



Minutes of Extra Ordinary Meeting held on 14th June 2021

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The meeting was held in person at the Pavilion following current COVID-19 meeting guidance.

Present:

Cllr Kevin Braybrook (in the Chair) and Cllrs Mike Cohn, Frank Hemming, Stuart Eames, Paul McGuire and Phil Bream.

In attendance:

Ward Cllr John Hardwick and Clerk Helen Tinson.

1) **Apologies for Absence:** Cllrs Dorothy Quayle, Gareth Williams, Tim Jones, Dan Teague and Mike Simmons.

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

To receive any declarations of interest: Cllr Stuart Eames declared a pecuniary interest in agenda item 5.2. The Declarations of Interest book was completed by the Clerk.

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

3) **Open Session:**

Representation from the Public: two written submissions had been received in relation to agenda item 5.1, to consider planning consultation 211522, Mill Field Development, which were read to the meeting and considered during the discussion of agenda item 5.1.

4) **Finance:**

4.1) **To consider the Annual Governance and Accountability Return 2020/2021:**

4.1.1) Internal Auditor's Reports: Members considered both interim and final internal audit reports, noting the recommendations made on the interim audit. HALC has informed the Clerk they consider recommendation 5 (to create a procedural document detailing how compliance to policies are achieved) to be unnecessary and outside the scope of an internal audit. Discussion followed and members considered this advice together with the benefits of documenting the 'Standard Operating Procedure' in terms of risk management.

It was RESOLVED: that the Clerk would prepare a document noting two or three main bullet points for each of the areas identified in the recommendation and present to full council for approval when completed.

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4.1.2) Governance Statements: Members were informed that the Finance Working Group have considered each of the assertions within the Governance Statement and were satisfied that each could be agreed.

It was RESOLVED: to approve the Governance Statement for 2020/2021 External Audit.

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4.1.3) Accounting Statements: Members were presented the accounting statement. Cllr McGuire checked the bank reconciliation and receipts and payments balances during the meeting.

It was RESOLVED: to approve the Accounting Statement for 2020/2021 External Audit.

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4.1.4) Period for the Exercise of Public Rights: The Clerk explained the procedure and proposed dates of the period for the exercise of public rights.

It was RESOLVED: to set the dates from 16th June 2021 to 27th July 2021.

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4.2) **To receive an update concerning PKF Littlejohn invoice for additional charges in relation to 2019/2020 audit:** Members were informed that PKF Littlejohn has issued a full credit note for the charges of £1500 plus VAT.

4.3) **To note payments made between meetings:** Members considered payments made between meetings.

It was RESOLVED: to ratify payment of the following invoices:

- 4.3.1) Ed White, Reimbursement of Expenses Rec Field, £39.60 plus VAT
- 4.3.2) SLCC, Clerk Training Course, £75.00 plus VAT
- 4.3.3) Suzi Bruce, Lengthsman, Grass Cutting, £50.00
- 4.3.4) Suzi Bruce, Lengthsman, Gateway preparation and strimming, £165.00
- 4.3.5) Suzi Bruce, P3 footpaths, gates and stiles strimmed and cleared, £580.00
- 4.3.6) Suzi Bruce, P3, re-set waymarker post, £35.00
- 4.3.7) Helen Tinson, Clerk Salary May, £649.04
- 4.3.8) Herefordshire Green Network, Annual Membership, £50.00
- 4.3.9) MW Farming, diesel for Rec Field Machinery, £105.50 plus VAT
- 4.3.10) Scribe Accounting Software, set-up and first year, £485.00 plus VAT
- 4.3.11) BHIB, Annual Insurance Cover, £599.45

4.4) **It was RESOLVED:** to approve the following payments:

- 4.4.1) Justin Peebles, Parish Maintenance (benches and stone work), £755.00
- 4.4.2) Justin Peebles, PROW stile repairs, £150.00 (upon receipt of invoice)
- 4.4.3) Fownhope Flag, Summer Newsletter, £92.96

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5) **To Comment on Planning Applications for Determination by Herefordshire Council:**
5.1) 211522, Millfield, Fownhope. Application for variation of condition 2 of planning permission 163707/F to amend the drawings with regards layout and house types. Members considered this application at length and discussed the written submissions from members of the public.

It was RESOLVED: to SUPPORT the application and submit comments based upon the extent to which the application complies with relevant policies detailed in the Fownhope Neighbourhood Plan. Detailed comments in Appendix A.

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Cllr Stuart Eames left the meeting in accordance with his declaration of interest

5.2) 211386, 36 Scotch Firs, Fownhope, HR1 4NP. Proposal to extend the first floor over an existing patio area to provide a 3rd bedroom. Members considered this application and raised no objections.

It was RESOLVED: to SUPPORT the application.

HT

Cllr Stuart Eames re-joined the meeting

6) **Date of Next Meeting:**
Wednesday 7th July 2021 at the Pavilion. Cllr Mike Simmons has given his apologies for this meeting.

Meeting closed 8.23pm

Signed Dated
Chairman

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APPENDIX A: Fownhope Parish Council: Planning Comments submitted:

Application No: 211522: Mill Field Site June 2021

Fownhope Parish Council considered the application for variation of condition 2 at an EOM on Monday 14th June 2021. The council agreed to support the application but wish to submit the following comments and requests for consideration by the developer and HC planning department. Comments are based upon our desire to see closer compliance with the Fownhope Neighbourhood Plan and as such, are addressed in the order in which relevant policies appear in the Plan.

FW1 – Sustainable Development

The earlier site plan showed a footpath running between Plots 6 and 7 which linked the access road to the footpath into Scotch Firs. As the footpath into Scotch Firs was intended to provide the required pedestrian access to the village, we feel that this footpath should be re-instated in order to facilitate easy pedestrian access to the village for residents of the scheme.

FW2 – Safeguarding the Wye Valley AONB

The Planting Schedule describes a selection of shrubs and trees which may be used in the planting scheme. We would like to see a focus on species which are indigenous to the Wye Valley and which will benefit local wildlife.

FW3 – Flooding

The Proposed Surface Treatment document indicates that block paving will be used on many of the Adoptable and Private surfaces. We would like confirmation that blocks will be laid on a porous substrate and that any mortar used will be permeable

The Drainage Scheme shows that the Attenuation Pond Flow Control Manhole discharges into a gully on the opposite side of the B4224. We would like confirmation that agreement for this arrangement has been reached with the owners of the property onto which the gully discharges.

FW6 – Countryside Access

See comment FW1 regarding the footpath into Scotch Firs.

FW7 – Conservation of Fownhope's Historic Character

While we acknowledge that the mix of stonework, brick and render is characteristic of local construction methods, we would like to see additional details such as the use of slate roofing, to reflect local character and design.

FW12 – Extensions to Dwellings

We welcome the developer's efforts to minimise the impact of the development on the AONB by placing the bungalows at the higher elevations. In order to prevent any future adverse impact on the AONB, we would like to see covenants that prohibit second storey extensions.

FW13 – Affordable Housing

We welcome the inclusion of 5 affordable housing units in the scheme. We would like confirmation that the affordable homes will be sold with covenants ensuring that they remain as affordable homes, in perpetuity. Specifically, we would like confirmation that the homes could only be sold to those with local connections at the same discount as originally offered by the developer.

We would like to see larger rear gardens at the affordable houses and note that access to the garden at plot 13 is through the house. To encourage use of the rear cycle storage sheds, each affordable plot might benefit from a gate in the rear boundary hedgerow with the PROW. Plot 12 does not appear to have a cycle shed.

FW-16 – Design Criteria

We would like to see the incorporation of physical sustainability measures in the design of the scheme for water and energy conservation. Ideally, a centralised rain water collection and grey water re-cycling system, at minimum provision of rain water butts at all properties. Some elevations seem to indicate the presence of air source heat pumps – please confirm that all properties will benefit from enhanced insulation and the use of heat pumps for space heating.

We would like to see the use of sustainable building materials, such as slate roofing tiles rather than concrete tiles. Long lasting, low maintenance aluminium window frames and brick at roof eaves, would be a more environmentally acceptable option than uPVC or timber.

Fownhope's position in the AONB and Dark Sky policy require that any external light fittings use low lumen bulbs, direct light downwards and are fitted with timers to avoid continuous overnight operation. We would prefer no street lighting.

Please confirm that at least two of the bungalows meet standards for lifetime homes designed for disabled access.

FW19 – Home Working

Please advise whether deeds will include a clause restricting the type of home working activities allowed.

FW25 – Telecommunications

Please confirm that ducting and cabling for broadband connectivity will be incorporated in all properties.

FW26 – Renewable Energy

In addition to the use of heat pumps for space heating, we would like to see the incorporation of solar PV and water heating panels in the roof design. The resulting reduction in roofing materials required might go some way towards offsetting the cost of installing the panels.