



**Parish Councillors are summoned to attend the Annual Meeting of Fownhope Parish Council
at Fownhope Pavilion on Wednesday 7th May 2025 at 7.00pm.
The Public and Press are cordially invited to attend.**

AGENDA

- 1. To elect the Chairman of the Council for 2025/2026 and receive the Declaration of Acceptance of Office**
- 2. To accept apologies for absence**
- 3. To Receive any Declarations of Interest and Requests for Dispensations and to remind all Members to check their Register of Interests and update if necessary**
- 4. To elect the Vice Chairman of the Council for 2025/2026**
- 5. To consider the resignation of the Clerk:**
 - 5.1.** To consider virement of existing budgets to create a new budget for Recruitment
 - 5.2.** To consider report from Employment Working Group
 - 5.3.** To nominate a temporary Responsible Finance Officer
 - 5.4.** To nominate temporary allocation of Clerk tasks
- 6. Open Session:**
 - 6.1.** To receive report from the Ward Councillor
 - 6.2.** To receive representations from the Public
- 7. To approve the Minutes from the Parish Council Meeting on 2nd April 2025**
- 8. To consider any matters arising from the Annual Parish Meeting on 27th April 2025**
- 9. To ratify nominations for the Fownhope Community Service Award and Sports Award presented at the Annual Parish Meeting on 27th April 2025**
- 10. To appoint representatives to Outside Bodies**
 - 10.1.** Fownhope New Memorial Hall (FNMH)
 - 10.2.** Fownhope Recreation Field Association (FRFA)
 - 10.3.** HALC Representative
 - 10.4.** Common Hill Management Committee
 - 10.5.** Fownhope Community Library
 - 10.6.** Fownhope Community Land Trust (with voting rights)
- 11. To appoint members to serve on the under-mentioned Working Groups:**
 - 11.1.** Highways Working Group
 - 11.2.** Environment Working Group (to include Common Land Working Group)
 - 11.3.** Planning Working Group (to include FNP Annual Monitoring)
 - 11.4.** Footpaths Working Group and Way Wardens
 - 11.5.** Finance Working Group (to include Investment Advisory Group)
 - 11.6.** Employment Working Group
 - 11.7.** Volunteer Support Group
 - 11.8.** Emergency Planning Working Group
 - 11.9.** Forward Plan Working Group
 - 11.10.** Playground Working Group (temporary)

12. To consider the development of new Working Groups and assign members:

- 12.1. Incorporate a Speed Reduction Working Group within the Highways Group
- 12.2. Incorporate a Flood Group within the Environment Group
- 12.3. Communications Working Group

13. To review the following policies for Fownhope Parish Council:

- 13.1. Code of Conduct
- 13.2. Financial Regulations and Investment Strategy
- 13.3. Risk Management Policy and Register
- 13.4. Reserves Policy
- 13.5. Parish Council's Declaration of Climate Emergency
- 13.6. Dark Skies Policy

14. Assets:

- 14.1. To review the Asset Register
- 14.2. To consider the annual health and safety inspection of assets

15. To approve the dates, times and locations of ordinary meetings of the Council for 2025/2026

16. Finance:

- 16.1. To receive finance report including report from Finance Working Group Meeting 29th April 2025 and budget monitoring end of year report for year ending 31st March 2025
- 16.2. To consider virement of funds to Earmarked Reserves
- 16.3. To consider insurance renewal for 2025/2026
- 16.4. To review bank signatories for 2025/26
- 16.5. To ratify the following payments made between meetings:
 - 16.5.1. Microsoft Office 365, £70.83 plus £14.16 VAT (paid by debit card)
 - 16.5.2. Michael Short, Reimburse Expenses HARC Photocopying, £6.00
- 16.6. To approve the following invoices for payment:
 - 16.6.1. PATA UK, Payroll Services April 25-March 26, £164.40
 - 16.6.2. Helen Tinson, Clerk Salary April, in accordance with contract
 - 16.6.3. Helen Tinson, Work from Home Allowance, April and May, £52.00
 - 16.6.4. Helen Tinson, Expenses (postage), £9.35
 - 16.6.5. Stuart Eames, Reimburse Expenses (brackets for bench) £60.00 plus £12.00 VAT
 - 16.6.6. Terry Griffiths Contracts, Local Drainage Works:
 - 16.6.6.1. TGC3200 £3,500.00 plus £700.00 VAT
 - 16.6.6.2. TGC3201 £300.00 plus £60.00 VAT
 - 16.6.6.3. TGC3202 £450.00 plus £90.00 VAT
 - 16.6.6.4. TGC3203 £450.00 plus £90.00 VAT
 - 16.6.6.5. TGC3204 £150.00 plus £30.00 VAT
 - 16.6.6.6. TGC3205 £150.00 plus £30.00 VAT
 - 16.6.7. FRFA, Meeting Room Hire, April, Value £115.50
 - 16.6.8. Suzie Bruce, Lengthsman and P3, Value TBC
 - 16.6.9. Connexus, Hire of Faulkner House for Library, Value TBC

17. Highways:

- 17.1. To receive Highways and Drainage report and agree any works to be undertaken
- 17.2. To appoint a Lengthsman for 2025/26
- 17.3. To consider the Annual Maintenance Plan for 2025/26
- 17.4. To consider the Lengthsman Contract for 2025/26
- 17.5. To consider an application to the Local Drainage Grant for 2025/26
- 17.6. To consider request for concealed entrance signs

18. Environment:

- 18.1. To consider submitting Environmental Stewardship Claim for 2025/26
- 18.2. To consider litter picking along the B4224

19. Footpaths:

- 19.1.** To receive Footpaths report and agree any works to be undertaken
- 19.2.** To consider an application to the Public Rights of Way Grant for 2025/26

20. Planning:

- 20.1. To ratify planning responses submitted between meetings under delegated powers:**
 - 20.1.1. 250120: 3 Stoney Row Cottages, Fownhope, HR1 4NJ.** Works to Trees in a Conservation Area. SUPPORTED.
 - 20.1.2. 250119: Brooklyn, Fownhope, HR1 4PA.** Works to Trees in a Conservation Area. SUPPORTED
- 20.2. To consider planning applications for determination by Herefordshire Council:**
 - 20.2.1. 250978, Canon House, Fownhope, HR1 4PH.** Erection of an outbuilding in the garden.
- 20.3. To Consider Other Matters related to Planning**
 - 20.3.1.** To note report of decisions taken by Herefordshire Council

21. Clerk's Report ...to receive report

22. To note date of next meeting ... Wednesday 4th June 2025, 7pm at the Pavilion

23. To consider Agenda Items for the next meeting (no discussion):

- 23.1.** To consider the renovation of the Coronation Pump House
- 23.2.** To consider reviewing the S106 Wishlist lodged with Herefordshire Council
- 23.3.** To consider Speed Indicator Device (SID) proposal
- 23.4.** To consider changes to the summer bus service to Ledbury
- 23.5.** To consider adopting the Herefordshire Council Parish Charter

Helen Tinson
Clerk
1st May 2025