



Minutes of the Parish Council Meeting held on 1st March 2023
at the Pavilion, Fownhope

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Number:

Present:

Cllr Stuart Eames (in the Chair), Cllrs Dorothy Quayle, Mike Simmons, Will Morris, Frank Hemming, Lavinia Smith, Phil Bream and Jackie Bevan.

In attendance:

5 members of the public; Clerk Helen Tinson

- 1) **Apologies for Absence:** Cllrs Kevin Braybrook, Gareth Williams, Mike Cohn, Tim Jones and Ward Cllr John Hardwick.
- 2) **To Receive any Declarations of Interest and Written Requests for Dispensation:**
To receive any declarations of interest: Cllr Mike Simmons declared a non-pecuniary interest in agenda item 12d. 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:** There was no report.
 - b) **Representation from the Public:** There were no representations from members of the public. The Clerk presented a brief update from the West Mercia Safer Neighbourhood Team concerning two recent thefts; and that council will be entering Purdah on 6th March.
- 4) **Minutes of the Previous Meeting:**
 - a) Members considered the minutes of the Parish Council meeting on the 1st February 2023.
It was RESOLVED: to approve the minutes as a true record of the meeting. The minutes were duly signed by the Chair.
- 5) **Highways:**
 - a) Members received a report from the Highways Working Group:
 - SID data – has been updated to show annual data March 2022 to March 2023 and published on the website. New data will be recorded and updated monthly March 2023 to March 2024. Periods of roadworks are marked with an asterix.
 - Litter bin – the litter bin that was removed from outside Fairfield Green is due to be replaced in the next few weeks. Land ownership queries have been clarified.
 - Locality Steward – no update.
 - Two broken signs on Church Croft have been reported to BBLP; and a member of the public has reported a noisy manhole.
 - b) **Lengthsman Grant Funding:**
Members considered the new Lengthsman Grant Funding available from Herefordshire Council. It was reported that the base sum of £94.15 is payable per km of C and U roads within the parish, totalling £903.84. There is an opportunity to apply for further matched funding if required.
It was RESOLVED: to approve joining the 5-year funded Lengthsman scheme. The Chair and Clerk signed the contract.

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<p>c)</p> <p>d)</p> <p>e)</p>	<p>Traffic Calming Scheme: Members considered a presentation detailing options to narrow the road with a one lane priority in addition to the existing proposal of two-way traffic on a narrowed section of road. Further information has been requested from Herefordshire Council but has not yet been received. The Powerpoint presentation has been attached to the minutes as Appendix A. It was acknowledged that it MAY be possible to use some of the S106 money allocated to traffic calming if the £175,000 grant funding is insufficient. The S106 money includes costs for a TRO to move the 30mph zone. Concerns were expressed about the inadequacy of the existing pavement and danger to pedestrians as a result of the volume, speed and behaviour of road traffic.</p> <p>Pavements: Concerns were raised about a number of pavements in the village that require attention. Members were informed of a trip and knee injury as a result of the pavement condition. Cllr Eames reported that a full survey has been carried out on all pavements around the village and five that were considered to be an immediate priority have been reported to BBLP for urgent attention. Others have been recorded for attention over the next twelve-month period. It was confirmed that the Lengthsman is due to remove moss on sections of Noverwood Drive and Scotch Firs, clear the pavement between West End Stores and Lower House Gardens and from Court Orchard to the Shop at Coo Corner at the weekend.</p> <p>Biggs Lane: Members considered a quotation for tarmac repairs required to Biggs Lane as identified on the Health and Safety Assessment of Assets in May 2022. The work was not considered urgent but it is understood that the road will deteriorate over time and require a larger repair if not attended to. Members were asked to consider one quotation from the approved contractor carrying out the repairs on the Recreation Field Access Track where work is due to start week commencing 3rd April. It is understood that the contractor can schedule the work on Biggs Lane consecutively. It was RESOLVED: to approve obtaining one quotation from a trusted contractor engaged for an existing contract; It was RESOLVED: to accept a total quotation of £2961.00 plus VAT: £1645 plus VAT to repair the tarmac and verge, and £1316 plus VAT to install a new kerb edging as quotation dated 6th February 2023</p> <p>3 Members of the Public left the meeting.</p> <p>With the permission of the meeting, the Chair brought forward agenda item 12c:</p>	<p>SE/HT</p>
<p>12c)</p>	<p>Financial Support for Churchyard Maintenance: Members considered a request to submit a third and final letter to NALC via HALC concerning their position on Parish Council support for churchyard maintenance. The Clerk informed the meeting that HALC had reported a response to the previous request: NALC were not minded to reconsider their initial and continuing advice, however they have asked government to include a section in the Levelling Up and Regeneration Bill to repeal Section 8 of the 1894 Act which would remove the barrier to Parish Councils providing financial assistance to a church or other religious body buildings. Members were informed that the applicant has received legal advice and been advised that a small claim can be brought for the loss of funds agreed in the 2019 budget. It was noted that the Church could close the cemetery which could then become the responsibility of the Parish Council. The Clerk reminded the meeting that NALC do not receive communications from members of the public. It was RESOLVED: not to send the proposed letter on behalf of the local resident, but to send an alternative letter from the Parish Council to express their concern at the slow progress of a resolution and the potential impact on the upkeep of the churchyard.</p>	<p>HT</p>
<p>6)</p> <p>a)</p>	<p>Environment: Members received a report as attached to the minutes as Appendix B. It was RESOLVED: to approve expenditure of up £250.00 for promotional banners/sails that can be re-used for multiple events.</p>	<p>262/03 /2223 2 of 5</p>

	<p>It was RESOLVED: to monitor the number or percentage of attendees from Fownhope parish to inform decisions if and when further funding is requested to support further events.</p>	HT
b)	<p>Tree Works: Members received an update concerning T7 Hawthorn. There has been no response from communication to the local resident who had submitted an objection.</p>	
	<p>It was RESOLVED: to approve a quotation of £195.00 plus VAT to cut the broken piece and leave a short trunk of Thorn to shoot again.</p>	HT
c)	<p>Fownhope Car Club:</p>	
	<p>Members were informed that financial support from Herefordshire Council will cease on 31st March 2023. Current usage data and financial position were considered. The Finance Working Group did not consider it viable for the Parish Council to take over liability and recommended seeking alternative ways to maintain and develop the club. Communication has been ongoing with Malvern Hills Car Club and options being considered for an alternative arrangement were reported. The Environment Group will continue to discuss at their next meeting on 13th March. Members were asked to consider a motion to accept the proposal presented by the Finance Working Group that the Parish Council would not underwrite costs and would recommend the club becomes an entity in its own right with a constitution.</p>	
	<p>It was RESOLVED: to approve the proposal made by the Finance Working Group. There was an equality of vote (4 support, 4 object) therefore the Chair used his casting vote. The motion was passed.</p>	
d)	<p>Trees on Scotch Firs:</p>	
	<p>Members were informed that the trees on the grassy bank at Scotch Firs are in need of maintenance. It was AGREED that Cllrs Frank Hemming and Jackie Bevan would carry out the minor maintenance work.</p>	FH/JB
7)	<p>Footpaths:</p>	
a)	<p>Members received a brief report:</p>	
	<ul style="list-style-type: none"> • The Fownhope Walk working group are meeting on 2nd March. A number of landowners have been approached and have given positive and constructive feedback. Most have agreed gates in various locations including a number of kissing gates to be installed by the landowner. Waymarker signs are ready for public consultation. A further report will be presented to the next meeting. A suggestion was made to include activities for small children within the walk. 	WM/JB LS
	<ul style="list-style-type: none"> • It was reported that installing kissing gates or retaining stiles on footpaths near roads reduces rural crime making it harder for perpetrators to steal livestock. 	
	<ul style="list-style-type: none"> • BBLP have been asked to repair two bridges at Nash Farm and Caplor Hill 	
8)	<p>To Comment on Planning Applications for Determination by Herefordshire Council:</p>	
a)	<p>222861: Mill Field, Fownhope. Application for a variation of condition 1 of 211522 (application for variation of condition 2 of planning permission 163707 – proposed residential development of 10 family homes and 5 affordable homes – to amend drawings with regards to layout and house types). To allow changes to the three bungalows at the northern end of the site (plots 4, 5 and 6) and minor changes to the landscaping.</p> <p>Members considered the application and agreed that the objections submitted in October 2022 were still valid.</p>	
	<p>It was RESOLVED: to OBJECT to the application and reiterate previous objections.</p>	HT
9)	<p>To Note Planning Decisions Made by Herefordshire Council: It was noted that:</p>	
a)	<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. Approved with conditions.</p>	
10)	<p>FRFA:</p>	
a)	<p>Members received a brief report from the FRFA noting that the flooring in the Pavilion has been replaced following recent damage.</p>	263/03 /2223 3 of 5

<p>b)</p>	<p>Patio: Members considered a revised proposal to extend the paved patio area outside the Pavilion. The following feedback was AGREED:</p> <ul style="list-style-type: none"> • the revised plans are better but a number of suggestions remained; • estimated costs with revisions would be helpful going forwards; • would the FRFA look at providing additional toilet facilities for events using the currently redundant 2nd toilet; • could the FRFA clarify if planning permission is required for the patio redevelopment. 	
<p>c)</p>	<p>BMX Track/Artificial Cricket Wicket: Members received a brief report. The FRFA are anticipating receiving a proposal from the PC in the next couple of months. Options and costs for improving the BMX track are being investigated. Cllr Eames agreed to look into options for the artificial cricket wicket.</p>	<p>SE/HT</p>
<p>11)</p>	<p>Community:</p>	
<p>a)</p>	<p>King Charles III Coronation: Members received a report from the Working Group concerning the Coronation celebrations on Monday 8th May. The FRFA have agreed to make the Pavilion and Recreation Field available for the event. St. Mary’s School PTA have joined the Working Group to assist with the event planning. It is proposed that the school Summer Fair is combined with the event to raise money for the PTA. Proposals include refreshments, children’s activities, information stalls for local groups and organisations with a focus on celebrating volunteers. It was RESOLVED: to support the celebration of volunteers at the event but to hold the annual volunteer thank you tea in conjunction with the Annual Parish Meeting.</p>	<p>HT</p>
<p>b)</p>	<p>Members considered a revised quotation of £484.92 for printing 500 booklets of the updated ‘Fownhope and Beyond’ booklet to be given to each household in the parish. It was RESOLVED: to accept the quotation for 500 copies at a cost of £484.92.</p>	<p>HT</p>
<p>b)</p>	<p>Annual Parish Meeting: It was RESOLVED: to hold the Annual Parish Meeting at 6pm on Sunday 23rd April 2023 at the Pavilion, preceded by the Annual Volunteer Thank You Tea at 4pm. Speaker/Presentation to be based on volunteer activity in the parish.</p>	<p>HT</p>
<p>12)</p>	<p>Finance:</p>	
<p>a)</p>	<p>Members received a financial report as noted in Appendix C. It was RESOLVED: to approve the report. It was RESOLVED: not to renew the domain name www.fownhopeparishcouncil.org.uk</p>	<p>HT</p>
<p>b)</p>	<p>Charles Arnold Baker: Members considered purchasing the latest copy of the Charles Arnold Baker book on Local Council Administration. No decision was made and it was agreed that this could be raised at a later date at the Clerk’s request if the book was deemed useful to support the Council's/Clerk's administration activity.</p>	
<p>c)</p>	<p>Financial Support for Churchyard Maintenance: Refer to page 262/03.</p>	
<p>d)</p>	<p>It was RESOLVED: to ratify the following payments made between meetings:</p> <ul style="list-style-type: none"> • Suzi Bruce, P3, £110.20 • Sean Lynch, Grass Cutting Scotch Firs 2022, £525.00 • Kids Kitchen, FCS Event 25.1.23, £250.00 • FRFA, Meeting Room Hire January, £70.00 	<p>HT</p>
<p>e)</p>	<p>It was RESOLVED: to approve the following payments:</p> <ul style="list-style-type: none"> • Nick Maddy Coaches, Bus Service February, £90.00 • William Dereham IT Support, Administration, £120.00 	<p>264/03 /2223</p>
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<p>13)</p> <p>a)</p> <p>14)</p> <p>a)</p> <p>15)</p> <p>a)</p> <p>b)</p> <p>Meeting closed.</p> <p>Signed</p> <p>Chairman</p>	<ul style="list-style-type: none"> • Helen Tinson, Salary February, £852.10 • Helen Tinson, Clerk Expenses (Oct, Nov, Dec) £170.58 plus £13.20 VAT • Helen Tinson, Work from Home Allowance (Oct, Nov, Dec) £78.00 <p>First Aid Training for Volunteers:</p> <p>The Clerk provided a brief update and asked that further discussion be deferred to next month. It was RESOLVED: to defer further discussion and consideration of options and costs at the next meeting.</p> <p>Clerk Report:</p> <p>Members received the Clerk’s report as noted in Appendix D. The Clerk presented a brief report on the forthcoming Local Council Elections informing the meeting of the process for nominations.</p> <p>Next Meeting:</p> <p>Ordinary Meeting: The next meeting of the Parish Council will be held at 7pm on Wednesday 5th April 2023.</p> <p>Annual Meeting of the Parish Council: Members were informed that the earliest possible date giving three clear days’ notice post-election is Thursday 11th May, taking account of the King’s Coronation on the 6th May and the additional Bank Holiday on the 8th May.</p> <p>It was RESOLVED: to hold the Annual Meeting of the Parish Council at 7pm on Wednesday 17th May 2023</p>	<p>HT</p> <p>HT</p> <p>HT</p> <p>265/03 /2223 5 of 5</p>
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Appendix A: Traffic Calming Update Presentation

Slide 1:

- (1) Proposal incorporating the path widening scheme as presented to HC.
 - (2) Proposal raised by local resident to incorporate road narrowing with one lane priority.
- OVERALL AIM OF BOTH PROPOSALS TO WIDEN THE PATH AT THE WEST END OF THE VILLAGE.

Slide 2:

Proposal 1:

- Narrow the road to 5.5m from Penrose Cottage to the end of the path in front of Lower House.
- This widens the path to 0.94m at the pinch point where the path ends & gradually widens along the length of the path towards Penrose Cottage enabling a width of 1.95m at the bus stop.
- Traffic remains two-way using the restricted width of 5.5m to slow down vehicles driving along this section.

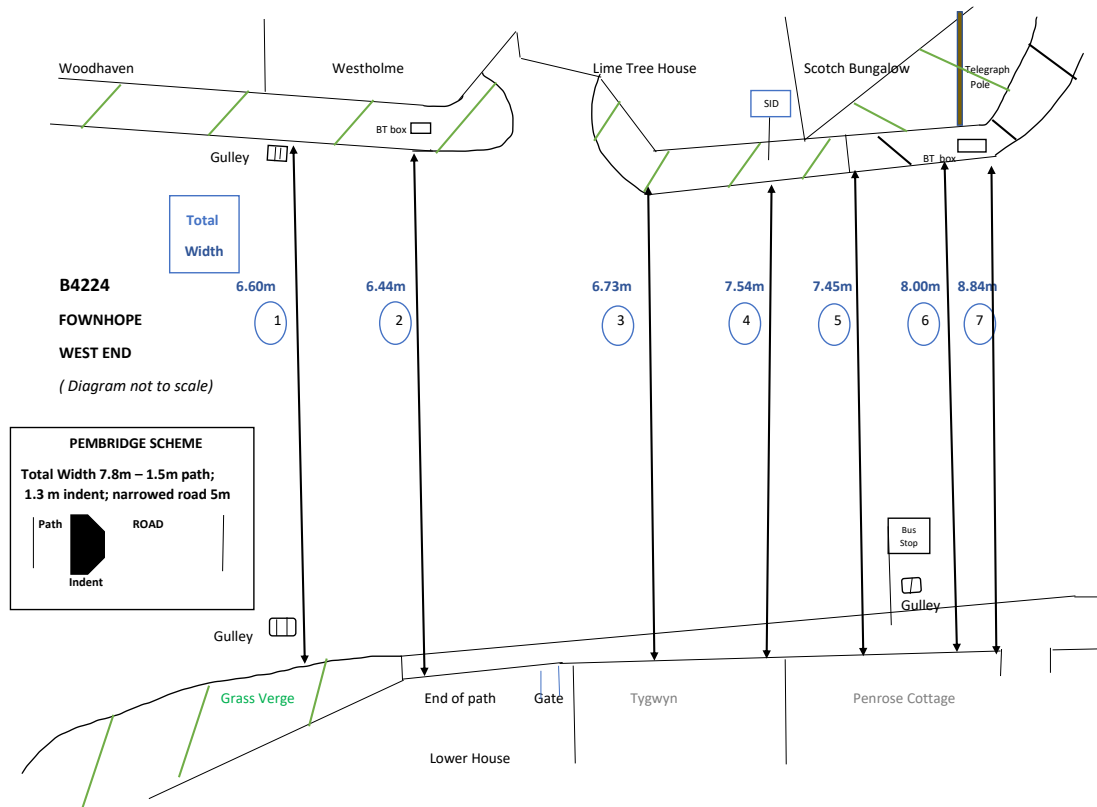
Slide 3:

Proposal 2:

- Create a road narrowing scheme along this section of road similar to the scheme in operation in Pembridge. Precise location yet to be determined.
- Priority would be given to the vehicles entering the village because this is less of a problem compared to those exiting the village.

- Speed restraint would be effective on exiting vehicles because they would have to give way to oncoming vehicles because the road is narrowed on their side of the road.

Slide 4:



Slide 5:

Concerns about Proposal 2:

- To implement this proposal as per Pembridge there are limited places that the scheme can be located – i.e where the road width is wide enough. This means that the location would have to be towards the bus stop.
- These schemes are usually placed at the entrance to a village to impact speeds entering a village as per Pembridge.
- At peak traffic flows this will cause queuing back into the village towards Scotch Firs junction & the shop. This is a very busy junction which is challenging for both pedestrians and road users.
- There will be increased vehicle emissions from stationary vehicles as well as noise from vehicles stopping and starting.
- The narrowing of the road means vehicles ‘rush for the gap’ to try and avoid stopping or slowing down.
- It has a greater impact on exiting vehicles but has no impact on vehicles entering the village.
- TRO may be required.

Slide 6:

Merits of Both Schemes:

- Both schemes enable us to widen the path.
- Greatest impact on speed of exiting vehicles (Proposal 2)
- Impact on speed in both directions (Proposal 1)
- Proposal 1 would be cheaper but not significantly – the difference being the cost of the indent and possibly greater signage.

Slide 7:

Way Forward:

- Expert input required from BB and HC to assess the viability and costing of both schemes.
- Depending on this assessment; need to consult with the parishioners if proposal 2 is possible because a one-way priority scheme has not been presented to date.
- If both schemes are possible, need to be voted on by the Parish Council.
- If only one scheme or a modified version of one scheme is accepted by BB /HC/ West Mercia Police, then Fownhope PC need to approve it.

Appendix B: Environment Group Report

REPORT FOR COUNCIL MEETING: 1st March 2023

REPORT BY: Helen Tinson, Clerk/RFO

AGENDA ITEM: 6a: Environment Group Report

Fownhope Community Saturdays:

The sub-group are working on the next Fownhope Community Saturday event on 25th March, 2-4pm at the Pavilion, which will be all about our 'Gardens and Habitats'. The focus will be on gardening for wildlife, to aid biodiversity. The sub-group have met and are progressing actions to co-ordinate the event. The Parish Council had previously approved funding for room hire and refreshments for the first quarter of the year (ie three events). Events are now to be held bi-monthly, in January, March, May, July, September and November. Donations were requested for refreshments at the last event and the plan is to do the same going forwards so that the events can become self-funded after the first three events.

However, the sub-group would like to purchase 2-3 banners or sails to advertise that the event is taking place (especially as field was being used for football at the January event) – would the Parish Council consider funding the purchase of banners or sails?

EV Charging Points:

A small number of local businesses and organisations have been approached with information about possible grant funding for EV charging points. The businesses/organisations will be required to part fund the installations and so far, the Medical Centre, Green Man and FRFA have expressed an interest in learning more. Trustees for FNMH have discussed the proposal and were supportive of the initiative but did not feel that the hall was a suitable site because of the limited space available for parking, term time usage and difficult access. No response as yet from Wye Leisure.

Caplor at 100:

Caplor is celebrating its 100th birthday in June and are planning a week of events between Monday 5th June and Friday 9th June to celebrate. Parish Councillors and local residents will be invited to a number of different events which will be publicised nearer to the time.

Fownhope Car Club:

Is being discussed under agenda item 6c.

Impact Report:

An Impact Report for 2021 and 2022 has almost been concluded and will be uploaded onto the website once complete. An Impact Report for 2019 and 2020 is already available to download.

Next Meeting:

Will be at 7pm on Monday 13th March at the Green Man.

Actions: Members to consider:

1. Would the Parish Council fund the purchase of 2-3 banners/sails for the FCS's?

Appendix C: Finance Report

REPORT FOR COUNCIL MEETING: 1st March 2023

REPORT BY: Helen Tinson, Clerk/RFO

AGENDA ITEM: 12a: Financial Report

Bank Balances:

Lloyds: £5,822.01 (excluding payments to be approved 1.3.23)
Lloyds Reserve: £39,221.16
Hargreaves Lansdown: £26,748.07 (at 27.02.23)
Total funds held across all banks and investments at 27.2.23 = £71,791.24

There is not much to report this month.

Namesco:

Last month council resolved to renew the www.fownhope.org.uk domain hosting for a further four years. There is a further domain that is due for renewal on 14th February, www.fownhopeparishcouncil.org.uk, at a cost of £43.99 plus VAT for 3 years.

Data Protection Fees:

ICO fees of £40 will be taken by DD on or before the 10th April 2023

Actions: Members to consider:

1. Do you wish to renew the domain hosting for www.fownhopeparishcouncil.org.uk?

Appendix D: Clerk Report

REPORT FOR COUNCIL MEETING: 1st March 2023

REPORT BY: Helen Tinson, Clerk/RFO

AGENDA ITEM: 14a: Clerk Report

Elections 2023: Purdah will commence on Monday 6th March. Applications open for nominations from 7th March with a deadline for the delivery of completed nomination papers of 4pm on Tuesday 4th April. Papers MUST be delivered BY HAND before 4pm on the 4th April, and MUST be handed to a member of the elections team. Any papers received in the post, left with reception or any other way except being delivered directly to a team member will be disqualified.

HC Waste Team: Craig Cornish from the waste team at HC had planned to come to the event on 28th January to talk about waste but was ill. He has offered to come along to a PC meeting to talk about the new

waste and recycling service (implementation delayed probably 2024) if we'd like him to and he'd be happy to talk about food waste at the same time.

FNMH: the lamp post that will provide improved lighting over the car park is due to start on April 3rd and should be completed in 2 days, provided there are no unforeseen problems. Hall users will be notified that the car park will be closed during this time, and a notice will be placed in the Flag. I have been asked to mention it in a Parish News update later next month.

Tarmac Access Repair: has also been scheduled for week commencing 3rd April. The FRFA have been notified, as have Welsh Water and the residents of Lea Brink, The Malt House and Orchard Lodge.

HALC Information Corner: sent by email on 20th February – Members, please read.

Caplor at 100: Caplor are celebrating their 100th birthday this June and are arranging a series of events throughout the week commencing 5th June. Councillors are invited to a tour of the stewardship work / renewable techs / general activity, 5pm-6.30pm on Wednesday 7th June just before the PC meeting, which will start at 7pm at the Pavilion. Please save the date – more information to follow.

Old School Fownhope: The 2021 covenants between the FCLT and the Hereford Diocesan Board of Finance and the Fownhope Parish Council require the FCLT:

1.2 To report by the 28th February in any given year for the previous calendar year any changes to occupation and/or rents of the Property either by the Tenant or by sub-Tenants as authorised under the Lease and also reporting upon the compliance with the Covenants.

It was confirmed on 24.2.23 that there have been no changes of tenancy. Rents were increased in October 2022 by CPI + 1%.

General Correspondence: A resident has raised a concern about the new pond on the Mill Field site and has asked if it is going to be filled with water. She is concerned about ducks and getting run over.