



**Parish Councillors are summoned to attend the Annual Meeting of Fownhope Parish Council at Fownhope Pavilion on Wednesday 4th May 2022 at 7.00pm.
Zoom Meeting ID: 875 0538 7895. Passcode: 539895.
The Public and Press are cordially invited to attend.**

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| 1) | To elect the Chairman of the Council for 2022/2023 and to receive the Chairman's Declaration of Acceptance of Office | KB |
| 2) | To elect the Vice Chairman of the Council for 2022/2023 and to receive the Vice Chairman's Declaration of Acceptance of Office | KB |
| 3) | To accept apologies for absence | KB |
| 4) | To Receive any Declarations of Interest and Requests for Dispensations and to request all members ensure their registered interests are up to date | KB |
| 5) | To approve the Minutes from the Parish Council Meeting on 6th April 2022 | KB |
| 6) | Open Session:
a) To receive report from the Ward Councillor
b) To receive report from the West Mercia Community Policing Team
c) To receive representations from the Public | JH
CPT/KB
KB |
| 7) | To appoint representatives to outside bodies:
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) | KB |
| 8) | To appoint members to serve on the under-mentioned Working/Steering Groups as req'd:
a) Highways Working Group
b) Environment Working Group (to include Common Land Working Group)
c) Planning Working Group (to include FNP Annual Monitoring)
d) Footpaths Working Group and Way Wardens
e) Finance Working Group (to include Investment Advisory Group)
f) Employment Working Group
g) Volunteer Support Group
h) Emergency Planning Working Group | KB |
| 9) | To appoint an Internal Auditor for 2022/2023 | KB |
| 10) | To review the following policies for Fownhope Parish Council:
a) Financial Regulations and Investment Strategy
b) Risk Management Policy and Register
c) Reserves Policy | KB
KB
KB |
| 11) | To receive report from health and safety inspection of assets and review of Asset Register | KB |
| 12) | To approve the dates, times and locations of ordinary meetings of the Council for 2022/2023 | KB |

13)	Finance: a) To receive financial report b) To approve invoices to be paid (below in black)	HT KB
14)	To Comment on Planning Applications for Determination by Herefordshire Council: a) 220135: River View, Fownhope, HR1 4NU. To consider further information submitted. b) To consider any further planning applications received following publication of agenda.	DQ DQ
15)	To Note Planning Decisions Made by Herefordshire Council: a) 214656: Land at Old Potato Store. Application for approval of details reserved by condition 7 and 11 attached to 203345. Approved.	DQ
16)	To Consider Other Matters Relating to Planning: a) To agree PC response to the next consultation of HC's Local Plan Update, closes 16 th May b) To consider the potential provision of street lighting on development at Old Potato Store	KB/DQ KB
17)	Community: a) To receive update on the Queen's Platinum Jubilee celebrations and agree actions (if required) b) To consider request to provide a bench and litter bin in Tan Brook and agree action c) To consider Environmental Stations in response to concerns about litter and dog waste	KB KB KB
18)	Environment: a) To receive an update from the Environment Group and agree actions	GW
19)	Highways: a) To receive report and agree any works to be undertaken b) To consider quotations for repairs to the tarmac access road and agree action c) To consider proposals for the Village Safety Initiative d) To sign the Lengthsman contract between HC and FPC	SE SE SE KB
20)	Footpaths: a) To receive report and agree any works to be undertaken	TJ/WM
21)	FRFA/Recreation Field: a) To receive any updates on FRFA matters and agree actions	MS
22)	Next Meeting: To note date and agenda items for the Annual Parish Meeting Sunday 15 th May 2022, and the Parish Council meeting Wednesday 1 st June 2022 <i>To pass a resolution to exclude members of the public and press to discuss the following confidential item</i>	KB
24)	Fownhope Community Service Awards 2022: To consider applications for the Fownhope Community Service Awards and Sports Awards	MS/DQ

Payments to be approved:

Payee	Details	Budget Heading	Excl. VAT	VAT	Total amount
FRFA	Meeting Room Hire, April	Meeting Room Hire	£20.00	-	£20.00
Scribe	Annual Subscription 06/22-05/23	Subscriptions	£288.00	£57.60	£345.60
Suzi Bruce	Grass Cutting, Community Gardens	Grass Cutting	£50.00	-	£50.00
Suzi Bruce	Grass Cutting, Biggs Lane	Grass Cutting	£35.00	-	£35.00
Suzi Bruce	PROW Tom Spring Sign relocate	P3	£113.20	-	£113.20
PATA Payroll	Payroll Support 04/22-03/23	Administration	£100.40	-	£100.40
Helen Tinson	Clerk Salary (April 2022)	Clerk Salary	£1454.17	-	£1454.17
BHIB	Insurance 2022/2023	Insurance	£663.70	-	£663.70