



**Parish Councillors are summoned to attend the Annual Meeting of Fownhope Parish Council at Fownhope Pavilion on Wednesday 17th May 2023 at 7.00pm.
The Public and Press are cordially invited to attend.**

- | | | |
|-----|---|----------|
| 1) | To elect the Chairman of the Council for 2023/2024 and to receive the Declaration of Acceptance of Office | KB |
| 2) | To accept apologies for absence | SE |
| 3) | To Receive any Declarations of Interest and Requests for Dispensations | SE |
| 4) | To elect the Vice Chairman of the Council for 2023/2024 and to receive the Declaration of Acceptance of Office | SE |
| 5) | To adopt the General Power of Competence | SE |
| 6) | To approve the Minutes from the Parish Council Meeting on 5th April 2023 | SE |
| 7) | Open Session: a) To receive report from the Ward Councillor b) To receive representations from the Public | GB SE |
| 8) | To appoint representatives to outside bodies: a) Fownhope New Memorial Hall (FNMH) b) Fownhope Recreation Field Association (FRFA) c) HALC Representative d) Common Hill Management Committee e) Fownhope Community Library f) Fownhope Community Land Trust (with voting rights) | SE |
| 9) | Working Groups: a) To consider the number of members and quorum required for each working group b) To appoint members to serve on the under-mentioned Working Groups as required: I. Highways Working Group II. Environment Working Group (to include Common Land Working Group) III. Planning Working Group (to include FNP Annual Monitoring) IV. Footpaths Working Group and Way Wardens V. Finance Working Group (to include Investment Advisory Group) VI. Employment Working Group VII. Volunteer Support Group VIII. Emergency Planning Working Group IX. Forward Plan Working Group X. Playground Working Group (temporary) | SE SE |
| 10) | To review the following policies for Fownhope Parish Council: a) Code of Conduct b) Financial Regulations and Investment Strategy c) Standing Orders d) Risk Management Policy and Register e) Reserves Policy f) Standard Operating Procedures | SE |

| | | |
|-----|--|--|
| | g) Volunteer Policy | |
| 11) | Assets: a) To receive report from health and safety inspection of assets and review of Asset Register b) To consider dates for a 'Village Walkaround' | SE SE |
| 12) | To approve the dates, times and locations of ordinary meetings of the Council for 2023/2024 | SE |
| 13) | Finance: a) To receive financial report b) To receive the Annual Report from the Investment Advisory Group c) To consider the Internal Audit for 2022/2023 d) To consider insurance renewal for 2023/2024 e) To consider financial support of £175.00 for FCLT (Community Land Trust Network Subs) f) To consider quotes to replace damaged barrier at Biggs Lane g) To approve additional cost for kerbing along the tarmac access road h) To consider capacity of .gov.uk emails and Microsoft 365 and agree action i) To approve invoices to be paid (below in black) | HT SE SE SE SE SE SE HT SE |
| 14) | To Comment on Planning Applications for Determination by Herefordshire Council: a) 231031: 2 Fownhope Court, Fownhope. Proposed solar panels to roof. | KB |
| 15) | To Note Planning Responses Submitted under Devolved Powers: a) 230945: 1 New Inn Close, Fownhope HR1 4PP. Works to Trees in a Conservation Area. Support | KB |
| 16) | To Note Planning Report: Decisions Made by Herefordshire Council | KB |
| 17) | To Consider Other Matters Relating to Planning: a) To consider update on Dark Sky Deed of Covenant and agree actions | KB |
| 18) | Environment: a) To receive an update from the Environment Group and agree actions b) To review and adopt the Declaration of a Climate Emergency c) To consider annual verge cutting programme d) To consider the grass cutting at Scotch Firs | GW GW SE SE |
| 19) | Highways: To receive report and agree any works to be undertaken | SE |
| 20) | Footpaths: To receive report and agree any works to be undertaken | TJ/WM |
| 21) | FRFA/Recreation Field: To receive any updates on FRFA matters and agree actions | MS |
| 22) | Training: To consider dates for HALC group training | SE |
| 23) | Clerk's Report: To receive report | HT |
| 24) | Next Meeting: To note date and agenda items for the Parish Council meeting on Wednesday 7 th June 2023 | SE |

| Payments to be approved: | | | | | |
|--------------------------|---------------------------------|-------------------|-----------|-------|--------------|
| Payee | Details | Budget Heading | Excl. VAT | VAT | Total amount |
| FRFA | Meeting Room Hire, April | Meeting Room Hire | £60.00 | - | £60.00 |
| Nick Maddy Coaches | Ross Bus April | Bus Hire | £90.00 | - | £90.00 |
| Connexus | Community Room Hire 23/24 | Library | £500.00 | - | £500.00 |
| Suzi Bruce | Clearing verge near gateway | Lengthsman | £293.00 | £8.60 | £301.60 |
| Suzi Bruce | Strimmin, sediment pit, various | Lengthsman | £105.00 | - | £105.00 |
| Suzi Bruce | Collection of gates | P3 | £160.00 | - | £160.00 |

| | | | | | |
|-----------------|---|-------------------------------|---------|-------|---------|
| Suzi Bruce | BMX strimming, sediment pits | Lengthsman | £135.00 | - | £135.00 |
| PATA Payroll | Payroll Support April 23-March 24 | Administration | £103.20 | - | £103.20 |
| Helen Tinson | Clerk Salary (April 2023) | Clerk Salary | £852.10 | - | £852.10 |
| Helen Tinson | Reimburse Expenses (Coronation Event) | Projects/Community Engagement | £7.88 | - | £7.88 |
| Mike Simmons | Reimburse Expenses (Community Service Awards) | Administration | £20.79 | £4.16 | £24.95 |
| Kevin Braybrook | Reimburse Expenses (Coronation Event) | Projects/Community Engagement | £21.05 | - | £21.05 |
| PIP Printing | Coronation Booklet | Projects | £562.80 | - | £562.80 |

Helen Tinson, Clerk,
12th May 2023