

BODENHAM PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING
HELD AT THE SIWARD JAMES CENTRE
at 7.30 pm on Monday, 5th January 2015**

Present: Cllr Roger Austin, Cllr Alec Avery, Cllr Bob Clarke, Cllr Stan Davis, Cllr Dennis Jackson, Cllr Pam James-Moore, Cllr Tony Mitcheson (Chair), Cllr Jeff Pollard, Cllr Rhian Powell.

District Councillor Jeremy Millar was also present.

11 members of the public were present at the start of the Meeting.

1. Introduction: Presentation by Representatives of Bell Homes and Hughes Architects.

1.1 Mr Doug Hughes of Doug Hughes Architects and Mike Jelf and Martin Ricketts of Bell Homes gave a presentation on the proposed development of the land opposite England's Gate Inn, which has received outline planning approval with all matters reserved.

1.2 Mr Jelf circulated copies of a drawing of Bell Homes' proposed layout for the site. He explained that the entrance to the site had not been moved since the previous discussion with the Parish Council. The existing bus stop and telephone box opposite England's Gate Inn would therefore remain *in situ*, while a new footpath and a doubled amount of 520m² of public open space had been added to the scheme, with existing hedgerows and screening being retained wherever possible. He confirmed that the intention was still to build 40 houses on the site, of which 35% would be social or affordable homes.

1.3 Cllr Mitcheson asked about the sizes of the houses. Mr Jelf replied that the houses would have between two and five bedrooms.

1.4 Cllr Mitcheson remarked that one of his concerns was that, by being placed all together at the North-West corner of the site, the affordable housing units were both very visible and very close to England's Gate Inn. He suggested that they should be separated from each other and placed further back from the C1125. Cllr Clarke added that Hughes Architects had been responsible for the development in Sutton St Nicholas next to the new school, where the affordable housing had been placed next to the C1125, which was precisely what was not wanted in Bodenham. Cllr Powell commented that the new development in Sutton opposite the old school seemed to her to be more diffuse and to give the appearance of having evolved, rather than having all been built at the same time. Mr Jelf said that the provision of an increased amount of public open space would provide a buffer between the houses and England's Gate Inn. Cllr Mitcheson replied that his understanding from the Herefordshire Council Planning Committee hearing had been that Councillors there had also been concerned to screen the development from the Inn.

1.5 Cllr Clarke commented that the affordable housing units appeared to be identical to each other and next to each other. He asked whether they could be placed more randomly around the site. Mr Ricketts said that doing this was called 'pepper-potting' and would make management of the affordable housing more difficult. Cllr Clarke responded that, nevertheless, the affordable housing units should not be all in one place. Cllr Mitcheson added that complete intermingling between the affordable and non-affordable housing units was entirely possible. Mr Jelf said that the distribution of the two types of housing on the site could be looked at again.

1.6 Cllr James-Moore asked about the garages in the development. Mr Jelf said that the garaging was a mixture of car ports and both integral and separate garages.

1.7 Cllr James-Moore went on to ask why the entrance to the site had not been moved to be opposite Millcroft Road. Mr Ricketts said that for reasons of visibility and safety - and to retain the bus stop and the telephone box - the entrance should not be located opposite Millcroft Road. The proposed location had, in fact, largely been dictated by Herefordshire Council's Transport Officer.

1.8 Cllr Mitcheson asked about the current status of the Section 106 agreement. Mr Hughes said that a Section 106 heads-of-terms agreement was in place and it was anticipated the funding from this would be used to enhance the existing playground and to install a footpath in Millcroft Road between the C1125 and Brockington Road to the extent that this was possible. Cllr Mitcheson went on to ask about the phasing of the project, to which Mr Jelf and Mr Hughes replied that it was not the intention that the development should be phased. However, they agreed that the order in which the houses were built should be such that, should the project be halted midway (because, for example, of a downturn in the market), the site would be left with a coherent layout.

1.9 Cllr Mitcheson next turned to the issues of sewerage and water drainage from the site. Mr Jelf said that a ground investigation had been undertaken. Mr David Tilford pointed out that the existing sewage system in the Village was already overloaded and, in particular, the pumping station in Millcroft Road was so lacking in capacity that it often had to be cleared by tankers. In consequence, there was serious local concern that any development would make matters worse and he understood that to meet the needs of the development a new underground sewage pipe would need to be installed along Millcroft Road and across the field to the main pumping station in Ketch Lane. Mr Jelf said that Welsh Water considered the existing system to be adequate, but Bell Homes would be obliged to meet Welsh Water's requirements. Mr Tilford then asked about the need for a Sustainable Urban Drainage System (SUDS) for the development. Mr Jelf replied that most surface water would be retained on the site and, if necessary, be drained into the local system in accordance with conditions laid down by Herefordshire Council.

1.10 Cllr Mitcheson asked whether local residents could be given the opportunity to see and discuss Bell Homes' proposals, in particular the layout, size and style of the houses, perhaps *via* an exhibition, such as Bovis Homes had arranged for their proposed development of Shuker's Field. Mr Jelf said that Bell Homes would be happy to put on an exhibition, perhaps at half term or on a Saturday. Cllr Powell asked whether the firm had a website gallery, where house styles could be viewed. Mr Jelf confirmed that the website (<http://www.bellhomes.com>) contained a gallery.

1.11 Cllr Mitcheson thanked Messrs Hughes, Jelf and Ricketts for taking the time to describe the proposed development and to answer questions and noted that they would be in touch over the selection of a date and venue for an exhibition.

2. **Apologies for Absence.** An apology for absence was received from Cllr Robin Knott.
3. **Declarations of Interest.** Cllr Powell declared an interest in Item 8 and Cllr Mitcheson declared an interest in Items 5.4 and 8.
4. **Minutes of the Previous Meeting.** The Minutes of the Meeting held on 1st December were accepted as a correct record (Proposer; Cllr Austin; Seconder; Cllr Jackson).
5. **Matters Arising from the Minutes.**
 - 5.1 **Minute 5.3: Patient Consultative Group.** The Clerk reported that he had still heard nothing from The Marches Practice and that Cllr Clarke had been unable to provide any further clarification of what the Patients Consultative Group did. The Clerk was instructed to pursue the matter further. **ACTION: CS**
 - 5.2 **Minute 5.4.3: Road Safety.** The Clerk reported that he had emailed Mrs Justine Heath at Balfour Beatty about various road safety matters, but had not received a reply. He added that he had again placed an item in the *Newsletter* asking for volunteers to join the prospective Community Speed Watch team and that Mr Geoff Booth had volunteered to join the Team, which now had three of the required six members. Cllr Clarke volunteered to join the Team, thereby increasing the number to four. The Clerk was instructed to repeat the call for volunteers in the February *Newsletter*. **ACTION: CS**
 - 5.3 **Minute 5.5: Telephone Box.** Cllr Clarke reported that Mr Jonathan Sant had painted the telephone box, constructed the shelves and prepared the signs, and that an opening date of mid-February was planned. Cllr Clarke further reported that Mr Sant had books for the library, but would welcome donations of more. Cllr Powell asked whether particular types of books were preferred. Cllr Clarke said that he was unsure about this, but,

if any books were deemed unsuitable or if there was a surplus, he would donate these books to a charity. The Clerk was instructed to ask Mr Sant about books and to consult him about an item to be placed in the February *Newsletter*. **ACTION: CS**

5.4 **Minute 5.6: Trees on the Village Green.** Cllr Mitcheson declared an interest in this Item. The Clerk reported that he had obtained a second quotation for the felling of the two trees on the village green. Cllr Jackson asked whether a quotation had been received from Mr Mike Stephens. The Clerk said that he had emailed Mr Stephens at two email addresses, one of which did not seem to be operative, and had sent a reminder to the operative address. Mr Stephens said that he now used a different email address. The Clerk was instructed to obtain a quotation from Mr Stephens. **ACTION: CS**

5.5 **Minute 5.10: Quotations for a Path to the Chapel Lane Bus Shelter.** The Clerk reported that he had recently asked for a quotation from Mr Robert Parker, who had not had time to reply. The Clerk further reported that he had contacted Balfour Beatty about the installation of a path, as instructed, but had received no reply. The Clerk was asked to continue pursuing the issue. **ACTION: CS**

5.6 **Minute 8.1: Footpath Officer.** The Clerk reported that he had been advised by Herefordshire Council about the procedure for appointing a Footpath Officer and had passed details of the procedure to Mrs Mandy Cole.

5.7 **Minute 12.1 Setting the Precept.** The Clerk reported that he had requested a precept of £11,500 from Herefordshire Council and had been advised that this had been accepted.

5.8 **Minutes 1 and 17.1: Solar Farm.** The Clerk reported that he had asked the Clerk for Marden Parish Council for feedback on the presentation at their meeting on 12th January by EcoNRGSolutions Ltd on the proposed solar farm on the Bodenham-Marden boundary.

6. **Opportunity for Members of the Public to Address the Parish Council.**

6.1 Mrs Eileen Watson asked about books for the new telephone box library. Cllr Powell suggested that Mr Jonathan Sant be invited to the next Meeting to outline his proposals, which the Clerk was instructed to do. See also Minute 5.3. **ACTION: CS**

6.2 Mrs Watson also asked about installing SIDs and gates on the A417. Cllr Mitcheson said that the Parish Council was working on these. See also Minute 5.2.

7. **Councillors' Reports on the Parish Plan.**

7.1 **Communications.** Cllr Mitcheson said that he had nothing to report.

7.2 **Road Safety.** See Minutes 5.2 and 6.2.

7.3 **Health.** Cllr Powell reported that cabinets for the defibrillators had been ordered. £1,022 had been raised from the total of £1,424 needed, not including the fitting of the cabinets by Sean Stanley Builders Ltd of Marden, subject to the approval of Mr Stanley by the Practice Manager at the Marches Surgery. Cllr Powell said she understood that the cost of fitting the cabinets would be very small. She added that the Head of Bodenham School was happy for children at the School to be trained in the use of the defibrillators. She concluded by saying that she would be writing to Mrs Sue Hack to request a grant from the Bodenham Community Charity. **ACTION: RP**

8. **Finance.**

8.1 **Monthly Accounts.** The Clerk confirmed that the accounts had been circulated as a spreadsheet, which was then displayed. The accounts were then approved (Proposer; Cllr Pollard; Seconder; Cllr Jackson), and are attached as Annex A.

8.2 **Invoices.** Cllr Clarke proposed and Cllr Pollard seconded that the following invoices be paid and their payment was agreed:

- Dr R Powell (Defibrillator cabinets)	£624.00
- Mrs B A Mitcheson (Neighbourhood Plan ink cartridges)	£85.95
- Leominster Community Resource Centre (December/January Newsletter)	£185.00
- Clerk's expenses (stamps, stationery, cartridge, paper)	£15.64
- Data orchard CIC (Neighbourhood Plan Survey Analysis)	£1899.30

9. **Planning.**

9.1 The following planning applications were considered in the light of reports from the Planning Sub-Committee and planning statements from Mr David Tilford, together with objections relating to the first application:

- **143550/FH: Meadow View, The Moor: Demolition of redundant single storey porch: proposed two storey pitched roof extension**
- **143658: Maundfield House: Proposed two-storey rear extension.**

9.2 The Parish Council recorded a decision of 'No objection' to each of the applications.

10. **Updates.**

10.1 **Bodenham Flood Protection Group.** Cllr Mitcheson gave a report, which is attached as Annex B.

10.2 **Parish Hall.**

10.2.1 Cllr Powell reported that the floor of the Parish Hall had been sanded and varnished.

10.2.2 She listed the dates of the Spring *Flicks in the Sticks* films and noted that there appeared to be no film in March, according to the *Arts Alive* website, perhaps because March screening of 'Mr Turner' was part of the Borderlines Film Festival programme. She added that the organisers of the *Flicks* programme in Bodenham had decided not to continue, so new organisers were being sought.

10.3 **Lengthsman.**

10.3.1 The Clerk reported that the Lengthsman had had no scheduled work in Bodenham in the past month. The Clerk requested that any suggestions for work for the Lengthsman be passed on to him.

10.3.2 He added that the New Lengthsman Scheme has been approved by Herefordshire Council and that advisory sessions would be held to explain how the Scheme will work and how parish councils can apply to join it.

10.3.3 He also reported that he had invoiced Herefordshire Council for the third quarterly payment for the Lengthsman for 2014-15.

10.4 **Neighbourhood Plan.**

10.4.1 Cllr Mitcheson reported that the analysis of the questionnaire data had been completed and that Mr David Tilford had prepared a summary, which would be considered at the next meeting of the Neighbourhood Plan Steering Group.

10.4.2 Cllr Mitcheson added that the final report on the use of the government neighbourhood planning grant had been sent to 'Locality'. The Parish had been awarded £5,424 of which 90%, *i.e.* £4,881.60, had actually been received. Of this £3,976.82 had been spent and the remainder, *i.e.* £904.78, would now have to be returned by 31 January. It is possible that a further grant of some £3,000 might be available from April.

10.4.3 Finally, he reported that a questionnaire from Herefordshire Council on the Parish's neighbourhood planning process had been completed and circulated. After consideration of the questionnaire, Cllr Powell proposed and Cllr Clarke seconded that it be sent to Herefordshire Council. This was agreed unanimously.

ACTION: CS

11. **Correspondence Not Previously Circulated.**

11.1 The Clerk reported that no correspondence had been received which had not previously been circulated.

12. **Other Business.**

12.1.1 **District Councillor's Reports.** Cllr Millar reported that he had circulated his December Report and that there would be no report in January.

12.1.2 **426 Bus Service.** He said that he had met Mr Phillip Brown (the Clerk for Risbury and Stoke Prior), Cllr Rone and a representative of First Bus to discuss the 426 bus service and a further meeting was planned, to which the Clerk would be invited. Cllr Millar added that he was to have a meeting with Cllr Rone to discuss the possibility of further funding for the bus service.

12.1.3 **Land Opposite England's Gate Inn - Section 106 Agreement.** Cllr Millar went on to say that he would talk to the planning officer dealing with development of the land opposite England's Gate Inn about the Section 106 agreement. He noted that the Parish Council needed to consider how any funding accruing from a Section 106 agreement might be used. Cllr Powell asked whether there was a separate component for education within a Section 106 agreement. Cllr Millar replied that he was unsure about this.

12.1.4 **Slurry Pit Planning Application.** Cllr Millar next reported that the planning application for a slurry pit on land owned by Eastfields Farm would be considered by the Herefordshire Council Planning Committee on 21st January.

12.1.5 **Parish Council Responses to Planning Applications.** He concluded by remarking said that in an informal conversation with the Planning Office complimentary remarks had been made about the quality of Bodenham Parish Council's responses to planning applications. Cllr Mitcheson said that most of the credit for this must go to Mr David Tilford and he thanked him for the contribution he had made to the Parish Council's work on planning matters in recent months.

12.1.6 **The Playground.** The Clerk reported that, given the possibility of Section 106 funding for playground improvements, he was to have a meeting with a representative of Sovereign Playground Systems, who had called him because they were in the area.

12.1.7 **Signs to Bodenham Church and School.** The Clerk reported that three new signs to Bodenham Church and School had been installed by Cllr Pollard and himself. The old sign near the War Memorial had been left in place, because it also indicates that the road to the Church is a dead end. He would dispose of the two remaining old signs, unless a use could be found for them. The Clerk was instructed to place an item in the *Newsletter* and to contact the Parochial Church Council about the old signs.

ACTION: CS

12.1.8 **Blocked Drains Near Vennwood.** Cllr Avery reported that there were blocked drains on the C1125 near Vennwood. The Clerk said that he had reported these to the locality steward, who had said that she would investigate.

12.1.9 **Siward James Warden.** Cllr James-Moore reported that Victoria Paterson had been appointed as the new warden for the Siward James Centre from 12th January.

13. **Dates of Next Meetings.**

13.1 The next three Meetings will be held on 2nd February, 2nd March and 13th April (due to the bank holiday on 6th April (Easter Monday)).

13.2 There being no other business, the Meeting closed at 9.10pm.

	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
Speeding initiatives	148.90											
C C Recharge										500.00		
British Legion Grant								50.00				
TOTAL PC Expenditure	1,187.91	1,322.01	2,145.96	537.21	544.66	1,800.8 ₂	1,067.22	1,537.61	1,046.2 ₄	2,497.3 ₃	789.56	468.61
PC Closing Balance	19,411.5 ₄	18,414.5 ₃	16,912.0 ₂	16,499.8 ₁	16,903.4 ₀	22,580.0 ₈	22,661.1 ₁	21,123.5 ₀	20,727.1 ₇	19,008.0 ₉	18,448.5 ₃	18,449.9 ₂
BFPG Open Balance	2,815.07	2,815.07	2,827.0 ₇	2,734.3 ₇	2,743.81	2,650.2 ₉	2,623.4 ₇	2,623.4 ₇	2,950.2 ₂	2,885.5 ₇	2,885.5 ₇	2,885.5 ₇
BFPG Inc		30.00		30.00				365.00				
BFPG Ex		18.00	92.70	20.56	93.52	26.82		38.25	64.65			
BFPG Closing Balance	2,815.07	2,827.0 ₇	2,734.3 ₇	2,743.81	2,650.2 ₉	2,623.4 ₇	2,623.4 ₇	2,950.2 ₂	2,885.5 ₇	2,885.5 ₇	2,885.5 ₇	2,885.5 ₇
N Plan Open Balance	3,982.0 ₀	3,982.0 ₀	3,630.3 ₄	3,618.4 ₂	3,565.9 ₂	2,919.52	3,819.5 ₂	3,028.5 ₂	2,823.5 ₂	2,823.5 ₂	0.00	0.00
N Plan Income						900.00						
N Plan Expenditure		351.66	11.92	52.50	646.40		791.00	205.00		2,823.5 ₂		
N Plan Closing Balance	3,982.0 ₀	3,630.3 ₄	3,618.4 ₂	3,565.9 ₂	2,919.52	3,819.5 ₂	3,028.5 ₂	2,823.5 ₂	2,823.5 ₂	0.00	0.00	0.00
LADY Close Orchard	158.00	158.00	158.00	158.00	158.00	158.00	158.00	158.00	158.00	158.00	158.00	158.00
Defibrillator Fund Opening Balance		0.00	0.00	0.00	0.00	167.30	372.30	472.30	472.30	1,021.98	1,021.98	1,021.98
D Fund income					167.30	205.00	100.00		549.68			
D Fund expenditure												
Defibrillator Fund Closing Balance	0.00	0.00	0.00	0.00	167.30	372.30	472.30	472.30	1,021.9 ₈	1,021.98	1,021.98	1,021.98
Bodenham LHG	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00	190.00
Total Sub-accounts Balance	7,145.07	6,805.4 ₁	6,700.7 ₉	6,657.73	6,085.11	7,163.29	6,472.2 ₉	6,594.0 ₄	7,079.0 ₇	4,255.5 ₅	4,255.5 ₅	4,255.5 ₅
Total Closing Balance	26,556.6 ₁	25,219.9 ₄	23,612.8 ₁	23,157.5 ₄	22,988.5 ₁	29,743.3 ₇	29,133.4 ₀	27,717.5 ₄	27,806.2 ₄	23,263.6 ₄	22,704.0 ₈	22,705.4 ₇

BODENHAM FLOOD PROTECTION GROUP REPORT
(5 JANUARY 2015)

1. **Summary of the Past Month.** There has been very little rainfall for the time of year and water levels in the local streams have remained generally very low. The only occasion when they have risen appreciably was on 12 December when the Millcroft Brook telemetry system gave a 0.5m alert at 3.10am and the level peaked at 0.857m ten minutes later.
2. **Monthly Meeting.** Our monthly Meeting is on the last Tuesday of the month, so in December there was no Meeting because of Christmas.
3. **Sandbags.** We had requested 150 sandbags from Balfour Beatty and these were delivered early in December. However, we unexpectedly received a further 150 just before Christmas, so we now hold a good reserve stock.
4. **External Contacts.**
 - a. **Herefordshire Council.** We have reminded Herefordshire Council of our offer to help them and Balfour Beatty with monitoring and signing road closures when the Ketch Lane junction is flooded. We have been promised a reply, but have yet to receive one. Similarly, we continue to await a response about the Ketch Lane and Pugh's Field culverts.
 - b. **DEFRA Project - Surveying for Flood Resilience in Individual Properties.** The Project's first Board Meeting in London in October has been followed up by e-mail correspondence to which the Secretary has contributed. She will be attending the second Board Meeting, again in London, on 12 February.
5. **Annual Coffee Morning.** The next event on the BFPG's social calendar is the Annual Coffee Morning. This will be held from 10.00am to 12.00 noon on Saturday, 14 February 2015 in the Siward James Centre. As always, Councillors will be most welcome to attend.

K.A.M.