



Minutes of the Parish Council Meeting held on 2nd November 2022
at the Pavilion, Fownhope

Page
Number:

Present:

Cllr Kevin Braybrook (in the Chair), Cllrs Stuart Eames, Tim Jones, Frank Hemming, Mike Simmons, Gareth Williams, Lavinia Smith, Will Morris, Phil Bream and Jackie Bevan following her co-option.

In attendance:

6 members of the public; PCSO Adam Westlake; Clerk Helen Tinson

- 1) **Apologies for Absence:** Cllrs Dorothy Quayle and Mike Cohn; Ward Cllr John Hardwick
- 2) **Co-option of Councillor to fill current vacancy:**
It was RESOLVED: to elect Jackie Bevan onto the Parish Council. Cllr Bevan duly signed her Declaration of Acceptance of Office and joined members at the council table. Cllr Bevan was asked to complete and submit her 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 Stuart Eames declared a pecuniary interest in agenda item 6c and Cllr Mike Simmons declared a non-pecuniary interest in agenda item 6c. The Declarations of Interest book was signed accordingly.
To consider any written requests for dispensations: there were none.
- 4) **Open Session:**
 - a) **Report from Ward Councillor:** The Chairman presented a brief report in Ward Cllr Hardwick's absence noting Herefordshire Council are facing difficulties setting a balanced budget in view of increasing inflation, the continuing austerity from government grants and the budget statement expected on 17th November. He warned that more cuts to services are inevitably expected and that council may wish to consider this when setting the PC budget next month.
 - b) **Report from West Mercia Police Safer Neighbourhood Team:** PCSO Adam Westlake presented a report noting incidents and activity within the last three months. Two sheep have been injured by dogs and a road traffic collision killed a deer. There have been ten targeted patrols in Fownhope and they have attended three mobile surgeries at Wye Leisure where residents were given crime prevention advice and encouraged to sign up to Neighbourhood Matters. Staffing issues have restricted the ability to carry out speed surveys. Next month, the Parish Council will be asked to report new priorities for the period January-March 2023 under the Community Charter. PC Josh Kitchen has left West Mercia Police and the new team was introduced: Sgt Mark Jones, PC Stefan Hawes, PCSO Adam Westlake and PCSO Christine Howard. A member of the council and a member of the public reported issues of minor vandalism, broken glass, gas cannister debris around the Pavilion, car park and skate ramp and suggested a police presence may help. PCSO Westlake confirmed that the patrols include the Pavilion Car Park and asked that any incidents are reported. The Chairman thanked PCSO Westlake for his report. PCSO Westlake left the meeting.
 - c) **Representation from the Public:** A member of the public raised concerns about an obstruction on the footpath between Scotch Firs and the B4224, run-off from the building site in bad weather,

247/11
/2223
1 of 5

	<p>and that there has been no action to implement a temporary improvement in order to ease access difficulties for elderly residents. The Footpaths Officer agreed to assess and contact the developer.</p> <p>A member of the public queried the PC's responsibility for addressing hedges overhanging onto footpaths/pavements giving details of a particular hedge. It was noted that this is the householder's responsibility and that they have already been approached and have agreed to cut back the overhang.</p>	<p>TJ</p>
<p>5)</p>	<p>Minutes of the Previous Meeting:</p>	
<p>a)</p>	<p>Members considered the minutes of the Parish Council meeting on the 6th October 2022.</p>	
	<p>It was RESOLVED: to approve the minutes as a true record of the meeting. The minutes were duly signed by the Chairman.</p>	<p>KB</p>
<p>6)</p>	<p>Finance and Policy:</p>	
<p>a)</p>	<p>Members received a financial report as noted in Appendix A.</p>	
	<p>It was RESOLVED: to approve the report.</p>	
<p>b)</p>	<p>Document Retentions and Disposals Policy:</p>	
	<p>Members considered the draft policy which sets out the criteria for the retention and disposal of all council communications.</p>	
	<p>It was RESOLVED: to adopt the policy, with an amendment to retain routine correspondence for three years.</p>	<p>HT</p>
<p>c)</p>	<p>It was RESOLVED: to ratify the following payment made between meetings:</p>	
	<ul style="list-style-type: none"> • Open Spaces, Annual Membership, £45.00 • Nick Maddy Coaches, Bus Service Aug/Sep, £270.00 • HALC, Councillor Training, £220.00 plus £44.00 VAT • Suzi Bruce, P3, £724.72 plus £14.94 VAT • Stuart Eames, Reimburse Expenses SID Battery, £110.00 plus £22.00 VAT • FRFA, Meeting Room Hire Sept, £20.00 	
	<p>The Clerk was asked to obtain data on bus usage and report to the next meeting.</p>	<p>HT</p>
<p>d)</p>	<p>It was RESOLVED: to approve the following invoices for payment:</p>	<p>HT</p>
	<ul style="list-style-type: none"> • Suzi Bruce, P3, £165.00 • Suzi Bruce, P3, £252.50 plus £2.50 VAT • Helen Tinson, Clerk Salary (October), £804.64 • Helen Tinson, Reimbursement of Expenses, Danger Deep Water Sign, £9.05 plus £1.81 VAT 	
	<p>With the permission of the meeting and at the request of a member of the public, the Chairman changed the order of the meeting.</p>	
<p>7)</p>	<p>FRFA</p>	
<p>a)</p>	<p>Members received a report from Cllr Mike Simmons noting:</p>	
	<ul style="list-style-type: none"> • The FRFA are keen to extend the patio at the front of the Pavilion and have applied for an Awards for All grant; • Following feedback from the PC, lighting will be installed on the external staircase; • The FRFA would like to install CCTV cameras to cover the outside of the Pavilion and the car park to act as a deterrent against vandalism and littering. A discussion followed and it was agreed that Cllrs Tim Jones and Gareth Williams would offer support and advice and that the FRFA would contact the Safer Neighbourhood Team for their advice and input; • The ten-year Recreation Field Development Plan is being considered and includes exploring options for a robot mower; a permeable path around the perimeter of the field to improve accessibility; an occasional café; monthly or quarterly markets; and tidying the car parking area. The FRFA are keen to receive feedback from the community about how the future of the facility is envisaged. 	<p>MS/TJ</p>
		<p>248/11 /2223 2 of 5</p>

	<p>A trustee of the FRFA sought clarity about her role as a trustee querying which issues need to be brought to the PC and which which can be dealt with by the FRFA. It was agreed that the Management Agreements due for renewal in 2023 should be considered to ensure they provide clarity to both parties.</p> <p>b) BBLP Social Value Project: There was no further information to report; the BBLP officer dealing with the project is currently on sick leave.</p> <p>The Chairman returned to the order of the agenda.</p> <p>8) Highways:</p> <p>a) Members received a report from Cllr Stuart Eames noting:</p> <ul style="list-style-type: none"> • The stop line at the bottom of Woolhope Road has been reinstated; the stop sign remains in the wrong place and Cllr Eames will continue to push for it to be moved; • The Hereford Times has reported that Fownhope is due to receive £175,000 for traffic calming measures. Clarification has been sought and will be reported to the next meeting. • The Parish Council extended their thanks to three local residents for hand-weeding along the High Street. Cllr Eames will be looking into options to re-point the edging to prevent/slow regrowth; • The drain survey has been carried out; 13 blocked drains and 3 potholes have been reported to BBLP; • The grit survey has been carried out; there are 42 bins, 3 of which need topping up. Four bins still have open tops and it was recommended that these are changed to covered bins. It was RESOLVED: to approve costs of £180.47 plus VAT plus the cost of the grit to purchase four covered bins; • There are 20 sandbags remaining, which was considered sufficient at this time; • Our new Locality Steward will be Matt Brookes; • A local resident has raised a concern about the lighting on Biggs Lane – the school have agreed to cut back some trees/hedging on their property; • A report on current SID data was presented. <p>b) Members received an update concerning the water leak underneath the tarmac access road at the Recreation Field. Despite multiple site visits from Welsh Water personnel and promises to escalate to the management team, there has been no progress. A further leak at Nupend was also noted as having been reported but still leaking. It was RESOLVED: to write a letter of complaint to Welsh Water</p> <p>c) Members considered applying for a TRO to extend the 30mph speed limit past the Mill Field development to bring the 30mph speed limit in-line with the new settlement boundary. The Chairman gave a report on the current initiatives including the existing TRO which seeks to reduce to 40mph between Fownhope and Mordiford; the B4224 Multi Parish group which seeks to address speed limits along the length of the B4224; and the £175,000 funding earmarked for traffic calming. A question was raised concerning the legal obligation to incorporate an extension of settlement boundary within a 30mph area; and whether the omission of the TRO within the revised planning consent was an error. It was RESOLVED: to establish the status of the existing TRO with Cllrs Hardwick and Harrington; It was RESOLVED: that the Highways Working Group establish the legal obligations and present a report to the next meeting.</p> <p>d) Members were informed that the householder had agreed to move the high frequency deterrent and no further complaints had been received.</p> <p>e) Members were informed that BBLP have moved the bin outside The Courtyard (previously the Old Salon) and were asked to agree a location to reposition it. An enquiry has been made to establish the process that was followed to move the bin which is awaiting response.</p>	<p>SE/HT</p> <p>SE/HT</p> <p>KB</p> <p>SE</p> <p>249/11 /2223 3 of 5</p>
--	---	--

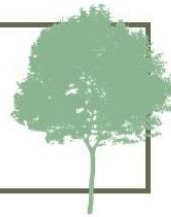
	<p>It was RESOLVED: to request that the bin is re-positioned as near as possible to the original location.</p>	HT
9)	<p>Footpaths:</p> <p>a) Members were informed that the Lengthsman has continued to carry out tasks raised by the Waywardens during October. No actions were reported for November. Cllr Will Morris reported difficulty obtaining signage as agreed at the last meeting – green signs, farm animals. It was RESOLVED: to prioritise the wording and purchase 20 x ‘Please Close the Gate – Farm Animals’ signs in red.</p> <p>b) Members were asked to consider approving a sign on FWD7 to recommend walkers use a diversion from the approved footpath through a busy working farmyard. The landowner has installed a new path around the edge of the farm buildings to address their concerns for the safety of walkers. However, when replacing the waymarkers, the Lengthsman has installed them directing walkers to the permissive path rather than the approved footpath. Whilst it was acknowledged that the permissive path provides a safer route, concerns were raised about a precedent being set to divert a footpath without following the official procedure. It was RESOLVED: to reposition the official waymarkers to identify the official path but to support the erection of a sign that directs walkers to the alternative permissive path should the landowner wish to erect one.</p>	WM/HT
10)	<p>Environment:</p> <p>a) Members received a report from Cllr Gareth Williams noting:</p> <ul style="list-style-type: none"> • Good attendance at the last Environment Group meeting; • More people have signed up to the Fownhope Car Club; • Three members of the group are meeting the team from The Great Collaboration to provide feedback on the website; • Three members of the group have met to prepare a programme of events throughout 2023; • The Clerk has applied for a grant to provide additional warm spaces and warm packs throughout the winter; • The next Environment Group meeting will be held on Thursday 24th November, 7pm at the Pavilion and will be more of a strategy type meeting – everyone is welcome. <p>b) Tree Survey: Members were informed that a request to exclude Tree 7 from the list of trees to be felled had been received from a local resident. Advice received from HALC stated that the Parish Council is not able to delegate responsibility for trees on PC managed land and therefore the tree must be felled unless the surveyor removes it from the list of work to be carried out. It was RESOLVED: to contact the tree surveyor and ask him to confirm in writing if he is satisfied that the tree does not pose a safety risk and if he is willing to remove it from the list of works to be carried out. The Clerk is to report his response to the next meeting.</p> <p>c) Members were informed that funding for SSSI’s is available from the Woolhope Dome Trust. It was RESOLVED: that the Environment Group and the Common Land Working Group look into the proposals further and report to a future meeting. Clerk to forward information.</p> <p>d) Members were informed that the Planning Working Group had completed the HC Open Space Site Assessment in relation to the Recreation Field.</p>	WM/HT
11)	<p>To Comment on Planning Applications for Determination by Herefordshire Council:</p> <p>a) 223044: Hillview, Woolhope, HR1 4QH. Proposed double garage with storage area and playroom within the roof space, alterations to existing access and parking arrangements. Concerns were raised about the impact of roof lights on the dark skies looking onto Haugh Woods. It was RESOLVED: to SUPPORT the application requesting a condition for the use of black out blinds to minimise light pollution.</p>	HT
12)	<p>To Ratify Decisions Made by the Planning Working Group under Clerk’s Devolved Powers:</p>	<p>250/11 /2223 4 of 5</p>

<p>a) 223243: The Paddocks, Fownhope. Works to Trees in a Conservation Area. It was RESOLVED: to approve the response submitted to support the application.</p> <p>13) To Note Planning Decisions Made by Herefordshire Council: It was noted that:</p> <p>a) 222674: Fownhope House. Proposed works to trees. Works Can Proceed.</p> <p>14) To Consider Other Matters Relating to Planning:</p> <p>a) Members were informed that Cllrs Kevin Braybrook and Lavinia Smith are due to attend a workshop on ‘The Role of Neighbourhood Planning with the emerging Local Plan Appendices’ on the 10th November.</p> <p>15) Community:</p> <p>a) Members considered utilising the Silent Soldier to commemorate Remembrance Day. It was RESOLVED: to erect the Silent Soldier each year.</p> <p>b) Members considered the disparity of compensation received from Cadent in respect to the recent gas outage. It was RESOLVED: to contact Cadent to ask for the qualifying criteria to establish why some residents have received compensation and some haven’t.</p> <p>16) Next Meeting: The next meeting of the Parish Council will be held at 7pm on Wednesday 7th December 2022.</p> <p>Meeting closed.</p> <p>Signed Dated</p> <p>Chairman</p>	<p>KB</p> <p>HT/KB</p>	<p>251/11 /2223 5 of 5</p>
---	--------------------------------------	------------------------------------

Appendix A: Financial Report

Fownhope Parish Council

Serving the community



REPORT FOR COUNCIL MEETING: 2nd November 2022

REPORT BY: Helen Tinson, Clerk/RFO

AGENDA ITEM: 6a: Financial Report

Bank Balances:

Lloyds: £18,159.32 (excluding payments to be approved 2.11.22 £1235.50)

Lloyds Reserve: £35,696.43

Hargreaves Lansdown: £24,041.52 (at 2.11.22)

Total funds held across all banks and investments at 02.11.22 = £77,897.27

Budget 2023/2024:

The draft budget has been published in the Flag and on the website for public consultation and will be brought to full council for approval at the December meeting. The precept will be submitted to Herefordshire Council once approved and received in two equal instalments – April and September 2023.

There is nothing further of note to report this month.