



Minutes of Parish Council Meeting held on 6th April 2022

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The meeting was held in person at the Pavilion with a Zoom login for members of the public

Present:

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

In attendance:

2 members of the public, 0 on Zoom; Ward Councillor John Hardwick; Clerk Helen Tinson.

- 1) **Apologies for Absence:** Cllr Will Morris had sent apologies in advance for his late arrival.

Before the meeting started, Chairman Kevin Braybrook wished to acknowledge the sad passing of Fownhope's eldest resident, Joan Hill, who had recently passed away at the age of 102. He paid tribute to her energy and optimistic outlook on life and everyone agreed she will be sadly missed.

- 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 14b. The Declarations of Interest book was signed.

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

- 3) **Open Session:**

- a) **Report from Ward Councillor:** Cllr Hardwick reported that as of the 1st April, TRO and PROW matters will be managed by an in-house team at HC. BBLP will continue to carry out work assigned. A small increase has been applied to council tax bills this year and Cllr Hardwick recommended visiting the HC website 'Council Tax Explained'. Planning Consultants have assisted the Planning Department attend to outstanding applications reducing the backlog from approximately 300 to 90. The Hereford Museum are hoping to raise sufficient funds to return the Herefordshire Hoard to Hereford and will be holding a number of fund-raising events. Central Government funding for local bus services has been lost

- b) **Report from West Mercia Community Policing Team:** There was no report.

- c) **Representation from the Public:** The Chairman reported correspondence received via the suggestion box noting the need for Fownhope to have some secure cycle stands. It was agreed to keep the request on file for possible future funding and to ask for feedback via the Clerk's Flag article to help determine how many cycle stands would be useful.

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

Members considered the minutes of the Parish Council meeting on 2nd March 2022.

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

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- 5) **Community:**

- a) Members wished to acknowledge the war in Ukraine. Members agreed that the village would wish to do whatever can be done to help and would welcome refugees.

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	<p>The Herefordshire Council website provides information for a number of ways to offer support: https://www.herefordshire.gov.uk/news/article/1312/support-for-ukraine. The Shop at Coe Corner is selling badges in aid of a local Ross initiative run by KTS Warehouse.</p> <p>b) Members considered arrangements and budgets for the Queen’s Platinum Jubilee Celebrations on 2-5 June 2022. Celebrations are focusing on Friday 3rd June and will comprise:</p> <ul style="list-style-type: none"> • 11.30am-1.30pm Tom Spring Memorial Circular Walk • 2.30pm-5.30pm Fownhope Market, stalls for local groups and organisations, children’s activities, pudding competition, ice cream van, refreshments, licensed bar • 6pm Hog Roast with licensed bar, raffle, local ukulele band • 8pm onwards Live music and dancing with The Slippermen, licensed bar. • 11pm last orders for 11.30pm finish. <p>The Local History Group will be renovating the Tom Spring memorial, installing a new picnic table and information board. Numbers for the Hog Roast will be limited to 80-100 and will be self-funded at a ticket cost of £6.</p> <p>It was RESOLVED: that the working group (Cllrs Kevin Braybrook, Mike Cohn and Tim Jones) would research costs for jubilee bunting and to consider condensing times to overlap activities.</p> <p>c) Members considered speakers for the Annual Parish Meeting on the 15th May 2022.</p> <p>It was RESOLVED: to invite Martin Williams to talk about his work reducing phosphates.</p> <p>It was RESOLVED: that the annual Volunteer Thank You Tea would precede APM and that Cllr Quayle would invite volunteers. All councillors were asked to bring a cake.</p> <p>d) Members considered reinstating the summer bus service to Ledbury at a cost of £100 per month (20% invoiced to Dormington and Mordiford PC). The service would run on the fourth Friday of May, June, July and August.</p> <p>It was RESOLVED: to reinstate the bus service accordingly.</p> <p>e) Members received a report from Cllr Braybrook concerning HC’s new waste management plans following his attendance at the Talk Parish Workshop on 22nd March. Cllr Braybrook shared the presentation from HC illustrating changes due to take effect in November 2023. The presentation demonstrated HC’s ambition to be carbon zero by 2030, with 1% to landfill by 2025, and is available on the website at: https://www.fownhope.org.uk/agendas-and-minutes</p> <p>f) Members considered communication received raising concerns about increased littering and dog waste and requesting council consider installing street cameras. The clerk gave a brief report.</p> <p>It was RESOLVED: not to proceed with street cameras, but to raise awareness of the matter via the Clerk’s newsletters, Flag article, village Facebook page and monitor.</p> <p>g) Members were advised that applications are being accepted for the Fownhope Community Service Award and Sports Award. Application forms can be collected from the West End Stores, Shop @ Coe Corner, from the Clerk or via the website. Completed applications are to be submitted to the Clerk, Cllrs Kevin Braybrook, Dorothy Quayle or Mike Simmons.</p> <p>6) Environment:</p> <p>a) Members received a report from Cllr Gareth Williams following the Environment Group (EG) meeting on 22nd March. The next meeting will be held on Monday 25th April, 6pm at The Green Man, all are welcome. The EG are currently concentrating on the Car Club, The Great Collaboration (TGC) and any ad-hoc issues that arise. The EG are looking for funding for car chargers, encouraging local businesses to sign up to the portal and asking the relevant working groups to consider climate matters during their activities and duties.</p> <p>b) Members received an update concerning the Lime Kilns at Pagets Wood. The Clerk has received several representations following the discussion in February noting that the kilns provide a rare habitat to bats and renovation is not viable at this time.</p>	<p>KB/TJ/ MC/HT</p> <p>HT DQ ALL</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>216/4 /2223 2 of 5</p>
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<p>7)</p> <p>a)</p> <p>8)</p> <p>a)</p> <p>9)</p> <p>a)</p> <p>b)</p> <p>10)</p> <p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p> <p>11)</p> <p>a)</p>	<p>Highways:</p> <p>Cllr Eames gave a report noting:</p> <ul style="list-style-type: none"> ADL’s response to the TRO has gone to HC. Cllr Harrington has confirmed that our views will be taken into consideration but it was thought this is now best progressed through the multi parish approach via the B4224 Strategy Group. The Highways Working Group are working on a traffic calming road resurfacing proposal which was presented to the meeting. Approval will be sought from HC and then a public consultation or exhibition will be arranged to seek views and feedback from parishioners, with the aim of having a scheme approved and ready to go when resurfacing is scheduled for Fownhope (not expected during 2022/2023). Council thanked Cllr Eames for his work. SID data over the last three months shows an improvement in the speeds of vehicles travelling into the village, but there is still a significant problem with vehicles speeding as they approach the end of the 30mph limit on their way out of the village. <p>Footpaths:</p> <p>Cllr Will Morris reported that the Waywardens are working well, most of the backlog has now been dealt with and no new issues have been raised. A cloud-based document has been created which enables the Footpaths Team and the Clerk to share information and report and manage a current list of tasks. The Clerk reported that five Marlow gates have been ordered through BBLP but an error in the invoice received from HC has still not been corrected. Payment will be made as soon as a correct invoice has been received.</p> <p>FRFA:</p> <p>Members received a report from Cllr Mike Simmons noting: new internal floor covering for the Pavilion has been ordered, date for installation to be confirmed; the cabinet for the defibrillator has been delayed; bookings for February 2022 were better than pre-COVID for the first time; and the AGM will be held on Wednesday 27th April at 6pm.</p> <p>Members considered the RoSPA Annual Inspection Reports and were informed that the contractor is due to start work in mid-April. All items identified on the report have been included in the work schedule.</p> <p>To Comment on Planning Applications for Determination by Herefordshire Council:</p> <p>220525: Land on the northern side of the C1297 and the eastern boundary of Haugh Woods, HR1 4QX. Outline permission (all matters reserved except drainage) for the re-erection of a replacement dwelling. No objections were raised. It was RESOLVED: to SUPPORT the application.</p> <p>220767: Stoney Croft, Fownhope, HR1 4PJ. Proposed outbuilding/garden room. No objections were raised. It was RESOLVED: to SUPPORT the application.</p> <p>220879: Hope Springs, Mordiford, HR1 4LT. Proposed garage and carport storage and office, porch and loft conversion. No objections were raised. It was RESOLVED: to SUPPORT the application.</p> <p>220907: Corner of field to NE of Tylers Croft nr Hawkers Lane, Fownhope. To build hay store and animal shelter. Concerns were raised about the design of the building and ventilation for the stated use of hay storage/animal shelter, the proximity of the animal shelter to the existing food preparation area, the visibility of the building on the ridgeline overlooking the village and the further development of the site. It was RESOLVED: to OBJECT to the application.</p> <p>To Note Planning Decisions Made by Herefordshire Council: It was noted:</p> <p>203528: Site at Citterdine, HR1 4LT. Proposed detached garage/car port and stable building Approved with conditions</p>	<p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>217/4 /2223 3 of 5</p>
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<p>b)</p> <p>c)</p> <p>d)</p>	<p>214441: 14 Nover Wood Drive, HR1 4PN. Extension to existing house predominantly above existing garage structure. Upgrade of house environmental performance to EnerPHit or Passivhaus Institute Low Energy Building Standard. Approved with conditions</p> <p>214366: Nash Farm, HR1 4PS. Proposed single storey plant room extension. Approved with conditions.</p> <p>214056: 1 Nash Cottages, HR1 4PS. Erection of a single storey rear extension to original dwelling. Approved with conditions.</p>	
<p>12)</p>	<p>To Consider Other Matters Relating to Planning:</p>	
<p>a)</p>	<p>Herefordshire Local Plan 2021-2041 Draft Environmental Building Standards Supplementary Planning Document: Members considered a draft response prepared by the Planning and Environment Groups. It was RESOLVED: to submit the proposed response on behalf of the Parish Council.</p>	<p>HT</p>
<p>b)</p>	<p>Members considered attendance at HC’s Parish Council information evening in relation to The Local Plan 2021-2041 Policy Options consultation on 12th April.</p>	
	<p>It was RESOLVED: that Cllr Braybrook would attend on behalf of FPC. The Clerk will send details of the consultation to Cllr Simmons for posting onto the village Facebook page.</p>	<p>KB/HT</p>
<p>13)</p>	<p>Local Council Award Scheme:</p>	
<p>a)</p>	<p>Members considered a number of proposals to amend the website in order to progress the Local Council Award Scheme application: It was RESOLVED: to purchase a .gov.uk website at a cost of £80 plus VAT for the first two years and £40 plus VAT thereafter.</p>	<p>HT</p>
	<p>It was RESOLVED: to amend the home page to read ‘Fownhope Parish Council and Village’.</p>	<p>HT</p>
	<p>It was RESOLVED: to reassign the page dedicated to COVID information to Crime and Disorder, inserting a link to the official.gov.uk site in the COVID section on the home page.</p>	<p>HT</p>
<p>14)</p>	<p>Finance:</p>	
<p>a)</p>	<p>Finance Report: Members received a financial report noting combined bank balances are currently £37,314.18. Invested Funds at 31st March 2022 were £28,334.17. The Financial Report, Bank Reconciliation and Summary of Payments are attached as Appendix A, B and C respectively. It was RESOLVED: to approve the report.</p>	
<p>b)</p>	<p>It was RESOLVED: to ratify the following payment made between meetings:</p>	
	<ul style="list-style-type: none"> o Suzi Bruce, Litter Bin Repair, £72.10 o Nick Maddy Coaches, Bus Service, £90.00 	
<p>c)</p>	<p>It was RESOLVED: to approve the following invoices for payment:</p>	<p>HT</p>
	<ul style="list-style-type: none"> o FRFA, Meeting Room Hire, 2/3/22 & 23/3/22, £40.00 o Acer Tree Services, Tree works, £558.33 plus VAT o RoSPA Play Safety, Annual Inspections, £140.00 plus VAT o NALC, Registration Fee Local Council Award Scheme, £50.00 plus VAT o Suzi Bruce, P3, £313.60 o HMRC, PAYE & NIC (Jan-March), £475.44 o Helen Tinson, Clerk Salary (March), £649.04 o Helen Tinson, Clerk Expenses (Dec-March), £189.77 plus £17.60 VAT o Helen Tinson, Clerk Work from Home Allowance (Dec-March), £52.00 	
<p>15)</p>	<p>Next Meeting: The Annual Meeting of the Parish Council will be held on Wednesday 4th May 2022.</p>	
	<p>A resolution was passed to exclude Members of the Public and the Clerk for the following confidential matter.</p>	
	<p>The Chairman recorded the following minutes:</p>	<p>218/4 /2223 4 of 5</p>

<p>16)</p> <p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p> <p>Meeting closed.</p> <p>Signed Dated</p> <p>Chairman</p>	<p>Employment Matters:</p> <p>To consider increasing the Clerk’s salary in accordance with the NALC national salary award for 2021/2022 and apply back pay to April 2021: The Chair advised Council that NALC had finalised pay scales for 2021/22 and recommended that pay awards be backdated to April 2021. HALC have advised that CiLCA qualified Clerks in Herefordshire would expect to receive a salary based around SCP26. The Chair recommended that Council increase the Clerks pay grade to SCP 26 and back date the award to April 2021. Councillors proposed that based upon the excellent performance appraisal and in order to ensure parity, the pay grade is increased to SCP 27. It was RESOLVED: to increase the Clerks pay scale to SCP27 and to backdate the resulting salary increase to April 2021.</p> <p>To consider increasing the current home working allowance to £6.00 per week in accordance with guidance from PATA Payroll for 2022/2023: It was RESOLVED: to increase the home working allowance to £6.00 per week as recommended by PATA Payroll.</p> <p>To receive report from the Employment Working Group on the Clerk’s annual appraisal and agree actions: The Chair summarised the appraisal. All councillors agreed that the Clerk is doing a fantastic job and wished to acknowledge the enthusiasm, expertise and dedication she brings to the job. Members discussed the systems that have been put in place over the past few weeks to manage working hours and agreed they are working well. Councillors proposed to continue using Out of Office to notify when the Clerk is not on duty, as this helps to manage expectations of both councillors and members of the public when a reply might be received.</p> <p>To consider the Clerk’s annual leave request for 2022/2023: It was RESOLVED: to accept the Clerks annual leave request for 2022/23 and to pay for any unused hours from 21/22 that are not carried over to 22/23.</p>	<p>KB/HT</p> <p>KB/HT</p> <p>KB/HT</p> <p>KB/HT</p> <p>219/4 /2223 5 of 5</p>
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