



ORDINARY MEETING
7.30pm 17th NOVEMBER 2021
RISBURY VILLAGE HALL

MEETING PAPERS

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Humber, Ford & Stoke Prior Group Parish Council

Chairman:
Cllr. William Jackson
137 Bargates
Leominster
Herefordshire HR6 8QS

☎ 07966 178884
email chairman@hfspgroup.org.uk

Clerk to the Council:
Allan Drew
The Coach House
Pencombe
Herefordshire HR7 4RL

☎ 01885 400712
email clerk@hfspgroup.org.uk

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

**Wednesday 17th November 2021 at 7.30pm
in Risbury Village Hall**

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

5th November 2021

Allan Drew
Clerk to the Council

AGENDA

90/21 Apologies for absence

- (a) *To receive:* any apologies for absence.
- (b) *To consider, if necessary:* excusing absence of members to the following meeting. (*Note: dispensation granted to Cllr. Burge for child care due for review at this meeting*)

91/21 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.

92/21 Minutes of the last meeting

To consider: approval of minutes of the ordinary meeting held on 15th September 2021.

93/21 Matters for report arising from the minutes not covered elsewhere on the agenda.

To note: any matters.

94/21 Chairman's announcements

To note: any announcements from the Chairman.

95/21 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.

96/21 Clerk's report

To receive: a report from the Clerk.

To receive: update on managing Clerk's working hours

97/21 District Councillor's report

To receive: a report from Ward Councillor John Harrington.

98/21 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

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

DESCRIPTION: Proposed replacement of external front and rear doors. (Listed buildings consent).

Undecided.

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.

Approved with Conditions

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.

Approved with Conditions

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.

Approved with Conditions

RISBURY UPDATES

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

DESCRIPTION: Proposed porch change 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

211887 - 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:* one new application received

213808/9 - Barn at Humber Court, Stoke Prior, Leominster, Herefordshire, HR6 0NE

DESCRIPTION: Proposed alterations to part of barn to form ground floor library area and first floor (artist) studio area ancillary to main dwelling.

99/21 General Financial Matters

(a) *To receive:* a report from the RFO (including first steps on precept 2022-23)

(b) *To consider:* the authorisation of payments

100/21 Lengthsman

To consider and approve: report on process to agree works order for Lengthsman. How best to obtain trouble reports for footpath and drainage maintenance works.

101/21 The Parish Pump

To consider and approve: report from the working group on new arrangements for management of the Parish Pump

102/21 The Neighbourhood Development Plan (NDP)

To consider: response to consultation received from Neighbourhood Planning team at Herefordshire Council.

103/21 Community projects 2021-22

To receive: an update from the War Memorial working group

104/21 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 be on Wednesday 19th January 2022 at 7.30pm in Risbury Village Hall.

Then Wednesday 16th March 2022 also 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 15th September 2021 at 7.30pm in Stoke Prior Village Hall

Present:

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

Ward Councillor: John Harrington
Clerk & RFO: Allan Drew

74/21 Apologies for absence

None. Cllr. Thomas joined the meeting at 7.40pm

75/21 Declaration of interests and dispensations

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

76/21 Minutes of the last meeting

The minutes of the meeting held on the 21st July 2021 were approved.
The minutes of the extra ordinary meeting held on 18th August 2021 were also approved.

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

None

78/21 Chairman's announcements

The Chairman announced that Community Week had been a great success and thanked all those involved. The events had earned a surplus of about £250 and the balance sheet of the Community Week committee now stands at £626.30

79/21 Public participation

No members of the public were present and no items of business had been received.

80/21 Clerk's report

The Clerk echoed the Chairman's comments regarding the success of the Community Week and the sound financial position which the events this year had contributed to.
The ill health of the editor of the Parish Pump was reported and Council wished Ms. Paxton a speedy recovery. However, the concern for the future of the publication remained and Council noted that the August edition was produced by Margaret Brown and a team of volunteers. Council thanked the team for their efforts at such short notice and would discuss the Pump further under item 85/21.
After a brief respite over the summer months the Clerk reported that COVID was again making the headlines in Herefordshire. The case rate amongst young people is extremely high at

2000 cases/100,000 in the 15-19 year group and over 1000 cases/100,000 in the 20-24 year group. More locally a resident attending the Risbury show on 4th September had tested positive the next day and perhaps as a result the Parish now has a small cluster of cases. However, it appears that the vaccination program has very effectively broken the link between infection and hospitalisation with only 13 hospital cases at the end of August.

81/21 District Councillor's report

Councillor Harrington reported the County had received £6m to aid recovery from COVID and had introduced free bus services anywhere in the County at weekends. Some services had been re-instated in places where services were limited. Free swimming lessons (30 mins/week) were also being provided at Halo centres for adults who cannot swim and there was some additional funding for special needs schools.

The BBL contract is due for renewal and notice must be given by the Council of their intentions by 2024. There are ongoing discussions about how the contract might be modified including appointing a new provider and taking some work back in-house. There is a feeling that the balance of risk in the current arrangements favours BBL and Council is looking at different ways that might be addressed. Last year's lengthsmen scheme will run again with £250k available to registered Parish Council schemes. There will also be £250k/annum available for the next 5 years, probably with some sort of matched funding arrangement.

There had been some changes of senior Council officers in E&P directorate.

There was discussion about the cost of verge cutting which this year had been paid for by the Parish and there was a belief that the same had happened last year. However, there was no sign of a refund from BBL and the process for re-claiming the expenditure was unclear. Cllr. Harrington undertook to look into the matter and report back.

Phosphates remained a problem but the County had three initiatives underway-

1. The nutrient management plan was being redrawn and would have sufficiently concrete measures within it to solve the problem by 2027. However, Natural England have not yet agreed the redrawn plan.
2. Creating wetlands – an initiative where the Council buys land next to as many as 10 sewage works at a cost of £2m to reduce the effect of sewage-based phosphate using reed beds. It is hoped that once these beds are through planning consent that Natural England will be sufficiently satisfied to allow limited development based upon trading “phosphate credits”. This trading plan was the most likely initiative to produce short term results, perhaps within a matter of weeks.
3. Advice from a QC exploring the idea that new build contributes such a small effect that it could be feasible to proceed carefully with some new build. This matter is ongoing with no clear advice yet from the QC.

It was noted that there was significant activity by residents around the County carrying out testing through Citizen Science or similar projects.

82/21 Planning Committee and planning applications update

(a) Updates on current applications.

The Chairman reviewed the current outstanding applications and Council had no planning-based comments to make although some concern was expressed about “affordable housing” being gradually developed and potentially into “less affordable housing”.

The Chairman asked the Clerk to contact Herefordshire Planning to urge a decision on 210248, Stoke Lynn, so that the family could make progress on the new roof before winter. (Note: Stoke Lynn has now been approved (with conditions) -4 October 2021)

(b) To consider new applications.

213071 - Damson Cottage The Bury Stoke Prior Leominster Herefordshire HR6 OLG

DESCRIPTION: Proposed replacement of external front and rear doors. (Listed buildings consent).

Cllr. Fulwood in her capacity as applicant was asked for any comments she wished to make. She was surprised that the Heritage Building Officer had commented on the proposed small window in the proposed new front door. Cllr. Fulwood mentioned that properties close by had similar features and so her proposals were in keeping with the neighbourhood. Council interpreted the HBO's comments as not containing an implication of refusal. It was resolved to submit comments in support of the application, pointing out that the application matched with other adjacent properties.

213280 - 3 Stretfordbury Stoke Prior Leominster Herefordshire HR6 OLP

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 were not being accepted for this application and Council had no comments to make on the non-material amendment proposed by the application. (Note: The application has been approved with conditions).

83/21 General Financial matters

(a) To receive 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

Bank balances are healthy particularly when the second instalment of the precept (£6144.50) is expected the following day.

The RFO reported that in agreement with Philip Brown a second letter has been drafted to Barclays to try and close the savings account.

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 (09/4/21)	£55.47	£11.09	£66.56	WJ & HFW	Paper for Parish Pump

(b) To consider authorisation of payments.

Payments for authorisation by this meeting-

Description	Cost	VAT	Total	Notes
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

The RFO had just received the quarterly PAYE demand and although payment was not due until 19th October it would be convenient to agree that payment now since there is no meeting to authorise payment until November. Council resolved the payments should be made including the PAYE to HMRC.

The RFO noted that the budget monitoring was unchanged from the previous meeting and there were no issues or concerns to report

84/21 Lengthsman scheme

There was nothing to report other than the payment of invoice for £384 which had already been discussed and agreed.

85/21 The Parish Pump

The Chairman commented that there was no advertising revenue from the Pump although there was an appetite from local businesses to start advertising again. The Chairman had spoken with the editor who was reluctant to make changes to the existing format. He also sensed that the volunteers who have recently been helping out were flagging somewhat with no firm direction. The Chairman had asked the vice-Chairman to lead a small working group to organise the new way forward. On a show of hands Cllrs. Fowler-Wright, Yair and Collins undertook to organise the change.

Council resolved that the payments due to the editor should be paid in full and amount to £449.21 when other payments made by Council (mainly paper) are netted off.

86/21 The Neighbourhood Development Plan (NDP)

The Chairman asked for volunteers to form a working group to review the NDP and scope the work required to update the Plan.

87/21 Community projects 2021-22

The vice-Chair summarised the background on the proposed War Memorial which had halted due to COVID. The design is not yet finalised and there was still a working group which had not met for many months.

88/21 Clerk's workload and working hours

The Chairman summarised the back ground to this topic having asked the Clerk to prepare a report on the time he spent discharging Council functions. There was discussion around the possible use of

broadband in making some tasks more efficient. The Clerk explained that he had spent 11.5 hours/week over the past 4 months compared with the contracted hours of 7 hours/week. Discussion centred on which tasks could be carried out by an admin person and there was a general consensus that a list of activities supportable by another person could be-

- Website updating
- Email administration
- Posting notices in the village
- Parish Pump matters

Cllr. Fulwood proposed that Council should advertise for a locally based person who could be employed for around 5-6 hours/week to assist with these activities. There was general agreement that this proposal should be progressed and the Clerk undertook to develop the proposal (along with the other helpful ideas) into a firm plan which Council could consider.

89/21 Matters for information and future business

The Clerk mentioned that he had received leaflets and magazines from CPRE to which Council paid membership. He distributed these documents to interested members.

Dates of future meetings

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

The meeting closed at 8.52pm.

Signed (Chairman) Date

Humber, Ford & Stoke Prior

Group Parish Council

Agenda item 96/21

Report from the Clerk

Queen's Platinum Jubilee June 2022. For the first time a British monarch will have been on the throne for 70 years. Events to mark this occasion are being encouraged such as –

- Street parties
- The Big Jubilee Lunch (Sunday 5 June 2022)
- Beacon Lighting (evening of 2nd June)
- The Queen Green Canopy – tree planting between now and the end of 2022
- Jubilee mugs for local children

Council may wish to consider leading or supporting events which mark the Jubilee.

COVID in Herefordshire. The number of new cases in Herefordshire has fallen slightly in the last week (3 November) with 836 recorded in the last week, although rates remain relatively high across the county with widespread community transmission evident. The Herefordshire seven-day case rate has fallen over the last week, although this is more likely to be a reflection of reduced testing over the school half term period than a real decline in cases – a similar pattern is evident across the country. The latest local figure (450 per 100,000) is close to both the national and regional rates after having being appreciably higher than both at the end of September.

The number of hospital admissions remain high with 74 admitted in the first three weeks of October – consequently, the pressure on Wye Valley Trust is considerable. Overall total deaths remain close to average for the time of year, although Covid-related deaths continue to rise with three registered in the last two weeks.

Humber, Ford & Stoke Prior are in the Shobdon, Luston and Bodenham MSOA which is 9th in the ranking of Herefordshire's 23 MSOAs at 414 cases/100k residents. The County overall is at 450 cases/100k residents, roughly the same as England.

Certificate in Local Council Administration (CILCA). Your Clerk is pleased to report that he has successfully passed the assessment for the Certificate in Local Council Administration (CILCA). Members may remember that obtaining this qualification was a requirement of employment as Clerk, and Council shared the cost of registration and training with Pencombe GPC. The qualification took a year to obtain between October 2020 – 2021, with the final piece of work submitted on 26th September 2021.

One benefit of the qualification is that the Council can continue to exercise the General Power of Competence which it currently holds through Philip Brown also being a qualified Clerk. This power would lapse at the next election year (2023) had I not obtained the qualification by then. The General Power enables Council to undertake any activities not expressly prohibited by legislation and

without the need to have an enabling Act of Parliament (which is required for Councils which cannot use the General Power).

Agenda item 99/21

General Financial Matters

(a) Report from the RFO.

Bank balances.

As at 13th November 2021 the bank balances were –

Unity Current account - £13303.53

Barclays savings - £4536.32

Barclays Account.

At last it would appear that the Barclays account is closed. Council has received a cheque for the balance shown above. In the end my predecessor, Philip, had to pose as the RFO and send a letter (with his address which was what was causing the problem) and signed by Will and Hugh. There were still further problems and Hugh was on the phone to Barclays for a considerable time but eventually the cheque was received. My thanks to both for their determination in seeing this issue through to a satisfactory conclusion.

Bank Reconciliation 30 September 2021

Humber, Ford & Stoke Prior Group Parish Council								
Financial Year 2021-22								
Bank Reconciliation Statements as at 30/09/2021								
Prepared by Allan Drew (RFO)	Date:	14/11/2021						
			£	£		Unpresented items		£
Balance from Bank Statements							1	
Unity Trust current account dated 31/10/2021		Balance as at 30/09/2021		13205.54			2	
Barclays 10 day notice deposit account dated 24/09/2021		Balance as at 30/09/2021		4536.43			3	
Petty cash in hand		As at 30/09/2021		0.00			4	
				17741.97			5	
Less unpresented items							6	
				0.00			7	
				0.00				0
Plus receipts not banked/cleared						Receipts not banked		
				0.00			1	
				0.00			2	
		Net balance at 30/09/2021		17741.97			3	
The net balance reconciles to the cash books for the year to 30/09/2021 as follows:							4	
							5	
Balance in current account cash book							6	
Opening balance at 01/07/2021			10648.19				7	
Add: receipts to 30/09/2021			7010.37					0
Less: payments to 30/09/2021			4453.02					
		Net balance at 30/09/2021		13205.54				
Balance in deposit account cash book								
Opening balance at 01/07/2021			4536.32					
Add: receipts to 30/09/2021			0.11					
Less: payments to 30/09/2021			0.00					
		Net balance at 30/09/2021		4536.43				
Balance in petty cash book								
Opening balance at 01/07/2021			0.00					
Add: receipts to 30/09/2021			0.00					
Less: payments to 30/09/2021			0.00					
		Net balance at 30/09/2021		0.00				
All Cash Books								
		Net balance at 30/09/2021		17741.97				
Difference								
Signed:	RFO	Date						
Countersigned	Councillor	Date						

Budget Monitor 2021-22

NOVEMBER 2021-22							NOTES
	INCOME		BUDGET	YEAR TO DATE	FORECAST OUTTURN	VARIANCE FROM BUDGET	
1	Precept		12289	12289.00	12289	0.00	Precept fully received
2	Pump		1000	47.00	500	-500.00	Some advertising received: Forecast £500 for full year
3	Other		2600	916.86	2800	200.00	Mostly VAT reclaim, not yet submitted but will be processed shortly.
4	CW Fundraising		600	1256.81	1257	657.00	
5	TOTAL INCOME		16489	13252.86	16846.00	357.00	
EXPENDITURE							
6	Clerk		3756	1879.16	3756	0.00	Does not yet include any additional payments for clerk assistance
7	Administration		275	521.34	750	-475.00	Includes payroll, website, ICO, stationery, bank charges.
8	Insurance, audit, professional		1000	217.44	400	600.00	Insurance and audit.
9	Hire of Halls		300	108.00	216	84.00	
10	Parish Pump		1000	111.85	1100	-100.00	Includes approx. £500 for set-up and production of 3 editions of re-launched Pump.
11	Training and development		300	0.00	200	100.00	Cllr. training from HALC in New Year
12	Equipment		200	0.00	0	200.00	
13	Lengthsman		2900	1212.56	3500	-600.00	
14	Maintenance		100	0.00	100	0.00	
15	Community Week		940	1006.50	1011	-71.00	
16	HMRC		1000	469.60	940	60.00	
17	Other		200	0.00	100	100.00	
18	EXPENDITURE		11971	5526.447	12073	-102.00	
PROJECTS							
19	War Memorial		600	0.00	600	0.00	Expenditure estimate to be agreed
20	Project B						
21	Project C						
22	PROJECTS EXPENDITURE		600	0	600	0	
23	Reclaimable VAT on the above		900	381.17	900	0	
24	TOTAL EXPENDITURE		13471	5907.62	13573	-102	
25	SURPLUS		3018		3273.00	255.00	Quite a high surplus although the War Memorial could absorb most of this.

The budget monitor shows that the financial position for the year so far is sound and a significant surplus is forecast. It is anticipated that this surplus will reduce with the War Memorial project and perhaps any unforeseen one-off expenditure for the re-lunched PUMP.

Estimated reserves as at 31 March 2022

Estimated Reserves as at 31 March 2022	£
Community Week funds	626.30
By-election costs	1500.00
Emergency Clerk cover	500.00
The Lamb	2000.00
War memorial	250.00
Flood protection capital fund	3000.00
Items outstanding proper to 2020-21	0.00
General reserves available	5496.70
Total	13373.00

Council may wish to consider reallocating or releasing some reserves such as by-election costs.

Precept 2022-23

Over the past few years, the surplus (reserves) has generally continued to grow, mostly because of the limited activity of the last 2 years when COVID restrictions applied. Currently there is a significant project underway – the War Memorial – which as yet has no budget allocation and so is not included in any of the current financial statements. Clearly with a current forecast surplus for 2021-22 of nearly £3300 funding the War Memorial project will not be an issue, and depending on decision taking and supplier availability, may not even fall into this financial year.

Summary of the growth in reserves is shown below, which now stand at 75% higher than 4 years ago.

Year	2018-19	2019-20	2020-21	2021-22 Est.
Precept	£9989	£12289	£12289	£12289
Other Income	£2227	£3288	£9586	£4557
Expenditure	£11201	£16088	£19586	£13573
Surplus	£1015	(£511)	£2289	£3273
Reserves	£8320	£7809	£10100	£13373

Since currently reserves stand at more than the annual precept it is recommended that the precept request submitted to Herefordshire should remain unchanged for 2022-23 at £12289. Council to discuss and agree or amend this recommendation.

The following payments were made following authorisation by Council at the last meeting. (Minute reference 83/21)

Description	Cost	VAT	Total	Authorised by
Clerk's salary August 2021	£313.26		£313.06	WJ & HFW
Clerk's salary September 2021	£313.26		£313.26	WJ & HFW
D C Gardening Services WO HSTWJ148	£320.00	£64.00	£384.00	WJ & HFW
Domain registration fee 123 Reg	£11.99	£2.40	£14.39	WJ & HFW
Viking	£115.96	£23.19	£139.15	WJ & HFW
Stoke Prior Village Hall hire	£108.00		£108.00	WJ & HFW
HMRC PAYE	£234.80		£234.80	WJ & HFW

(b) Payments for authorisation by this meeting

Description	Cost	VAT	Total	
Clerk's salary October 2021	£313.26		£313.06	
Clerk's salary November 2021	£313.26		£313.26	For payment 25 th November
Risbury Hall hire charges (May, Nov, Jan & March)	£108.00		£108.00	
Ms P. Paxton	£669.21		£669.21	Update on September authority to pay £449.21 to Ms. Paxton. Two further editions have been produced since September, (£110/edition) with no additional costs.

Additionally, Council should agree a donation to the Royal British Legion for the Remembrance Day wreath. In past years the donation has been £30 and Council is invited to agree an appropriate donation for this year's wreath.

Agenda item 100/21

Lengthsman scheme.

The Lengthsman scheme is an important part of Council's responsibilities in the community as regards-

- Maintenance of footpaths, bridleways etc.
- Maintenance of ditches and associated plant such as drain tops, headwalls etc.

Council has an annual budget (currently £2900) for such work and also has a flood protection capital reserve of £3000 and is likely to receive some funding from Herefordshire to carry out further work (2019-20 £7900, 2021-22 £TBA).

So far this year £1212 has been spent with the Lengthsman (D C Garden Services) clearing the Prill brook, cutting splays at junctions etc. and a number of smaller works (clearing drain tops).

Through the footpath officers for the Parishes a small works program has been identified and the Lengthsman will be instructed to carry out the work likely to be in December. The works relate to footpaths HU3, SP5, SP10, SP13, SP21 & SP24.

However, a clear gap is appearing in our ability to identify problems. We have no system for reporting simple drainage problems which are within our scope to remedy. The Lengthsman commented to me that he had seen a number of problems whilst travelling around the Parishes which should have attention sooner than later if winter flooding issues are to be avoided or ameliorated.

Council should consider devising a simple reporting system to close this gap in our knowledge. Such a system could be-

- Dedicated email address for anyone to use (e.g. "defects@HFSPgroup.org.uk") and/or a page on the Council website
- A photograph of the problem is essential and would be attached.
- A fairly precise location is also required.

The Clerk would receive these reports, verify the need and turn them into a works program for the Lengthsman.

Council could also consider granting delegated authority up to the budget allocation to enable this work to be commissioned quickly.

Agenda items 101/21 and 103/21

Reports from the vice-Chairman

Parish Pump Working Party report for PC 17/11/21 (See item 101/21)

A few meetings and very positive engagement has led to the first edition of the re-launched PP coming out as the joint December/January copy.

Will, and others have, spoken to the present editor Pym who seemed reluctant or unable to integrate the reality of what was needed for a modern Parish magazine and what the PC has decided. This is clearly regrettable but all felt that the needs of the Community for a relevant, well presented and easily widely distributed newsletter was paramount.

The first issue will have a tribute to Pym which Philip Brown is kindly compiling although he does not wish to include a photograph of her for GDPR reasons.

The new structure is titled THE PUMP and has specific emails for the editor Vicky Fraser and advertising manager Judith Burt. Copy deadline will always be the 15th of the preceding month. Community adverts and listing free.

Margaret Brown is an assistant editor. Additional assistants and helpers for all aspects of production will be encouraged and welcomed going forward. Luckily the structures are still just about in place to re-launch ie by contacting known previous contributors and advertisers and persuading the many distributors to stay involved to play their parts.

The Pump will still be folded A5 format but with staples and coloured covers. It will need to build gradually as advertisers are garnered and hopefully impressed with the new look and reach – 350 hard copies plus pdf.

Printing costs for 350 will be between the 2 quotes of £150 (full b&w) and £350 (full colour). The quality and presentation will evolve. Ie the plan for the first double issue is a slightly thicker coloured cover with b&w inside and future issues may increase in the amount of coloured pages. The Parish Council is under writing these printing costs.

Judith Burt/Advertising Manager 9/11/21 reported:

46 advertisers were identified from old PPs

All have been contacted

1 of these was a duplicate (same company different contact details)

6 no longer trading / in the area / not interested

9 interested in advertising

A further 2 interested but not until the New Year

3 adverts received so far (Certainly Wood, MGL Communications and The Grove)

Everyone – Councillors and residents need to back this new era and the central creators – Vicky, Judith, Margaret and dedicated distributors – in any and all ways. Can contribute or do you know a potential contributor or advertiser? The Community can only benefit from openly communicating within itself. The better and more ‘alive’ The Pump is then the more vibrant and healthy the Community.

The PC is recommended to review the production, distribution and finances of The Pump at Easter 2022.

War Memorial Working Group report for PC meeting 17/11/21 (See item 103/21)

The favoured appropriate design for a War Memorial on the Stoke Prior roundabout is a low shallow trough with LEST WE FORGET carved into the side and separate plaques for each known dead person placed around the circular edge of the roundabout, a little like a clock face.

Quote (Updated 2021) from Caitriona Cartwright £790 (trough) and £10 per letter for each £20 plaque

Quote from Lottie O’Leary £3,597 (trough) and £30 per painted letter for each £60 plaque (or £109 if slate)

What is needed:

1] **Agreement on the design and quote.**

2] **To obtain a Licence** to work on the Highways from Balfour Beatty and then apply for PP. Andy Byng (HC) forwarded HFW request for a Licence on to Fiona Miles (BB) on 20/9/21 and HFW followed up 7 weeks later (7/11/21) and awaits a response, beyond an automated email ‘out of office’, from

Fiona Miles. (N.B. Philip Brown spent time trying to obtain a Licence from Balfour Beatty in 2019 so whilst it should be a formality it is delaying clarity. Nevertheless we should actively continue with aspects of the Memorial campaign we can control rather than be stymied by BB's dilatory reputation).

3] **A fund raising campaign.** Stephen Roberts is compiling as much known information about the 11 fallen from WWI.

Iain Cholerton has garnered some initial helpful contributions from Regiments and wishes to sponsor one particular soldier's name plaque as he shares a Regimental connection.

An article in The Pump can hopefully engage people (and perhaps some local businesses) into identifying with individual soldiers be it through relatives, shared homes or work. Any and all sponsorship ideas will be appreciated as we need a sizeable amount of money. Any additional funds raised can go towards future plaques which will no doubt sadly come to our attention.

We wish to strongly involve the local school and churches as well as any residents close to the finished Memorial who might help maintain the grass and general condition of the roundabout.

4] Another project could be refurbishing the signpost viz painting, new crown on the top; new finger posts more in style with the original metal (?) ones and a new Village Hall sign. HFW has written a request to go into The Pump for any local knowledge of what the original sign post, pump and roundabout looked like.

Agenda item 102/21

Consultation by Herefordshire Neighbourhood Development Planning team

The Herefordshire Neighbourhood Development Planning team have sent out the following consultation to inform the update of the Core Strategy. Responses are not due until 17 January 2022 so Council should consider the optimal way to provide the information, perhaps using a smaller group to produce a draft response. (It is probably not optimal for full Council to try to produce the response at a Council meeting.)

The consultation is-

Herefordshire Local Plan update – pre-consultation survey

General Questions

1. What elements of the strategy and policies in the current Core Strategy do you consider to have been successful or not? Please explain the reasons for your answer.

2. What elements of current Core Strategy policy could be improved? Please explain the reasons for your answer.

3. Are there any key planning policies that are missing from the current plan?

4. Are the policy areas that are devolved to Neighbourhood Development Plans at the right level? Please explain the reason for your answer.

5. If you have an adopted Neighbourhood Development Plan, do you consider it has been a success? Please explain the reasons for your answer.

Current Core Strategy settlement hierarchy

1. What impact has the current settlement hierarchy had on your parish? Please explain the reasons for your answer.

2. Do you consider that the current distribution of proportional growth in the named settlements of policy RA2 of the Core Strategy achieved its aims of rural sustainability? Please explain the reasons for your answer.

Services and facilities

1. Have existing services been retained or new services and facilities provided through development in your parish? Please explain the reasons for your answer.

2. What would you consider to be the key services and facilities required to support proportional growth over the next twenty years? Please explain the reasons for your answer.

Future settlement hierarchy

1. Are there any constraints to new development in your parish which would affect future growth? Please explain the reasons for your answer.

2. Would you consider your area to be a sustainable community for proportionate growth? Please explain the reasons for your answer.

Thank you for taking the time to complete this survey.