



## Minutes of the Parish Council Meeting held on 1<sup>st</sup> June 2022

Page  
Number:

**The meeting was held in person at the Pavilion with a Zoom login for members of the public**

**Present:**

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

**In attendance:**

0 members of the public, 1 on Zoom (part of meeting); Clerk Helen Tinson

**Before the meeting began, the Chairman wished to record his thanks and congratulations to the Heart of Oak for organising another successful event.**

- 1) **Apologies for Absence:** Cllrs Tim Jones, Will Morris, Phil Bream, Dan Teague; Ward Councillor John Hardwick.
- 2) **To Receive any Declarations of Interest and Written Requests for Dispensation:**  
To receive any declarations of interest: Cllr Mike Simmons and Cllr Kevin Braybrook declared a non-pecuniary interest in agenda item 5i. The Declarations of Interest book was signed.  
To consider any written requests for dispensations: there were none.
- 3) **Open Session:**
  - a) **Report from Ward Councillor:** There was no report, other than to wish everyone present a Happy Jubilee weekend.
  - b) **Report from West Mercia Community Policing Team:** There was no report. However, notification of community policing sessions at Wye Leisure have been received and will be promoted via the normal channels.
  - c) **Representation from the Public:** There was none.
- 4) **Minutes of the Previous Meeting:**
  - a) Members considered the minutes of the Annual Meeting of the Parish Council meeting on 4<sup>th</sup> May 2022.  
**It was RESOLVED:** to approve the minutes as a true record of the meeting, which were duly signed by the Chairman. **KB/HT**
  - b) Members considered the minutes of the Annual Parish Meeting on 15<sup>th</sup> May 2022.  
**It was RESOLVED:** that there were no issues arising and to approve the minutes as a true record of the meeting. **KB/HT**
- 5) **Finance:**
  - a) Members received a financial report noting combined bank balances are currently £46,315.96. Invested Funds at 31<sup>st</sup> May 2022 were £28,594.64. Members were informed that difficulties closing the NatWest Reserve account remain ongoing.  
**It was RESOLVED:** to approve the report. **HT**
  - b) **Annual Governance and Accountability Return 2021/2022:** 225/6  
/2223  
1 of 5



a)	<p>Members considered the annual Health and Safety assessment of assets. It was reported that the swing at Tan Brook was erected by a local family and is therefore not an asset under the responsibility of the Parish Council in terms of risk. It was acknowledged that Tan Brook is open access land and therefore difficult to control, the swing having been replaced when previously removed in the past. A number of minor maintenance tasks had been identified along with one urgent task and recommended maintenance to the skate ramp. It was reported that the urgent task had already been completed, and the Clerk is seeking quotations for the work recommended on the skate ramp. Members were asked to take a view on the railings along the ditch at the bottom of Common Hill Lane to consider further at the July meeting. The broken iron railings have been removed and Council were asked to consider replacing them or leaving open as the remainder of the ditch. The plastic reflectors remain in situ.</p> <p><b>It was RESOLVED:</b> to remove the swing at Tan Brook from the annual Health and Safety assessment list of assets; and to carry out all remaining tasks in the next 6-12 months.</p> <p><b>It was RESOLVED:</b> that all Councillors assess the ditch along Common Hill Lane to discuss at the next meeting,</p>	<p>HT ALL</p>
b)	<p>Members considered the Risk Register for 2022/2023 following a review by the Finance Working Group.</p> <p><b>It was RESOLVED:</b> to approve the Risk Register. The Clerk was asked to follow up answers to questions raised with the FRFA in regard to fire risk assessments and fire alarm checks at the Pavilion.</p>	<p>HT/MS</p>
c)	<p>Members considered the amended Reserves Policy for 2022/2023, following the transfer of funds approved at the Annual Meeting of the Parish Council on 4<sup>th</sup> May.</p> <p><b>It was RESOLVED:</b> to approve the Reserves Policy and Reserves.</p>	<p>HT</p>
7)	<p><b>Community:</b></p>	
a)	<p>Members received an update on the Queen’s Platinum Jubilee celebrations. It was reported that plans are progressing well. It was agreed that the Parish Council would use the opportunity to seek feedback from parishioners about what they would like to see in the village.</p> <p><b>It was RESOLVED:</b> that any money raised would be donated to the Walk for George charity.</p>	
b)	<p>Members considered a proposal to install a new bench at Tan Brook to commemorate the Jubilee. It was proposed that a galvanized steel bench would be better suited to the location for ease of maintenance, similar to the circular bench around the tree at Court Gardens. A quotation of £369 plus £50 for fixings from a local manufacturer was proposed.</p> <p><b>It was RESOLVED:</b> to approve the purchase of the bench at a cost of £369 plus fixings, plus the cost of a plaque to read “Placed here by Fownhope Parish Council to commemorate Queen Elizabeth’s Platinum Jubilee 2022”. Exact wording to be confirmed by email. Manufacturer to be asked if the words could be etched into the top bar of the bench. Cllr Braybrook volunteered to progress this during Cllr Eames’ annual leave.</p>	<p>KB/SE</p>
c)	<p>Members were informed that a Parishioner has offered a donation towards a Jubilee commemorative bench on the Recreation Field. It was agreed that a suitable location would be towards the top of the field near to the BMX track.</p> <p><b>It was RESOLVED:</b> that Cllr Mike Simmons would take the proposal to the FRFA at their next meeting.</p>	<p>MS</p>
d)	<p>Members briefly considered the Annual Volunteers Thank You Tea and Annual Parish Meeting on the 15<sup>th</sup> May 2022.</p> <p><b>It was RESOLVED:</b> to supply name badges and to create videos of volunteers in action to display throughout the event next year.</p>	<p>HT/LS</p>
8)	<p><b>FRFA/Recreation Field:</b></p>	
a)	<p>Cllr Mike Simmons presented a report on behalf of the FRFA:</p> <ul style="list-style-type: none"> <li>• The new carpet has been fitted in the Pavilion and looks good;</li> <li>• The new defibrillator and case will be installed shortly;</li> </ul>	<p>227/6 /2223 3 of 5</p>

<p>• Problems with the recycling and general waste bins are ongoing.</p> <p>As the Parish Council owns the Recreation Field, members were asked to take a view on removing the artificial cricket strip. The FRFA are considering the action; moving the football pitch back and forth will reduce wear and tear on the field. The strip is currently a material surface over the top of concrete, considered irreparable by the Fownhope Strollers. It was suggested that if the material is replaced with a spongy multi-use surface, it could be used for other games by a number of other users. Accordingly, it was agreed that Members were not in favour of removing the strip but would like to see it repaired/renovated.  <b>It was RESOLVED:</b> to seek quotations for repairs/alternative surfacing.</p> <p>b)</p> <p>Members received an update on the maintenance programme currently being undertaken on the playground. It was reported that the swings have been removed following safety concerns; and that the new surface repairs under the see saw have started to fail. A quotation has been received to supply and install new support beams for the swings, which members would like to consider alongside quotations to purchase a new unit. The contractor has been asked to re-do the surface repair.  <b>It was RESOLVED:</b> to seek quotations for a new A-frame.</p> <p>c)</p> <p>Members considered the future of the BMX track following concerns raised by the FRFA. They were keen to explore possibilities to improve the facility and increase usage.  <b>It was RESOLVED:</b> to seek quotes/professional advice on options to improve the ramp.</p> <p>9)</p> <p>a) <b>To Comment on Planning Applications for Determination by Herefordshire Council:</b>  211522: Mill Field, Fownhope. Application for variation of condition 2 of planning permission 163707/F (Proposed residential development of 10 open market family homes and 5 affordable homes), to amend the drawings with regards layout and house types.  <b>It was RESOLVED:</b> to support the proposals with the following comments:</p> <ul style="list-style-type: none"> <li>• they would prefer to see all properties with the same Oak porch rather than a painted softwood porch for the affordable housing;</li> <li>• they would like the developer to consider installing Swift bricks in all properties to protect the reducing numbers of swifts;</li> <li>• and would prefer any pedestrian gates to match those on other public rights of way in the parish.</li> </ul> <p>10)</p> <p>a) <b>To Note Planning Decisions Made by Herefordshire Council:</b> It was noted:  b) 220767: Stoney Croft, Fownhope. Proposed outbuilding/garden room. Approved with conditions.  221040: Site at Citterdine, Mordiford. Approval of details reserved by condition 3 on planning permission 203528. Approved.</p> <p>11)</p> <p>a) <b>To Consider Other Matters Relating to Planning:</b>  221293, Land opposite Mill House Farm, Fownhope. Application for approval of details reserved by conditions 3 and 4 attached to planning permission 200755. Members were informed that Herefordshire Council are not accepting comments for this application. Cllr Quayle recommended Councillors look at the drawings which detail the intricate design for drainage on site.</p> <p>12)</p> <p>a) <b>Environment:</b>  Members were informed that the next Environment Group meeting will be held on Monday 11<sup>th</sup> July at 7pm at the Green Man.</p> <p>13)</p> <p>a) <b>Highways:</b>  Cllr Eames gave a report noting:</p> <ul style="list-style-type: none"> <li>• The Community Policing Team carried out a speed survey on Thursday 19<sup>th</sup> May between 10-11 am. They could not use the location requested because of the roadworks, however new locations are being reviewed, though are bound by regulations on position;</li> </ul>	<p>HT/MS</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>ALL</p>	<p>228/6  /2223  4 of 5</p>
--	---	-------------------------------------

<p>14)</p> <p>a)</p> <p>15)</p> <p>a)</p>	<ul style="list-style-type: none"> <li>• CSW volunteers have been confirmed and a new schedule is being organised to reinstate CSW sessions. Helen Phillips is standing down as CSW coordinator, Cllr Stuart Eames will be taking it on and wished to thank Helen for her work to date;</li> <li>• SID data at the west end of village is showing reduced speeding because of the current road works between Mill Field and Potato Barn developments, though still showing similar figures for the Church end, approximately 10% of vehicles entering the village and 40% of vehicles exiting the village were recorded over the speed limit;</li> <li>• Cllrs Eames and Braybrook were pleased with the outcome of a meeting with Herefordshire Council representatives to consider the draft road marking scheme. Cllr Eames will amend the plans before the Jubilee event on the 3<sup>rd</sup> June;</li> <li>• Cllr Eames has hand weeded the verge along the B4224 from Capler Lane junction. A Parishioner with the appropriate equipment and licences has volunteered to spray the remainder;</li> <li>• Welsh Water have confirmed they will pay for 50% of the cost of the tarmac access repairs. Members considered asking the FRFA to split the remaining 50% with the Parish Council. <b>It was RESOLVED:</b> that the Clerk send a formal request with a copy of the preferred quotation to the FRFA.</li> </ul> <p><b>Footpaths:</b> Members were informed that works identified at Cherry Hill are yet to be carried out by the Lengthsman. It was noted that contractors have been carrying out maintenance work at Cherry Hill. <b>It was RESOLVED:</b> to obtain a list of the works identified and follow up.</p> <p><b>Next Meeting:</b> The next meeting of the Parish Council will be held at 7pm on Wednesday 6<sup>th</sup> July 2022.</p> <p>Meeting closed.</p> <p>Signed ..... Dated .....</p> <p><b>Chairman</b></p>	<p><b>HT/MS</b></p> <p><b>HT/WM</b></p> <p>229/6 /2223 5 of 5</p>
---	---	---