



**ORDINARY MEETING**  
**7.30pm 12<sup>TH</sup> JULY 2023**  
**RISBURY VILLAGE HALL**

**MEETING PAPERS**

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# Humber, Ford & Stoke Prior Group Parish Council

*Chairman:*  
Cllr. Hugh Fowler-Wright  
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Councillors are summoned to the meeting of the Group Parish Council to be held on

**Wednesday 12<sup>th</sup> July 2023 at 7.30pm  
in Stoke Prior Village Hall**

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

4<sup>th</sup> July 2023

Allan Drew, Clerk to the Council

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## AGENDA

### **68/23 Apologies for absence**

*To receive:* any apologies for absence.

*To consider, if necessary:* excusing absence of members to the following meeting.

### **69/23 Declaration of interests and dispensations**

*To receive and record:* any declarations of interest in agenda items in accordance with the Code of Conduct adopted in July 2021.

*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.

### **70/23 Minutes of the last meeting**

*To consider:* approval of minutes of the annual meeting held on 17<sup>th</sup> May 2023

### **71/23 Co-option to Councillor vacancies**

*To conduct:* interviews and possible appointment of applicants to the three vacancies on the Council

### **72/23 Matters for report arising from the minutes not covered elsewhere on the agenda.**

*To note:* any matters.

### **73/23 Chairman's announcements**

*To note:* any announcements from the Chairman.

### **74/23 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 ask or answer questions. At the discretion of the Chairman such participation may be permitted under the relevant agenda item.*

## 75/23 District Councillor's report

*To receive:* a report from Ward Councillor Bruce Baker.

## 76/23 Planning Committee and planning applications update

(a) *To consider:* new applications

**Ford & Stoke Prior** There are no new applications

**Risbury** There are no new applications

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

### **Ford & Stoke Prior**

**224117 Wood Park, Stoke Prior**  
bungalow and annexe.

Erection of new 4 bedroom dormer bungalow to replace existing  
**Approved with conditions**

**223610 Land north of Bowley Court farm**  
anaerobic digestate storage lagoon (retrospective).

Change of use from a water storage lagoon to a water and  
**Undecided.**

**221781 Highfield Cottage, Stoke Prior, HR6 0LW**  
shed (3 bay garaging). Access track and entrance to road to C1055.

Proposed two storey extension and detached cart  
**Refused**

### **Risbury.**

**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**

## 77/23 General Financial Matters

*To receive:* a report from the RFO

*To consider:* payments for authorisation

*To receive:* budget update and qtr. 1 bank reconciliation

## 78/23 Lengthsman

*To receive:* update on Lengthsman/PROW work, including updates on SP1 & SP35

*To consider:* any work required in the Group Parishes

## 79/23 Speeding on the A44 in the area of Steens Bridge and traffic matters throughout the Parishes

*To receive:* a report from Cllr. Marston on improvements suggested for A44 speeding in the area of the Drum

*To consider:* any next steps Council should take to improve road safety around Steens Bridge area

## 80/23 Updates on current projects from project sponsors

*To receive:* updates from project sponsors-

Cllr. Yair – Environment

Cllr. Yair – new Council website

Cllr. Fulwood – Welcome pack

**81/23 Allocation of responsibilities to Councillors**

*To consider:* filling remaining vacancies on Council committees & representatives

*To consider:* allocating lead roles for Council business areas (Finance, planning, drainage etc.)

**82/23 Update on The Lamb Inn**

**83/23 PROWS crossing livestock areas**

*A discussion:* led by Cllr. Thomas

**84/23 Matters for information and future business**

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

**Date of next meeting**

*To note:* the next scheduled meeting (the Annual Meeting) will be on Wednesday 20<sup>th</sup> September 2023 at 7.30pm in Stoke Prior village hall

The Chairman will close the meeting

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# Humber, Ford & Stoke Prior Group Parish Council

## Draft Minutes

of the Annual Meeting of the Group Parish Council

Wednesday 17<sup>th</sup> May 2023 at 7.30pm in Risbury Village Hall

Present: Cllr. Ken Bemand Cllr. Hugh Fowler-Wright (Chairman)  
Cllr. Tim Yair Cllr. Richard Thomas  
Cllr. Jeanette Fulwood Cllr. Anne Grace  
Cllr. Chris Marston Cllr. Richard Collins

Ward Councillor: Bruce Baker

Clerk & RFO: Allan Drew

2 residents were present – Mr Iain Cholerton and Mr Philip Brown

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### First business

#### 42/23 Election of Chairman

*To elect:* a Chairman for 2023-24.

Cllr. Fowler-Wright was proposed for Chairman for 2023-24 and was duly seconded and elected unanimously. He then signed his Acceptance of Office.

#### 43/23 Election of vice-chairman

*To elect:* a vice-chairman for 2023-24

Cllr. Marston was proposed as vice-Chairman for 2023-24. He was duly seconded and elected unanimously.

#### 44/23 Apologies for absence

All eight Councillors were present

#### 45/23 Declaration of interests and dispensations

None requested nor received

#### 46/23 Minutes of the last meeting

The minutes of the meeting held on 15<sup>th</sup> March 2023 were agreed and signed by the Chairman.

The Clerk asked for Cllrs. Yair and Marston to sign application forms to become signatories to the bank account.

#### 47/23 Chairman's Announcements

The Chairman announced that-

- Mike Hayward was progressing ((independently of Council) provision of a defibrillator for Stoke Prior.
- The tree warden, Jenny Ellerton, had held an event recently and requested that the Parish Council pay for the use of the SP village hall which was agreed.
- Ian Godding had repaired the damage to the War Memorial
- The finial was fitted today so the War Memorial project is now completed.
- He intends to form a working group with the PROW officers to produce a booklet for trails around the Group Parish. Other Councillors are welcome to join and Cllr. Grace said she would be pleased to be involved

## 48/23 Public participation

Mr Cholerton queried the completion of the War Memorial and the Chairman agreed that two additional names were being prepared for addition- Hubert Parker, Royal Scots, Died March 1945 aged 20. S. Preece with no further details currently known. In answer to a question from Cllr. Thomas the Chairman confirmed that the Memorial would commemorate any deaths of service men and women in any conflict.

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## Annual business – previous year

### 49/23 Annual reports 2022-23

a) *To receive:* a report from the past-Chairman.

The Chairman reported on notable issues and events from the past 12 months-

- Planning applications had been unusually subdued, probably due to the phosphate issues and the financial climate.
- The War Memorial was completed and commemorative events held on 1 July and 11 November.
- Projects to re-build the Parish website and create a welcome pack for new residents are well underway.
- A climate emergency has been declared and environmental policies are being developed. A successful Wildlife Café had been held and a Pump wildlife group had been formed by Jenny Ellerton.
- The Lamb Inn remains a facility that Council would like to see as a thriving Inn but presently Council is ensuring via planning enforcement that the Inn operates within its legal remit.
- The death of Ms Pym Paxton highlighted the importance of volunteers to community life. Ms Paxton's involvement across a wide range of voluntary activities over her life was remarkable.
- He thanked all volunteers for their contributions including Parish Councillors and Councillors Stovold, Wilson and Jackson who had chosen to retire at the last election. Other greatly valued voluntary activities included the Pump, running the village halls, community week and the three churches. The tree warden, PROW officers and litter collectors do sterling work and the Chairman thanked all those volunteers who contribute so much to community life.

(b) *To receive:* a report from the Clerk

The year 2022-23 has been one of considerable change for this Council. In May 2021 at the last Annual Meeting the long-standing Chairman Cllr. Will Jackson stepped down and was succeeded by Cllr. Hugh Fowler-Wright, the vice-Chairman. Cllr. Jackson had served as Chairman since May 2013 and as a Councillor for some years before that. Cllr. Jackson will be long remembered in this Parish for his huge contribution to the community, the most significant perhaps being overseeing the creation of a most successful Neighbourhood Development Plan. He did not stand for re-election in May 2023 elections and Council will miss his wide experience and wise guidance. We wish Will all the best in his future endeavours and thank him for all he has done in and for the community.

Since May 2022 three other Councillors have retired, Cllr. Zoe Burge resigned in November 2022, and Cllrs. Gill Stovold and Stephanie Wilson decided not to stand for re-election in May 2023. All three Councillors contributed many years of their time – in Steph's case she was on the Council for 18 years - supporting the community and the Council and we thank them all for their commitment.

Council welcomed a new Member in February 2023 – Mrs Anne Grace was co-opted to replace Cllr. Burge. Anne is no stranger to local government having been involved in local politics before she moved home into the Group parish. However, following the election there remain three vacancies which Council will have to fill by co-option within the next few weeks.

2022 was also the year that a major Council project, the War Memorial was completed. The Memorial is an important project, mostly for what it commemorates but also because it represented the Council getting back to community projects after the COVID years. Its success must have given Members an appetite for community projects because in 2023 three new projects were launched -Environmental improvement, Website re-engineering and a Welcome Pack for new arrivals in the Parishes.

All this activity has been reflected in the finances which, for the first time, exceeded the £25,000 threshold on expenditure and so have to be examined by the External Auditor.

Other successes include the award of a drainage grant from Herefordshire Council which has been used to good effect in resolving the flooding problems at The Heath. The other notorious flooding area at Wheelbarrow Castle has recently received attention from Balfour Beatty and now seems to be

performing much better although the Locality Steward tells me there is still work to do in at least one drain there.

Finally, I wish to record my thanks to John Harrington, our Ward Councillor for the past four years. John supported us at our meetings and represented us well with the Herefordshire officers and was a key person in getting grant funding to enable the improvements we have been able to make. John lost his seat at the election and we wish him well for the future and look forward to working with his successor Cllr. Bruce Baker whom we know from his term during 2015-19.

*(c)To receive:* reports from representatives on the Village Hall Committees.  
The Clerk read reports from the Council representatives-  
Stoke Prior village hall – Mrs Gill Stovold

It has been a positive, Covid-free year, for which the Committee are grateful and heartily relieved!

In July 2022, the Committee hosted and catered for the buffet lunch for over 30 guests, following the War Memorial Dedication. All in all, a splendid event to which Hugh Fowler Wright, Chairman of the PC, deserves considerable credit.

The summer typically sees the hall closed for VH committee led events. The hall cannot boast outdoor entertaining space, and alternative venues favoured to take advantage of the summer weather- or not!

September kicks off our Flicks season, which runs monthly, until May.

To enhance the Flicks experience, whilst also increasing the net revenue from these monthly screened events, and an attempt to to keep pace with the rapidly escalating **costs** for running the hall, it was decided to offer a hot meal, with vegetarian option, on a pre-paid and booked ticket.

Our Flicks only ticket rose from £5 to £6 in October 2022.

Food was served every month from October until May of this year. The exception to hot food, being our hugely successful vintage high tea, served in conjunction with the second Downton film, at a January matinee. Despite Baltic weather, our audience of 58 were in fine spirits and ate very well!

The Committee are pleased with the revenue increase generated monthly from including food with the film. Pre-booking and payment ensuring optimisation in all respects.

As a result, there has been an increase from an average of £30 net profit for the previously film only screening, to an average of £120 per screening. The food is very reasonably priced, reflected by the average of 35 meals being served each month.

However, this has only been achieved through the Committee catering at home, with the hot food being delivered and served in the hall — a military operation!!

A major commitment indeed, which the Committee look to replicate during the forthcoming Flicks season.

As our supporters have commented, The Flicks Event has become a real social occasion, with an average of 35 diners and 5 audience who book for the film only, enjoying the evening.

On October 16\* 2022, the hall was used for the SP Harvest Lunch. This event, catered for and hosted by the SP&F PCC.

The SPVH Committee offer the hall free of charge to the PCC for this all day community event, with proceeds going to the church coffers.

In addition to the monthly Flicks, an evening lecture on Berrington Hall, by SP resident Paul Beard, was much enjoyed and appreciated in February. The Committee providing cheese and wine in the interval. It is hoped that we might create a lecture series, whereby other local residents, may be willing to tell us about their interest/hobby, during our new operating season, starting in September.

A music Quiz will take place on October 13\* this year. Unfortunately, it was not feasible for the PC to host their planned Energy Cafe in the Spring. This is only a delay, the PC will look to the Autumn to run this event.

Returning to hall running costs and maintenance as briefly mentioned.

The summer 2022 closure allowed for planned electrical installation works to be completed. The hall electric heating system, now operating on a 2 hour time cycle, operated from one switch. In addition, two thermostats have been installed. The thermostat can be adjusted, within each two hour period, to regulate the room temperature for user comfort.

Aside from assisting with compliance to improve environmental heating systems, by installing thermostats in public buildings, **this avoids unintentional use.**

Unfortunately, during the Christmas/New Year period 2021/22, one heater was inadvertently left on by one of our user groups, survey for 23 days.

The result of this action, an additional cost to our anticipated electricity bill of £250. Rather than embark on a witch hunt, the Committee agreed that this cost would be absorbed by using SPVH funds to repay this overspend.

It is important to point out that the 6 heaters in the main hall remain unchanged, and have the same heat output as they have always had. **The heating system in this regard, has not changed.**

In addition to our electric and water charges, buildings insurance costs have risen for this operating year by over 40%, to £1200.

Further costs are incurred in compliance of health and safety regulations, with twice year checks and an annual service of our fire alarm and emergency lighting systems. The lighting systems are for both inside the building and external, to ensure safe entry and exit from the building at night, and in the event of a power outage, all lights default to battery operation. This year saw the mandatory 5 year full electrical survey. I can report that the hall systems passed and are certificated accordingly.

The fire alarm is tested weekly, the main health and safety check, to include lighting systems, made monthly by a Committee member. All Committee members are tasked specifically. Decision making, a group task!

Given the inflationary climate we now live in, the Committee reviewed the annual hall running costs in October 2022, and it was unanimously agreed, that the hall hire rate should increase.

**It is important to point out that the hire rate of £6 per hour for SPVH, had applied for in excess of 10 years.**

After discussion and examination of other local hall hire rates, to include Risbury and Pudleston, a new rate of £10/hour for Parish users, and £12 for external users, was thought fair and realistic, and came into effect in November 2022.

We thank those users who have graciously accepted this increase with understanding. One monthly user group has decided to not to accept this increase, and have gone elsewhere in the Parish. It is a free market economy!

As the retiring PC representative to the SPVH committee, I would like to thank the members of the hall Committee, their spouses and partners, and some very reliable souls, who have ably assisted us during the last year. Running the hall, providing a social hub, whilst continuing to maintain a compliant and safe environment for our users, is paramount to the Trustees. This requires a generous commitment of time and effort from what is, a small Committee.

In conclusion, to all those from within the Parish and beyond, who have supported and contributed to our various events during the last year, and to those who have independently used the hall, we sincerely thank you, and hope you will continue to support SP Village Hall in the coming year.

GCS  
May 2023

#### Risbury village hall

After all our refurbishment last year, Risbury Village Hall has held many more events this year, starting with a barbecue last June, followed by a pub night in September, our wonderful Oompah music Oktoberfest in October, carols in December, Burns Night in January (complete with our own piper and all the trimmings), an April Fool's day quiz and culminating with a very successful and inclusive Coronation Pub Night earlier this month.

Meanwhile we have painted the inside of the hall, weatherproofed the cladding on the outside, installed more efficient lighting and installed Gigaclear broadband.

Our secretary, Chris Lawley, stood down this year after forty years' service to the Village Hall, for which we cannot thank her enough. We are delighted to welcome back Gene Clark (former chairperson) to take her place. But we still need more volunteers for our committee, so we can continue with a busy programme.

Margaret Brown

(d) *To receive:* reports from PROW officers.

PROW reports have been received from the Humber FPO (Philip Brown), the Ford & Stoke Prior FPO (Mike Hayward) and Bridleways Officer (Iain Cholerton). These reports are too extensive to be recorded here but are available in full on the Parish website. However, summaries of defects contained in the reports are relatively brief and are shown here-

## Humber footpath defects

Appendix 1: Current list of defects. Humber Parish footpaths, May 2023

Status	PROW	Location	Date of defect	Work needed	Landowner	Progress
Contact landowner	HU2	Gate 1	May 2021	Signpost fallen and gate off hinges	Risbury Mill	Outstanding since 2021
Contact landowner	HU3	From SW end to Stile 4	Pre 2018	Route not in accordance with Definitive Map and no informative signage	?	
Contact landowner	HU3	Stile 1	2022	Overgrown, wobbly.	?	
Contact landowner	HU3	Stile 1 to Bridge 2	May 2023	Path overcropped and field margin inadequate/	?	
Repair	HU3	Bridge 2	May 2021	New waymarker needed.	?	Inaccessible
Repair	HU3	Bridge 2	May 2021	Plank on bridge rotten.	?	
Monitor	HU3	Stile 6	May 2021	Stile completely broken but by-assable.	Buckland Farm	
Diversion / repairs	HU3	Stile 6 to Stile 7 along bank of Humber Brook at Humber Close.	May 2021	Path obstructed by fallen trees and vegetation: DANGER to users by brook.	Stonewater Housing?	Diversion requested 2022 – no progress since.
Repair	HU5	Stile 2	May 2023	New waymarker needed	Buckland Farm	Footpaths Officer to do.
Repair	HU6	Stile 1	May 2023	Stile broken	Buckland/Stirbridge Farms	Lengthsman to replace?
Monitor	HU6	Stile 4	May 2023	Stile overgrown but gate available.	Buckland Farm	
Contact landowner	HU6	Stile 6	Aug 2018	Stile fallen May 2021. By-passable with difficulty though old gate.	Buckland Farm	Emailed Landowner 2018. 2019, 2022
Contact landowner	HU6	Between Stile 9 and Humber Close	May 2021	Route overcropped.	Buckland Farm	
Monitor	HU7	Gate/Stile 1	Pre 2018	Stile overgrown but open entrance	Hennerwood	
Monitor	HU7	Gate 2	Pre 2018	Gate doesn't open fully and overgrown	Hennerwood	Open access available nearby
Contact landowner	HU7	Route from Gate 2 to Gate 4	May 2021	Route overcropped and path around field passable with difficulty	Hennerwood	May 2023 – route difficult
Contact landowner	HU12	Gate 3	May 2023	Hazardous barbed wire near twine closing gate.	Risbury Court Farm	
Contact landowner	PG12	Stile 4 to Stile 5	Pre 2007	Route obstructed by woodland/spoil heap.	Great Marston Farm	Landowner agreed to work, 2018 and 2023.

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## Ford & Stoke Prior– List of Defects May 2023

Status	PROW	Location	Grid Ref	Date Defect reported	Defect description	Work Needed	Landowner	Progress
Not useable	SP1			2018	Landslip has caused RoW to disappear	To be agreed		
Needs attention	SP10				RoW blocked/impeded by fallen trees	Fallen trees need to be removed	Mrs J Jackson	
Needs attention	SP21				Rotted/broken finger post	Replace post		
Needs attention	SP4				Locked gate	Gate to be opened or stile installed	Mr Thomas?	

SP1 was the subject of considerable debate given that the PROW has disappeared through a landslip and is a key link out of the centre of Stoke Prior to other paths leading around the Parishes. Philip Brown recounted his experiences of SP1 and had concluded that the work required to restore SP1 was probably impractical. Although the width of this problem is not great (about 20m) the gradient makes restoration quite a major undertaking. Although technically this problem is the landowner's responsibility the size of the problem probably places it well beyond the

resources of the owners. Despite these difficulties the legal position is that the path cannot be extinguished so the only alternatives are a repair or a diversion. Cllr. Fulwood suggested a possible diversion and other Councillors were prepared to survey the problem to determine just how big an issue a sensible repair might be.

In conclusion the Chairman agreed to visit the site with Philip Brown and Mike Hayward (and any interested others) and assess possible solutions.

Flooding on footpaths was a seasonal problem and there was no clarity on how far landowners could be expected to go to solve such problems.

SP8 had an overgrown footbridge close to St Luke's church which in the opinion of Cllr. Bemand should be left well alone, because if anyone were to walk on it, it would likely collapse! The Clerk undertook to report the bridge to Herefordshire Council for inspection.

On bridlepaths the flooding problems on PG11 were similar although in the past year the size of the water hazard had reduced somewhat. However, the landowners are now in dispute and the problem has been escalated to Herefordshire Council. SP12 land ownership was clarified with Cllr. Bemand owning part and Mr Philip Evans the remainder. Mr Cholerton thanked the Lengthsman for excellent work on SP17 between The Witssets and Wicton Lane. The remaining issues are more minor with improvements to gates required.

Cllr. Bemand tackled the issue of how much water was present in some areas as a contributory factor to flooding on some of the footpaths. It is possible that some ditches in the area of Old Hall had been filled in at some point leading to this excess water. Cllr. Fulwood commented on the drainage problems on SP12 close to Normans Farm and suggested that the ditches in that vicinity had not been cleared out for years.

The Chairman thanked the PROW officers for their work through the year and their illuminating and comprehensive reports.

Bridleways – List of Defects May 2023

Version: 16<sup>th</sup> May 2023

Status	PROW	Location	Grid Ref	Date Defect reported	Defect description	Work Needed	Landowner	Progress
Needs attention	SP28	28.1	531554	2018	Latch not closing on metal gate	Re-set/adjust latch	K.Bemand	
Needs attention		28.2	527554	2019	Latch not opening	Latch to be fitted correctly	K.Bemand	
Needs attention		28.3	517554	2019	Rope operated?	Can closure be improved?	Mrs Jackson	
Needs attention		28.4	515552	2019	Gate too low. Difficult to open	Gate upside down? Improve opening	Mrs Jackson	
Needs attention	SP12	SP12.2 - SP12.3	523556	2022	Deeply rutted path between gates	Ask landowner to improve surface	Phil Evans Blacksmith's Lane	
Needs attention	HU4	HU4.5, HU4.6, HU4.7, HU4.8	4.5 – 545563 4.6 – 546565 4.7 – 549566 4.8 – 552567	2017	Gates difficult to open and often chained	Investigate why difficult to open. Can chain be removed?	Mrs Kay Thomas, Buckland	
Needs attention	HU10	HU10.2- HU10.3	549551 - 550552		Very muddy. HU10.3 rotten gate.	Gate needs repair/replaced	N/K but probably first house on Poplands lane on the right	
Needs attention	PG11	PG11.2	564557	2022	Landowner dispute. Escalated to HFC		Owners Sheepcote, farmed by Tim Parry Burnt Mill Farm	
Needs attention		PG11.6	571552	2017	Chained, difficult to use	Survey to see if could be improved	Ian Gardner	
Needs attention		PG11.9	578549	2022	Way marker required	FPO to fit	Rob Pugh	
Needs attention		PG11.11	581546		Flooded	Dig small soakaway?	Rob Pugh	

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

(a) *To consider:* a report from the Responsible Financial Officer

After 2021-22 being declared “unremarkable” in this report the same cannot quite be said for 2022-23.

Key points are-

- The precept for 2023-24 was increased from £12289 to £15000. This was the first increase since 2019 and represents an increase in line with inflation over that period.
- Nearly every year since 2018 a surplus has been banked, amounting to £9147 over the period. That trend was reversed in 2022 when a deficit of about £11000 was recorded. (The “real” deficit is rather lower when the drainage grant refund and the VAT reclaims are accounted for since they total about £7100, making the real deficit about £3900). This deficit arose from the costs of the War Memorial and The Pump which marked a welcome return to community projects. Assuming reserves are adequate there is no merit in taxing the community only to bank a fair proportion of that taxation as an annual surplus. In the current year the surplus is likely to be about zero but some significant projects should be completed
- A drainage grant of £4339 was received and used to resolve the longstanding drainage problems at The Heath and also to carry out important annual maintenance work on Parish ditches.
- Due to the high expenditure in 2022-23 the VAT reclaim was significant at £2105 and was received in April 2023.
- As a measure of financial activity the RFO has recorded the following number of transactions in the Council accounts over the years-

Year ended	2018	2019	2020	2021	2022	2023
Transactions	72	62	74	49	82	122

- This high level of financial activity has resulted in Council exceeding the arbitrary threshold of £25,000 for expenditure which means that the accounts are subject to a Limited Assurance Review by the External Auditor

(b) To approve: the Statement of Accounts for the year ended 31 March 2023

<b>Humber, Ford &amp; Stoke Prior Group Parish Council</b>				
<b>Statement of Accounts 2022-23</b>				
		Note	Year ending	
			31 March 2022	31 March 2023
1	Precept	1	12289.00	12289.00
2	Pump Advertising	2	1088.00	575.00
3	Pump Postage	3	60.00	40.00
4	Grants	4	0.00	0.00
5	Other Income	5	54.27	115.12
6	VAT Reclaim	6	2268.46	0.00
7	CW Fundraising	7	862.81	2070.18
8	Other Projects	8	0.00	2080.00
9	<b>TOTAL INCOME</b>	9	<b>16622.54</b>	<b>17169.30</b>
<b>EXPENDITURE</b>				
10	Clerk	10	3758.12	4403.50
11	Administration	11	520.85	445.88
12	Insurance, audit, professional	12	697.36	887.38
13	Website & IT	13	321.99	155.00
14	Hire of Halls	14	216.00	200.00
15	Training and development	15	175.00	0.00
16	Equipment	16	132.99	1065.22
17	Maintenance	17	0.00	0.00
18	HMRC	18	939.40	733.60
19	Other	19	86.00	86.00
20	<b>DAY TO DAY EXPENDITURE</b>	20	<b>6847.71</b>	<b>7976.57</b>
<b>PROJECTS</b>				
21	War Memorial	21	0.00	5678.34
22	Parish Pump	22	2128.06	4260.34
23	Lengthsman	23	1570.56	6270.50
24	Community Week	24	643.24	1932.96
25	Environment Project	25	0.00	0.00
26	Website modernisation	26	0.00	0.00
27	Welcome pack	27	0.00	0.00
28	Project D	28	0.00	0.00
29	<b>PROJECTS EXPENDITURE</b>	29	<b>4341.86</b>	<b>18142.14</b>
30	Reclaimable VAT on the above	30	645.86	2110.66
31	<b>TOTAL EXPENDITURE</b>	31	<b>11835.43</b>	<b>28229.37</b>
32	<b>SURPLUS</b>	32	<b>4787.11</b>	<b>-11060.07</b>
	Opening balance		10100.50	14887.61
	Surplus		4787.11	-11060.07
	Balance carried forward		14887.61	3827.54

## Notes to receipts and payments account summary

- 1 Precept - set in January 2022
- 2 Income has fallen significantly due to operational issues with Pump advertising. These issues are expected to be resolved in the coming financial year
- 3 Fewer issues being mailed, encouragement to take online editions.
- 4 Grant scheme for 2022-23 is £4339. Work is completed and invoices submitted to Herefordshire. Payment expected by end of April 2023.
- 5 £115.12 refund from Pencombe Council for joint stationery purchase.
- 6 VAT claim for £645.85 & £2110.66 submitted. Payment received April 2023.
- 7 Includes donations of £1780 for gazebos and storage shed
- 8 Sale of War Memorial Plaques
- 10 Includes arrears for 2021-22 and 2022-23 salary awards. Also mileage (£130) and office expenses contribution (£50).
- 11 Bank charges, stationery, payroll, postage, Parish Online (mapping), ICO
- 12 Audit fees, Insurance, HALC subscription, SLCC subscription.
- 13 Website hosting & maintenance
- 14 Standard hall charges for 8 meetings (6 ordinary and 2 extra ordinary)
- 15 No training but for 2023-24 will be higher due to 4 new Councillors
- 16 Purchase of 2 external map cases to display large PROW maps
- 17 No maintenance work, mostly included in Lengthsman
- 18 PAYE payments on Clerk's salary
- 19 Donation to Royal British Legion (£50) & CPRE (£36)
- 21 War memorial project in Stoke Prior. Completed during 2022-23
- 22 Costs for printing and distributing the Pump
- 23 Costs include £3807 from the drainage grant
- 24 Costs include purchase of gazebos & storage shed (see line 7)
- 25 New project for 2022-23 but no expenditure during year
- 26 New project for 2022-23 but no expenditure during year
- 27 New project for 2022-23 but no expenditure during year
- 28 Possible new project (TBA) for 2022-23 but no expenditure during year
- 30 Both years claimed at end of 2022-23. Payment received in April 2023
- 32 The deficit appears high but will be significantly reduced when the VAT re-claim and drainage grant payments are received

This Statement of Accounts was agreed by Council.

(c) To approve: the Bank Reconciliation Statement for the year ended 31 March 2023

Humber, Ford & Stoke Prior Group Parish Council

Financial Year 2022-23

Bank Reconciliation Statements as at 31/03/2023

Prepared by Allan Drew (RFO) Date: 17/04/2023

			£	£
<b>Balance from Bank Statements</b>				
Unity Trust current account closed	31/03/23	Balance as at 31/03/2023		3827.55
Petty cash in hand		As at 31/03/2023		0.00
				<u>3827.55</u>
<b>Less unrepresented items</b>			0.00	
				<u>0.00</u>
<b>Plus receipts not banked/cleared</b>			0.00	
				<u>0.00</u>
		<b>Net balance at 31/03/2023</b>		<u><b>3827.55</b></u>

The net balance reconciles to the cash books for the year to 31/03/2023 as follows:

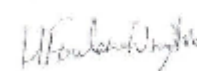
<b>Balance in current account cash book</b>			
Opening balance at 01/04/2022			14887.67
Add: receipts to 31/03/2023			17169.30
Less: payments to 31/03/2023			<u>28229.37</u>
		<b>Net balance at 31/03/2023</b>	<u><b>3827.55</b></u>

<b>Balance in petty cash book</b>			
Opening balance at 01/04/2022			0.00
Add: receipts to 31/03/2023			0.00
Less: payments to 31/03/2023			<u>0.00</u>
		<b>Net balance at 31/03/2023</b>	<u><b>0.00</b></u>

**All Cash Books** **Net balance at 31/03/2023** **3827.55**

**Difference** **0.00**

Signed:  RFO Date 17/05/2023

Countersigned:  Councillor Date 17/05/2023

The Banking reconciliation for the year was agreed by Council and the Chairman signed the reconciliation after having sight of the bank statement for 31 March 2023.

(a) To consider: the Internal Audit Report and checklist

## Annual Internal Audit Report 2022/23

HUMBER, FORD & STOKE PRIOR GROUP PARISH COUNCIL

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During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

05/05/2023 DD/MM/YYYY DD/MM/YYYY

Name of person who carried out the internal audit

Mr. Ian Pardoe OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

 SIGNED

Date

09/05/2023

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

The internal Auditor's report was noted by Council.

(d) To approve: the Annual Governance Statement for year ended 31 March 2023

**Section 1 – Annual Governance Statement 2022/23**

We acknowledge as the members of:

**HUMBER, FORD & STOKE PRIOR GROUP PARISH COUNCIL**

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed			*Yes means that the authority:
	Yes	No	N/A	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to ensure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of the authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the funds/assets, including financial reporting and, if required, independent examination or audit.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a trust or trusts.

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

17/05/2023

and recorded as minute reference:

60/23(e) MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

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The RFO explained the governance principles that the Council used to ensure financial integrity-

1. Quarterly bank reconciliations including sight of bank statements.
2. Dual authorisation on all bank transactions.
3. Improved cash books with data entry checks.
4. Rational precept setting process.

Council agreed that governance was satisfactory and the statement was approved with all relevant answers marked "yes".

(e) To approve: the Accounting Statement for the year ended 31 March 2023

**Section 2 – Accounting Statements 2022/23 for**

**HUMBER FORD & STOKE PRIOR GROUP PARISH COUNCIL**

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	10,100	14,887	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	12,289	12,289	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	4,333	4,880	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	4,697	5,137	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	7,138	23,092	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	14,887	3,827	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	14,887	3,827	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	0	0	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including FWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)				The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date 11/05/2023

I confirm that these Accounting Statements were approved by this authority on this date:

17/05/2023

as reported in minute reference:

50/23(f) MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved



The accounting statement was a summary of previously seen documents and the Chairman signed the statement as a true record.

(g) The RFO reminded Council that 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.

## Notice of Public Rights.

When all financial aspects of last year have been completed and agreed (which should be during the Annual Meeting) a Notice of Public Rights must be posted. This Notice informs all citizens that they have the right, on reasonable notice, to inspect all the financial information from the previous year. The Notice runs for a period of 30 working days and must include the first 10 working days in July. For this year the 10 July working days run from Monday 3<sup>rd</sup> July to Friday 14<sup>th</sup> July inclusive. It is recommended that this year the period runs from Monday 20<sup>th</sup> June until Monday 31<sup>st</sup> July inclusive. Council should agree this recommendation.

---

## Annual business – review of current regulations and policies

### 51/23 Review of Standing Orders

Standing orders were comprehensively reviewed and a minor amendment made last year. No further changes are recommended

### 52/23 Review of Financial Regulations

The RFO has reviewed the Financial Regulations and believes they are fit for purpose. No changes are proposed

### 53/23 Review of Council policies and procedures

A full review has been undertaken and a small number inaccuracies have been identified in the Council's policies. Routine housekeeping has been carried out as below

POLICY NAME	DATE ADOPTED	LAST AMENDED	STATUS AT 31/03/2023
Safeguarding Statement	15 November 2017	N/A	Link in document no longer valid. Has been amended. Council to approve
Equality & Diversity Policy	16 March 2016	18 May 2022	OK
Publication Scheme	21 November 2012	N/A	Amendment required to cover charges for information provision where justified. This amendment mirrors the model publication scheme
Complaints Procedure	16 January 2013	July 2021	OK
Protocol on the recording and filming of Council and Committee Meetings	3 December 2014	N/A	OK

Council was able to agree the above recommendations as routine housekeeping and the Clerk would update these policies as required.

---

## 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

The Chairman asked that Environment should be added. He also explained the idea that Councillors could be an initial contact point for residents should an issue arise. It was agreed that with Council being short of three Members this item should be re-visited when co-option was completed.

### **55/23 Review of assets, risk assessment and insurance**

(a) *To receive:* the list of fixed assets

Humber, Ford & Stoke Prior Group Parish Council					Asset Register 2022-23	
Fixed Assets 2022-23						
Asset	Location	Notes	Date acquired	Purchase Price (Book value) (£)	Estimated current value (£)	Estimated replacement cost (£)
Bus shelter	Risbury Cross	built locally	unknown	1.00	50.00	1650.00
Noticeboard	Humber Close		unknown	1.00	0.00	250.00
<b>Noticeboard</b>	<b>Risbury Bus shelter</b>	<b>Internal noticeboard+sign</b>	<b>09/06/2022</b>	<b>75.00</b>	<b>67.00</b>	<b>75.00</b>
Noticeboard	Stoke Prior Post Office	bought second-hand	22/11/2012	25.00	0.00	450.00
Waste bin	Risbury bus shelter		23/11/2005	114.29	5.00	180.00
Waste bin	Stoke Prior Village Hall		23/11/2005	114.29	5.00	180.00
Bench	The Lamb Inn, Stoke Prior	On highway	21/07/2008	273.58	100.00	450.00
Bench	Stoke Prior Lane, near School	On highway	21/07/2008	273.58	100.00	450.00
Bench	St Luke's Church, Stoke Prior	On Church land	21/07/2008	273.58	100.00	450.00
Bench	Ford Chapel	On Church land	21/07/2008	273.58	100.00	450.00
Bench	Verge outside Bank Cottage, Stoke Prior	On private land	21/07/2008	273.58	100.00	450.00
Bench	Humber Woodland of Remembrance	On private land	21/07/2008	273.58	100.00	450.00
Bench	Risbury Village Hall	On Village Hall land	21/07/2008	273.58	100.00	450.00
Bench	Bowley Lane/Blacksmiths Lane junction	On highway	21/07/2008	273.58	100.00	450.00
Bench	Humber Close, children's play area	On private land	21/07/2008	273.58	100.00	450.00
Data projector	Clerk's home		04/06/2014	299.00	100.00	299.00
<b>PROW Map cases with maps</b>	<b>Risbury village hall &amp; o/s SPVH</b>		<b>10/01/2023</b>	<b>1125.00</b>	<b>1125.00</b>	<b>1125.00</b>
Salt-grit bin	Marston Cottages, U94009	On verge	14/01/2015	59.95	30.00	80.00
Salt-grit bin	Upper House Farm, C1113	On verge	14/01/2015	59.95	30.00	80.00
Queen 90th commemorative medal	Cash box	Free sample	29/02/2016	1.00	2.00	2.00
Defibrillator and SADS cabinet	Risbury Village Hall		16/11/2016	500.00	300.00	1000.00
K6 telephone kiosk	Risbury Cross	Adopted from BT	11/11/2017	1.00	1500.00	1500.00
Salt-grit bin	School Hill, Risbury C1110	On verge	23/10/2018	77.49	50.00	80.00
Salt-grit bin	Near SP27 entrance C1110	On verge	23/10/2018	77.49	50.00	80.00
Lenovo Laptop computer	Clerk's home		16/01/2019	470.83	300.00	500.00
Minky gas barbecue	Great Marston Farmhous HR6 0NJ	Community use	05/12/2019	216.65	216.65	216.65
QTX QR12PA portable PA system	Great Marston Farmhous HR6 0NJ	Community use	31/03/2020	154.17	154.17	154.17
<b>War Memorial</b>	<b>Stoke Prior "roundabout"</b>	<b>On highways land</b>	<b>01/07/2022</b>	<b>10000.00</b>	<b>10000.00</b>	<b>10000.00</b>
			TOTAL:	15835.33	14884.82	21951.82
<b>Assets disposed of in 2022-23</b>						
Noticeboard	Risbury bus shelter	donated	01/09/2012	1.00	0.00	120.00
Portable tripod screen	Risbury Village Hall	Cannot be found	04/06/2014	59.00	15.00	59.00

NB Assets added during the year are shown in bold italics

The Clerk had contacted the insurance company as regards the valuation of the War Memorial and was awaiting a response.

(b) *To receive and approve:* an updated Risk Assessment and Management document

Risk	Current risk (1-6)	Revised risk	Reasoning
Poor budgeting to underlie annual precept	3	2	Precept estimation is now on a more robust footing and improved spreadsheet automation has made budgeting system much less prone to human error.
Assault on staff or others carrying cash	3	Nil	Personal Accident (Assault) cover provided under Money insurance. However, no cash handled by Council in last 3 years

After some discussion it was agreed that the risk associated with cash should not be rated "nil" due to the cash handled (at least potentially) during Community Week, and that this risk would be rated as "1".

(c) *To receive and consider:* the RFO's report and recommendations on Insurance. The RFO stated that the insurance policy was perfectly adequate for Council needs with the exception of the War Memorial cover previously mentioned. To ensure the insurance cover remains in place the RFO received delegated authority to at least pay the basic premium of £167.44

## **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, It was agreed that the Planning Committee for 2023-24 would be-

the Chairman and vice-Chairman ex-officio, Cllr Ken Bemand, Cllr Richard Collins, Cllr Janette Fulwood and Cllr. Anne Grace.

### **(b) Community Week Committee**

*To consider:* the appointment of members to Community Week Committee, with the remit of organising Community Week

At present the group comprises the Chairman and vice-Chairman ex-officio, Margaret Brown (Secretary and Treasurer). Any other member of the community wishing to attend including other Councillors but there were no additional volunteers at this time.

### **(c) The Lamb Working Group**

*To consider:* membership and purpose of the Lamb working group.

The Chairman asked who were the current members of this working group. The last recorded list of names was confirmed at the July 2021 meeting as-

Cllr William Jackson, Cllr Alan Bathurst, Cllr Gill Stovold, the Clerk, Mike Hubbard, Paul Arnold, David Smith, Jenny Ellerton,

It was agreed that as The Lamb issue had been relatively quiet for some time that should the matter arise again then it would be appropriate to form a new working group. The Clerk would write to all those listed thanking them for their work done and informing them of the new arrangement.

### **(d) War Memorial Working Group**

It was agreed that the working group had completed all its responsibilities and the project is a real success. The Chairman reported that Mr Cholerton was seeking a donation from the Royal Socts to erect a plaque to Hubert Parry. He also stated he would like to pay an honorarium of £70/annum to Phil for cutting the grass around the memorial and there would be a bill from Ian Godding for repair work.

### **(e) Finance Working Group**

*To consider:* the appointment of members (RFO and two councillors) to the standing Finance Working Group for 2023-24. Cllrs. Marston & Yair had agreed to continue as the Finance Working Group (with the RFO) and Council agreed their re-appointment.

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

(a) *To review:* subscriptions to other bodies (HALC, CPRE and Parish Online). Council agreed these subscriptions should continue. No new subscriptions were suggested

(b) *To appoint:* representatives to Risbury and Stoke Prior Village Hall Committees.

Cllr. Fulwood agreed to be the representative on the Stoke Prior village hall committee. The representative for Risbury village hall was held open pending the co-option outcome.

(c) *To appoint:* a Police Liaison Officer. The Chairman was prepared to take on this role. He would ask Will Jackson for an introduction to the police organisation.

(d) *To appoint:* a Humber Close Liaison Officer. This role had been in abeyance for some time, but Cllr. Grace was happy to take on the role as she lived very near to Humber Close.

(e) *To appoint:* a Public Rights of Way Officer and deputies. The existing officers have agreed to be re-appointed-  
Humber footpaths Philip Brown  
Stoke Prior footpaths Mike Hayward  
Bridleways Iain Cholerton

(f) *To appoint:* a nominated person for Safeguarding under the Council's Safeguarding policy. Cllr. Yair was happy to take on this role.

## 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.

The Chairman was not available for the 19 July (next) meeting and Council agreed that the date should change to Wednesday 12 July.

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## Ordinary business

### 59/23 District Councillor

To receive: a report from Cllr Baker.

Cllr. Baker was introduced by the Chairman following his election as Ward Councillor at the May 4 elections. He reported that the Conservative group was the largest group of Councillors on Herefordshire Council but did not have a working majority. Negotiations are underway with other parties to see if a coalition could be formed and will be reported on shortly. Cllr. Baker requested that his contact details are minuted and are as follows-

Cllr. Bruce Baker Hampton Ward

Email: [bruce.baker2@herefordshire.gov.uk](mailto:bruce.baker2@herefordshire.gov.uk)

Tel: 07792 882387

In response to a resident's question Cllr. Baker confirmed that the bypass would be resurrected if a majority could be obtained.

### 60/23 Planning Committee and Planning updates

(a) *The update on planning cases is as follows and Council agreed that the updates were taken "as read".*

#### **Ford & Stoke Prior**

**230934, Stoke Haven, Normans Lane, Stoke Prior**  
storey side extension.

Proposed Certificate of Lawfulness for a proposed single  
**Comments not required.**

#### **230829, Land at Heath Farm Stoke Prior**

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 planning

**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.**  
office above.

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

**224117 Wood Park, Stoke Prior**  
bungalow and annexe.

Erection of new 4 bedroom dormer bungalow to replace existing  
**Undecided.**

**223610 Land north of Bowley Court farm**  
anaerobic digestate storage lagoon (retrospective).

Change of use from a water storage lagoon to a water and  
**Undecided.**

**221781 Highfield Cottage, Stoke Prior, HR6 0LW**  
garaging). Access track and entrance to road to C1055.

Proposed two storey extension and detached cart shed (3 bay  
**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.

A report had been received from Margaret Brown (Treasurer & Secretary)- Community Week is thriving and has come out of the difficult period of the Covid pandemic as strong as ever. Last year we had a full programme of events and several of them - notably our farm walk to Broadfield Court Farm - were extremely well attended. The aim of community week is to organise a programme which will bring the whole community in the group parish together. To this end there are a variety of events, spread between the individual villages and hamlets and with either free or cost-covering entry.

This year's event will start on 30 July with a service and picnic at Ford and will end with a jazz evening at Dorn's (corner of A44 and Stoke Prior Lane). There will be the usual quiz, treasure hunt and barbecue, events for children, mini-golf or bowling and a farm walk to Butford Organics.

## **62/23 General Financial Matters**

*To approve:* the authorisation of payments

As at 11 May 2023 the bank balance was £14,473.

The first part of the 2023-24 precept (£7500) has been received from Herefordshire Council

The VAT refund of £2105.77 for 2022-23 has been received from HMRC

### **Income received since last meeting as at 15 May 2022**

Description	Classification	Receipt £	Date received
Hubbard MMA	Adverts	30.00	10/03/2023
Margaret Brown	Postage	20.00	16/03/2023
HMRC VAT	Reclaim 2021-22	645.85	20/04/2023
Herefordshire Council	Precept Pt 1	7500.00	21/04/2023
HMRC VAT	Reclaim 2022-23	2105.77	21/04/2023
Herefordshire Council	Drainage grant	4339.00	25/04/2023
T Dines Electrical	Adverts	135.00	5/05/2023
Crankshaw A	Postage	20.00	10/05/2023
<b>TOTAL</b>		<b>£14795.62</b>	

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

Description	Cost	VAT	Total	
Clerk's February salary	£624.03		£624.03	Clerk's February salary. Includes salary arrears from 1 April
Clerk's March 2023 salary	£346.53		£346.53	Clerk's March salary (pay 25 <sup>th</sup> March)
Barrington Print	£398.00		£398.00	February Pump
Barrington Print	£438.00		£438.00	March Pump

Risbury VH	£20.00		£20.00	Hall hire – 1 Feb meeting
Gwent web design	£155.00	£31.00	£186.00	Website hosting & domain names
Margaret Brown	£18.32		£18.32	Pump postage refund
D C Gardening Services	£3807.50	£761.50	£4569.00	Scraping drain tops, reinstatement of grippers, digging out some ditches
Society of Local Council Clerks	£146.00		£146.00	Membership of SLCC. Rotates, Clerk, Pencombe then HFSP. Pay 1 April
Clerk's mileage	£129.60		£129.60	288 miles @£0.45/mile. July 2022 minute 61/22. See mileage record following.
Clerk's office	£50.00		£50.00	Contribution to office heating and lighting. July 2022 minute. 61/22
Bank charges	£18.00		£18.00	Applied automatically
<b>Total 2022-23</b>	<b>£6,150.98</b>	<b>£792.50</b>	<b>£6,943.48</b>	
HMRC	£325.44		£325.44	PAYE Q4 (pay 6 <sup>th</sup> April)
Hugh Fowler-Wright	£21.00		£21.00	Hire of Risbury hall 25 Jan 2023
D C Gardening Services SI-1514	£2596.50	£519.30	£3115.80	Drainage grant work at The Heath
D C Garden Services SI-1513	£531.50	£106.30	£637.80	Drainage grant work around Parishes
<b>Total 2023-24</b>	<b>£3,474.44</b>	<b>£625.60</b>	<b>£4,100.04</b>	
<b>Grand Total</b>	<b>£9625.42</b>	<b>£1418.10</b>	<b>£11043.52</b>	

Council to note that when the drainage grant was received in the bank account the RFO agreed with the Chairman that the Lengthsman invoices SI-1513 & SI-1514 should be paid. (The Lengthsman had urged payment)

### Payments for authorisation

The following payments require authorisation by the meeting-

Description	£ Cost	£ VAT	£ Total	
Clerk's salary April 2023	346.73		346.73	
Clerk's salary May 2023	346.73		346.73	For payment 25 <sup>th</sup> May
Autela	59.65	11.93	71.58	Quarterly Payroll charge
Tangled web	250.00	50.00	300.00	Stage 1 new website
Barrington Print 11251	£460.00		£460.00	The Pump printing (April 23)
Barrington Print 11369	£448.00		£448.00	The Pump printing (May 23)
Parish Online	£30.00	£6.00	£36.00	Annual invoice, mapping services
Zurich Insurance	£167.44		£167.44	See note below. Annual renewal premium
<b>Total</b>	<b>2108.55</b>	<b>67.93</b>	<b>2176.48</b>	

The RFO is in discussion with the insurance company regarding the insured value of the War Memorial. The outcome may be an increased premium. If the increase is reasonable it was agreed that the RFO would have delegated power to pay the invoice. Renewal date is 1 June 2023.

### 63/23 Lengthsman

*To consider:* renewal of Lengthsman contract for 2023-24

The Lengthsman, D C Gardening Services was happy to continue the contract on the same terms and Council re-appointed the company for 2023-24.

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

The Chairman proposed that since Council met the conditions the General Power should be re-adopted. Council resolved to re-adopt the General Power.

**65/23 Current projects**

*To receive:* any updates on current projects

Environment Cllr Yair reported that he had circulated the declaration of a climate change emergency.

Website development Cllr. Marston reported that the domain name change was in-hand. The possibility of providing a .gov.uk email addresses to all Councillors (other than the Chairman who would receive such an address by default) was held over pending investigation of costs and practicality.

Welcome Pack Cllr. Fulwood reported that she was awaiting information from Barrington print on costs. The Clerk reported that over 60 smart water kits were available for distribution if required.

**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 Council resolved 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.

Cllr. Bemand asked-

- Will the verges will be cut this year? The Clerk reported he had already spoken with BB and the intention is to complete the work by the end of June.
- Hedges at Sunnybank have not been trimmed and vegetation is hanging onto the highway. Cllr. Collins will take the matter up with the landowner.

Date of next meeting is Wednesday 12 July at 7.30pm in Stoke Prior village hall

The chairman closed the meeting.at 9.40pm

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

## Agenda item 71/23 Co-option to Councillor vacancies

After the May 2023 elections there were three vacancies remaining on the Council. Under Representation of the People's Act 1985 Council may now move directly to co-option to fill these vacancies without the usual offering of an election.

Three candidates have submitted valid application forms-

Mr Derek Silk of Risbury

Mr Rob Pugh of Risbury

Mr James Hinton of Stoke Prior

The procedure for assessing these applications and making appointment is specified in Council's Standing Orders (no. 11). In this case with three vacancies and three candidates Council can, upon satisfactory interview of the candidates, fill all three vacancies.

However, Council is not bound to accept any or all candidates (SO 11(xi)). Normally a vote would be held (secret ballot if requested) and the successful candidate would require an absolute majority of the votes cast. In this case the recommendation is that –

1. Three rounds of voting will be held – one round for each candidate
2. Every Councillor present will have one vote in each round.
3. In each round the relevant candidate must secure a majority of votes cast in his favour.

At this Council meeting two Cllrs. have already given apologies for absence so with six Councillors present the Chairman may need to use his casting vote if there is a 3 and 3 split in any of the rounds.

## Agenda item 75/23 District Councillor's report

Cllr. Baker provided a written report-

The Rural Services Network is a useful organisation. The PC could consider joining.

Ofsted visited HC last week. Report was positive and matters are improving. HC Children's Services are to partner with Leeds City Council. They are the leading Children's Services Team in the country.

The plans to site the new library within the Maylord's Centre are being reviewed. Alternative sites must be considered before a final decision is made.

Asylum seekers are to be housed in the Talbot Hotel in Leominster. A start date has not been agreed.

## Agenda item 76/23 Planning committee and planning updates

*To consider:* new applications

**Ford & Stoke Prior** There are no new applications

**Risbury** There are no new applications

*To note:* updates on current planning applications

**Ford & Stoke Prior**

**224117 Wood Park, Stoke Prior**  
bungalow and annexe.

Erection of new 4 bedroom dormer bungalow to replace existing  
**Approved with conditions**

**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. **Refused**

**Risbury.**

**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**

## Agenda item 77/23 General Financial Matters

Report from the RFO.

Bank balance on 6 July 2023 is £11750.25

Income received since last meeting as at 13 January 2023-

Date	Description	Amount	Classification
30/06/2023	The Hearing Care Partnership	£150.00	Adverts
	<b>TOTAL</b>	<b>£150.00</b>	

Payments made since last meeting

The following payments were agreed at the May 2023 meeting (minute reference 62/23) and have been made.

Description	Cost £	VAT £	Total £	
Clerk's salary April 2023	346.73		346.73	
Clerk's salary May 2023	346.73		346.73	For payment 25th May
Autela	59.65	11.93	71.58	Quarterly Payroll charge
Tangled web	250.00	50.00	300.00	Stage 1 new website
Barrington Print 11251	460.00		460.00	The Pump printing (April 23)
Barrington Print 11369	448.00		448.00	The Pump printing (May 23)
Parish Online	30.00	6.00	36.00	Annual invoice, mapping services
Bank service charge	18.00		18.00	Automatic charge
<b>TOTAL</b>	<b>1,959.11</b>	<b>67.93</b>	<b>2,027.04</b>	

Other payments made since May meeting

Description	Cost £	VAT £	Total £	
Zurich Insurance	167.44		167.44	See note below. Annual renewal premium
ICO Registration	35.00		35.00	Annual fee paid by DD
Finger Post signs	343.00		343.00	Final payment on War Memorial
SPVH	100.00		100.00	Donation for Coronation events (Chairman +RFO authority)
RVH	100.00		100.00	Donation for Coronation events (Chairman +RFO authority)
SP&F PCC	100.00		100.00	Comm. Week hire charge
<b>TOTAL</b>	<b>845.44</b>		<b>845.44</b>	

Payments for Authorisation

Description	Cost £	VAT £	Total £	
Clerk's June 2023 salary	346.73		346.73	
Clerk's July 2023 salary	346.53		346.53	(pay 25 <sup>th</sup> July)
HMRC	258.80		325.44	PAYE Q1 (pay 6 <sup>th</sup> April)
Barrington Print 11649	448.00		448.00	June Pump
Barrington Print 11584	448.00		448.00	July Pump
Barrington Print 11584	50.00		50.00	Scarecrow trail flyers (Comm. Week)
Autela	48.32	9.66	57.98	Qtr. 1 invoice
Mr Ian Pardoe	50.00		50.00	Internal audit fee
SP village hall	0.00		0.00	Tree warden meeting
Refund to PGPC	12.46		12.46	Laminating pouches (joint purchase with PGPC)
<b>TOTAL</b>	<b>2,008.84</b>	<b>9.66</b>	<b>2018.50</b>	

<b>HFSP CASHBOOK 2023-24</b>						
<b>Date</b>	<b>Details</b>	<b>Receipt</b>	<b>Payment</b>	<b>Classification</b>	<b>VAT</b>	<b>Running Balance</b>
01/04/2022	Balance brought forward	3827.55				3827.55
06/04/2023	HMRC PAYE		325.44	HMRC		3502.11
13/04/2023	Hugh Fowler-Wright RVH Hire		21.00	Hire of Halls		3481.11
20/04/2023	HMRC VAT refund 2021-22	645.85		VAT Reclaim		4126.96
21/04/2023	Herefordshire Council	7500.00		Precept		11626.96
21/04/2023	HMRC VAT refund 2022-223	2105.77		VAT Reclaim		13732.73
25/04/2023	Herefordshire Council Drainage Gr.	4339.00		Grants		18071.73
11/05/2023	T Dines Electrical	135.00		Adverts		18206.73
10/05/2023	Crankshaw A	20.00		Postage		18226.73
11/05/2023	D C Gardening Serv. SI-1514		3115.80	Lengthsman	20.00%	15110.93
11/05/2023	D C Gardening Serv. SI-1513		637.80	Lengthsman	20.00%	14473.13
18/05/2023	Clerk's April 23 salary		346.73	Clerk		14126.40
18/05/2023	Clerk's May 23 salary		346.73	Clerk		13779.67
18/05/2023	Autela		71.58	Administration	20.00%	13708.09
18/05/2023	Barrington Print 11369		448.00	Parish Pump		13260.09
18/05/2023	Barrington Print 11251		460.00	Parish Pump		12800.09
18/05/2023	Geosphere (Parish online)		36.00	Administration	20.00%	12764.09
18/05/2023	Tangled Web Solutions		300.00	Website & IT	20.00%	12464.09
26/05/2023	Finger Post Signs Ltd		343.00	War Memorial	0.00%	12121.09
26/05/2023	Coronation donation to Risbury village hall		100.00	Other Expenditure	0.00%	12021.09
26/05/2023	Coronation donation to Stoke Prior village hall		100.00	Other Expenditure	0.00%	11921.09
26/05/2023	SP&F PCC Hire of portable toilets		100.00	Community Week	0.00%	11821.09
30/06/2023	ICO Fee		35.00	Insurance, audit,	0.00%	11786.09
30/06/2023	Hearing Care Partnership	150.00		Adverts		11936.09
30/06/2023	Bank service charges		18.00	Bank Charges		11918.09
						11918.09
<b>Apr-Jun</b>	<b>Sub-totals for period (Horiz.)</b>	<b>14895.62</b>	<b>6805.08</b>			
	Sub -totals for period (Vert)	14895.62	6805.08			
	Balance check	11918.09	OK			
	Reconciliation	OK	OK			
	<b>Totals for financial year to date</b>	<b>14895.62</b>	<b>6805.08</b>			

# Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc  
PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG

Mr Allan Drew  
Humber Ford Stoke Prior Group Parish Council  
The Coach House  
Pencombe  
Bromyard  
HR7 4RL

**Date:** 30/06/2023

**Account Name:** Humber Ford Stoke Prior Group Parish Council

**Swift Code (BIC):** NWBKGB2L  
**IBAN Number:** GB93NWBK60023571418024

**Sort Code:** 608301  
**Account Number:** 20430401

Your arranged overdraft limit is £0.00

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### Contact Us

- Call us: **0345 140 1000**
- Email us: [us@unity.co.uk](mailto:us@unity.co.uk)
- Visit us: [unity.co.uk](https://www.unity.co.uk)

Your Current T1 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
03/06/2023		Balance brought forward	£0.00	£0.00	£11,821.09
30/06/2023	Direct Debit	Direct Debit (ICO)	£35.00	£0.00	£11,786.09
30/06/2023	Credit	THE HEARING CARE P	£0.00	£150.00	£11,936.09
30/06/2023	Fee	Service Charge	£18.00	£0.00	£11,918.09

Page number 1 of 2

Statement number 044



**For Businesses.  
For Communities.  
For Good.**

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Reconciliation Noted .....RFO

..... Chairman

12 July 2023

Qtr. 1 Budget monitoring

2023-24							
			OUTTURN 2022-23	BUDGET 2023-24	YEAR TO DATE	FORECAST OUTTURN	VARIANCE FROM BUDGET
1	Precept		12289.00	15000.00	7500.00	15000.00	0.00
2	Pump Advertising		1088.00	2500.00	285.00	2500.00	0.00
3	Pump Postage		60.00	100.00	20.00	100.00	0.00
4	Grants		0.00	6000.00	4339.00	6000.00	0.00
5	Other Income		2323.00	0.00	0.00	0.00	0.00
6	VAT Reclaim			2751.00	2751.62	2751.00	0.00
7	CW Fundraising		863.00	0.00	0.00	0.00	0.00
8	Other Projects			0.00	0.00	0.00	0.00
9	<b>TOTAL INCOME</b>		<b>16623.00</b>	<b>26351.00</b>	<b>14895.62</b>	<b>26351.00</b>	<b>0.00</b>
<b>EXPENDITURE</b>							
10	Clerk		3758.12	4500.00	693.46	4500.00	0.00
11	Administration		521.00	656.00	107.65	656.00	0.00
12	Insurance, audit, professional		783.00	840.00	35.00	840.00	0.00
13	Website & IT		322.00	160.00	0.00	150.00	10.00
14	Hire of Halls		216.00	180.00	21.00	180.00	0.00
15	Training and development		175.00	500.00	0.00	500.00	0.00
16	Equipment		132.99	200.00	0.00	200.00	0.00
17	Maintenance		0.00	100.00	0.00	100.00	0.00
18	HMRC		939.40	1055.00	325.44	1055.20	-0.20
19	Other		50.00	50.00	200.00	50.00	0.00
20	<b>DAY TO DAY EXPENDITURE</b>		<b>6897.51</b>	<b>8241.00</b>	<b>1382.55</b>	<b>8231.20</b>	<b>9.80</b>
<b>PROJECTS</b>							
21	War Memorial		0.00	0.00	343.00	343.00	-343.00
22	Parish Pump		2493.06	4042.00	908.00	4042.00	0.00
23	Lengthsman		2332.06	7000.00	3128.00	7000.00	0.00
24	Community Week		643.24	0.00	100.00	0.00	0.00
25	Environment Project			2000.00	0.00	2000.00	0.00
26	Website modernisation			3000.00	250.00	3000.00	0.00
27	Welcome pack			500.00	0.00	500.00	0.00
28	Project D						
29	<b>PROJECTS EXPENDITURE</b>		<b>5468.36</b>	<b>16542.00</b>	<b>4729.00</b>	<b>16885.00</b>	<b>-343.00</b>
30	Reclaimable VAT on the above		798	800	693.53	2400.00	1600.00
31	<b>TOTAL EXPENDITURE</b>		<b>13163.87</b>	<b>25583.00</b>	<b>6805.08</b>	<b>27516.20</b>	<b>1266.80</b>
32	<b>SURPLUS</b>		<b>3459.13</b>	<b>1568.00</b>	<b>8090.54</b>	<b>-1165.20</b>	<b>-333.20</b>

<b>NOTES</b>	
1	
2	Concern over 2022-23 outturn
3	Nominal amount
4	New scheme just released. £4339 received for 2022-23. Budget increased to £6000
5	Line set to zero since Lamb reserve already exists. See line 32
6	
7	Not yet estimated by CW committee
8	Projects are unlikely to deliver income this year
9	
10	
11	
12	
13	
14	
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21	Final payment of £343 fell into this year
22	
23	Increased to take account of 22-23 payments which fell into this year.
24	Budget for CW 2023 not yet estimated
25	Budget as agreed at January 2023 meeting
26	Budget as agreed at January 2023 meeting
27	Budget as agreed at January 2023 meeting
28	
29	
30	
31	
32	Forecast deficit to be covered by release of The Lamb reserve (£2000)

## Agenda Item 78/23 Lengthsman

### Lengthsman grant scheme for 2023-24

The scheme for 2023-24 has just been announced. The scheme is that the Parish Council is eligible to receive a base grant of £140.00 for every kilometre of C and U classification of roads across the Parish Council area. There is also an opportunity to match fund should Council wish to do this over and above the amount eligible. For example, if the Parish Council is eligible to receive £1400 for 10Km of C and U roads but wishes to increase this, it can request further funding of £140/km on a 1:1 matched basis. For HFSP the contract appears to state that a base grant of £2772.00 in relation to Public Realm Maintenance as outlined in the Annual Maintenance Plan and a further £2772.00 in relation to a "Nominated Task" is available as described in the contract. However, I have asked BB to confirm my interpretation.

The grant is applicable to roads and also Public Rights of Way work.

To qualify, an expression of interest must be submitted (already done), a contract signed and an annual maintenance plan submitted. Submission deadline is 18 August 2023.

Council should resolve that it wishes to take part in this initiative and the Clerk will progress further with BB and the Lengthsman.

### Public Rights of Way

A number of issues have been raised on PROW since the last meeting-

#### Ford & Stoke Prior footpaths

SP1 (at The Dingle). The Chairman and FPO visited the site of the landslip which has made SP1 unusable for many years. Whilst there may be a number of options to resolve this problem it is certain that Herefordshire Council will have to take the lead on the project as it is probably beyond Parish Council expertise and resource. The Clerk has written to PROW Herefordshire asking for a site meeting to agree the best way forward.

SP8 (close to St Luke's church). Based on comments made by Cllr. Bemand at the last meeting the Clerk has reported the footbridge on SP8 as potentially dangerous and in need of a survey.

SP35 (at The Woodhouse). SP35 is the designation of a proposed new footpath joining SP2 & SP4 to the highway in the vicinity of "The Woodhouse". The order to create SP35 has been "made" by Herefordshire Council but there is an objection. Consequently, the matter has been referred to a planning inspector for a final decision. Once the inspector has validated the case the decision should take a maximum of 37 weeks.

#### Humber footpaths

No issues have been raised by the FPO since the last meeting

#### Bridleways

The bridleways Officer has reported SP28 again as difficult to navigate-

Where the PROW starts from the road South of Witsetts it has again become very overgrown after the initial stretch leading up to SP28.1. The Lengthsman did a great job last year opening it up and it would be much appreciated if he could cut back some of the nettles and undergrowth now pressing in on the track.

Further on beyond SP28.1, the potato crop has been planted too close to the route. This in places makes the PROW significantly less than the required 3m at a field edge – in fact less than 1.5m in many places. It also now runs dangerously close to a broken metal shed that has sharp edges and poses a risk to a horse (and rider) that might shy or brush against it.

A resident Ms Shrimpton has also complained about the same problem with the potato crop and the overly narrow pathway.

SP28 also has a number of gate problems as listed in the officer's annual report. The landowners are believed to be Cllr. Bemand and Mrs Jackson.

PG11 remains a perennial problem with a dispute between landowners over the route of the PROW a complicating factor (at PG11.2). However other problems on the route may be more amenable to resolution –,

Position	Problem	Resolution	Landowner
PG11.6	Gate is chained and difficult to use	Survey to establish how might be improved	Ian Gardner
PG11.9	Waymarker is required	Officer to fit	Rob Pugh
PG11.11	Flooding	Check root cause with landowner. Is improvement practical?	Rob Pugh

It is suggested that-

- The FPOs and Clerk survey and re-confirm these problems on SP28 and PG11 and establish exactly what could reasonably be done to resolve the issues.
- Council approaches all the landowners involved with the results of the survey and seeks co-operation on improvements.
- The Lengthsman should be involved as necessary and funding is available this year

Following is an extract from the March meeting papers. Now that the weather is fine it may be the time to instruct this work.

The Lengthsman has advised of some additional works in Risbury as follows-

*“In Risbury Village, there is a ditch on the RHS at the top side of the Village Hall outside The Brambles which is very badly silted up with gravel and debris. We cannot dig this ditch out and put the debris on the verge as this is mowed neatly and also has daffodils growing on it and is not wide enough to take the volume of waste which would need to be dug out. Whilst on site looking at this ditch, the resident's son (Chris Thomas from Pencombe) has stated that if the Parish Council were prepared to pay for the traffic management and also the labour charge to dig out the ditch, that he would be prepared to take away the waste on the day.*

*If you are agreeable with this, then the cost to carry out these additional works would be £150.00 + VAT to include the labour charge, including traffic management and use of digger/diesel.*

*In respect of Poplands Lane, going down the lane there is a property on the LHS (we believe this to be Poplands Cottage), the resident has come out and has stated that although the ditch does need digging out, this has been done previously and paid for by the Parish Council and the rubbish removed (by myself). If the Parish Council wish to carry out this additional work then the cost would be £300.00 + VAT which will include the removal of rubbish from site into a skip located in Leominster.”*

The above works sound worthwhile and reasonably priced and, subject to inspection, could be considered as part of 2023-24 program.

## Agenda item 81/23 Allocating Roles to Councillors

At the May 2023 Annual Meeting one role remained unfilled pending the co-option exercise, that is a Council representative on Risbury village hall committee. Council should appoint one of its number to this role.

Additionally, it was agreed that giving Councillors a lead role in an aspect of the Council's business should be re-visited at this meeting. The aim is for Councillors to specialise a little more than at present in business areas so that their experience can inform Council decisions and give residents a contact point to discuss issues which may arise. A number of these roles are already covered by committee appointments. Cllrs. with these roles

would present any reports on their areas at Council meetings although the Clerk would continue to draft the reports with input from Cllrs.

Roles could be-

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