



Minutes of the Parish Council Meeting held on 5th October 2022
at the Pavilion, Fownhope

Page
Number:

Present:

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

In attendance:

5 members of the public; Clerk Helen Tinson

1) **Apologies for Absence:** Ward Cllr John Hardwick

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

To receive any declarations of interest: Cllr Kevin Braybrook declared a pecuniary interest in agenda item 7e. 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:**

A member of the public reported that MF Freemans have agreed to implement a temporary improvement to the footpath between Scotch Firs and the B4224 in order to ease access difficulties for elderly residents. It was noted that more permanent improvements will be carried out towards the end of the development.

A member of the public queried whether the 30mph speed limit is to be moved to incorporate the new development. A member of the Council explained that it had not formed part of the approval process and therefore the developers were not obliged to do so. The resident wished to understand the process and the application of a Traffic Regulation Order (TRO) was discussed. It was agreed to table an agenda item to consider submitting a TRO application at the November meeting. Residents were encouraged to write to the relevant officers at Herefordshire Council to express their concerns and the Clerk was asked to forward appropriate contact details.

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The Chairman reported that the Safer Neighbourhood Team will be at Wye Leisure on Monday 17th October between 10.30am and 12noon and on Tuesday 15th November between 11am and 12.30pm.

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

Members considered the minutes of the Parish Council meeting on the 6th September 2022.

It was RESOLVED: to make minor amendments to 7a and 11a and then to approve the minutes as a true record of the meeting. The minutes were duly signed by the Chairman.

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5) **Councillor Vacancy:**

a) The Chairman reported that the current vacancy remains open and invited anyone who may be interested to contact the Clerk or a member of the Council.

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<p>6)</p> <p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p>	<p>Highways:</p> <p>Cllr Eames reported that the regular autumn assessment of blocked drains and grit bins has begun and will continue throughout October. There has been no progress on the road marking scheme as detailed drawings are still pending from Herefordshire Council; or on the repairs to the Recreation Field Tarmac Access Road as Welsh Water have yet to repair the leak.</p> <p>Members were informed that data generated by the Speed Indicator Devices confirmed that the main problem are drivers increasing speed when in sight of the National Speed Limit sign but within the 30mph limit. It was reported that SID data is reported to the police, Community Speed Watch sessions are carried out twice each month and the Parish Council continues to work with Herefordshire Council and the Multi Parish Strategy Group to achieve long term change.</p> <p>Members were informed that the Pavement Working Party met during September to discuss concerns about the pavement between West End Stores and Lower House Gardens and shall be presenting a proposal for consideration at the November meeting</p> <p>Members considered a complaint concerning a high frequency animal deterrent situated in a front garden on Court Orchard. It has been reported that the device emits an unpleasant noise audible to children and young people and that children have been seen covering their ears once the device has been triggered.</p> <p>It was RESOLVED: that the Chairman would contact the home owner in the first instance to notify them of the impact of the device.</p> <p>With the permission of the meeting, the Chairman changed the order of the agenda.</p>	<p>HT</p>
<p>7)</p> <p>a)</p> <p>b)</p> <p>c)</p>	<p>Footpaths:</p> <p>Cllr Will Morris reported that a significant amount of work has been carried out across a number of footpaths during September installing gates, repairing and replacing stiles and clearing brambles. He wished to express his thanks to the Lengthsman, Suzi, and Mr. Dyer. It was agreed that the updates and photographs should be promoted on the Village Facebook page.</p> <p>Members were asked to consider purchasing signs for gates on the PROW asking walkers to ‘Please Close the Gate’. The awareness campaign to remind walkers of the Countryside Code will also include Social Media posts and articles in the Flag and emailed newsletters.</p> <p>It was RESOLVED: to approve costs of up to £100 to purchase 20 x ‘Please Close the Gate – Farm Animals’ signs in Green. Cllr Morris will install the signs with the help of Waywardens.</p> <p>Members were informed that actions remain ongoing to identify the owner of the land where two trees have fallen. Contact details for new owners of the land have been passed to the Clerk.</p>	<p>HT</p> <p>HT/WM</p> <p>HT</p>
<p>8)</p> <p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p> <p>e)</p>	<p>Finance and Policy:</p> <p>Members received a financial report as noted in Appendix A which included a summary of budgeted versus actual income and expenditure for the first half of 2022/2023.</p> <p>It was RESOLVED: to approve the report.</p> <p>External Audit 2021/2022: Members received the conclusion of the 2021/2022 External Audit, as noted in Appendix A.</p> <p>Draft Budget 2023/2024: Members received the draft budget for 2023/2024 as noted in Appendix B, and were encouraged to consider the detailed reports distributed and to contact the Clerk with any queries. The draft budget will be published in the Flag and on the website for public consultation and will be tabled for approval at the December meeting.</p> <p>It was RESOLVED: to ratify the following payment made between meetings:</p> <ul style="list-style-type: none"> Fownhope Flag, Newsletter, £112.88 <p>It was RESOLVED: to approve the following invoices for payment:</p>	<p>HT/ALL</p> <p>243/10 /2223 2 of 5</p>

- Suzi Bruce, Grass Cutting, £50.00
- Suzi Bruce, P3, £409.98 plus £6.40 VAT
- Suzi Bruce, P3, £75.00
- PKF Littlejohn, External Audit, £200 plus VAT
- Kevin Braybrook, Reimbursement of Expenses Condolence Book, £19.47
- HMRC, PAYE/NIC (July, Aug, Sept), £614.66
- Helen Tinson, Clerk Salary (September), £804.64
- Helen Tinon, Work at Home Allowance (July, Aug, Sept), 78.00
- Helen Tinson, Reimbursement of Clerk Expenses, £167.75 plus £13.20 VAT
- Helen Tinson, Reimbursement of Expenses, Danger Deep Water Sign, £9.69 plus £1.79 VAT

9) **Environment:**

a) Cllr Gareth Williams reported:

- The next Environment Group meeting will be held at the New Inn on Thursday 13th October at 7pm.
- Good feedback has been received from Kings Caple PC/Environment Group following his recent invitation to talk. He is due to meet with Kempley PC at the end of October.
- The Environment Group continue to encourage residents to sign up to The Great Collaboration; the Flicks in the Sticks will be showing a short video each month with their trailers.
- Fownhope Medical Centre are the latest members to sign up to the Fownhope Car Club.
- Bill Wiggin MP is seeking feedback from Herefordshire residents in connection with Fracking in Herefordshire. Comments either for or against can be left on his website: <https://billwiggin.wordpress.com/fracking/>
- Caplor are carrying out some high-level stewardship work and would be happy to discuss the programme of works with any interested residents.

b) **Tree Survey:**

Members were informed that the Clerk has not been able to find a contractor willing to take down the trees in exchange for the wood. Therefore, three quotations were considered, reported as Contractor A, B and C, as noted in Appendix C.

It was RESOLVED: to accept the quotation submitted by Contractor B. The contractor will be asked not to obstruct the parking/turning area; to give prior notice of dates to allow adequate communication with affected residents; and to leave some wood for collection by residents of Common Hill and move the remainder to the Recreation Field for collection by other residents. Cllr Simmons asked that the FRFA are also informed in advance.

Cllr Will Morris left the meeting.

c) **Tan Brook:**

Members were informed that the Tan Brook Working Party have met to discuss safety concerns at Tan Brook. It was noted that the new sign will be installed near to the new bench imminently. It was proposed that the existing signage on the top path behind the fire station should be moved to identify the danger earlier; to erect wire fencing across the footpath to prevent access to the area that drops away to the plunge pool; and to erect a new 'Danger Deep Water' sign on Jos' side of the brook to ensure warning is provided on both sides. Fencing on Jos' side was considered to be satisfactory at the time of inspection. It was further noted that the Parish Council have no obligations in relation to the plunge pool itself because it is situated on the land owned by Jos.

It was RESOLVED: to approve the proposals made to move the existing sign, purchase and erect fencing and further signage.

d) **AONB Wye Valley Partnership Annual Study Tour:**

Cllr Kevin Braybrook gave a short report following attendance by himself and Cllr Lavinia Smith. General information and advice on living within an AONB has been requested for the Parish Council website.

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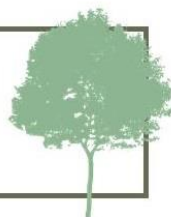
<p>10)</p> <p>a)</p> <p>b)</p> <p>c)</p> <p>11)</p> <p>a)</p> <p>1)</p> <p>2)</p> <p>3)</p> <p>b)</p> <p>12)</p> <p>a)</p> <p>b)</p> <p>c)</p> <p>13)</p> <p>a)</p> <p>14)</p> <p>a)</p>	<p>FRFA/Recreation Field:</p> <p>Cllr Mike Simmons reported that the damage caused by the flood has now been repaired and the Pavilion is fully operational. The dishwasher is being removed to prevent future problems. External light sensors are being replaced having developed faults likely caused by the extreme heat in the summer. Cllr Eames reported that there is no lighting on the external fire escape stairs from the upstairs room.</p> <p>Members confirmed they wish to retain the BMX track and artificial wicket. The Clerk asked for clarity on what is actually required for the track noting grants may be available to help with funding. It was noted that S106 money will be due to the cricket club in relation to the Mill Field development, and renovation of the artificial wicket may be a possible suggestion for the BBLP Social Value Project.</p> <p>Members received an update concerning the BBLP Social Value Project. All proposals have been rejected; clarity on the scope of the offer has been requested but not yet received. It was RESOLVED: to ask the Ward Councillor to intervene and push for a response.</p> <p>To Comment on Planning Applications for Determination by Herefordshire Council:</p> <p>222861: Mill Field, Fownhope. Application for Variation of Condition 1 of 211522 (application of condition 2 of planning permission 163707). To allow changes to three bungalows at the northern end of the site (plots 4, 5 and 6). The following concerns were raised:</p> <p>1) The further expansion of floor space and addition of a first floor will adversely impact the original mix of home types and sizes on the development. The Parish Council originally approved three 3-bedroom bungalows which met the requirements of the housing needs survey for bungalows suited for disabled, elderly or downsizing parishioners. Bungalows offer a “life time” housing option which they would like to maintain;</p> <p>2) The current application will increase the roof height of the three bungalows, impacting the existing adjacent buildings in Scotch Firs and the developments place in the local topography;</p> <p>3) The four additional roof lights will have a further detrimental impact on the Dark Skies within the AONB, with particular concern for owls and bats roosting in the nearby woodland. It was unanimously RESOLVED: to OBJECT to the application for the reasons noted above.</p> <p>223062: 1 Fownhope Court, Fownhope. Proposed works to trees. There were no objections. It was RESOLVED: to SUPPORT the application.</p> <p>To Note Planning Decisions Made by Herefordshire Council: It was noted:</p> <p>221686: 3 Fownhope Court. Proposed garden room with under-croft storage. Approved with conditions</p> <p>222146/7: Ringfield. Repair to main house roof and Granary and Stables outbuilding. Approved with conditions</p> <p>222289: Netherfield Lodge. Proposed two storey side extension to dwelling. Approved with conditions.</p> <p>Community:</p> <p>Members received a report concerning ‘Warm Spaces’ noting the drive to provide warm spaces within communities to help residents struggling with their heating costs this winter. In Fownhope, the Community Library will be open from 2pm-4pm every Wednesday offering refreshments and St. Mary’s Church are continuing to run their drop in coffee, cake and chat every Friday morning between 10am and 12noon. Both are without obligation and open to all. The programme is being run on a trial basis and additional provision will be considered if a demand is identified. It was RESOLVED: to publish an article in the Flag, Facebook, Noticeboards and Newsletters.</p> <p>Training:</p> <p>Members considered the Clerk’s attendance at the SLCC National Conference 2022, 2/3 November (via Zoom). It was RESOLVED: to approve attendance and costs of £125.00 plus VAT.</p>	<p>MS</p> <p>HT</p> <p>KB</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>245/10 /2223 4 of 5</p>
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<p>b)</p> <p>c)</p> <p>15)</p> <p>Meeting closed.</p> <p>Signed Dated</p> <p>Chairman</p>	<p>Members considered HALC Councillor training. It was RESOLVED: to ask HALC to provide a general refresher group training course in Fownhope, date to be agreed.</p> <p>Members were asked to agree a date for the Parish Council Strategy Meeting as the previous two dates (both Wednesdays) have failed to secure attendance by all members. It was RESOLVED: that Cllr Simmons will send a Survey Monkey to all members asking for commitment to possible Monday dates.</p> <p>Next Meeting: The next meeting of the Parish Council will be held at 7pm on Wednesday 2nd November 2022. Apologies were received from Cllrs Dorothy Quayle and Mike Cohn.</p>	<p>HT</p> <p>HT/MS</p> <p>246/10 /2223 5 of 5</p>
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Appendix A: Financial Report

Fownhope Parish Council

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REPORT FOR COUNCIL MEETING: 5th October 2022
REPORT BY: Helen Tinson, Clerk/RFO
AGENDA ITEM: 7a: Financial Report

Bank Balances:

Lloyds: £21,800.85 (excluding payments to be approved 5.10.22 £2805.58)
Lloyds Reserve: £35,694.91
Hargreaves Lansdown: £24,389.29 (at 5.10.22)
Total funds held across all banks and investments at 05.10.22 = £81,885.05

AGAR:

PKF Littlejohn have concluded the External Audit for 2021/2022 and as expected recorded that the AGAR was not accurately completed before submission and needed to be sent back for amendment. This related to the recording of the Investment Portfolio historically reported within the asset register and long-term investments. However, as the investment portfolio can be liquidated at any time and without penalty, it is considered a short-term investment and therefore needed to be reported in Box 1 (bank balances) not Box 8 (asset register and long-term investments). No other matters were raised. Section 3 of the AGAR is available to view on the noticeboard outside the West End Stores and on the website.

Finance Working Group:

The FWG met on 27th September to prepare the draft budget for 2023/2024. An assessment of income and expenditure for the current year at six months was carried out and is reported on the reports titled 'Receipts and Payments Forecast' and 'Detailed Budget Summary'. Anticipated expenditure has been forecasted to present a likely position at year end. A number of budget items are anticipated to end the year over budget and have been amended accordingly in the draft budget for the next financial year.

2022/2023 Notes:

Expenditure:

- Insurance over budget (£663.70 plus £300 cyber security) – as SIDs and gateways were to the policy
- Projects - £2936 = Jubilee celebration, Jubilee bench, walks reprint plus walk 6
- £250 has been moved from Projects (now at £4750) to a new code for Local Council Award Scheme (£50 registration and £200 application fees). Certification lasts 4 years.
- Subscriptions are likely to be overbudget if HALC invoice arrives in Feb/March for 2023/24 and this has been increased for the following year.
- Clerk Salary will end the year over budget as hours have been increased from 12 to 14 mid- year and a pay increase was applied backdated to April 2022.
- Playground maintenance costs of £3050 came from reserves and not precept (£2000 was a donation in the previous year)

Income:

- Dormington and Mordiford have been invoiced £180 for first six months of bus contribution, with a further £108 expected at year end.
- RPA and Wayleave payments have not been received as yet

- Investment value and income are fluctuating due to current market condition.
- Full precept value has been received, together with VAT refund of £2023.62 (for 2021/2022 purchases) and contribution of £5592.50 from Welsh Water towards the Recreation Field Access Track (moved to Reserves).

The draft retention policy and an amended risk register will be brought to full council at the November meeting.

The Parish Council has completed its obligations to automatically enroll the Clerk into a pension scheme (NEST).

Appendix B: Draft Budget Report

Fownhope Parish Council

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REPORT FOR COUNCIL MEETING: 5th October 2022
REPORT BY: Helen Tinson, Clerk/RFO
AGENDA ITEM: 7c: Draft Budget 2023/2024

The FWG have considered the balance between the rising cost of living for parishioners with the increase in the costs incurred by the Parish Council and propose to increase the precept for 2023/2024 by £1,000 and look to utilise the reserves for any potential shortfall. Using data provided by Herefordshire Council, we have been able to calculate that the proposed precept increase would cost approximately 43 pence per year for those living in Band D or equivalent properties.

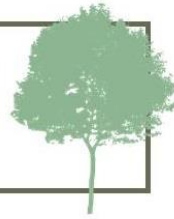
Financial year	22/23	23/24
	Current budget to 31.3.23	Draft budget to 31.3.24
INCOME		
Annual Precept	£32,000	£33,000
Wayleave	£45	£45
Investment Income	£1,650	£1700
Common Hill Management	£339	£339
DMGPC Ross Bus Contribution	£300	£300
Lloyds Interest (Reserve ac)	£2	£2

TOTAL INCOME	£34,336	£35,386
EXPENSES		
Clerks expenses inc travel	£200	£400
Admin expenses	£400	£500
Comms/Community Engagement	£500	£500
Insurance	£900	£975
Meeting Room Hire	£350	£450
Audit Costs	£450	£500
Website/Computer Costs	£475	£475
Training (Clerk, Councillors, Volunteers)	£650	£650
Subscriptions	£800	£1250
Clerks Salary	£9,878	£14,000
Memorial Hall PWLB Repayment	£1,100	£1,050
Youth Support	£200	£200
Play Inspection Fee	£165	£165
Community Library	£550	£550
Ross/Ledbury Buses	£1,530	£1,530
Parish Lengthsman materials	£500	£500
Parish Lengthsman labour	£2,250	£2,250
Parish Footpaths PROW labour	£2,250	£2,500
Common Hill Management	£339	£339
Grass cutting	£750	£800
Parish Maintenance & Improvements	£2,000	£2,000
Tree survey and tree remedial work	£2,500	£2,500
New Projects	£5,000	£2,000
Community Groups & Habitat Grant	£500	£500
Winter Gritting	£450	£450
Traffic Calming Measures	£1,000	£1,000
2023 Election Provision	£0	£1,500
TOTAL EXPENSES	£36,687	£39,534
NET INCOME/(EXPENDITURE)	-£2,351	-£4,148

Appendix C: Tree Works Quotations

Fownhope Parish Council

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REPORT FOR COUNCIL MEETING: 5th October 2022

REPORT BY: Helen Tinson, Clerk

AGENDA ITEM: 9b: Tree Quotations

The annual tree survey identified a number of works required to be carried out within six months.

Three local contractors have been asked to tender their quotations for the work identified:

Contractor One:

£1,145.00 plus VAT @ 20%, excluding additional work to sever ivy and crown lift or remove lower branches from Hornbeam adjacent to B4224

Contractor Two:

£700.00 plus VAT @ 20%, plus £125.00 plus VAT for additional work to sever ivy and crown lift or remove lower branches from Hornbeam adjacent to B4224

£825.00 plus VAT for all works

Contractor Three:

£920.00 (no VAT). Includes transporting some of the wood to the Recreation Field.

Excludes the Hornbeam opposite Tan Brook adjacent to B4224.

A query has been raised concerning Tree 7 (Hawthorn not Ash) questioning why it was selected over several others equally precarious. A query has been raised with Adrian Hope and awaiting clarification.