



ORDINARY MEETING
7.30pm 15th SEPTEMBER 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 15th September 2021 at 7.30pm
in Stoke Prior Village Hall

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

9 September 2021

Allan Drew
Clerk to the Council

AGENDA

74/21 Apologies for absence

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

75/21 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 2021.
- (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.

76/21 Minutes of the last meeting

To consider: approval of minutes of the ordinary meeting held on 21st July 2021

To consider: approval of the minutes of the extra ordinary meeting held on 18th August 2021

77/21 Matters for report arising from the minutes not covered elsewhere on the Agenda.

To note: any matters.

78/21

Chairman's announcements

To note: any announcements from the Chairman.

79/21 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.

80/21 Clerk's report

To receive: a report from the Clerk.

81/21 District Councillor's report

To receive: a report from Ward Councillor John Harrington.

82/21 Planning Committee and planning applications update

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

FORD UPDATES

212824/5 - Ford Farm, Ford Bridge, Leominster, Herefordshire, HR6 0LE

DESCRIPTION: Proposed lean to structure to cover an open yard between existing agricultural building

Undecided.

212750 - Field No 5794 Ford Farm, Ford Bridge, Leominster, Herefordshire, HR6 0LE

DESCRIPTION: Proposed field shelter.

Approved with conditions

STOKE PRIOR UPDATES

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

DESCRIPTION: Variation of condition 7 ref 181844/F.

Approved with conditions

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.

Undecided

204230 – Priory Farm, Stoke Prior, Leominster, Herefordshire, HR6 0ND

DESCRIPTION: Proposed alterations and development of existing equine facilities to form a new indoor arena, stabling and an essential worker's dwelling.

Undecided

203269 - Plot 1 Land At Old Hall, Stoke Prior, Leominster, Herefordshire

DESCRIPTION: Proposed Single Ecologically Sustainable Dwelling with access to C1110

Withdrawn

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

DESCRIPTION: Proposed first floor extension to an existing detached house

Approved with conditions

210248 – Stoke Lynn, Stoke Prior Leominster Herefordshire HR6 0ND

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

Undecided.

RISBURY UPDATES

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

DESCRIPTION: Proposed porch to front elevation

Approved with conditions

212473 - Dev 1 Land adjacent to Risbury Cross Cottage Risbury HR6 0NG

DESCRIPTION: Proposed permission for the siting of a caravan to provide accommodation on site during the construction of a dwelling on Plot 5 approved under application ref 181648

Undecided

211802 - 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. **Undecided**

211877 - Butt Oak Farm Risbury Leominster Herefordshire HR6 0NQ

DESCRIPTION: Proposed 20x40m equestrian arena for personal use. **Undecided**

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

DESCRIPTION Proposed new split level family house with triple garage/workshop and parking area. **Withdrawn**

(b) *To consider and comment on:* two new applications received

213071 - Damson Cottage The Bury Stoke Prior Leominster Herefordshire HR6 0LG

DESCRIPTION: Proposed replacement of external front and rear doors. (Listed buildings consent). **Comments by 23 September 2021.**

213280 - 3 Stretfordbury Stoke Prior Leominster Herefordshire HR6 0LP

DESCRIPTION:- Proposed non-material amendment to planning permission 201564 (Proposed single storey extension) - modification to west elevation ground floor windows arrangement and new first floor windows to west elevation.

Comments not being accepted, target determination date 27 September 2021

83/21 General Financial Matters

- (a) *To receive:* a report from the RFO
- (b) *To consider:* the authorisation of payments

84/21 Lengthsman

To consider and approve: Payment of invoice SI 1055 for cutting overhanging vegetation and clearing drain tops

85/21 The Parish Pump

To consider and approve: new arrangements for management of the Parish Pump

86/21 The Neighbourhood Development Plan (NDP)

To consider: Creation of a working group to make recommendations to update the NDP

87/21 Community projects 2021-22

To consider and agree: Projects Council could undertake for community benefit in the current year. (Suggestions so far include drainage improvement, grants to community groups for their projects and the War Memorial).

88/21 Clerk's workload and working hours

To receive: Comments from Chairman and Clerk

89/21 Matters for information and future business

To note: any other matters for information or future decision.

Dates of future meetings

To note: the next scheduled meeting will on Wednesday 17 November 2021 at 7.30pm in Risbury Village Hall

The Chairman will close the meeting

Humber, Ford & Stoke Prior Group Parish Council

DRAFT – subject to
confirmation

Draft Minutes

of the meeting of the Group Parish Council Wednesday 21st July 2021 at
7.30pm in Stoke Prior Village Hall

Present: Cllr Ken Bemand
 Cllr Richard Collins
 Cllr Janette Fullwood
 Cllr Chris Marston
 Cllr Steph Wilson
 Cllr Hugh Fowler-Wright
 Cllr William Jackson (Chairman)
 Cllr Gill Stovold
 Cllr. Tim Yair (item 51/21 onwards)

Clerk & RFO: Allan Drew

4 members of the public were present.

44/21 Apologies for absence

Apologies received from Cllr. Thomas and Ward Cllr. Harrington

45/21 Declaration of interests and dispensations

Cllr. Burge has a dispensation for absence due to the recent birth of her child

46/21 Minutes of the last meeting

The minutes of the annual meeting held on the 19th May 2021 were approved

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

None

48/21 Chairman's announcements

The Chairman reminded Members that Community Week was imminent (25th –
31st July) and he looked forward to an event filled week which would help bring
the community back together again after the COVID difficulties.

49/21 Public participation

No items of business were raised by members of the public present.

**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).**

Three applicants had attended and the Chairman thanked them all for their
interest in the Parish Council. Although only one of the applicants would be
successful on this occasion, he hoped that the other two candidates would not
be discouraged and would consider standing for the Council in future. The three
candidates were-

Mr Alan Bathurst

Mr. James Hinton
Mr. Tim Yair

The three candidates were interviewed by Council in turn and when completed Council decided no further discussion was necessary so resolved to move to an immediate vote. Eight Councillors were present to vote and after the first round of voting Mr. Yair received five of the eight available votes. Five votes were more than the 50% required by SO 11(d) and Mr. Yair was welcomed as the new Councillor for Ford & Stoke Prior. He took his seat at Council and signed his Acceptance of Office declaration. The Clerk also gave him a Declaration of Interests form which should be returned to the Clerk within 28 days (by 18th August 2021)

51/21 Clerk's report

The Clerk added that the Prill work mentioned in the report had now been completed. Cllr. Fullwood asked if the Prill had been cleared under the entrance to Ashwood House. That area had not been cleared since it was difficult to establish before clearing the brook upstream if there was a blockage. Cllr. Stovold remarked that the resident living at The Prill had extensive renovation work in progress. Residents would assist with the clearing of debris when work was completed.

52/21 District Councillor's report

Councillor Harrington was not present and no report had been provided. The Chairman had been in contact with Cllr. Harrington nearly every day in the past few weeks in connection with current planning matters and he complimented Cllr. Harrington for his support and responsiveness.

53/21 Annual Reports 2020-21

The minutes of the Annual Parish Meetings held on 17 April 2019 were approved. The Chairman signed the minutes.
The village hall reports centred on the grants received from Government during lockdown which had enabled some important works to be carried out. The PROW reports were considered excellent and will form the basis of a program of future improvement work. Cllr. Wilson mentioned storm damage to HU 10/PG 11 which would benefit from early attention. The problem is caused by a recently dug drainage gate adjacent to gate PG11.2 which when full of water is much deeper than it appears and could easily present a hazard to horses and riders. Cllr. Fullwood commented on the difficulties of co-operating with landowners on ensuring PROWs are properly maintained. Other Councillors felt that riders needed to be more careful during wet/winter weather when the bridlepaths could turn to mud. Other comments included the unsatisfactory security of rider friendly gate catches.

54/21 Review of Standing Orders

The Clerk had reviewed the Standing Orders and recommended a number of changes-

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. Council agreed 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.

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

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.

The Clerk recommended that SO 33 a (v) is deleted and Council agreed to this change.

The Clerk will amend the Standing Orders appropriately.

55/21 Review of Financial Regulations

The RFO stated that he would prefer not to offer any recommendations on Financial Regulations at this stage since this activity was the responsibility of the

Finance Working Group. Once that group was constituted for the current year that review would be undertaken. Council accepted agreed with this proposal.

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.

Council resolved to accept the recommendations from the Clerk that no changes were required at this time.

57/21 Committees and 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 Richard Collins, Cllr Janette Fullwood, Cllr Gill Stovold.

The current members of the planning committee were all prepared to continue and were re-elected for the current year.

(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 confirmed the current membership would remain unchanged for the current year.

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.

The Lamb project is in abeyance. The decision is to suspend the working group until circumstances change when, if necessary, it will be re-started with suitable membership.

(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 sought new members of the group. Cllrs. Marston and Yair offered their services and Council agreed their appointment for the current year.

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

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.

Risbury Village Hall Committee representative: (Currently Cllr. Steph Wilson). Cllr. Wilson agreed to continue in this role.

Stoke Prior Village Hall Committee representative:(Currently Cllr. Gill Stovold). Cllr. Stovold agreed to continue in this role.

Police Liaison Officer: (Currently Cllr. William Jackson). Cllr. Jackson agreed to continue in this role.

Public Rights of Way Officers: (Currently Iain Cholerton (bridleways), Philip Brown (Humber) and Vicky Quinn (Stoke Prior)). These officers had agreed to continue in their roles for the current year.

Safeguarding Officer: (Currently Cllr Zoe Burge). Cllr. Burge was nominated to continue in this role.

Data Protection Adviser: Not required.

Humber Close Liaison Officer: Not currently appointed. For the current year Cllr. Jackson would undertake the duties.

Council thanked the members for agreeing to undertake the above duties and resolved to make the appointments as described above.

59/21 Planning Committee and planning applications update

The Clerk updated Council on the Planning Committee meeting held on 16th June 2021 where two new applications were discussed-

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-
210974 Land adjacent to Butt Oak farm, proposed new dwelling.
204230 Proposed alterations and development of existing equine facilities

The following application had been received after planning committee notices had been published. It was straightforward and the Clerk was instructed to make comments under delegated powers.

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.”

Council then discussed the new applications received since the 16th June planning committee meeting-

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

Council noted the change to the condition and observed that Herefordshire did not adhere to legislation stating that conditions could not be imposed which prevented the development of a site. There were other development proposals in the same situation. A technical start had been made to meet the three year requirement. Council remains disappointed that some five years after application submission the applicant, who runs a local business of importance to the community, is still unable to build a home for his family. The following comments were submitted to Herefordshire Council-

“Humber, Ford & Stoke Prior Group Parish Council considered this application at its meeting on 21 July 2021 and resolved to submit the following comments- Council’s position remains that it SUPPORTS this application as it has since the initial application (162475) almost exactly five years ago. Council notes that although consent has been granted the wording of the conditions effectively prevents the proposed development (since a mortgage cannot be obtained given the wording of the condition). Council believes such a restriction to be unnecessary in this case and urge Herefordshire planners to progress this application to a satisfactory conclusion and enable this young family to move from their current accommodation (a caravan) into a proper family dwelling. An important local business would also be able to develop on a proper footing.”

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

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

APPLICANT(S): Mr A Williams

GRID REF: OS 352540, 256714

APPLICATION TYPE: Full Householder

This application is the subject of a legal challenge and Council understood that new plans will be submitted. It was agreed not to discuss this application at the present time.

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

This application was very similar to several other applications submitted for the same block of houses over the past year. Council resolved to support this application and the Clerk submitted the following comments- *“The Council strongly supports the application, as the proposed extension is sympathetic in design to the existing and neighbouring properties and will not adversely affect its surroundings.”*

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 amendment to the application by reducing the length of the visibility splays for the entrance from 74m to 53m in each direction. This change however, has overcome the previous objection by Highways which has now agreed to the amended plans. Council’s objections

however, were of a very different nature and were fundamentally based around the NDP. This amendment has not altered the basis for these objections in any way.

212184 Extension at Lea Corner, Stoke Prior.

The applicant Mr. Owen was present and the Chairman invited him to address Council in support of his application. Mr Owen stated that the house accommodation was satisfactory for his and his wife's use but there was a problem with sleeping accommodation when their grandchildren came to visit. The extension would provide 2 extra bedrooms which would resolve the problem, and the extension would be built with brick and slate matched to the existing materials. Members were satisfied that the extension was in keeping with the scale of the current house and the applicant stated that there was sufficient parking space available on the plot. Council resolved to support the application and the following comments were submitted on 26 July-

"Humber, Ford & Stoke Prior Group Parish Council SUPPORTS this application. Humber, Ford & Stoke Prior Group Parish Council met on 21 July 2020 and considered application 212184. The applicant was present and explained the reasons for the application, being that when his grandchildren visited the sleeping accommodation was insufficient. The extension would create two extra bedrooms which would resolve the problem. Council was re-assured that the extension would be in keeping with the existing dwelling with matched brickwork and slates and that the site was large enough for the extra parking likely to be required. Council therefore resolved to support the application."

60/21 Proposed adoption of revised Herefordshire Code of Conduct

Members had read the new Model Code of Conduct from the LGA which was supported by NALC/HALC. There was full agreement that as recommended the new Code should be adopted forthwith and a resolution to that effect was passed unanimously. The Clerk would update the website etc. as required.

61/21 General Financial Matters

Council received 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.

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

Council resolved that all the above payments should be made.

The RFO also advised that he had received a late invoice (£350+VAT) from D C Gardening Services for the work carried out on The Prill brook. He had inspected the work which was to a good standard and asked if Council was prepared to authorise payment. Council resolved that payment could be made and there was considerable satisfaction with the work done by the Parish Lengthsman.

A bank reconciliation had also been carried out for quarter ended 30 June 2021 and a nil discrepancy between the bank statements and the Council cashbooks was recorded. The Chairman inspected the reconciliation and duly countersigned it.

62/21 Lengthsman

The Clerk informed Council that he was not confident that any of the serious drainage matters referred to Balfour Beatty would ever receive attention. It was 10 months since a shortlist (6 cases) of the worst drainage blackspots had been submitted and despite several follow up emails/conversations there was no sign that BB had any intention of programming the work. The Clerk advised Council that in his opinion the best way forward now would be to press Herefordshire for grant funding to start resolving at least some of these issues using local contractors working under Parish Council supervision. After some discussion and receiving assurances that residents would not be paying twice for this work, Council agreed this approach and the Clerk undertook to commission quotations for the work, in preparation for a grant funding submission to Herefordshire.

63/21 The Parish Pump

There was considerable discussion about arrangements for the future management of the Parish Pump. Council resolved that a working group should be created with the brief of ensuring The Pump recovered from the difficulties created by COVID and that important matters such as advertising were fit for purpose. The Chairman would progress the formation of a working group.

64/21 Matters for information and future business

A Planning Committee will be required to consider Rectory Gate 212389 and also a new application 212824/5 for Ford Farm, Ford Bridge, Leominster, HR6 0LE. Other applications will be added if required. The Clerk will organise the meeting.

65/21 Dates of future meetings

To note: the next scheduled meeting will on Wednesday 15 September 2021 at 7.30pm in Stoke Prior Village Hall

The meeting closed at 9.25pm.

Signed (Chairman) Date

Humber, Ford & Stoke Prior Group Parish Council

DRAFT – subject to
confirmation

Draft Minutes

of the extra ordinary meeting of the Group Parish Council

Wednesday 18th August 2021 at 7.30pm in Stoke Prior Village Hall

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

Clerk & RFO: Allan Drew

9 members of the public were present.

66/21 Apologies for absence

Apologies received from Cllr. Thomas and Ward Cllr. Harrington

67/21 Declaration of interests and dispensations

Cllr. Burge has a dispensation for absence due to the recent birth of her child.

Cllr. Stovold declared a schedule 2 interest in application 212389, Rectory Gate. Her declaration was –

“I am joint owner, with my husband, Peter Stovold, of The Old Rectory, Stoke Prior.

The title deeds for our property include the Public Right Of Way track, to the western boundary of the Applicant, Mr Williams property, Rectory Gate.

The footpath track and an additional parcel of land leading north from the track, totalling some 1.296 acres, was included in the Title Deeds for The Old Rectory in 1987.

The Public Right Of Way track and additional lands being sold at that time by Mr W. J Jackson of Wall End Farm, to then Owners of The Old Rectory, Mr S.G Hinton and Mrs E.J Hinton who now reside at Orchard Cottage, Stoke Prior. We purchased The Old Rectory from Mr & Mrs Hinton in October 2006.”

For the duration of the discussion on application 212389 Cllr. Stovold left the Council meeting and sat in the public gallery. She returned to the meeting for the other agenda items.

68/21 Minutes of the last meeting

The minutes of the previous meeting on 21st July will be presented for approval at the 15th September meeting

69/21 Matters for report arising from the minutes not covered elsewhere on the Agenda.
None

70/21 Chairman's announcements
None

71/21 Planning Applications: Matters to report
(a) There were no updates on current applications
(b) There were no other matters to report

72/21 New Planning Applications

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

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

APPLICANT(S): Mr A Williams

GRID REF: OS 352540, 256714

APPLICATION TYPE: Full

The applicant, Mr Williams was present and made a statement to Council-
*"The declaration made by Cllr. Stovold was a civil matter and should not affect the application particularly since he had submitted revised plans which were intended to overcome the boundary problem.
The house needed updating and refreshment and the extension work would be in good taste with nothing out of the ordinary."*

Council questioned the applicant about the following aspects of the application-
Need for new access arrangement.

Size of vehicles in use (4x4 trucks and car)

Difference in levels and effect of water run off. Soil moved up behind house.

Shape of entrance and impact on right of way. Right of way normally meets road at right angles. Entrance should be moved nearer house. (Pillars will be installed and footpath entrance will be on neighbour's land)

Members of the public present raised questions as follows-

Plan shows the entrance on a public right of way. Entrance encroaching on footpath and private land. Why is a new entrance required? (Updated plan shows that entrance has been moved closer to house and no longer encroaches on footpath.)

Road is very narrow and the water run off is not accounted for in this application. (Run off from land will be no different to what it is at the moment)

Council discussion

Application has two parts – house extension and the entrance. Houses need to expand and so long as similar materials are used there is no concern about the house proposals. Ideally the access should stay where it is but if it is going to move the drainage needs to be properly dealt with. Concern and disappointment was expressed that PROW consultee had no comment to make since there clearly is a chance that vehicles will encroach on the footpath. In previous plans the footpath has been shown as blocked by a hedge. Also if development is to go ahead the footpath needs to be legally closed for the duration of the works. Conditions should be inserted in any consent to ensure footpath users will be properly protected when development is complete.

Within the context of the NDP this proposal will create a 5 bedroom house and adds to the general drift towards larger properties, which runs counter to the intent of HFSP4. However, this proposal is outside the settlement boundary and is not new build.

In summary-

- The proposed changes to the dwelling are acceptable and should be supported
- The safety of footpath users is paramount and the proposed entrance must be clearly segregated from the footpath. All necessary steps to ensure safety of footpath users must be taken during the construction phase. (NDP HFSP1 (d) 'traffic resulting from new development should be accommodated safely on the highway without adversely affecting local amenity')
- The proposed works must not impinge on any land not owned by the applicant.
- The sightlines of the proposed entrance must meet highways requirements.
- The differences in ground level between the site and the highway must be managed such that vehicles using the entrance do not do so at unsafe speed.
- The drainage arrangements must result in a situation which creates no additional run off compared with the current entrance. Permeable surfaces would be essential (NDP HFSP8 (g) & (i)).
- Existing vegetation and hedgerows, removed during construction, must be replaced to at least the same standard and ideally better than existing, to help with water run off management.

The proposal was supported subject to placing conditions around the entrance. The Chairman reported that he had already asked the Ward Councillor to ensure that a footpath officer visits the site.

212473 - Dev 1 Land adjacent to Risbury Cross Cottage, Risbury HR6 0NG

DESCRIPTION: Proposed permission for the siting of a caravan to provide accommodation on site during the construction of a dwelling on Plot 5 approved under application ref 181648

APPLICANT(S): Mr Neil Smilie

GRID REF: OS 354739, 255106

APPLICATION TYPE: Planning Permission

The applicant attended the meeting and clarified aspects of the application for Council, particularly around drainage arrangements. Council noted that this was a temporary caravan for the residents who are building the house. The applicant confirmed that the caravan is connected to a private treatment plant and not mains sewage. Council SUPPORTED the application but would wish for a condition to be applied-

The caravan is removed within a reasonable time (3-6 months) of the residents occupying the new dwelling.

212824/5 - Ford Farm, Ford Bridge, Leominster, Herefordshire HR6 0LE

DESCRIPTION: Proposed lean to structure to cover an open yard between existing agricultural building.

APPLICANT(S): Mr Roger Helme

GRID REF: OS 351138, 255234

APPLICATION TYPE: Planning Permission

Council noted the benefits of roofing over this area, being that water running off from the roof and collected will be clean and phosphate free. This application will therefore improve the phosphate problem in the Lugg catchment. Council SUPPORTS the application.

212750 - Field No 5794 Ford Farm, Ford Bridge, Leominster, Herefordshire HR6 0LE

DESCRIPTION: Proposed field shelter.

APPLICANT(S): Mr John Helme

GRID REF: OS 351540, 255929

APPLICATION TYPE: Planning Permission

Council noted that the site is in an isolated location between Ford and Stoke Prior and in a corner of the field quite remote from the road. Although the structure would be visible from the road it was not thought to be intrusive and Council SUPPORTS the application.

211887 - Butt Oak Farm, Risbury, Leominster, Herefordshire HR6 0NQ

DESCRIPTION: Proposed 20x40m equestrian arena for personal use

APPLICANT(S): Miss Clare Harris

GRID REF: OS 355343, 254958

APPLICATION TYPE: Full Householder

The applicant was present at the meeting and had provided a written statement which had been circulated in advance to Members. Council was concerned about the drainage implications from the application particularly the possibility of increased run off into the Humber brook. Subject to a satisfactory outcome on the drainage issue Council SUPPORTS this application

73/21 Any matters for discussion at the next Council meeting (15 September 2021).

The possibility of updating the NDP was raised. Very minor changes could be made and would not require a referendum. The Chairman suggested that Council should form a working group which could include residents and this item should be placed on the next agenda.

Council also expressed general concern about the quality of documentation and the limited involvement of officers in contentious applications. The Chairman reported that he had raised these issues with Ward Councillor Harrington. Additionally, he has an imminent meeting with the Herefordshire NDP team and would press for two current applications (200705 Croft Gate and 210974 Land adj. to Butt Oak farm) to be refused on the basis of the NDP now having full weight.

Dates of future meetings

To note: the next scheduled meeting will be on Wednesday 15 September 2021 at 7.30pm in Stoke Prior Village Hall

The meeting closed at 8.10pm.

Signed (Chairman)

Date

Humber, Ford & Stoke Prior

Group Parish Council

Agenda item 80/21

Report from the Clerk
Community Week

Community Week was held between 25th and 31st July this year and marked a welcome return to a semblance of normality for the villages. Your Clerk was invited to judge the scarecrow competition which he did with some trepidation and hopes that competitors thought the result fair. Perhaps more importantly if rather less controversial the accounts for the week of events have been received from the committee treasurer Mrs. Margaret Brown. They show the week to have been as successful financially as it was socially and the summary results are-

Income £1256.81	Expenditure £1006.50	Surplus £250.31.	Balance £626.30
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Community week is in a healthy position and Council holds these funds in its reserves. These figures are net of VAT (£37.50) which can be reclaimed in due course since an event such as Community Week falls into non-business activities.

Parish Pump

Following the health problems of the editor of the Pump, Council will have noted that the August edition was produced by a group of volunteers. The main help was given by Margaret Brown but she was ably supported by about two dozen other volunteers. Later in these papers there is a report on the current financial position of the Pump and Council has to build on its thinking from the July meeting regarding the future direction of the Pump.

COVID

The virus jumped back into our local news when a resident visiting the Risbury Show on September 4th tested positive the following day. It is understood that, perhaps as a result of this, the Parish now has a small cluster of cases. (Coincidentally on the same day at an event in Pencombe Parish Hall a resident who attended also tested positive the next day). Over the past 15 days to 9th September Herefordshire cases are rising by about 80/day and now stand at just over 12,000 since the pandemic started. This equates to a rate of 313 cases/100,000 compared with England at 332 cases/100,000.

These numbers mask huge differences across the demographic with 15-19 years old at over 2000 cases/100,000 and 20-24 years old at over 1000 cases/100,000. However, hospitalisations have remained very low with the latest (end of August) count being 13 cases. Only one death has been reported since 25 June (until 25 August) which shows that the vaccinations have successfully broken the link between infection and hospitalisation/death.

Planning

Two new applications to consider-

1. APPLICATION NO & SITE ADDRESS: Planning Consultation - 213071 - Damson Cottage, The Bury, Stoke Prior, Leominster, Herefordshire HR6 0LG
DESCRIPTION: Proposed replacement of external front and rear doors.
APPLICANT(S): Mrs Janette Fullwood
GRID REF: OS 352034, 256505
APPLICATION TYPE: Listed Building Consent

The front and rear doors are being replaced "like for like". Council to note comments from the Heritage Building Officer-

Comments: No objection subject to minor amendment.

The existing doors holds no historic or architectural interest, and likely dates to the late C20 when the buildings at the Bury were converted for domestic use. As such the existing doors do not contribute to the significance of Damson Cottage as a listed building, and their replacement like-for-like will result in no harm. However the addition of a diamond shaped glazed opening should be omitted from the front door. This is a modern feature and is not characteristic of traditional joinery, particularly in a farmyard setting and so would be considered inappropriate. While the agricultural character of The Bury has been diluted through its domestic conversion, care should be taken to limit the impact of these small but cumulative intrusions to the significance and character of The Bury as a historic farmyard.

It would be better if the glazed opening was omitted from the rear stable door also, however it is appreciated the impact of this is lessened due to its position on a secondary elevation. Additionally it is acknowledged the existing door has a glazed opening, albeit covered with a screen, and so this would constitute as "like-for-like".

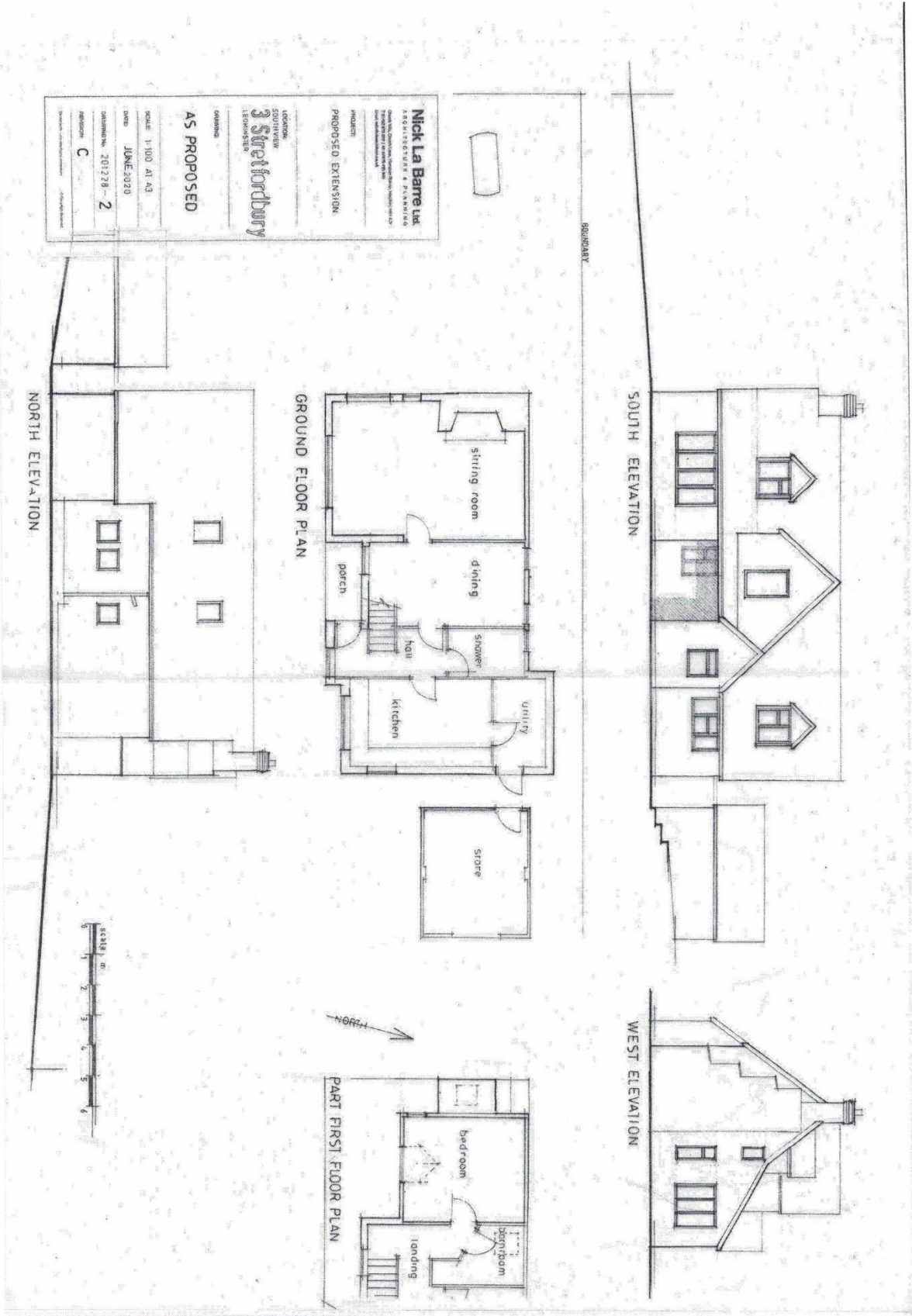
Consultation response from: Andrea Brislane

2. **213280 - 3 Stretfordbury Stoke Prior Leominster Herefordshire HR6 0LP**

DESCRIPTION:- Proposed non-material amendment to planning permission 201564 (Proposed single storey extension) - modification to west elevation ground floor windows arrangement and new first floor windows to west elevation.

Comments are not required for this amendment

See following plan for view of west elevation.



Agenda item 83/21

General Financial Matters

(a) Report from the RFO.

Bank balances.

As at 9th September 2021 the bank balances were –

Unity Current account - £8585.70

Barclays savings - £4536.32

Exercise of Public Rights

No residents exercised the public right to inspect the accounts and associated transactions for 2020-21. The period of public rights expired on 10th August 2021.

The following payments were made following authorisation by Council at the last meeting. (Minute reference 61/21)

Description	Cost	VAT	Total	Authorised by	Notes
Clerk's salary June 2021	£313.26		£313.26	WJ & HFW	
Clerk's salary July 2021	£313.26		£313.26	WJ & HFW	
D C Garden Services WO 1	£200.00	£40.00	£240.00	WJ & HFW	Cutting splays at junctions
Gwent web design	£155.00	£31.00	£186.00	WJ & HFW	Annual website hosting
Mr Ian Pardoe	£50.00		£50.00	WJ & HFW	Internal audit fee 2020-21
D B Williams	£342.56	£68.51	£411.07	WJ & HFW	Cutting roadside verges
HMRC PAYE	£234.80		£234.80	WJ & HFW	PAYE on Clerk's salary April – June 2021
Autela payroll services	£43.50	£8.70	£52.20	WJ & HFW	Payroll April – June 2021
Philip & Margaret Brown	£56.38		£56.38	WJ & HFW	Pump copying charges
D C Garden Services WO 2	£350.00	£70.00	£420.00	WJ & HFW	Clearing the Prill brook

Additionally, four other payments were made- two for Community Week (which do not require full Council authorisation) and two payments to Viking for stationery which had been overlooked due to changes to the Viking invoicing system. The Viking payments were authorised by the Chairman under Financial Regulation 4.1-

Description	Cost	VAT	Total	Authorised by	Notes
Sheila's Reels	£325.00		£325.00	WJ & HFW	For CW barn dance
Enviroloo Ltd	£187.50	£37.50	£225.00	WJ & HFW	CW temporary toilets
Viking (28/6/21)	£29.19	£5.84	£35.03	WJ & HFW	Misc. stationery (Folders, paper, dividers)

Viking (9/4/21)	£55.47	£11.09	£66.56	WJ & HFW	4 boxes paper for Pump
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Payments for authorisation by this meeting-

Description	Cost	VAT	Total	
Clerk's salary August 2021	£313.26		£313.06	
Clerk's salary September 2021	£313.26		£313.26	For payment 27 th September
D C Gardening Services WO HSTWJ148	£320.00	£64.00	£384.00	Clearing drain tops, clearing vegetation. Instructed by Chairman + RFO
Domain registration fee 123 Reg	£11.99	£2.40	£14.39	For HFSP.org.uk. Council to decide if they wish to keep this domain name
Viking	£115.96	£23.19	£139.15	Paper for Pump £30.98+VAT 1xlaser toner cartridge £42.49+VAT £42.49+VAT will be refunded from Pencombe GPC for a second laser toner cartridge
Stoke Prior Village Hall hire	£108.00		£108.00	4 hire charges, July, August, Sept & March 22

Budget Monitoring 2021-22

Humber Ford & Stoke Prior Group Parish Council Budget Monitoring 2021-22	2020-21 Budget	2020-21 Actual	2021-22 Budget	Year to date August 2021	Projected Outturn at 31 March 2022	Variance from Budget
Income						
Precept	12289.00	12289.00	12289.00	6144.50	12289.00	0.00
Pump advertising	900.00	0.00	1000.00	0.00	1000.00	0.00
Misc	4.00	8022.07	7.00	0.00	3.06	-3.94
VAT reclaim	1566.00	1566.32	2275.00	0.00	2275.00	0.00
Community Week fundraising	600.00	0.00	600.00	1256.81	1257.00	657.00
Released from Reserves						
Total Income	15359.00	21877.39	16171.00	7401.31	16824.06	653.06
Expenditure						
A. Clerk	4883.00	4286.48	3756.00	1252.84	3759.12	-3.12
B. Administration	275.00	227.04	275.00	401.67	500.00	-225.00
C. Insurance, Audit, Professional etc	1240.00	654.97	1000.00	217.44	700.00	300.00
D. Hire of Halls for meetings	280.00	0.00	300.00	0.00	290.00	10.00
E. Parish Pump printing and postage	1400.00	617.96	1000.00	111.85	1000.00	0.00
F. Training and Development	300.00	525.00	300.00	0.00	300.00	0.00
G. Asset Maintenance and purchase	210.00	0.00	100.00	0.00	100.00	0.00
H. Grants and donations	430.00	36.00	200.00	0.00	200.00	0.00
I. Election costs	0.00	149.74	0.00	0.00	0.00	0.00
J. Lengthsman work	2900.00	10198.70	2900.00	892.56	3500.00	-600.00
K. Special projects	0.00	0.00	600.00	0.00	600.00	0.00
L. Community Week costs	600.00	115.50	940.00	1006.50	1011.00	-71.00
M. HMRC (PAYE) Payments	0.00	499.70	1000.00	234.80	1000.00	0.00
N. Other Costs				0.00		
O. Reclaimable VAT on above	900.00	2274.92	900.00	297.42	900.00	0.00
Total Expenditure	13418.00	19586.01	13271.00	4415.07	13860.12	-589.12
Surplus (Deficit)	1941.00	2291.38	2900.00		2963.94	63.94

Reserves 2021-22

Reserves as at-	31-Mar-21	30-Jun-21	30-Sep-21	31-Dec-21	31-Mar-22
Community Week funds	375.99	375.99	626.30		
By-election costs	1500.00	1500.00	1500.00		
Emergency Clerk cover	500.00	500.00	500.00		
The Lamb	2000.00	2000.00	2000.00		
War memorial	300.00	300.00	300.00		
Flood protection capital fund	3000.00	3000.00	3000.00		
General reserves available	2424.51	7508.41	5195.83		
Total	10100.50	15184.40	13122.13		
Cash in bank	10100.50	15184.40	13122.13		

Agenda item 85/21

The Parish Pump.

Payments due and costs incurred.

Following the discussion on The Parish Pump arrangements at the 21 July meeting the RFO has looked back at the costs and payments over the past 12 months. The Pump editor receives £110 per edition and Philip Brown had paid for editions up to November 2020. In December 2020 a further payment of £110 was made. Since then the following editions have been published-

December/January, March '21-September '21 (total 8 editions). The July edition was prepared by Margaret Brown with help from others. Council paid an invoice from Mrs. Brown for £56.38 to cover her costs and she also used paper Council had provided.

So, since the November 2020 edition there have been 8 Pumps one of which was prepared by Mrs Brown and paid for. That leaves 7 editions prepared by Ms. Paxton at £110 each=£770

Payments have been made by Council to cover paper costs plus the December 2020 payment all totalling £320.79. So, currently Council owes Ms. Paxton £770-£320.79=£449.21.

Mr Brown thinks that these editions of the Pump have been smaller than usual so might not justify the full payment.

Council is invited to consider the above and discuss the appropriate balance due to Ms Paxton.

Agenda item 88/21

Clerk's workload and working hours.

The Clerk's contract is for 8 hrs/week including 1 hr/week holiday entitlement. So, averaged over time this contract is for 7 hrs/week of work or 366 hrs/annum.

Since taking on the Clerk's role on October 2020 the first 7 months through to April 2021 were treated as a learning period. Since May 2021 a detailed timesheet has been maintained and shows-

Month	Hours/month	Hours/week	Excess hours
May 2021	82	18.5	50.9
June 2021	28	6.5	-2.1
July 2021	63	14.2	31.9
August 2021	31	7.0	0
TOTAL	204	11.6	80.7

Note: These hours do not include-

- small tasks such as taking & making phone calls
- CiLCA work which amounted to 35 hrs in August and 20 hrs in September to date.

For the above period there was 123 days or 17.6 weeks. At 7 hrs/week the contracted hours are 123. There is 81 excess hours over contract for the 4-month period. which as a weekly rate is 11.6 hrs/week.

This problem is not new (references in previous minutes) and the previous Clerk has recorded his hours since 2014-15 as follows-

2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
10.6	9.9	7.2	8.1	8.8	11.5 Hrs/week

For the current duties a breakdown of hours worked over the period has been kept-

Admin.	Council	Finance	Pump	Planning	Website	Others	Total
33.7	67.7	42.5	2.0	43.4	6.6	8.0	204

The problem is that the Clerk does not wish to be paid for these extra hours but needs the time spent to return to contract levels. There seems to be only two possible solutions-

- Take on additional Clerk resources for 5 hrs/week. This will cost Council about £280/month.
- Find other ways of covering some activity.

Council is invited to discuss possible solutions to this problem.

