



Minutes of the Annual Meeting of the Parish Council held on 4th May 2022

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The meeting was held in person at the Pavilion with a Zoom login for members of the public

Present:

Cllr Kevin Braybrook (in the Chair) and Cllrs Mike Cohn, Stuart Eames, Mike Simmons, Tim Jones, Frank Hemming, Phil Bream, Dorothy Quayle, Gareth Williams, Will Morris and Lavinia Smith.

In attendance:

2 members of the public, 0 on Zoom; Clerk Helen Tinson

1) **Election of Chairman 2022/2023:**

Cllr Kevin Braybrook opened the meeting and requested nominations for the position of Chair for the forthcoming year. Cllr Kevin Braybrook was proposed and seconded, and duly elected. Cllr Braybrook signed his Declaration of Acceptance of Office.

2) **Election of Vice-Chairman 2022/2023:**

Cllr Mike Cohn stepped down and was thanked for his four years as Chair and Vice Chair. Cllr Stuart Eames was proposed and seconded, and duly elected. Cllr Eames signed his Declaration of Acceptance of Office.

3) **Apologies for Absence:** Cllr Dan Teague; Ward Councillor John Hardwick. Cllr Will Morris sent apologies in advance for his late arrival.

4) **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 13b, and later in agenda item 19b. Cllr Kevin Braybrook declared a non-pecuniary interest in agenda item 14a. The Declarations of Interest book was signed.
To consider any written requests for dispensations: there were none.

5) **Minutes of the Previous Meeting:**

Members considered the minutes of the Parish Council meeting on 6th April 2022.

It was RESOLVED: to approve the minutes as a true record of the meeting, which were duly signed by the Chairman.

KB

6) **Open Session:**

a) **Report from Ward Councillor:** There was no report.

b) **Report from West Mercia Community Policing Team:** There was no report. However, it was noted that the Police and Crime Commissioner, John Champion, has launched a survey asking for community feedback on local policing. It was agreed that the Parish Council would feedback community concerns about speeding.

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c) **Representation from the Public:**

1) A member of the public reported the availability of grant funding to set up a Repair Café. He was informed that this had been considered by the Environment Group but as there is an established Repair Café in Ledbury, it had been decided to encourage parishioners to go there. However, it was agreed that the Parish Council and Environment Group would support the

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	<p>resident should he wish to pursue the project, and would table an agenda item for the next Environment Working Group meeting.</p> <p>2) The Clerk reported communication concerning dog poo at Haugh Woods. It was agreed that the Clerk would contact Forestry England and request bins to be positioned at the car park.</p> <p>3) Cllr Simmons reported communication raising concerns about car parking outside the school on Court Orchard. It was agreed that the Clerk would raise the matter with the school.</p> <p>7) To Appoint Representatives to Outside Bodies:</p> <p>a) It was RESOLVED: to appoint Councillors as follows:</p> <p>a. Fownhope New Memorial Hall: Cllr Mike Simmons</p> <p>b. Fownhope Field Recreation Association: Cllr Mike Simmons, Helen Phillips and Jacqui Nicholls</p> <p>c. HALC Representative: Cllr Kevin Braybrook</p> <p>d. Common Hill Management Committee: Cllrs Dorothy Quayle, Kevin Braybrook, Mike Cohn; Cllr Tim Jones as Parish Footpaths Officer; and Cllr Dan Teague as Tree Warden</p> <p>e. Fownhope Community Library: Cllr Dorothy Quayle</p> <p>f. Fownhope Community Land Trust: Cllr Frank Hemming (with voting rights)</p> <p>8) To Appoint Members to serve on Working and Steering Groups:</p> <p>a) It was RESOLVED: to appoint Councillors as follows:</p> <p>a. Highways: Cllrs Stuart Eames (Chair), Kevin Braybrook, Mike Cohn, Will Morris, Dan Teague and Phil Bream, with Tim Campbell and Dorothy Quayle as Litter Pick Co-Ordinator</p> <p>b. Environment: Cllrs Gareth Williams (Chair), Kevin Braybrook, Mike Cohn, Mike Simmons, Frank Hemming and Dan Teague as Tree Warden;</p> <p>c. Planning: Cllrs Dorothy Quayle (Chair), Kevin Braybrook, Frank Hemming, Phil Bream, Dan Teague and Lavinia Smith;</p> <p>d. Footpaths: Cllrs Tim Jones (Footpaths Officer) and Will Morris, with support from Waywardens</p> <p>e. Finance: Cllrs Mike Cohn (Chair), Kevin Braybrook, Dorothy Quayle and Stuart Eames with Helen Tinson (RFO). Investment Advisory Group: Peter Davis (IAG Advisor), Cllrs Mike Cohn and Mike Simmons</p> <p>f. Strategy: All Councillors and Clerk as required.</p> <p>g. Employment: Cllrs Kevin Braybrook (Chair), Mike Cohn, Dorothy Quayle and Gareth Williams</p> <p>h. Volunteer Support: Cllrs Dorothy Quayle (Chair), Helen Tinson (Clerk) and one vacancy</p> <p>i. Emergency Planning Working Group: Cllrs Mike Cohn (Chair), Gareth Williams and Helen Tinson (Clerk)</p> <p>j. Cheque Signatories: Cllrs Kevin Braybrook, Mike Cohn and Mike Simmons. Cllr Stuart Eames to replace Cllr Dorothy Quayle</p> <p>Members noted working group should elect vice chairs to enable a smooth succession to chair, when required, and that all councillors are required to participate actively in their allocated working groups.</p> <p>9) To appoint an Internal Auditor for 2022/2023:</p> <p>a) It was RESOLVED: to appoint Robin Peers as Internal Auditor for 2022/2023 at a cost of up to £150 per audit.</p> <p>10) To review the following Policies for Fownhope Parish Council:</p> <p>a) Members considered the current Financial Regulations and Investment Strategy. It was RESOLVED: to amend regulation 4.3 to read ‘Unspent provisions in the revenue or capital budgets for completed projects may be carried forward to a subsequent year’. The Investment Strategy was approved.</p> <p>b) Risk Register: It was RESOLVED: to defer to next month pending review by Finance Working Group.</p>	<p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>FWG 221/5 /2223 2 of 5</p>
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c)	Reserves Policy: It was RESOLVED: to defer to next month pending transfer of surplus funds, to be considered under agenda item 13.	HT
11)	To receive report from Health and Safety Inspection of Assets and review of Asset Register:	
a)	Members were informed that the inspection of assets is scheduled to take place on 13 th May 2022. It was RESOLVED: to defer to next month.	SE/HT
12)	To consider meetings for 2022/2023:	
a)	Members considered meeting dates for 2022/2023. It was RESOLVED: to continue meeting on the first Wednesday of each month at 7pm, excluding August and January when there would be no ordinary meeting.	HT
13)	Finance:	
a)	Members received a financial report noting combined bank balances are currently £50,936.54. Invested Funds at 30 th April 2022 were £28,789.54. Members considered the report as detailed in Appendix A, and considered the transfer of funds to earmarked reserves as proposed. Cllr Simmons requested an agenda item for the June meeting to consider reverting ownership of the machinery back to the FRFA. It was RESOLVED: to approve the report. It was RESOLVED: to publicise available grants in the Flag, in particular the Youth Support, Habitat and Community Groups grants. It was RESOLVED: to transfer £6000 from the General Fund to Special Projects.	HT HT HT
b)	It was RESOLVED: to approve the following invoices for payment: <ul style="list-style-type: none"> • FRFA, Meeting Room Hire, 6/4/22, £20.00 • Scribe, Annual Subscription, £288.00 plus VAT • Suzi Bruce, Grass Cutting, £85.00 • Suzi Bruce, Jubilee Funds, £113.20 • PATA Payroll, Payroll Support Annual Fees, £100.40 • Helen Tinson, Clerk Salary (April), £1454.17 • BHIB, Annual Insurance, £663.70 	
14)	To Comment on Planning Applications for Determination by Herefordshire Council:	
a)	220135: River View, Fownhope, HR1 4NU. Members were informed that this application had been refused by Herefordshire Council and expressed their disappointment that they had been unable to comment. It was RESOLVED: that the Clerk would email Cllr Hardwick to express the PC's disappointment noting that they would have liked to reconsider the application as the applicant had submitted the information the PC had previously asked for.	HT
b)	There were no other applications to consider.	
15)	To Note Planning Decisions Made by Herefordshire Council: It was noted:	
a)	214656: Land at Old Potato Store. Application for approval of details reserved by condition 7 and 11 attached to 203345. Approved.	
16)	To Consider Other Matters Relating to Planning:	
a)	HC Local Plan Update: Members were informed that the Planning Working Group had met to consider the PC's response to the consultation, basing their comments on Fownhope's NDP. Councillors were encouraged to respond as individuals. It was RESOLVED: to approve the response via email.	DQ/LS
b)	Streetlighting: Members considered the potential provision of street lighting on the new developments at Mill Field and the Old Potato Store. It was RESOLVED: to request that no streetlighting is installed. The Clerk will inform HC.	HT 222/5 /2223
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<p>a)</p> <p>18)</p> <p>a)</p> <p>19)</p> <p>a)</p> <p>b)</p>	<p>Queen’s Platinum Jubilee: Members received an update from Cllr Braybrook and considered a timetable for setting up on the day and various tasks for volunteers. The next working group meeting is at 7.30pm on Monday 23rd May.</p> <p>Cllr Will Morris joined the meeting.</p> <p>Tan Brook: Members considered a request to install a new bench and litter bin at Tan Brook. Cllr Quayle reported that a donation towards a bench in the village had been offered and she would suggest Tan Brook as a possible location. It was RESOLVED: to approve the installation of a new bench at Tan Brook. It was RESOLVED: that the Clerk would ask BBLP if they would empty a new litter bin if one was placed at Tan Brook and consider further at the next meeting.</p> <p>Environmental Stations: Members considered the possible installation of environmental stations in response to concerns raised at the last meeting about litter and dog waste, but did not feel they would encourage a positive change in behaviour. It was RESOLVED: not to proceed further.</p> <p>Environment:</p> <p>Members received a report from Cllr Gareth Williams following the Environment Group meeting on 25th April. A project producing information sheets on local wild flowers was agreed, to be published on the website and Facebook, with some printed copies available. It was RESOLVED: to approve a budget of up to £250 for any expenses.</p> <p>Cllr Williams gave a report noting:</p> <ul style="list-style-type: none"> • Improvements are being made to The Great Collaboration website, with the new site scheduled to go live before the Jubilee event on 3rd June. • New videos from car club members are available to view on Facebook; the car will be present at the Jubilee event. • Two further local businesses have expressed an interest in hosting public access EV charging points and the lack of bike racks in the village has been reported. The Clerk will be looking into possible funding for EV charging points and bike racks and will report further. <p>Highways:</p> <p>Cllr Eames gave a report noting:</p> <ul style="list-style-type: none"> • The traffic calming road resurfacing proposal has been refined and sent to HC for comment. • Drains will be surveyed during the summer to pre-empt possible problems during the winter. • Recent SID data is to be reported to Superintendent Edd Williams of West Mercia Police with a request for occasional police presence with speed radars. • An alternative site for CSW sessions has been agreed with West Mercia Police. Cllr Eames will liaise with neighbouring homeowners and then proceed to schedule CSW sessions. Permission is to target vehicles exiting the village only from this site. • A drainage grant from BBLP has been received for further drainage works at Common Hill Lane and Capler Lane. Concerns were raised about de-stablising the wall bordering the brook at the bottom of Capler Lane and a proposal made that any further clearance avoid removing the soil built up against the wall. • Members considered possible applications for a Village Safety Initiative grant. Cllr Eames reported some concerns about a number of signs that could be improved. It was RESOLVED: that Cllr Eames would prepare an application for the grant funding. <p>Tarmac Access Road: Cllr Mike Simmons declared an interest in this agenda item. Members considered three quotations for the repairs required to the tarmac access road at the Recreation Field. All three contractors are based in Herefordshire and have carried out work locally. Contractors 1 and 3 met the specification, Contractor 2 offered a cheaper, alternative option: Contractor 1: £11,185 plus VAT Contractor 2: £9,920 plus VAT</p>	<p>SE/HT HT</p> <p>HT</p> <p>SE/HT</p> <p>223/5 /2223 4 of 5</p>
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	<p>Contractor 3: £12,980 plus VAT</p> <p>After careful consideration, Cllr Eames recommended that members consider the two quotes that adhered to the specification used on the original road surfacing, expressing concerns about the longevity of the alternative option. It was further proposed that a request for 50% of funding is sent to Welsh Water, following an earlier precedent, and that the PC and FRFA split the remaining 50% equally.</p> <p>It was RESOLVED: to approve Contractor 1. The Clerk is to clarify how long the quote will be held.</p> <p>It was RESOLVED: to approach Welsh Water for funding.</p> <p>It was RESOLVED: that Cllr Simmons take the request for a contribution towards costs to the FRFA</p> <p>20) Footpaths:</p> <p>a) Cllr Will Morris requested consideration of a third SID in the middle of the village reinforcing a 'Slow Down' message. Concerns were raised about excess street furniture but the Clerk was asked to research costings to approve a third site and report to the next meeting.</p> <p>Cllr Morris also raised concerns about vehicles speeding into the village to access local businesses and organisations. It was agreed that the Clerk would contact the reported businesses and ask them to raise the matter in their newsletters.</p> <p>It was noted that detailed reports have been received from all waywardens and work orders will be issued to the Lengthsman.</p> <p>21) FRFA:</p> <p>a) Members received a report from Cllr Mike Simmons noting:</p> <ul style="list-style-type: none"> • The same officers had been re-elected at the AGM. • Prizes had been awarded to the winners of the dog poo poster competition; signs will be going up shortly. • New carpets for the Pavilion have been ordered. • The defibrillator and cabinet are ready to install. The FRFA are looking for an electrician. • Table top information boards have been donated to the FRFA and are available for users to borrow. • Recycling difficulties were reported. <p>22) Next Meeting: The Annual Parish Meeting will be held at 6pm on Sunday 15th May 2022. The next Ordinary Meeting of the Parish Council will be held at 7pm on Wednesday 1st June 2022.</p> <p>Agenda items for the 1st June meeting:</p> <ul style="list-style-type: none"> • To consider financial contribution to the Flag • To consider ownership of machinery • To receive update on Playground • To receive Health and Safety Assessment of Assets • To receive Risk Register <p>A resolution was passed to exclude Members of the Public and the Clerk for the following confidential matter.</p> <p>23) Fownhope Community Service Awards 2022:</p> <p>Members were informed that no nominations had been received this year.</p> <p>Meeting closed.</p> <p>Signed Dated</p> <p>Chairman</p>	<p>HT</p> <p>SE/HT MS</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>224/5 /2223 5 of 5</p>
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APPENDIX A

FINANCE REPORT FOR COUNCIL MEETING: 4th May 2022

REPORT BY: Helen Tinson, Clerk

Bank Balances:

Lloyds:	£35,946.90
Lloyds Reserve:	£ 100.00
NatWest Reserve:	£14,889.64
Hargreaves Lansdown:	£28,789.54
Total funds held across all banks and investments at 30.4.22	= £79,726.08

Precept:

To note that the first precept payment for 2022/2023 of £16,000 was received on the 19th April.

Finance Working Group Meeting: 11th April 2022

The FWG wish to propose transferring £6000 from the General Fund to earmarked reserves:

- £3000 to Special Projects
- £3000 to Recreation Field Access Road

General Reserves:

Hargreaves Lansdown Investments: 28,789.54

Earmarked Reserves:

Playground Renewals and Maintenance: 5,000.00
Recreation Field Access Road: 5,000.00
Machinery: 3,000.00
Youth Party Collective/Youth Support/BMX Track: 1,800.00
Election Provision: 2,000.00
Pump House Renovation: 400.00
Tree Works / Maintenance / Unexpected Costs: 7,760.00
Special Projects: 5,000.00
Community Engagement: 200.00
Habitat Grant: 200.00
Community Groups Grant: 300.00

Total Earmarked: 30,660.00