



## **Minutes of the Parish Council Meeting held on 1st April 2026 at the Pavilion, Fownhope**

### **Present:**

Cllrs Tim Jones, Sue Eames, Gareth Williams, Mike Simmons, Frank Hemming, Michael Short, Kevin Braybrook, Alex Potter

### **In attendance:**

6 members of the public; Clerk Tanya Walshe; Ward Cllr Graham Biggs; Nigel Koch (Herefordshire Council S106 Delivery Manager Infrastructure); Ian Quayle (representative of the Fownhope New Memorial Hall).

1. To accept Apologies for Absence: Cllrs Claire Patel, Will Morris and Lavinia Smith all sent their apologies for the meeting.

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

2.1. To receive any declarations of interest: Cllr Frank Hemming declared an interest in 6.1.1. Cllr Mike Simmons declared an interest in 7.2.5. Cllr Kevin Braybrook declared an interest in item 7.2.7

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

3. Open Session:

3.1. Report from Ward Councillor: Ward Cllr Graham Biggs provided updates on:

- Ross Enterprise Zone: Officially launched with strong business interest. Infrastructure works are underway, including junction improvements and servicing of initial plots.
- Hereford Transport & Bypass: Early phase proposals presented, including a route from the A49 (Ross Road) towards Rotherwas.
- Road works in Fownhope: Originally planned surface dressing has been upgraded to full resurfacing following concerns about road condition (including structural defects near the Green Man). Works expected to complete Friday morning, with lining works to follow.

Traffic concerns: Concerns raised regarding increased traffic from Ross Developments. No formal mitigation currently in place.

3.2 Representations from the Public:

A member of the public queried how representations are recorded within the minutes and noted that supporting documents are not clearly referenced. It was agreed that future minutes should clearly reference any accompanying documents or representations.

4. Minutes of the Previous Meeting:

482/04/2026

4.1. Members considered the minutes of the Parish Council meeting on the 4th March 2026. It was RESOLVED to approve the minutes subject to the following amendments:  
Item 6 Addition: Cllr Mike Simmons offered to join the Risk Management Working Group

Item 10.1 Correction: "Tree planting" amended to "hedge planting"

The minutes were signed by Cllr Tim Jones.

5. Resignation of Clerk: Members were informed that the Clerk has resigned.

5.1. Members were asked to consider a temporary Responsible Finance Officer for the interim period. It was RESOLVED: for Cllr Claire Patel to be approached.

5.2. Members were asked to nominate temporary allocation of Clerk tasks. It was RESOLVED: that Cllr Sue Eames take charge of the clerk's laptop and oversee urgent emails only. Temporary clerk arrangements to be made for future meetings.

It was agreed to vary the order of business to consider Item 8 earlier in the meeting to accommodate the attendance of Nigel Koch (Herefordshire Council S106 Delivery Manager Infrastructure), who was in attendance to advise the council.

8. S106: Members were asked to consider items of play equipment to be installed on the Recreational Ground. Cllr Sue Eames presented information sent by Cllr Lavinia Smith. The proposal was made to install an in-ground trampoline and zip wire. This equipment is to be funded by the S106 contributions from the Cherry Hill Rise development. It was noted that there would be an insurance premium increase of approximately £40 per year and a RoSPA annual inspection cost of £4 per item. Final siting of the zip wire to be alongside the BMX track, avoiding removal of existing features. It was RESOLVED to approve the installation of both items.

Planning:

6.1. To comment on the following planning applications for determination by Herefordshire Council:

6.1.1 260466 - Well Cottage, Fownhope, HR1 4QA. Proposed removal of existing conservatory and replace with a dining room extension and small office. It was RESOLVED to support the application with the comments requesting that blinds be fitted to glazed windows to reduce night-time light pollution

6.1.2. 260668 - 1 Nash Cottage, Fownhope. Rear extension. It was RESOLVED to object due to insufficient information regarding design and light pollution mitigation.

7. Finance

7.1. To receive and approve the financial report:

Members received a financial report noting the bank balances at 31.03.26: Current account £6,513.28; Reserve account £40,505.98; Hargreaves Lansdown Investments £27,260.10, cash balance £4,117.44.

Total funds £78,396.80. A bank reconciliation has been carried out to 31st March 2026.

Members received an update that EV charger grant money payment is awaited.

It was RESOLVED: to approve the finance report.

## 7.2. Payments:

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

- 7.2.1. Clerk expenses (postage of documents to Hargreaves Lansdown) £9.25
- 7.2.2. Clerk expenses (postage of documents to Shropshire Council for EV chargers reclaim) £5.75
- 7.2.3. Clerk expenses (HALC Assertion 10 talk) £5.75
- 7.2.4. Nick Maddy Coaches (458 Bus Service) £120.00
- 7.2.5. FRFA (hire of Pavilion for Parish Council meeting) £22.00
- 7.2.6. Fran White (inspection on Tan Brook swing area) £150.00
- 7.2.7. Councillor expenses Kevin Braybrook (Tree guards) £41.99
- 7.2.8. Huw Owen (clearing fence line in preparation for planting of hedge whips and for clearing a fallen tree) £75.00
- 7.2.9 HALC (subscription fee to HALC and NALC) £944.00 and £188.80 VAT

7.3. Payments: To consider the following payment:

- 7.3.1. Scribe (Scribe Accounts software renewal) £444.00 and £88.80 VAT
- 7.3.2. Terry Griffiths (PROW grant invoice TGC3822) £300.00 and £60.00 VAT
- 7.3.3. Terry Griffiths (PROW grant invoice TGC3821) £300.00 and £60.00 VAT
- 7.3.4. Terry Griffiths (PROW grant invoice TGC3797) £455.00 and £91.00 VAT

It was RESOLVED to approve all payments.

## 9. Risk Management Working Group Update.

Members received an update from Cllr Gareth Williams that an article had gone into the Flag requesting volunteers to support the group and an advert will be put out on Facebook.

10. Coronation Pump Update. Cllr Kevin Braybrook gave an update on the remedial works that need to be completed. Cllr Sue Eames confirmed that one quote had been received and discussions are in progress with three other contractors. The cost of works

would be approximately £4200. It was proposed to the Parish Council that they recognise the Coronation Pump as an important village asset, that they approve the proposed remedial and associated works, agree to the proposed funding approach and agree to underwrite £2000 should the grant applications fail.

It was RESOLVED: to approve the project and recognise the pump as an important village asset; the funding approach; the Parish Council will underwrite up to £2000 if grant applications are unsuccessful.

11. To consider a contribution to the Fownhope New Memorial Hall's installation of an external defibrillator.

Members received information from Ian Quayle (Chair of the FNMH) in relation to the efforts that have been made in securing funds for this project. It was RESOLVED to contribute £650.

## 12. Highways:

12.1. To receive Highways Report and agree any works to be undertaken:

12.1.1 Members received an update that the road resurfacing is underway and that a new Locality Steward has been appointed.

12.2. Members were asked to consider volunteering as the Highways Coordinator. None came forward.

### 13. Environment:

13.1. To receive Environment report and agree any works to be undertaken.

Members received a report from the Environment Working Group, noting:

- Event taking place on April 11th, 7pm. Astrophotography talks with Keith Maslin
- Next meeting 14th April, 6:30pm, The Green Man

### 14. Footpaths:

14.1. To receive Footpaths Report and agree any works to be undertaken: Cllr Will Morris

was not present and no report was received.

### 15. FRFA/Recreation Field:

15.1. To receive FRFA report and agree any work to be undertaken:

Members were asked to consider proposals for parking improvements funded by an FRFA grant of £7000, including provision of two disabled bays and revised layout near the Pavilion. It was noted that the grant had been obtained by the FRFA and paid into the Parish Council account for delivery of the project. It was RESOLVED: to approve the proposed parking configuration as presented.

In discussing the location of the zip wire the FRFA is in favour of it being located directly on the site of the BMX humps with the suggestion that any surplus material should be used to fill in the existing cricket strip.

Councillors voted to preserve both the BMX track and artificial cricket wicket if an alternative location for the zip wire is available.

15.2. Members considered the role of the FRFA in bringing forward improvement proposals. It was RESOLVED: for the FRFA to make developmental and improvement suggestions; recommendations and requests to the Parish Council for approval. Members noted concerns regarding current lease and management agreement arrangements and the need for clarification of roles and responsibilities.

16. To consider Parish Council payments for hire of the Pavilion for Parish Council meetings and the Annual Parish Meeting.

Members considered whether the Parish Council should continue to pay for use of the Pavilion for Parish Council meetings and the Annual Parish Meeting. It was RESOLVED: to defer this matter and consider it as part of the wider review of arrangements with the FRFA.

### 17. Community Service Award Nominations:

It was reported that:

- The deadline for nominations is 30th April
- Information has been placed in the Flag
- One nomination had already been received
- A small subgroup is required to consider applications and bring a recommendation to the next meeting. It was RESOLVED: that Cllrs Alex Potter, Mike Simmons and Sue Eames form a subgroup to review the nominations and

make a recommendation.

18. To consider a resolution to exclude members of the press and public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, to consider a confidential matter. It was RESOLVED: to pass the resolution and exclude members of the public and press from the following discussion.

Before the confidential item commenced, the Chair noted that this was the clerk's final meeting and thanked her for her support. The clerk thanked the members and left the meeting at 9pm.

19. A confidential discussion took place regarding employment matters.

20. To note date of next meeting: 6th May 2026, 7pm, Pavilion

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

Meeting closed 9:53pm

Signed .....

Chairman

DRAFT