



## FOWNHOPE PARISH COUNCIL



### MINUTES OF THE PARISH COUNCIL MEETING HELD ON 6<sup>th</sup> APRIL 2011

**Present:**

Gareth Williams (Chairman), David Clark, Derek Colley, Ann Corby, Fred Jolley, Hilary Mansell, Peter Daines

**In attendance:**

M Preedy (Parish Clerk)  
Five members of the public

**Action**

**1. Apologies for absence**

**Resolved:** Apologies for absence were accepted from Cllrs Jean Boothman, John Jones, John Hardwick, David Pascoe and Martin Williams. Ward member Josie Pemberton

**2. Declarations of interest**

None declared

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

**Resolved:** Minutes from the meeting held on the 2<sup>nd</sup> March 2011 were approved and signed by the chairman.

**4. To receive brief verbal report from ward member Councillor Pemberton - Absent**

**5. Public Consultation.**

A comment was raised regarding agenda item 6 d).

**6. Finance**

- a) **Resolved:** the following invoices were approved;
- M Preedy £317.69, clerk's salary and expenses for March 2011
  - Tudors Building Supplies £173.95
  - D Colley (Arrow Plant hire reimbursement) £285.32
  - Sean Lynch (grass cutting) £375.00
  - M Dyer (lengthsman and P3 duties) £540.00
  - M Simmons (website hosting) £43.10
  - Information Commissioners Office, £35
  - HALC, subscription £240.67
  - John Meredith Plant hire, Biggs Lane, £3426.00
  - Acer Tree services, £330.00

**Clerk**

The Clerk was asked to include more details on the payments listed for approval.

- b) **Resolved:** the payment to Gordon Beddoes, for planting shrubs around the Recreation Field, of £225.00 was ratified

- c) **Resolved:** donation of £1000 to Fownhope PCC for churchyard maintenance was approved
- d) **Resolved:** the Clerk to inform contractors that all invoices must be received at least 7 days before a Parish Council meeting to enable details to be entered onto the agenda. Arrangements for payment of invoices during bi-monthly meetings to be discussed.
- e) **Resolved:** an amendment to the Financial Regulations governing tenders, quotations and estimates was approved. See appendix a)
- f) Following the Finance Group recommendation, Cllrs Clark and M Williams attended a meeting with the school and playgroup to discuss the provision of a community room.

Clerk

**Resolved:** Parish Council to pledge at least £5000 as a capital grant towards the new community room split over two financial years (2011/2012 and 2012/2013). Parish Council to decide proper and correct mechanism for donating money at the appropriate time.

Clerk

#### 7. **Future maintenance of pond on Recreation Field**

There was much discussion concerning the function and benefit of maintaining the pond.

**Resolved:** Cllr Colley offered to prepare a proposal for a channel and catchpit which will ensure better drainage of the pond and footpath. To be discussed at next meeting.

Cllr Colley

- 8. **Resolved:** the Planning Group made the following comment in respect of Canon House, Common Hill Lane, DMS/110193/F - Although the PC support the application, they have reservations over the number of trees to be felled and expect to see a separate application for works to trees in a conservation area. The Parish Council noted that Herefordshire Council would soon be sending planning applications and notifications electronically. Councillors commented that equipment would need to be supplied before they can be displayed at meetings.

Clerk

- 9. **Resolved:** Cllr Jolley gave a report from the latest FRFA meeting.

- 10. **To receive report from bus users meeting and agree action**  
Cllr Clark provided a report from the meeting where over 40 individuals attended. See appendix b)

**Resolved:** Clerk to respond to tender notifications once they are received stating that the Parish Council wishes to retain existing service levels. Parish Council to explore possibility of providing a monthly shopper service to Ross on Wye for a trial period in conjunction with other Parish Councils. Parish Council to improve Church Croft shelter. Ideas to be presented at next meeting.

Clerk  
Cllr Clark  
Cllr Colley

**11. Pavilion**

- a) **Resolved:** Invite Queen Elizabeth Fields in Trust representative to talk to the Parish Council
- b) **Resolved:** Energysure fund not applicable for Pavilion funding
- c) **Resolved:** Parish Council to write to FRFA to offer to resolve problem with soakaway. Cllr Colley to draw up a proposal for a solution.

**Clerk**  
**Clerk**  
**Cllr Colley**

**12. Resolved:** apply for free tree pack from Herefordshire Council. Liaise with Fownhope CRAG.

**Clerk**

**13.** An update on P3 work completed was provided including drainage works on bridleway on Common Hill. Thanks were expressed for Cllr Colley for his design and supervision.

**Resolved:** P3 programme for 2011 confirmed. See appendix c)

**Cllr Clark**

**14. To confirm work for the Lengthsman**

**Resolved:** the Spring programme for the lengthsman was confirmed.

**Cllr Colley**

**15. To report any highway defects to the Clerk**

**Resolved:** the Clerk confirmed that she had been chasing up the problem with the litter bin outside the hair dressers.

**Clerk**

**16. Minor items, announcements and updates on current projects (no discussion)**

Cllr Corby requested that the Council's litter pickers be located and returned to the Council.

Place progress of West Villas pavement on next agenda.

It was noted that as of 6<sup>th</sup> April all Parish Councils had to register for PAYE.

Thanks were given to Councillors who had decided to stand down. Thanks were also offered to the Chairman for his efforts over the last year.

*The meeting closed at 9.20pm.*

Signed:

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Chairman

Date

## Appendix a)

### 9. CONTRACTS

9.1 Procedures as to contracts are laid down as follows:

(a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:

(i) for the supply of gas, electricity, water, sewerage and telephone services;

(ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;

(iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

(iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;

(v) for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the RFO shall act after consultation with the Chairman and Vice Chairman of Council);

(vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

(b) Where it is intended to enter into a contract exceeding £20,000 for that year for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the RFO shall invite tenders from at least three firms to be taken from the appropriate approved list.

(c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

(d) Such invitation to tender shall be advertised in the press and shall state the general nature of the intended contract. The RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the RFO in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

(e) All sealed tenders shall be opened at the same time on the prescribed date by the RFO in the presence of at least one member of Council.

(f) If less than three tenders are received for contracts, or if all the tenders are identical, the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

(g) When it is to enter into a contract less than £20,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £500 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 8 (3) above shall apply.

(h) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

## Appendix b)

### **FOWNHOPE PARISH COUNCIL BUS USERS MEETING 4<sup>th</sup> April 2011**

40 people including 35 from Fownhope (including Hilary Mansell, David Clark in chair, Pam Colley, Jane Straker), Brian Duke from Mordiford PC, 1 from Canon Pyon (carer in Fownhope), 1 from Monkhide. Paul Williamson county transport manager, Community Wheels organiser. Nobody from other invited parishes

Apologies from 5 cllrs and 4 members of public

David Clark and Paul Williamson stressed the serious scale of the cuts. PW stressed that Fownhope PC was one of the two most councils in regard to bus services, and had made a good case for an improved service. The Fownhope Bus was well-used, county paid for 12 hour daily schedule – little merit in cutting one hour in late morning (eg 10.25) as the bus and driver could not be deployed elsewhere, nor was it worth cutting out Saturday afternoons.

**Universal support to seek to retain service levels.** Well-used, much valued.

Four ways to achieve cost savings:

- Integrate service with those funded by county education and Holme Lacy College, so more services could run by Holme Lacy and Rotherwas (though some concern about congestion on A49)
- Trim back lightly used services to Sufton Rise and Woolhope to save on fuel and running costs – latter may be better served
- Ask operator to offer family tickets (FirstBus and others already do this)
- Campaign to encourage more people to use the buses

**Proposed Ross weekly shopper bus** – no longer realistic to expect county to fund, suggestion that Fownhope and parishes fund a six month trial for a monthly shopper bus on one Thursday – either using a ‘conventional’ small bus (say 20 seater on which concessionary travel would be met by county) or by hiring a mini-bus from Community Wheels. George Young currently run weekly morning services for HCC for £3200pa (Newent to Hereford via Fownhope) so a monthly service for a 6month trial might cost £500, or £800-900 pa if proved worthwhile. Costs would be shared which be shared with parishes benefitting.

**Church Croft shelter** - not providing adequate shelter. Request that county provide better shelter with seat (2++ year wait) or that FPC add Perspex? to make the shelter rain-proof, and install wider seat