPTION: Proposed demolition of single storey rear extension and replace with two storey extension together with new vehicular access.

APPLICANT(S): Mr A Williams

GRID REF: OS 352540, 256714

APPLICATION TYPE: Full Householder

212019 - 3 The Stables, Risbury, Leominster, Herefordshire HR6 0QE

DESCRIPTION: Proposed porch to front elevation

APPLICANT(S): Mrs F Stephens

GRID REF: OS 355297, 254944

APPLICATION TYPE: Full Householder

210974 – Land adjacent to Butt Oak Farm, Risbury, HR6 0NO

Previously discussed (19 May 2020) and comments submitted 21 May 2020. The applicant, Mr James Bendle has made some amendments to the application although it is not clearly obvious what these amendments are. Whatever these amendments may be they do not include any change to the site location so the comments made by Council on 19 May 2020 still stand. Council may wish to discuss further but in these circumstances Standing Order 18 probably applies, that no resolution shall be reversed within six months.

212184 - Lea Corner, Stoke Prior, Leominster, Herefordshire HR6 0NB

DESCRIPTION: Proposed first floor extension to an existing detached house.

APPLICANT(S): Mr Owen

GRID REF: OS 352054, 256655

APPLICATION TYPE: Full Householder

Agenda item 60/21 – Proposed adoption of LGA new Model Code of Conduct

The Local Government Association (LGA) has issued a new Model Code of Conduct. This Code has been endorsed by NALC and HALC have recommended that all Councils adopt the new Code.

To Consider: That Humber, Ford & Stoke Prior Group Parish Council adopt the new Code of Conduct with immediate effect.

The Code has already been sent to all Councillors but is also published on the Council website.

Agenda item 61/21 – General Financial Matters

(a) Report from the RFO.

Exercise of Public Rights

Notices informing the Exercise of Public Rights were posted in Risbury and Stoke Prior on 27th June. These notices inform residents of their rights to inspect all the documents relating to the finances of the year just ended. These rights run from Wednesday 30th June 2021 until Tuesday 10th August 2021 (inclusive) and residents can apply to the RFO on reasonable notice to examine all the financial documents for year 2020-21. All documents are also posted on the Council's website

www.hfsp.org.uk

Exemption Certificate.

The certificate designating HFSP GPC as an exempt (from external audit) authority was sent to the external Auditor on 7th June and an acknowledgement has been received.

Cash Book automation

The RFO spent a considerable amount of time at year end ensuring that the cash books all balanced back to the bank accounts. Some automation of the Excel spreadsheets has been undertaken and the amount of manual data entry has been reduced considerably. This will minimise data entry errors which can be time consuming to find and correct. The year end bank reconciliation has also been automated which again should reduce the time spent on the annual accounts next March. Small future automation projects will produce an automatic VAT refund return and also the list of transactions over £100 (required as part of the exercise of public rights).

(b) Authorisation of payments

The following invoices have been received and are due for payment subject to Council approval

Description	Cost	VAT	Total	
Clerk's salary June 2021	£313.26		£313.26	
Clerk's salary July 2021	£313.26		£313.26	
D C Gardening Services WO 1	£200.00	£40.00	£240.00	Cutting splays at junctions
Gwent web design	£155.00	£31.00	£186.00	Annual website hosting
Mr Ian Pardoe	£50.00		£50.00	Internal audit fee 2020-21
D B Williams	£342.56	£68.51	£411.07	Cutting roadside verges
HMRC PAYE	£234.80		£234.80	PAYE on Clerk's salary April – June 2021
Autela payroll services	£43.50	£8.70	£52.20	Payroll April – June 2021
Philip & Margaret Brown	£56.38		£56.38	Pump copying charges

Banking Reconciliation as at 30th June 2021

Humber, Ford & Stoke Prior Group Parish Council							
Financial Year 2021-22							
Bank Reconciliation Statements as at 30/06/2021							
Prepared by Allan Drew (RFO)	Date:	15/07/2021					
					£	£	
Balance from Bank Statements							
Unity Trust current account dated			Balance as at 30/06/2021			10648.19	
Barclays 10 day notice deposit account dated			Balance as at 30/06/2021			4536.32	
Petty cash in hand			As at 30/06/2021			0.00	
						<u>15184.51</u>	
Less unrepresented items							
						0.00	
						<u>0.00</u>	
Plus receipts not banked/cleared							
						0.00	
						<u>0.00</u>	
			Net balance at 30/06/2021			15184.51	
The net balance reconciles to the cash books for the year to 30/06/2021 as follows:							
Balance in current account cash book							
Opening balance at 01/04/2020						5564.29	
Add: receipts to 30/06/2020						6144.50	
Less: payments to 30/06/2020						1060.60	
			Net balance at 30/06/2020			<u>10648.19</u>	
Balance in deposit account cash book							
Opening balance at 01/04/2021						4536.21	
Add: receipts to 30/06/2021						0.11	
Less: payments to 30/06/2021						0.00	
			Net balance at 30/06/2021			<u>4536.32</u>	
Balance in petty cash book							
Opening balance at 01/04/2021						0.00	
Add: receipts to 30/06/2021						0.00	
Less: payments to 30/06/2021						0.00	
			Net balance at 30/06/2021			<u>0.00</u>	
All Cash Books							
			Net balance at 30/06/2021			<u>15184.51</u>	
Difference							
						0.00	
Signed:	RFO	Date					
Countersigned	Councillor	Date					

Agenda item 62/21 Lengthsman

The Prill brook

The Chairman and RFO surveyed the brook on 16 June and agreed that if there was heavy rain the risk of the brook flooding around Monkerton in the centre of Stoke Prior was high. Vegetation had almost choked the brook and there were numerous large molehills adding to the problem. It was decided to instruct the Lengthsman to clear the brook as quickly as possible using Financial Regulation 4.1 as authority to incur the expenditure. The Lengthsman's quotation was £350+VAT.

Planned Lengthsman work for 2021-22

It is hoped that the funding from Herefordshire received last year will be repeated this year and allow planned work of a significant nature to be undertaken. Last year's work resulted in considerable improvement to the ditches along with jetting and camera work to drains known to be blocked. The areas involved are on the C1055 around the Heath area and also at Risbury cross. Additionally Wheelbarrow Castle is a problem area. It is proposed that quotations are requested for remedial work in these areas such that should funding become available Council can make an application backed up with sound financial estimates of the costs. In total the costs are likely to be high and it is unlikely that all problem areas can be resolved in one year but the estimating work should be done as soon as possible.

Council is invited to discuss this approach and if agreed the Clerk will progress estimates for resolving the problem areas.