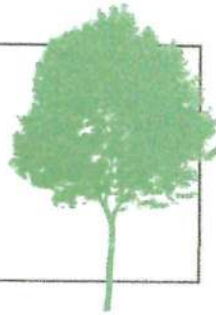


## **Fownhope Parish Council**

*Serving the community*



**Parish Councillors you are hereby summoned to attend  
a Meeting of Fownhope Parish Council  
to be held on Wednesday 7<sup>th</sup> October 2026 at Fownhope Pavilion, commencing at  
7.00pm**

### **AGENDA**

1. Apologies, declarations of interest and requests for dispensation
2. Minutes of the meeting held on [2<sup>nd</sup> September 2026](#)
3. Public participation
  - 3.1 Ward Councillor Report
  - 3.2 Items raised by members of the public in attendance
4. Councillor Co-option  
To agree co-option of new councillor(s) to fill current vacancies
5. Financial Matters
  - 5.1 To approve payments now due
  - 5.2 To note receipts since the last meeting:
    - 2<sup>nd</sup> instalment of precept received 24.9.2026 - £21,149.50
  - 5.3 To note account balances
  - 5.4 To note external auditor report for year ended 31.3.2026 and agree action plan to address issues raised
  - 5.5 To note [internal auditor report](#) for year ended 31.3.2026 and agree action plan to address issues raised
  - 5.6 To review bank account signatories and consider amendments to the bank mandate
6. Planning Matters
  - 6.1 To consider planning applications now due for observations:
    - Ref: [261625](#)  
Site: Mistletoe Cottage, Fownhope  
Dev: Replacement garden shed
    - Ref: [262287](#)  
Site: Rock Cottage, Fownhope  
Dev: Replacement windows, re-organise bathroom arrangements, consolidate existing out building and extension to rear

- Ref: [262511](#)  
Site: Croft Cottage, Fownhope  
Dev: Application for Lawful Development Cert for proposed use of land to site mobile home
- Ref: [262694](#)  
Site: The Walnut Tree, New Inn Close, Fownhope  
Dev: T1 - Walnut, reduce in height by approximately 4 metres to leave an overall crown height of approximately 12 metres. Reduce outer canopy over garage roof to correspond, to prevent encroachment.
- Ref: 262869  
Site: The Paddocks, Fownhope  
Dev: Works to trees in a conservation area. T1: Oak – remove limb that is drooping down over the lawn, also remove the bushy growth on the main stem and remove ivy from stem

- 6.2 To note [planning decisions by Herefordshire Council since the last meeting](#), if any
7. Reports from working group meetings
  - 7.1 Environment
  - 7.2 Finance
  - 7.3 Highways
  - 7.4 Risk Management
8. Footpaths Officer report
  - 8.1 PFO Report
  - 8.2 To ratify submission of grant application for PROW funding and to note funding agreed by Herefordshire Council
  - 8.3 To ratify purchase of gates in accordance with agreed PROW work
  - 8.4 To consider proposal to divert public part of footpaths FWE1B and FWE2
9. Report from Fownhope Recreation Field Association (FRFA)
10. Use of Parish Council email addresses
11. Trees
  - 11.1 Tree Officer Report
  - 11.2 To note [tree safety report](#) and ratify agreement to commission report
  - 11.3 To agree any work arising out of the tree safety report
12. To agree management of defibrillators within the village
13. Bus Service Provision
  - 13.1 To note government's bus fare cap and impact for Fownhope residents
  - 13.2 Ledbury bus subsidy for 2027
14. Village website options
15. To agree date, venue and agenda for Strategy/Awayday
16. To note 2027 Election briefing
17. Publication of minutes of meetings

- 18 Clerks Report
- 19 Reports from councillors
- 20 Date of next meeting and items for the agenda

Issued by:  
Liz Kelso  
Clerk, Fownhope Parish Council  
Email: [clerk@fownhopeparishcouncil.gov.uk](mailto:clerk@fownhopeparishcouncil.gov.uk)  
1.10.2026

***Members of the public are welcome to attend meetings of the parish council and may, at the discretion of the Chair, speak on some agenda items. Further information on agenda items can be found on our website: [www.fownhopeparishcouncil.gov.uk](http://www.fownhopeparishcouncil.gov.uk)***

***Please note that the parish council can only discuss items that are itemised on the agenda so matters raised which are not agenda items may be deferred to the next meeting.***

***For further information about the work of the parish council or meeting procedures, please contact the Parish Clerk or [www.fownhopeparishcouncil.gov.uk](http://www.fownhopeparishcouncil.gov.uk)***

**FOWNHOPE PARISH COUNCIL**  
**Payment Schedule**

Month: **Oct-26**

| Voucher #                            | Supplier                  | Type | Details                                   | Minute ref: | Net        | VAT      | Gross      |
|--------------------------------------|---------------------------|------|-------------------------------------------|-------------|------------|----------|------------|
| Payments made since the last meeting |                           |      |                                           |             |            |          |            |
|                                      | HP Instant Ink            | DD   | Ink charges - August                      |             | £ 11.24    | £ 2.25   | £ -        |
|                                      | Lloyds Bank               | DD   | Bank charges - 21.9.26                    |             | £ 4.25     |          | £ 4.25     |
|                                      | Nick Maddy Coaches - June | BACS | Bus charges 4339                          |             | £ 240.00   |          | £ 240.00   |
|                                      | S M Bruce                 | BACS | Lengthsman - paid 28.9.26                 |             | £ 450.00   |          | £ 450.00   |
|                                      |                           |      |                                           |             |            |          |            |
|                                      |                           |      |                                           |             |            |          |            |
| Payments now due                     |                           |      |                                           |             |            |          |            |
|                                      | HALC                      | BACS | Meeting cover May 26                      | 5 - 6.5.26  | £ 275.00   | £ 55.00  | £ 330.00   |
|                                      | Adrian Hope Tree Services | BACS | Tree Inspection                           |             | £ 395.00   | £ 79.00  | £ 474.00   |
|                                      | Nick Maddy Coaches        | BACS | Bus Provision Inv 4240, 4390, 4420 & 4438 |             | £ 720.00   |          | £ 720.00   |
|                                      | HMRC                      | BACS | Qtrly tax & NI payment due                |             | £ 862.10   |          | £ 862.10   |
|                                      | PATA (UK)                 | BACS | Payroll services                          |             | £ 36.95    |          | £ 36.95    |
|                                      | Ellis Dawe & Sons Ltd.    | BACS | PROW materials/gates                      |             | £ 876.08   | £ 175.22 | £ 1,051.30 |
|                                      | FRFA                      | BACS | Meeting room hire                         |             | £ 22.00    |          | £ 22.00    |
|                                      |                           |      |                                           |             |            |          |            |
|                                      |                           |      | <b>Totals</b>                             |             | £ 3,892.62 | £ 311.47 | £ 4,204.09 |

Total gross staff costs (July - Sept) paid September 2026, per contract

£ -

£ 2,413.55

Total payments funded through grants received

£ -

£ 450.00

**FOWNHOPE PARISH COUNCIL**  
**Meeting to be held 7.10.2026**  
**Agenda item 5.3: Annual External Audit**

For those who might not be familiar with the process, a parish council with income and/or expenditure in excess of £25,000 must undergo two separate audit processes, the first of which is termed an “internal audit” and will be addressed separately and the second is a review by “external” auditors of the Parish Council’s Annual Governance and Accounting Return (AGAR). Fownhope Parish Council considered and agreed the contents of the Annual Governance and Accounting Return for financial year 2025-6 on 29<sup>th</sup> June and the review of the document, with supporting information, has now been completed by external auditors PKF Littlejohn. Their report and recommendations are now attached and this agenda item – a statutory requirement – is to consider their recommendations and consider an action plan to address the items raised.

The AGAR, including the external audit report, must be published on notice boards and the parish website no later than 30<sup>th</sup> September. A Conclusion of Audit Notice has been published within the statutory deadline.

## Section 3 – External Auditor's Report and Certificate 2025/26

In respect of

Fownhope Parish Council - HE0046

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor's limited assurance opinion 2025/26

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR has not been signed in accordance with the Accounts and Audit Regulations 2015, as Section 1 was not signed by the Clerk.

Section 1, Assertion 2 has been incorrectly completed. Information received from the Internal Auditor highlights weaknesses in payroll controls, and errors in the recording of staff costs. As a result, this assertion should have been answered 'No'. This is consistent with the Internal Auditor's response to Internal Control Objective G.

The smaller authority has disclosed that internal auditor is independent of the financial decision making, management and control of the smaller authority or of the authority's financial controls and procedure, by answering 'Yes' to Section 1, Assertion 6. However, as was reported last year, we are aware that it failed to do this and therefore should have answered 'No' to this Assertion. It has also disclosed that it took appropriate action on all matters raised in reports from internal and external audit, by answering 'Yes' to Section 1, Assertion 7, which, on the basis of the above, is not correct.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR:

- Section 2, Box 4 incorrectly includes items which are not staff costs as defined in the Joint Panel on Accountability and Governance Practitioners' Guide. Please note that Box 4 should comprise payments made in relation to the employment of staff including only gross salary, employers' national insurance contributions, employers' pension contributions, gratuities for employees or former employees and severance or terminations payments to employees. Employment expenses which are benefits (mileage, travel, etc.), items of reimbursement of expenses for postage, stationery or other outlays made on behalf of the smaller authority, home working allowance, payroll processing costs and contractor/locum clerk costs in respect of individuals who are self-employed, are not staff costs for the purpose of completion of the AGAR in accordance with proper practice. The figures in Section 2, Boxes 4 and 6 should read £14,314 and £42,118, respectively.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has confirmed that it has not complied with the governance Assertion 10 in Section 1, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.

### 3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

24/09/2026

## Herefordshire Association of Local Councils (HALC)

## Internal Audit Service

## INTERNAL AUDIT REPORT

## Fownhope Parish Council 2025/26

## 1. Introduction

Herefordshire Association of Local Councils (HALC) conducted the Internal Audit review for the year ending 31<sup>st</sup> March 2026.

## 2. 2024/25 Internal Audit recommendations?

| No | Recommendation | Actioned |
|----|----------------|----------|
|    |                |          |
|    |                |          |
|    |                |          |

## 3. Findings of the Audit

|     | Scope                                                                                                                                                               | Observation                                                                                                                                                                                                                                                                                                                                                                                    | Pass | Rec |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----|
| 3.A | Appropriate accounting records have been properly kept throughout the financial year                                                                                | <ul style="list-style-type: none"> <li>Opening and closing bank balance and cashbook values reconcile for start and end of financial year</li> </ul>                                                                                                                                                                                                                                           | Y    |     |
| 3.B | This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for. | <ul style="list-style-type: none"> <li>Segregation exists between payment and approvals</li> <li>Standing orders not reviewed in year</li> <li>Financial regulations reviewed May 2025</li> <li>VAT claim made in FY</li> <li>Debit/credit cards in use</li> </ul>                                                                                                                             | Y    |     |
| 3.C | This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.                                | <ul style="list-style-type: none"> <li>Risk Register updated September 2025</li> <li>Risk Register in not in recommended format and does not consider cyber security threats</li> <li>Insurance cover in place</li> <li>Approval of the annual renewal amount is not the same as undertaking a review of insurance requirements – recommend this is completed prior to next renewal</li> </ul> | Y    | 1   |
| 3.D | The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.   | <ul style="list-style-type: none"> <li>Budget for FY25/26 and precept requirements discussed in December 2024. Budget agreed before precept set in advance of new financial year as required</li> <li>No regular budget tracking during year.</li> <li>Variances against budget position (actual v planned) not</li> </ul>                                                                     | Y    | 2   |

|     | Scope                                                                                                                                                       | Observation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Pass | Rec |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----|
|     |                                                                                                                                                             | <p>monitored during year or EOY position provided.</p> <ul style="list-style-type: none"> <li>Reserves reviewed in May 2025</li> <li>Finance working group monitors investments on active basis and reports regularly</li> <li>Annual precept considered and approved in line with HCC timetable</li> <li>Precept receipts match expected amounts</li> </ul>                                                                                                                                                                                                                                                                                                                 |      |     |
| 3.E | Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.                | <ul style="list-style-type: none"> <li>Records relating to income were properly recorded, but not consistently and explicitly reported to councillors</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Y    |     |
| 3.F | Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.                      | <ul style="list-style-type: none"> <li>Not applicable – no petty cash system used</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |      |     |
| 3.G | Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied | <ul style="list-style-type: none"> <li>Complete set of payslips provided for clerks for FY</li> <li>Clerks salary/HMRC payments not routinely minuted as approved in line with contract</li> <li>Payslips match relevant entries in statements</li> <li>Records show poor control and monitoring of payments due to HMRC, resulting in £3.27 interest being charged for late payment (Dec25)</li> <li>Staff costs are overstated on AGAR value (Box 4) by £1,780 in error: <ul style="list-style-type: none"> <li>HALC temp clerk cover in year (total £825 ex VAT) is not an employment cost</li> <li>HMRC payment made in FY26/27 £955 (paid Apr26)</li> </ul> </li> </ul> | N    | 3   |
| 3.H | Asset and investments registers were complete and accurate and properly maintained.                                                                         | <ul style="list-style-type: none"> <li>Asset register available and has been reviewed in year</li> <li>Insurance cover in place during review period</li> <li>Insurance levels higher than listed value of asset on asset register</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                | Y    | 1   |
| 3.I | Periodic and year-end bank account reconciliations were properly carried out.                                                                               | <ul style="list-style-type: none"> <li>Evidence of regular bank reconciliations/sign off by Chair or other PC members during financial year</li> <li>Year-end reconciliation matches AGAR disclosure</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Y    |     |

|     | Scope                                                                                                                                                                                                                                                                                                                                      | Observation                                                                                                                                                                                                                                                                                                                                               | Pass | Rec |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----|
| 3.J | Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.                                  | <ul style="list-style-type: none"> <li>Records match</li> </ul>                                                                                                                                                                                                                                                                                           | Y    | 4   |
| 3.K | If the authority certified itself as exempt from a limited assurance review in 2024/25 it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>                                                                                 | <ul style="list-style-type: none"> <li>Not applicable</li> </ul>                                                                                                                                                                                                                                                                                          |      |     |
| 3.L | The Authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with legislation                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>The information required by the Transparency Code for Smaller Authorities has been published in this period. Requests for missing information directed to Clerk.</li> <li>Minutes of previous meetings available on website, but not supported with additional information such (e.g. spend over £100).</li> </ul> | Y    |     |
| 3.M | In the year covered by this AGAR the authority correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period were public rights in relation to the 2024/25 AGAR evidenced by a notice on the website and /or authority approved minutes confirming the dates set) | <ul style="list-style-type: none"> <li>The "Public Notice" identifying the statutory 30 day period when the records are available for public inspection is referenced in meeting minutes and relevant documentation completed.</li> </ul>                                                                                                                 | Y    |     |
| 3.N | The authority has complied with the publication requirements for 2024/25 AGAR                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>Statutory publication requirements have been met</li> </ul>                                                                                                                                                                                                                                                        | Y    |     |
| 3O  | The authority has complied with laws, regulations & proper practices relating to digital and data compliance                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>PC has own website and email addresses</li> <li>Website accessibility statement available</li> <li>No IT policy available</li> <li>DP policy available (next review due May 26)</li> <li>Publication scheme available from website</li> </ul>                                                                      | Y    |     |
| 3.P | Trust funds (including charitable) The council met its responsibility as a trustee                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>Not applicable</li> </ul>                                                                                                                                                                                                                                                                                          |      |     |

|     | Scope                  | Observation | Pass | Rec |
|-----|------------------------|-------------|------|-----|
| 3.Q | Annual Return Complete |             | Y    |     |

#### 4. Recommendations

- 4.1 Recommend review of insurance requirements ahead of next renewal to check cover level aligns to asset value. Further recommend that a cyber threat risk assessment be undertaken and incorporate cyber risks into insurance provisions as appropriate.
- 4.2 Budget monitoring should take place at appropriate intervals during the year and include commentary on financial position (actual v planned) to provide clarity on areas of over/underspend as progress through year
- 4.3 Recommend payroll service be appointed to advise on payments due for clerks salary. Further recommend salary and HMRC payments be set up as direct debits to avoid delays/non-payment. Minutes should state salary payments are approved, or regular payment schedule including salary related expenditure should be established and processed under delegated powers with periodic review.
- 4.4 A payment referencing system would improve ease of matching approved payments/receipts with cash book entries and records within the meeting minutes.

#### 5. Annual Return- Internal Control Objective

|          | Objective                                                                                                                                                                                         | Yes | No | Not Covered | Rec No |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-------------|--------|
| <b>A</b> | Appropriate accounting records have been properly kept throughout the financial year                                                                                                              | X   |    |             |        |
| <b>B</b> | This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.                               | X   |    |             |        |
| <b>C</b> | This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.                                                              | X   |    |             | 1      |
| <b>D</b> | The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.                                 | X   |    |             | 2      |
| <b>E</b> | Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.                                                      | X   |    |             |        |
| <b>F</b> | Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.                                                            |     |    | X           |        |
| <b>G</b> | Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.                                      |     | X  |             | 3      |
| <b>H</b> | Asset and investments registers were complete and accurate and properly maintained.                                                                                                               | X   |    |             | 1      |
| <b>I</b> | Periodic and year-end bank account reconciliations were properly carried out.                                                                                                                     | X   |    |             |        |
| <b>J</b> | Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate | X   |    |             | 4      |

|          | Objective                                                                                                                                                                                                                                                                                                                                 | Yes | No | Not Covered | Rec No |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-------------|--------|
|          | audit trail from underlying records and where appropriate debtors and creditors were properly recorded.                                                                                                                                                                                                                                   |     |    |             |        |
| <b>K</b> | If the authority certified itself as exempt from a limited assurance review in 2024/5 it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>                                                                                 |     |    | X           |        |
| <b>L</b> | The Authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with legislation                                                                                                                                                                                         | X   |    |             |        |
| <b>M</b> | In the year covered by this AGAR the authority correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period were public rights in relation to the 2024/25AGAR evidenced by a notice on the website and /or authority approved minutes confirming the dates set) | X   |    |             |        |
| <b>N</b> | The authority has complied with the publication requirements for 2024/25 AGAR                                                                                                                                                                                                                                                             | X   |    |             |        |
| <b>O</b> | The authority has complied with laws, regulations & proper practices relating to digital and data compliance                                                                                                                                                                                                                              | X   |    |             |        |
| <b>P</b> | Trust funds (including charitable) The council met its responsibility as a trustee                                                                                                                                                                                                                                                        |     |    | X           |        |

**HALC Internal Audit Services**

**16 June 2026**



## **Public Rights of Way Grant Application 2026/27**

### **FOR 2026/27 CAPPED TO £5,000 PER APPLICATION**

*YOUR CITY, TOWN OR PARISH COUNCIL WILL BE ABLE TO SUBMIT A FURTHER APPLICATION  
ONCE ALL WORKS BELOW ARE COMPLETED AND INVOICED.*

### **Parish/Town Council Contact Details**

|                           |                                          |
|---------------------------|------------------------------------------|
| City, Town or Parish Name | Fownhope Parish                          |
| Contact Name              | William Morris                           |
| Contact Number            | 07469883160                              |
| Contact Email Address     | Will.morris@fownhopeparishcouncil.gov.uk |

### **Summary of Proposed Works**

|                                      |                                  |
|--------------------------------------|----------------------------------|
| Total Number of Sites to be Improved | 2                                |
| Total Cost of Works (excluding VAT)  | Materials: £1200<br>Labour: £700 |

We understand that that total funds for this scheme are limited and where applications exceed the total funds available then entirety of our request may not be funded. Subject to our proposal being accepted, we understand that works must be fully completed by 31<sup>st</sup> March 2027 and invoiced by no later than 9 April 2027.

Signed *W. Morris*

On behalf of Fownhope Parish Council

Dated *27.6.26*

**Description of Proposed Works (insert further copies as required by copying and pasting the below table)**

|                                                                                                                                                                                                                                   |                                                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| <b>Ref No.</b><br>(Path Number)                                                                                                                                                                                                   | FWE2                                                                                         |
| <b>Location of work</b><br>(What3Words)                                                                                                                                                                                           | Fuels.gulped.vintages                                                                        |
| <b>Short description of work required</b>                                                                                                                                                                                         | Clearance of vegetation, replacement of overgrown stile with kissing gate, securing of fence |
| <b>Photograph of the asset</b><br>(current state)<br><br>Please ensure before and after photographs are included in the email you send to HC with your invoice (your invoice must be in the City, Town or Parish Council's name.) |            |
| <b>Cost Estimate</b><br>(materials)                                                                                                                                                                                               | £650 (kissing gate, cement, fixings, fence posts, wire, clearance tools for accessing)       |
| <b>Cost Estimate</b><br>(labour)<br><br>Please state how many persons will work on the job, for how long and include their rates of pay.                                                                                          | £300<br><br>2-person team<br><br>Approximately 3/4 day<br>(£200 a day rate)                  |

|                                                                                                                                                                                                                                   |                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| <b>Ref No.</b><br>(Path Number)                                                                                                                                                                                                   | FWA4                                                                                              |
| <b>Location of work</b><br>(What3Words)                                                                                                                                                                                           | Junior.width.minerals                                                                             |
| <b>Short description of work required</b>                                                                                                                                                                                         | Replacement of broken farm gate with 12ft Bristol 2:1 gate (centrewire product code F010 2015 41) |
| <b>Photograph of the asset</b><br>(current state)<br><br>Please ensure before and after photographs are included in the email you send to HC with your invoice (your invoice must be in the City, Town or Parish Council's name.) |                |
| <b>Cost Estimate</b><br>(materials)                                                                                                                                                                                               | £550 (including gate, cement, new posts, wire, fixings)                                           |
| <b>Cost Estimate</b><br>(labour)<br><br>Please state how many persons will work on the job, for how long and include their rates of pay.                                                                                          | £400<br><br>2-person team<br><br>Approximately 1 day<br><br>(£200 a day rate)                     |



**Economy and Environment  
Highways, Environment & Waste**

Chief Executive: Paul Walker

Consultee

Our Ref: PROW/FWE1B-FWE2pre/AL

Please ask for: Alastair Lewis

Direct Line / Extension: 01432 383632

E-mail: [Alastair.Lewis@herefordshire.gov.uk](mailto:Alastair.Lewis@herefordshire.gov.uk)

2<sup>nd</sup> September, 2026

Dear Consultee

**PRE-ORDER CONSULTATION  
HIGHWAYS ACT 1980 SECTION 119, PROPOSED PUBLIC PATH DIVERSION ORDER  
FOOTPATHS FWE1B AND FWE2 (PARTS) IN THE PARISH OF FOWNHOPE**

Herefordshire Council is proposing to divert part of footpaths FWE1B and FWE2 in the Parish of Fownhope at OS Grid Reference SO 5859 3398. A plan is enclosed showing both the existing legal line and the proposed diversion.

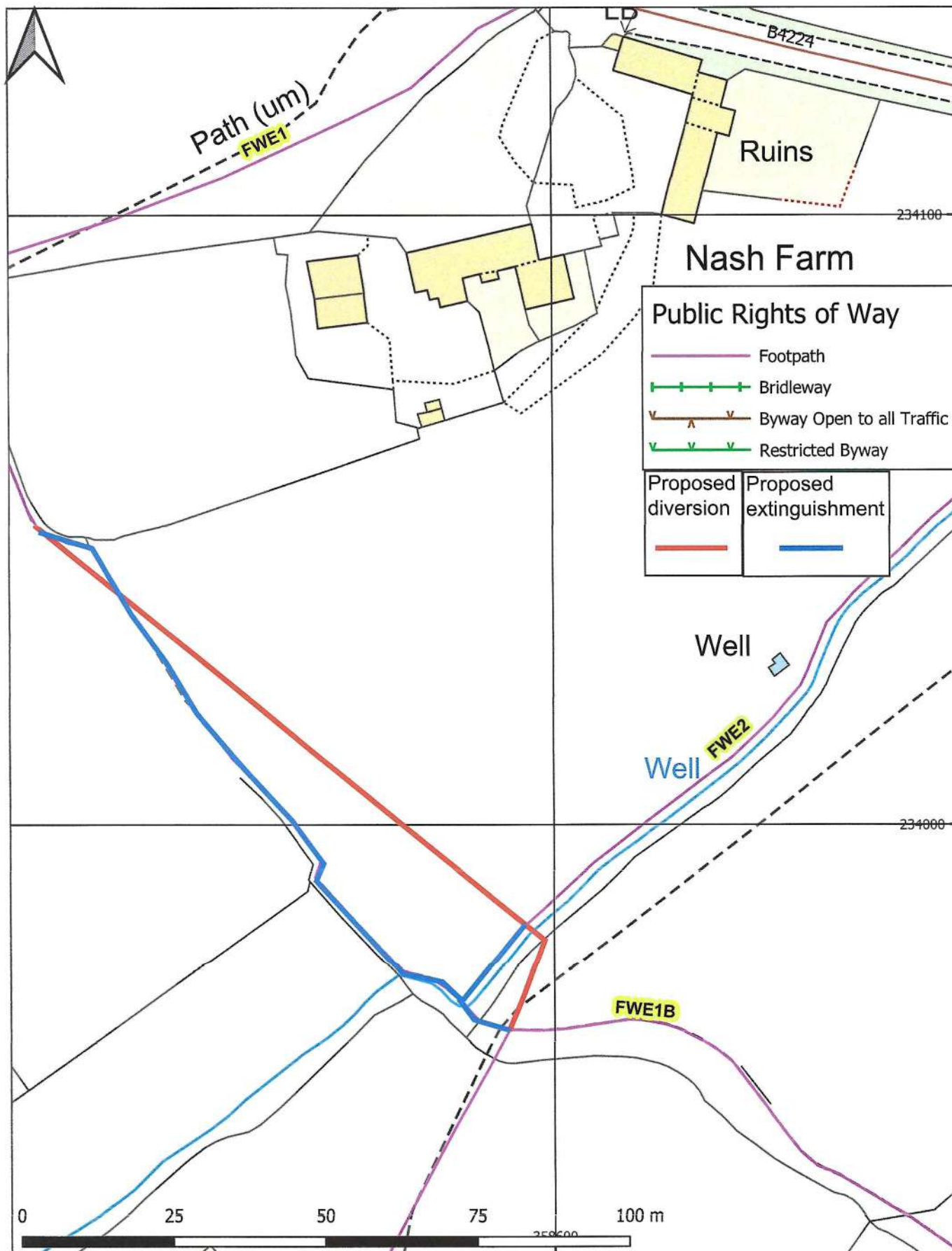
The reason for this diversion is to replace the broken footbridge in its existing location which is not on the legal line of the footpath.

I would be grateful if you would let me have your views on the proposal, using the plan to illustrate them if you wish. Please reply by 30<sup>th</sup> October, 2026 with any comments that you may have.

Yours faithfully

**A.Lewis  
Public Rights of Way Officer**

Enc



## Footpath FWE1B Fownhope

Drawing No:

Scale at A4: 1:800

Date: 10/08/2026

Herefordshire Council  
Plough Lane  
Hereford  
HR4 0LE



**Herefordshire  
Council**

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Fownhope Parish Council  
FAO Clerk to Fownhope Parish Council  
[clerk@fownhopeparishcouncil.gov.uk](mailto:clerk@fownhopeparishcouncil.gov.uk)

4<sup>th</sup> September 2026

Ref: 20086r  
(please quote)

Dear Mr Hemming

**Re: Health & Condition Inspection of Trees**

Further to the recent inspection of trees, I have pleasure in submitting the following report.

**QUOTATION**

Carry out general health and condition inspection of trees at the following sites, as in previous years:

- Boundary of Fownhope Recreation Field, off Capler Lane, Fownhope. Grid Ref. 578342.
- Green Lane, off Noverwood Drive, Fownhope. Grid Ref. 582344-583347. Footpath FWA10.
- Monument Common, Common Hill Lane.
- Sheershill Common, Common Hill Lane.
- Land at Tan Brook, between the Woolhope Road and the Fire Station, including Oak tree adjacent to Fire Station and Garages. Grid Ref. 578354
- Biggs Lane, next to Fownhope Memorial Hall. Grid Ref. 579345.
- Copper Beech in layby on B4224, opposite Lucksall Caravan Park.

All trees over 10cm diameter at breast height (DBH) at the above sites to be inspected. Any tree found to require attention to be listed in report and categorised:

- |            |                                                    |
|------------|----------------------------------------------------|
| Category 1 | Urgent, immediate safety, as soon as possible.     |
| Category 2 | Safety, within 6 months.                           |
| Category 3 | Remedial, long-term maintenance, within 24 months. |

**2.0 REPORT LIMITATIONS**

- 2.1 The inspection has been carried out from ground level using only visual observation methods as this is a preliminary report. Should a more detailed inspection be required then this will be highlighted in the recommendations. A climbing inspection was not undertaken, therefore possible defects to the upper sides of the branches were not detected from ground level.

Partners: Adrian Hope; Alison Hope; Adam Hope BSc (Hons)  
VAT No: 666 8717 80



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- 2.2 Trees are living organisms whose health and condition can change rapidly; the health, condition and safety of trees should be checked on a regular basis, preferably at least once a year. The conclusions and recommendations in this report are only valid for a period of one year. The period of validity may be reduced in the case of a change of conditions to or in proximity to the tree.
- 2.3 I have not contacted the local planning authority to determine whether any Tree Preservations Orders (TPO) cover the trees, nor to determine if the site is in a Conservation Area. It would be advisable to check whether either of these planning controls are in operation; if they are, it would be necessary to obtain consent (or in the case of a Conservation Area give six weeks notice of intent) before undertaking any work. In the event of tree felling it may be necessary to obtain a licence before commencement of work.
- 2.4 This report does not deal with the effect trees and vegetation may have or have had on the structural integrity of property and the possibility of structural movement, subsidence and heave.
- 2.5 No investigation was made into the presence of any protected species in the trees surveyed. Before any works commence, this must be undertaken.

### **3.0 THE TREES**

#### **Boundary of Fownhope Recreation Field, off Capler Lane, Fownhope. Grid Ref. 578342**

All trees were inspected. No major physical defects, no broken or fractured branches identified. Trees on this site are of young to middle aged. No works required.

#### **Green Lane, off Norverwood Drive, Fownhope. Grid Ref. 582344-583347**

Green Lane was walked from Noverwood Drive to Sheershill Common. No safety or maintenance work found. Previous safety works carried out. No works required at present.

#### **Monument Common, Common Hill Lane – Path and roadside boundary**

|                        |                                                               |
|------------------------|---------------------------------------------------------------|
| <i>Tree No 5:</i>      | Elm.                                                          |
| <i>Condition:</i>      | Standing dead. One further small tree to east, standing dead. |
| <i>Recommendation:</i> | Fell both dead Elm to ground level.                           |
| <i>Category:</i>       | 2                                                             |

### **Sheershill Common, Common Hill Lane.**

|                        |                                                                                  |
|------------------------|----------------------------------------------------------------------------------|
| <i>Tree No 1:</i>      | Ash.                                                                             |
| <i>Condition:</i>      | 75% Dead. Risk of collapse on to path below. Small dead stem below.              |
| <i>Recommendation:</i> | Fell two dead and dying stems, to as near ground level as possible.              |
| <i>Category:</i>       | 2                                                                                |
| <i>Tree No 2:</i>      | Sycamore.                                                                        |
| <i>Condition:</i>      | Standing dead. Would fall onto path and BT cable, also small dead Ash alongside. |
| <i>Recommendation:</i> | Fell to as near ground level as possible.                                        |
| <i>Category:</i>       | 2                                                                                |
| <i>Tree No 3:</i>      | Sycamore.                                                                        |
| <i>Condition:</i>      | Standing dead. Heavily Ivy covered. Leaning towards Broom cottage garden.        |
| <i>Recommendation:</i> | Fell                                                                             |
| <i>Category:</i>       | 2                                                                                |
| <i>Tree No 4:</i>      | Ash situated above parking area.                                                 |
| <i>Condition:</i>      | Standing dead. Risk of collapse towards parking area.                            |
| <i>Recommendation:</i> | Fell to as near ground level as possible.                                        |
| <i>Category:</i>       | 2                                                                                |

The Ash surrounding Rock cottage have been showing minor decline over the recent years. No standing dead or significant deterioration from previous inspections however, at time of my inspection autumn is earlier than normal, so I will return at no additional cost in the Spring of 2027 to reinspect the Ash trees surrounding Rock Cottage.

### **Land at Tan Brook and the Fire Station.**

All trees on site were inspected. None were found to have any major physical defects. Some trees have minor dead wood, considered are low risk. Ivy is starting to establish on many of the main stems. Ivy can hide defects, it would be sensible management and show an ongoing duty of care to sever Ivy to aid future inspections. No safety or general remedial works were identified.

### **Biggs Lane, next to Fownhope Memorial Hall. Grid Ref. 579345**

Only hedgerow boundaries Biggs Lane. Hedgerow has been maintained. No other works required.



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**Copper Beech in layby on B4224, opposite Lucksall Caravan Park**

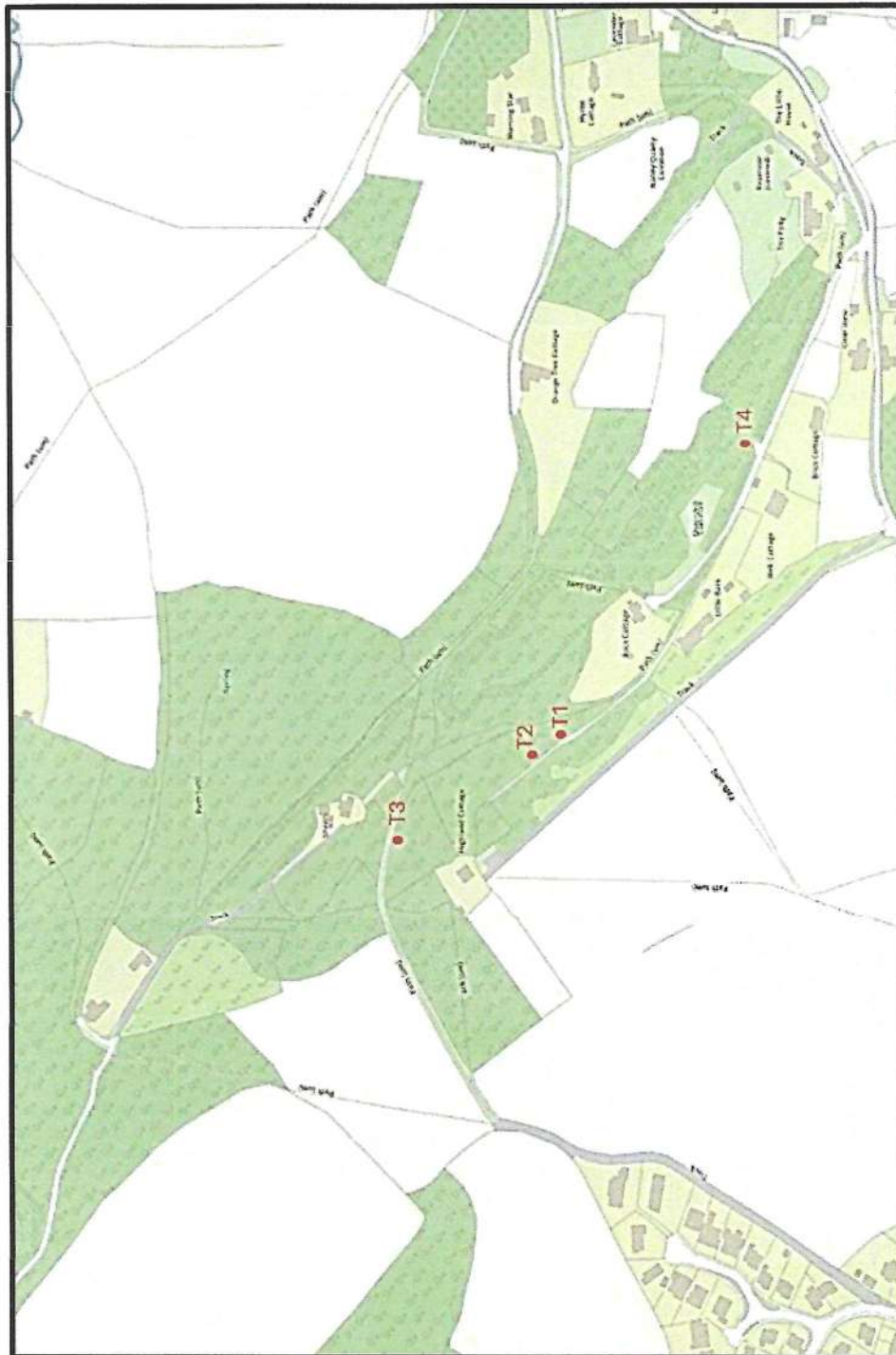
No major physical defects. No safety works required.

Should you require any further information, please do not hesitate to contact me.

Yours sincerely

**ADRIAN HOPE**





SHEERSHILL COMMON, COMMON HILL LANE, FOWNHOPE

**FOWNHOPE PARISH COUNCIL**  
**Meeting to be held 7.10.2026**  
**Agenda item 12: Defibrillator Management**

**Background**

There are currently three defibrillators located within the village:

- At West End Stores – purchased and owned by the Parish Council
- At the Pavillion – owned by the FRFA
- At Memorial Hall – owned by the Memorial Hall

As with all equipment, purchasing a defibrillator includes a requirement/commitment to maintain that equipment.

Defibrillators should be registered on The Circuit which is an online system used by the Ambulance Service to identify equipment which is ready for use when needed. When a caller to the Ambulance Service indicates that a defibrillator might be required in an emergency, the Ambulance Service can direct the caller to the nearest equipment that is showing as available on The Circuit. When the equipment is used, the system will show it as unavailable until it is marked as “available” again by the “guardian” as identified on The Circuit.

Defibrillator pads are single use so must be replaced when used. They have a finite shelf life and the expiry date is registered on The Circuit so that a reminder is sent when pads require replacement. The cost of replacement pads depends on the type and model but tends to range between £60 - £200 per set. Similarly batteries have a finite life depending upon the make and model but most last around 4 – 5 years and can cost from £75 - £400 currently. Ongoing costs therefore depends on the number of times the equipment is accessed/used and the type and model of the defibrillator.

Current financial regulations enable the Parish Clerk to purchase replacement consumables (pads and batteries where required) for the council owned equipment without further recourse to the parish council, reporting any purchases to the next available meeting of the parish council.

**Defibrillator Guardians**

Defibrillator Guardians are individuals with responsibility to “manage” equipment through The Circuit. They are responsible for monitoring the status of the equipment and can mark equipment as available or unavailable through The Circuit. They will receive confirmation when equipment is used but will also need to visit the equipment regularly to ensure it is showing that it is ready for use.

A small group of volunteers has kindly agreed to act as Guardians for the three defibrillators in the village, working as a group to share responsibilities.

### **Proposal**

- 1) That the group be formally acknowledged as Guardians for the parish council owned equipment, enabling to act on behalf of the parish council in matters relating to the day to day management of the equipment. Owners of the non-parish owned equipment will need to do the same for their equipment.
- 2) That Fownhope Parish Council assumes responsibility for the costs associated with the ongoing maintenance and management of the three defibrillators in the Village.

**clerk@fownhopeparishcouncil.gov.uk**

---

**From:** Les Lumsdon <leslumsdon@hotmail.com>  
**Sent:** 31 August 2026 09:44  
**To:** clerk@fownhopeparishcouncil.gov.uk  
**Subject:** Fownhope Residents missing out of government bus fare subsidy.

Apologies-sent the draft which I was preparing for Madley residents who are also exposed to high bus fares-final letter below!

Dear Ms Walshe,

I would be grateful if you could advise your councillors regarding the government's £2 bus fare cap, which comes into force on 1 January 2027, and its impact on Fownhope residents.

This optional opt-in scheme gives bus operators the opportunity to offer reduced fares to passengers, and receive government compensation for doing so.

At present, only half of Herefordshire's bus operators have signed up to the government's fare cap scheme; Sargeants Bros and Yeomans have not.

As a result, a bus journey from Fownhope to Hereford is currently much higher than the price of a similar length journey say from Kingsthorpe to Hereford as Yeomans serving the Fownhope route is not part of the scheme. When the £2 cap comes in this January, that gap will widen further.

We are campaigning with Buses4Us.org. to encourage all bus operators in the county to take part. Buses4Us.org is responsible for the Daffodil Line 232 bus between Ledbury and Ross-on-Wye and has retained a £2 fare cap for 3 years now (<https://daffodilline.co.uk>). The result has been a much boosted demand by 10% per annum for the bus service with more people using the bus for part time work, people leaving their car at home for leisure/shopping trips to town, etcetera.

Our aim is to get all of Herefordshire's rural bus operators signed up to the £2 cap before it takes effect this January, so that the north and west Herefordshire don't lose out on economic and social benefits being enjoyed by the rest of the county, and for that matter most of the country.

We are sure you will understand that in a cost of living crisis, a considerable saving on a bus trip (which is what the new fare cap would offer to Fownhope residents) is going to mean a lot to many, especially younger people.

Thank you for considering this.

Best wishes

Les Lumsdon

**Rail&Bus for Herefordshire**

# Village Website – Options Paper

## Background

The current website at **fownhopeparishcouncil.gov.uk** operates as the *Fownhope Village* website. It hosts:

- Statutory Parish Council content (agendas, minutes, policies, AGAR documents, etc.)
- Community information (clubs, groups, calendar, The Flag, local history, etc.)

Recent audit expectations under **Assertion 10** linked to the **Annual Governance and Accountability Return (AGAR)** require that a parish council's .gov.uk website is clearly identifiable as the council's official site and contains the prescribed transparency information. Where additional non-council material is hosted, auditors may question:

- Whether the site is formally under council control
- Whether governance and editorial responsibility are clear
- Whether council funds are being used appropriately
- Whether statutory information is sufficiently distinct

Failure to meet transparency requirements risks a qualified AGAR.

The Council therefore needs to consider structural options.

# **Option 1 – Rebrand Entire Site as “Fownhope Parish Council”**

## **Description**

Retain the existing domain (**fownhopeparishcouncil.gov.uk**) and rebrand the whole website explicitly as the Parish Council's website. All village content remains but sits within a council-owned and council-managed structure.

## **Implications**

### **Governance**

- Parish Council assumes full legal and editorial responsibility for all content.
- Clear governance policy required (editorial, safeguarding, data protection).
- Formal council approval process for all hosted material.

### **Financial**

- Ongoing hosting, maintenance and compliance costs fall to the Council. This is no different to now.
- Time burden on Clerk - estimated at 2-3 hours per week for maintenance and minor developments. Major developments have taken in the order of 10s to 100s of hours. The existing webmaster does not wish to continue developing and maintaining the site if every content change has to go through a PC approval process.

### **Audit**

- Likely compliant if:
  - Statutory transparency information is clearly accessible.
  - Non-council content is clearly marked as community information.
  - A formal minute clearly explains the extent of the website and where responsibility lies.

### **Community Impact**

- Maintains a single “digital front door”.
- Strong sense of unity between Council and village life.
- Risk of perceived politicisation of community space.
- Village institutions whose pages are hosted on the website are unlikely to be happy that changes to their content have to go through a PC approval process.

**Risk**

- Council exposed to reputational or legal risk for third-party content.
- Blurred accountability if not tightly managed.
- Without a significant increase in Clerk hours, the village pages of the website would not be kept up to date, nor developed further, leading to an inevitable decline in its usefulness as a village resource.

## Option 2 – Separate Sites

### **fownhopeparishcouncil.gov.uk (Council Only) + fownhope.org.uk (Village Site)**

#### **Description**

Build a **Fownhope Parish Council** website at **fownhopeparishcouncil.gov.uk** containing statutory information only. Use Eyelid Productions to do this - as encouraged by HALC. They are a Hereford-based, privately held IT company founded in 2001 that specializes in building, configuring, and maintaining accessible WordPress websites, with a strong focus on serving local government and parish councils.

Eyelid Productions websites meet the Transparency Code for Smaller Authorities and WCAG 2.2 AA Accessibility Regulations - both of which are required by AGAR.

The cost is in the region of £xxx a year.

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Change the URL of the existing **Fownhope Village** website so that it sits at **fownhope.org.uk**, managed independently. The Fownhope Flag Association is the obvious organisation to manage the site. It's the well-loved, trusted voice of the village. It has already - de facto - assumed this responsibility.

This website could continue to publish publicly available Parish Council material (e.g. links to agendas and minutes, policies, councillor profiles) but would not be the statutory host. In practice the site could continue to look almost exactly as it does now, but with a statement on the relevant pages referring to the [.gov.uk](https://fownhopeparishcouncil.gov.uk) site as the statutory host. For residents, apart from having to get used to a new URL, they would continue to get the same experience.

#### **Implications**

##### **Governance**

- Clear separation of roles.
- Parish Council responsible only for statutory content.
- Village site governed independently (the constitution of The Fownhope Flag Association already says it looks after the village website).

## **Financial**

- Parish Council funds the **fownhopeparishcouncil.gov.uk** website (£??? per annum)
- The Fownhope Flag Association funds the **fownhope.org.uk** website (£526 per annum).
- Parish Council could choose to use its Community Support Grant to help The Fownhope Flag Association in its communications work across the village if it wished.

## **Audit**

- Strong clarity for AGAR purposes.
- Lower compliance risk.
- Clear line between statutory duty and community activity.

## **Community Impact**

- Risk of perceived separation between "Council" and "Village".
- Two websites may cause confusion.

## **Mitigation**

- Prominent cross-links between sites.
- "Digital partnership" statement explaining structure.

## **Option 3 – Stay as we are now**

### **Description**

Parish Council decides that the benefits of staying with a combined village/Parish Council website largely developed and maintained by The Flag is good for the village, and decides not to change anything.

Parish Council prepares a strong written defence of its decision and uses that document during audit to justify its position.

### **Risks**

- A qualified AGAR, if the justification is not accepted. Repeated qualification can lead to further action.
- Possible loss of Gold Award under Local Council Award Scheme.

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Prepared for consideration by Fownhope Parish Council.

## **Fownhope Parish Council**

Meeting held on Wednesday 7<sup>th</sup> October 2026

Agenda item 16: **Local Council Elections**

Elections for Herefordshire Council and all town and parish councils in Herefordshire will take place on **Thursday 6<sup>th</sup> May 2027**. All town and parish councillors for parishes within Herefordshire will stand down, regardless of when elected or co-opted to the parish council and will be required to put themselves forward for re-election if they wish to do so. A timetable will be published by the Elections Office in Herefordshire Council early in the New Year which will confirm the dates when nomination papers will be available and how and when they can be delivered to the Elections Office when completed.

Fownhope Parish Council has twelve available seats for councillors. If more than twelve candidates present themselves for election there will be a contested election and vote by the public. If twelve or less candidates present themselves for election, those submitting nomination forms will be deemed to be automatically elected. If less than four candidates submit valid nomination papers, those candidates will be deemed to be elected but the parish council will be inquorate and unable to function. Herefordshire Council will be required to appoint councillors to make a minimum number so that co-options can take place to reach the minimum number for the council to be able to function. This can be a process that takes some time and in some cases, expense.

A parish council can only act in accordance with its specific legal powers but the ability to operate under General Power of Competence widens the potential scope of the work that the council is able to undertake for the benefit of residents. One of the criteria for using General Power of Competence is that at the election a minimum of two thirds of the parish council is elected. Therefore, a minimum of 8 candidates will be required for Fownhope to be in a position to use General Power of Competence following the election.

**The purpose of this agenda item is therefore to note the election date and to consider what steps might be required to encourage eligible candidates to put themselves forward for election next May.**

### **Other election considerations:**

- **Pre-election period**

The publication of the Notice of Election (expected to be on 8<sup>th</sup> March) signifies the start of the pre-election period. During this period the parish council is not permitted to undertake any publicity or act in any way which might be deemed to be supporting (or otherwise) candidates for the election, whether existing councillors or prospective councillors. Whilst business can continue as usual, councils are recommended not to start any new projects, undertake any consultations, publish any documents that might be deemed to be supporting any political party or candidate. Detailed guidance will be available nearer the time.

- **After the election**

Regardless of whether there is an actual vote, all existing councillors remain as councillors until midnight on the fourth day after the election. At 12.01 on the schedule date, all elected candidates are deemed to take office although a Declaration of Acceptance of Office must be signed in front of the Proper Officer/Parish Clerk before each elected member can take their place at a Council meeting. This applies whether the elected member is a returning member or entirely new to the parish council.

The first meeting of the parish council in an election year must be held within 14 working days of the date of the election. Currently our May 2027 meeting date has been agreed as Wednesday 5<sup>th</sup> May which does not meet that requirement so will need to be changed. The first item on the agenda for that meeting is the election of a Chair for the forthcoming year and this election is presided over by the former Chair, whether re-elected or not, if available.

## **Fownhope Parish Council**

Meeting held on Wednesday 7<sup>th</sup> October 2026

Agenda item: **Parish Council Minutes**

### **Background**

A query has been raised regarding the practice of displaying parish council minutes on notice boards. The purpose of this paper is to highlight any issues relating to parish council meeting minutes and confirm arrangements for the publication of documentation.

### **Minutes of Meetings**

Minutes are important because they provide an accurate record of the business transacted at parish council meetings, serve as legal evidence of decisions made, demonstrate compliance with statutory and regulatory obligations and help track council's duties to ensure the best interest of the public are met. For town and parish councils, the requirement that they be kept in perpetuity means they become valuable historical records of life in the parish too.

For town and parish councils that are subject to the requirements of the Transparency Act 2015, i.e. councils with income or expenditure of less than £25,000 p.a., draft minutes of council meetings **must** be "published" within 30 days of the relevant meeting. Publication is specified as being on a website which is free to the public to access. For councils with income or expenditure that is more than £25,000 but less than £200,000 p.a., there is no formal obligation to publish minutes on a website but it is generally accepted (and a requirement for quality status) that the minimum standards are met.

For the record, minutes of parish council meetings need to be drafted in a manner that complies with other regulations such as data protection matters and it is recommended that they record decisions but not necessarily discussion unless it is appropriate to give clarity to the final decision. Confidential items discussed with members of the public excluded must be included in the minutes but the decision only should be recorded; not the discussion.

### **Publication of minutes**

The only statutory requirement for the publication of minutes of parish council meetings can be found in the Transparency Act although parish councils are required to indicate where minutes can be found and/or obtained by members of the public through their Publication Scheme which should be made available via the website. Historically, many parish councils displayed copies of the minutes of meetings on notice boards in the parish but as websites became a requirement for all councils, and meetings and their minutes became more complex, so the practice has become less frequent.

Fownhope's minutes of meetings have, in recent months, been very brief to the extent that compliance with governance procedures has been questioned by auditors so a little more detail might be necessary going forward. As agendas become longer, this inevitably means

minutes become larger documents with the result that the current practice of displaying minutes on the notice board can be a challenge, particularly when other statutory notices are required which must be displayed on notice boards. It is therefore **proposed** that in future full minutes are no longer displayed on notice boards. As an alternative and in recognition that not all residents have access to the website, it is suggested that a short summary report be published on the notice board, clearly identified as a summary, or that there be a notice directing members of the public who would like a copy of the full minutes to either the website or to obtain a printed copy from the Clerk.

Liz Kelso  
Clerk, Fownhope Parish Council  
30.9.2026

**FOWNHOPE PARISH COUNCIL**  
**Meeting to be held 7.10.2026**  
**Agenda item 18: Clerk's Report**

The Clerk's report is an information only item designed to update councillors on the activities of the Clerk since the last meeting which are not the subject of a separate agenda item, or to bring matters which do not need a resolution by the council to the attention of members. Council may, if it so wishes, refer matters from this report to the attention of a working group or future meeting of the council.

**1. Bank access**

I reported at the last meeting that I was awaiting access to the parish council's bank accounts but I can now confirm that I finally have limited access which, at the very least, enables access to statements and to set up payments.

**2. Scribefest**

During the month I attended Scribefest which is a free online conference/training day run by the organisation that supplies our accounting software. The day consisted of a series of short presentations on matters such as changes to the Accounts and Audit regime, dealing with VAT Compliance Reviews, handling data breaches, an update on the Employment Rights Act 2025, dealing with Freedom of Information requests, complaints procedures and lots of examples of the work of other town and parish councils. If nothing else the sessions identified the ever-changing environment that town and parish councils must work within. Slides from the presentation have been promised but not yet received but if you would like to view the slides or would like further information on any of the subjects covered, please let me know.

**3. Catch Up**

A lot of the work of a parish clerk is not immediately apparent but is aimed at ensuring compliance with governance requirements. Being without a clerk even for a short while means that whilst everyone has worked hard to ensure the public facing element of parish council work is carried out, some of the less glamorous tasks have taken a back seat. Much of my time is currently spent catching up on these tasks so if response times are a little slower than expected please accept my apologies and bear with me.