



Minutes of Parish Council Meeting held on 6th October 2021

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Number:

The meeting was held in person at the Pavilion following current COVID-19 meeting guidance. The Clerk joined the meeting via Zoom due to self-isolation.

Present:

Cllr Kevin Braybrook (in the Chair) and Cllrs Frank Hemming, Phil Bream, Tim Jones, Dorothy Quayle, Will Morris and Stuart Eames

In attendance:

10 members of the public plus Ward Cllr John Hardwick and Ben Boswell, Herefordshire Council Head of Environment, Climate Emergency and Waste, and Clerk Helen Tinson (via Zoom).

1) **Apologies for Absence:** Cllrs Mike Cohn, Mike Simmons, Dan Teague and Gareth Williams.

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

To receive any declarations of interest: Cllrs Kevin Braybrook and Dorothy Quayle declared a pecuniary interest in agenda item 10h. The Declarations of Interest book was completed by the Clerk.

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

3) **Open Session:**

a) **Presentation of Community Service Awards:** COVID Support Awards for 2020/2021 were presented, both at the Community Event on 5th September and at this meeting, in recognition of concern shown for others and for services to the village. Nominated recipients were:

- Captain Greybeard
- KC Patel and Team
- The Compassionate Community Team
- Bill and Kay Chapman
- Madge and Peter Daines
- Claire and Kevin Braybrook
- Jon and Suki Allard
- Stuart and Juliette Chandler
- Helen and James Legge
- Simon and Claire Fisher
- Sue and Will Dereham
- Martin Williams

The Parish Council wished to thank all those who supported others during the pandemic.

b) **Report from Ben Boswell, Head of Environment, Climate Emergency and Waste at**

Herefordshire Council: The meeting welcomed Ben Boswell who attended in place of Rachael Joy. Mr. Boswell presented a report to the meeting which included HC's response to the changes in national policy for the collection of waste from 2023; the response to the waste strategy survey; and HC's early adoption of national targets and ambitions to reduce waste and achieve zero landfill by 2035. A number of pilot schemes will be implemented and assessed and our interest in being part of the pilot schemes was expressed.

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	<p>In response to our request for recycling to be collected from the Recreation Field, Mr. Boswell reported that the current long-standing contract only allows for the collection of domestic waste. A member of the public informed Mr. Boswell that waste collections from the Recreation Field are regularly missed which he promised to report back.</p> <p>c) Report from Ward Councillor: Cllr Hardwick reported that COVID rates in Herefordshire have risen in the last two weeks, particularly within 11-15 year olds; and that Herefordshire have committed to re-settling 125 Afghan Refugees by 2025 as part of the Afghan Refugee Resettlement Scheme.</p> <p>d) Report from PC Josh Kitchen, West Mercia Community Policing Team: No report.</p> <p>e) Representation from the Public: There was none.</p> <p>4) Casual Vacancy: The meeting was informed of the resignation of Cllr Paul McGuire. The vacancy will be advertised from 8th October.</p> <p>5) Minutes of the Previous Meeting: a) Members considered the minutes of the Parish Council meeting on 1st September 2021. It was RESOLVED: to approve the minutes as a true record of the meeting, which were duly signed by the Chairman.</p> <p>6) To Comment on Planning Applications for Determination by Herefordshire Council: a) 213320, 23 Scotch Firs, Fownhope, HR1 4NW. Proposed single storey rear and side extension including new porch. Members considered this application and raised no objections. The applicants were thanked for responding to a request to provide further information. It was RESOLVED: to SUPPORT the application.</p> <p>b) 212674, Ladygrove, Mordiford, HR1 4LT. Proposed repair and renovation of Ladygrove Cottage and attached outbuilding to form an extended residential dwelling. Members considered this application and raised no objections. It was RESOLVED: to SUPPORT the application.</p> <p>c) 213466, 23 Court Orchard, Fownhope, HR1 4NY. Proposed rear extension. Members considered this application and whilst no objections were raised to the design of the proposed build, members were disappointed that no information had been provided concerning the applicant's intentions to comply with Policy SD1 of the Core Strategy and the Fownhope Neighbourhood Plan Policies especially in relation to the climate emergency. It was RESOLVED: to OBJECT to the application.</p> <p>d) 213389, 29 Nover Wood Drive, Fownhope, HR1 4PN. Conversion of existing garage and extension to provide additional ancillary accommodation to dwelling. Members considered this application and again, whilst no objections were raised to the design of the proposed build, no information had been provided concerning the applicant's intentions to comply with Policy SD1 of the Core Strategy and the Fownhope Neighbourhood Plan Policies especially in relation to the climate emergency, and no statement of purpose had been submitted. It was RESOLVED: to OBJECT to the application.</p> <p>7) To Note Planning Responses Submitted to Herefordshire Council under Devolved Powers: a) 211522, Mill Field, Fownhope. Application for variation of condition 2 of planning permission 163707/F, to amend drawings with regards layout and house types. General Comment Submitted. Attached to these minutes as Appendix A.</p> <p>8) To Note Planning Decisions Made by Herefordshire Council: a) 204002, Eastwood, Fownhope, HR1 4QA. Proposed erection of replacement dwelling following demolition of existing dwelling. Demolition of selected ancillary buildings to dwelling. Approved with conditions.</p>	<p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>187/10 /2122 2 of 8</p>
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b)	211006/7, Stone House, Fownhope, HR1 4PJ. Proposed extension and alterations to outbuildings. Withdrawn.	
c)	200862, Nash Farm, Fownhope, HR1 4PS. Approval of details reserved by conditions attached to LBC 172275. Approved.	
9)	To Consider Other Matters Relating to Planning:	
a)	S.106 Wish List: Members considered the current list lodged with Herefordshire Council. It was noted that the S106 money from the Mill Field development has already been allocated. It was RESOLVED: to add an item ‘To improve Pedestrian Safety’	HT
10)	Finance:	
a)	Finance Report: Members received a financial report noting combined bank balances are currently £47,916.32. Invested Funds £26,031.43. Costs comparing budget against actual expenditure were reported and attached to these minutes as Appendix B. Members were asked to refer to the net position report produced by Scribe. It was RESOLVED: to approve the report.	
b)	Draft Budget: A budget report for 2022/2023 was presented and attached to these minutes as Appendix C. It was proposed not to increase the precept. No comments or amendments were received. It was RESOLVED: to approve the draft budget and publish for public consultation.	HT
c)	External Audit 2020/2021: Members received the Notice of Conclusion of Audit.	
d)	Tree Works: Members considered quotations from local tree surgeons in relation to the removal of an Ash Tree on the boundary of Common Land and Mistletoe Cottage. Contractor 1: £445 plus VAT; Contractor 2: £580; Contractor 3: £660 plus VAT; Contractor 4: £837. It was noted VAT will be reclaimed and costs are to be shared equally with Mistletoe Cottage. It was RESOLVED: to accept the quotation from Contractor 1.	HT
e)	Nature and Climate Grant: Members considered a list of proposals and were asked for further suggestions. Initial preference was for car charging points and food composter. It was RESOLVED: that the Clerk ask for suggestions from members of the public, establish detail on the application process and if multiple proposals can be submitted.	HT
f)	Cash Receipt: Members were informed that £20 cash was received as a donation from the Community Event. The Clerk reported difficulty banking cash due to the closure of her local Lloyds branch. It was RESOLVED: to approve the Clerk keeps the cash and makes an online bank payment to the Parish Council account.	HT
g)	Cyber Security: Members considered a quotation of £299.99 for an annual cyber security policy. It was RESOLVED: to accept the quotation, if possible at a pro rata rate to renew alongside the annual insurance policy.	HT
h)	It was RESOLVED: to approve the following invoices for payment: <ul style="list-style-type: none"> • Suzi Bruce, Grass Cutting, £50.00 • Suzi Bruce, Lengthsman, £250.00 • Helen Tinson, Clerk Salary September, £649.04 • PKF Littlejohn, External Audit Fees, £200 plus VAT • Open Spaces, Annual Membership. £45.00 • Kevin Braybrook, Reimburse expenses re community event, £52.28 plus £2.60 VAT • Dorothy Quayle, Reimburse expenses re Kaspersky antivirus, £39.99 • Mike Simmons, Reimburse expenses re certificate paper, £4.99 • Helen Tinson, Reimburse expenses re NALC training event for Cllr Hemming, £32.44 plus VAT 	188/10 /2122 3 of 8

<p>11)</p> <p>a)</p> <p>b)</p> <p>c)</p> <p>12)</p> <p>a)</p> <p>b)</p> <p>13)</p> <p>a)</p> <p>b)</p> <p>c)</p> <p>14)</p> <p>a)</p>	<p>Community:</p> <p>Christmas Roadshow: Members considered holding another Christmas Roadshow event It was RESOLVED: to approve the proposal and begin preparations for an event on the last Saturday before Christmas 2021.</p> <p>Herefordshire Heartstart: Members considered holding a Heartstart session following a request from a member of the public. It was RESOLVED: to request community feedback and discuss at the next meeting if sufficient support is received.</p> <p>Dr. Wood Retirement: Members noted that the Clerk had sent a note of thanks to Dr. Wood on her retirement on behalf of the Parish Council.</p> <p>Environment:</p> <p>Members received a report from Cllr Braybrook on behalf of the Environment Group:</p> <ol style="list-style-type: none"> 1) The Community Event to launch The Great Collaboration had been a success. 2) Fownhope Car Club: Malvern Hills Car Club are in negotiation with Herefordshire Council to fund the purchase of a second-hand car and underwrite the first 18 months of the new Fownhope Car Club. This could be received by the end of October so there is now an urgent need to promote the club and recruit a team of volunteers to run it. <p>Discharge of Sewage: Members were informed that the Environment Agency have reported Government’s approval to allow the discharge of untreated sewage into rivers and the sea if companies are unable to obtain the necessary water treatment chemicals as a result of supply chain disruption. It was RESOLVED: to write to Rebecca Pow, MP and Bill Wiggin MP to express concerns.</p> <p>Highways:</p> <p>Members received a report from Cllr Eames, Chair of the Highways Group:</p> <ol style="list-style-type: none"> 1) Cllr Eames is in communication with Balfour Beatty concerning a number of badly worn road markings carried out under the Community Commissioning Scheme. 2) Data from the TRO speed surveys has now been collected and further communication is awaited. 3) Work is underway collating data from the new SIDs in a similar format to the old speed data, to allow comparison. 4) A survey of grit bins has been undertaken and all reported as full or partially full, except for one which has been reported to BBLP. <p>A request was made from a member of the public to bring the Highways section forward on the next agenda.</p> <p>B4224 Strategy Group: Members received a report from Cllr Braybrook following the latest meeting of the B4224 Strategy Group. The new road surface and traffic calming measures at Ashperton and Stretton Grandison were reported to be effectively slowing traffic. As these are best done in conjunction with resurfacing, the possibility of combining it with the planned resurfacing of the B4224 at the west end of the village is being explored.</p> <p>Safety improvement work is due to be carried out at the accident blackspot at Old Gore Crossroads and the group are working with BBLP/HC to ensure the signage is in line with the multi-parish approach.</p> <p>B4224 Social Value Project: Members were informed that BBLP have shortlisted items from our submitted list, pending a site assessment. The Parish Council have been asked to consider adding the installation of a hearing loop in the Pavilion to assist people with hearing aids to the list. Any further suggestions should be submitted to the Clerk as quickly as possible. It was RESOLVED: to consider the shortlist and add any additional items received.</p> <p>Footpaths:</p> <p>Members received a report from Cllr Jones, Parish Footpaths Officer:</p>	<p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>KB/SE</p> <p>KB</p> <p>HT</p> <p>189/10 /2122 4 of 8</p>
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	<p>1. Repairs and refurbishments to a number of stiles completed and underway</p> <p>2. A number of finger post signs need to be replaced, request sent to BB</p> <p>3. Cllr Jones will raise a plan to address concerns over waywardens</p> <p>15) FRFA: No report.</p> <p>16) Next Meeting: Wednesday 3rd November 2021. No agenda items requested.</p> <p>Meeting closed 9.12pm</p> <p>Signed Dated</p> <p>Chairman</p>	/
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**APPENDIX A: Planning Response: 211522 Mill Field, Fownhope
Application for variation of condition 2 of Planning Application 163707**

Further to the response from Fownhope Parish Council in June when the PC agreed to support the application, we would appreciate clarification on issues that have not been addressed.

The changes to some individual plots seem to be a slight reorientation to give a more attractive view of the 'estate', garage roof heights are to be lower, and planting includes better sized fruit trees and some effort to include more sympathetic shrubs etc.

A query has been raised concerning the height of the buildings in relation to existing properties in Scotch Firs. It has been noted that the eave and ridge heights of existing properties bordering the development on Scotch Firs have been given, but not the heights of the proposed development. Therefore, please could the eave and ridge heights of each house/bungalow on the new development be disclosed.

FW3: Flooding:

Objections had been raised from Mill Farm regarding overflow from the attenuation pond. Ian Green attended the Parish Council meeting on 1st September and seemed to indicate that the pond has been designed to deal with a 1/100 year flood event. However, it is not clear whether that calculation is based upon historical data or takes into account the extreme weather conditions we seem to be experiencing, and the Parish Council would appreciate clarification here.

FW12: Extensions to Dwellings:

- Covenants were requested to prohibit second storey extensions.
- No clarification of a route for plot 13 to have access to road side of garden area.

FW16: Design Criteria:

Clarification needed regarding all points.

FW19: Working from Home:

Please confirm that restrictions on home working will ensure activities are not a nuisance to neighbouring properties, for example large vehicles/vans taking parking spaces etc

FW26: Renewable Energy:

Please confirm the installation of heat pumps, solar PV and water heating panels on roofs.

APPENDIX B: Finance Report 6.10.21

Bank balances per report (at 30.9.21) £47,916.32

Investments per report (at 2.10.21): £26,031.43 plus £144.88 available to invest

The Finance Working Group met on 28th September to consider the current financial position and 2021/2022 six monthly report and to prepare the draft budget for the next financial year, 2022/2023.

Income and Expenditure six monthly report for current year:

Income:

- Full precept received
- Investment income currently under budget, six months income -£127.47, projected at -£254.94 by year end if current performance is maintained
- RPA payment not yet received
- Wayleave received £45.63
- Bus contribution not yet invoiced to D&M PC as service only resumed in July. Normally invoice every six months or on receipt of supplier invoice.
- Donations received: £2200 towards SIDs and £2000 towards playground maintenance
- Sales: £161 for sale on one Marlow Gate to landowner (to replace stile)

Expenditure:

- Subscriptions are expected to be over budget by the end of the year because of the new subscription for Scribe Accounting Software. The set up fees posted in General Admin takes that over budget.
- Traffic calming is showing over budget in the report but donations received need to be offset against the cost:
 - £6182.42 actual cost for SIDs and Gateways
 - £1000.00 - traffic calming budget
 - £2200.00 – donations received
 - £2982.42 – from project funds
 - Balance of project funds = £1414.38

The Clerk will speak to Scribe support to amend the accounts to reflect this more accurately.

- Footpaths budget is expected to be over budget by year end. This reflects more work undertaken to footpaths during the year.
- All other budget headings are as expected at six months.

APPENDIX C: 2022/2023 Draft Budget Report

Budget Report:

The net position report for the current year (Appendix B) and a forecasted position at year end were used to inform the draft budget report.

Financial year	21/22	22/23
	Current budget to 31.3.22	Draft budget to 31.3.23
INCOME		
Annual Precept	£32,000	£32,000
Wayleave	£85	£45
Investment Income	£1,800	£1,650
Common Hill Management	£339	£339
DMGPC Ross Bus Contribution	£280	£300
Natwest Interest (Reserve ac)	£22	£2
TOTAL INCOME	£34,526	£34,336
EXPENSES		
Clerks expenses inc travel	£550	£200
Admin expenses	£475	£400
Comms/Community Engagement	£350	£500
Insurance	£780	£750
Meeting Room Hire	£375	£350
Audit Costs	£475	£450
Web-site/computer costs	£150	£180
Training Clerk and councillors	£300	£650
Training/Volunteer Support	£100	combined
HALC, ICO Subs	£775	£800
Clerks Salary	£9,600	£9,878
Memorial Hall PWLB Repayment	£1,200	£1,100
Youth Support	£200	£200
Contingency for unforeseen costs	£0	£0
FRFA Equipment Support	£1,000	£0
Play Inspection Fee	£175	£165
Community Library	£500	£550
Ross/Ledbury Buses (390 & 450)	£1,200	£1,530
Parish Lengthsman materials	£500	£500
Parish Lengthsman labour	£2,100	£2,250
Parish Footpaths PROW labour	£2,000	£2,250
Common Hill Management	£200	£339
Grass cutting	£700	£1,750
Parish Maintenance & Improvements	£1,750	£2,000
Tree survey and tree remedial work	£3,000	£2,500
New Projects	£5,000	£5,000

Community Groups & Habitat Grant	£500	£500
Winter Gritting	£250	£450
Traffic Calming Measures	£1,050	£1,000
2019 Election Provision	£0	£0
TOTAL EXPENSES	£35,255	£36,242
NET INCOME/(EXPENDITURE)	-£729	-£1,906

It is proposed that budget figures are decreased for:

- Clerk expenses (primarily mileage) - £550 to £200
- General admin expenses - £475 to- £400
- FRFA support - £1000 to £0 – per report 1.9.21

It is proposed that budget figures are increased for:

- Subscriptions- £775 to £800
- Community Engagement - £350 to £500
- Community Library Hire - £500 to £550
- Bus Service - £1200 to £1530 – to reflect summer bus service to Ledbury 2022 and increase in cost
- Winter gritting - £250 to £450 – to include sandbags
- Lengthsman - £2100 to £2250
- Footpaths – £2000 to £2250
- Clerk Salary - £9600 to £9878 – to account for NJC annual increase (tba)
- Website - £50 to £180 to cover hosting – to be offset against advertising income

No budget is required for election provision this year as £1500 held in reserves

Conclusion

The budget shows an excess of £1906.50 expenditure over income. However, the Finance Working Group recognise the likelihood of an increase in the cost of living and propose not to increase the precept. It is therefore proposed to keep the precept at £32,000 and bring income across from general reserves if necessary.

Rather than budget to increase the level of reserves, the Finance Working Group propose that any funds left at year end are allocated to reserves, and include a contingency fund for unexpected costs.

Following a recommendation from the Internal Auditor, the Finance Working Group will be looking at the Investment Portfolio and Strategy and Policy document, to ensure compliance and identify whether our needs remain the same as they were when the portfolio was created. A report will be made to full council in due course.