



	<p style="text-align: center;"><b><u>Minutes of the Parish Council Meeting held on 6<sup>th</sup> July 2022 at the Pavilion, Fownhope</u></b></p> <p><b>Present:</b> Cllr Kevin Braybrook (in the Chair) and Cllrs Stuart Eames, Mike Cohn, Mike Simmons, Dorothy Quayle, Gareth Williams, Tim Jones, Lavinia Smith, Will Morris and Phil Bream.</p> <p><b>In attendance:</b> 3 members of the public; Clerk Helen Tinson</p> <p>1) <b>Apologies for Absence:</b> Cllrs Frank Hemming and Dan Teague; Ward Councillor John Hardwick.</p> <p>2) <b>To Receive any Declarations of Interest and Written Requests for Dispensation:</b> To receive any declarations of interest: Cllr Mike Simmons declared a non-pecuniary interest in agenda items 5b and 5f; Cllr Kevin Braybrook declared a pecuniary interest in agenda item 5f; Cllr Dorothy Quayle declared a non-pecuniary interest in agenda items 9c and d. The Declarations of Interest book was signed accordingly. To consider any written requests for dispensations: there were none.</p> <p>3) <b>Open Session:</b></p> <p>a) <b>Report from Ward Councillor:</b> There was no report, other than to refer Members to Herefordshire Council's Leaders Report (shared via email).</p> <p>b) <b>Representation from the Public:</b> There were none.</p> <p>4) <b>Minutes of the Previous Meeting:</b> Members considered the minutes of the Parish Council meeting on 1<sup>st</sup> June 2022. <b>It was RESOLVED:</b> to approve the minutes as a true record of the meeting, which were duly signed by the Chairman.</p> <p>5) <b>Finance and Policy:</b></p> <p>a) Members received a financial report noting combined bank balances are currently £42,021.83. Invested Funds at 6<sup>th</sup> July 2022 were £27,002. Members were informed that the NatWest Reserve account has now been closed and funds transferred to the Lloyds Reserve Account. Members received a summary of actual vs budgeted figures for income and expenditure for the first quarter of 2022/2023. It was noted that insurance was over budget; no concerns were raised. However, a query was raised concerning the wording of the Reserves Policy approved at the last meeting. <b>It was RESOLVED:</b> to approve the report. <b>It was RESOLVED:</b> that the Finance Working Group would look again at the wording of the Reserves Policy and report to the next meeting of full council.</p> <p>b) <b>Financial Contribution to the Flag:</b> Members were asked to consider making a voluntary annual contribution of £250 to the printing costs of the Flag, noting multiple reports submitted and the average monthly costs of printing. <b>It was RESOLVED:</b> to approve an annual payment of £250.00.</p> <p>c) <b>Fownhope Walks:</b> Members considered quotations for reprinting 500 copies of each of the Fownhope Walks 1-5 and the new Tom Spring Memorial Walk, Walk 6.</p>	<p>Page Number:</p> <p><b>KB</b></p> <p><b>FWG</b></p> <p><b>HT/MS</b> 230/7 /2223 1 of 5</p>
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	<ul style="list-style-type: none"> <li>• the next Environment Group meeting is scheduled for Monday 11<sup>th</sup> July, 7pm at the Green Man;</li> <li>• Paul Walker, the Chief Executive of Herefordshire Council was interested in the actions of Fownhope’s Environment Group at a recent meeting; and</li> <li>• the Bank of England have reported that the cost of early action in respect of climate change will mean that society as a whole will be better off.</li> </ul> <p>c) <b>Travel Grant Fund:</b> Members were informed that the Clerk had submitted an application to Herefordshire Council for grant funding for six bike racks for the Pavilion Car Park but that it had been unsuccessful.</p> <p>7) <b>FRFA/Recreation Field:</b></p> <p>a) Cllr Mike Simmons reported that new landfill and recycling bins have been purchased along with a new tea urn for the Pavilion. The Clerk was asked to chase BBLP for a response on the social value project proposal to enlarge the patio area at the Pavilion.</p> <p>b) Members were asked to consider reverting ownership of the machinery used to maintain the Recreation Field back to the FRFA. It was reported that ownership was originally transferred to the PC to enable the reclaim of VAT on purchases. Now that the FRFA no longer claim financial support from the PC, this is now not applicable and FRFA ownership of the equipment would make disposals and renewals easier. It was noted that a management agreement made between the PC and the FRFA in 2018 is due for review in 2023 and that it would be sensible to review ownership of the machinery at the same time. <b>It was RESOLVED:</b> that the Clerk check the legalities of transferring ownership to the FRFA. <b>It was RESOLVED:</b> to start the review process and consider the transfer as part of the review.</p> <p>c) Members received an update concerning the tarmac repairs to the Recreation Field Access Track. Welsh Water have confirmed they will settle 50% of the cost of the repair. The FRFA advised they do not feel able to contribute towards the cost of repair at this time. Cllr Eames reported that Welsh Water must first repair a leak in the pipes under the area of tarmac in question. <b>It was RESOLVED:</b> that the Parish Council would settle the remaining 50% of the cost and to proceed with the tarmac work, pending the repair of the leak.</p> <p>d) Members considered an update concerning the junior swings. Cllrs Braybrook and Eames met with the Parish Playground Inspector and tried to recreate the movement that was the cause of the original concern. There was so little movement they felt it was reasonable to propose the swings are put back up. <b>It was RESOLVED:</b> to replace the swings and closely monitor on a regular basis.</p> <p>e) Members considered the development of the playground in anticipation of S106 money due from the Mill Field development. <b>It was RESOLVED:</b> to create a working group to start to discuss plans. The working group to comprise Parish Playground Inspector Dave Iles, Parish Council representatives Cllrs Mike Cohn, Dorothy Quayle and Lavinia Smith and St. Mary’s School PTA representative Tanya Walshe. The Clerk to ask for input from St. Mary’s School children if agreeable with the Head Teacher.</p> <p>8) <b>Community:</b></p> <p>a) Members received an update on the Queen’s Platinum Jubilee celebrations. The Chairman thanked all those who had contributed to the successful event. The Clerk presented a financial report, as attached to the minutes as Appendix A. A summary of feedback from the Parish Council questionnaire had been circulated to members; the Clerk will respond to all comments in a forthcoming newsletter.</p> <p>b) Members considered costs for the commemorative plaques for the two new benches approved at the last meeting. <b>It was RESOLVED:</b> to approve costs of up to £170.00 for two plaques.</p>	<p>HT</p> <p>HT HT/MS</p> <p>HT/SE</p> <p>HT/DI</p> <p>HT</p> <p>HT</p> <p>HT/SE 232/7 /2223 3 of 5</p>
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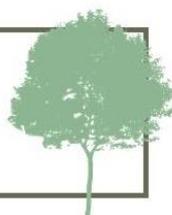
c)	<p>Members considered correspondence from a Parishioner concerned about the condition of the Pump House. Cllr Quayle advised that a resident had volunteered some time ago to maintain the area although was not sure that offer still stood.  <b>It was RESOLVED:</b> that Cllr Quayle would contact the local resident/volunteer to follow up the arrangement.</p>	DQ
d)	<p>Members considered a request to provide financial support to the Herefordshire Hoard campaign. It was noted that a direct donation would not comply with the Parish Council Grant Policy.  <b>It was RESOLVED:</b> to offer to pay for costs associated with the event taking place in Fownhope on Saturday 30<sup>th</sup> July in terms of room hire (if appropriate) and refreshments.</p>	HT
9)	<p><b>To Comment on Planning Applications for Determination by Herefordshire Council:</b></p>	
a)	<p>221961: Land at Tump Farm, Fownhope. Proposed agricultural track.  <b>It was RESOLVED:</b> to SUPPORT the application.</p>	HT
b)	<p>221903, 43 &amp; 44 Court Orchard, Fownhope. Complete demolition of two fire damaged semi-detached dwelling houses. Complete rebuild of same 3-bedroom dwellings.  <b>It was RESOLVED:</b> to SUPPORT the application noting there are no material considerations to direct otherwise.  <b>It was RESOLVED:</b> to write to Connexus Housing to ask that they reconsider the design for reconstructing the two properties to rebuild one as a 3-bed and the other as 2 x 1-bed to meet the need identified in the Housing Needs Survey.</p>	HT HT
c)	<p>221696, Listed Building Consent, 3 &amp; 5 Fownhope Court, Fownhope. Internal alterations at Fownhope Court with the intent of reintegrating Nos 3 and 5 Fownhope Court for occupation as a single dwelling. Cllr Quayle did not take part in the vote in accordance with her declaration of interest.  <b>It was RESOLVED:</b> to SUPPORT the application.</p>	HT
d)	<p>221686, 3 Fownhope Court, Fownhope. Proposed garden room with under-croft storage. Cllr Quayle did not take part in the vote in accordance with her declaration of interest. Concerns were raised in connection with the height of the proposed building and its proximity to the boundary fence.  <b>It was RESOLVED:</b> to OBJECT to the application.</p>	HT
e)	<p>221809, Bagpiper Cottage, Mordiford. Construction of first floor over a single storey extension, construction of balcony and installation of rooflights.  Members noted this property is in Mordiford Parish and is being considered due to its proximity to Fownhope Parish.  <b>It was RESOLVED:</b> to SUPPORT the application, though noting there was no Design and Access Statement.</p>	HT
10)	<p><b>To Note Planning Decisions Made by Herefordshire Council:</b> It was noted:</p>	
a)	<p>214617: Land at Glen Ridge, Fownhope. Approved with conditions</p>	
b)	<p>220907: Corner of Field to North East of Tylers Croft nr Hawkers Lane, Fownhope. Approved with conditions.</p>	
c)	<p>221293: Land opposite Mill House Farm, Fownhope. Split decision, Condition 3 only.</p>	
d)	<p>220858: Land at Eastwood, Fownhope. Approved.</p>	
e)	<p>220879: Hope Springs, Mordiford. Approved with conditions.</p>	
11)	<p><b>To Consider Other Matters Relating to Planning:</b></p>	
a)	<p>Members received a report on HC's Local Plan Consultation and the exhibition in the Tesco Room in Fownhope on 29<sup>th</sup> June 2022. Parishioners were encouraged to respond to the consultation in particular focusing on Rural Options as this is the section that will impact Fownhope. It was reported that the Local Plan could be adopted by 2024 and the NDP will lose weight to the adopted Local Plan.</p>	233/7 /2223
12)	<p><b>Highways:</b></p>	4 of 5

a)	Cllr Eames gave a report as attached to the minutes as Appendix B. Cllr Eames will distribute detailed SID data in September.	
	<b>Footpaths:</b>	
13) a)	Members were informed that the Lengthsman has tidied, strimmed and cut back growth along the footpaths. The 5 gates, waymarker posts and discs ordered via BBLP/HC have been delivered.	
b)	As the meeting had over-run and the agenda item to consider correspondence concerning landowner and walker difficulties on the public rights of way would require some careful discussion, Cllr Tim Jones asked that it be deferred to the next meeting.	
	<b>It was RESOLVED:</b> to defer the item accordingly.	HT
	<b>Local Council Award Scheme:</b>	
14)	Members considered the requirements of the LCAS Foundation Award and LCAS Quality Award, as detailed in the report attached to the minutes as Appendix C.	
	<b>It was RESOLVED:</b> to approve an annual report for the centre pages of the September 2022 issue of the Flag, printed in coloured paper to enable removal as a standalone document.	HT/MS
	<b>It was RESOLVED:</b> to approve the draft communication log as a record of evidence of customer service.	HT
	<b>It was RESOLVED:</b> to implement a process for feedback following training courses and to consider dates at the September meeting for a group training session.	HT
	<b>It was RESOLVED:</b> that all requirements for the Foundation Award have been met.	
	<b>It was RESOLVED:</b> that all requirements for the Quality Award have been met.	
	<b>General Matters:</b>	
15) a)	Members were informed that a scam email is being circulated around Herefordshire Parish Councils purporting to be from the Chairman asking for a payment to be made urgently. Members were advised not to respond to the email and to change their password if they have opened it.	
b)	Members considered the draft response to the West Mercia PCC Town and Parish Council Survey.	
	<b>It was RESOLVED:</b> to approve the draft response with the addition of a statement that the Parish Council would like regular attendance at PC meetings with updates.	HT
16)	<b>Next Meeting:</b> The next meeting of the Parish Council will be held at 7pm on Wednesday 7 <sup>th</sup> September 2022.	
	Meeting closed.	
	Signed ..... Dated .....	
	<b>Chairman</b>	234/7
		/2223
		5 of 5

## Appendix A: Jubilee Celebrations - Financial Report

### Fownhope Parish Council

*Serving the community*



**REPORT FOR COUNCIL MEETING:** 6<sup>th</sup> July 2022

**REPORT BY:** Helen Tinson, Clerk

**AGENDA ITEM:** 8a, Queen's Jubilee Celebrations Financial Report

As agreed on 2 March 2022:

**It was RESOLVED:** to approve a budget of up to £2000 to support the community events.

**It was RESOLVED:** that the working group (Cllrs Kevin Braybrook, Mike Cohn and Tim Jones) would meet with individual organisations to progress arrangements and assign the budget.

#### **Expenditure (net VAT):**

Suzi Bruce	Move PROW post	-111
Pip Printing	Information Board	-44.92
Nick Kingsford	Information Board	-110
Phil Oakley	Installing board and picnic table	-220.55
Sarah Hook	Printing A2 correx board etc	-87
Helen Tinson	Additional bunting	-9.97
The Slippermen	Music	-250
The Slippermen	Security	-100
Coo Corner	Pudding Competition Prizes	-60
Bookers Cash and Carry	Tablecloths/cake	-24.27
Thomas' Forge	Repairs to damaged gazebo	-100
	<b>Balance remaining</b>	<b>882.29</b>
	<b>Expenditure</b>	<b>1,117.71</b>

#### **Donations for Walk for George:**

Stalls, Dog Show, Kids Games	543.80
The Rein Inn	100
Hog Roast	550
Anonymous	40
Teas and Coffees	301.75
<b>Total Donations</b>	<b>1535.55</b>

## Appendix B: Highways Report

### Fownhope Parish Council

*Serving the community*



**REPORT FOR COUNCIL MEETING:** 6th July 2022  
**REPORT BY:** Stuart Eames, Chair Highways Working Group  
**AGENDA ITEM:** 12 – Highways Report

1. The proposed new road markings for the High Street have been shown to residents at the Jubilee Event on the Recreation Field and at the 'Place Shaping Consultation' run by Herefordshire Council on Wednesday 29<sup>th</sup> June 2022 in the Memorial Hall. On both occasions the plans received positive feedback. Herefordshire Council are drawing up an initial draft plan to take the project forward.
2. The latest SID data shows similar figures for June with the traffic lights at the shop end impacting on speeds.

The percentage of vehicles exceeding the 30 mph speed limit:

May	In- 5.2%	Out- 21.6%	Shop End
June	In- 3.9 %	Out- 15.9%	
May	In- 10.2%	Out- 40%	Church End
June	In- 11.4%	Out- 38%	

3. The Community Speed Watch have two sessions planned for July after one session in June.

### Appendix 3: Local Council Award Scheme

#### Foundation Award:

To confirm by resolution of the full council that:

1. We recognise our duty in relation to biodiversity and crime and disorder:

<p><b>Biodiversity:</b></p> <ul style="list-style-type: none"> <li>• Active Environment Group;</li> <li>• Support and promotion of tree planting, including applications for free trees from the Woodland Trust; and Tree Warden consideration of all planning applications for works to trees in a conservation area;</li> <li>• AONB dark skies policy encouraged and adhered to in terms of responses to planning consultations;</li> <li>• The Neighbourhood Development plan includes criteria for sustainable development;</li> <li>• Planning responses considered for biodiversity, climate and sustainability;</li> <li>• Monitoring and reduction of invasive plants – Japanese Knotweed and Himalayan Balsam, including liaison with the Wye Usk Foundation;</li> <li>• Maintenance of Common Land; and a donation to the Herefordshire Wildlife Trust to purchase land at Common Hill to extend their nature reserve;</li> <li>• Support for reduced verge cutting where possible to encourage biodiversity;</li> <li>• Support for River Wye water testing;</li> <li>• Five Flowers for Fownhope – wild flower engagement project;</li> <li>• Promotion of local examples of dead hedges;</li> <li>• Annual Habitat Grant available for parishioners to create wildlife habitat;</li> <li>• Support and promotion of hedgehog awareness campaign;</li> <li>• And carbon reducing actions via The Great Collaboration;</li> <li>• Specific pages on the website for information and signposting.</li> </ul>	<p>Yes</p>
<p><b>Crime and Disorder:</b></p> <ul style="list-style-type: none"> <li>• Speed awareness: active Community Speed Watch team, two new EVOLIS SIDs purchased and installed in 2021; requesting frequent police speed monitoring; Engagement and clerking of B4224 Strategy Group (and working group);</li> <li>• Crime Prevention Training (two sessions organised February 2019 and February 2020 (none since COVID – further sessions to be considered once COVID has abated);</li> <li>• Superintendent Edd Williams’ presentation at Annual Parish Meeting May 2021;</li> <li>• Safer Neighbourhood Community Policing Teams – invited to PC meetings; local surgeries at West End Stores and Wye Leisure promoted; Neighbourhood Matters promoted in Clerk articles;</li> <li>• Police Commissioner newsletters shared with Councillors and wider where possible; Parish Council completion of PCC Town and Parish Survey.</li> <li>• Specific pages on the website for information and signposting (under construction).</li> </ul>	<p>Yes</p>

And that the following is in place:

2. A Risk Management Policy
3. A Register of Assets
4. Contracts for all members of staff
5. Up to date insurance policies that mitigate risk to public money
6. Disciplinary and Grievance procedures
7. Policy for training new staff and councillors
8. A record of all training undertaken by staff and councillors in the last year
9. A clerk who has achieved 12 CPD points in the last year

A risk management policy	Policies and Procedures page on website. Reviewed at Finance Working Group meetings.	Yes – to be renewed 6/7/22
A register of assets	Detailed on Scribe Accounting Software	Yes
Contracts for all members of staff	Clerk only member of staff	Yes
Up to date insurance policies that mitigate risk to public money	BHIB policy – specialist in parish council sector – and Cyber Security Insurance cover in place.	Yes
Disciplinary and grievance procedures	Policies and Procedures page on website.	Yes
Policy for training new staff and councillors	Training and Development Policy published on website	Yes
A record of all training undertaken by staff and councillors in the last year	Training record held by clerk and updated regularly	Yes
A clerk who has achieved 12 CPD (Continuing Professional Development) points in the last year	<ul style="list-style-type: none"> <li>• HALC: Clerks Conversation 20/4/21; 8/6/22 (online)</li> <li>• Scribe Budget Training (1 hour) 27/9/21 (online)</li> <li>• ScribeFest (whole day) – 29/9/21 (online)</li> <li>• NALC - Local Council Award Scheme Training (1 hour) 13/10/21 (online)</li> <li>• Scribe Reserves Training (1 hour) 19/1/22 (online)</li> <li>• FPC Strategy Meeting 26/1/22</li> <li>• SLCC Practitioners Conference, 15/16/17 February 2022 (6 CPD points)</li> <li>• Regular reading of SLCC Clerk Magazine and Clerk and Council magazines.</li> </ul>	Yes

### Quality Award:

10. A scheme of delegation (where relevant)
11. At least two-thirds of councillors stood for election
12. A printed annual report that is actively shared with the community
13. Evidence of customer service in how the council handles correspondence with the public
14. A qualified clerk
15. A clerk employed according to nationally or locally agreed terms and conditions
16. A formal appraisal process for all staff
17. A training policy and record for all staff and councillors

A scheme of delegation (where relevant)	Delegated powers to Clerk – to submit planning responses; make payments according to budget and to regular suppliers between meetings, and in an emergency.	Yes
At least two-thirds of councillors stood for election	10 elected May 2019; 2 co-opted 2021	Yes
A printed annual report that is actively shared with the community	<p>Monthly reports printed in the Flag – hand delivered to every household and available to pick up at various locations (ie shop, hall)</p> <p>Mailchimp newsletters emailed to list of subscribers (currently 245).</p> <p>Full newsletter in coloured pages in the centre of the Flag in Summer 2021 – needs a further annual report for Summer 2022.</p>	<b>Approved 6/7/22 for September Flag</b>

Evidence of customer service in how the council handles correspondence with the public	<p>Most correspondence is via email to the clerk, though clerk and councillor telephone contacts widely available.</p> <p>Clerk has auto response on emails and attends to correspondence between 1pm and 3pm on Mondays, Wednesdays and Fridays.</p> <p>Urgent enquiries are asked to be communicated via phone.</p> <p>Communication log created and approved 6/7/22 to record correspondence with members of public.</p>	Yes
A qualified clerk	CiLCA achieved 2018	Yes
A clerk employed according to nationally or locally agreed terms and conditions	Contract issued in accordance with NJC guidelines. Pay scales in accordance with NJC scale for local councils	Yes
A formal appraisal process for all staff	First appraisal at end of probationary period followed by annual appraisal for clerk. Appraisals documented and held on file for term of employment. Last appraisal February 2022.	Yes
A training policy and record for all staff and councillors	Training and Development Policy published on website. Record held by Clerk.	Yes