



Minutes of the Parish Council Meeting held on 5th April 2023
at the Pavilion, Fownhope

Page
Number:

Present:

Cllr Kevin Braybrook (in the Chair), Cllrs Stuart Eames, Dorothy Quayle, Gareth Williams, Mike Simmons, Tim Jones, Mike Cohn, Lavinia Smith and Jackie Bevan. Cllr Will Morris sent apologies for his anticipated late arrival and joined the meeting at 8.15pm.

In attendance:

3 members of the public; Clerk Helen Tinson; Ward Cllr John Hardwick

- 1) **Apologies for Absence:** Cllr Frank Hemming. Cllr Phil Bream absent no apologies.
- 2) **To Receive any Declarations of Interest and Written Requests for Dispensation:**
To receive any declarations of interest: Cllr Gareth Williams declared a pecuniary interest in agenda item 9a, planning 230558. Cllr Mike Simmons declared a non-pecuniary interest in agenda items 15b and 15c, FRFA fees. The Declarations of Interest book was signed accordingly. To consider any written requests for dispensations: there were none.
- 3) **Open Session:**
 - a) **Report from Ward Councillor:** This item was deferred until later in the meeting.
 - b) **Representation from the Public:** A member of the public suggested residents should submit a court claim for damages if they have been injured as a result of the defective pavements following BBLP's rejection of the reported defects. It was confirmed that the matter had been reported to BBLP and the condition of the pavements will be monitored and reported again as necessary.
- 4) **Minutes of the Previous Meeting:**
 - a) Members considered the minutes of the Parish Council meeting on the 1st March 2023.
It was RESOLVED: to approve the minutes as a true record of the meeting. The minutes were duly signed by the Chair.
- 5) **Local Council Elections 4 May 2023:**
 - a) Members were informed that nominations have closed and the Statement of Persons Nominated had been published in accordance with the regulations. The Chairman acknowledged the contributions made by Cllrs Mike Cohn, Dorothy Quayle, Phil Bream and Jackie Bevan who have decided not to stand again.
- 6) **Highways:**
 - a) Members received a report from the Highways Working Group:
 - SID data – current data has been published on the website.
 - Litter bin – the litter bin that was removed from outside Fairfield Green has still not been replaced but is being followed up.
 - Locality Steward – a meeting is being arranged during April to meet with the new Locality Steward. He will be asked to explain BBLP's decision in rejecting the pavement repairs.
 - Bollards on Common Hill Lane – concerns have been raised which will also be addressed with the Locality Steward.

KB

	<ul style="list-style-type: none"> • Church Croft signs – the supports have been repaired but the sign remains damaged. A quote to replace the sign has been requested and will be brought for consideration at the next meeting. • The tarmac repair to the Recreation Field Access Track has been started. Upon completion, the contractors will proceed to carry out work on Biggs Lane. <p>A member of the public raised a query about the 30mph sign next to the Old Potato Barn site which obstructs visibility for larger vehicles turning right out of the site. It was confirmed that a number of signage changes have already been flagged.</p> <p>b) Lengthsman: Members considered an increase to the Lengthsman’s hourly rate for 2023/24, which may increase to between £22 and £25 per hour if prices continue to rise. It was RESOLVED: to approve the increase in hourly rate as advised and as considered necessary by the Lengthsman.</p> <p>c) Fownhope Traffic Calming Scheme: Members received an update on the proposed traffic calming scheme. BBLP are in the process of completing design drawings for approval by HC and West Mercia Police. The recommended scheme will then be costed and a further meeting with representatives of the Parish Council will be arranged to discuss the design, costs and delivery. The scheme is anticipated to be delivered before the 31st March 2024.</p> <p>d) Transfer of Funds: Members were informed that MF Freemans have transferred £19,800 to Herefordshire Council. This relates to cost savings made by Freemans when they altered aspects of the planned development and will be added to the £175,000 funding for the Fownhope Traffic Calming scheme.</p> <p>e) Water Leakage: Members were informed that a water leak on the bank below September Cottage has been reported to the farming contractor.</p> <p>7) Environment:</p> <p>a) Members received a report from the Environment Working Group.</p> <ul style="list-style-type: none"> • The Fownhope Community Saturday event on 25th March about Gardens and Habitats was considered another successful event. The next event will be held on Saturday 24th June. Some feedback was received. • The Fownhope Car Club is making positive progress in terms of a constitution, bank account and insurance. The Chairman wished to acknowledge that local business Caplor Energy have provided a working loan to support the first 12 months of the new Car Club. • 2021/2022 Impact Report is available to view on the website, under the Climate Emergency and Biodiversity heading. • The next Environment Group Meeting will be held on Monday 22nd May, 7pm at the Green Man. <p>b) Members were informed that donations had been received for refreshments at the two Fownhope Community Saturday events. January £73.19 and March £59.34, and considered reimbursement of administrative expenses (for both events) and expenses for children’s activities (for March event) totalling £80.38. It was RESOLVED: that the Parish Council would reimburse expenses in accordance with the previous resolution to support the first three events. Donations received would be banked to begin to build a reserve for future Community Saturday events.</p> <p>3a) Ward Councillor Report: Ward Cllr John Hardwick gave apologies for his delayed arrival due to a late meeting in Hereford. He recognised the period of purdah but wished to report that Children’s Services have received their first Ofsted report since being placed in special measures.</p>	<p>HT</p> <p>HT</p> <p>267/04 /2223 2 of 6</p>
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	<p>The team had been praised for improvements already made, though Ofsted inspections will continue for the next couple of years. The Parish Council acknowledged the progress made and noted that the positive comments would give the team a much-needed boost. It was RESOLVED: to send a short note to the team. Cllr Hardwick thanked the Parish Council for their support over the last twelve years and noted he has submitted his nomination for the Local Council Elections on 4th May.</p> <p>8) Footpaths: with the permission of the meeting, the Chairman changed the order of the agenda and deferred this agenda item until the arrival of Cllr Will Morris.</p> <p>9) To Comment on Planning Applications for Determination by Herefordshire Council:</p> <p style="text-align: center;"><i>Cllr Gareth Williams left the room in accordance with his declaration of interest.</i></p> <p>a) 230558: Caplor Farm, Fownhope, HR1 4PT. Proposed variation of condition 1 of Planning Permission 181412 – retention of 3 no. portacabins - to allow retention of offices. Members noted that an extension for comments had been granted and considered the application at length.</p> <p>It was RESOLVED: to submit the following response to the Planning Officer, noting the application has two parts and to respond accordingly:</p> <ol style="list-style-type: none"> 1) To allow the retention of the offices which are vital to the diversified farming business at Caplor. Council agreed that the offices are vital for the diversified business. The NDP seeks to encourage and protect local business and accordingly it was resolved to SUPPORT the retention of the offices. 2) To allow the offices to be retained until such time that they are no longer required by the diversified farming business. Council considered this proposal at length but in the end resolved to OBJECT to agreeing that the portacabins can be retained for an indefinite period of time. 3) In conclusion, and whilst recognising the administrative burden this places on the business, it is the view of Fownhope Parish Council that the offices should be granted planning permission for a further five years. <p style="text-align: center;"><i>Cllr Gareth Williams returned to the room.</i></p> <p>b) 230505: Land adjacent to Springfield, Capler Lane, Fownhope, HR1 4PJ. Proposed new dwelling. Members considered the application and raised no objections to the principle of the development. However, concerns were raised that insufficient information had been provided to enable council to assess the application against the policies of the Neighbourhood Development Plan, in particular in terms of services and materials, and in acknowledgement of the public footpath on the site, and as such, members did not feel able to support it at this time. It was RESOLVED: to OBJECT to the application until further information is submitted in the form of a design and access statement.</p> <p>10) To Note Planning Responses Submitted between Meetings under Devolved Powers: a) 230551, The Court Lodge, Fownhope, HR1 4PA. Works to Trees in a Conservation Area. It was noted that the Planning Group had submitted a response to support the application.</p> <p>11) To Note Report on Planning Decisions Made by Herefordshire Council: It was noted: a) 224121/A: Land opposite Mill House Farm, Fownhope. Proposed temporary advertisements to promote the development of 15no. dwellings. Approved with conditions. b) 223515: Tump Farm, Fownhope. Proposed retention of an existing caravan to be used as accommodation for a farm worker (retrospective). Refused.</p> <p>12) Other Matters related to Planning a) Members considered communication from MF Freemans concerning an agreement they have reached with an objector to the modification of footpath FWD5. MF Freemans will apply a Deed</p>	<p>HT</p> <p>HT</p> <p>HT</p> <p>268/04 /2223 3 of 6</p>
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	<p>of Covenant to all properties developed by them in the village. The Deed of Covenant will apply to all properties currently unsold and will limit external lighting to dark sky compliant lighting. The Deed of Covenant is being prepared between MF Freemans and the Parish Council as owners of land within the Conservation Area, and will require an independent legal review prior to approval. MF Freemans have confirmed they will cover the cost of the legal fees. A member of the public reported that an amendment has been requested to add other adjacent landowners to the Deed of Covenant.</p> <p>It was RESOLVED: to approve the Deed of Covenant subject to positive legal comment.</p>	KB
13)	<p>FRFA:</p>	
a)	<p>Members received a brief report from the FRFA:</p> <ul style="list-style-type: none"> • Planning permission is required for the work proposed to extend the patio. Detailed drawings are being prepared. • The second outside toilet will be made available for field bookings. • Fownhope Fringe are giving the FRFA a microphone system to connect to the PA. • Ongoing issues with dumped rubbish remain a concern. • The FRFA are holding their AGM at 6pm on 19th April at the Pavilion. All residents of Fownhope have a right to vote. 	
b)	<p>BMX Track/Artificial Cricket Wicket:</p>	
	<p>Members received a brief report. Three options were presented to upgrade the artificial cricket wicket:</p> <ol style="list-style-type: none"> 1) Replace base and top surface, at a cost of £11,000 plus VAT 2) Resurface the existing base with a new multi-use surface, at a cost of £7,700 plus VAT 3) Replace the existing material with new artificial turf on the existing base, at an estimated cost of £3,000 plus VAT <p>It was RESOLVED: to investigate available grant funding.</p>	SE/HT
	<p>Members also considered the BMX track. It was noted that the dimensions would suggest the track is more suitable as a starter track for youngsters rather than a full BMX track.</p> <p>It was RESOLVED: to ask the Lengthsman to strim the surface on a monthly basis to keep the grass short and usable.</p>	HT
c)	<p>RoSPA Inspection Reports:</p>	
	<p>Members received the Annual Inspection Reports from RoSPA noting work has been identified.</p> <p>It was RESOLVED: to ask the Playground Working Group to meet and report further to the next meeting. Cllr Stuart Eames is to join the working group.</p>	HT
8)	<p>Footpaths:</p>	
a)	<p>Members received a brief report:</p> <ul style="list-style-type: none"> • Limited repairs this month due to wet ground conditions. Overgrowth at Scotch Firs and Keepers Cottage has been cleared; the gate near Keepers Cottage is on the list for the Lengthsman to complete when ground conditions improve. • Cllr Morris will be meeting BBLP shortly to assess three bridges in poor condition. • The Fownhope Walk is progressing well. There are now 13 gates in stock, 2 original plus 11 received from Wye Valley AONB grant funding to improve accessibility; all have been allocated. It was agreed that the leaflets should be consistent with the other walks, available to download from the website and in printed form (minimum print run of 500). Members considered the walk's name and waymarker design. <p>It was RESOLVED: to name the walk 'Fownhope Coronation Walk'</p> <p>It was RESOLVED: to proceed with the image of both Church and Oak, and crown in gold.</p> <p>The Chairman wished to thank the working group for their work to date.</p>	WM WM
14)	<p>Community:</p>	
a)	<p>King Charles III Coronation:</p>	
	<p>Plans are progressing for the Coronation celebrations on Monday 8th May. A structured, timetabled event is planned between 12noon and 4pm to be run as a fundraising event for St.</p>	269/04 /2223 4 of 6

	<p>Mary's Primary School. The FRFA are providing the Pavilion and Recreation Field free of charge. The Parish Council are taking responsibility for refreshments and the Clerk was asked to put out a call for cakes and volunteer helpers, and to co-ordinate local groups and organisations who would like a table exhibit. Cllrs Stuart Eames, Kevin Braybrook, Mike Simmons, Jackie Bevan, Tim Jones and Will Morris volunteered to erect and take down the gazebos.</p>	<p>HT SE/KB MS/JB TJ/WM</p>
b)	<p>West Mercia Police: Members considered the top three priorities for the Police Community Charter Q2. It was RESOLVED: to report 1) Antisocial behaviour on the Recreation Field; 2) Property Theft and 3) Speeding.</p>	<p>HT</p>
15)	<p>Finance:</p>	
a)	<p>Members received a financial report as noted in Appendix A. It was RESOLVED: to approve the report.</p>	<p>HT</p>
b)	<p>It was RESOLVED: to ratify the following payments made between meetings:</p> <ul style="list-style-type: none"> • SLCC, Clerk Training, Managing Local Council Elections, £15.00 plus £3.00 VAT • FRFA, Meeting Room Hire February, £20.00 	
c)	<p>It was RESOLVED: to approve the following payments:</p> <ul style="list-style-type: none"> • Nick Maddy Coaches, Bus Service March, £90.00 • FRFA, Meeting Room Hire March, £60.00 • Suzi Bruce, P3, £339.96 • Suzi Bruce, Lengthsman, £209.00 • RoSPA Play Safety, Annual Inspections, £150.00 plus £30.00 VAT • Starboard Systems Ltd, Scribe Annual Subscription, £345.60 plus £69.12 VAT • Helen Tinson, Reimburse Expenses, Parish Maintenance, £20.65 plus £4.13 VAT • Helen Tinson, Salary March, £851.90 • HMRC, PAYE/NIC, £1012.65 • Helen Tinson, Clerk Expenses (Jan, Feb, March) £166.35 plus £15.72 VAT • Helen Tinson, Work from Home Allowance (Jan, Feb, March) £78.00 	<p>HT</p>
16)	<p>Training:</p>	
a)	<p>The Clerk provided a brief report describing options considered. It was RESOLVED: to canvass all volunteer groups to establish the level of interest.</p>	<p>HT</p>
17)	<p>Clerk Report:</p>	
a)	<p>Members received the Clerk's report as noted in Appendix B. The Chairman of the FNMH wished to extend his thanks to the PC for their agreement to install a new light in the car park.</p>	
b)	<p>Forward Plan Quarterly Report Q1: Members were informed that Cllr Lavinia Smith and the Clerk had completed the first quarterly assessment of the Forward Plan. The report was taken as read.</p>	
18)	<p>Next Meeting:</p>	
a)	<p>Annual Parish Meeting: 6pm, Sunday 23rd April 2023</p>	
b)	<p>Annual Meeting of the Parish Council: 7pm, Wednesday 17th May 2023</p>	
	<p><i>A resolution was passed to exclude members of the public from the following confidential item:</i></p>	
19)	<p>Community Service Award and Sports Award:</p>	
a)	<p>Members considered three applications for the Fownhope Community Service Award. There were no applications for the Sports Award.</p>	
	<p>It was RESOLVED: to award all three persons nominated.</p>	
	<p>It was RESOLVED: to delegate power to the Clerk and Working Group to consider any applications received between the meeting and the deadline for nominations of 16th April. The Working Group to comprise Cllrs Mike Simmons and Dorothy Quayle.</p>	<p>270/04 /2223 5 of 6</p>

20)	<p>Clerk Appraisal: Members noted that the Clerk’s annual appraisal has been completed. No areas of concern were raised.</p> <p>Meeting closed.</p> <p>Signed Dated</p> <p>Chairman</p>	<p>271/04 /2223 6 of 6</p>
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Appendix A: Finance Report

REPORT FOR COUNCIL MEETING: 5th April 2023

REPORT BY: Helen Tinson, Clerk/RFO

AGENDA ITEM: 15a: Financial Report

Bank Balances:

Lloyds: £4,460.13 (excluding payments to be approved 5.4.23)

Lloyds Reserve: £39,239.64

Hargreaves Lansdown: £24,520.48 (£2227.59 lower than last month) (at 3.4.23)

Total funds held across all banks and investments at 3.4.23 = £68,220.25

Year End accounts to be presented to the May meeting.

Appendix B: Clerk Report

REPORT FOR COUNCIL MEETING: 5th April 2023

REPORT BY: Helen Tinson, Clerk/RFO

AGENDA ITEM: 17a: Clerk Report

West Mercia Police Report, PCSO Christina Howard: “It is probably just the couple of break ins at Lucksall Caravan site that we have had reported recently. One a few weeks back which was where a Hobby caravan got its door, windows and fittings stolen. Looks like this was stolen to order as no other caravans were broken in to at the time. And then a recent one in the last couple of days where some cooking oil has been stolen from the front of the site. About £80’s worth.”

Local Council Award Scheme: Our application is being considered by HALC. There is a panel meeting scheduled for next week.

FNMH: The lamp post that will provide improved lighting over the car park has been carried out this week (Monday/Tuesday)

Tarmac Access Repair: Work is ongoing. The contractors will move to Biggs Lane and carry out the repairs there on completion of the Rec Field Access Track. I have been chasing Welsh Water for a response to our request for further funding, but so far, they have not replied.

Caplor at 100: Reminder that Councillors are invited to a tour of the stewardship work / renewable techs / general activity, 5pm-6.30pm on Wednesday 7th June just before the PC meeting, which will start at 7pm at the Pavilion.

General Correspondence: I received a detailed email from a lady who is considering purchasing one of the bungalows on the Mill Field development explaining why she hoped the PC would support the recent amendments. I informed her that the PC considered the application at the March meeting and had resolved to object on the basis that the original concerns still stand.

Mailchimp: Just for info: we are currently subscribed to the Free Package, and have 282 contacts, 257 of whom are subscribed and receive newsletters. An average open rate of 60-68% is achieved on each newsletter. However, I made an error on the day associated with the 4th April on the newsletter sent on 1st April, and went to send another on Monday morning to correct it but was unable to as I had exceeded the monthly send allowance. So just to bear in mind that we can have up to 500 contacts with 1000 sends per month which in reality probably means we can send 3 newsletters each month unless we want to upgrade. Prices start at £10.60/month to move to the next package.