
Humber, Ford & Stoke Prior Group Parish Council

Chairman:
Cllr. Hugh Fowler-Wright
The Cider Mill
Humber
Herefordshire HR6 0NE

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

email chairman@hfspgroup.org.uk

☎ 01885 400712
email clerk@hfspgroup.org.uk

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

**Wednesday 17th May 2023 at 7.30pm
in Stoke Prior Village Hall**

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

10th May 2023

Allan M Drew
Clerk to the Council

AGENDA

First business

42/23 Election of Chairman

- (a) *To elect:* a Chairman for 2023-24.
- (b) *To receive:* the elected Chairman's Declaration of Acceptance of Office

43/23 Election of vice-chairman

To elect: a vice-chairman for 2023-24

44/23 Apologies for absence

To receive: any apologies for absence.

45/23 Declaration of interests and dispensations

- (a) *To receive and record:* any declarations of interest in agenda items in accordance with the Council's adopted Code of Conduct.
- (b) *To consider:* any applications for dispensations from the rules on participation by members with a disclosable pecuniary interest, in accordance with Standing Order 25.

46/23 Minutes of the last meeting

- (a) *To approve:* the minutes of the Ordinary Meeting held on 15th March 2023
- (b) *To note:* any matters for report arising from the minutes not covered elsewhere on the agenda.

47/23 Chairman's Announcements

To note: any announcements from the Chairman.

48/23 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 answer questions from councillors. At the discretion of the Chairman such participation may be permitted under the relevant agenda item.

Annual business – previous year

49/23 Annual reports 2022-23

- (a) *To receive:* a report from the past-Chairman.
- (b) *To receive:* a report from the Clerk
- (c) *To receive:* reports from representatives on the Village Hall Committees.
- (d) *To receive:* reports from PROW officers.

50/23 Statement of Accounts and Annual Return for 2022-23

- (a) *To consider:* a report from the Responsible Financial Officer
- (b) *To approve:* the Statement of Accounts for the year ended 31 March 2023
- (c) *To approve:* the Bank Reconciliation Statement for the year ended 31 March 2023
- (d) *To consider:* the Internal Audit Report and checklist
- (e) *To approve:* the Annual Governance Statement for year ended 31 March 2023
- (f) *To approve:* the Accounting Statement for the year ended 31 March 2023
- (g) *To note:* the accounts for 2022-23 will be subject to a Limited Assurance Review by the external Auditor as Council income/expenditure for the year is above the £25,000 threshold.

Annual business – review of current regulations and policies

51/23 Review of Standing Orders

To report: the Standing Orders (2013) have been kept under review and amendments adopted in March 2014, December 2014, July 2017, July 2018, March 2019 and July 2021.

52/23 Review of Financial Regulations

To report: the Financial Regulations (2016) have been reviewed by the Responsible Financial Officer and no amendments are proposed.

53/23 Review of Council procedures and policies

To report: the Clerk has reviewed Council's policies

Annual business – forthcoming year

54/23 Allocation of portfolios to Councillors

Each Councillor to take a lead role in an aspect of the Council's business. Suggested roles are-

Finance
Community engagement
Planning, Stoke Prior
Planning, Humber
Drainage, Stoke Prior
Drainage, Humber
PROWs Stoke Prior
PROWs Humber
Pump liaison
Road Safety
Technology

55/23 Review of assets, risk assessment and insurance

- (a) *To receive:* the list of fixed assets
- (b) *To receive and approve:* an updated Risk Assessment and Management document
- (c) *To receive and consider:* the RFO's report and recommendations on Insurance

56/23 Committees and membership 2023-24

- (a) Planning Committee
To consider: the appointment of members (Chairman and vice-Chairman ex-officio and four other councillors) to the Planning Committee for 2023-24, with the remit of determining the Council's comments on planning applications (see Standing Order 32).
- (b) Community Week Committee
To consider: the appointment of members to Community Week Committee, with the remit of organising Community Week.
- (c) The Lamb Working Group
To consider: membership and purpose of the Lamb working group.
- (d) War Memorial Working Group
To consider: retiring the present working group as the War Memorial has been completed
- (e) Finance Working Group
To consider: the appointment of members (RFO and two councillors) to the standing Finance Working Group for 2023-24, with the remit of advising the Council on (i) the draft budget for the following year, and (ii) the annual review of internal control procedures as required by audit regulations

57/23 Membership of other bodies, representatives and portfolios 2023-24

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

58/23 Dates of meetings for 2023-24

To receive and approve: meeting dates for the following year:
Wednesday 19 July 2023, Wednesday 20 September 2023, Wednesday 15 November 2023,
Wednesday 17 January 2024, Wednesday 20 March 2024, Wednesday 15 May 2024 (Annual Meeting)
all at 7.30pm.

Ordinary business

59/23 District Councillor

To receive: a report from Cllr Baker.

60/23 Planning Committee and Planning updates

- (a) *To consider for comment:* new applications

Ford & Stoke Prior
230934, Stoke Haven, Normans Lane, Stoke Prior
proposed single storey side extension.

Proposed Certificate of Lawfulness for a
Comments not required.

230829, Land at Heath Farm Stoke Prior
to planning permission 181844 (proposed new dwelling) - to change cladding of garage/workshop walls from timber shiplap to the same brick as house.

Proposed non-material amendment
to change cladding of garage/workshop walls
Approved with Conditions
(Comments not required)

Humber

There are no new applications

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

Ford & Stoke Prior

230076 Ashwood House, Stoke Prior.
home office above.

Proposed detached garage to include garden room with
Approved with Conditions.

- 224117 Wood Park, Stoke Prior** Erection of new 4 bedroom dormer bungalow to replace existing bungalow and annexe. **Undecided.**
- 223610 Land north of Bowley Court farm** Change of use from a water storage lagoon to a water and anaerobic digestate storage lagoon (retrospective). **Undecided.**
- 221781 Highfield Cottage, Stoke Prior, HR6 0LW** Proposed two storey extension and detached cart shed (3 bay garaging). Access track and entrance to road to C1055. **Undecided.**
- 204230 Priory Farm, Stoke Prior, HR6 0ND** : Proposed alterations and development of existing equine facilities to form a new indoor arena, stabling and an essential worker's dwelling **Refused.**

Humber.

- 212600 - Land adjacent to Risbury Cross Cottage, Risbury HR6 0NG**
Approval of reserved matters following outline approval 181648 (residential development of 6 houses). **Undecided - on hold due to phosphates**
- 212473 Dev 1 Land adjacent to Risbury Cross Cottage Risbury HR6 0NG**
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- on hold due to phosphates.**
- 211802 - Land at Gob's Castle Risbury Leominster Herefordshire**
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**

61/23 Community Week Committee

To receive: a report from the Community Week committee

62/23 General Financial Matters

To approve: the authorisation of payments

63/23 Lengthsman

To consider: renewal of Lengthsman contract for 2023-24

64/23 To maintain the General Power of Competence by Resolution

65/23 Current projects

To receive: any updates on current projects

Environment	Cllr Yair
Website development	Cllrs. Yair & Marston
Welcome Pack	Cllr. Fullwood

66/23 Co-option to Council vacancies

Following the May election there are three unfilled Councillor vacancies – two in Humber and one in Stoke Prior. Council must move to fill these vacancies without delay (and within 35 days from polling day) to prevent the principal authority taking action to fill these vacancies. Under Representation of the People Act 1985 s.21 Council can now move immediately to co-option and residents may not claim the usual by-election.

Council should resolve to start the co-option process immediately.

67/23 Matters for information and future business

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

The chairman will close the meeting.