

# **BODENHAM FLOOD PROTECTION GROUP**

## **MINUTES OF THE BODENHAM FLOOD PROTECTION GROUP'S ANNUAL GENERAL MEETING AT THE SIWARD JAMES CENTRE AT 7.30PM ON TUESDAY, 28<sup>TH</sup> AUGUST 2012**

| <b>ITEM</b>  | <b>ACTION</b> |
|--|---------------|
| <p><b><u>ITEM 1 – WELCOME BY CHAIRMAN</u></b></p> <p>1. The Chairman welcomed everyone to the 2012 Annual General Meeting. There were 30 members present and apologies were received from Mr Minchin, Mr Rice, Mr Stephens, Mr Tilford, Mr &amp; Mrs Bowden and Mr &amp; Mrs Hemming.</p>  |               |
| <p><b><u>ITEM 2 – ELECTION OF COMMITTEE MEMBERS AND AREA REPRESENTATIVES FOR 2012-13</u></b></p> <p>2. The Chairman explained that, as the BFPG was a sub-group of the Parish Council, its election procedure had to conform to that used by the Council. He would stand down as Chairman, but remain in the room while the Secretary conducted the election of the incoming Chairman.</p> <p>3. The Secretary took the chair and reminded the Meeting that nominations for all appointments had closed on 15<sup>th</sup> August and that, whilst all the existing members of Committee had agreed to remain in post for a further year, no one had offered themselves as Chairman. She asked members if there was anyone who would be willing to take on this role. There being no response, she asked Cllr Mitcheson if he would be willing to continue as Chairman. He agreed to do so, albeit with some reluctance.</p> <p>4. The proposal for Cllr Mitcheson to remain as Chairman was made by Mr Clark, seconded by Mr Sebbage, and agreed unanimously.</p> <p>5. Cllr Mitcheson then resumed the Chair and conducted the election of the Secretary. He informed the Meeting that no one had come forward to take on this post and that the present Secretary would remain if there were no other contenders. The proposal for the Secretary to continue in post was made by Mr Harris, seconded by Mr Brown and agreed by all present.</p> <p>6. All the remaining Committee Members and Area Representatives had agreed to serve for a further year. Their formal election was proposed by Mr Nicolson, seconded by Mrs Avery and unanimously agreed. A list of all those elected for 2012-13 is attached at Annex A.</p> |               |
| <p><b><u>ITEM 3 – MINUTES OF THE LAST MEETING</u></b></p> <p>7. The Chairman then asked the Meeting to approve the Minutes of the July Meeting. This was proposed by Mrs Clark, seconded by Mr Nickols and agreed.</p>   |               |

| ITEM  | ACTION                |
|---|-----------------------|
| <p><b><u>ITEM 4 – MATTERS ARISING</u></b></p> <p>8. <b><u>Project Bodenham Update.</u></b></p> <p>a. The Chairman reported that progress was being made and that only one property was now waiting for a barrier to be fitted. Once this had been done, Project Bodenham would be effectively complete. (<b><u>Afternote</u></b>. The Secretary was notified on 17<sup>th</sup> September that this final barrier has now been fitted).</p> <p>b. However, he expressed a note of caution. At the July Meeting some members had reported that it had taken them much longer to fit their barriers than they had expected and he reminded those with flood protection equipment that it was essential to practise fitting it.</p> <p>c. He went on to say that recent tests had shown that the Flash Flood Doors fitted to two properties are not completely watertight. This appears to be because of faulty seals and UK Flood Barriers Ltd are taking up the issue with the manufacturer. However, it highlighted, again, the need for everyone who has flood protection equipment to know how to fit it in an emergency and, so far as possible, to check that it remains in good working order. (<b><u>Afternote</u></b>. UK Flood Barriers visited these properties again, made further adjustments to the door seals and tested them. They have told the Secretary that they are now confident that these doors are now watertight).</p> <p>9. <b><u>The ‘Buddy System’.</u></b></p> <p>a. The Chairman reminded the Meeting of the ‘Buddy System’ which is designed to ensure that all those who need help in an emergency have one or (preferably) more members who are able to assist them. Those who need help may be old or infirm, but equally they may be people who need assistance because they are away from home a lot at work or on business, or because they have several barriers to fit.</p> <p>b. The Chairman noted that the system is still in its infancy and rather <i>ad hoc</i> at present. As discussed at the July Meeting, it needs to be put on a firmer footing and the Secretary had prepared a chart listing those who may need help. He asked that members should complete the chart to indicate if they needed help or, if they already had a ‘buddy’, to ensure that their name was on the “Buddy List”.</p> <p>10. <b><u>Visit of the CEO Herefordshire Council.</u></b></p> <p>a. The Chairman recalled that during the visit of Mr Chris Bull, the CEO of Herefordshire Council, to the Parish on 18<sup>th</sup> June he had raised with Mr Bull two issues – the need to replace the culverts at the Ketch Lane junction and the need to clear the culvert in Mr Pugh’s field.</p> <p>b. To date there had been no response from Mr Bull and the Chairman reported that at the Parish Council Meeting on 6<sup>th</sup> August he had asked our District Councillor, Cllr Jeremy Millar, to pursue the matter on the Group’s behalf.</p> | <p>All</p> <p>All</p> |

| ITEM   | ACTION   |
|--|--|
| <p>c. Mr Bull is apparently due to leave Herefordshire Council, but the Chairman promised members that he would keep up the pressure for an answer from him before he departs. (<u>Afternote</u>. The Chairman raised the matter again with Cllr Millar at the Parish Council Meeting on 3<sup>rd</sup> September).</p> <p>11. <b><u>BFBG Bonfire Party</u></b>. The Chairman reminded members that at the July Meeting the date of the Bonfire Party has been changed from Saturday, 29<sup>th</sup> September to <b>Saturday, 6<sup>th</sup> October</b>. The Secretary would send out notification of this with the Minutes of the present Meeting.</p> <p>12. <b><u>Fly Tipping</u></b>.</p> <p>a. The Chairman recalled that two points had been raised at the July Meeting:</p> <p>(1) The need for a ‘No Fly Tipping’ notice where Smeadal Lane joins the C1121. This had been raised again at the Parish Council Meeting on 6<sup>th</sup> August and the Parish Clerk had been instructed to obtain such a notice.</p> <p>(2) The dumping of rubbish in the ditch in Ketch Lane. The Parish Clerk had been asked to arrange for this to be cleared by either Amey or the Lengthsman.</p> <p>b. The Chairman added that the need to clear the ditch in Chapel Lane had also been mentioned. The problem there had been exacerbated by BT who had dumped tree trimmings in the ditch. Clearing it is a task beyond the capability of the Lengthsman, so the Chairman said that he had asked the Parish Clerk to request that Amey should do it.</p> <p>13. <b><u>Grants</u></b>. At the last Meeting the Treasurer had stated that he had tried to get in touch with Herefordshire Council’s Head of Grants only to discover that the latter was on holiday. He had arranged for his call to be returned when the officer returned to duty. The Treasurer reported that he had still not heard from the Head of Grants and would contact him again.</p> | <p><b>Chairman</b></p> <p><b>Secretary</b></p> <p><b>Treasurer</b></p> |
| <p><b><u>ITEM 5 - TREASURER’S REPORT</u></b></p> <p>14. The Treasurer gave his Annual Report, a copy of which is attached at Annex B. He drew members’ attention to the following points:</p> <p>a. The VAT refund had not yet been received for the purchases of the pump hoses and plastic sheeting.</p> <p>b. There had been an increase in donations to the Group in 2012.</p> <p>c. However, the final balance for 2012 would be lower than in 2011 owing to the purchase of new equipment needed by the Group.</p> <p>d. Finally, two outstanding invoices still had to be paid for the hire of the Siward James meeting room and this would have to be added to the final</p>   |  |

| ITEM  | ACTION                              |
|---|-------------------------------------|
| <p>expenditure for the year.</p> <p>15. The Chairman thanked the Treasurer for all his hard work throughout the year. Mr Brown then proposed that the accounts be approved; this was seconded by Mr Nickols and agreed.</p> <p>16. Mr Grumbley said that all the members of the Group should be congratulated on the excellent work done over the last twelve months. It had been an outstanding year for the BFPG with the Pride of Herefordshire Award Trophy and Certificate, the positive reporting of the Group's activities in the <i>Hereford Times</i>, the installation of the telemetry system courtesy of Rod Hawnt of Hydro-Logic, and of course the appearance of the Group on ITV's Tonight programme on "Weird Weather". The Chairman joined him in thanking all the members of the Group for their continued support in all its activities.</p>   |                                     |
| <p><b><u>ITEM 6 – FUTURE PLANS</u></b></p> <p>17. The Chairman reported that, unfortunately, the previous working party session on 17<sup>th</sup> August had had to be cancelled because of bad weather and the next one this coming Friday, 31<sup>st</sup> August had also been cancelled because it clashed with the Grand Concert in Bodenham Parish Church. He said that the Group were reasonably on top of the maintenance work, so these cancellations have not created a problem, but, as he had mentioned before, the Group cannot afford to become complacent.</p> <p>18. <b><u>Working Party Dates for September.</u></b></p> <p>a. <b><u>Friday, 7<sup>th</sup> September at 6.30pm.</u></b> This will replace the Working Party session that was due to have taken place on Friday, 31<sup>st</sup> August. Those members who would like to help should meet at the Brockington Road Bridge at 6.30pm when the Operations Officer will decide what work is to be carried out. The Secretary will send out an email reminder in advance.</p> <p>b. <b><u>Friday 21<sup>st</sup> September at 6.00pm.</u></b> The location will be announced at the working party session on 7<sup>th</sup> September. (<b><u>Afternote:</u></b> Those members who would like to help should meet at the Brockington Road Bridge <b><u>at the earlier time of 6.00pm</u></b>).</p> <p>c. <b><u>Friday 5<sup>th</sup> October at 6.00pm.</u></b> The venue will be decided at the next monthly Meeting.</p> | <p>All<br/>Secretary</p> <p>All</p> |
| <p><b><u>ITEM 7 – ANY OTHER BUSINESS</u></b></p> <p>19. <b><u>Funding of a New Box Culvert.</u></b></p> <p>a. The Chairman was asked about fund-raising for the replacement of the Ketch Lane culverts. He reminded members that there had been two hydrology reports on the Millcroft Brook, one commissioned by Herefordshire Council and the other provided by Rod Hawnt of Hydro-Logic. Both had confirmed that the twin culverts which run under the Millcroft Road/ Ketch Lane junction lacked the capacity to deal with peak flows down the Brook and both had recommended</p>   |                                     |

| ITEM   | ACTION  |
|--|---|
| <p>that these should be replaced. It was difficult to judge what the cost might be, but in his cost/ benefit analysis for Herefordshire Council, Mr Falkner had suggested a figure of £130K.</p> <p>b. During the course of various discussions with the Environment Agency and Herefordshire Council, the Chairman had gained the impression that, if the Group were to raise money towards such a replacement project <i>via</i> grants and local fund-raising, this would improve the prospects of it being made a priority by the local authority. He pointed out to members that the recent Environment Agency grant of some £160,000 for property-level protection in the Village was an example of just such a process. A significant factor in the grant being given to Bodenham was the fact that the Group had demonstrated that the local community was prepared to come together and take action to help itself. The replacement of the Ketch Lane culverts was likely to be viewed in a similar light. As to how much would need to be raised as a contribution towards the project to make it a priority, the Chairman said that he did not know, but that he felt that a figure of £20,000 to £30,000 might be attainable over a period of years and might be sufficient to demonstrate the local commitment necessary to tip the balance.</p> <p>20. <b><u>Automatic Air Bricks</u></b>. Mr Brown asked if there was a UK Flood Barrier tool to allow the front of the automatic air bricks to be removed for cleaning. The Secretary said that she would find out.</p> <p>21. There being no further business the Meeting was closed at 8.05pm.</p> <p>22. The next Meeting will be on Tuesday, 25<sup>th</sup> September 2012.</p> | <p style="text-align: center;"><b>Secretary</b></p> |

**K.A Mitcheson**  
Chairman

25<sup>th</sup> September 2012

**BFPG COMMITTEE AND AREA REPRESENTATIVES 2012**

The undermentioned were duly elected to serve for a further 12 months

| <b><u>Position</u></b>               | <b><u>Name</u></b> |
|--------------------------------------|--------------------|
| <u>Chairman:</u>                     | Tony Mitcheson     |
| <u>Treasurer:</u>                    | Tony Clark         |
| <u>Secretary:</u>                    | Babs Mitcheson     |
| <u>Operations Officer:</u>           | Mike Stephens      |
| <u>Assistant Operations Officer:</u> | Robin George       |

**Area Representatives****The Moor:**

|   |                                |
|---|--------------------------------|
| <u>The Moor Road:</u>                                       | Tony Clark                     |
| <u>Orchard Close:</u>                                       | Mike Stephens/Robert Pritchard |
| <u>Chapel Lane:</u>   | Robert Pritchard               |
| <u>Brockington Road –North<br/>Nos 2 – 30:</u>              | Simon Dowler                   |
| <u>Brockington Road – North<br/>Nos 1 – 32 and 32 - 44:</u> | Rebecca Burnill                |
| <u>Brockington Road – South:</u>                            | Gwen Bowden                    |
| <u>Siward James Close:</u>                                  | Iris Evans                     |
| <u>Ash Grove Close:</u>                                     | Jean Fryer                     |
| <u>Ash Grove View:</u>                                      | David Harris                   |
| <u>Millcroft Road:</u>                                      | Barbara Gibson                 |

**Bodenham Village:**

|   |                        |
|---|------------------------|
| <u>Bridge to War Memorial:</u>              | Simon Nickols          |
| <u>The Church and<br/>Bodenham Village:</u> | David Ayshford-Sanford |
|   | Mike Mullenger         |

**BODENHAM FLOOD PROTECTION GROUP****INCOME & EXPENDITURE ACCOUNT**  
**THE YEAR ENDED 28<sup>th</sup> AUGUST 2012****INCOME**

|   |          |
|---|----------|
| Balance c/f   | £1704.09 |
| Refreshments 12 <sup>th</sup> & 13 <sup>th</sup> Sept | £7.35    |
| Prize Money Pride of Herefordshire                    | £100.00  |
| Know Your Flood Risk                                  | £61      |
| Quiz Night  | £342     |
| Raffle  | £118     |
| Auction - Bottle of Champagne                         | £25      |
| Bottle of Wine Sold                                   | £3       |
| Donations   | £70      |
| Coffee Morning  | £327.50  |
| Donations   | £102.50  |
| 9 Loo Bungs sold to members                           | £302.40  |
| VAT paid back on Loo Bungs                            | £100.80  |
| VAT paid back on Loppers                              | £26.23   |
| VAT paid back on Helmet                               | £4.25    |
| VAT paid back on Brushcutter                          | £63      |
| Amey paid for 2 Loo Bungs                             | £67.20   |
| TV Company paid for 1 pair Waders                     | £50      |
| D. Pritchard paid for Trailer                         | £20      |
| Anonymous Donation                                    | £20      |
| Donation from Mr A. Chatwin                           | £20      |
| Bar-B-Q Raffle  | £53      |
| VAT paid back on Hoses                                | £33.31   |

**£3620.63****EXPENDITURE**

|   |          |
|---|----------|
| Paper & Ink Secretary                   | £50      |
| 1 pair of Waders                        | £20      |
| 6 Metal Buckets                         | £41.94   |
| Removal of Bags of Silt                 | £40      |
| Postage for Product Selection Forms     | £5.90    |
| Hire of Room @ Siward James             | £72      |
| Know Your Flood Risk (Food etc)         | £15.38   |
| Wine, food etc for Quiz Night           | £67.96   |
| Hire of Parish (Quiz Night)             | £30      |
| Hire of Room @ Siward James             | £57      |
| Helmet with ear defenders & visor       | £25.50   |
| Brushcutter                             | £378     |
| Loo Bungs (15)                          | £604.80  |
| Loppers (5)                             | £157.40  |
| Hire of Room @ Siward James             | £ 13.50  |
| Hoses, Couplers etc for BFPG Pumps      | £199.82  |
| Rebecca Burnill (Bar-B-Q meat etc)      | £62.22   |
| Jennifer Easson (Meat Balls)            | £8.40    |
| Alex Avery (Plastic Sheet for SandBags) | £33.28   |
| Balance c/f                             | £1737.53 |

**£3620.63**

**BODENHAM FLOOD PROTECTION GROUP**

# **BONFIRE PARTY**



**Saturday 6<sup>th</sup> October 2012**

**6.30pm**

**AT MILLCROFT FARM**

**Sausage Rolls and Mulled Cider provided**

**BRING YOUR OWN FOOD AND DRINK IF YOU  
WANT SOMETHING ELSE!**

To help with catering, please let Babs Mitcheson know  
**by 1<sup>st</sup> October**  
if you and any family or friends plan to attend

[BabsMitcheson@aol.com](mailto:BabsMitcheson@aol.com)

or

**01568-797170**