



# FOWNHOPE PARISH COUNCIL



## MINUTES OF THE MEETING OF FOWNHOPE PARISH COUNCIL HELD AT FOWNHOPE PAVILION ON WEDNESDAY 7<sup>TH</sup> JULY 2010 AT 07.30 PM

**Present:**

Parish Councillors:

- G Williams      Chairman
- J Boothman
- D Clark
- D Colley
- A Corby
- P Daines
- J Hardwick
- F Jolley
- J Jones
- H Mansell
- D Pascoe
- M Williams

J Bateman      Parish Clerk

Prior to the Meeting Betty Barnett was presented with the Sports Personality Award trophy for her outstanding contribution to many different sporting groups in the village over the past year.

Five members of the public were present.

CSO Smith had sent his regrets at being unable to attend.

Ward Councillor Pemberton was in attendance prior to the start of the Meeting and advised the Council of the gravity of the financial cuts in local government spending which were anticipated.

**1. Apologies for Absence.**

**Decision:** There were no apologies for absence.

**2. Declarations of interest.** Cllrs Jolley and Pascoe declared a non-prejudicial interest in Items 12 and 13.

**3. Minutes of the last meeting.**

**Decision:** The minutes of the last Meeting were confirmed as an accurate record.

**4. Public Consultation.** Members of the public were invited to comment on, or ask questions about, any of the agenda items. None took up the offer.

**ACTION**

**Clerk**

5. **Payment of Invoices.**

**Decision:** The following invoices were approved for payment: Grass Cutting (£20), Clerk's Salary (£872.78) and Expenses (£159.32).

Clerk

6. **Payment for work on the Stocks.**

**Decision:** Approval of further payment of £ 325 (exc VAT) for the provision of a roof over the Stocks was approved.

Clerk

7. **Biggs Lane Ramp.** The initial design of the Ramp had proved unsatisfactory and work had already been carried out under Financial Regulation 3.4 to modify it. Further work was necessary to provide a durable top surface and accompanying hard landscaping in order to blend the ramp in with its surroundings and improve safety in the immediate area.

**Decisions:**

Retrospective approval was given for the expenditure of £350 (exc VAT) for work which had already been carried out.

Clerk

A working group comprised of Finance Group members would determine what further work was required and produce a detailed specification which would be put out to tender. Providing the cost was no more than anticipated, the group was authorised to proceed to have the work carried out by the contractor who submitted the quotation which provided best value.

Fin Gp

8. **Parish Paths Partnership (P3).**

9. **Lengthsman Scheme.**

10. **Financial Regulations.**

The issues involved in Items 8, 9 and 10 were found to be interleaved and these items were discussed as a block. There was a concern that councillors were unsighted on work being carried out under the Lengthsman and P3 schemes, resulting in situations where they were unable to fully answer parishioners queries about work planned and in progress. The balance between the degree to which Council should exercise control over individual projects and the advantages of allowing project supervisors a degree of managerial freedom was carefully considered.

**Decisions:**

The Lengthsman and P3 Managers would be given the opportunity to report on scheduled and completed work at every future Council Meeting.

Cllr Colley  
Cllr Clark

The amendment to Section 8 of the Financial Regulations, at Annex A, was approved.

The budgetary limit of £200 detailed in Section 3.4 of the Financial Regulations would be increased to £300.

All

11. **Planning Applications.** Planning Applications for The Bull Box (DMCE/1011135/FH - Replacement of outbuilding with timber framed garages & workshop.) and the Former Petrol Station (DMCE/1011301/F - Amendment to CE0009/1637/F to construct X 3-Bedroom Houses in lieu of 1X4-Bed House.)

were considered.

**Decisions:** Both applications were recommended for approval.

**12. Pavilion Waste Water System.** Item still being researched. **Ongoing.**

**13. Improvements to the Pavilion and the Recreation Field.** An informal meeting with the FRFA had taken place and number of ideas were being initially considered, including improvements to the toilet facilities, furniture, floor coverings and measures to reduce energy consumption. **Ongoing.**

**14. Replacement of the Bench in Court Garden.** The existing bench had been vandalised and needed replacing. A metal bench would be more durable and costs and design were being investigated. It was possible that Holme Lacy Agricultural College might be interested in manufacturing a bench. **Ongoing.**

**15. Court Garden Plants.** A number of plants had been stolen and some replanting would be required in the Autumn to maintain the appearance of the garden.

Decision: The sum of £60 was approved for the purchase of plants.

**16. Village Web Site.** Item deferred. **Ongoing.**

**17. Council Official Postal Address.** A permanent address was required for the registration of legal ownership of Biggs Lane.

**Decision:** The current Chairman's address at Caplor farm would be used.

**18. Footpath between Lucksall and Holme Lacy Bridge.** Discussions had taken place with the owner of Lucksall Caravan Park, who was keen to have the path improved and to provide assistance in achieving this. However, the path was alongside a busy highway and this limited the extent to which the Council could safely carry out work. It was also unclear who owned the land involved.

**Decisions:**

Herefordshire Council would be asked to carry out improvements to the path.

The Caravan Park owner would be thanked for his support and assured that he would be kept up to date on future actions.

**19. Street Lighting.** A request from CRAG to support turning off street lights at midnight was considered. Neighbourhood Watch and local police authorities had raised no objections.

Decisions:

Herefordshire Council would be asked for their policy on street lighting and to advise on the viability of the proposal.

Parishioners would be asked in the Flag to forward any comments they had on the proposal.

Clerk

Cllr Colley

Cllr Jones

Cllr Colley  
Cllr Daines

Clerk  
Cllr Corby

Clerk  
Chairman

Clerk

Cllr M Williams

Clerk

Clerk

## **20. Minor items and Announcements.**

Lois Newman had been thanked for her work as Internal Auditor over the recent months and for offering to act as the Auditor for next year.

There would be a CRAG-organised visit to the Waste Recycling Centre on 13 Sep. Any councillors wishing to attend should contact Cllr Boothman or Jane Straker soonest.

There would be a CRAG barbeque/picnic at Caplor farm on 18 Jul with a number of demonstrations of energy-saving devices.

A parishioner had suggested that a pedestrian crossing outside West End Stores would be advantageous.

It was understood that the owner of the New Inn would be amenable to having the Parish's telephone box located on his property.

Any financial information received from the FRFA would be made available to councillors.

The Church had implemented a number of promising measures to control parking in Caplor Lane. Moves to investigate the installation of yellow lines were not being pursued further.

The Tourist Notice Board had been refurbished at no cost to the Council.

The Perspex cover over the Post Office notice board was still in need of replacement.

The Council's Emergency Co-ordinator had attended an Emergency Co-ordinators training session.

The markings on the Recreation Field track were being made more prominent.

*Jem Bateman*

Clerk to the Council

Annex A: Amended section of Financial Regulations (Section 8).

### **Annex A to Fownhope Council Meeting Minutes 7 Jul 10**

#### **8 ORDERS FOR WORK, GOODS AND SERVICES**

- 8.1 An official order or letter is to be issued for all work, goods and services, other than for work being carried out under ongoing Lengthsman and Parish Paths Partnership projects, unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 8.2 Quotations for work contracts are to be forwarded in advance of work commencing to the RFO who, after obtaining approval from the Council, is to advise contractors in writing that the quotation has been accepted and that work is authorised to go ahead. Any subsequent variations to contracts are to be treated similarly. Contractors are to be

advised in writing that no variations to, or work beyond, that contracted for should be undertaken without further written authorisation.

8.3 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 9 (I) below.

8.4 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order and in the case of new or infrequent purchases or payments the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.