



MINUTES

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Minutes of Parish Council Meeting held on 1st September 2021

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Number:

The meeting was held in person at the Pavilion following current COVID-19 meeting guidance.

Present:

Cllr Kevin Braybrook (in the Chair) and Cllrs Mike Cohn, Frank Hemming, Phil Bream, Tim Jones, Dorothy Quayle, Mike Simmons, Paul McGuire and Dan Teague.

In attendance:

10 members of the public plus Ward Cllr John Hardwick, and Clerk Helen Tinson.

- 1) **Apologies for Absence:** Cllrs Gareth Williams and Stuart Eames, and PC Josh Kitchen

The Chairman informed the meeting that Cllr Gareth Williams will be absent for approximately three months to recuperate from recent surgery and wished him well for a full recovery.

- 2) **To Co-opt Parish Councillor to fill current vacancy:**

Members received two excellent presentations from candidates wishing to fill the current vacancy. The Chairman expressed his thanks to both candidates and members proceeded to a paper ballot.

It was RESOLVED: to elect William Morris, who duly signed his Declaration of Acceptance of Office and joined the members at the council table. Cllr Morris was asked to complete and submit his Declaration of Interests form to Herefordshire Council within 28 days.

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

To receive any declarations of interest: Cllr Mike Simmons declared a pecuniary interest in agenda item 10f and signed the Declarations of Interest book.

To consider any written requests for dispensations: there were none.

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

Members considered the minutes of the Parish Council meeting on 7th July 2021.

It was RESOLVED: to approve the minutes as a true record of the meeting, which were duly signed by the Chairman.

- 5) **Open Session:**

- a) **Report from Ward Councillor:** Cllr Hardwick commended both candidates and welcomed Cllr Will Morris. Herefordshire Council have adopted a new integrated waste strategy. Rachel Joy, HC's Interim Programme Director for Waste, will be attending the October meeting to understand more about our request for recycling provision on the recreation field.

BBLP have delayed the planned resurfacing and drainage works on the B4224 at Fiddlers Green to the October 2021 half term week, and the resurfacing works between Scotch Firs and Lower House Gardens to February 2022 half term. Confirmation of exact dates will be received nearer the time. Financial and staffing constraints were reported to be the reason works were not carried out during the roads closure earlier in the year. Staffing changes in both Herefordshire Council and Balfour Beatty are to be announced shortly.

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<p>b)</p> <p>c)</p> <p>6)</p> <p>7)</p> <p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p> <p>8)</p> <p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p> <p>e)</p> <p>f)</p> <p>g)</p> <p>9)</p> <p>a)</p>	<p>Report from PC Josh Kitchen, West Mercia Community Policing Team: PC Kitchen sent his apologies for the meeting. His report was read by the Chairman and is attached as Appendix A. It was RESOLVED: that the Clerk submit information from the Community Speedwatch Team confirming the most appropriate locations and times for police speed sessions.</p> <p>Representation from the Public: a resident asked why the speed indicator devices do not remain on at all times, reporting significant reductions in speed when they are in operation. Restrictions on the operation of SIDs were reported but it was noted that the new SIDs continue to accrue data when turned off. It was also noted that Herefordshire Council have agreed to reassess the process using current data.</p> <p>To Comment on Planning Applications for Determination by Herefordshire Council: There were no applications to consider.</p> <p>To Note Planning Responses Submitted to Herefordshire Council under Devolved Powers:</p> <p>212861, Oldstone Cottage, Fownhope, HR1 4PJ. Proposed oak framed rear garden room replacement extension following the demolition of the existing mono-pitch extension. The Planning Group raised no objections and commended the applicants for their use of the NDP. The application was supported.</p> <p>212413, Old Potato Store, Mill Lane, Fownhope. Proposed temporary sign board and 4 no. flagpoles to advertise housing development. The Planning Group raised concerns about the name of the development and submitted a response to object to the application.</p> <p>212638, Nash Farm, Fownhope, HR1 4PS. Proposed new rooflight configurations which differ to previous approved applications 192274 and 192275. The planning group raised no objections and supported the application, but requested that any resulting light pollution is minimised.</p> <p>212626, River View, Fownhope, HR1 4NU. Proposed extension and alterations to existing dwelling. The Planning Group objected to this application on the grounds of insufficient information.</p> <p>To Note Planning Decisions Made by Herefordshire Council:</p> <p>212200, Holly House, Ringfield Drive, Fownhope, HR1 4PR. Proposed new vehicular access, single parking space and single detached garage. Approved with conditions</p> <p>212171, Rowan, Caplor Lane, Fownhope, HR1 4PJ. Proposed single storey extensions to rear and front, with demolition of existing lean-to. Approved with conditions.</p> <p>204503, Melrose House, Fownhope, HR1 4PZ. Proposed demolition of existing structure and replacement. Approved with conditions.</p> <p>210984, Wylo, Fownhope, HR1 4LT. Proposed extension. Approved with conditions.</p> <p>211386, 36 Scotch Firs, Fownhope, HR1 4NP. Proposal to extend the first floor over an existing patio area to provide a third bedroom. Approved with conditions.</p> <p>211583, Manor Farmhouse, Fownhope, HR1 4PG. Proposed repairs to timber framed porch. Approved with conditions.</p> <p>212801, 212801, Keel Cottage, Fownhope, HR1 4QA. Non material amendment to 181109. Approved with conditions.</p> <p>To Consider Other Matters Relating to Planning:</p> <p>The Chairman thanked Ian Green, the Land and Planning Manager for MF Freeman, for coming to the meeting. Mr. Green gave an update on both developments at Mill Field and the Old Potato Barns. He presented proposed amendments to the Mill Field Development and responded to a number of questions raised by both members of the council and members of the public.</p>	<p>HT</p> <p>181/09 /2122 2 of 6</p>
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<p>b)</p> <p>c)</p> <p>10)</p> <p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p> <p>e)</p> <p>f)</p>	<p>Members considered a request from Herefordshire Council to update our Section 106 wish list. It was RESOLVED: that the Clerk request a copy of the current list on file and raise an agenda item for further discussion at a future meeting.</p> <p>Members considered Herefordshire Council’s response to questions asked concerning the decision to grant outline planning approval for 10 full market value homes on the land adjacent to the Medical Centre. It was noted that the Housing Needs Survey carried out in 2018 identified a need for a number of 1-bedroom affordable properties and that the parish council had supported the development on the basis that affordable housing would be included. It was RESOLVED: to investigate whether the neighbourhood plan will have any impact on the approved development now that it once again carries full weight.</p> <p>Finance:</p> <p>Members received a financial report noting anticipated current account balances once all approved payments have been made: NatWest £1,406.92, Lloyds £18,984.55, NatWest Reserve Account £13,261.05; Invested Funds £26,427.11. Costs comparing budget against actual expenditure were given to members in supporting papers.</p> <p>Members considered a request to make a donation of £50 to the Wye Usk Foundation for spraying the Japanese Knotweed in the River Wye. It was RESOLVED: to approve the donation.</p> <p>Members considered a proposal to share costs with the owner of Mistletoe Cottage for works required to an Ash tree on the boundary of Common Hill and Mistletoe Cottage. It was RESOLVED: to approve the proposal and split the costs on an equal basis and for the Clerk to obtain quotes for the work.</p> <p>Members considered a request to disclose legal advice received in connection with maintaining the Churchyard and the Church Clock. It was noted that the advice relates to an ongoing matter. It was RESOLVED: that it would not be appropriate to share the advice received in this matter. Two members abstained from the vote.</p> <p>It was RESOLVED: to ratify the following payments made between meetings:</p> <ul style="list-style-type: none"> • Suzi Bruce, Lengthsman, £95.00 • Suzi Bruce, Grass Cutting, £50.00 • Pudsey Diamond, Clips for SIDs, £115.08 plus VAT • Suzi Bruce, P3, £730.00 • RoSPA Play Safety, Play Inspector Training, £260.00 plus VAT • HMRC, PAYE and NIC (April-June), 475.24 • FRFA, Room Hire 7.7.21, £18.00 • FNMH, Room Hire 23.7.21, £20.00 • Nick Maddy Coaches, Bus Service, £90.00 • Helen Tinson, Clerk Salary July, £649.04 • St. Michaels Hospice, Donation in lieu of payment, weed spraying, £100.00 • PIP Printing, Village Walk Leaflets, £348.20 <p>It was RESOLVED: to approve the following invoices for payment:</p> <ul style="list-style-type: none"> • Adrian Hope Tree Services, Tree Works, £120.00 plus VAT • Wye Valley Skips, Community Skip Hire, £255.00 plus VAT • Suzi Bruce, Lengthsman, £310.00 • Suzi Bruce, Lengthsman, £90.00 • Helen Tinson, Clerk Salary August, £649.04 • Helen Tinson, Work at Home Allowance (March-August), £78.00 • Helen Tinson, Clerk Expenses (March-August), £185.91 plus £3.76 VAT • Helen Tinson, Reimburse expenses re Rec Field Support, £18.79 plus VAT • Mike Simmons, Reimburse expenses re CSA picture frames, £29.95 	<p>HT</p> <p>KB/DQ</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>182/09 /2122 3 of 6</p>
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	<ul style="list-style-type: none"> • Helen Tinson, Reimburse expenses re two A1 folding display boards, £133.15 plus VAT <p>* It was noted that HGN will be asked to reimburse the Clerk the sum of £133.15 plus VAT for the purchase of two A1 folding display boards for the launch of The Great Collaboration.</p> <p>11) Community:</p> <p>a) Members received an update concerning the community event planned for Sunday 5th September. It was agreed that the Clerk would meet Cllr Will Morris on Saturday morning to cover the community skip.</p> <p>b) Members were informed that BT have now removed the telephone kiosk on Court Orchard following their refusal to allow it to be used as a book exchange.</p> <p>c) Members considered a request to relocate the bin outside the residential property which is being built on the site of the Old Salon. It was noted that the school bus used to stop here but now stops further along Fairfield Green, and it was suggested this might be a suitable alternative location. The Clerk is currently awaiting communication from BBLP. It was RESOLVED: to approve the principle of moving the bin pending a consideration of cost.</p> <p>d) Members received an update concerning the application to register assets of community value. The application for The New Inn has been refused as the new development does not satisfy the criteria for listing as a community asset, and noted that the only asset currently registered is the West End Stores. The FCLT have requested the Parish Council consider nominating Pritchards Butchers. It was noted that Herefordshire Council rejected a number of applications in 2015. It was RESOLVED: to ask FCLT if they would be willing to draft an application for both The New Inn and Pritchards Butchers for consideration at the next Parish Council meeting.</p> <p>e) Members received an update concerning the removal of the old Vodafone antennae, noting that the Fire Service had very promptly removed the antennae at two properties as part of their regular training exercises, and will carry out the third at Faulkner House as soon as an access issue has been resolved. Members wished to record their sincere thanks to the fire service.</p> <p>12) Environment:</p> <p>a) There was no report from the Environment Group as recent activity was reported under item 11a.</p> <p>b) Members considered a response to Open Spaces Society’s Campaign to Grant a Green. It was RESOLVED: not to proceed further at this time.</p> <p>13) Highways:</p> <p>a) Members received a report noting that the SID clamps have now been fitted and the SID at Nash Pitch end of the village had been operational during the month of August. SID data suggests the SIDs are having an effect on driver behaviour entering the village but less so on leaving the village where drivers see the national speed limit signs and accelerate accordingly. Road signs have been checked throughout August and vegetation cut back as necessary. Ongoing issues to be dealt with include assessing the progress of the TRO to extend the 30mph speed zone in the village; improving the road markings through the village, Nash Pitch & Woolhope Road junctions; and to check the grit bins are ready for winter.</p> <p>The meeting was informed that the independent review into the flood repair works carried out following the collapse of the B4224 in February last year has been assigned to Cambridge Consultants. They have begun to gather data and reports and will be seeking public input.</p> <p>Members considered a range of suggestions received for the BBLP Social Value Project. It was RESOLVED: to send them to BBLP to identify those that fall within their acceptance criteria.</p> <p>b) Members considered the maintenance of verges at the village gateway sites.</p>	<p>HT</p> <p>HT</p> <p>HT</p> <p>SE</p> <p>HT</p> <p>183/09 /2122 4 of 6</p>
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	<p>It was RESOLVED: to include this work in the annual maintenance plan assigned to the Lengthsman.</p>	HT
c)	<p>Members considered the matter of weeds along Noverwood Drive and in the brook on Capler Lane.</p> <p>It was RESOLVED: that the Parish Council will continue to weed along the B4224 and request residents in residential areas weed outside their properties if they feel safe and able to do so.</p> <p>It was RESOLVED: to ask the Lengthsman to provide a quotation to weed the brook on Capler Lane.</p>	HT
14)	<p>Footpaths:</p>	
a)	<p>Members received a report noting that the Lengthsman has trimmed the footpaths, though it is expected they will need doing again in late Autumn.</p>	
15)	<p>FRFA:</p>	
a)	<p>The FRFA reported they no longer require financial support from the Parish Council and are investing in new machinery to help them maintain the recreation field throughout the year. The Stihl FS200 Strimmer and Honda Garden Rotary mower have been sold as part of this process.</p> <p>It was RESOLVED: that the FRFA keep any proceeds from the sale of the machinery to put towards the purchase of replacements and that the Clerk update the asset register accordingly.</p>	HT
	<p>The Pavilion continues to be upgraded and new trade bins have been ordered. The FRFA are keen to receive feedback from the community about future projects to understand needs. It was noted that many positive comments about the field and the Pavilion are received and members wished to commend the FRFA team for their excellent work looking after this community space.</p>	
b)	<p>Members received an update concerning the maintenance of the playground noting one contractor was no longer able to carry out the work proposed.</p> <p>It was RESOLVED: to award all works to the remaining contractor.</p>	HT
16)	<p>Fownhope Community Land Trust:</p>	
a)	<p>The FCLT AGM will be held on Wednesday 22nd September, 7pm at the Pavilion. Everyone is welcome and there will be a speaker from the Hereford Community Land Trust. Cllr Hemming encouraged those present to become a member of the FCLT for a one-off payment of £5. Concerns were raised about fulfilling the need for 1-bed affordable properties and anyone with local knowledge about possible plots or conversions was asked to contact Cllr Frank Hemming.</p>	
17)	<p>Training:</p>	
a)	<p>Members considered attendance at HC’s Parish Council Summits 14/9/21 and 6/12/21</p> <p>It was RESOLVED: that Cllr Kevin Braybrook would attend. Any other councillor wishing to attend was asked to inform the Clerk.</p>	HT/KB
b)	<p>Members were asked if they wished to attend NALC’s online training sessions.</p> <p>It was RESOLVED: that Cllr Frank Hemming would attend the session ‘Making Rural Housing More Affordable’. Costs were understood to be in the region of £30 plus booking fee and approved accordingly. Any other councillor wishing to attend was asked to inform the Clerk.</p>	HT/FH
c)	<p>Members considered the clerk’s attendance at the SLCC National Conference on 13/14 October.</p> <p>It was RESOLVED: to approve costs of £100 plus VAT for the Clerk to attend via Zoom.</p>	HT
18)	<p>Date of Next Meeting: Wednesday 6th October 2021</p>	
	<p><i>A resolution was passed to exclude members of the public for the following confidential matter:</i></p>	
19)	<p>Members were asked to agree a special COVID Support Award to be presented at the Community Event on Sunday 5th September. The applications received were considered.</p> <p>It was RESOLVED: to approve the applications.</p>	

	<p>Meeting closed 9.50pm</p> <p>Signed Dated</p> <p>Chairman</p>	<p>184/09 /2122 5 of 6</p>
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APPENDIX A: Report from PC Josh Kitchen, West Mercia Community Policing Team

Good afternoon,

Due to unforeseen circumstances, I will not be able to attend tonight, please accept my apologies. Please see an update below which I am happy for you to share / discuss during the meeting. Any feedback or questions can be directed back towards me and I will answer in due course.

Our team are committed to building a relationship with each parish council and tackling the problems that you have identified. Speeding has been a common complaint and I know that we have done speed enforcement in your community before and it is something we are looking to continue. We would like to work with you on this issue and welcome you to come along with us when we are doing speed enforcement to see what we do and how we deal with offenders. We obviously want to be as effective as possible so any information on particular days or times that are most problematic would be appreciated.

I know you highlighted some issues with narrow pavements and poor crossing options. These are something Herefordshire Council would be best placed to work alongside yourselves to identify solutions. Hopefully some speed enforcement should make the village a safer place for residents to walk.

PCSO Adam Westlake is going to be at the local event on Sunday afternoon so feel free to pop and see him and with any queries etc. He'll be bringing one of our marked cars for the children to see and get their photos taken in!

We are continuing to push getting people signed up to Neighbourhood Matters. It's proving a great tool to offer crime prevention advice as well as another avenue to communicate with the local communities. Anyone can sign up, it's free and only takes a few minutes. <https://neighbourhoodmatters.co.uk/#SignUp>

If the village holds any coffee mornings or other events then please let us know so that we can pop along and meet more of the community. PCSO Christina Howard is putting the final touches to plans to reintroduce Police surgeries. Look out for some information in the coming weeks about the dates we'll be coming to Fownhope to speak to residents for a couple of hours to address any concerns or offer some advice.

Any issues then do not hesitate to get in touch and I look forward to working together.

Regards

PC 21058 Josh Kitchen
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