



MINUTES

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	<p style="text-align: center;"><u>Minutes of Parish Council Meeting held on 7th July 2021</u></p> <p style="text-align: center;">The meeting was held in person at the Pavilion following current COVID-19 meeting guidance.</p> <p>Present: Cllr Kevin Braybrook (in the Chair) and Cllrs Mike Cohn, Frank Hemming, Gareth Williams, Phil Bream, Stuart Eames, Paul McGuire and Dan Teague.</p> <p>In attendance: 3 members of the public plus Ward Cllr John Hardwick, and Clerk Helen Tinson.</p> <p>1) Apologies for Absence: Cllrs Tim Jones, Dorothy Quayle and Mike Simmons.</p> <p>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 items 6b and 6d, and Cllr Stuart Eames declared a pecuniary interest in agenda item 16b. The Declarations of Interest book was signed. To consider any written requests for dispensations: there were none.</p> <p>3) Minutes of the Previous Meeting: Members considered the minutes of the Annual Meeting of the Parish Council meeting on 5th May 2021, and the Extra Ordinary meeting of the Parish Council on 14th June 2021. It was RESOLVED: to approve both sets of minutes as a true record of the meetings, which were duly signed by the Chairman.</p> <p>4) Status of Current Vacancy: Members were informed that the Elections Office have confirmed the vacant post can now be filled by co-option and that two applicants have registered their interest. The Clerk will table an agenda for the next meeting.</p> <p>5) Open Session:</p> <p>a) Report from Ward Councillor: Cllr Hardwick informed the meeting that the new Leader of Herefordshire Council has made some alterations to the cabinet and has recruited two new councillors in Safeguarding and Education; and he has written to George Eustace MP to register concerns about the levels of phosphate in the Rivers Usk and Wye. Herefordshire schools have moved to 7th place in England for Key Stage 2 provision following recent Ofsted reports; and a new interim government office for environmental protection has been set up in Worcester.</p> <p>b) Representation from the Public: a resident has expressed concern resulting from the council decision not to cut the hedges along Common Hill Lane until late Summer/early Autumn. It was noted the growth is mostly grasses and council were happy to leave the first cut as planned.</p> <p>6) Finance:</p> <p>a) Members received a financial report noting anticipated current account balances once all approved payments have been made: NatWest £1,165.34, Lloyds £23,705.16, NatWest Reserve Account £13,260.82; Invested Funds £26,284.04. Costs comparing budget against actual expenditure were reported using new reports generated from the accounting software.</p>	<p>Page Number:</p> <p>HT/KB</p> <p>HT</p> <p>174/07 /2122 1 of 6</p>
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b)	<p>Members considered a quotation of £115.08 plus VAT to purchase a clamp to adjust the angle of one of the new SIDs to allow it to pick up speeds earlier. It was confirmed the SID will still maintain a distance of 600mm from the edge of the highway. Cllr Stuart Eames offered to fit the clamp (no charge). It was RESOLVED: to approve the purchase of the clamp.</p>	HT/SE
c)	<p>Members considered room hire costs of £20 to hire the Memorial Hall for CSW training on the 23rd July. It was RESOLVED: to approve room hire costs.</p>	HT
d)	<p>Members considered a request to remove three Vodafone outdoor antennae from Maple Barn, Falcon House and Bowens Farm at a total cost of £150. It was reported that the system had been removed but the ladders had not been tall enough to remove the antennae. Vodafone have not responded to calls to arrange the removal. Members considered whether the Fire Service could remove the antennae as part of a training exercise. It was RESOLVED: that the Clerk contact the Fire Service and ask if they could remove the antennae as part of a training exercise, but if not, to approve costs of £150.</p>	HT/KB
e)	<p>Members considered asking for a charitable donation in exchange for any digital copies of the Parish Map. The Parish Council hold the copyright. It was RESOLVED: to approve the request.</p>	
f)	<p>It was RESOLVED: to approve the following invoices for payment:</p> <ul style="list-style-type: none"> • Pallisers, Rec Field Expenses, £28.43 plus VAT • Suzi Bruce, Grass Cutting, £50.00 • Suzi Bruce, Grass cutting and Strimming, £246.70 • Helen Tinson, Clerk Salary (June), £649.04 • Robin Peers, Internal Audit 2020/2021, £100.00 • JACS Ltd, Village Gateways, £2286.86 plus VAT • FRFA, Room Hire, £9.00 	HT
7)	<p>Policies and Procedures:</p>	
a)	<p>Members considered amendments to the Risk Register, reviewed by the Finance Working Group and distributed to all members after the Annual Meeting of the Parish Council in May. It was RESOLVED: to approve the amended Risk Register.</p>	HT
b)	<p>Members considered the LGA Code of Conduct in preference to Herefordshire Council's Code of Conduct, noting HALC and NALC recommend the LGA Code of Conduct. It was RESOLVED: to adopt the LGA Code of Conduct.</p>	HT
c)	<p>Members considered the draft Standard Operating Procedures document prepared by the Clerk following recommendation by the Internal Auditor. It was RESOLVED: to adopt the document and schedule a review every two years.</p>	HT
d)	<p>Members considered amendments to Standing Orders 18 d) and 18 e) and Financial Regulations 10.3 to allow contractors for specific works to be engaged on an annual contract. It was RESOLVED: to approve the amendments to the Standing Orders and Financial Regulations. It was RESOLVED: that the Clerk approach our regular tree surgeons and ask them to quote for an annual contract.</p>	HT HT
8)	<p>To Comment on Planning Applications for Determination by Herefordshire Council:</p>	
a)	<p>212200, Holly House, Ringfield Drive, Fownhope, HR1 4PR. Proposed new vehicular access, single parking space and single detached garage. No objections were raised though it was noted that the applicant had not referred to the NDP, though had referred to the Climate Change Compliance Checklist. It was RESOLVED: to SUPPORT the application.</p>	HT 175/07 /2122 2 of 6

b)	<p>212171, Rowan, Caplor Lane, Fownhope, HR1 4PJ. Proposed single storey extensions to rear and front, with demolition of existing lean-to. No objections were raised though it was noted that no reference had been made to the NDP, Climate or Biodiversity checklists.</p> <p>It was RESOLVED: to SUPPORT the application, but make a comment that the Parish Council would like to see reference to the NDP and Climate and Biodiversity checklists.</p>	HT
9)	<p>To Note Planning Responses Submitted to Herefordshire Council under Devolved Powers:</p> <p>a) 211583, Manor Farmhouse, Fownhope. Proposed repairs to timber frames porch. SUPPORT.</p> <p>b) 211558, The Hawthorns, Terrace Farm Road, Woolhope. Proposed 3-bay garage. SUPPORT.</p>	
10)	<p>To Note Planning Decisions Made by Herefordshire Council:</p> <p>a) 211558, The Hawthorns, Terrace Farm Road, Woolhope. Proposed 3-bay garage. Approved with Conditions.</p> <p>b) 211117, Beechcroft, Fownhope. Works to Trees in Conservation Area. Works can Proceed.</p> <p>c) 201353, Lady Grove, Mordiford. Proposed conservatory, extension and restoration. Withdrawn.</p>	
11)	<p>To Consider Other Matters Relating to Planning:</p> <p>a) Members were informed that Ian Green from MF Freemans had been invited to respond to PC comments and provide detail on the proposed development at Mill Field but, in light of the scheduling clash with the England football match, it had been decided to defer this discussion until the September meeting.</p> <p>b) Members considered communication from Herefordshire Council concerning involvement with Strategic Housing Provision.</p> <p>It was RESOLVED: to approve involvement with the assistance of the FCLT.</p>	HT/KB
	<p>c) Members were to consider HC communication to update the S106 Wish List. It was agreed to defer this item to the next meeting.</p> <p>d) Members considered at length the response received from Herefordshire Council, via Cllr Hardwick, to FPC's letter concerning the development of land adjacent to the Medical Centre. A number of questions had been raised concerning the development that has outline approval for 10 full market value homes. It was noted the PC had approved proposals for 8 full market value and 2 affordable homes. However, approval had been granted on the basis of the District Valuers report which states that the delivery of affordable housing would not be viable on a 10-unit site. Cllr Hardwick advised that house type and detail will be proposed under reserved matters and the PC would have the opportunity to comment at that point.</p> <p>It was RESOLVED: that Cllr Hardwick would forward the response from the planning officer for consideration by the planning group and that a further request for clarification might be prepared, if appropriate.</p>	JH
12)	<p>Community:</p>	
a)	<p>Members considered a proposal to hold a combined community event for the launch of the Great Collaboration portal, postponed from June, with the annual volunteer thank you event and awarding of Community Service Awards. It was agreed to hold the event on Sunday 5th September, time to be confirmed. Cllrs Kevin Braybrook, Gareth Williams, Paul McGuire and Dan Teague volunteered to form a working party to organise the event.</p> <p>It was RESOLVED: to approve a further £150 towards costs.</p>	HT
b)	<p>Members received feedback from the public consultation asking residents to identify their top three concerns for police support. It was noted that almost all responses related to road safety, in terms of speed, volume, pavements and road crossing, and one to protecting elderly and vulnerable parishioners from scammers. All members were asked to submit any further concerns to the Clerk.</p> <p>It was RESOLVED: that the Clerk submit concerns identified together with any further concerns submitted by members.</p>	HT 176/07 /2122 3 of 6

<p>c)</p>	<p>Members considered a request from St. Mary’s School PTA for playground markings on the area of land used by the school during term time school hours and by FNMH as additional parking at all other times. It was RESOLVED: to approve the request.</p>	<p>HT</p>
<p>d)</p>	<p>Members considered arrangements to reinstate the monthly bus service to Ross-on-Wye and the summer service to Ledbury. It was RESOLVED: to reinstate the service to Ross from July onwards but to postpone reinstating the summer service to Ledbury until 2022.</p>	<p>HT</p>
<p>e)</p>	<p>Members considered a request to reserve the right to book the Pavilion and Recreation Field for four days (2-5 June 2022) to enable village and community events to take place in celebration of the Queen’s Platinum Jubilee. It was noted this could include a Heart of Oak walk, cricket match and other events offered for the community in celebration of the Jubilee. It was RESOLVED: to contact the FRFA and reserve the Pavilion and Recreation Field accordingly.</p>	<p>HT</p>
<p><i>8pm, Cllr Paul McGuire gave apologies and left the meeting</i></p>		
<p>13)</p>	<p>Environment:</p>	
<p>a)</p>	<p>Members received a report following the latest Environment Group meeting. The marketing plan for the Great Collaboration is developing well and it was noted that 40 other parishes around the country have logged onto the portal. Cllr Gareth Williams encouraged everyone present to log on and promote to friends, family, neighbours etc. A Wye Valley walk has been organised to raise awareness of the diminishing health of the River Wye which will pass through Fownhope on Tuesday 20th July. Cllr Mike Simmons and Kate Gathercole are organising a local event to support the walk. The next Environment Group meeting will be on Tuesday 27th July at 7pm.</p>	<p>HT</p>
<p>b)</p>	<p>Members considered the results of the tree survey carried out by Adrian Hope Tree Services. The report recommended immediate work to a Beech tree on Sheershill Common at a cost of £120 plus VAT. It was RESOLVED: to accept the quote of £120 plus VAT and proceed with the work as soon as possible.</p>	<p>HT</p>
<p>c)</p>	<p>Members considered a brief report from the Parish Tree Warden regarding concerns raised about a tree at Tan Brook. No issues were identified by either the Tree Warden or on the annual tree survey. It was noted the issue of erosion is ongoing. It was RESOLVED: to write to the resident and advise accordingly.</p>	<p>HT</p>
<p>d)</p>	<p>Members were informed the Higher-Level Stewardship Scheme is due to expire in February 2022. The Parish Council have been asked to meet with Natural England to consider options moving forwards, and discuss what has gone well and what not so well. It was agreed that a meeting should be held with the Common Land group prior to meeting with Natural England. It was RESOLVED: to arrange a meeting with the Common Land Group and then with Natural England.</p>	<p>DQ/HT</p>
<p>e)</p>	<p>Members were informed that 16 responses to the streetlighting consultation had been received, all in support of reduced night lighting. It was RESOLVED: to establish what can be done to reduce night lighting to protect dark skies.</p>	<p>HT</p>
<p>14)</p>	<p>Highways:</p>	
<p>a)</p>	<p>Members received a report noting the main focus of the working group has been to set up and retrieve data from the two new SIDs. Cllr Stuart Eames is currently working through the data and will report further in due course; initial findings show a distinct difference in speed of vehicles coming in to the village against going out. He will continue to assess the impact of speed when the devices are turned off. It was noted that the ATC surveys (to inform the TRO) are due to recommence on the 14th July at five sites along the B4224.</p>	<p>177/07 /2122 4 of 6</p>

<p>b)</p> <p>c)</p> <p>d)</p> <p>15)</p> <p>a)</p> <p>16)</p> <p>a)</p> <p>b)</p> <p>17)</p> <p>a)</p> <p>b)</p> <p>18)</p> <p>19)</p>	<p>Members were asked to consider a request by a local business to maintain the new village gateway in exchange for promotional signage. It was suggested that planning permission may be required if the location is within the conservation area and, if approved, that all local businesses should be provided the same opportunity. It was RESOLVED: to explore options to maintain the gateways within the village, initially by contacting the Gardening Club and asking local volunteers to register interest.</p> <p>Members considered correspondence from BBLP asking for feedback on the Lengthsman Scheme and whether we can suggest additional tasks to be included in the scheme. It was RESOLVED: to confirm we wish to continue with the scheme, but have no suggestions for additional tasks.</p> <p>Members considered a quotation of £440 plus VAT for spraying the weeds along the B4224. Hand weeding was considered too dangerous because of the proximity of the road. The quote was considered too expensive. Cllr Dan Teague offered to do it again this year and asked that the council make a charitable donation of £50 in lieu of payment. It was RESOLVED: to accept Cllr Teague's offer and for the Clerk to arrange a £50 to St. Michael's Hospice.</p> <p style="text-align: center;"><i>8.30pm, Cllr Mike Cohn gave apologies and left the meeting</i></p> <p>Footpaths:</p> <p>Cllr Tim Jones reported a forthcoming meeting with MF Freeman Developers to discuss fencing along the footpath from Scotch Firs to Cherry Hill. He queried the location of a reported fallen tree on a path off Woolhope Road towards Cherry Hill and asked anyone who is aware of the exact location to contact him directly. The Lengthsman is due to trim footpaths towards the end of July.</p> <p>FRFA:</p> <p>There was no report this month.</p> <p style="text-align: center;"><i>8.35pm Cllr Stuart Eames left the meeting in accordance with his declaration of interest</i></p> <p>Members considered two quotations for maintenance work identified in the playground. It was noted that only two tenders had been received out of four requested. However, the tenders received are not comparable, Contractor 1 having quoted for all of the work and Contractor 2, for part of it. The best value would be achieved if the work could be split between contractors. It was noted that S.106 money is due for playground expenditure from the Mill Field development. It was RESOLVED: to proceed with both contractors if both are agreeable, but if not, to proceed with Contractor 1 for all work. It was RESOLVED: that volunteers for a working party to manage the works contact the Clerk</p> <p>Fownhope Community Land Trust:</p> <p>Members were asked to ratify the wording submitted between meetings for the Marches Community Led Homes website. It was RESOLVED: to ratify the wording submitted.</p> <p>Members noted the signed Old School Deed of Covenant and Schedule and Questionnaire.</p> <p>Herefordshire Council:</p> <p>Members received a report following the Parish Council Summit on the 23rd June and considered participation in the Parish Council Reference Working Group which aims to continue engagement. Any members interested in taking this role were asked to contact the Chairman. Notes from the presentation will be distributed by HC in due course. It was RESOLVED: to agree participation in the PC Reference Working Group.</p> <p>Consultations:</p> <p>Members were asked to respond to the PCC Town and Parish Council Survey by 18th August.</p>	<p>KB/HT</p> <p>HT</p> <p>HT/DT</p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p>HT</p> <p>ALL</p> <p></p> <p></p> <p></p> <p>HT</p> <p>178/07 /2122 5 of 6</p>
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<p>20)</p> <p>21)</p> <p>22)</p>	<p>It was RESOLVED: that the Chairman would complete the survey on behalf of the council.</p> <p>Standing Considerations: The Clerk wishes to seek clarity on how this item should be recorded and will report back to the next meeting.</p> <p>Matters Arising for Next Meeting:</p> <ul style="list-style-type: none"> • To receive feedback from Ian Green concerning Mill Field Development • To update the S106 wish list registered with Herefordshire Council • To consider final arrangements for community event on 5th September • To consider nominations for the Community Service Awards (confidential session) <p>Date of Next Meeting: Wednesday 1st September 2021</p> <p>Meeting closed 8.56pm</p> <p>Signed Dated</p> <p>Chairman</p>	<p>KB</p> <p>HT</p> <p>179/07 /2122 6 of 6</p>
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