



**Minutes of the Parish Council Meeting held on 6th March 2024
at the Pavilion, Fownhope**

Page
Number:

Present:

Cllrs Kevin Braybrook (in the Chair), Tim Jones, Gareth Williams, Mike Simmons, Frank Hemming, Will Morris, Lavinia Smith, Michael Short and Tony Kelk.

In attendance:

9 members of the public; Clerk Helen Tinson

- 1) **Apologies for Absence:** Cllr Clare Patel; Ward Councillor Graham Biggs
- 2) **To Receive any Declarations of Interest and Written Requests for Dispensation:**
To receive any declarations of interest: Cllr Mike Simmons declared a non-pecuniary interest in agenda item 12d, 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:** Cllr Biggs was not present but had submitted a written report which has been uploaded to the website: <https://fownhopeparishcouncil.gov.uk/agendas-and-minutes>. Of note, the following items were reported:
 - The flood recovery framework has been triggered to provide support for anyone affected by Storm Henk;
 - HC budget update – an additional £250,000 has been allocated to Lengthsman Scheme, £250,000 to PROW, £450,000 to new drainage grant scheme, £10million to resurfacing road network;
 - The roads and bypass strategy is being discussed during March.
 - Cllr Biggs is still working to identify why the hedge planting at the Cherry Hill development has changed but is in communication with officers to reach a resolution;
 - MF Freemans have confirmed that the earth mound at the Cherry Hill development will be moved and the storage compound decommissioned. The access road is to become a minor access to the attenuation pond.
 - Additional road resurfacing between Scotch Firs and Woolhope Road was negotiated to be completed during the traffic calming works. Cllr Biggs would welcome feedback on the project and will be raising issues with BBLP in the strongest terms.
 - b) **Report from West Mercia Police:** The Police were not present at the meeting and there was no report.
 - c) **Representation from the Public:**
 - A resident of Noverwood Drive expressed concerns about the lack of signage differentiating Noverwood Drive from Court Orchard. Deliveries are often misdelivered. A website to report errors on Google maps will be passed to the resident and it was agreed to consider road signage at the next meeting;
 - Emailed correspondence received from a parishioner concerned about the drain blockage at the junction of the B4224 and Woolhope Road. The parishioner has been assured that the blockage has been reported to BBLP.
 - Various emailed correspondence from parishioners expressing both disappointment and praise for the new traffic calming scheme. It was noted that physical barriers had been considered

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	<p>before and during the design phase but discounted Herefordshire Council and West Mercia Police Safer Roads Partnership as they were not appropriate to the B4224;</p> <ul style="list-style-type: none"> • A question was raised concerning the roll out of 20mph zones in Herefordshire. The resident was informed that a trial is still ongoing in Pembridge but that FPC have registered an interest in taking part if the trial is extended; • A question was raised asking if the new traffic calming measures will be monitored for impact and the resident was informed that the SIDs will continue to collect data. It was also suggested that residents feedback whether they feel safer when walking through the village. • Emailed correspondence from a parishioner expressing concern about the hedge removal adjacent to the Medical Centre as part of the new development. The culvert under Common Hill Lane has been blocked and the parishioner has been in contact with the developer. It is understood that the culvert has been cleared today and was found to be blocked with silt further along but is now flowing freely. It was reported that the sediment pit it in a poor state of repair. • A resident complained that residents of Common Hill received no prior notification before the hedge was removed at the new development site adjacent to the Medical Centre. The resident wished to clarify the mechanism by which the developer will be sharing information with residents and suggested a page on the website for regular updates. <p>4) Minutes of the Previous Meeting: Members considered the minutes of the Parish Council meeting on the 7th February 2024. It was RESOLVED: to approve the minutes as a true record of the meeting. The minutes were duly signed by the Chair.</p> <p>5) To Consider Comments on Planning Applications for Determination by Herefordshire Council:</p> <p>a) 240450: Rowan, Fownhope, HR1 4PJ. Works to Trees in a Conservation Area. Members considered the proposal and a recommendation from the Parish Tree Warden. It was RESOLVED: to SUPPORT the application (one abstained from voting).</p> <p>b) 240515: Brook Cottage, Fownhope, HR1 4PE. Works to Trees in a Conservation Area. Members considered the proposal and a recommendation from the Parish Tree Warden. It was RESOLVED: to SUPPORT the application (one abstained from voting).</p> <p>6) Other Matters relating to Planning:</p> <p>a) To note report of Planning Decisions taken by Herefordshire Council (HC): Members noted the report as appended (Appendix A)</p> <p>b) To receive report concerning Mill Field hedge planting: Members agreed that this had been covered under the Ward Cllr's report and confirmed that the PC will continue to push for a resolution.</p> <p>c) Dormington and Mordiford NDP Consultation 14: Members were informed that the Planning Working Group has assessed the Dormington and Mordiford Parish NDP Consultation 14. It was noted there was nothing to impact Fownhope and therefore it was concluded that no response was required. It was RESOLVED: to concur with the decision taken by the Planning Working Group.</p> <p>7) Highways:</p> <p>a) Report: Members received a report from the Highways Working Group as appended (Appendix B).</p> <p>b) Traffic Regulation Order (TRO): Members considered their response to the TRO to extend the 30mph speed limit past the new developments. It was understood that the location has been selected so that it does not impact visibility on access and egress for any neighbouring properties. It was RESOLVED: to support the proposals on that basis.</p>	<p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>315/03 /2324 2 of 5</p>
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<p>c)</p> <p>d)</p> <p>e)</p> <p>8)</p> <p>a)</p> <p>b)</p> <p>9)</p> <p>a)</p> <p>b)</p>	<p>Traffic Calming Scheme: Members noted that the scheme is almost complete, pending the remaining white lining delayed due to poor weather conditions. Members of the Parish Council met with Ward Cllr Biggs and Cllr Barry Durkin, Cabinet Member for Roads and Regulatory Services to put together a list of snags to report to BBLP for rectification. A resident questioned the purpose of the white lining and was advised that road narrowing lining has been proven to change driver behaviour. Members wished to thank Cllr Kevin Braybrook for obtaining and disseminating the regular updates during the road closure. Cllr Braybrook wished to recognise the support of the onsite Tarmac representatives.</p> <p>Parking: Members received an update following the discussion at the last meeting. Residents of Stoney Row have agreed to park as close to the wall as possible or consider parking on the road to allow as much space for pedestrians. Members hoped that this will improve the situation.</p> <p>Members received an update concerning parking on Capler Lane during Church functions. Churchwardens have confirmed they are in agreement with moving the sign and will continue to place cones to restrict parking in the meantime. Investigation into the ownership of the verge and the sign remains ongoing.</p> <p>Proposed Hills Ford Stages Rally: Members noted that there were mixed support/objections to the event. The deadline for the consultation response did not allow sufficient time for it to be considered in accordance with proper practice at a parish council meeting and a request for an extension was not granted. As council were unable to discuss and agree on a recommendation, details of the support/object votes received were passed to Ward Councillor Durkin for consideration alongside the feedback he has requested from other affected parishes.</p> <p>Footpaths:</p> <p>a) Members were informed that a meeting has been arranged with the Lengthsman to assess the two new gate locations approved at the last meeting (Pennybrook to Nash Farm). A question was raised concerning the condition of FWB8 (Cherry Hill Rise to Scotch Firs) and FWB9. It was noted that this is the responsibility of Herefordshire Council and acknowledged that the approach taken appears inconsistent with the footpath at the development adjacent to the Medical Centre. It was suggested that concerns are directed to Herefordshire Council.</p> <p>b) Removal of Bin: Members were informed that an old bin on FWB10 has been used to deposit a large amount of dog waste. Herefordshire Council have declined to take responsibility for emptying the bin and therefore a local volunteer has removed and disposed of it. Members recognised the excellent work carried out in the parish by a wide range of volunteers but acknowledged that this was a particularly arduous and unpleasant task over and above that which should reasonably be expected from a volunteer. It was RESOLVED: to approve the purchase of a £25 gift voucher by way of acknowledgement and thanks.</p> <p>Environment:</p> <p>a) EV Charging point Grant: Members were informed that the Grant Agreement from Marches LEP for 50% of the funding for the installation of two charge points has been received and requires approval. However, a condition of the grant funding is that the matched 50% must be paid prior to the Marches LEP funding being received. The matched funding was to be sourced by other grants and the LEVI funding via Herefordshire Council seems to be progressing, though is not guaranteed. Marches LEP have also agreed that the two charge points can be installed in different locations within the parish. It was RESOLVED: to sign the grant funding agreement.</p> <p>b) External Lighting at The Old School: Members considered a proposal by Citizen Housing to replace newly installed LED lighting with dark sky compliant lighting fitted on a motion sensor.</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p>HT</p> <p></p> <p>HT</p> <p>316/03 /2324 3 of 5</p>
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	<p>It was RESOLVED: to accept the proposals with council's thanks for the speedy cooperation from Citizen Housing.</p> <p>It was also noted that the Green Man and St Mary's CofE school have agreed to modify their external lighting after discussions with the Environment Group.</p> <p>10) Lengthsman Contract 2024/25: a) Members considered advertising the Lengthsman contract for 2024/25 in line with good practice. It was RESOLVED: to place an advert and consider appointing a Lengthsman at the next meeting.</p> <p>11) FRFA/Recreation Field: a) Members were informed that the FRFA are engaging with Welsh Water concerning the Leylandii along the side of the track and behind the shed. Some work has been carried out today and the remaining works will be raised again to seek a resolution.</p> <p>12) Finance and Policy: a) Finance Report: Members received a financial report as appended (Appendix C). It was RESOLVED: to approve the report.</p> <p>b) Virement to Footpaths: The Clerk reported surplus budget at 29.2.24 for Traffic Calming and Projects to enable the installation of two additional gates between Pennybrook and Nash Farm, estimated £1000 max. It was RESOLVED: to proceed with the installation on this basis.</p> <p>c) Churchyard Maintenance: Members were informed that £1000 has been paid following the resolution made at the PC meeting on 7th February. A response to the questions raised at the last meeting were considered: it was confirmed that the grass cutting contract had been put out to tender and a local contractor engaged on an average of 6 hours per week. A team of volunteers help with other general maintenance though more volunteer support would be welcomed and anyone interested was invited to make contact with the Churchwardens. However, it was considered that mowing was a task best suited to a paid contractor, rather than volunteers. Members considered increasing the level of donation for 2024/25. It was RESOLVED: to pay the agreed budget of £1000 early in the financial year and review later in the year once a forecasted annual cost can be calculated.</p> <p>d) Payments: It was RESOLVED: to approve the following invoices for payment: <ul style="list-style-type: none"> • Jon Parr, Reimbursement of Expenses Village Calendar, £467.87 plus £93.57 VAT • Nick Maddy Coaches, Bus Service February, £90.00 • Helen Tinson, Clerk Salary (February) in accordance with contract • FRFA, Meeting Room Hire February, £22.00 </p> <p>13) Training: a) HALC Training Sessions: Members were asked to consider attending the evening training sessions offered by HALC and to book via the Clerk.</p> <p>b) Wye Valley National Landscapes Seminar: Members noted that Cllrs Frank Hemming and Lavinia Smith will be representing the PC at the Wye Valley National Landscapes Seminar on 19th March 2024.</p> <p>c) HC's County Plan Parish Council Consultation Webinar: Members noted that Cllrs Frank Hemming and Lavinia Smith will be representing the PC at the County Plan Parish Council Consultation Webinar on 20th March 2024.</p>	<p>HT</p> <p>HT</p> <p>HT</p> <p>HT/WM</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>317/03 /2324 4 of 5</p>
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<p>14)</p> <p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p>	<p>Community:</p> <p>D-Day 80 Celebration; Members were asked to consider an invitation to light a beacon to celebrate the 80th anniversary of the D-Day landings. It was agreed that there is no suitable location for a beacon in the parish. It was RESOLVED: not to light a beacon but to offer to support Brockhampton Parish Council if they choose to hold an event.</p> <p>Defibrillator Training: Members considered holding a defibrillator training session. It was RESOLVED: to approve progressing plans to hold a session on a Saturday morning.</p> <p>Annual Parish Meeting: Members considered the date and theme of the Annual Parish Meeting. It was RESOLVED: to hold the APM at 6pm on Sunday 19th May at the Pavilion. It was RESOLVED: that the theme for speaker/s would focus on Dark Skies within the Wye Valley National Landscape</p> <p>Fownhope Community Service Awards and Sports Award: Members were informed that nominations are being invited for the 2024 awards. An advert will be placed in the Flag, on Facebook, Website and Newsletter.</p>	<p>HT</p> <p>HT</p> <p>HT HT</p> <p>HT/MS</p>
<p>15)</p> <p>a)</p>	<p>Clerk</p> <p>Clerk Report: Members noted the report as appended (Appendix D). It was also noted that Cllr Lavinia Smith has been selected to work with Herefordshire Council on the Town and Parish Council Charter Working Group.</p>	
<p>16)</p>	<p>Next Meeting: Parish Council Meeting: 7pm, Wednesday 3rd April 2024.</p>	
<p>17)</p>	<p>Agenda Items Raised for Next Meeting:</p> <ul style="list-style-type: none"> • To receive and consider update on voluntary registration of Tan Brook Land Ownership • To consider road signage – Noverwood Drive/Court Orchard • To consider the condition of the sediment pit on Common Hill Lane • To consider PC representation on the Library Committee • To appoint an Internal Auditor for the 2023/24 accounts <p>Meeting closed 8.46pm.</p>	
	<p>Signed Dated</p> <p>Chairman</p>	<p>318/03 /2324 5 of 5</p>

Appendix A: Planning Decisions Report

Planning Number	Address	Application	FPC Response	HC Decision
240129	Ashmead Fownhope HR1 4PJ	Proposed works to T9 Lawson Cypress - removal. T16 Western Hemlock - removal. T17 Silver Birch - removal. T18 Douglas Fir - removal. T19 Western Hemlock - removal. T30 Lawson Cypress - removal. T32 Western Hemlock - removal. T37 Lawson Cypress - removal	Support	Works can Proceed

Appendix B: Highways Report

REPORT FOR COUNCIL MEETING: 6th March 2024

REPORT BY: Highways Working Group

AGENDA ITEM: 7a: Highways Report

SID DATA: The updated spreadsheet will be uploaded onto the website once received. Figures will be inconsistent this month because of the roadworks but Stuart is able to identify speeds on individual days and will be beginning to assess the impact of the new traffic calming scheme.

PCC's Road Safety Fund: No update on the grant application yet.

Lengthsman: No work carried out this month.

Lengthsman Scheme 24/25: BBLP currently working on allocated budgets to parishes but expected to be matched to 23/24 rates at £120 per km.

Mirror on Hawkers Lane: The Locality Steward is still consulting with HC. He has asked for the reason the mirror was removed in the first instance and has been advised it was due to damage.

Drainage Reports: A number of blocked drains and other highways matters have been reported to BBLP via the online reporting system. A list of outstanding defects is held by the Clerk and will be followed up with BBLP via the Locality Steward.

Appendix C: Finance Report

REPORT FOR COUNCIL MEETING: 6th March 2024

REPORT BY: Helen Tinson, Clerk/RFO

AGENDA ITEM: 12a: Finance Report

Bank Balances:

Lloyds: £2992.08 (excludes payments to be approved 6.3.24 £1568.31)

Lloyds Reserve: £29,910.29

Hargreaves Lansdown: £20,894.16 (at 1.3.24)

Total funds held across all banks and investments at 1.3.24 = £53,796.53

ICO Fees: The annual direct debit for the ICO fee (£35) will be taken on or around the 10th April.

Lengthsman Funding: The final invoice of £1634.00 for the 23/24 lengthsman funding has been submitted and paid by Herefordshire Council, completing the grant for the current year.

Update on Bank Mandate: Online access has now been granted for Cllrs Tim Jones and Michael Short. Card readers, PIN etc have been received by the Clerk and will be delivered to Cllrs Jones and Short at the PC meeting.

Bank Reconciliation: Has been completed to 29th February 2024 and will be passed to the Chairman to approve at the PC meeting.

Appendix D: Clerk Report

REPORT FOR COUNCIL MEETING: 6th March 2024

REPORT BY: Helen Tinson, Clerk/RFO

AGENDA ITEM: 15: Clerk Report

Defib: No current update concerning the status of the defibrillator at the West End Stores.

Stargazers Guide to Herefordshire: Fownhope feature in this guide available to download from the Visit Herefordshire website. It features the Recreation Field as the best place to stargaze, and recommending dinner at both the Green Man and the New Inn.

Royal British Legion: Are looking to recruit a Poppy Appeal Organiser and Volunteers for this year. Anyone interested should contact Darren on 07808 263915.