



**ORDINARY MEETING**  
**7.30pm 16<sup>th</sup> MARCH 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 16<sup>th</sup> March 2022 at 7.30pm**

**in Risbury Village Hall**

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

8<sup>th</sup> March 2022

Allan Drew

Clerk to the Council

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## AGENDA

### **17/22 Apologies for absence**

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

### **18/22 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.

### **19/22 Minutes of` the last meeting**

*To consider:* approval of minutes of the ordinary meeting held on 19<sup>th</sup> January 2022.

### **20/22 Matters for report arising from the minutes not covered elsewhere on the agenda.**

*To note:* any matters.

### **21/22 Chairman's announcements**

*To note:* any announcements from the Chairman.

### **22/22 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.*

### **23/22 Clerk's report**

*To receive:* a report from the Clerk.

### **24/22 District Councillor's report**

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

### **25/22 Planning Committee and planning applications update**

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

#### **FORD UPDATES**

**None**

#### **STOKE PRIOR UPDATES**

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

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

**Approved with Conditions**

##### **204230 – Priory Farm, Stoke Prior, Leominster, Herefordshire, HR6 OND**

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

**Approved at Committee with conditions delegated to officers**

#### **RISBURY UPDATES**

##### **214362 - Cider Mill, Stoke Prior, Leominster, Herefordshire HR6 ONE**

DESCRIPTION: Proposed erection of agricultural storage building.

**Approved with Conditions**

**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 ONG**

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 ONG**

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. On hold due to phosphates.

**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**

**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.

**Undecided**

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

**220574 Humber, Hollydene Risbury Leominster Herefordshire HR6 ONQ**

DESCRIPTION: Proposed demolition of existing detached store & replacement with new detached garage/store.

**220363 Ford and Stoke Prior, Meadowgate Stoke Prior Leominster Herefordshire HR6 OND**

DESCRIPTION: Proposed detached garage.

**220132 Ford and Stoke Prior, Hampton, Wood Park Stoke Prior Herefordshire HR6 OLF**

DESCRIPTION: Erection of new 4 bedroom dormer bungalow to replace existing 3 bedroom bungalow and 1 bedroom annexe. The proposal also includes a new double garage to include a bike shed.

**26/22 General Financial Matters**

(a) *To receive:* a report from the RFO

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

**27/22 Lengthsman**

*To consider:* Scope of drainage scheme grant application.

*To consider:* Arrangements for 2022-23

*To note:* resignation of Vicky Quinn-Davis from role of FPO at Stoke Prior

**28/22 The Pump**

*To receive:* an update on The Pump

**29/22 Community projects 2021-22**

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

**30/22 Clerk remuneration**

*To note:* revised pay scales agreed with effect from 1 April 2021

**31/22 Herefordshire Spatial Strategy**

*To receive:* verbal update from the Chairman

**32/22 Future arrangements for the Council**

*To receive:* verbal update from the Chairman on Council website, domain name and combination of Parishes (for final decision at annual meeting 18 May 2022)

**33/22 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 18<sup>th</sup> May 2022 at 7.30pm in Stoke Prior Village Hall.

Then Wednesday 20<sup>th</sup> July 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 19<sup>th</sup> January  
2022 at 7.30pm in Risbury Village Hall

Present: Cllr Ken Bemand  
Cllr. Richard Thomas  
Cllr Janette Fullwood  
Cllr Chris Marston  
Cllr Steph Wilson  
Cllr Hugh Fowler-Wright (A/Chairman)  
Cllr. Zoe Burge  
Cllr Gill Stovold  
Cllr. Tim Yair

Ward Councillor: John Harrington  
Clerk & RFO: Allan Drew

### **1/22 Apologies for absence**

Apologies were received from Cllrs. Collins and Jackson. Council accepted the apologies and noted that Cllr. Jackson and his family were suffering from COVID. Cllr. Fowler-Wright as vice Chair ran the meeting

### **2/22 Declaration of interests and dispensations**

Cllr. Fowler-Wright declared an interest in his own application – 214362 – which was for discussion under item 9/22. He was also concerned that application 213908 – re-consultation of Gobb’s Castle would be a conflict since he had opposed the application at an earlier meeting. The Clerk advised Cllr. Fowler-Wright that since he had no personal interest in Gobb’s Castle that there was no conflict and his opposition to the application was a consequence of his role as a Councillor. However, it was agreed that Cllr. Stovold would chair agenda item 9/22 to ensure that the discussions were appropriately balanced.

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

The minutes of the meeting held on the 17<sup>th</sup> November 2021 were approved.

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

No matters were raised.

### **5/22 Chairman’s announcements**

On behalf of Cllr. Jackson the Chairman stated that Cllr. Jackson would be updating aspects of the website [www.hfsp.orh.uk](http://www.hfsp.orh.uk), including improving security and moving the domain name to .gov.uk

### **6/22 Public participation**

No members of the public were present.

### **7/22 Clerk’s report**

The Clerk had recently discussed the works program with the Parish Lengthsman and the main point emerging was that the Lengthsman was not receiving enough information to satisfactorily undertake the latest works order as regards the rights of way. The Clerk and the Lengthsman had agreed to arrange a meeting with the footpath officers to provide more detail for the proposed work and agree how the process could be improved for future reporting. On drainage matters the Lengthsman had agreed to undertake routine maintenance work such as clearing draintops etc. The Lengthsman will also quote for additional work in anticipation of the drainage grant becoming available shortly.

Cllr. Fullwood stated that it would be very useful to have a copy of the map available in both Stoke Prior and Risbury showing all the numbered footpaths in the Parishes. The Clerk undertook to provide copies of the footpath maps and asked that Councillors inform him of any discrepancies between the map and actual footpaths.

The training event for Councillors was held on 13<sup>th</sup> January and was well received. Although the ZOOM format was not ideal, the session was useful and the Clerk had recorded a list of points for further discussion. It was agreed that participatory budgeting should be added to the list. Currently Cllr. Jackson was overhauling the Council website, including improving security and adopting a .GOV.UK domain name.

The Herefordshire Core strategy is being updated and the major element under consultation at present is housing. The new strategy will propose 17,000 new houses over the next 20 years Councillors can register for updates and the Clerk had circulated an email with an address for obtaining these updates. Cllr. Fullwood was concerned about the lack of infrastructure to support such development. The Chairman commented that the NDP was the important document for managing our approach to any future development. Cllr. Harrington pointed out that this consultation was an opportunity to state the Parishes position regarding development. The Chairman asked Councillors to contribute their views to the Clerk who would draft the response to the consultation.

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

Councillor Harrington reported the County had a rising number of COVID cases at 1268 cases/100k residents. Nationally the rate is around 1700 cases/100k residents. Hospitalisations had not risen in line with cases

Herefordshire is now setting the budget for the coming year. Council tax will rise by 1.99% plus an additional 1% for social care. The major issue for funding is that revenue for the current year is £100m lower than it was in 2010. The support grant of £62m supplied by Central Government has now reduced to zero. Although there are grants available for capital work the revenue expenditure required to run the Council keeps reducing.

Citizens' climate assembly met for the first time and attendance was based on a random sample of households. The assembly aims to create community involvement in ways different to the normal democratic process. The approach is experimental for Herefordshire and the output from the assembly will be factored into Council policies, probably through some form of participatory budgeting.

It is now confirmed that PROW and traffic regulation orders will return to Council management (from Balfour Beatty) on 1<sup>st</sup> April 2022. An early advantage will be the opportunity to use volunteers to carry out work on footpaths and there is likely to be a significant pool of people available for this work.

The drainage grants will be available to Parishes to bid for in the next few days. The allocation for this year will roll over into the next financial year.

Gigaclear have decided not to complete their contract with Herefordshire which means that the more remote, scattered parts of the County will not receive the service provision which had been expected. The County is considering options including finding other contractors to finish the work. Councillor Harrington will check if Poplands Lane and The Bury which were expected to be completed will go ahead as planned.

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

(a) To receive and approve: minutes of the planning committee meeting held on 13<sup>th</sup> December 2021. The minutes were agreed and approved

(b) Updates on current applications.

Council noted the updates to current applications, that 212824/5 Ford Farm and 213071 Damson Cottage, The Bury, both have been approved with conditions.

(c) To consider and comment on two new applications-

- **214362 Cider Mill at Stoke Prior.** As the applicant, Cllr. Fowler-Wright asked Cllr. Stovold to take over the Chair of the meeting. He then described the proposed structure which would be used primarily for the storage of tools and equipment. Council noted the pleasing appearance of the building and emphasised the importance of the choice of materials (oak weatherboarding and slate roof) following the NDP design codes. Council unanimously supported the application and the Clerk submitted the following comments to Herefordshire Planning Department-*The applicant Mr Fowler-Wright was present at the meeting (and as a Councillor he had received a dispensation to speak on this application) and explained to Council that the purpose of the building will be the storage of machinery and tools. Mr Fowler-Wright explained that security was a key consideration and the design reflected this. Council felt that the design was discreet and blended well into the landscape and also noted that there had been no comments from residents thus far. The choice of materials reflected local style with weatherboarding and slate roof to match and Council felt such materials were within the NDP design codes for the location. Council unanimously SUPPORTED the application.*

(a) **213908 (Re-consultation) Land at Gob's Castle.** The applicant Cllr. Ritchie Thomas was present at the meeting and was able to answer questions relating to the change in the plans previously submitted for this application. The change was a small enlargement to the plot to the South of the property. Cllr. Thomas confirmed that the change was to accommodate a soakaway. Council was satisfied with the reason for the change and agreed to support the application and the Clerk submitted the following comments- *Mr Thomas, the applicant was present at the meeting and as a Councillor had received a dispensation to speak at the meeting. The only change Council could detect from the previous consultation (discussed and supported at the Planning Committee meeting on 13 December 2021) was that the plot had been enlarged somewhat to include an additional piece of land to the south of the building. It was possible that this enlargement was to include a well which is in roughly this position. The applicant subsequently confirmed that the enlargement of the plot was to accommodate a soakaway". Council saw no problem with the change and resolved to again SUPPORT the application.*

## 10/22 General Financial matters

### (a) To receive a report from the RFO.

Bank balances.

As at 16<sup>th</sup> January 2022 the bank balance was –  
Unity Current account £16652.69

A total of £315 income had been received since the last meeting which was a result of advertising and delivery revenues for The Pump-

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>	

It was now agreed between the RFO and The Pump that invoices would be issued for all Pump revenues and the RFO would issue receipts once the payments were received into the bank account.

As required by Council's financial regulations the RFO has completed a bank reconciliation for the quarter ended December 2021 and reported that the Council cash books and bank statements reconciled completely with no outstanding debtors or creditors as at 31 December 2021. The Chairman signed the reconciliation.

There were no substantive changes to the budget and the year-end surplus forecast remains at £3273. However, the Chairman commented that the costs of producing The Pump are set to rise with the larger editions and some cost increases for paper. He would like to see the budget for the year raised to £2000 and after some discussion the RFO undertook to make such a change.

The RFO commented that he had not received the VAT refund for 2020-21 and would investigate further.

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) To consider authorisation of payments.**

The following payments require authorisation-

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

All the above payments were agreed by Council. Following some discussion about the defibrillator Cllr. Fullwood mentioned the registration of defibrillators. The Clerk confirmed that the Risbury defibrillator was registered under the national scheme The Circuit.

**11/22 Lengthsman scheme**

The Clerk reported that progress was being made on the drainage aspects and the Lengthsman was undertaking visual checks and maintenance work as required. A meeting would be organised with the footpath officers, Lengthsman and Clerk to resolve the issues with the footpaths works order. The Clerk also explained the proposed reporting process for residents to report drainage defects they spotted whilst around the Parishes. An email address had been created – [drainage@hfspgroup.org.uk](mailto:drainage@hfspgroup.org.uk) -and publicity would be required to ensure a successful launch such as using The Pump, email lists, noticeboards etc. Cllr. Yair commented that perhaps the launch should await the proposed introduction of the new .GOV domain name so that publicity would not have to happen twice. The Clerk agreed that there was probably no real issue with delaying the launch now that the better weather was approaching and it was agreed that the process would be used as described when the new domain name was available.

**12/22 The Parish Pump**

As a final piece of business for the previous version of The Pump the Clerk had received a thank you letter from Ms Paxton thanking Council for the cheque in final settlement for the editions she had produced over the past few months.

**13/22 The Stoke Prior War Memorial**

Cllr. Fowler-Wright presented his paper on proposals for the War Memorial. He was keen to make rapid progress and have the memorial in use for the anniversary of the Battle of the Somme (1<sup>st</sup> July 1916), so a decision on the design and quotations was needed quickly. Opinions varied on the benefits of machine carved letters versus hand carved but the significant price difference was a deciding factor. Subject to obtaining a license the low stone trough was considered a good design with the machine carved plaques being an acceptable compromise. Cllr. Fowler-Wright wanted Council agreement to commissioning the agreed solution assuming the license could be obtained in

order to make progress and minimise delays. The options as laid out in Cllr. Fowler-Wright's paper were-

a) **Low stone trough** plus 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)

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) **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)

Additionally, whichever option was decided there would also be a cost for installation which was estimated at £1500-£2000.

Whichever option was chosen the estimated full cost would be around £5000 including installation. (The quotes listed above are in order of desirability).

Council resolved that expenditure of up to £5000 for the erection of the War Memorial was authorised with the final decision on which option being dependent upon the license and to be taken by the committee chaired by Cllr. Fowler-Wright.

Assuming that the memorial can be delivered in time for 1<sup>st</sup> July and a public event held there was some discussion on road closures for such an event. Cllr. Harrington's opinion (which he would check) was that on C and U roads a common-sense approach to traffic management was all that is required.

Cllr. Fowler-Wright then moved the discussion onto the sign post at the site. The sign post was a landmark in Stoke Prior and is in need of some restoration particularly compared with the proposed new memorial close by. However, the renovation of the signpost was a separate project which Council would consider in the future. The renovation could be linked to the memorial and a blacksmith has been asked to quote for an appropriate design.

#### **14/22 Matters for information and future business**

Cllr. Marsden reported that COVID had stricken the village school with years 5&6 currently at home and the head teacher has tested positive. Additionally, there had been a meeting at the school with an architect and LEA officer to discuss possible refurbishment. So far the Governors had not seen any plans but a decision on progressing is expected during March.

The Clerk reported that he had not yet secured a helper and Lynda Wilcox had offered help in finding a suitable candidate. However, the Clerk also reported that the last few months had been relatively quiet and the work required had been within the contract.

**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

The meeting closed at 9.25pm.

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

## Agenda item 23/22 Clerk's report

### COVID

After some weeks of falling cases there has been an upturn in case numbers both locally and nationally

<b>Cases in Herefordshire 795 (+39.7%)</b>	<b>Cases in Herefordshire per 100,000</b>	<b>412.3</b>
<b>Cases in England 222,852 (+33.0%)</b>	<b>Cases in England per 100,000</b>	<b>395.9</b>

The rise in cases has been attributed to an almost complete relaxation of COVID restrictions and the arrival of a new sub-variant of Omicron known as BA.2.

BA.2 looks like it is more transmissible than the current dominant variant (BA.1) but seems to be no more severe, mainly because of the protection of vaccinations. However, about 20% of Herefordshire residents are not yet vaccinated.

Hospitalisations are rising somewhat (101) in January but are below the peak of last Autumn. Patients are not showing such severe symptoms.

### Lengthsman

The drainage grant scheme for 2021-22 has been announced at last and grant applications will close on 1<sup>st</sup> April 2022. Please see the agenda item 27/22 in these papers for further information and recommendations for discussion and agreement.

The Clerk was contacted by a Risbury resident, Mr Steven Smith of Holly Barn to discuss drainage and flooding of the C1110 just east of Risbury. A site visit revealed that the ditch running along the south side of the road is in poor condition and flooding could at least be alleviated if it was improved.

Following discussion with the Chairman a works order was issued to the Lengthsman to dig out the ditch and report on any other problems discovered.

**Agenda item 25/22 Planning committee and planning applications/updates**

- (a) To note: updates on current planning applications, as contained in the agenda
- (b) To consider and comment on: three new applications received and to be determined by Herefordshire Council

**APPLICATION NO & SITE ADDRESS:** Planning Consultation - 220574 - Hollydene, Risbury, Leominster, Herefordshire HR6 0NQ

**DESCRIPTION:** Proposed demolition of existing detached store & replacement with new detached garage/store.

**APPLICANT(S):** Mrs & Mrs Hurcomb

**GRID REF:** OS 355988, 254896

**APPLICATION TYPE:** Full Householder

**APPLICATION NO & SITE ADDRESS:** Planning Consultation - 220363 - Meadowgate, Stoke Prior, Leominster, Herefordshire HR6 0ND

**DESCRIPTION:** Proposed detached garage.

**APPLICANT(S):** Mr M Jackson

**GRID REF:** OS 352329, 256531

**APPLICATION TYPE:** Full Householder

**APPLICATION NO & SITE ADDRESS:** Planning Consultation - 220132 - Wood Park, Stoke Prior, Herefordshire, HR6 0LF

**DESCRIPTION:** Erection of new 4 bedroom dormer bungalow to replace existing 3 bedroom bungalow and 1 bedroom annexe. The proposal also includes a new double garage to include a bike shed.

**APPLICANT(S):** Mr Martin Gwyn Hardwick

**GRID REF:** OS 351394, 255687

**APPLICATION TYPE:** Planning Permission

## Agenda item 26/22 General Financial Matters

### (a) Report from the RFO.

#### Bank balances.

As at 11<sup>th</sup> March 2022 the bank balance was-

Unity Current account £15784.38

Income received since last meeting as at 11 March 2022

Description	Receipt	Comments
Bowley Storage & Marketing Ltd	£135.00	Received 20 Jan 2022
Woodcut Tree	£47.00	Received 20 Jan 2022
Oven Wizards	£47.00	Received 9 Feb 2022
Lion Court Podiatry	£135.00	Received 16 Feb 2022
Certainly Wood	£73.00	Received 16 Feb 2022
A Allen	£73.00	Received 25 Feb 2022
Jackson Properties Ltd	£135.00	Received 28 Feb 2022
Grove Golf & Bowl	£135.00	Received 3 March 2022
<b>TOTAL</b>	<b>£827.00</b>	

- All the above payments are advertising revenue for The Pump. Total for the year so far including £255.00 recorded at the January meeting is £1082.
- Pump advertising revenue continues to arrive and but the RFO was sorry to note the resignation of Judith Burt as Advertising Manager. With the end of the year approaching there are a few financial loose ends to tie up and the RFO is working with Judith to close these items down.
- On 26 November 2021 a VAT reclaim for 2020-21 was made to HMRC for £2268.46. This payment has still not been received and the RFO is continuing to investigate

#### **Payments made since last meeting**

The following payments were agreed at the January 2022 meeting (minute reference 10/22) and have been made-

Description	Cost	VAT	Total	Authorised by
Clerk's salary December 2021	£313.06		£313.06	HFW & ZB
Clerk's salary January 2022	£313.26		£313.26	HFW & ZB
Autela payroll	£87.00	£17.40	£104.40	HFW & ZB
HMRC PAYE	£235.00		£235.00	HFW & ZB
CPRE Annual subscription	£36.00		£36.00	HFW & ZB
Barrington Print	£487.00		£487.00	HFW & ZB
The Defib Pad	£132.99	£26.60	£159.59	HFW & ZB

(b) Payments for authorisation

The following payments require authorisation by the meeting-

Description	Cost	VAT	Total	
Clerk's salary February 2022	£313.06		£313.06	
Clerk's salary March 2022	£313.26		£313.26	For payment 25 <sup>th</sup> March
HALC training event	£175.00	£35.00	£210.00	13 Jan 2022
HMRC PAYE	£234.80		£235.00	4 <sup>th</sup> quarter payment
D C Garden Services	£250.00	£50.00	£300.00	Scraping & clearing drain tops as agreed at November meeting
Barrington Print	£365.00		£365.00	The Pump printing costs 1 <sup>st</sup> issue
A M Drew	£108.00		£108.00	Refund to Clerk for purchasing two footpath maps from The Map Centre
Gwent web design	£155.00	£31.00	£186.00	Annual hosting & domain name charges
HALC	£479.92	£95.98	£575.90	Annual subscription (HALC & NALC) 2022/23

In totals these payments are for £2606.22 which takes annual expenditure to £11270.22.

**Financial year summary 2021-22 - Likely outturn at 31 March 2022.**

**Income**

Income currently is £18884 for the full year and is not expected to rise further. However, this is current account income which includes £4536 resulting from the closure of the Barclays savings account in November 2021. So a more representative income is £18884-£4536=£14348. The difference between this "real income" and the precept at £12289 is mostly due to Community Week surplus and Pump advertising.

Finally the outstanding VAT re-claim for £2268 will be shown as an outstanding credit item for the year pending resolution with HMRC

**Expenditure**

Expenditure for the year is currently £11270 including payments authorised by this meeting. There are likely to be outstanding items for the full financial year -

Lengthsman    £200.00+VAT (Ditch clearing Risbury)

Pump            £365.00 March printing

TOTAL           £605.

If this £605 is added to £11270 total expected expenditure proper to 2021-22 becomes £11875. This results in a surplus of £2473 for the year with a credit of £2268 still outstanding. No expenditure has yet been incurred on the War memorial, which as previously noted will absorb most of this £2473 surplus.

## Agenda item 27/22 Lengthsman

### **Scope of drainage scheme grant application.**

Herefordshire are again running a Lengthsman grant scheme for this year. The grant is running late and applications will not close until 1 April 2022 i.e. into next financial year. However, the grant will be assumed as for the current financial year (there will be another match funded scheme for 2022-23).

David Campbell the Parish Lengthsman has submitted a program of work that he suggests we should use as the basis for the grant application. The Clerk and the Chairman have discussed this program which is a comprehensive summary of maintenance work the Parish could usefully undertake. For Members' information this proposal follows at the end of this section.

In 2020-21 a similar exercise (on a smaller scale) of drain jetting and ditch clearing was undertaken and the results were mixed. It emerged that although such work solves some problems there were larger underlying issues which could not be corrected within the scope of the project and the overall improvement in drainage was negligible. So areas at Wheelbarrow Castle and The Heath for example still flood because the project did not correct the major issues with road crossing drains and soakaways.

These major issues will be expensive to correct but last year's project revealed what needed to be done. Balfour Beatty have been advised of all these defects but have made it clear that they do not have the funding to solve these problems and when asked for an update last month stated that all the work we reported has been removed from the program.

It now seems that the only way forward is to resolve these larger underlying issues using our own grant aided resources. In doing so the proposal is that we should aim to eliminate these important identified defects such that we can demonstrate a significant improvement to residents in a particular flooding blackspot. In Stoke Prior there are a number of issues but two stand out – Wheelbarrow Castle and The Heath area. Cllr. Harrington has pledged to find some funding for Wheelbarrow and it is proposed that Council focus its grant application on solving the longstanding problem at The Heath.

The problem at the Heath results from a cross road drain blocked by hedging roots. This prevents the flood water from surrounding drains passing under the road and into a soakaway which itself is believed to be silted over.

Following a discussion with Cllr. Bemand a proposal was developed to bypass the cross road drain by installing a new drain across a field to the Humber Brook. Unfortunately this excellent idea failed because of the initial rise in the field before the brook is reached meaning that the drain would have to be impractically deep. In discussion with a local resident (Mr Mather-Crane of Heath Barn) the proposal to dig a new soakaway on his property adjacent to the run of drains was developed and agreed. This would be easier, quicker and cheaper than opening the road to clear the existing drain.

It is recommended that-

1. The proposal from the Lengthsman is retained as an excellent plan for routine work during the next 12-18 months, and is suitable for match funding from Herefordshire in 2022-23.
2. That an application is made to Herefordshire for grant funding to create the new soakaway to resolve the problems in the area of The Heath.

Currently the Lengthsman is evaluating this proposal and will provide a price and feasibility report to support the grant application.

Follows is the proposal received from the Lengthsman for grant aided drainage work-

### **Quotation for Drainage Grant Works 2022**

Further to our earlier communications, please find below our quotation for the works suggested within the Group Parish as being required.

#### **Ditching works/digging out of grippers**

- ☑ Scraping of drain tops, reinstatement of grippers and digging out sections of ditches where appropriate from Ford Bridge into the village on C1112 road
- ☑ Scraping of drain tops on road from the village past the School on C1112 road
- ☑ Reinstatement of grippers and digging out sections of ditches where appropriate on Wickton Lane U94005
- ☑ Reinstatement of grippers on Church Lane U94005
- ☑ Scraping of drain tops, reinstatement of grippers and digging out sections of ditches where appropriate from the triangle in the village to parish boundary with Leominster on Stoke Prior Lane C1110
- ☑ Scraping of drain tops, reinstatement of grippers and digging out sections of ditches where appropriate from junction of C1055 then going through Risbury to Parish boundary at Maidenhyde on C1110
- ☑ Scraping of drain tops, reinstatement of grippers and digging out sections of ditches where appropriate on Enfield Lane U94010
- ☑ Scraping of drain tops, reinstatement of grippers and digging out sections of ditches where appropriate on Marston Stannett U94011
- ☑ Works to include use of mini digger/diesel

#### **Jetting/sucking out of road drains – these works will be carried out in conjunction with Mayglothing Waste Ltd.**

- ☑ Jetting of pipework and sucking out of road drains where applicable from Ford Bridge into the Village on C1112 road
- ☑ Jetting of pipework and sucking out of road drains where applicable from the village past the School on C1112 road
- ☑ Jetting of pipework and sucking out of road drains on Hill Top Lane U94005
- ☑ Jetting of pipework and sucking out of road drains from the triangle in the village to parish boundary on Stoke Prior Lane C1110
- ☑ Jetting of pipework and sucking out of road drains from the Drum Crossroads to where it meets the C1110 on C1055 road

☒ Jetting of pipework and sucking out of road drains from junction of C1055 then going through Risbury to Parish boundary at Maidenhyde on C1110

☒ Jetting of pipework and sucking out of road drains from junction with C1110 to Parish boundary on Bowley Lane C1113

☒ Jetting of pipework and sucking out of road drains on Enfield Lane U94010

☒ Jetting of pipework and sucking out of road drains on Poplands Lane U94009

☒ Jetting of pipework and sucking out of road drains on Marston Stannett U94011

☒ Disposal of liquids and solids as appropriate

Price for the above works to include hire of equipment (where specified), traffic management to include Stop/Go Boards and labour charge:

**£15,581.50**

**VAT @ 20% £3,116.30**

**TOTAL: £18,697.80**

## Agenda item 28/22 The Pump

The following update has been received from Councillor Fowler-Wright

### **The Pump report for PC Meeting 16/3/22**

The first full colour double edition was widely well received. Diverse contributions are building. The smart new look should attract both content and advertising for this community asset. Nevertheless, we should all keep in mind ways we can support it.

The editor Vicky Fraser has compiled and presented the new Pump really well. Judith Burt as advertising manager had started getting Advertisers on board but unfortunately she has said (28/2/22) she no longer wishes to perform the role. Margaret Brown has been terrific as an assistant editor and organiser of the distribution. Over 20 distributors ensure the Pump is a real community effort.

The more people who are involved in however a modest a way the stronger the Pump will become as a community voice and focus of unity.

The main immediate consideration going forward is the costs.

Some people might be wedded to the former regime of assembly and pricing but we live in a different world now that requires a more costly production to be fit for purpose.

The list of recipients of free copies has been updated and trimmed with some of the reduced number being asked to contribute £20 towards annual costs of posting their editions. (Previously some 25 copies were posted to ex or non-residents).

We are sticking with all colour format and slightly lighter central pages (115gsm v 130gsm). Paper prices have stepped up in the last year due to demand on top of supply challenges and inflation has hit printing costs.

We can revert to b&w inner pages but I strongly feel we have established an attractive – to residents and advertisers – newsletter and a backward step would be counter productive at this juncture in time. Trimming back on paper quality et al often only saves a few 10's of £'s per issue so is often disproportionately not worth it. We have developed a larger Pump with more contributors and variety I can not envisage the now regular coloured images of Pumpkins, Advent Windows, School activities etc not being included to enliven the readers experience, or appearing in black and white. So we have stepped up several gears and the Pump is delivering news, information and advice to a listening and increasingly engaging community.

Previously (Pym) charged some £110 per issue (additional capital fed in via A4 paper supplies, help assembling, postal costs) but we must remember this produced a newsletter that was not digitally compatible or enticing to a modern audience in both presentation and printing quality. It was

unsustainable and actually damaging and detrimental to the community standing and reputation. We already have over 20 residents giving their time freely to produce and distribute The Pump. A few more would be good but it gets increasingly hard to source volunteers. So paying for a professional printing service to give residents and advertisers a clear attractive newsletter and the volunteers a product they can feel proud to help with is the only viable way forward.

It is just a question of negotiating a sustainable way forward given we (the PC) are spending residents money and always have to be ready to justify such.

Barrington's remain the cheapest printers.

The first December/January double edition cost £487 for 400 copies of 32 pages.

The February edition cost £346 for 350 copies of 24 pages (historically monthly issues were 16pages) with slightly cheaper/thinner inner pages. This is in line with our projected cost of £350 for each full colour issue before we started.

The March edition was a higher cost (£495 for 360 copies) due to the War Memorial article.

At current costs the gross annual expenditure is a shade under £4,000 (£3,947).

The present total advertising income is £1,155. This obviously reduces the unit cost from about £1 per copy to nearer 75p for a newsletter which is some 50% larger than the Parish Pump.

Our initial aim was to try and break even. There is a strong desire to keep the advertising affordable and tempting to local businesses. So whilst advertising revenue streams will build they are not foreseeably going to achieve parity with printing costs at their existing levels. Long term I would like the nett cost to get to well below £2,000 (ie under 50p per copy) by increasing advertising rates although at some point this will be counter productive.

If anyone knows of potential advertisers including an organisation that would like to sponsor (get a front page banner) The Pump then do sound them out and pass on the information to [advertisingpump@hfspgroup.org.uk](mailto:advertisingpump@hfspgroup.org.uk)

Hugh Fowler-Wright

## Agenda item 29/22 Community Projects 2021-22

To receive this update from Cllr. Fowler-Wright on the War Memorial

War Memorial Report for PC meeting on 16/3/22

Balfour Beatty say they will issue the PC with a Licence to work on the War Memorial site but that it is a long complicated legal document. Allan Drew has formerly applied for this License and to have the road markings re-painted at the roundabout.

Planning Permission: We don't need. A massive short cut administratively.

I want to aim for a dedication ceremony on Friday 1<sup>st</sup> July – the anniversary of the first day of the Battle of the Somme. Iain Cholerton is coordinating this event with the Rev Celia Rees, Matt Lewis (head SP school), Colin Hales (bugler) and possibly some representation by Regiments.

The stone trough and 15 slate plaques for each of the known soldiers have been commissioned. Caitriona Cartwright says she will do her best to find the right stone and carve it by the beginning of June to allow installation.

Installation: Ideally in June although so far several people have declined to quote for the work so that remains a challenge.

We will apply for a road closure order for the installation and dedication but ultimately we can run both with common sense applied to H&S.

Smartening the signpost and signage to look becoming of a war memorial: I am on to my 6<sup>th</sup> bespoke sign post maker trying to get viable quotes for more suitable 'period' looking finger posts. However, all I can say so far is we could renew the present plastic reflective finger posts for about £600 but this would seem retrograde. Iain Cholerton has offered to help clean and possibly paint the main post.

Cultivation Licence to cut the grass: I will ask Allan Drew to apply for this once we have the War Memorial in place even though Balfour Beatty have shown little interest in the fact the site has been tended privately in recent years.

I hope by mid May that Caitriona has found her stone and is telling me it will be ready by early June and that an installer and sign maker are signed off to perform.

So far there has been plenty of really positive interest in and desire for this War Memorial including from Matt Lewis at the school. I remain hopeful that the article in March's Pump on the 15 soldiers will yield some more biographical information especially on the 2 soldiers who died during WWII who we only know by name – Hubert Parker and S Preece.

Hugh Fowler-Wright

### Agenda item 30/22 Clerk remuneration

On 4<sup>th</sup> March HALC announced that new pay scales had been agreed for clerks and similar local government grades with effect from 1<sup>st</sup> April 2021.

The Clerk's hourly rate will rise from £11.30/hour to £11.50/hour. This will increase the pay bill of the Council by £83.20 per annum, with a back payment calculated from 1<sup>st</sup> April 2021 of approximately the same level.

### Agenda item 33/22 Matters for information and future business

EMAILS CIRCULATED TO COUNCILLORS		
Number	Title	Date circulated
1	Herefordshire Local Plan 2021-2041 Strategic Spatial Options Consultation	24/01/2022
2	Talk Community Newsletter 21 January 2022	24/01/2022
3	5 Months until the Queen's Platinum Jubilee	24/01/2022
4	Briefing for the week ending Sunday 23rd January 2022	24/01/2022
5	HALC Information Corner	12/03/2022
6	The Rural Bulletin - 1 March 2022	12/03/2022