



**Parish Councillors are summoned to attend the Annual Meeting of Fownhope Parish Council via online meeting facility Zoom on Wednesday 5th May 2021 at 7.00pm.
Meeting ID: 827 6624 4639. Passcode: 629938.
The Public and Press are cordially invited to attend.**

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| 1) | To elect the Chairman of the Council for 2021/2022 and to receive the Chairman's Declaration of Acceptance of Office | MC/HT |
| 2) | To accept apologies for absence | KB |
| 3) | To elect the Vice Chairman of the Council for 2021/2022 and to receive the Vice Chairman's Declaration of Acceptance of Office | KB |
| 4) | To note the vacancy due to the resignation of Cllr Ed White | KB |
| 5) | To Receive any Declarations of Interest and Requests for Dispensations and to request all members ensure their registered interests are up to date | KB |
| 6) | To approve the Minutes of the Parish Council meeting on 7th April 2021 | KB |
| 7) | Open Session:
a) To Receive a Report from the Ward Councillor
b) To Receive Representations from the Public: | JH
KB |
| 8) | 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)
g) United Charities (for three years) | KB |
| 9) | 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 |
| 10) | To appoint an Internal Auditor for 2021/2022 | KB |
| 11) | 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 |
| 12) | To consider the new LGA Code of Conduct | |

13)	To receive report from health and safety inspection of assets and review of Asset Register	KB
14)	To receive an update on the future of remote meetings; approve the dates, times and locations of ordinary meetings of the Council for 2021/2022 and agree action	KB
15)	Finance: a) To receive financial reports and report from Finance Working Group meeting on 28 th April b) To approve transfer of reserves proposed by Finance Working Group c) To consider an accounting package at a cost of up to £288 per year plus set up fees d) To approve the payment of annual subscriptions e) To consider quotations for 2021/2022 insurance and agree action f) To approve invoices for payment (see page 3)	HT KB/HT KB KB KB
16)	To Comment on Planning Applications for Determination by Herefordshire Council: a) 210984: Wylo, Mordiford, HR1 4LT: Proposed extension. b) 211006 and 211007: Stone House, Fownhope, HR1 4PJ: Proposed extension and alterations to outbuildings c) 203919: Land North -West of Mount Pleasant, off B4224, Fownhope. Installation of 14.97m high monopole structure and associated cabinets, fencing and access for EE Limited	DQ DQ DQ
17)	To Note Planning Decisions submitted to Herefordshire Council by the Planning Group under devolved powers: a) 203345, Land at Old Potato Store, Fownhope; Variation of Conditions 2 and 6; and 203353, Application for approval of reserved matters (landscaping). Comments submitted noting concerns with garage access and that a PROW diversion would be necessary. b) 211117, Beechcroft, Court Gardens, Fownhope, HR1 4PA. Works to tree in a conservation area. SUPPORT.	DQ/KB DQ/KB
18)	To Consider Planning Decisions by Herefordshire Council: a) 210110, Fairview, 21 Scotch Firs, Fownhope; Proposed two storey rear extension, replacement porch and new fenestration. Approved with conditions. b) 171637, Site adjacent to Medical Centre, Fownhope: Outline planning permission granted for residential development of up to ten dwellings with associated vehicle access.	DQ DQ/KB
19)	To Consider Other Matters Relating to Planning: a) To consider participation in the Neighbourhood Plan Design Code Model and agree action	DQ/KB
20)	Environment: a) To receive an update from the Environment Group and agree any action b) To consider quotations for the Tree Survey and agree action c) To receive update concerning undergrounding power cables and agree action d) To receive an update on the renovation of the Milestone e) To receive an update on recycling collections from Recreation Field and agree action	GW HT KB/MS KB KB
21)	Highways: a) To receive report and updates and agree any works to be undertaken b) To receive update on BBLP offer of Social Value Project and agree action c) To consider car parking on Court Gardens	KB/SE KB SE
22)	Footpaths: a) To receive report and updates and agree any works to be undertaken b) To receive an update on the Fownhope Walks and agree any action c) To consider complaints concerning horse riding along footpaths and agree action	TJ/PM SE TJ
23)	FRFA: a) To receive any updates on FRFA issues	MS
24)	FCLT: The Old School	

25)	a) To consider FPC/FCLT Deed of Covenant and other documentation and agree action NALC Star Council Awards:	KB
	a) To consider nominations for NALC Star Council Awards and agree action	KB
26)	Community:	
	a) To consider arrangements for the Summer Newsletter and agree action	HT/KB
	b) To consider re-instating the monthly bus service to Ross and the summer service to Ledbury	KB
27)	Standing Considerations:	
	a) To consider the impact of council's decisions on matters of climate emergency, biodiversity and crime and disorder	KB
28)	Agenda Items for Next Meeting: To note agenda items for June meeting	KB
29)	Date and Location of Next Meeting: Wednesday 2 nd June 2021	KB

Payments to be approved:

Payee	Details	Budget Heading	Excl. VAT	VAT	Total amount
RS Signs and Engraving	Lea Brink Woods Signage	Parish Maintenance	51.64	10.33	61.97
Helen Tinson	Clerk Salary (April)	Clerk	649.24	-	649.24
PATA Payroll	Payroll Services April 2021 – March 2022	Admin	95.40	-	95.40
Luke Smith	Tree cutting Tan Brook	Tree Works	200.00	-	200.00
Helen Tinson	Reimbursement of expenses: Eventbrite/NALC Training Event	Councillor Training	32.44	6.49	38.93
Elan City	Purchase of SIDs	Traffic Calming	3780.48	756.10	4536.58
Nick Kingsford	Reimbursement of expenses: High Street Noticeboard Map	Parish Improvements	112.80	-	112.80
Nick Kingsford	Reimbursement of expenses: Stone Sealer	Parish Maintenance	29.99	-	29.99
Justin Peebles	Bench and Stile repairs	Parish Maintenance	TBC	TBC	TBC

Helen Tinson, Clerk
29th April 2021