



**Minutes of the Parish Council Meeting held on Wednesday 3<sup>rd</sup> July 2024  
At 7pm at the Pavilion, Fownhope**

**Present:**

Cllrs Tim Jones (in the Chair), Kevin Braybrook, Frank Hemming, Will Morris, Lavinia Smith, Sue Eames, Claire Patel and Michael Short.

**In attendance:**

4 members of the public; Clerk Helen Tinson.

**1. Apologies for Absence:**

Apologies were received and accepted from Cllrs Mike Simmons, Gareth Williams and Tony Kelk; and Ward Cllr Graham Biggs.

**2. To Receive any Declarations of Interest and Written Requests for Dispensation:**

2.1. To receive any declarations of interest: Cllr Kevin Braybrook declared a non-pecuniary interest in agenda item 10.1.3 (Planning 241517). The Declarations of Interest book was signed accordingly.

2.2. To consider any written requests for dispensations: there were none.

**3. Open Session:**

**3.1. Report from Ward Councillor:**

Cllr Graham Biggs was not present but had submitted a brief report noting:

- 3.1.1 His support for 20mph advisory speed limit trial outside the school;
- 3.1.2 PROW funding – to check we have submitted an application;
- 3.1.3 Parish Summit – invitation to attend.

**3.2. Representation from the Public:**

The Clerk reported three emails from parishioners concerning:

- 3.2.1 The refuse collection on Common Hill Lane during the two-week road closure, and pedestrian access from Common Hill to the village – discussions between developer and Herefordshire Council noted;
- 3.2.2 A query concerning a section of roadside verge not cut back – BBLP verge cutting schedule noted;
- 3.2.3 A query concerning the legal position of a planning application if a yellow notice is not in position.

**4. Minutes of the Previous Meeting:**

Members considered the minutes of the Parish Council meeting on the 5<sup>th</sup> June 2024.

**It was RESOLVED:** to approve the minutes as a true record of the meeting. The minutes were signed by the Chair. Two members abstained as they were not present at the meeting.

**5. Finance:**

**5.1. Finance Report:**

Members received a financial report as appended (Appendix A), including budget monitoring reports for Q1 of 2024/25. There were no questions raised.

**It was RESOLVED:** to approve the report. The Chairman approved and signed the Bank Reconciliation.

## 5.2. Cyber Security Insurance:

Members re-considered the renewal of Cyber Security Insurance at a cost of £405.25 per year and considered a report prepared by the Clerk detailing the advantages and limitations of the policy. It was noted that the insurance is not preventative but provides assistance after an attack event. Members considered the data held and the possible impact of a breach.

**It was RESOLVED:** not to renew insurance but to continue a programme of manual back up combined with an offsite copy of the backup and ongoing OneDrive backups.

## 5.3. Poppy Wreath:

Members considered the purchase of a Poppy wreath for Remembrance Day 2024. It was noted that the Parish Council do not normally purchase a wreath and that there is no memorial upon which to place it.

**It was RESOLVED:** not to purchase a wreath.

## 5.4. Herefordshire Heartstart:

Members considered a donation to the Herefordshire Heartstart training session on Saturday 6<sup>th</sup> July.

**It was RESOLVED:** to approve a donation of £100 and to invite attendees to make a further contribution if they wish.

## 5.5. Payments:

Members were asked to ratify payments made between meetings.

**It was RESOLVED:** to ratify:

5.5.1. Suzi Bruce, P3, £470.40 inc £3.40 VAT (to be covered by FiPL grant)

5.5.2. Paula Roberts, weed spraying, £150.00

5.5.3. HALC, Internal Audit, £300.00 inc £50.00 VAT

## 5.6. Members considered invoices for payment.

**It was RESOLVED:** to approve payment of the following invoices:

5.6.1. Suzi Bruce, Lengthsman, £70.00

5.6.2. Nick Maddy Coaches, Ross and Ledbury bus, £180.00

5.6.3. FRFA, Room Hire June, £22.00

5.6.4. Helen Tinson, Clerk Salary June, in accordance with contract

5.6.5. Helen Tinson, Work from Home allowance, Q1, £78.00

5.6.6. HMRC, Q1 PAYE/NIC, £848.04

5.6.7. Helen Tinson, reimburse expenses defibrillator pads, £71.94 inc £11.99 VAT

5.6.8. Helen Tinson, reimburse clerk expenses Q1, £264.71 inc £13.16 VAT)

## 6. Policies:

### 6.1. Environmental and Sustainability Policy:

Members considered the revised Environmental and Sustainability Policy.

**It was RESOLVED:** to approve the policy.

### 6.2. Risk Register 2024/25:

Members considered the Risk Register for 2024/25.

**It was RESOLVED:** to approve the policy.

### 6.3. Financial Regulations 2024/25:

Members considered adopting the new model Financial Regulations as recommended by NALC and reviewed amendments, proposed by the RFO and reviewed by the Finance Working Group, to adapt the model policy to Fownhope.

**It was RESOLVED:** to adopt the Financial Regulations with all suggested amendments.

## **7. Highways:**

### **7.1. Report:**

Members received a report from the Highways Working Group noting:

- 7.1.1.** The forthcoming closure of Common Hill Lane – the developer has advised that access will be provided where possible but this will involve stopping work and therefore extend the duration of the work. Parishioners were therefore encouraged to do this as little as possible.
- 7.1.2.** Traffic Calming Scheme Update – Herefordshire Council have completed their investigation works into the cause of the water on the roads that prevented the completion of the white lining earlier in the year. Remedial works to mitigate water drainage onto the road at Nash Pitch are planned for Monday 5<sup>th</sup> August, under a convoy system for three days; and to complete the white lining throughout the village (along with other remedial work) overnight under traffic signals from Tuesday 6<sup>th</sup> August for two nights, weather permitting. It has been requested that no cars are parked along the B4224 during this time. A member raised an item that had been omitted from BBLP's work schedule to move the STOP sign at the bottom of Woolhope Road as it is obscured by a tree. Cllr Braybrook undertook to report this to BBLP.

### **7.2. Traffic Regulation Order (TRO) to reduce the speed limit through the village to 20mph:**

Members noted that there had been no response to comments submitted to the TRO consultation to extend the 30mph speed limit at the western side of the village asking for a 20mph speed limit to be considered. It was reported that Herefordshire Council have asked if the parish would like to consider taking part in a trial scheme whereby advisory 20mph speed limits would be put in place during school drop off and pick up times. The location under consideration is the B4224 near to the Memorial Hall. The application would require the support of the school. It was noted that a reduced speed limit during drop off and pick up times might impact sat.nav journey times and divert drivers reliant on sat.nav guidance to the trunk roads.

**It was RESOLVED:** to approach the school to seek their view and, if in support, to apply to Herefordshire Council to take part in the scheme.

Members further considered progressing a TRO to apply a 20mph speed limit throughout the village. It was noted that Community Speed Watch schemes are only applicable in 30mph areas. It was noted that an application would have the support of the Ward Councillor.

**It was RESOLVED:** to defer a decision until the trial has been adopted and a review can be carried out.

### **7.3. Highway Visibility Mirror Hawkers Lane/B4224 junction:**

Members considered Herefordshire Council's response concerning the installation of a Highway Visibility Mirror at the junction of Hawkers Lane and the B4224. It was noted that the previous mirror had been erected under a private arrangement between a parishioner and the land owner and had been removed when it had been damaged beyond use. Herefordshire Council's Traffic Management team have advised that they will not consider an application as visibility mirrors are only positioned at locations where there has been a significant accident history and no other improvements can be made. There is no history of a significant number of accidents at this location. The Traffic Management team also warned about liability if an accident occurs as a result of the driver relying upon the mirror.

**It was RESOLVED:** not to take this forward.

## **8. Environment:**

### **8.1. Report:**

Members received a report from the Clerk on behalf of the Environment Working Group noting:

- 8.1.1.** The last meeting of the Environment Group was held on the 18<sup>th</sup> June. Notes have been circulated and were taken as read.
- 8.1.2.** The Fownhope Community Car Club AGM will be held on Monday 5<sup>th</sup> August at 7pm at the Green Man, and will include a Q&A session along with the usual election of officers. The Environment Group meeting will follow the AGM.

8.1.3. A Stargazing event, hosted by the Hereford Astronomical Society, is planned for the evening of Friday 4<sup>th</sup> October 2024. Further events include a Big Switch Off (all appliances switched off at a set date and time across the parish) – date TBC, and a Glow Worm Walk on Common Hill. This is likely to take place at short notice so anyone wishing to take part should register interest with the Clerk.

## 8.2. Annual Tree Survey:

Members considered the annual tree survey report.

**It was RESOLVED:** that the Parish Tree Warden would undertake the minor works suggested to the trees at the Recreation Field.

**It was RESOLVED:** to obtain quotations for the work identified on Green Lane and Tan Brook for consideration at the September meeting.

## 8.3. Swing at Tan Brook:

Members were informed that the RoSPA trained volunteer Play Inspector has met with the volunteer undertaking the weekly inspections of the swing at Tan Brook to agree the checks required.

## 9. Footpaths:

Members received a report from the Parish Footpaths Officer noting:

- 9.1. Herefordshire Council's PROW Officer has assessed the new static caravans sited at Lucksall Caravan Park and advised that they are very close to the footpath but not obstructing it, and that Lucksall have confirmed that the footpath between the caravans and the river would remain accessible.
- 9.2. Herefordshire Council's PROW Officer is in communication with the landowner concerning FWD6 and FWD6a.
- 9.3. The tenant farmer working the land between Lechmere Ley and Lucksall (FWD8) was acknowledged for maintaining the footpath between crops this year, noting this had been a problem last year.
- 9.4. The grant application for PROW furniture (approved at the last meeting) has been submitted to Herefordshire Council.
- 9.5. A blockage on the footpath at the rear of the Old School (FWA10) has been reported and investigated. The fence positioned across the footpath is easily moveable and therefore does not qualify as an obstruction. Walkers were advised to move the fence to one side if it crosses the footpath when they wish to pass.
- 9.6. A query was raised about an uneven 10m stretch of the footpath between Scotch Firs and Cherry Hill (FWB10). The Parish Footpaths Officer undertook an action to assess and follow up with the developers of Cherry Hill Rise.
- 9.7. A query was raised about a missing waymarker at the start of FWD5 at the entrance to the Old Potato Barn development. It was reported that a waymarker may be attached to the telegraph post; the Parish Footpath Officer undertook an action to investigate.

## 10. Planning:

### 10.1. To Consider Comments on Planning Applications for Determination by Herefordshire Council:

#### 10.1.1. 241488: Alpha House, Fownhope, HR1 4PE. Works to Trees in a Conservation Area.

Members considered the application and received a report from the Parish Tree Warden.

**It was RESOLVED:** to support the application.

#### 10.1.2. 241584: Fownhope House, Fownhope, HR1 4PE. Works to Trees in a Conservation Area

Members considered the application and received a report from the Parish Tree Warden.

**It was RESOLVED:** to support the application.

Cllr Kevin Braybrook did not take part in the following discussion or vote in accordance with his declaration of interest. The item was chaired by Cllr Tim Jones.

### **10.1.3. 241517: Land adjacent Hawkers Lane East of Tylers Croft, Fownhope, HR1 4PS.**

Proposed change of use of the 'cooking cabin' (201431) to holiday accommodation and short-term staff accommodation along with change of use of the 'hay store' (220907) for use as food preparation and storage.

Members considered the application and received a report from the Planning Working Group. It was noted that planning approval for a change in use from previous grazing pasture to the creation of a food preparation area to support a new local business had been granted in May 2020. The Parish Council initially objected to the application because of concerns about the scope of the area seeking the change of use. However, once this was clarified and amended, the application received their support.

A further application to create a new hay store was also supported in March 2022, though this has not yet been built. It was noted at that time, that the Parish Council would not support any further development on this site. It was further noted that the applicant had pledged to develop the remainder of the field into a wildflower meadow, also not yet done, and that hedges and trees to screen the 'cooking cabin' were to be planted but to date only two trees have been planted.

As the original intention of the hay store was to support farming, members questioned whether a further application for another hay store would be forthcoming.

The site is situated outside the Parish Settlement Boundary but within the boundary of the protected National Landscape. The site is highly visible from the village and is a protected vista in the Fownhope Neighbourhood Development Plan (Policy FW7).

The Fownhope Neighbourhood Development Plan (FNDP) seeks to support local business and as such there was no objection to the principle of the provision of holiday accommodation (Policy FW18). However, concerns were raised about the amenity of neighbours in terms of noise and increased traffic movements along Hawkers Lane, and at the junction with the B4224, and therefore the application does not fulfil the criteria of FNDP Policy FW18. The application does not fulfil FNDP Policy FW13, the provision of affordable housing.

Further concerns about noise and light pollution within a sensitive ecological area and intrinsic dark skies were raised.

A Design and Access Statement has not been submitted with the application. Whilst not a mandatory requirement, it does provide an opportunity for the applicant to address how the development will meet the requirements of the Fownhope Neighbourhood Development Plan. It was suggested that a condition be requested to prevent a further future application for full habitation of the dwelling should the Planning Officer be minded to approve the application.

**It was RESOLVED:** to object to the application for the reasons noted above.

### **10.2. To consider response to Town and Country Planning Act 1990 Appeal under Section 78:**

**220525: Land on the northern side of the C1297 and the eastern boundary of Haugh Woods, HR1 4QX.** Outline permission (all matters reserved except drainage) for the re-erection of a replacement dwelling. Refused 8/12/2023.

Members considered the appeal and their response to the original planning consultation to support the application. It was noted that the appeal appears to be a technical issue related to drainage. Members did not feel qualified to offer further comment.

**It was RESOLVED:** not to submit further comments.

**It was RESOLVED:** not to withdraw the previous comment.

### **10.3. To Consider Other Matters related to Planning:**

#### **10.3.1. To note report of Planning Decisions taken by Herefordshire Council (HC):**

Members noted the report as appended (Appendix B)

#### **10.3.2. Fownhope Neighbourhood Development Plan Review:**

Members considered the outcome of responses to the NDP Consultation as appended (Appendix C) and considered whether to review the Fownhope Neighbourhood Development Plan. It was noted that 44 questionnaires were returned. As Neighbourhood Plans must comply with the policies in the Local Plan in order to maintain weight within the planning process, Herefordshire Council have recommended that any reviews are carried out after the Local Plan has been amended following public consultation.

**It was RESOLVED:** to review the Fownhope Neighbourhood Development Plan but to defer the review until later in 2024 or early 2025 once a revised draft Local Plan has been published.

### **11. FRFA/Recreation Field:**

#### **11.1. Report:**

Members received a report from the Chairman on behalf of the FRFA noting:

**11.1.1. Mower:** it was reported that the mower is more suited for golf course mowing where a very small amount of grass is cut rather than the Recreation Field. The mower jams continually. Members were asked to approve the sale of the mower and consider whether the FRFA or the PC would take that forward.

**It was RESOLVED:** to approve the sale of the mower and for the FRFA to take the sale forward.

**It was RESOLVED:** to defer a decision about whether the money from the sale is returned to the PC or donated to the FRFA as a contribution towards further equipment.

**11.1.2. Patio Extension:** Members were asked to take a view on the choice of surface proposed for the extended patio. A sandstone paving slab or ceramic tile were both proposed. Photographs and a summary of advantages and disadvantages of both options were presented.

**It was RESOLVED:** to express a preference for the sandstone paving slab (unanimous, excluding Cllr Eames who abstained from the vote).

A query was raised about how improvements are addressed on the lease between the PC and the FRFA and it was suggested that a 'Licence for alterations' is required. It was agreed that the Clerk would make enquiries and report to the next meeting.

#### **11.2. BMX Track:**

Members considered options for future maintenance of the BMX track following recent enquiries. Four options were considered:

- To leave to grow as habitat
- To continue with the current periodic strimming schedule
- To strim more frequently to keep the grass as low as possible
- To develop and extend it into a better facility.

It was reported that children enjoy running and cycling across the bumps but a significant amount of dog poo in the long grass was reported.

**It was RESOLVED:** to strim the grass more frequently in the short/medium term and to add the development of the track to the forthcoming consultation on the S106 play area development.

### **12. Clerk's Report:**

The following information was noted:

**12.1.** A new defibrillator has been supplied and installed to replace the recalled model at the West End Stores.

- 12.2. Road closures reported – A438 between Hagley and Dormington (22nd July to 20<sup>th</sup> August) and C1273 Capler Lane (8<sup>th</sup> July for three weeks)
- 12.3. New telegraph pole installed outside the Memorial Hall is to supply internet connectivity to the hall.
- 12.4. HC are holding a Parish Summit on Tuesday 9th July – Cllr Braybrook attending on behalf of FPC

**13. Next Meeting:**

7pm, Wednesday 4<sup>th</sup> September 2024, Fownhope Pavilion.

**14. Agenda Items Raised for Next Meeting:**

There were none.

Meeting closed 8.53pm.

Signed .....  
**Chairman**

Dated .....

**Appendix A: Finance Report and Q1 Budget Monitoring**

**REPORT FOR COUNCIL MEETING: 3<sup>rd</sup> July 2024**

**REPORT BY:** Helen Tinson, Clerk/RFO

**AGENDA ITEM:** 5.1, Finance Report

**Bank Balances:**

Lloyds: £12,689.96 (excludes payments to be approved 3.7.24 £2,075.45)

Lloyds Reserve: £26,030.69

Hargreaves Lansdown: £22,927.27 (at 28.6.24)

Total funds held across all banks and investments at 28.6.24 = £61,647.92

**Bank Reconciliation:** Has been completed to 30th June 2024 and will be passed to the Chairman to check and sign at the end of the meeting.

**Bank Correspondence:** Lloyds Bank have advised that the interest rate on the Business Banking Instant Access Account is changing from 1.31% AER to 1% AER from 27<sup>th</sup> July 2024.

**VAT Reclaim:** Has been submitted for 2023/24 tax year - £3,523.46

**2024/25 Q1 Budget Monitoring:** Please refer to attached Q1 Summary Report for detailed actual/budget figures for each cost code.

Not much to note:

- Lengthsman PROW Labour includes two invoices to be reclaimed from FiPL grant £944.40 (location of gates installed tbc by PFO)
- Investment income and reserve account interest both higher than 25% of annual budget



Q1 Summary  
Report.pdf

## **Appendix B: Planning Decisions taken by Herefordshire Council Report**

**REPORT FOR COUNCIL MEETING: 3<sup>rd</sup> July 2024**

**REPORT BY: Helen Tinson, Clerk**

**AGENDA ITEM: 10.3.1: To Note Report on Planning Decisions Made by Herefordshire Council**

Planning Number	Address	Application	FPC Response	HC Decision
240820	Brooklyn Court Gardens Fownhope HR1 4NX	Single storey extension to dwelling and conversion of garage to annexed accommodation	Support	Approved with conditions
241356/XA2	Land adjacent to Fownhope Medical Centre Fownhope HR1 4PS	Approval of details reserved by condition 11 attached to PP 171637	No comments accepted	Approved
241618/AM	Land adjacent to Fownhope Medical Centre Fownhope HR1 4PS	Proposed non material amendment to PP 232195 – approval of reserved matters following outline approval - visual amendments.	No comments accepted	Current



## Appendix C: NDP Consultation Report

**REPORT FOR COUNCIL MEETING: 3<sup>rd</sup> July 2024**

**REPORT BY:** Planning Working Group

**AGENDA ITEM:** 10.3.2: To consider the outcome of response to the NDP Consultation and decide whether to review the Fownhope Neighbourhood Development Plan

Question	Please circle		Summary of Comments
Do you feel that the existing Neighbourhood Development Plan has benefited the village?	Yes 28	No 12	<ul style="list-style-type: none"><li>• The existing plan has given the village some influence over development</li><li>• But the homes built are much larger/more expensive than expected</li><li>• There are not enough affordable homes and they are too expensive</li></ul>
Do you think we should retain a Neighbourhood Development Plan?	Yes 40	No 3	<ul style="list-style-type: none"><li>• Some control is better than no control</li></ul>
Having reviewed the information here today, are you in favour of reviewing our Neighbourhood Development Plan?	Yes 41	No 2	<ul style="list-style-type: none"><li>• We should ensure that policies are more enforceable in a new plan than in the existing plan</li></ul>