



**ORDINARY MEETING**  
**7.30pm 19<sup>th</sup> JANUARY 2022**  
**RISBURY 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 19<sup>th</sup> January 2022 at 7.30pm**  
**in Risbury Village Hall**

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

14<sup>th</sup> January 2022

Allan Drew  
Clerk to the Council

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## AGENDA

### **1/22 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*)

### **2/22 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.

### **3/22 Minutes of the last meeting**

*To consider:* approval of minutes of the ordinary meeting held on 15<sup>th</sup> September 2021.

### **4/22 Matters for report arising from the minutes not covered elsewhere on the agenda.**

*To note:* any matters.

### **5/22 Chairman's announcements**

*To note:* any announcements from the Chairman.

### **6/22 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.*

## **7/22 Clerk's report**

*To receive:* a report from the Clerk.

## **8/22 District Councillor's report**

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

## **9/22 Planning Committee and planning applications update**

- (a) *To receive and approve:* planning Committee minutes of the meeting held on 13 December 2021
- (b) *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

**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).

**Approved with Conditions**

#### **214085 - The Bury Farm, Stoke Prior, Leominster, Herefordshire HR6 0LG**

DESCRIPTION: Proposed construction of new agricultural building for storage of manure, construction of new concrete yard and associated drainage infrastructure, rainwater harvesting tanks and landscaping

**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**

### **RISBURY UPDATES**

#### **213908 - Land at Gob's Castle, Risbury, Leominster, Herefordshire**

DESCRIPTION: Proposed reinstatement of former agricultural workers cottage to holiday let

**Undecided**

#### **212600 - Land adjacent to Risbury Cross Cottage, Risbury HR6 0NG**

DESCRIPTION: Approval of reserved matters following outline approval 181648 (residential development of 6 houses).

**Undecided**

#### **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 11 12 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.

**Approved with Conditions**

**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. **Undecided**

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

**214362 - Cider Mill, Stoke Prior, Leominster, Herefordshire HR6 0NE**

DESCRIPTION: Proposed erection of agricultural storage building.

**213908 – (Planning Re-consultation) - Land at Gob's Castle, Risbury, Leominster, Herefordshire**

DESCRIPTION: Proposed reinstatement of former agricultural workers cottage to holiday let.

**10/22 General Financial Matters**

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

**11/22 Lengthsman**

*To consider and approve:* system for reporting problems for Lengthsman attention. Progress report on latest Lengthsman works program.

**12/22 The Pump**

*To receive:* an update on The Pump

**13/22 Community projects 2021-22**

*To receive:* an update from the War Memorial working group

**14/22 Review of fibre broadband plans and progress in the Parishes.**

*To discuss:* with Ward Councillor Harrington, progress on arrangements for fibre broadband delivery in the Parishes

**15/22 Defibrillator**

*To discuss:* Chairman to report on Risbury defibrillator obsolescence

**16/22 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 16<sup>th</sup> March 2022 at 7.30pm in Risbury Village Hall.

Then Wednesday 18<sup>th</sup> May 2022 in Stoke Prior Village Hall.

The Chairman will close the meeting

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# Humber, Ford & Stoke Prior Group Parish Council

DRAFT – subject to  
confirmation

## Draft Minutes of the meeting of the Group Parish Council Wednesday 17th November 2021 at 7.30pm in Risbury Village Hall

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

Ward Councillor: John Harrington

Clerk & RFO: Allan Drew

Stoke Prior school headteacher: Mr Matt Lewis (left after item 95/21)

### **90/21 Apologies for absence**

Cllr. Burge's 6 month dispensation for absence had expired. The Clerk had contacted Cllr. Burge and she apologised for not being able to attend this meeting but hoped to attend meetings from January 2022 onwards. Council was happy to accept the apologies for absence and extend the dispensation for review if required at the January meeting.

### **91/21 Declaration of interests and dispensations**

None received. Cllr. Fowler-Wright mentioned that he was a neighbour of residents at Humber Court who had submitted a planning application for discussion at the meeting. Council concluded that this did not amount to a declarable interest so no dispensation was required.

### **92/21 Minutes of the last meeting**

The minutes of the meeting held on the 15<sup>th</sup> September 2021 were approved.

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

The Clerk presented dates for the training event. Council agreed to hold the event on Thursday 13<sup>th</sup> January 2022 at 7pm.

### **94/21 Chairman's announcements**

Nothing to report.

### **95/21 Public participation**

Mr Matt Lewis, headteacher at Stoke Prior school attended the meeting to give Council an update on school matters-

After a difficult year or so as a result of COVID the school was now running normally again. Currently it is very busy times with catching up activities and preparations for Christmas events. The school now has 92 children, with this year's intake at 18 pupils being the largest ever. In 2017 the school was rated "outstanding" in an OFSTED assessment. Although the key focus of the school remains maths and English there is a well-rounded curriculum to develop pupils in the arts and creative subjects.

Over the years the school has expanded wherever possible and although further expansion would be helpful it is not clear that the LEA would support this possibility.

Council raised a number of issues with Mr. Lewis-

*Are there any school issues with which the Parish Council could assist?*

Mr Lewis raised the concerns about parking particularly at drop off and pick up times. Provision could be made using adjacent land but the costs are prohibitive. A perfect solution could be to move Stoke Prior village hall to next to the school and share an associated car park. A study of a few years ago showed that under half the pupils came from the village hence the parking problems. The provision of nursery facilities was discussed and although there is demand for such facilities there were risks in allocating school resources which are already heavily committed to servicing higher pupil numbers. Alternative sites for a private nursery were discussed which might not automatically lead to higher demand for school places.

*The relaunch of The Pump would provide opportunities for the school to be more involved.* Mr Lewis was keen that the school contributes more substantially to the new publication especially to keep in touch with former pupils and publish records of past school events and photographs.

The Chairman remarked that the Parish NDP referred to the school and Council would wish to ensure that updates to the NDP would reflect the school's current plans. He thanked Mr. Lewis for his report and looked forward to continuing the close relationship between the school and the Council.

#### **96/21 Clerk's report**

The Clerk reported that the Queen's Platinum Jubilee would be in 2022 and there was general agreement that the villages would be recognising the event in some way. No plans had been discussed as yet but the events would be held around June 2022 so there was plenty of time to prepare. Cllr. Fowler-Wright mentioned that the school could have plans for participation which the Council should be aware of and perhaps contribute to or support in some way.

COVID cases remain high at 450 cases/100k residents and hospitals are stretched to cope although there are many fewer deaths and patients needing ventilators. The vaccines are credited with reducing the severity of the disease although clearly they do not completely prevent infection.

The statistical measurement area (MSOA) containing the group Parishes is ranked 9<sup>th</sup> out of 23 in Herefordshire with 414 cases/100k residents.

The Clerk confirmed that he had successfully completed the Council funded qualification (CiLCA) as required by his contract of employment and as a consequence the Council would be able to continue to exercise the general power of competence after the 2023 election.

#### **97/21 District Councillor's report**

Councillor Harrington reported the County had a considerable number of COVID cases at 414 cases/100k residents. Vaccinations are not preventing infection but they are reducing its severity. Seasonal 'flu is also starting to become apparent and most vaccination centres are in practice offering a drop in service.

Traffic regulation orders are coming back in house either on 1<sup>st</sup> January or 1<sup>st</sup> April 2022. £300k extra funding will be applied to reduce the considerable backlog which has built up.

PROW work is also coming back in house on the same dates and there will also be a cash boost to make some rapid improvements. Use of volunteers (not possible via BB) will be an important part of the new strategy.

The Nutrient Management Plan has been revised but probably will not satisfy Natural England enough to change the current embargo on development. However, the wetlands projects are coming online and the aim is to trade "phosphate credits". The first wetland will deliver 800 credits 600 of which will be available for development, the remaining 200 credits will be for betterment.

Gigaclear have told the Council that it cannot handle all the work to deliver Fastershire, especially in the south of the county. Another project called Gigabit is being created to fill the gaps in broadband delivery.

From 19<sup>th</sup> November Bromyard leisure centre will re-open and there will be some free facilities until the end of the year.

Cllr Harrington is still trying to progress the drainage problems at Wheelbarrow Castle.

The £250k one off Lengthsman grant is likely to be available from the beginning of December, with the 5 year £250k per annum match funded grant likely to be available from the new financial year.

#### **98/21 Planning Committee and planning applications update**

(a) Updates on current applications.

Council noted the updates on all current applications and Cllr. Fulwood stated that her application 213071 had just recently been decided (favourably).

(b) To consider and comment on one new application

##### **213808/9 Barn at Humber Court, Stoke Prior, Leominster, Herefordshire, HR6 ONE**

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

Council noted that the bat survey was out of date and that a derogation would be required because the bats (according to the survey) are a protected species. However, Council agreed that since all the work involved is internal to the building there was no reason not to support the application. The Clerk submitted the following comments based on the discussion-

“The Parish Council discussed application 213808/9 at its meeting on 17 November 2021 and concluded that since all of the proposed work was internal to the building involved that it would SUPPORT the application. Council did note however that the bat survey was out of date and may have to be re-submitted”

#### **99/21 General Financial matters**

(a) To receive a report from the RFO.

Bank balances.

As at 13<sup>th</sup> November 2021 the bank balances were –

Unity Current account	£13303.53
Barclays savings	£4536.32

Following comment from Cllr. Thomas the Clerk agreed to remove all hyphens from financial numbers for fear that they may interpreted as deficits.

The RFO also thanked Cllr. Fowler-Wright for his perseverance with Barclays which had resulted in the final closure of the Barclays account and receipt of a cheques for the balance of £4536.32 which had now been banked.

As required by Council’s financial regulations the RFO has completed a bank reconciliation for the quarter ended September 2021 and reported that the Council cash books and bank statements reconciled completely with no outstanding debtors or creditors as at 30 September 2021  
The Chairman signed the reconciliation.

The RFO presented a slightly amended budget with training updated by an additional £200 and the £600 allocated to special projects now being shown against the War Memorial. The year end surplus is now forecast at £3273 although it was recognised that the War Memorial work could absorb much or all of this surplus based on the sort of prices the working group are finding for the work involved.

### Reserves & Precept for 2022-23

Council noted the adequacy of the present level of reserves and that it would be entirely possible to fund the War Memorial from current financial resources. A number of the reserves were increasingly unnecessary for anticipated future events and could be re-allocated at any time. Given the healthy level of reserves and the current climate the Chairman was of the view that the precept for the coming year should be unchanged from the present level of £12289. Council agreed with this view and resolved to maintain the precept at the 2021-22 level of £12289. The RFO would submit the precept to Herefordshire.

### To consider authorisation of payments.

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

The following payments require 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 <sup>th</sup> 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.

All the above payments were agreed by Council. A cheque to Ms Paxton for £669.21 to cover the costs of the Parish Pump was signed by Cllrs. Jackson and Fowler-Wright.

The RFO informed Council that a donation was due to the Royal British Legion for the Remembrance Day wreath and after some discussion Council resolved to increase its donation from the previous level of £30 to £50.

### **100/21 Lengthsman scheme**

The Clerk reported that following a conversation with David Campbell, the Parish Lengthsman, he was concerned that there was no mechanism in place for collecting information about drainage defects which could form the basis for a work program for the Lengthsman. The Clerk did have reports on the footpaths from the footpath officers but not for drainage. He proposed setting up a simple reporting system using email where residents would notify him of defects along with a photograph and he would use this information to create a work program. Concerns were expressed about the problems of the mapping system and the poor GSM coverage of the BB reporting system. Although a reporting system had merit in the medium term Council felt that Mr Campbell knows the Parishes sufficiently well to be aware of likely black spots in need of attention and to deal with them. The Clerk would progress this arrangement with Mr Campbell and in parallel build an email drainage defect reporting system for residents to use.

Cllr. Fullwood raised a problem with a stile on SP9 and provided a map of the location. The Clerk undertook to instruct the Lengthsman to replace or repair the stile.

### **101/21 The Parish Pump**

Cllr. Fowler-Wright updated the meeting on the excellent progress made on re-launching the Parish Pump – which will now be known as The Pump. Vicky Quinn is the editor and Judith Burt is in charge of advertising. The first edition of The Pump will be launched around the end of November. The Chairman reported on the meetings he has had with Pym. Council recorded its grateful thanks to Pym for her many years of service through the Pump and other activities. Council also thanked the members of the working group who had put in so much effort to creating the new magazine. Council will review progress of The Pump at the Annual Meeting in May.

### **102/21 The Neighbourhood Development Plan (NDP)**

Council considered the questionnaire from the County NDP team. The Chairman volunteered to pull the response together and members should contact him with any contributions to the final response.

### **103/21 Community projects 2021-22**

The vice-Chair summarised progress made since the last meeting of the War Memorial working group including a draft design based around a shallow trough with a commemorative plaque for each of the 11 fallen soldiers. Two quotes had been received which were widely different for the same work. Council was concerned about possible maintenance costs over future years and discussed the durability of the various materials available. The design of other memorials was discussed which could offer some benefits of durability and cost. Some flexibility was required since although the first war casualties were known the second war casualties were not and when discovered may have to be added to the memorial. The vice-Chair said he would investigate church records for names of WW2 casualties and report back at the next meeting.

### **104/21 Matters for information and future business**

None raised

#### **Dates of future meetings**

*To note:* the next scheduled meeting will be on Wednesday 19<sup>th</sup> January 2022 at 7.30pm in Risbury Village Hall

The meeting closed at 9.01pm.

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

## Agenda item 7/22 Report from the Clerk

### **Lengthsman**

Following the November meeting the Clerk compiled a program of work and submitted this to the Lengthsman on 29 November. It had been suggested that work would happen during December. So far as can be discovered nothing has yet happened though I continue to seek an update from the Lengthsman. Further information is contained in item 11/22.

A Councillor training session was held 13 January 2022 and was delivered by Lynda Wilcox of HALC. A considerable range of topics was covered with some useful pointers for Council to consider-

- Create a section 106 list
- Move to .gov.uk domain name for website and emails
- Have the website upgraded to meet accessibility requirements (Or re-build the website?)
- Possible combination of the Parishes.
- Review the Declarations of Interest at the annual meeting
- Office visit & appraisal for the Clerk
- Draft budget to go out for public consultation.

Council may wish to review this list and decide how these points should be progressed.

### **Planning & Core Strategy 2021-2041:**

The first major round of public consultation on revising the Core Strategy will be open from 17 January – 28 February

This consultation will be conducted primarily online due to the large amount of inter-related documentation which is involved.

This is a public consultation on the overarching policy options for the county's planning policy framework out to 2041 and needs to address the issues communities have experienced in operating over the last 6 years within the 2015 policy framework. All parish councils are encouraged to participate in shaping how this policy update proceeds and to publicise the consultation widely within the communities.

### **Balfour Beatty information**

A number of road closure notices have been received and will also be posted on the website-

On 8<sup>th</sup> February 2022, the C1112 From Ford Farm To Humber Nature Reserve Via Stoke Prior, Stoke Prior, at the bridge for 1 day

On 14<sup>th</sup> February 2022 the C1110 from Risbury Mill to Pencombe via Risbury for 3 days

And additionally affecting Risbury-

On 23<sup>rd</sup> February 2022 the C1110 from Little Maidenhyde to C1116 via Pencombe for 3 days.

Also some miscellaneous works carried out by BB in our Parishes-

Church Road, Humber - 10/01/2022 - Create Grips x 1

Bowley Lane, Bodenham - 11/01/2022 – blocked gully top cleared by LS on site x 1

Bowley Lane, Bodenham - 11/01/2022 - grip / spillway blocked by mud / vegetation – cleared by LS on site x 1

Stoke Prior Village - 06/01/2022 – collect 5 x bags of rubbish from Community Litter Picking

Agenda item 9/22 Planning Committee and planning application updates

- (a) To receive and approve: Planning Committee draft minutes of the meeting held on 13<sup>th</sup> December 2021

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## Humber, Ford & Stoke Prior Group Parish Council

DRAFT – subject to  
confirmation

Minutes of the Planning Committee held on  
Monday 13<sup>th</sup> December 2021 at 7.00pm by videoconference

Present: Cllr Will Jackson (Chair) Cllr Richard Collins  
Cllr Gill Stovold  
In attendance: Allan Drew (Clerk)

### **PC6/21 Apologies for absence**

*Received:* apologies from Cllr Jannette Fullwood and Cllr Hugh Fowler-Wright

### **PC7/21 Declaration of interests and dispensations**

- (a) Cllr. Collins declared that he is a neighbour to the applicants in application no. 213908 (land at Gob's Castle). The Committee was satisfied that this relationship was not sufficiently close to prevent Cllr. Collins taking part in the discussion.
- (b) There were no applications for dispensations under Standing Order 25(d).

### **PC8/21 Minutes of last meeting**

*Noted:* Minutes of the last meeting held on 18<sup>th</sup> August 2021 were approved by full Council on 22<sup>nd</sup> September 2021.

### **PC9/21 Planning Applications: matters for report**

*Noted:* Updates on current applications since the Council meeting of 17<sup>th</sup> November 2021. The following applications have now been approved (with conditions) by Herefordshire Council-

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

DESCRIPTION: Proposed lean to structure to cover an open yard between existing agricultural building **Approved with conditions**

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

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

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

DESCRIPTION: Proposed 20x40m equestrian arena for personal use.

**Approved with conditions**

**PC10/21 New applications received to be determined by Herefordshire Council**

APPLICATION NO	SITE ADDRESS	DESCRIPTION	APPLICANT(S):	APPLICATION TYPE
<a href="#">214085</a>	The Bury Farm, Stoke Prior, Leominster, Herefordshire HR6 0LG  OS 351613, 256238	Proposed construction of new agricultural building for storage of manure, construction of new concrete yard and associated drainage infrastructure, rainwater harvesting tanks and landscaping	Mr Robert Bemand	Planning Permission

Committee discussed this application and concluded that the development was sensible and appropriate in that-

The covering of the manure store helped mitigate the phosphate run off problem.

Rainwater harvesting is good practice and should be encouraged.

Committee resolved to SUPPORT the application

APPLICATION NO	SITE ADDRESS	DESCRIPTION	APPLICANT(S):	APPLICATION TYPE:
<a href="#">212600</a>	Land adjacent to Risbury Cross Cottage, Risbury HR6 0NG  OS 354752, 255105	Reserved matters following outline approval 181648 (residential development of 6 houses).	Jemma, Richard, Lizzie and Alex Thomas and Davidson	Approval of reserved matters

Committee discussed this application and concluded that the development was attractive and appropriate to the village of Risbury. The development fitted well into the landscape. Committee noted the addition of a fourth upstairs room to some of the properties and felt this change would be helpful to enable home working.

Committee resolved to SUPPORT the application.

APPLICATION NO	SITE ADDRESS	DESCRIPTION	APPLICANT(S):	APPLICATION TYPE:
<a href="#">213908</a>	Land at Gob's Castle, Risbury, Leominster, Herefordshire  OS 353923, 255589	Proposed reinstatement of former agricultural workers cottage to holiday let.	Mr & Mrs Jemma and Richard Thomas	Planning Permission

Committee discussed this application and concluded that this application brings a redundant building back into use as intended by Core Strategy RA5 (Re-use of rural buildings). The Neighbourhood Development Plan policy HFSP12 (Developing and supporting local businesses). Also supports this development. However, this support is subject to-

The PROW (HU2) is not disturbed unduly in the formation of the access route as proposed in 173687. As noted in earlier applications the right of the landowner to create a vehicle access route over a public footpath remains to be determined. Council expects that the PROW officer will examine these proposals carefully.

Subject to the above qualification Committee SUPPORTS this application.

The meeting closed at 7.15pm.

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

(b) Updates on current planning applications (as contained in the Agenda)

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

**214362 - Cider Mill, Stoke Prior, Leominster, Herefordshire HR6 0NE**

DESCRIPTION: Proposed erection of agricultural storage building. Cllr. And Mrs Fowler-Wright are the applicants. An extension to the consultation period has been obtained for this application.

**213908 – (Planning Re-consultation) - Land at Gob's Castle, Risbury, Leominster, Herefordshire**

DESCRIPTION: Proposed reinstatement of former agricultural workers cottage to holiday let. There has been an amendment to the location plan to include a small parcel of land to the South of the building. This land appears to be open fields containing no natural boundaries. Cllr. and Mrs Thomas are the applicants.

## General Financial Matters

### (a) Report from the RFO.

#### **Bank balances.**

As at 15<sup>th</sup> January 2022 the bank balance was-

Unity Current account    £16652.69

#### Income received since last meeting

Description	Receipt	Comments
B J Home Improvements	£135.00	Rec'd 3 Dec 21
Merchant UM	£20.00	Rec'd 13 Dec 21
Oak Tree Fun	£73.00	Rec'd 13 Dec 21
S McCamley	£20.00	Rec'd 4 Jan 22
Gardner Stacey	£47.00	Rec'd 10 Jan 22
Margaret Brown	£20.00	Rec'd 10 Jan 22
<b>TOTAL</b>	<b>£315.00</b>	

- All the above payments appear to be advertising revenue for The Pump. I am in discussion with the advertising manager to receive copies of the invoices so that I can issue receipts and properly categorise these payments to Council for audit purposes
- On 26 November 2021 a VAT reclaim for 2020-21 was made to HMRC for £2268.46. This payment has not yet been received which is unusual. The RFO will investigate further.
- The precept requirement of £12289 for 2022-23 has been submitted to, and acknowledged by, Herefordshire Council.

## Bank Reconciliation 31 December 2021

<b>Humber, Ford &amp; Stoke Prior Group Parish Council</b>														
<b>Financial Year 2021-22</b>														
<b>Bank Reconciliation Statements as at 31/12/2021</b>														
Prepared by Allan Drew (RFO)	Date:	15/01/2022												
			£	£		Unpresented items (NIL)								
<b>Balance from Bank Statements</b>						1								
Unity Trust current account dated		Balance as at 31/12/2021		16565.69		2								
Barclays 10 day notice deposit account dated		Balance as at 31/12/2022		0.00		3								
Petty cash in hand		As at 31/12/2021		0.00		4								
				<u>16565.69</u>		5								
<b>Less unpresented items</b>						6								
			0.00			7								
			<u>0.00</u>	<u>0.00</u>										
<b>Plus receipts not banked/cleared</b>						Receipts not banked (NIL)								
			0.00			1								
				<u>0.00</u>		2								
		<b>Net balance at 31/12/2021</b>		<b><u>16565.69</u></b>		3								
The net balance reconciles to the cash books for the year to 31/12/2021 as follows:						4								
						5								
						6								
<b>Balance in current account cash book</b>						7								
Opening balance at 01/10/2021			13205.54											
Add: receipts to 31/12/2021			4862.42											
Less: payments to 31/12/2021			<u>1502.27</u>											
		<b>Net balance at 31/12/2021</b>		<b><u>16565.69</u></b>										
<b>Balance in deposit account cash book</b>														
Opening balance at 01/10/2021			4536.43											
Add: receipts to 31/12/2021			0.11											
Less: payments to 31/12/2021			<u>4536.54</u>											
		<b>Net balance at 31/12/2021</b>		<b><u>0.00</u></b>										
<b>Balance in petty cash book</b>														
Opening balance at 01/10/2021			0.00											
Add: receipts to 31/12/2021			0.00											
Less: payments to 31/12/2021			<u>0.00</u>											
		<b>Net balance at 31/12/2021</b>		<b><u>0.00</u></b>										
<b>All Cash Books</b>		<b>Net balance at 31/12/2021</b>		<b><u>16565.69</u></b>										
<b>Difference</b>				<b><u>0.00</u></b>										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Signed:</td> <td style="width: 15%;">RFO</td> <td style="width: 15%;">Date</td> <td style="width: 45%;"></td> </tr> <tr> <td>Countersigned</td> <td>Councillor</td> <td>Date</td> <td></td> </tr> </table>							Signed:	RFO	Date		Countersigned	Councillor	Date	
Signed:	RFO	Date												
Countersigned	Councillor	Date												

## Budget Monitor 2021-22

DECEMBER 2021-22							NOTES
	INCOME	BUDGET	YEAR TO DATE	FORECAST OUTTURN	VARIANCE FROM BUDGET		
1	Precept	12289.00	12289.00	12289.00	0.00	Precept fully received	
2	Pump	1000.00	275.00	500.00	-500.00	More advertising received: Forecast remains at £500 for full year	
3	Other	2600.00	5453.29	2800.00	200.00	Mostly VAT reclaim, submitted in November 2021 not yet received.	
4	CW Fundraising	600.00	1256.81	1257.00	657.00		
5	<b>TOTAL INCOME</b>	<b>16489.00</b>	<b>18017.29</b>	<b>16846.00</b>	<b>357.00</b>		
	<b>EXPENDITURE</b>						
6	Clerk	3756.00	2505.48	3756.00	0.00	Does not yet include any additional payments for clerk assistance	
7	Administration	275.00	539.34	750.00	-475.00	Includes payroll, website, ICO, stationery, bank charges.	
8	Insurance, audit, professional	1000.00	217.44	400.00	600.00	Insurance and audit.	
9	Hire of Halls	300.00	216.00	216.00	84.00		
10	Parish Pump	1000.00	781.06	1100.00	-100.00	Includes approx. £500 for set-up and production of 3 editions of re-launched Pump.	
11	Training and development	300.00	0.00	200.00	100.00	CLlr. training from HALC in New Year	
12	Equipment	200.00	0.00	0.00	200.00		
13	Lengthsman	2900.00	1212.56	3500.00	-600.00		
14	Maintenance	100.00	0.00	100.00	0.00		
15	Community Week	940.00	643.24	1011.00	-71.00		
16	HMRC	1000.00	469.60	940.00	60.00		
17	Other	200.00	50.00	100.00	100.00		
18	<b>EXPENDITURE</b>	<b>11971.00</b>	<b>6634.72</b>	<b>12073.00</b>	<b>-102.00</b>		
	<b>PROJECTS</b>						
19	War Memorial	600.00	0.00	600.00	0.00	Expenditure estimate to be agreed	
20	Project B						
21	Project C						
22	<b>PROJECTS EXPENDITURE</b>	<b>600.00</b>	<b>0.00</b>	<b>600.00</b>	<b>0.00</b>		
23	Reclaimable VAT on the above	900.00	381.17	900.00	0.00		
24	<b>TOTAL EXPENDITURE</b>	<b>13471.00</b>	<b>7015.89</b>	<b>13573.00</b>	<b>-102.00</b>		
25	<b>SURPLUS</b>	<b>3018.00</b>		<b>3273.00</b>	<b>255.00</b>	Quite a high surplus although the War Memorial could absorb most of this.	

As at the last meeting 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 although it is increasingly unlikely that significant expenditure, if any, will come through before the end of this financial year. In these circumstances the reserves for the project (currently only at £250) will be increased in line with the cost estimates when these are agreed.

The following payments were made following authorisation by Council at the last meeting. (Minute reference 99/21(b))

Description	Cost	VAT	Total	Authorised by
Clerk's salary October 2021	£313.26		£313.06	WJ & HFW
Clerk's salary November 2021	£313.26		£313.26	WJ & HFW
Risbury Hall hire charges (May, Nov, Jan & March)	£108.00		£108.00	WJ & HFW
Ms P. Paxton	£669.21		£669.21	WJ & HFW
Royal British Legion	£50.00		£50.00	WJ & HFW
Bank charges	£18.00		£18.00	Automatic

**(b) Payments for authorisation by this meeting**

Description	Cost	VAT	Total	
Clerk's salary December 2021	£313.06		£313.06	
Clerk's salary January 2022	£313.26		£313.26	For payment 25 <sup>th</sup> January
Autela payroll	£87.00	£17.40	£104.40	2 quarters payments
HMRC PAYE	£235.00		£235.00	3 <sup>rd</sup> quarter payment
CPRE Annual subscription	£36.00		£36.00	
Barrington Print	£487.00		£487.00	The Pump printing costs 1 <sup>st</sup> issue
The Defib Pad	£132.99	£26.60	£159.59	Replacement pads & charge stick for Risbury defib. Refund to RFO

Agenda item 11/22 Lengthsman.

Following discussion at the November 2021 meeting, on the 29<sup>th</sup> November the Lengthsman was instructed to carry out the following work-

**HU3 (Humber to Humber Close, Steens Bridge)**

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

**For Ford & Stoke Prior**

*SP21 leaves C1110 at Hill Top SE of Stoke Prior running NW.*

- *SP21 Stile 2 needs signage*

*SP13 Leaves SP17 just west of the Heath runs west to join SP28*

- *SP13 Stile 2 footpath direction unclear (even to us—could do with clearer sign)*
- *SP13 Stile 3 (opposite side of the road)—bit wobbly but probably okay for now*

*SP10 South from North end of Normans Lane to U94005*

- *SP10 Stile 1 signage needs refreshing (I think this was so faded the arrow had disappeared)*

*SP9 South from Stoke Prior to SP29/FD3*

- *Stile midway along footpath at closest approach to SP10 needs repair or replacement. Map showing location is attached.*

*SP5 A44 Fairmile to Stoke Prior C1112*

- *SP5 where it crosses C1055 very overgrown and wobbly step*
- *SP5 path very overgrown about halfway along*
- *SP5 joining SP23 no signage, took us a while to find the path*
- *SP5 meeting the A44 no signage at all, unsure which field the path went through, no obvious path*

*SP24 North from A44 through Fairmile*

- *SP24 crossing C1059 stile very overgrown, insufficient signage, loose step. (Cut back, repair stile remedy signage)*
- *SP24 at the A44 stile overgrown and wobbly. (Cut back and repair stile)*

*As regards Lengthsman work on ditches Council discussed the issue at the meeting on 17 November. It was agreed that a reporting system would help in the longer term and should be implemented.*

*In the short term however, Council hopes that you will be prepared to carry out routine cleaning of the ditches, gulleys, drain gratings etc at the locations you will know from your experience of the parishes that will require it. I'm happy to discuss this further if that would be helpful but hope that we can progress this work as soon as your commitments allow.*

Since instructing the Lengthsman as above there has been no updates from him though these have been requested. Fortunately, the weather has been reasonably dry and I will continue to press for the work to be done.

### **Drainage defect reporting**

Progress has been made on the reporting system discussed at the last meeting. An email address – drainage@hfspgroup.org.uk - now exists which will enable residents to report drainage defects to the Clerk who will then evaluate them and turn them into a works program for the Lengthsman. The procedure suggested is-

1. Resident sees a drainage problem whilst walking, driving etc around the Parishes.
2. The resident will photograph the problem using a smartphone and if possible tag with a GPS location. If tagging is not possible then a best attempt at location is necessary.
3. The photo and associated location will be emailed to [drainage@hfspgroup.org.uk](mailto:drainage@hfspgroup.org.uk)
4. The Clerk will receive the report, acknowledge & thank the resident and file the report in a geographically based record. Repeat reports will be removed at this point.
5. The risk of flooding will be assessed and the report allocated a priority. Once a sufficient number of reports are received OR the level of priority given indicates high risk, a works program will be created and passed to the Lengthsman.
6. When the work is completed the residents reporting the problems will be informed and thanked for their assistance.

To be successful promotion and publicity will be necessary. The Council email list holds nearly 300 addresses and these will be contacted to initiate the scheme. There will also be promotion via the website and The Pump. Notices will be placed on the notice boards. If these actions do not promote the scheme sufficiently other initiatives such as flyers posted to all households (flyer in The Pump?) can be considered.

To facilitate this process the Clerk requests delegated authority up to £2500 (total during the year) to instruct the Lengthsman.

Council is invited to discuss the above and agree a way forward

Note: PROW/footpath problems will continue to be reported through the footpath officers.

Agenda item 12/22 The Pump

The Clerk has received the following letter from Pym –

TWB,  
Rizbury.

Dear Alan

Thank you for your letter and for the money which I appreciate. I hope the new "Pump" is successful - I remember some years ago, suggestions that we might change it, but it was all too expensive.

Hope all is well with you - and the Parish, of course.

Best wishes,

Pym.

The cheque signed by Council last meeting has been received and also banked.

Agenda item 13/22 – Update on the War Memorial

The following has been received from Cllr. Fowler-Wright

### **War Memorial Working Group report for PC meeting 19/1/22**

Following last PC meeting I contacted the British Legion who were courteous but cited GDPR as prohibiting them from divulging any names relating to our Group parishes. They did suggest that I could pay the National Archives to research their files and that might reveal who had died locally in WWII.

However, Stephen Roberts knows of and is researching 4 soldiers known to have died in WWII:

Stoke Prior: Sgt John Diggory 106 Sqdn Royal Air Force Volunteer Reserve & S Preece

Ford: Able Seaman Leslie Frank Wathen & Hubert Parker

More may arise but there will be space for their plaques to be added.

I have had considerable difficulty getting any timely responses from Balfour Beatty who we require a License from to work on the roundabout. Philip Brown got nowhere in 2019.

But a meeting did occur with Fiona Miles of BB (who issues Licences and deals with Event requests) on 23/11/21 where I learnt:

Highways are risk averse re any placement of a solid object near the road. Proposal may require a 'Road Safety Audit' (RSA) which HC/BB does not have the funds for. So we'd have to pay an independent expert a substantial amount of money to write a report inevitably telling us that the stone trough was potentially dangerous to passing traffic that mounted the kerb so a Licence should not be issued. I asked if we needed to remove the metal flower pot (similar scale to the proposed stone trough viz 90x40cm by 30cm high versus proposed trough 90x60cm by 30cm high) in case we got a legal claim from an errant driver. Apparently it is likely that they have been there long enough (over 7 years) for there not to be any paperwork and besides it was possibly granted permission 'informally'.

le we can leave the metal flower pot and pump as existing historic objects but placing a new solid object on the roundabout is problematic. Swapping the stone trough for the metal flower pot wasn't an acceptable solution.

Fiona Miles will talk to Highways and consult some regulations and let HFW know if we need a RSA first. We could almost certainly be granted a Licence for a simple flat slab on the ground with 'LEST WE FORGET' on it, without needing a RSA.

Loose stones as a surface finish are also problematic as some could spill onto the highway and be blamed as contributing to a skid/crash. Grass would be fine and if the PC wished to mow it they will need a Cultivation Licence and have the PC cover the activity through its Public

Liability Insurance but make sure the PC does a risk assessment which the person who mows follows viz to wear a fluorescent jacket, first walk the area looking for loose stones, debris and litter to remove and always to stop mowing when any vehicle or person approaches. Well meaning people mowing such roadsides have very occasionally flicked a stone onto a passing vehicle resulting in litigation.

I suggested highlighting (painting) the 12cm kerb to warn drivers of the roundabout but that could be cited as having distracted the driver into crashing.

Fiona Miles agreed the white lines at the 3 way junction needed re-doing but advised there was no budget for such and only requests for A roads with safety issues tended to get any attention but our Clerk would be able to request the painting to go on a waiting list.

I said I wanted to pursue the low stone trough design if at all possible but the PC would probably balk at paying for a RSA. If the trough was not possible I would explore the idea of painting 'LEST WE FORGET' on the existing metal flower pot sides or vertically down the white metal finger post since a totally flat slab with this message would not highlight the War Memorial from afar.

Talking about the sign post Fiona Miles pointed out that new signs would have to be reflective and that 2 of the finger signs needed replacing as their reflective coating had degraded to brown. But this wouldn't be happening due to lack of available funds for replacing old signs...

After the meeting I immediately followed up with an email then chasers and thanks to John Harrington's intervention on 11/1/22 I got a response on 11/1/22.

We still haven't been granted a Licence but Fiona Miles now says the Design Manager feels we may not need a RSA as long as the sculpture (stone trough) is kept low since the roundabout already has a metal trough and sign post ie hazards are already in place. She now wishes to check on the views of the Engineering Manager at HC. Ie like a planning application everyone likes to get everyone else to Comment to cover themselves.

### **What happens now?**

I await Fiona Miles telling me what the Engineering Manager says and whether we need a Road Safety Audit. If not then we should be able to get a Licence for the design we want. Having lost nearly 4 months whilst Fiona Miles didn't properly engage I am more optimistic that we will get faster resolution, one way or the other, due to John Harrington's recent intervention.

If we need a RSA then personally I don't wish to pay an expert to do a costly desk top exercise to simply give a risk averse report. My tack would then be to request a Licence for 'LEST WE FORGET' painted either on the existing metal flower pot and/or vertically on the metal sign post and/or incorporated into a new 'large' crown. Equally we could ask for 'LEST WE FORGET' written on slate slabs placed on the 4 faces of the metal flower pot. However, this could be viewed as requiring a RSA as it is technically adding vertical stonework near the Highway even though the existing metal flower pot is really substantial and would probably stop a car with or without slate facings.

Until we get a response to the Licensing request we are pole axed and have to suspend or abandon the plan to have a War Memorial unless we can conjure up another fully suitable site within our control ie nowhere near a highway.

**If we get told we don't need a RSA and can have a Licence then we must act swiftly to sort planning permission, commission the work, find/commission someone to install the work and arrange a date to dedicate the War Memorial.**

I think there is a reasonable chance we don't need planning permission as the War Memorial could fall into Permitted Development. It is not possible these days to simply have a chat with a planner unless you pay £125 for pre planning advice. Linda Wilcox (HALC) helpfully suggested that our Clerk should be able to get an answer from the planners re the PP question.

An ideal date to dedicate the War Memorial is the 1st July (First day of the battle of the Somme) as Stoke Prior School would be able to participate and Iain Cholerton may be able to get a bugler and one or two representatives from relevant regiments to attend the occasion. These people would be more likely to be available on 1<sup>st</sup> July than for the 11<sup>th</sup> November events. Also we are more likely to get some press attention. It might seem that there is plenty of time to get all this done but I have experienced a loss of 4 months getting Balfour Beatty to nearly say whether they will issue a Licence, so I am not counting any chickens.

**I want everyone concerned to be in a position to act swiftly once we get a response from Balfour Beatty about the Licence. So I would like the PC to agree which design(s) are acceptable to progress and which quotes or estimates they are happy with depending upon what BB say.**

#### 1] Agreement on the design and quotes

Mechanically cut letters are far cheaper (c.£1.50/letter versus £10/letter) than hand carved ones so its a trade off of aesthetics.

Quote (Updated 2021) from Caitriona Cartwright £790 (trough) and £10 per painted letter for each £20 plaque (or £30 if 30x30cm irregular slate or £160 cut square)

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

#### **Either**

a) **Low stone trough** plus either hand carved or mechanically cut letters on individual plaques in the ground

15 plaques 30 x30 x3cm Honed face. £83.20each + mechanically cut letters (Estimated) £45 each plaque

**c.£2,900** (including Caitriona Cartwright's quote for a stone trough)

**c.£5,700** if also Caitriona Cartwright hand carving on the 15 plaques

**or**

b) **No stone trough but slate slabs around the existing flower pot**

'Lest We Forget' on one long side and something like 'The Fallen of the villages of Stoke Prior, Risbury, Humber and Ford' on the opposite long side

2 slabs 98x40x3cm, £170 each plus c. £100 for mechanically cut letters

2 slabs 42x40x3cm, £85 each

15 plaques 30 x30 x3cm Honed face. £83.20each + mechanically cut letters (Estimated) £45 each plaque

**c.£2,550** all mechanically cut

**c.£5,310** (15) hand carved memorial slates

or

**c) No stone trough but painted letters around existing metal flower pot**

**c.£2,700** all mechanically cut including painted letters on the pot c.£700 (?)

**c.£5,500** all hand carved including painted letters on the pot c.£700 (?)

**If none of the above are allowed by Balfour Beatty I don't wish to compromise any further on this project and will let others pursue what they are happy with.**

## **2] A fund raising campaign**

Stephen Roberts is compiling as much known information about the 15 fallen from WWI and WWII.

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 should 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.

I feel strongly that Community involvement matters far more than how much money may actually come via this route. They need a sense of ownership of the War Memorial as it represents ordinary people 'taken' from among them. So it is regrettable that so much time and effort has been

expended getting to this point of nearly knowing if we can place the War Memorial on the roundabout. We should closely involve the school and churches as well as any residents close to the finished War Memorial who might help maintain the grass and general condition of the roundabout.

### 3] **The construction of the War Memorial**

I will try and get some quotes. Ideas/names welcome. Preparing the ground and properly laying each of the 15 slabs will mean we should not be surprised if quotes for this work don't add **at least £1,500/2,000 to the above funds needed.**

### 4] **Dedication ceremony**

It is highly desirable to hold this on a school term day and if the Licence, Planning Permission issue and War Memorial can be in place by the Friday 1<sup>st</sup> July then we (Iain Chloerton) can arrange a bugler and may be able to get some press attention.

### 5] **Smartening up the sign post**

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. My request in The Pump for any local knowledge of what the original sign post, pump and roundabout looked like elicited zero response. An attractive idea (from Karen Cholerton) is to make a crown featuring a central red poppy with the words around the edge 'War Memorial'. A local blacksmith may be able to make such.

I would like Allan as Clerk to request that the junction lines are repainted for safety and to show some dignity for the setting of the War Memorial.