



**Minutes of the Parish Council Meeting held on 1<sup>st</sup> February 2023**  
**at the Pavilion, Fownhope**

Page  
Number:

**Present:**

Cllr Kevin Braybrook (in the Chair), Cllrs Stuart Eames, Dorothy Quayle, Gareth Williams, Tim Jones, Mike Simmons, Will Morris, Frank Hemming, Lavinia Smith, Mike Cohn and Jackie Bevan.

**In attendance:**

11 members of the public; Ward Cllr John Hardwick; Clerk Helen Tinson

**Before the meeting, the Chairman wished to acknowledge the sad passing of Fownhope residents Robin Priestley and Vera Biggs and expressed condolences on behalf of the Parish Council.**

1) **Apologies for Absence:** Cllr Phil Bream.

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

To receive any declarations of interest: Cllrs Kevin Braybrook and Mike Simmons declared a pecuniary interest in agenda item 13g. Cllr Dorothy Quayle declared a non-pecuniary interest in agenda item 8d. The Declarations of Interest book was signed accordingly.  
To consider any written requests for dispensations: there were none.

3) **Open Session:**

a) **Report from Ward Councillor:** Ward Cllr Hardwick reported that Herefordshire Council have achieved a balanced draft budget and will be setting the budget on the 10<sup>th</sup> February. The recommendation is to increase council tax by 4.99%, 2% to adult wellbeing and 2.99% to general revenue. HC have been awarded £19.9million from Levelling Up funds towards the Hereford Transport Hub and other improvements. The consultation on HC's masterplan to shape the future of Hereford will close on the 3<sup>rd</sup> February. HC are considering implementing 20mph speed limits in certain urban areas.

b) **Representation from the Public:** A member of the public raised concerns about the extent of leaf and mud debris on the pavement, particularly on the west side. The Chairman confirmed that HC no longer provide support but the Lengthsman is asked to clean them occasionally, though frequency is restricted due to cost.

4) **Minutes of the Previous Meeting:**

a) Members considered the minutes of the Parish Council meeting on the 7<sup>th</sup> December 2022.  
**It was RESOLVED:** to approve the minutes as a true record of the meeting. The minutes were duly signed by the Chairman.

5) **Highways:**

a) Members received a report from the Highways Working Group:

- SID data – road works and Christmas had an impact on the volume of traffic but overall the percentage of speeding was inline with the previous six months.
- Grit bin – the grit bin on the footpath between Scotch Firs and Mill Field has been moved and the footpath is now clear. There is one spare grit bin.

	<ul style="list-style-type: none"> <li>• Drains – blocked drains along Noverwood Drive have been cleared. BBLP have carried out leaf clearance at the junction of the B4224/Woolhope Road and to one side of the road in front of Court Gardens to alleviate the flood risk from blocked drains.</li> <li>• Locality Steward – Matt Brookes has now finished and we are waiting for a new Locality Steward to take position.</li> </ul> <p>b) <b>Traffic Calming Scheme:</b> Members received a report on the proposed traffic calming scheme following a meeting with Herefordshire Council, Balfour Beatty and West Mercia Police on the 16<sup>th</sup> January 2023 to consider the £175,000 allocated to Fownhope. It was considered a very positive meeting and Herefordshire Council are now formalizing a costed plan to include:</p> <ul style="list-style-type: none"> <li>• Verge narrowing programme through the village;</li> <li>• Road resurfacing/pothole repairs where necessary, but in particular from Woolhope Road/B4224 junction through the village towards the West End Stores;</li> <li>• Widening the pavement from the West End Stores towards the new developments. It was reported that this can only be considered in conjunction with road narrowing but it is still not possible to widen the pavements sufficiently to meet current regulatory guidelines. Therefore, HC must decide whether they are prepared to take responsibility for any modifications outside of the regulatory guidelines. Representatives at the meeting understood the reasons for widening the pavement and agreed to put forward a strong case for the parish.</li> <li>• 20mph speed limits, pending the outcome of the current trial in Pembridge. It was agreed that Fownhope would be a suitable additional location if the trial is extended.</li> <li>• Extending the 30mph speed limit to include the new developments at Mill Field and Old Potato Barns, in conjunction with S106 money from the Mill Field development.</li> </ul> <ul style="list-style-type: none"> <li>• The proposal to extend the 30mph speed limit at Nash Pitch was refused, as the area is considered insufficiently built up, there are minimal reported accidents, and the countdown signs are in situ, which are the only ones remaining in the county.</li> <li>• Staggered speed limits were also not favourably received, though there may be an opportunity for buffer zones and the Parish Council will continue to work on this through the Multi Parish Strategy Group.</li> <li>• The criteria for speed cameras were not met – insufficient reported accidents or registered speeds, though it was agreed that WMP would review the data on speeding through the village and get more data collection to inform discussions going forwards.</li> </ul> <p>A member of the public raised a question about speed cameras in operation in different parts of the country which do not require a police presence and issues fines that would go to Herefordshire Council. Ward Cllr Hardwick confirmed that HC are looking at them currently for implementation initially within Hereford City.</p> <p>c) <b>Recreation Field Access Road:</b> Members considered a revised quotation from the contractor following Welsh Water’s delayed response to attend to a water leak first reported in May 2022. The cost for the repair works has increased by £1677.75 to a total sum of £12,862.75 plus VAT. <b>It was RESOLVED:</b> to accept the additional cost and proceed with the work at a total sum of £12,862.75 plus VAT; and to endeavour to reclaim the additional fee from Welsh Water.</p> <p>6) <b>Environment:</b></p> <p>a) Members received a report following the first Fownhope Community Saturday event on the 28<sup>th</sup> January. Cllr Williams thanked contributors and all those involved in organising the event. The Environment Group met on the 30<sup>th</sup> January to discuss what had gone well and where improvements could be made, and agreed that the events should proceed on a bi-monthly basis. The next event will be Saturday 25<sup>th</sup> March 2023 and will focus on Gardens and Habitats. The next EG meeting will be on the 13<sup>th</sup> March, 7pm at the Green Man. <b>It was RESOLVED:</b> to ratify the approval of £250.00 fees for the Kids Kitchen event.</p> <p>b) <b>Tree Works:</b> Members were informed that all of the previously approved work has been carried out with the exception of the hawthorn tree, following an objection lodged with the contractor by a local resident. Discussions to find a mutually agreeable solution are in progress.</p>	<p>HT/SE</p> <p>HT</p> <p>257/02 /2223 2 of 5</p>
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	<p><b>It was RESOLVED:</b> to continue discussions with the local resident and consider at the March meeting.</p>	<p><b>HT</b></p>
<p>c)</p>	<p><b>Un-owned Commons:</b> Members considered a request from another Herefordshire parish to support a proposal that HC consider some management of un-owned commons in co-operation with Parish Councils, and potential funding if costs prohibit HC from implementing the action.  <b>It was RESOLVED:</b> to agree the concept of HC’s involvement in principle, though it was thought that the role was already carried out by Helen Beale.  <b>It was RESOLVED:</b> not to commit parish council funds towards the role.</p>	<p><b>HT</b> <b>HT</b></p>
<p>7)</p>	<p><b>Footpaths:</b></p>	
<p>a)</p>	<p>Members received a report noting work carried out, including a number of stiles that have been changed for gates and those still pending drier ground conditions.</p>	
<p>b)</p>	<p>The Footpaths Officer and the Chairman have secured six new self-closing Marlow pedestrian gates from the DEFRA Access Funding via Wye Valley AONB. Locations to replace existing stiles with these gates have been identified. It was reported that there is no funding for 2023/24 but significant funding is anticipated for 2024/25 and it was recommended that we begin working on an application in the next few months to submit as soon as the funding becomes available.</p>	<p><b>TJ/HT</b></p>
<p>c)</p>	<p><b>Fownhope Walks:</b> Members considered a proposal for a seventh Fownhope Walk, a definitive circular walk taking in the best viewpoints and sites of interest in the parish, to be made as accessible as possible. Members were asked to approve the concept and create a small working group to progress the proposal. Any funding required to support the development of the walk will be proposed to the next meeting.  <b>It was RESOLVED:</b> to approve the concept and create a small working group – Cllrs Will Morris, Jackie Bevan and Lavinia Smith.</p>	<p><b>WM/JB</b> <b>LS</b></p>
<p>8)</p>	<p><b>To Comment on Planning Applications for Determination by Herefordshire Council:</b></p>	
<p>a)</p>	<p>223515: Tump Farm, Fownhope, HR1 4PJ. Proposed retention of an existing caravan to be used as accommodation for a farm worker (retrospective).  <b>It was RESOLVED:</b> to SUPPORT the application on condition that the caravan is hidden from view with planting as specified on the previous applications.</p>	<p><b>HT</b></p>
<p>b)</p>	<p>224121: Land opposite Mill House Farm, Fownhope. Proposed temporary advertisements to promote the development of 15 no. dwellings.  <b>It was RESOLVED:</b> to SUPPORT the application but noting a preference for a reduction in the quantity of signs, so long as the affordable housing signage is retained, and ensuring the signage does not obstruct any public rights of way.</p>	<p><b>HT</b></p>
<p>c)</p>	<p>224122: Old Potato Store, Fownhope. An application to renew the existing consent (212413) to display advertisement for a temporary sign board and 4 no. flag poles to advertise housing development.  <b>It was RESOLVED:</b> to SUPPORT the application but noting a preference for a reduction in the quantity of signs, and ensuring the signage does not obstruct any public rights of way.</p>	<p><b>HT</b></p>
<p>d)</p>	<p>224326: 2 Fownhope Court, Court Gardens, Fownhope, HR1 4PB. T1 Yew – reduce crown overhanging leylandii hedge by approx. 2-3m. T2 Common Yew (90% dead) – remove down and leave as a monolith at approx. 3m from ground level. Note an electrical shutdown will be required for the works to be done safely.  <b>It was RESOLVED:</b> to SUPPORT the application.  Cllr Dorothy Quayle did not vote in accordance with her declaration of interest.</p>	
<p>9)</p>	<p><b>To Ratify Decisions Made by the Planning Working Group under Clerk’s Devolved Powers:</b></p>	
<p>a)</p>	<p>Walnut Tree House, New Inn Close, Fownhope. HR1 4PE. T1 – Large walnut tree on driveway to Walnut Tree House, reduce in height by approx. 4m to leave an overall crown height of approx. 12m. Reduce outer canopy over garage roof and parking area to correspond. Reason – prevent encroachment.</p>	<p>258/02 /2223 3 of 5</p>



	<p><b>It was RESOLVED:</b> to transfer £3478.83 from the current account to the reserves account to balance the bank account to the reserves balance.</p> <p><b>It was RESOLVED:</b> to reallocate equivalent value for EG additional hours from projects to salaries budget.</p>	<p><b>HT</b></p> <p><b>HT</b></p>
b)	<p><b>RoSPA Playground Inspection:</b></p> <p><b>It was RESOLVED:</b> to approve fees of £75 plus VAT per play area for the 2023 inspections.</p>	<b>HT</b>
c)	<p><b>PATA Payroll Service:</b></p> <p><b>It was RESOLVED:</b> to approve 2023 fees.</p>	<b>HT</b>
d)	<p><b>HALC/NALC 2023/24 membership:</b></p> <p><b>It was RESOLVED:</b> to renew membership for 2023/24 at a cost of £694.19 plus VAT</p>	<b>HT</b>
e)	<p><b>Fownhope.org.uk domain name:</b></p> <p><b>It was RESOLVED:</b> to renew the Fownhope.org.uk domain name for a further 4 years at a cost of £56.99 plus VAT</p>	<b>HT/MS</b>
f)	<p><b>It was RESOLVED:</b> to ratify the following payments made between meetings:</p> <ul style="list-style-type: none"> <li>• Suzi Bruce, Lengthsman, £70.00</li> <li>• Suzi Bruce, Grass Cutting, £25.00</li> <li>• Cloud Next, .gov.uk domain name, £110.00 plus £22.00 VAT</li> <li>• Cloud Next, .gov.uk email hosting, £49.99 plus £9.99 VAT</li> <li>• Acer Tree Services, Tree works, £825.00 plus £165.00 VAT</li> <li>• Helen Tinson, Clerk Salary (December) £813.64</li> <li>• HMRC, PAYE/NIC, £700.30</li> <li>• Nick Maddy Coaches, Bus Service December, £90.00</li> <li>• FRFA, Meeting Room Hire, £40.00</li> </ul>	
g)	<p><b>It was RESOLVED:</b> to approve the following payments:</p> <ul style="list-style-type: none"> <li>• Nick Maddy Coaches, Bus Service January, £90.00</li> <li>• HALC, 23/24 Membership, £694.19 plus £138.84 VAT</li> <li>• Helen Tinson, Salary and backdated pay increase, £1209.95</li> <li>• Mike Simmons, Reimburse expenses Namesco (domain hosting Fownhope.org.uk) £56.99 plus £11.40 VAT</li> <li>• Kevin Braybrook, Reimburse expenses associated with Warm Space provision, £24.15</li> </ul>	<b>HT</b>
14)	<p><b>Training:</b></p> <p>a) <b>It was RESOLVED:</b> to approve costs of £160.00 for SLCC 2023 webinar training events.</p>	<b>HT</b>
b)	<p><b>Volunteers:</b></p> <p><b>It was RESOLVED:</b> to approve the provision of first aid training for volunteers. The Clerk was asked to obtain quotations for consideration at the next meeting.</p>	<b>HT</b>
15)	<p><b>Clerk Report:</b></p> <p>a) Members received the Clerk’s report as noted in Appendix B. It was reported that warm space sessions at Faulkner House will end on 3<sup>rd</sup> February unless people attend the next session.</p>	
16)	<p><b>Next Meeting:</b> The next meeting of the Parish Council will be held at 7pm on Wednesday 1<sup>st</sup> March 2023.</p> <ol style="list-style-type: none"> <li>1) Consider plans to celebrate the Coronation of King Charles III</li> <li>2) Consider purchase of Arnold Baker PC Reference Book</li> </ol>	
	<p>Meeting closed.</p> <p>Signed ..... Dated .....</p> <p><b>Chairman</b></p>	<p>260/02</p> <p>/2223</p> <p>5 of 5</p>

## Appendix A: Finance Report

**REPORT FOR COUNCIL MEETING: 1<sup>st</sup> February 2023**

**REPORT BY: Helen Tinson, Clerk/RFO**

**AGENDA ITEM: 13a: Financial Report**

### **Bank Balances:**

Lloyds: £12,333.50 (excluding payments to be approved 1.2.23)  
Lloyds Reserve: £35,723.67  
Hargreaves Lansdown: £26,600.78 (at 23.01.23)  
Total funds held across all banks and investments at 23.1.23 = £74,657.95

### **Report from Finance Working Group:**

The Finance Working Group met on 24<sup>th</sup> January 2023.

The Investment Policy and Strategy was reviewed in line with Financial Regulations 8.3-8.7: it was agreed that the Parish Council is complying with the requirements of 8.3-8.7 and no amendments were proposed.

Banking arrangements were reviewed for safety and efficiency in line with Financial Regulations 5.1: it was agreed that the Parish Council is complying with the requirements of 5.1 and no amendments were proposed.

Internal Control Checks will be carried out either before or at the end of the February PC meeting.

The Clerk will carry out the annual check of standing data for suppliers to comply with Financial Regulations 6.17 during February.

The FWG reviewed the current and reserve accounts. It was noted that payment for the supply of one Marlow pedestrian gate has not been received but that the Clerk will continue to chase payment. The gate was supplied to a local Parish Council last year.

The FWG reviewed payments and receipts comparing budget to actual for the three quarters of 2022/2023 to 31.12.22, as noted on the document Net Position at 31.12.22.

In summary:

### **Receipts:**

Investment income higher than budgeted  
Reserve account interest higher than budgeted  
Value of investments currently lower than at the start of the year – loss of £4317.17 at 31.10.22.  
New valuation report expected 31.1.23

### **Payments:**

**Admin:** overbudget on mileage and meeting room hire (ongoing costs) and insurance (annual cost)

**Community:** currently underbudget

**Grants:** no expenditure: habitat or community groups

**Parish Maintenance:** Footpaths labour overbudget but reflects increase in work carried out to Date; Lengthsman labour underbudget.

Winter gritting costs – within budget but includes 4 new bins and top up grit.

Grass cutting – waiting for annual retrospective invoice for Sean Lynch.

Common Hill Management – no expenditure

**Salary:** overbudget – increase to SCP 27 and back pay to April 21 agreed at April 22 meeting, and increase from 12 to 14 hours from September 2022. The FWG proposed to reallocate part of the project budget to salaries to account for the Environment support hours (agreed Sept 22).

### **Reserves:**

As noted on the Reserves Balance document.

Balance of reserves is £39,202.50

Balance of reserves account is £35,723.67

**Actions: Members to consider:**

- 1) approval to transfer £3478.83 from the current account to the reserves account to balance the bank account to the reserves balance
- 2) approval to reallocate equivalent value for additional hours from projects to salaries budget

**Appendix B: Clerk Report**

**REPORT FOR COUNCIL MEETING: 1<sup>st</sup> February 2023**

**REPORT BY: Helen Tinson, Clerk/RFO**

**AGENDA ITEM: 15a: Clerk Report**

**LCAS Application:** has been submitted to NALC, re-directed by NALC to HALC as Herefordshire are registered as assessing their own applications. HALC have informed me that they have the option to assess in house or pass back to NALC and they will be informing NALC by Friday whether our application will be assessed in house or be passed back to NALC. So, currently there has been no assessment or triage of our application.

**.GOV.UK Website and Email addresses:** The new domain name has linked to the existing site with no complications. I have made the .gov.uk the primary address, so if you enter either of the domain names – [www.fownhope.org.uk](http://www.fownhope.org.uk) or [www.fownhopeparishcouncil.gov.uk](http://www.fownhopeparishcouncil.gov.uk), you will be directed to the website and the .gov.uk name will show at the top.

However, there have been a lot of problems with the new email addresses. Cloud Next do not offer a telephone support service, it is all online and all needs to be sent through me. Therefore, if anyone is experiencing problems, we will need to arrange a date and time to get together either by phone or email so I can communicate the problems via email and forward the solutions.

The main problems appear to be difficulty syncing with outlook and emails sent to me being rejected. Are there any others?

**Defibrillator:** Hereford Lions have been in contact to ask about a defibrillator that was donated to the parish in 2016. It is not the defib by the shop, Wye Leisure, Pavilion or Medical Centre. I have emailed the key contact at the time but haven't yet received a response. The defib requires an update.

**Warm Spaces:** We have been offering warm space/community space at Faulkner House for the last three weeks. A small team of volunteers has been manning the room in 2-hour sessions. So far, there has been no take up from members of the public.

**Playground Working Group:** Propose to meet in February to discuss plans. St. Mary's PTA have some feedback to submit from the children.