



MINUTES

E-mail: fownhopeclerk@hotmail.com

Minutes of Parish Council Meeting held on 3rd November 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, Mike Simmons, Frank Hemming, Phil Bream, Dorothy Quayle, Stuart Eames and Dan Teague.

In attendance:

6 members of the public plus Ward Cllr John Hardwick and Clerk Helen Tinson

- 1) **Apologies for Absence:** Cllrs Gareth Williams, Tim Jones and Will Morris.
- 2) **To Co-opt Parish Councillor to fill current vacancy:**
It was RESOLVED: to elect Lavinia Smith onto the Parish Council. Cllr Smith duly signed her Declaration of Acceptance of Office and joined the members at the council table. Cllr Smith 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: Cllrs Kevin Braybrook declared a pecuniary interest in agenda item 9c and Cllr Mike Simmons declared a non-pecuniary interest in agenda item 12f. The Declarations of Interest book was signed.
 To consider any written requests for dispensations: there were none.
- 4) **Open Session:**
 - a) **Report from Ward Councillor:** Cllr Hardwick reported ongoing meetings between Cabinet Members and Officers from Herefordshire Council, Farmers and NFU Groups to understand the problem of phosphate pollution in Herefordshire and agree solutions. Cross border discussions with Powys County Council are also ongoing.
 - b) **Report from PC Josh Kitchen, West Mercia Community Policing Team:** The driver of a vehicle seen driving dangerously in the area had received a visit from the police; and two organised Police Surgeries have been held at the West End Stores with the next scheduled for Tuesday 16th November, 3pm-4.30pm.
 - c) **Representation from the Public:** A resident had raised concerns via email that the Parish Council are prioritising environmental issues at the expense of local village issues. It was noted that whilst the Parish Council and the Environment Group are keen to promote a greener Fownhope as part of their commitment to the Climate Emergency, they are also very committed to supporting and improving local village issues and anyone with concerns was asked to contact the Clerk or a Member of the Council.

The Chairman presented two brief updates:

- 1) A flyer and timetable promoting the free weekend bus service is being delivered to households. Everyone who felt they could, was urged to make use of the service.
- 2) COVID Home Testing Kits will be available shortly at the West End Stores.

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5)	<p>Minutes of the Previous Meeting: Members considered the minutes of the Parish Council meeting on 6th October 2021. It was RESOLVED: to approve the minutes as a true record of the meeting, which were duly signed by the Chairman.</p>	HT
6)	<p>To Comment on Planning Applications for Determination by Herefordshire Council:</p> <p>a) 213899, York House, Fownhope, HR1 4NN. Works to Trees in a Conservation Area. Members received a report from the Parish Tree Warden. The application was considered and no objections were raised. It was RESOLVED: to SUPPORT the application.</p> <p>b) 213971, Wye Leisure Health Club, Fownhope, HR1 4PE. Works to Trees in a Conservation Area. Members received a report from the Parish Tree Warden. The application was considered and no objections were raised. It was RESOLVED: to SUPPORT the application.</p> <p>c) 213982, The Court Lodge, Court Gardens, Fownhope, HR1 4PA. Works to Trees in a Conservation Area. Members received a report from the Parish Tree Warden. The reason for the removal of three well established trees that did not appear to show signs of decay or loose branches was not clear from the application, and as such the proposal was not endorsed. It was RESOLVED: to OBJECT to the application.</p>	HT HT HT
7)	<p>To Note Planning Responses Submitted to Herefordshire Council under Devolved Powers:</p> <p>a) 213092, Mill House Farm, Fownhope, HR1 4NT. Proposed construction of an Oak framed workshop and store. No objections had been raised and the application had been supported for use as a store/workshop only.</p> <p>b) 213676, Haughwood Cottage, Mordiford, HR1 4LT. Proposed discharge of Section 106 agreement applied to planning permission SH940237PM. Objections had been raised in light of the current lack of affordable housing in Fownhope and a response to object to the application had been submitted.</p>	
8)	<p>To Note Planning Decisions Made by Herefordshire Council: It was noted:</p> <p>a) 201458, Caplor Farm, Fownhope, HR1 4PT. Proposed siting of four holiday dwellings. No objection.</p> <p>b) 212626, River View, Fownhope, HR1 4NU. Proposed extension and alterations to existing dwelling. Withdrawn.</p> <p>c) 212861, Oldstone Cottage, Fownhope, HR1 4PJ. Proposed oak framed rear green room replacement extension following the demolition of the existing mono-pitch extension. Approved with conditions.</p>	
9)	<p>To Consider Other Matters Relating to Planning:</p> <p>a) Land adjacent to Medical Centre: Members were informed that the full weight of the NDP could now be applied to any future application for reserved matters but it is not likely to affect the type of houses approved. No further action was proposed at this time.</p> <p>b) Development of Old Potato Barns: Members were asked to consider a proposal from MF Freemans to relocate the proposed pedestrian crossing at Ferry Lane / B4224 noting safety concerns of the approved crossing to the raised footpath outside Tump Cottages. Safety concerns were also raised about the lack of railings along the raised section outside Tump Cottages. It was proposed that a safer alternative would be to cross from outside Stoney Row to the existing lowered kerb on the other side of the road. It was noted that the crossing would be identified by a lowered kerb with stippling to aid those with a sight disability but would not include a Zebra Crossing or traffic lights. Pedestrians would still be required to wait until it is safe to cross.</p>	195/11 /2122 2 of 6

	<p>Herefordshire Council’s Highways Department support the proposal and are looking for a response from the Parish Council. It was RESOLVED: to contact the developer and support the proposal; and to consider using some S106 money from the Millfield Development to install railings along the raised section outside Tump Cottages to improve safety.</p> <p>Once the resolution had been made, members were informed that the proposed alternative crossing would cost less than the approved crossing and MF Freemans had offered to donate the difference to the Parish Council for other improvements to road safety. This information had been withheld until after the resolution had been reached to avoid this information influencing the decision.</p> <p>It was noted that the access along Ferry Lane would continue to be a shared access for vehicles and pedestrians. A concern was raised about pedestrians needing to walk into the road to pass the trees/bushes in the layby area at the Ferry Lane / B4224 junction. It was noted that this has been looked at previously and at that time no action was considered necessary. It was RESOLVED: to assess the area again for safety concerns.</p> <p><i>Cllr Kevin Braybrook did not contribute to the following item in accordance with his Declaration of Interest</i></p> <p>c) Second Homes and Air BNB: Following involvement with HC’s Design Project, concerns about the impact second homes and Air BNBs are having on rural communities had been raised and members were asked to consider whether they thought this was a concern in Fownhope. Concerns were specifically around properties used solely as Air BNBs or second homes which reduce housing stock for local residents. Herefordshire Council do not currently have a policy to restrict usage but are considering the possible impact of such properties in the county. It was RESOLVED: to monitor the situation within Fownhope and any movement towards legislation from Herefordshire Council.</p> <p>d) Local Plan Pre-Consultation Survey: Members were informed that HC have asked Local Councils to provide comments on the current Core Strategy. It was RESOLVED: that the Planning Group would prepare a response for the section on Rural Communities.</p> <p>10) Highways: a) Members received a report from Cllr Eames, Chair of the Highways Group: 1) Discussions concerning the condition of road markings have paused pending plans to resurface sections of the High Street; 2) Re-marking the STOP sign at the bottom of Woolhope Road/B4224 has been allocated a job number but no date for the work has yet been received; 3) The STOP sign on the Woolhope Road is being obscured by trees and a request to move the sign from one side of the tree to the other to improve visibility has been proposed; 4) No progress report or final outcome on the TRO has been received but is being followed up; 5) Grit bin No.8 is now full.</p> <p>Cllr Eames has been working on the data generated by the new Speed Indicator Devices and has generated his own form to monitor vehicle speeds and assess whether the situation is improving. He hopes to have a further report at the next meeting.</p> <p>A request has been received to relocate the litter bin outside the Old Salon at a cost of £437.66. Members agreed that this cost should be borne by the applicant, and asked that the applicant liaise with relevant landowners to reach an agreement for an alternative site and then put forward a proposal for consideration.</p> <p>b) Members were informed that verges along Common Hill and Capler Lanes have been damaged again. BBLP have informed us that this work falls under the responsibility of the Parish Council. It was also noted that whilst the church wall along Capler Lane was being repaired, a heavy goods</p>	<p>HT/KB</p> <p>KB/SE</p> <p>DQ</p> <p>Planning Group</p> <p>196/11 /2122 3 of 6</p>
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	<p>vehicle accidentally drove into the verge and broke the barrier. The Company have accepted liability.</p> <p>c) It was RESOLVED: that the Clerk obtain estimates for the repair.</p> <p>d) Members considered the latest update concerning the BBLP Social Value Project. A revised list has been created following a recent site visit:</p> <ul style="list-style-type: none"> • Resurface/expand the Pavilion car park • Install a water supply to the FRFA work shed • Enlarge the Pavilion patio • Enlarge the play area (excluding new equipment) • Surface the BMX track • Install a community composting area at the existing site next to the sewage works <p>It was RESOLVED: to publish the revised list and request feedback.</p> <p>11) Environment:</p> <p>a) Members received a report from Cllr Cohn on behalf of the Environment Group:</p> <ol style="list-style-type: none"> 1) Fownhope Car Club: the car has been purchased with funding from Herefordshire Council and training for volunteers to run the group is taking place on 10th November. Prospective members were invited to contact Bryan Maguire with enquiries – fownhopecarclub@gmail.com. Members were asked to consider costs of £361.93 for car signage and promotional leaflets. It was RESOLVED: to approve the costs to purchase the signage and leaflets. 2) The Great Collaboration: currently 40 active users. Firestarter and TGC are going to create a central campaign to aid promotion. 3) Carbon Literacy Training: to encourage understanding of the Climate Emergency was considered. It was agreed to investigate costs and consider further at a future meeting. 4) Community Coffee Morning: will be held on Saturday 4th December, 10.30am-12.30pm at Fownhope New Memorial Hall. It was RESOLVED: to approve the costs of up to £150 from Community Engagement funds 5) Strategy Meeting: It was suggested that the Parish Council hold a Strategy Meeting in January to agree projects and allocate funds from the budget. <p>Cllr Braybrook asked members to consider a request from Western Power Distribution to trim some trees under our responsibility on Common Land. It was RESOLVED: to approve the request and sign the required paperwork for WPD.</p> <p>b) Discharge of Sewage: Members were informed that a letter had been sent to Rebecca Pow MP and Bill Wiggin MP expressing concerns about the discharge of effluent into rivers and waterways. The letters and responses have been published on the village Facebook page. Members acknowledged Cllr Hardwick’s report on HC actions concerning phosphates and an article from Martin Williams about the various stakeholders coming together to deal with the problem.</p> <p>c) Fire Station Trees: Members considered a request from the Fire Service to reduce the height of 18 Sycamore trees behind the Fire Station as the trees are again interfering with the transmitter. The Fire Service have received a quotation for £4418.00. As the annual tree survey identified non-urgent work to remove ivy from the trees, the Parish Council have been asked to contribute £1500 (or approximately one third) of the costs. The Fire Service will pay the remainder. A question was raised concerning whether the Parish Council (as the land owner) should obtain three quotes and carry out the work, or whether it was acceptable for the Fire Service to carry out the work requesting funds via a grant application. It was RESOLVED: to seek and follow advice from HALC and approve the costs of either £1500 or one third of any alternative quotes received.</p>	<p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>HT/KB</p> <p>HT</p> <p>HT</p> <p>197/11 /2122 4 of 6</p>
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<p>12)</p> <p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p> <p>e)</p> <p>f)</p> <p>13)</p> <p>a)</p> <p>14)</p> <p>a)</p>	<p>Finance:</p> <p>Finance Report: Members received a financial report noting combined bank balances are currently £46,096.96. Invested Funds £27,322.92. A report comparing budget against actual expenditure was provided to members in supporting papers. It was RESOLVED: to approve the report.</p> <p>Complaint to ICO: Members were informed that a complaint had been submitted to the ICO following the refusal to disclose legal information under an FOI request in relation to financial contribution to churchyard maintenance. NALC have since confirmed that the information provided is “a qualified exemption to disclosure under the Freedom of Information Act 2000 and subject to the public interest test. However, the privilege belongs to the client council and it is the client that has to decide what to do when responding to an FOI request for legal advice the client has received”. It was RESOLVED: that the legal information received from NALC in connection with financial contribution for churchyard maintenance and the maintenance of the church clock is a matter of public interest and should be disclosed in response to the Freedom of Information request.</p> <p>Draft Budget: The Clerk proposed two minor amendments to the draft budget for 2022/2023. It was RESOLVED: to approve both amendments.</p> <p>Nature and Climate Grant: Members received a brief update on the grant available and considered the response to the list of proposals received to date. It was RESOLVED: that the Clerk continue to request feedback and table an agenda item at the December meeting to agree how to progress.</p> <p>Financial Support for the Community Coffee Morning and Car Club: considered under item 11a.</p> <p>It was RESOLVED: to ratify the following payments made between meetings under devolved powers:</p> <ul style="list-style-type: none"> • FRFA, Meeting Room and Field Hire Sept 21, £102.00 • HMRC, PAYE/NIC, £475.44 • Wye Usk Foundation, Donation for spraying Japanese Knotweed, £50.00 <p>It was RESOLVED: to approve the following invoices for payment:</p> <ul style="list-style-type: none"> • Online Playgrounds, Materials for Playground Maintenance, £327.50 plus VAT • Helen Tinson, Clerk Salary October, £649.04 • BHIB Insurance, Cyber Security Insurance, £189.03 • Nick Maddy Coaches, Bus Service, £360.00 <p>Footpaths:</p> <p>Members received a brief report reporting issues raised by members of the public:</p> <ol style="list-style-type: none"> 1. Leaf debris from private property falling on footpaths and causing a slip hazard, and overgrown hedges: It was RESOLVED: that councillors identify any footpaths that need clearing or hedges that need trimming for the Clerk to contact the property owner. 2. Flooding of the lower part of Tan Brook last year made the boardwalk at Ferry Lane unpassable. The land owner has been contacted twice to request the brook is cleared of debris to prevent a similar occurrence this winter but has not responded. It was RESOLVED: to contact the landowner again but if there is no response within two weeks, the Parish Council will undertake the work and reclaim costs. <p>FRFA:</p> <p>Members received a report noting that a grant from the Fownhope Fringe has paid for new speakers and the FRFA are looking to install a new hearing loop. Consultation to determine what</p>	<p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>ALL HT</p> <p>HT</p> <p>198/11 /2122 5 of 6</p>
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<p>15)</p> <p>a)</p> <p>b)</p> <p>16)</p> <p>17)</p> <p>Signed</p> <p>Chairman</p>	<p>improvements local people would like at the Pavilion and the Recreation Field is ongoing. Members were asked to consider a replacement of the downstairs flooring and feedback thoughts to the FRFA.</p> <p>Community:</p> <p>Queen’s Platinum Jubilee Celebrations: The Pavilion and Recreation Field have been reserved for 2-5th June 2022 for Community Groups to hold events. Members invited consideration of possible events.</p> <p>Christmas Roadshow: Members received an update on proposed plans for the Christmas Roadshow event, from 3pm on Saturday 18th December 2021. It was agreed that any publicity should make it clear that donations are not expected.</p> <p>It was RESOLVED: that Cllr Eames would consider possible amendments to the route. Involvement and feedback from members of the public would be encouraged.</p> <p>Parish Council Summit:</p> <p>It was RESOLVED: that Cllr Braybrook would attend the Parish Council Summit on 6th December.</p> <p>Next Meeting: Wednesday 1st December 2021. No agenda items were requested.</p> <p>Meeting closed 9.22pm</p> <p>Dated</p>	<p>SE</p> <p>KB</p> <p>199/11 /2122 6 of 6</p>
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