



**Parish Councillors are summoned to attend the Annual Meeting of Fownhope Parish Council at Fownhope Pavilion on Wednesday 1st May 2024 at 7.00pm.
The Public and Press are cordially invited to attend.**

- | | | |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 1) | To elect the Chairman of the Council for 2024/2025 and receive the Declaration of Acceptance of Office | KB |
| 2) | To accept apologies for absence | TJ |
| 3) | To Receive any Declarations of Interest and Requests for Dispensations and to remind all Members to check their Register of Interests and update if necessary | TJ |
| 4) | To co-opt a new Councillor and receive the Declaration of Acceptance of Office | TJ |
| 5) | To elect the Vice Chairman of the Council for 2024/2025 | TJ |
| 6) | To approve the Minutes from the Parish Council Meeting on 3rd April 2024 | TJ |
| 7) | Open Session: | |
| | a) To receive report from the Ward Councillor | GB |
| | b) To receive representations from the Public | TJ |
| 8) | To appoint representatives to outside bodies: | TJ |
| | a) Fownhope New Memorial Hall (FNMH) | |
| | b) Fownhope Recreation Field Association (FRFA) | |
| | c) HALC Representative | |
| | d) Common Hill Management Committee | |
| | e) Fownhope Community Library | |
| | f) Fownhope Community Land Trust (with voting rights) | |
| | g) Fownhope United Charities (defer to June) | |
| 9) | Working Groups: | TJ |
| | a) To appoint members to serve on the under-mentioned Working Groups as required: | |
| | I. Highways Working Group | |
| | II. Environment Working Group (to include Common Land Working Group) | |
| | III. Planning Working Group (to include FNP Annual Monitoring) | |
| | IV. Footpaths Working Group and Way Wardens | |
| | V. Finance Working Group (to include Investment Advisory Group) | |
| | VI. Employment Working Group | |
| | VII. Volunteer Support Group | |
| | VIII. Emergency Planning Working Group | |
| | IX. Forward Plan Working Group | |
| | X. Playground Working Group (temporary) | |
| 10) | To review the following policies for Fownhope Parish Council: | TJ |
| | a) Code of Conduct | |
| | b) Financial Regulations and Investment Strategy | |
| | c) Risk Management Policy and Register | |
| | d) Reserves Policy | |
| | e) Environmental and Sustainability Policy | |
| | f) Parish Council's Declaration of Climate Emergency | |

11)	<p>Assets:</p> <p>a) To review the Asset Register</p> <p>b) To consider the annual health and safety inspection of assets</p>	TJ TJ/HT
12)	To approve the dates, times and locations of ordinary meetings of the Council for 2024/2025	TJ
13)	<p>Finance:</p> <p>a) To receive financial report</p> <p>b) To consider insurance renewal for 2024/2025</p> <p>c) To consider grant request from the new Fownhope Community Playgroup</p> <p>d) To ratify payments made between meetings (below in red)</p> <p>e) To approve invoices to be paid (below in black)</p>	HT HT HT TJ TJ
14)	<p>To Comment on Planning Applications for Determination by Herefordshire Council:</p> <p>a) 240895/PA7: Land at Common Hill, Fownhope, HR1 4PZ. Application for prior notification of proposed development by telecommunications code systems operators. Proposed 12m high telecommunications monopole, 2no. ground based equipment cabinets, 1no. ground based satellite dish and ancillary developments thereto within a proposed 9x10m compound area adjacent to a proposed 7x6m setdown area.</p> <p>b) 240992: The Squirrels, Fownhope, HR1 4PB. Proposed Works to Trees in a Conservation Area.</p> <p>c) 240784: Tygwyn, Fownhope, HR1 4NN. Proposed single storey extension and light internal alterations.</p> <p>d) 240809: Ashmead, Fownhope, HR1 4PJ. Proposed creation of new timber shed and vehicle tuning area.</p> <p>e) 240860: The Old Dairy, Hope Springs, Mordiford, HR1 4LT. Proposed single storey rear extension and a new porch to the front elevation.</p> <p>f) 240820: Brooklyn, Court Gardens, Fownhope, HR1 4PA. Single storey extension to dwelling and conversion of garage to annexed accommodation.</p>	KB FH KB KB KB KB
15)	<p>To Consider Other Matters Relating to Planning:</p> <p>a) To note report of Planning Decisions taken by Herefordshire Council (HC)</p> <p>b) To receive report concerning Cherry Hill Rise (Mill Field) hedge planting and agree action</p> <p>c) To consider Parish Council response to draft Local Plan</p>	KB KB/GB KB
16)	<p>Environment:</p> <p>a) To receive report from Environment Group Meeting on 29th April and agree action as required</p> <p>b) To receive and consider update on voluntary registration of Tan Brook Land Ownership</p> <p>c) To consider the swing at Tan Brook</p>	GW/HT MS TJ/TK
17)	<p>Highways:</p> <p>a) To receive report and agree any works to be undertaken</p> <p>b) To consider road signage on Court Orchard/Noverwood Drive</p> <p>c) To consider the condition of the sediment pit on Common Hill Lane</p>	TJ TJ/TK TJ
18)	<p>Footpaths:</p> <p>a) To receive report and agree any works to be undertaken</p> <p>b) To receive update on FWD6 and FWD6a and agree action as required</p> <p>c) To receive update on FWB9 and agree action as required</p>	WM WM WM/KB
19)	<p>FRFA/Recreation Field:</p> <p>a) To receive any updates on FRFA matters and agree actions</p> <p>b) To receive an update on the S106 Play Field Proposal</p>	MS LS/HT
20)	Clerk's Report: To receive report	HT
21)	Agenda Items and Date of Next Meeting: To note date and agenda items for the Parish Council meeting on Wednesday 5 th June 2024	TJ

22)	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	TJ
23)	To consider nominations for the Fownhope Community Service Award and Sports Award	MS

Payments to be approved:					
Payee	Details	Budget Heading	Excl. VAT	VAT	Total amount
ICO	Annual Registration Fee (DD)	Administration	35.00	-	35.00
FRFA	Meeting Room Hire, April	Meeting Room Hire	£22.00	-	£22.00
Nick Maddy Coaches	Ross Bus April	Bus Hire	£90.00	-	£90.00
PATA Payroll	Payroll Support April 24-March 25	Administration	£124.20	-	£124.20
Suzie Bruce	Strimming and Sediment Pit	Lengthsman	£140.00	-	£140.00
Connexus	Annual Library Room Hire	Library	£500.00	-	£500.00
Helen Tinson	Clerk Salary (April 2024)	Clerk Salary	In accordance with contract		

Helen Tinson, Clerk
26th April 2024