



	<p style="text-align: center;"><u>Minutes of Annual Meeting of the Parish Council held on 5th May 2021</u></p>	Page Number:
	<p>The meeting was held via the online meeting forum Zoom as current COVID-19 restrictions prohibit holding meetings in person.</p> <p>Present: Cllr Kevin Braybrook (in the Chair) and Cllrs Mike Cohn, Dorothy Quayle, Frank Hemming, Mike Simmons, Gareth Williams, Stuart Eames, Tim Jones, Paul McGuire and Dan Teague.</p> <p>In attendance: 6 members of the public plus Ward Cllr John Hardwick, and Clerk Helen Tinson.</p>	
1)	<p>Election of Chairman 2021/2022: Cllr Mike Cohn opened the meeting as outgoing Chair to welcome members of the public and to request nominations for the position of Chair for the forthcoming year. Cllr Kevin Braybrook was proposed and seconded by Cllrs Simmons and Williams respectively, and duly elected. Cllr Braybrook signed his Declaration of Acceptance of Office and it was agreed the form would be posted to the Clerk to sign.</p>	
2)	<p>Apologies for Absence: None. Cllr Bream absent with no apologies.</p>	
3)	<p>Election of Vice-Chairman 2021/2022: Cllr Mike Cohn was proposed and seconded by Cllrs Quayle and Simmons respectively, and duly elected. Cllr Cohn signed his Declaration of Acceptance of Office and it was agreed the form would be posted to the Clerk to sign.</p>	
4)	<p>Resignation of Cllr Ed White: The meeting was notified of the resignation of Cllr Ed White. Members thanked Ed for the many contributions he had made during his time on the Council and in the village. Anyone interested in the vacancy were invited to contact a member of the council for more information.</p>	
5)	<p>To Receive any Declarations of Interest and Written Requests for Dispensation: To receive any declarations of interest: Cllr Mike Cohn declared a pecuniary interest in agenda item 16b. Cllr Gareth Williams declared a pecuniary interest in agenda item 16c and 22b. Cllr Kevin Braybrook declared a pecuniary interest in 22b. The Declarations of Interest book was completed by the Clerk. The Chairman asked all members to look at the Declarations of Interest on HC website and ensure their information is current and up to date. To consider any written requests for dispensations: there were none.</p>	ALL
6)	<p>Minutes of the Previous Meeting: Members considered the minutes of the Parish Council meeting on 7th April 2021. It was RESOLVED: to approve the minutes as a true record of the meeting, which were duly signed by the Chairman.</p>	KB/HT
7) a)	<p>Open Session: Report from Ward Councillor: Cllr Hardwick congratulated Cllr Braybrook on his appointment and went on to provide an update on the road works at How Caple. BBLB have announced the Project Officer and Comms Officer, and will select the preferred contractor in the next few days.</p>	165/05 /2021 1 of 7

	<p>Work is still expected to be carried out under traffic control, to start in early June for up to 6 weeks.</p> <p>b) Representation from the Public: there were none.</p> <p>8) To Appoint Representatives to Outside Bodies:</p> <p>a) It was RESOLVED: to appoint Councillors as follows:</p> <p>a. Fownhope New Memorial Hall: Cllr Mike Simmons</p> <p>b. Fownhope Field Recreation Association: Cllr Mike Simmons, Cllr Dan Teague and Jacqui Nicholls</p> <p>c. HALC Representative: Cllr Kevin Braybrook</p> <p>d. Common Hill Management Committee: Cllrs Dorothy Quayle, Kevin Braybrook, Mike Cohn; Cllr Tim Jones as Parish Footpaths Officer; and Cllr Dan Teague as Tree Warden</p> <p>e. Fownhope Community Library: Cllr Dorothy Quayle</p> <p>f. Fownhope Community Land Trust: Cllr Frank Hemming (with voting rights)</p> <p>g. United Charities (to May 2024): Cllr Mike Simmons, Cllr John Hardwick, Christopher Whitmey</p> <p>9) To Appoint Members to serve on Working and Steering Groups:</p> <p>a) It was RESOLVED: to appoint Councillors as follows:</p> <p>a. Highways: Cllrs Stuart Eames (Chair), Kevin Braybrook, Mike Cohn, Dan Teague and Phil Bream, with Tim Campbell and Dorothy Quayle as Litter Pick Co-Ordinator</p> <p>b. Environment: Cllrs Gareth Williams (Chair), Kevin Braybrook, Mike Cohn, Mike Simmons, Frank Hemming and Dan Teague as Tree Warden;</p> <p>c. Planning: Cllrs Dorothy Quayle (Chair), Kevin Braybrook, Frank Hemming, Phil Bream, Dan Teague, with one vacancy</p> <p>d. Footpaths: Cllrs Tim Jones (Footpaths Officer) and Paul McGuire, with support from Waywardens</p> <p>e. Finance: Cllrs Mike Cohn (Chair), Kevin Braybrook, Dorothy Quayle, Paul McGuire, Stuart Eames with Helen Tinson (RFO). Investment Advisory Group: Peter Davis (IAG Advisor), Cllrs Mike Cohn and Mike Simmons</p> <p>f. Employment: Cllrs Kevin Braybrook (Chair), Mike Cohn, Dorothy Quayle and Gareth Williams</p> <p>g. Volunteer Support: Cllrs Dorothy Quayle (Chair), Helen Tinson (Clerk) and one vacancy</p> <p>h. Emergency Planning Working Group: Cllrs Mike Cohn (Chair), Gareth Williams and Helen Tinson (Clerk)</p> <p>10) To appoint an Internal Auditor for 2021/2022:</p> <p>a) It was RESOLVED: to appoint Robin Peers as Internal Auditor for 2021/2022 at a cost of up to £100 per audit.</p> <p>11) To review the following Policies for Fownhope Parish Council:</p> <p>a) Members considered the current Financial Regulations and Investment Strategy, noting a statement from the Investment Advisory Group to explain why the stop loss was not applied. It was RESOLVED: that the Clerk add the additional statement to the report. It was RESOLVED: to approve the policy</p> <p>b) Members were informed that the Finance Working Group has reviewed the Risk Management Policy and Register and wish to suggest a number of recommendations. It was RESOLVED: that the Clerk distribute the amendments to all members and to table the item for approval at the next meeting.</p> <p>c) Members considered a new Reserves Policy which provides the facility to hold General and Earmarked Reserves and details the value of reserves held at year end. It was agreed to gradually increase earmarked reserves over a period of time to ensure working capital is not depleted. It was RESOLVED: to approve the policy.</p> <p>12) To Consider the new LGA Code of Conduct:</p>	<p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>166/05 /2021 2 of 7</p>
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a)	<p>Members were asked to consider the new LGA Code of Conduct and whether council should change from the current adopted Code of Conduct. It was RESOLVED: for all members to read the new LGA Code of Conduct and for the Clerk to table the item for consideration at the next meeting.</p>	<p>ALL HT</p>
13)	<p>To receive report from Health and Safety Inspection of Assets and review of Asset Register:</p>	
a)	<p>The Clerk asked for volunteers to assist with an inspection of the assets. It was RESOLVED: that Cllrs Kevin Braybrook and Stuart Eames would meet with the Clerk and carry out an inspection of all assets and report to the next meeting.</p>	<p>KB/SE HT</p>
14)	<p>To consider meetings for 2021/2022:</p>	
a)	<p>Members were informed that the High Court case had failed and remote meetings would no longer be lawful if held on or after 7th May 2021. Physical meetings must comply with social distancing and any other restrictions in place at the time of the meeting. Members considered possible options for meetings between 7th May and the anticipated easing of all restrictions on the 21st June, including the possibility of hybrid and/or outdoor meetings, and raised concerns about the meeting scheduled for 2nd June. The Clerk noted that the AGAR documents for the External Audit would need to be approved before 30th June. It was RESOLVED: to cancel the main June meeting and hold a smaller EOM for the audit documents during June (date TBC), with the next full meeting to be held on the 7th July. It was noted that a meeting could be held in August if necessary. It was RESOLVED: that meetings will continue on the first Wednesday of each month, with no meeting held in August (unless necessary given the above) or January.</p>	<p>HT HT</p>
15)	<p>Finance:</p>	
a)	<p>Members received a financial report noting anticipated current account balances once all approved payments have been made: NatWest £1,469.55, Lloyds £25,334.53, NatWest Reserve Account £13,260.61; Invested Funds £26,676.77. Members received a report from the Finance Working Group meeting held on 28th which summarised the annual expenditure and included a comparison against budget. The report from the Investment Advisory Group presented at the Annual Parish Meeting was also distributed.</p>	
b)	<p>Members considered a request from the Finance Working Group to transfer the following sums to the reserve account: Earmarked Reserves: Traffic Calming: £2,700 (for the purchase of Village Gateways); Playground: £2,000; Machinery: £1,500; Special Projects: £5,000; General Reserve £1,300. General Reserves: It is intended that up to one year’s precept should be held in General Reserves. The investment portfolio has been allocated as the General Reserve and currently stands at £26,676. It was proposed to transfer a further £1,300 to an Earmarked ‘General Reserve’ held in the Reserve account. The Finance Working Group propose to close the NatWest Current Account once the receiving bank for the investment dividends has been changed to the Lloyds account. The value of the account at the time of closure will be transferred to the Earmarked ‘General Reserve’. It was RESOLVED: to approve the transfer as stated above.</p>	<p>HT</p>
c)	<p>Members were asked to approve a recommendation by the Finance Working Group to change the current accounting format (Excel) to an accounting software designed for local councils. Software from Scribe Accounting at a cost of £485 for the first year and £288 per year thereafter; and Alpha Financial Management software from RBS Rialtas at a cost of £496.50 for the first year and £248 per year thereafter have been considered. It was RESOLVED: to approve the purchase of suitable software and for the Clerk to trial both options and proceed to order whichever was preferred.</p>	<p>HT</p>
d)	<p>It was RESOLVED: to approve annual subscriptions:</p> <ul style="list-style-type: none"> • Anti-virus protection for Clerk computer (in region of £40 per year) • HALC Annual Membership (in region of £620 plus VAT per year) • ICO/Data Protection Annual Registration (at a cost of £35-£40 per year) 	<p>HT 167/05 /2021 3 of 7</p>

	<ul style="list-style-type: none"> • Herefordshire Tree Warden Network Annual Membership (at a cost of £25 per year) • Herefordshire Green Network Annual Membership (at a cost of £50 per year) • PATA Payroll Services (at a cost of £7.75 per month to be invoiced annually) • Open Spaces Society Annual Membership (at a cost of £45 per year) • Clerk salary in accordance with contract <p>e) Members considered two insurance quotations, from the existing insurer Came and Company at a cost of £965.10 per year inc IPT, and BHIB at a cost of £637 per year inc IPT, reducing to £599.45 per year for a three-year commitment. Both offer additional Cyber Security policies at a cost of around £299 for a separate comprehensive policy or £58.80 for a Data Breach Response Policy. It was RESOLVED: to accept the BHIB policy at a cost of £599.45 per year for three years. It was RESOLVED: that the Finance Working Group consider the additional Cyber Security policies and authorise payment of up to £299 to proceed with whichever policy they consider the most appropriate.</p> <p>f) It was RESOLVED: to approve the following invoices for payment:</p> <ul style="list-style-type: none"> • RS Signs and Engraving, Lea Brink Woods Signage, £51.64 plus VAT • Helen Tinson, Clerk salary (April), £649.24 • PATA Payroll, Payroll Support April 21-March 22, £95.40 • Luke Smith, Tree works Tan Brook, £200.00 • Helen Tinson, Reimbursement of Expenses, NALC Training, £32.44 plus VAT • Elan City, Purchase of SIDs, £3780.48 plus VAT • Nick Kingsford, Reimbursement of expenses Parish Map, £112.80 • Nick Kingsford, Reimbursement of expenses Milestone, £29.99 <p>It was RESOLVED: to approve payment of the invoice from Justin Peebles between meetings for the bench and stile repairs when received.</p> <p>16) To Comment on Planning Applications for Determination by Herefordshire Council:</p> <p>a) 210984, Wylo, Mordiford, HR1 4LT. Proposed extension. Members considered this application and raised no objections. It was RESOLVED: to SUPPORT the application.</p> <p style="text-align: center;"><i>Cllr Mike Cohn left the meeting in accordance with his declaration of interest</i></p> <p>b) 211006/7, Stone House, Fownhope, HR1 4PJ. Proposed extension and alterations to outbuildings. Members considered this application and raised no objections. It was RESOLVED: to SUPPORT the application.</p> <p style="text-align: center;"><i>Cllr Mike Cohn re-joined the meeting</i></p> <p style="text-align: center;"><i>Cllr Gareth Williams left the meeting in accordance with his declaration of interest</i></p> <p>c) 203919, Land North-West of Mount Pleasant, off B4224, Fownhope. Installation of 14.97m high monopole structure and associated cabinets, fencing, and access for EE Limited. Members considered this application at length and received further comments from Cllr Hardwick and local residents. Comments were considered both for and against the proposal; concerns were raised about further infrastructure in the AONB, further loss of hedging and habitat to allow visibility for access; and that previous questions concerning existing opportunities had not been answered. It was RESOLVED: to OBJECT to the application for the reasons stated above (6 against, 1 in favour, 2 abstain).</p> <p style="text-align: center;"><i>Cllr Gareth Williams re-joined the meeting</i></p>	<p>HT HT/ FWG</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>168/05 /2021 4 of 7</p>
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<p>17)</p> <p>a)</p> <p>b)</p> <p>18)</p> <p>a)</p> <p>b)</p> <p>19)</p> <p>20)</p> <p>a)</p> <p>b)</p> <p>c)</p> <p>d)</p> <p>e)</p>	<p>To Note Planning Responses Submitted to Herefordshire Council under Devolved Powers:</p> <p>203345, Land at Old Potato Store, Fownhope; Variation of Conditions 2 and 6; and 203353, Application for approval of reserved matters (landscaping). It was noted that comments had been submitted noting concerns with garage access and that a PROW diversion would be necessary.</p> <p>211117, Beechcroft, Court Gardens, Fownhope, HR1 4PA. Works to tree in a conservation area. It was noted that the Planning Group had supported the application.</p> <p>To Consider Planning Decisions by Herefordshire Council:</p> <p>210110, Fairview, 21 Scotch Firs Fownhope. Proposed two storey rear extension, replacement porch and new fenestration. It was noted this application has been approved with conditions.</p> <p>171637, Site adjacent to Medical Centre, Fownhope: It was noted that outline planning permission has been granted for a residential development of up to ten dwellings with associated vehicle access. Concerns were raised that the Parish Council had not been informed that the outline planning permission had been granted and that the development being marketed is for 10 market value properties with no affordable properties, contrary to the requirements of the NDP. Cllr Hardwick has raised the question with Kevin Bishop of Herefordshire Council and awaits his response. It was noted that outline permission approves the principle of development with the type of housing detailed in the reserved matters which will provide a further opportunity to comment.</p> <p>To Consider Other Matters Relating to Planning:</p> <p>Members were informed that FPC have been invited to participate in a Neighbourhood Planning Group to help work on a Design Code Model, which will develop templates to help parishes write and update their NDPs. 14 counties are involved across the country; Herefordshire are working alongside Devon as the only two rural counties, with Fownhope being the only parish in an AONB and SSSI. Cllrs Dorothy Quayle and Kevin Braybrook are keen to participate on behalf of FPC and invited other members to join if they wish. No concerns were raised. It was RESOLVED: to approve participation. Any other member wishing to collaborate should contact Cllr Braybrook or Quayle directly.</p> <p>Environment:</p> <p>Members received a brief report urging all in attendance to sign up to the Five for Fownhope portal and to encourage friends and family to do the same. Approval was sought for the updated Climate Emergency Declaration. The next Environment Group meeting will be held at 7pm on Tuesday 18th May, via Zoom, everyone welcome. It was RESOLVED: to approve the updated Climate Emergency Declaration.</p> <p>Members received two quotations for the tree survey, noting the third contractor was unable to tender a quotation. Quotations received were based on an annual cost per survey for three surveys, one each year for the next three years: Contractor A £295 per year, and Contractor B £300 per year. It was RESOLVED: to approve a quotation from Contractor A, Adrian Hope Tree Surgery, at a cost of £295 per year,</p> <p>Members received an update on the proposal to underground power cables across Whiterdine following a meeting with a representative of Wye Valley AONB. The officer was supportive of the proposal and agreed to submit it to Western Power Distribution for consideration. It was noted that if chosen, the project may take several years to come to fruition.</p> <p>Members were informed that the renovation work on the Milestone in the Churchyard has been completed to an excellent standard. It was RESOLVED: to extend sincere thanks to Nick Kingsford on behalf of the Parish Council.</p> <p>Members were informed that no update has been received concerning recycling collections from the Recreation Field. Cllr Hardwick offered to follow up and report in due course.</p>	<p></p> <p>KB/DQ</p> <p>HT</p> <p>HT</p> <p>HT</p> <p>169/05 /2021 5 of 7</p>
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<p>21)</p> <p>a)</p> <p>b)</p> <p>c)</p> <p>22)</p> <p>a)</p> <p>b)</p> <p>c)</p> <p>23)</p> <p>24)</p> <p>25)</p>	<p>Highways:</p> <p>Cllr Stuart Eames delivered his first report as the new Chair of the Highways Working Group. The two new SIDs have now been installed and are fully operational. Data will be checked regularly to ensure they are functioning correctly. Cllr Eames will soon get up to speed with the other highways issues and will liaise with the Clerk to organize training for the new CSW volunteers.</p> <p>Members received an update on the Social Value Project offered by BBLP. It was explained that the offer is in recognition of the disruption caused during the road repair and will be funded and managed by BBLP. They will use volunteer workers from within BBLP and their contractors and can draw on materials and resources available to them internally. The project is not controlled or funded by Herefordshire Council and must be something that will be of value to the Fownhope community as a whole. It must be carried out on property owned by Fownhope PC or a related charity; cannot be carried out on private property or property owned by Herefordshire Council; and cannot include anything that would ordinarily be done by HC or contracted to BBLP by HC.</p> <p>It was RESOLVED: to ask parishioners to make further suggestions within these parameters and consider further at the next meeting.</p> <p>Cllr Stuart Eames raised the subject of cars parking on the grass at Court Gardens and suggested that if this is intended to be a place to sit, perhaps cars should be dissuaded from parking there.</p> <p>It was RESOLVED: to contact the Fire Service for feedback and ask parishioners via the Flag.</p> <p>Footpaths:</p> <p>Members were informed that the Lengthsman will be clearing the footpaths in the near future; and Justin Peebles has been contracted to repair and remove a number of stiles.</p> <p>Members received an update on the Fownhope Walks and were asked to consider printing quotations for 500 coloured, A4 triple-fold leaflets, plus holders. It was noted that some leaflet dispensers are available from the diversion map. Members thanked Cllr Eames for his work on this project.</p> <p>It was RESOLVED: to approve costs of up to £500 for printing, and to acknowledge the PC, Cllr Eames and Nick Kingsford on the leaflet, and record the date.</p> <p>Members considered concerns raised about horses using Public Rights of Way. Cllr Tim Jones confirmed that legislation states use by cyclists or horses on a PROW without landowner permission is civil trespass, but would be lawful if permission had been granted. Any damage caused from unlawful usage constitutes criminal damage but he felt it is a matter for the landowner.</p> <p>It was RESOLVED: to contact the owner of Cherry Hill via the management company to notify them of the concerns raised.</p> <p>FRFA:</p> <p>Members received a brief report noting that Nic Kinch has taken over the role of Secretary. She runs a dog food business and has offered to supply free dog poo bags and new dog poo signage. A problem with litter bins was reported. Currently dependent on volunteers, it was suggested that the situation and future plans need to be carefully considered.</p> <p>Fownhope Community Land Trust: The Old School:</p> <p>Members considered the Deed proposed by the FCLT for monitoring the leases of The Old School.</p> <p>It was RESOLVED: to approve the lease, signed by the Chair and Vice Chair.</p> <p>NALC Star Council Awards:</p> <p>Members considered the NALC Star Council Awards and proposed that Cllr Gareth Williams is nominated for the Councillor of the Year Award in recognition of his work on the climate. Members also considered nominating the Clerk for the Clerk of the Year Award.</p> <p>It was RESOLVED: that the Clerk complete the nomination for Cllr Williams</p> <p>It was RESOLVED: that the Employment Working Group consider a nomination for the Clerk</p>	<p>HT</p> <p>HT</p> <p>SE</p> <p>HT</p> <p>HT</p> <p>KB/MC</p> <p>HT EmWG</p> <p>170/05 /2021 6 of 7</p>
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<p>26)</p> <p>a)</p> <p>b)</p> <p>27)</p> <p>28)</p> <p>29)</p>	<p>Community:</p> <p>Members considered the printing costs for the summer newsletter, to be inserted into the next issues of the Flag, noting that the last insertion was over budget. It was RESOLVED: to place an 8-page newsletter in the next Flag at a cost of £92.96, or less if possible.</p> <p>Members considered whether to reinstate the monthly bus service to Ross on Wye and the summer bus service to Ledbury in anticipation of a full easing of COVID restrictions in June. It was RESOLVED: to start in July (approximately 4 weeks after the anticipated end of lockdown) and evaluate in September.</p> <p>Standing Considerations: Members considered how best to record the standing considerations. The Clerk proposed to look into a suitable format going forwards. For the moment, it was considered that no decisions made at this meeting would have any detrimental impact on either biodiversity or the climate emergency. The objection to Planning Application 203919 and riding on PROW may impact Crime and Disorder.</p> <p>Matters Arising for Next Meeting:</p> <ul style="list-style-type: none"> • To approve the AGAR documents for the External Audit • To receive update on recycling collections from Recreation Field • To consider the issue of bins on the Recreation Field <p>Date of Next Meeting: Meeting in June to approve AGAR: Date TBC Wednesday 7th July 2021 at the Pavilion. Cllr Mike Simmons gave his apologies for this meeting.</p> <p>Meeting closed 9.30pm</p> <p>Signed Dated</p> <p>Chairman</p>	<p>HT/MS</p> <p>HT</p> <p>171/05 /2021 7 of 7</p>
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