

**Minutes of the Parish Council Meeting held on 1<sup>st</sup> October 2025  
at the Pavilion, Fownhope**

**Present:**

Cllrs Tim Jones, Gareth Williams, Mike Simmons, Frank Hemming, Lavinia Smith, Michael Short, Tony Kelk, Peter Neale.

**In attendance:**

3 members of the public; Clerk Tanya Walshe

- 1. To accept Apologies for Absence:** Apologies were received and accepted from Cllrs Sue Eames, Kevin Braybrook, Claire Patel and Will Morris.
- 2. To Receive any Declarations of Interest and Written Requests for Dispensation:**
  - 2.1.** To receive any declarations of interest: Cllr Mike Simmons declared a non-pecuniary interest in agenda item 14.1.
  - 2.2.** To consider any written requests for dispensations: there were none.
- 3. Open Session:**
  - 3.1.** Report from Ward Councillor: The Ward Councillor was not present and there was no written report.
  - 3.2. Representation from the Public:**

No representations were made.
- 4. Minutes of the Previous Meeting:**

Members considered the minutes of the Parish Council meeting on the 3<sup>rd</sup> September 2025. Cllr Simmons requested the minutes record that he strongly objected to the proposal agreed at item 13.2 of the September parish council meeting minutes and record that his understanding of the agreed proposal was that councillor contact details (telephone numbers and email addresses) be removed from display on the village website and replaced by a contact form (linked behind the scenes) to the clerk's email address, through which the PC can be contacted. **It was RESOLVED:** to approve the minutes as a true record of the meeting. The minutes were signed by the Chair. Cllr Tim Jones.
- 5. Land for Sale Update:**
  - 5.1** Cllr Gareth Williams reported that he has spoken with the owner but stated that there was no change since the last meeting. Cllr Williams will keep communication open with the owner. The Parish Council will maintain current position.
  - 5.2** Cllr Michael Short stated that until the situation regarding the land sale is clarified, no update can be provided on progressing the land's designation as a Village Green.

## **6. Planning:**

### **6.1. To consider the following planning applications for determination by Herefordshire Council:**

**6.1.1. 251797: Scotland House, HR1 4QA.** Proposed variation of condition 2 of planning permission 23401. No comment made.

**6.1.2. 252304: Land at Capler Wood adjacent West Cottage, Brockhampton, HR1 4SF.** It was reported that full planning required via Herefordshire Council.

### **6.2. To Consider other Matters related to Planning**

**6.2.1.** Planning report received noting decisions taking by Herefordshire Council.

## **7. Finance:**

### **7.1. To receive and approve the financial report:**

Members received a financial report noting the bank balances at 30.09.25:

Current account £24,113.97; Reserve account £30,399.70; Hargreaves Lansdown £25,325.61. Total funds £79,839.28.

A bank reconciliation has been carried out to 30<sup>th</sup> September 2025.

### **7.2. Payments: To ratify the following payments made between meetings:**

**It was RESOLVED:** to ratify the following payments made between meetings:

**7.2.1.** HALC CiLCA Training - £275.00 and £20.00 VAT

**7.2.2.** Adrian Hope Tree Inspection Report - £295.00 and £59.00 VAT

**7.2.3.** Suzie Bruce (Lengthsman) - £225.00

**7.2.4.** Jon Parr WordPress Software for website - £22.41

**7.2.5.** Jon Parr WordPress Software for website - £ 52.29

### **7.3. Payments: To consider the following invoices for payment:**

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

**7.3.1.** HALC Parish Council Meeting Cover 09.07.2025 - £275.00 and £20.00 VAT

## **8. Highways:**

### **8.1. To receive Highways and Drainage report and agree any works to be undertaken:**

Members received a report noting:

**8.1.1.** Report received from Highways. Next year's grant funding has been approved all bar one item.

Highways met with the traffic safety group from Herefordshire Council about resighting the SID this has been agreed. They won't agree to any interim markers at present. Investigations are still being carried out regarding a mirror being placed at the junction of Common Hill Lane and the B4224. HC will not commence pavement repairs along the B4224 in the village until the temporary traffic lights along Nash Pitch on the B4224 have been removed. Works are completed on the unstable wall at Capler Lane. Open Reach will begin work on Biggs Lane 24<sup>th</sup> October to install fibre at the school.

**ACTION:** Cllr Neale to contact Welsh Water regarding a foul smell emitting from a liquid leaching onto the B4224 at Nash Pitch.

**8.2. It was RESOLVED** to defer to February's meeting.

## 9. Environment:

### 9.1. To receive Environment report and agree any works to be undertaken:

The Environment Group has not met since the last meeting; therefore, no report was provided. The next meeting is scheduled for 21<sup>st</sup> October at 6:30pm in the Pavilion. The group has received the Dark Skies certificate in recognition of their work to reduce light pollution.

## 10. Footpaths:

### 10.1. To receive Footpaths report and agree any works to be undertaken:

Report received. The issue regarding the footpath at the bottom of Nash Farm hasn't been resolved and is with the PROW officer to amend the definitive map. Cllr Will Morris has been in contact with the PROW team for the bridge repair that runs along the bottom of Nash Farm. Thanks to Alex Potter for clearing a path at the bottom of Ferry Lane and Cllr Morris is waiting to meet with Terry Griffiths to discuss more gate installations.

## 11. FRFA/Recreation Field ... to receive report on FRFA matters and agree any actions required:

Members received a report noting:

- 11.1. Parishioners have expressed an interest in using the cricket nets at the Recreation Field. Cllr Mike Simmons reported that the Strollers had indicated difficulties in obtaining insurance. This is an ongoing issue.
- 11.2. Jon Parr will replace Sue Sumner as a trustee for the FRFA.
- 11.3. A smart thermostat, which can be controlled remotely, is being installed at the Pavilion.
- 11.4. The slabbing on the side of the car park is due to be remodelled to improve access to the EV chargers.

## 12. Ledbury Bus Service 2026

- 12.1. It was **RESOLVED** to defer this item until the next meeting. **ACTION:** the clerk to find out costs and exactly what the route will be.

## 13. Herefordshire Council Charter

- 13.1. Cllr Lavinia Smith, a Member of the Herefordshire's Charter Reference Group, gave an update and said the Charter is now ready for adoption. It was going to be launched at the Herefordshire's Council Summit meeting on 7th October. Consideration of adoption of the Charter by FPC was deferred to the next meeting in November, as the majority of councillors had not yet read the document. **ACTIONS:** The clerk to book Cllr Peter Neale and a second councillor on to the meeting. All Cllrs to read the charter thoroughly to be prepared to decide whether to sign up at the next meeting.

## 14. Community Grant Applications

- 14.1. An application was made for financial support of a Chair Yoga class that takes place at the Pavilion. The request was for the sum of £300 to cover venue hire costs for 6 months or £600 to cover venue costs for 12 months. As this is a request from a private business **it was RESOLVED** to not support this application.
- 14.2. An application was made from St Mary's School PTA for financial support towards events. The clerk to contact the PTA to request further details.

**15. Tan Brook Risk Assessment**

- 15.1.** A question has been raised regarding insurance and liability for the swing and bike ramps installed by members of the public. **ACTION:** clerk to consult with the council's insurers regarding liability.

**16. GDPR and Volunteers**

- 16.1.** A question has been raised regarding communications for the Environment Group and the organisation of volunteers. **ACTION:** The clerk to meet with Cllrs Peter Neale and Gareth Williams to discuss the legalities surrounding GDPR and what can be done to help with communications.

**17. Next Meeting: Wednesday 5<sup>th</sup> November 2025, 7pm, Pavilion.**

**18. To consider Agenda items for the next meeting (no discussion)**

- 18.1.** Review of Housing Needs Survey Data conducted by FCLT.
- 18.2.** Tree Preservation Order
- 18.3.** Tan Brook Liability
- 18.4.** Ledbury Bus Service 2026
- 18.5.** Consider adopting the Herefordshire Council Charter

Meeting closed 8:31pm.

Signed .....  
**Chairman**

Dated .....