



## Minutes of Parish Council Meeting held on 7<sup>th</sup> April 2021

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**The meeting was held via the online meeting forum Zoom as current COVID-19 restrictions prohibit holding meetings in person.**

**Present:**

Cllr Mike Cohn (in the Chair) and Cllrs Kevin Braybrook, Dorothy Quayle, Frank Hemming, Mike Simmons, Gareth Williams, Phil Bream, Stuart Eames, Ed White, Paul McGuire and Dan Teague.

**In attendance:**

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

1) **Apologies for Absence:** Cllr Tim Jones.

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

To receive any declarations of interest: Cllr Dorothy Quayle declared a pecuniary interest in agenda item 5c. The Declarations of Interest book was completed by the Clerk.

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

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

Members considered the minutes of the Parish Council meeting on 3<sup>rd</sup> March 2021.

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

HT/MC

4) **Open Session:**

- a) **Report from Ward Councillor:** Cllr Hardwick informed the meeting that Central Government do not intend to renew the legislation that allows local councils to conduct online meetings. A legal challenge is to be heard on the 15<sup>th</sup> April to determine whether the wording of the 1972 Local Government Act is wide enough to enable remote meetings. The current position is that council meetings must return to face-to-face meetings after 7<sup>th</sup> May 2021 unless the legal challenge is successful. It was reported that 30 new 'Beryl' e-bikes have been launched in the City and have recorded 700 journeys so far; new trees in self-watering planters are being introduced around the City; phosphate levels in the Wye and Lugg Catchment continue to be of high concern; and 30% of rural Herefordshire properties are now able to connect to gigabit fibre broadband, higher than the national average of 18%. The opportunity to connect to full fibre broadband in Backbury Ward is expected shortly. No further updates on recycling/litter collections from the Recreation Field, or on the How Caple works are currently available.

**Representation from the Public:** there were none.

5) **Finance:**

- a) Members received a financial report noting anticipated current account balances once all approved payments have been made: NatWest £1,343.90, Lloyds £12,969.44, NatWest Reserve Account £13,260.49; Invested Funds £25,322.11. It was noted that the value of investments have increased slightly on last month though still reduced from last year, and the recommendation of the Investment Advisor is to make no immediate changes. A full report will be issued to the April meeting of the Finance Working Group and to the full council meeting on 5<sup>th</sup> May. It was further

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	<p>noted that a report of budget against actual expenditure has been circulated to council members and that a full year end report will be presented to the May meeting.</p> <p>Members received an update on the February resolution to approve funding towards the maintenance of the Church clock pending NALC advice. NALC have advised that this payment is not possible and therefore has not been made.</p> <p>Members received an update concerning the Section 106 monies due in relation to the Mill Field development noting that monies are paid by the developer to Herefordshire Council and become available on application to Herefordshire Council after the first occupation of any of the open market units. Money has been allocated to specific projects as follows:</p> <ul style="list-style-type: none"> <li>• Education Improvements at St Mary’s Primary School, Fownhope £22,626.00</li> <li>• Enhancement of Play Area Facilities at Malthouse Recreation Ground, £18,137.00</li> <li>• Recycling Facilities (one waste and one recycling), £80 per dwelling</li> <li>• Sports Contribution for enhanced cricket training facilities, £8,511.00</li> <li>• Transport Contribution for a number of specified actions, £32,439.00</li> </ul> <p>b) Members considered a request for financial support from Fownhope Community Land Trust. <b>It was RESOLVED:</b> to approve a payment of £75.00 for the NCLT annual subscription.</p> <p>c) <b>It was RESOLVED:</b> to approve the following invoices for payment:</p> <ul style="list-style-type: none"> <li>• Helen Tinson, Clerk salary (March), £642.72</li> <li>• Helen Tinson, Work from Home Allowance (Dec-March), £52.00</li> <li>• Helen Tinson, Expenses (Dec-March), £98.12 plus VAT</li> <li>• HMRC, PAYE/NIC contributions, £497.09</li> <li>• PATA Payroll, Payroll Support, £23.85</li> <li>• RoSPA, Play Area Inspections, £137.00 plus VAT</li> <li>• Peebles Tree Care, Tree works Biggs Lane and Tan Brook, £615.00</li> <li>• Suzi Bruce, Lengthsman, £170.00</li> <li>• Suzi Bruce, Grass Cutting, £25.00</li> <li>• Nick Kingsford, Reimburse Expenses, £94.17</li> <li>• Andrew Thomas, Parish Maintenance, £106.00</li> <li>• Dorothy Quayle, Reimburse Expenses, £31.98</li> </ul> <p>6) <b>To Comment on Planning Applications for Determination by Herefordshire Council:</b></p> <p>a) 211117, Beech Croft, Court Gardens, Fownhope, HR1 4PA. T1 Hornbeam in rear garden (signs of kretzschmaria deusta in main stem) to dismantle down to near ground level. Members were informed that this application had been received on the day of the meeting and was not yet available on the Planning Portal. The meeting was informed that there had been previous attempts to save the tree. No objections were raised. <b>It was RESOLVED:</b> to SUPPORT the application pending assessment by the Tree Warden.</p> <p>7) <b>To Note Planning Responses Submitted to Herefordshire Council under Devolved Powers:</b></p> <p>a) 210211, Oldstone Cottage, Fownhope, HR1 4PJ. Proposed replacement bay windows. It was noted that this application had been supported, though noting timber windows would be more in keeping than uPVC.</p> <p>8) <b>To Consider Other Matters Relating to Planning:</b></p> <p>a) Communication has been received concerning land off the B4224, but it is understood the matter is in hand and no action is currently required.</p> <p>9) <b>Environment:</b></p> <p>a) Members received a report following the Environment Group meeting on 16<sup>th</sup> March. The notes from the meeting have been circulated to members. The meeting received a talk on the problems faced by hedgehogs and how they can be helped, and will receive a talk on the climate actions being undertaken by St. Mary’s Church at the next meeting. The Impact Report for 2019/2020 has</p>	<p>HT</p> <p>HT</p> <p>HT/DT</p> <p>157/04 /2021 2 of 6</p>
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	<p>been finalised and shared with the Environment Group, Council Members and uploaded onto the website: <a href="https://www.fownhope.org.uk/take-action">https://www.fownhope.org.uk/take-action</a></p> <p>Everyone present was urged to sign up to The Great Collaboration project, Five for Fownhope, and to share with others in the village. The project is gaining a member a day but more members are needed. An application for £30,000 for the second phase of works has been submitted by HGN. The next Environment Group meeting will be held at 7pm on Tuesday 20<sup>th</sup> April, via Zoom, everyone is welcome.</p> <p>b) Members were asked to approve funding for the first Climate related Community Coffee Morning, to be held at the Pavilion on Saturday 26<sup>th</sup> June 2021. Funding is required for promotional materials, banners and other expenses. <b>It was RESOLVED:</b> to approve funds of up to £250.</p> <p>c) Concerns have been raised about the extent of tree and hedgerow loss in the parish, in contrast to efforts to increase tree planting. Members were informed by a land owner that the tree loss on the B4224 towards Mordiford was due to Ash dieback and highway safety issues but that the trees will be replanted in due course. The developers for the Mill Field and Potato Barn developments have confirmed that hedgerow will be replanted at the appropriate point of development. Members were also informed that land owners are encouraged to cut hedges to ground level upon entering a Higher-Level Stewardship Scheme as this encourages stronger growth to provide excellent future habitat for wildlife. Concerns were raised for habitat loss in the meantime.</p> <p>d) Members were informed that the Wye Usk Foundation have issued advice on the continuing clearance of Himalayan Balsam. They are keen for the work to continue and working parties will be planned to clear Tan Brook and the western side of Lea Brink during May. The Wye Usk Foundation will maintain their checks on Japanese Knotweed. Though it appears to have gone, they will carry out further treatment if required.</p> <p>e) Members were informed of a street lighting issue in Church Croft and Nover Wood Drive which has been resolved to a degree but has left a potential problem with light pollution. The Clerk is currently waiting for advice from Balfour Beatty Living Places (BBLP) but informed the meeting of a number of options it is believed <i>might</i> be possible. <b>It was RESOLVED:</b> to ask BBLP to ensure any new lighting does not shine directly into residents' bedrooms. <b>It was RESOLVED:</b> to undertake a public consultation to determine the level of local support for part night switching whereby lights are turned off between 12.30am and 5.30am, and report to the next meeting.</p> <p>f) Members considered the management of roadside verges with particular regard for floral diversity and to determine the cutting programme for 2021/2022. <b>It was RESOLVED:</b> to approve one cut in late September as last year. <b>It was RESOLVED:</b> that the Environment Group consider management of verges in regard to floral diversity at their next meeting.</p> <p>g) Members were informed of an opportunity to apply for up to four free cycle stands (including installation). There was some discussion about where they could be sited. <b>It was RESOLVED:</b> to submit an application and agree suitable locations if successful.</p> <p>10) <b>Highways:</b></p> <p>a) Members received a brief update noting the Lengthsman has cleared leaves and debris on the B4224 alongside the litter picking team, before the road re-opened. Unfortunately, further debris has already accumulated.</p> <p>b) Members were asked to approve the proposals for the Lengthsman Contract for 2021/2022. The position was advertised during March; the current Lengthsman reapplied for the position and two further candidates were interviewed. Whilst the other candidates had relevant expertise, it was felt that our current Lengthsman offered the best value for money and it was proposed to renew the</p>	<p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>158/04 /2021 3 of 6</p>
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	<p>contract with Suzi Bruce for 2021/2022 and to offer work on a case-by-case basis as it arises to the other two contractors throughout the year. Members were also asked to consider the contract between Fownhope Parish Council and Balfour Beatty.</p> <p><b>It was RESOLVED:</b> to approve the appointment of Suzi Bruce as Lengthsman for 2021/2022 and to offer case-by-case work to the other two contractors as appropriate throughout the year.</p> <p><b>It was RESOLVED:</b> to approve the contract with Balfour Beatty to be signed by the Clerk and the Chairman.</p>	<p><b>HT</b></p> <p><b>HT</b></p>
<p>c)</p>	<p>Members received a report from Cllr Braybrook following Herefordshire Council’s General Scrutiny Committee Meeting on the 22<sup>nd</sup> March. The minutes have been published and distributed to council members. The Scrutiny meeting was attended by Cllr Kevin Braybrook and Cllr Matt Slocombe of Woolhope Parish Council, and members listened carefully to submissions from both parish councils. The meeting agreed with the two main issues put forward, namely that the lack of funding over many years has caused deterioration and that, as a further result of lack of funding, Herefordshire Council do not have the technical expertise within the council to provide the technical oversight to manage projects accordingly. It was agreed that both parish councils would write to the MP to express concern about the lack of funding from Central Government and the impact this has had on the residents of Fownhope.</p> <p><b>It was RESOLVED:</b> to write to Bill Wiggin MP accordingly.</p>	<p><b>HT/KB</b></p>
	<p>Members went on to discuss an offer from BBLP to support a social value project in Fownhope. Whilst the extent of the offer is as yet unclear, a number of proposals were discussed. A request for suggestions from members of the public has already been made via The Flag and members of the public were asked to submit any other proposals to the Parish Clerk.</p> <p><b>It was RESOLVED:</b> to ask members of the public to submit proposals for the project.</p>	<p><b>HT</b></p>
<p>d)</p>	<p>Members received an update on the traffic calming measures. The gateways have been ordered but we are still waiting for the developer of the Mill Field site to pinpoint a location pending HC’s acceptance of revised proposals for access to the development.</p> <p>A further donation of £200 has been received from a resident towards the purchase of the new Speed Indicator Devices. The grant application discussed at the last meeting cannot be progressed until after 6<sup>th</sup> May because of the West Mercia Police and Crime Commissioner elections, and members were asked to consider funding the balance of the purchase from PC funds. Members wished to thank the donors for their generous donations on behalf of the PC and local residents.</p> <p><b>It was RESOLVED:</b> to approve funding for the balance of the purchase of the new SIDs, estimated at £2500.</p>	<p><b>HT/EW</b></p>
<p>11)</p> <p>a)</p> <p>b)</p>	<p><b>Footpaths:</b></p> <p>There was nothing to report this month.</p> <p>Members received an update on the Fownhope Walks. A proposed leaflet layout had been circulated to members prior to the meeting and it was agreed Cllr Eames will continue with the remaining walks in the same format. It is proposed that printed copies are available from locations within the village and in a downloadable format from the website. A cost for printing will be presented to the next meeting. It was felt that the revised walks fit well with the proposed Parish Trail and the Council wished to thank Nick Kingsford for his work on both. Thanks were also given to Cllr Eames for his work so far on the revised walks.</p> <p><b>It was RESOLVED:</b> to approve the layout proposed</p> <p><b>It was RESOLVED:</b> for the Clerk to send thanks to Nick Kingsford on behalf of the Council and encourage him to continue work on the Parish Trail.</p>	<p><b>SE</b></p> <p><b>HT</b></p>
<p>c)</p>	<p>Members received an update on the Tourist Information Notice board outside The Shop on Coe Corner noting the post has been repaired and the renovated board has been re-fixed. Printing costs for the map/Parish Trail have been received at £100 for two, the second to be sited on the noticeboard in the Pavilion car park.</p> <p><b>It was RESOLVED:</b> to approve costs of up to £200 for printing and any costs associated with the refurbishment of the noticeboard.</p>	<p>159/04</p> <p>/2021</p> <p>4 of 6</p> <p><b>HT</b></p>

<p>12)</p> <p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p> <p>e)</p> <p>13)</p> <p>a)</p> <p>14)</p> <p>a)</p> <p>15)</p> <p>a)</p> <p>b)</p>	<p><b>FRFA:</b></p> <p>Members received a brief report noting little activity over the last month, though the booking schedule from the Strollers has now been received. The FRFA have accepted a quote to fix the tractor which should happen shortly, and are waiting for a quote on the mower.</p> <p>Following the discussion at the last meeting, members considered an amended agreement between the Fownhope Strollers, Fownhope Parish Council and the Fownhope Recreation Field Association. <b>It was RESOLVED:</b> to approve the agreement to be signed by the Chairman of the Council.</p> <p>Members were informed that RoSPA have completed the annual play area inspections and issued their report. Cllr Ed White has assessed the report and combined the recommendations into a revised specification document to be distributed to the working party for review. It is proposed that once approved, the document will be sent to the contractors who have quoted for the play area refurbishment works to revise their quotations. <b>It was RESOLVED:</b> that the Clerk distribute the specification and RoSPA report to the working party.</p> <p>Members were informed that a further anonymous donation has been received via CAF (Charities Aid Foundation) for £2000 towards the refurbishment of the play area. The Clerk has verified that the donation is genuine and asked council to confirm they wish to accept the donation before completing the application form. <b>It was RESOLVED:</b> to accept the donation and thank the anonymous donor via the Fownhope Flag.</p> <p>Members were advised that Cllr Ed White will be resigning from his role as weekly play area inspector in early May, and members were asked if they wished to volunteer. Cllr White reported that the role was a simple task but regular, requiring a weekly written record of a visual inspection. Training will be provided by RoSPA. It was noted that Helen Phillips has been mowing the play area and council wished to thank her for this, and to thank Cllr White for his nine years in the role of play area inspector. <b>It was RESOLVED:</b> to place an advert in the Flag and on the village Facebook page.</p> <p><b>Fownhope Community Land Trust:</b></p> <p>Members considered an offer from the FCLT to monitor compliance with the lease of The Old School, Fownhope in relation to affordable rents and tenants' connections with Fownhope. It was confirmed that there would be no charge for this service and that the FCLT already monitor compliance on behalf of the Diocese. <b>It was RESOLVED:</b> to thank FCLT and accept their kind offer.</p> <p><b>Website:</b></p> <p>Members were asked to consider including a free interactive tool from <a href="http://www.carwow.co.uk">www.carwow.co.uk</a> onto the Fownhope website, which helps EV and Hybrid car owners find the nearest car charging points across the country. <b>It was RESOLVED:</b> to approve the inclusion of the tool on the Climate pages of the website.</p> <p><b>Training:</b></p> <p>Members considered costs for the RoSPA Play Area Inspector course in anticipation of a new volunteer coming forward. Costs are £260 plus VAT for the course or £365 plus VAT for the course and the optional qualification exam. It was noted that courses are currently on hold due to lockdown restrictions but that the Clerk has registered interest and will be informed when courses resume. <b>It was RESOLVED:</b> to approve costs of £365 plus VAT.</p> <p>Members considered a number of online training courses provided by NALC at a cost of £30 per course, noting the importance of a continual training programme. <b>It was RESOLVED:</b> that the Clerk forward details of the training to members and to approve training costs as necessary to the level of the budget.</p>	<p></p> <p><b>HT/MC MS</b></p> <p><b>HT</b></p> <p><b>HT</b></p> <p><b>HT</b></p> <p><b>HT</b></p> <p><b>HT</b></p> <p><b>HT</b></p> <p><b>HT</b></p> <p><b>HT</b></p> <p><b>HT</b></p> <p>160/04 /2021 5 of 6</p>
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<p>16)</p> <p>a)</p> <p>17)</p> <p>18)</p> <p>19)</p> <p>Signed .....</p> <p><b>Chairman</b></p>	<p><b>Community:</b></p> <p>Members considered the date of the Annual Parish Meeting in light of the government ruling concerning online meetings. It was suggested that the date is brought forward to enable the meeting to take place on Zoom so that all members of the public who wish to attend are able to do so. It was suggested that we ask Superintendent Edd Williams of West Mercia Police if he is able to speak at the meeting following his presentation at Herefordshire Council’s recent Parish Council Summit meeting.</p> <p><b>It was RESOLVED:</b> to hold the meeting via Zoom on Tuesday 4<sup>th</sup> May 2021 a 6.30pm</p> <p><b>It was RESOLVED:</b> to approach Superintendent Edd Williams and ask if he would like to attend</p> <p><b>Standing Considerations:</b></p> <p>Members were asked if they wished to consider introducing a regular agenda item to consider the impact of Council decisions on the Climate Emergency, Biodiversity and Crime and Disorder. It was clarified that to consider impact on Biodiversity and Crime and Disorder is a requirement of the Local Council Award Scheme. It was noted that Superintendent Edd Williams has offered assistance in arranging for a police officer to attend Parish Council meetings and that this may help in regard to considering crime and disorder.</p> <p><b>It was RESOLVED:</b> to approve the introduction of the stated standing considerations.</p> <p><b>It was RESOLVED:</b> to invite a police representative to each Parish Council meeting (though noting they are unlikely to be able to attend all)</p> <p><b>Matters Arising for Next Meeting:</b></p> <ul style="list-style-type: none"> <li>• To receive update on recycling collections from Recreation Field</li> <li>• To consider car parking on Court Gardens</li> <li>• To receive update on tree survey</li> </ul> <p><b>Date of Next Meeting:</b> Wednesday 5<sup>th</sup> May 2021 via Zoom. This will be the Annual Meeting of the Parish Council.</p> <p>Meeting closed 9.00pm</p> <p>Dated .....</p>	<p><b>HT</b></p> <p><b>HT</b></p> <p><b>HT</b></p> <p><b>HT</b></p> <p>161/04</p> <p>/2021</p> <p>6 of 6</p>
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