

**MINUTES OF THE PARISH COUNCIL MEETING
HELD AT THE SIWARD JAMES CENTRE
at 7.30 pm on Monday, 3rd June 2019**

Present: Cllr A Avery Cllr J Crane Cllr P James-Moore Cllr R Layton
 Cllr C Pickard Cllr D Tilford Cllr K Tremain

District Councillor John Harrington was also present.

6 members of the public were present.

1. **Apologies for Absence.** Apologies for absence were received from Cllrs Collin and Morris.
2. **Declarations of Interest.** There were no declarations of interest.
3. **Minutes of the Previous Meeting.**
 - 3.1 The Clerk reported that a correction needed to be made to the April Minutes to the effect that the second sentence of Minute 6 should read "She explained what the results of the consultation show and what the possible costs of the adult exercise equipment might be. It was now for the Parish Council to decide whether sufficient responses had been received to justify proceeding at this point."
 - 3.2 The Clerk also said Minute 17.1.1 of the May Minutes should read "Forum" rather than "Foundation" and that "Freehand" in Minute 19.3 should read "Freeland". The Minutes of the previous Meeting were then approved (Proposer; Cllr Tilford: Seconder; Cllr Crane).
4. **Matters Arising from the Minutes.**
 - 4.1 **Minute 4.1: Yarpole Brokerage Scheme.** The Clerk said that he had contacted the Yarpole Parish Council Clerk, who had said that Yarpole Parish Council was not the parish council involved in the scheme and that she would contact him when she was able to identify the relevant parish council.
 - 4.2 **Minute 4.2: Waste Bin in the Conservation Area.** The Clerk reported that he had emailed the School, but had yet to receive a reply. **ACTION: CS**
 - 4.3 **Minute 5.1: Parking Outside the Post Office.** The Clerk reported that Mr Simon Hobbs at Balfour Beatty had replied to his email about the possibility of installing signs on the approaches to the Post Office and was of the opinion that signs were unlikely to make any difference to the speed of traffic. Cllr Pickard agreed. Cllr Avery asked whether there had been any progress towards introducing a Community Speedwatch Scheme. The Clerk said that the Scheme continued to be delayed by the Herefordshire Council project to correct the incorrect location of 30mph signs across the County. The Clerk was instructed to ask for an update on the project. **ACTION: CS**
 - 4.4 **Minute 9: Speed Van on the C1125.** The Clerk reported that he had not contacted Mr Tony Ford - the Sutton St Nicholas Parish Clerk - but would do so. **ACTION: CS**
 - 4.5 **Minute 13: Playground Sign.** The Clerk reported that he had researched playground signs and had sent possible options to Cllrs Tremain and Crane, who had opted for a particular sign, which would need to be adapted for the Playground. Councillors felt that, prior to doing this, other sources such as Glasdon and Kompan should be approached. The Clerk was duly instructed. **ACTION: CS**
 - 4.6 **Minute 14.1: Letter Box at England's Field.** Cllr Tilford said that Royal Mail have the matter in hand and expect that the box will be installed in 2-3 months.
 - 4.7 **Police and Crime Commissioner Matters.** The Clerk outlined the two matters about which the Police and Crime Commissioner had emailed. The first was a questionnaire, which the Clerk had circulated and to which he was instructed to reply on behalf of the Parish Council, emphasising the need for a more visible local police presence. The second was an offer for Smartwater at a discount price. The Clerk was instructed to ask PCSO Jack Davies to talk about the offer, when he comes to the July meeting. **ACTION: CS**

5. **Opportunity for Members of the Public to Address the Parish Council.**
5.1 Mrs Gwen Bowden asked whether any progress had been made towards improving the A417/A49 junction. Cllr Harrington said that he would check with Balfour Beatty.
ACTION: JH
5.2 Mrs Liz Davies said that the 30mph signs near to the Post Office are becoming hidden behind foliage. The Clerk was instructed to ask the Lengthsman to address the problem.
ACTION: CS
6. **Parish Facebook Page.** The Clerk reported that he had spoken to Cllr Collin, who had said that she would shortly be able to provide a link to a Parish Council page on Facebook.
7. **Vacancy on the Parish Council.** The Clerk reported that, although the vacancy on the Parish Council had been advertised in the June *Newsletter* and on the website and noticeboards, no one had put their name forward. It was agreed that the vacancy be further advertised. **ACTION: CS**
8. **Gates on the A417 and New Signs.** Cllr Avery asked about putting a 40mph sign on the gate on the A417 on the approach to Bodenham from the Leominster direction. Cllr Crane said that doing so would make the gate look less like a gate. It was agreed that the Transport Sub-Committee should look at the general issue of signs and their costs.
ACTION: TRANSPORT SUB-COMMITTEE
9. **Dog Fouling.**
9.1 Cllr Morris said that he had obtained dog fouling signs from Herefordshire Council, one of which was to be placed at the Playground. Cllr Layton asked whether one could be given to the School. Cllr Morris said that it could. Cllr James-Moore asked Councillors to identify other places where signs might be located.
9.2 Cllr Crane said that he had found evidence of dog fouling in the churchyard.
9.3 Mr Mike Darley gave an account of his recent experience while strimming near to the river and outlined the danger to children's eyesight of coming into contact with dog faeces. Mr Darley added that Sutton St Nicholas Parish Council are considering introducing a by-law against dog fouling. Cllr Crane said that the problem is policing, not lack of legislation.
9.4 Mrs Gwen Bowden said that the hounds from the North Herefordshire Hunt had fouled in Ketch Lane. The Clerk was instructed to write to representatives of the Hunt.
ACTION: CS
10. **Playground Footpath.** Cllr James-Moore read an email from Cllr Collin to the effect that she would obtain a quotation shortly for installing a footpath from Brockington Road to the playground gate. Cllr James-Moore asked who else might be asked for a quote. Cllr Layton said that he would obtain a quotation from the Stallard brothers.
11. **Playground Sign** See Minute 4.7 above.
12. **PCC (Police and Crime Commissioner)'s Town and Parish Council Survey.** See Minute 4.7 above.
13. **Police and Crime Commissioner's Smartwater Survey.** See Minute 4.7 above.
14. **Litter Picking Equipment.** The Clerk had circulated an email from Herefordshire Council offering parishes, which are members of the Herefordshire Council Stop The Drop Litter Campaign - as Bodenham is - additional litter picking equipment. The Clerk was instructed to investigate what was on offer and to acquire appropriate equipment for the Parish Council, if possible.
ACTION: CS
15. **Finance**
15.1 **Audit.** The Clerk reported that the 2018-19 audit had been approved by the internal auditor and that the approved figures had been circulated. The Clerk gave an explanation of

the figures and the auditing process. Cllr Tilford proposed and Cllr Crane seconded that the Parish Council gave its approval to the audit. This was agreed unanimously.

15.2 **Bank Account Signatory.** It was agreed that Cllr Crane should replace Mr Tony Mitcheson as a signatory on the Parish Council's bank account.

15.3 **Monthly Accounts Statements.** The Clerk had circulated the monthly bank statement, the monthly accounts and spreadsheet. He explained the details of the accounts and spreadsheet, which were then approved (Proposer; Cllr Tilford; Seconder; Cllr Tremain). The accounts are attached as Annex A.

15.4 **Outstanding Invoices.** The following invoices were presented for payment:

- C D Smith (printer cartridges)	£17.00
- Mr R Morgan (Lengthsman's invoice 60)	£150.00
- Mrs Babs Mitcheson (for Mr D Pritchard for SID moving)	£100.00
- Mr Mike Darley (Footpath Officer's invoice 375)	£70.00

15.5 The payment of the outstanding invoices was approved (Proposer; Cllr Crane; Seconder; Cllr Morris).

15.6 Cllr Crane undertook to ask Mr Derek Pritchard to send invoices directly to the Parish Council in future. **ACTION: JC**

16. **Planning.** The following planning applications were considered:

- 191783/XA2: *The Hollies: Approval of details reserved by condition.* No decision needed to be made to this application, which is included for ratification purposes only.

- P191730/V - *Certificate of Lawfulness (CLOPD): Bridge Cottage: Proposed Certificate of Lawfulness for proposed annexed accommodation (ancillary to Bridge Cottage).* Cllr Tilford explained that there was an outstanding planning application for this property and that comments are not accepted for a Certificate of Lawfulness application.

17. **Updates**

17.1 **Bodenham Flood Protection Group.** The Clerk said that Mr Tony Mitcheson had sent a monthly report, which is attached as Annex B.

17.2 The Clerk reported that the BFPG were considering installing a telemetry system in the Moor Brook similar to the one in Millcroft Brook. The Clerk said that the BFPG had been unable to find the necessary funding and had approached the Parish Council to request a grant towards the cost of the system. Cllr Tilford suggested that a grant of £1,800 might be appropriate, but, after Cllr Layton had suggested a grant of 50% of the total cost, it was agreed that the Parish Council needed to have a precise written quotation for the cost of the system before considering making a donation towards it.

17.3 **Parish Hall.** Cllr Layton gave a report of the latest Parish Hall Management Committee Meeting. Cllr Layton asked whether the Parish Council would consider making a donation towards the cost of new curtains for the Parish Hall, if quotations were obtained.

17.4 The Clerk reported that he had circulated the Minutes of the previous Meeting of the Parish Hall Management Committee.

18. **Correspondence Not Previously Circulated.** The Clerk reported that no correspondence had been received which had not been circulated.

19. **Other Business (including the District Councillor's Report).**

19.1 **District Councillor's Report.**

19.1.1 Cllr Harrington suggested that ten priority concerns could be emailed for him to pass on to Colin Smith, the Locality Steward.

19.1.2 Cllr Harrington explained the make-up of the new Herefordshire Council, on which he is the cabinet member for infrastructure.

19.1.3 Cllr Tremain asked about the Hereford bypass. Cllr Harrington said that Herefordshire Council officers have been asked to give a full breakdown of what has been agreed and approved so far and what hasn't - adding that a new river crossing is being considered prior to the due date for the opening of the bypass of 2027. Cllr

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Harrington said that the new Herefordshire Council is making tackling congestion a matter of urgency.

19.2 Cllr Tilford proposed thanking Mrs Susan Haworth with a small gift for her work on the *Newsletter*, which is voluntary and unpaid. It was agreed that Cllr James-Moore would choose a gift up to the value of £30.

19.3 Cllr Tilford raised the question of land ownership along the C1125 where a new footpath is under consideration. Cllr Tilford said that he had done a Land Registry search, which did not exactly indicate where the boundaries lie, and that a ruling from the Land Registry is needed. Cllr Tilford undertook to pursue the matter further. **ACTION: DT**

20. **Dates of the Next Meetings.**

20.1 The next Meetings are at 7.30pm on 1st July, 5th August and 2nd September.

20.2 There being no other business, the Meeting closed at 9.15pm.

MAY 2019 accounts

OPENING BALANCE on 18th APRIL 2019 = £51075.26

Date	Income	Expenditure	Comment
23rd April 2019		£56.76	HMRC (Clerk's PAYE)
25th April 2019		£34.80	Chairman's expenses
26th April 2019	£160.00		Newsletter advertising (various)
30th April 2019		£227.50	Clerk's salary
15th May 2019		£150.00	Footpath Officer Invoice 372
15th May 2019	£50.00		Newsletter advertising (Crispin Hack)
16th May 2019	£80.00		Newsletter advertising (L C Howes)
17th May 2019		£545.55	Parish Council insurance
TOTALS	£290.00	£1014.61	

CLOSING BALANCE on 17th MAY = (£51075.26 + £290.00 - £1014.61) = £50350.65



BODENHAM FLOOD PROTECTION GROUP REPORT
(3 JUNE 2019)

1. **Summary of the Past Month.** Once again, flood risk has not been an issue over the past month. However, there is sad news to report in that, as some Councillors will be aware, Mr Peter Watson died on 6 May after a long illness. He had been a long-standing and stalwart member of the Group and for a time had carried out the annual task of “walking the Brook” to establish what work needed to be tackled during the coming ‘season’. Our sympathy and condolences go to his wife, Eileen.
2. **Monthly Meeting.** On Tuesday, 28 May fourteen members attended the Group’s monthly Meeting.
3. **River Wye and Lugg Natural Flood Management (NFM) Project.**
 - a. **Provision of a Telemetry System for the Moor Brook.**
 - (1) As previously reported, the Project Committee had originally planned to install a sensor in the Moor Brook at Brook House so that data about flow and water levels in the Brook could be gathered to provide evidence of the effectiveness (or otherwise) of any NFM measures implemented. Lack of funding meant that this plan was cancelled and so only data from the Millcroft Brook will be collected. Even there the situation will not be ideal because the Parish’s existing early warning telemetry system only records water levels, not flow rates, and there is not enough money to upgrade it. Flow rates will therefore have to be calculated mathematically and Hydro-Logic Services (International) Ltd. (HLSI) are being contracted to do this. This will require them to pay seven visits per year to the telemetry system to carry out gauging work.
 - (2) At the Group’s April Meeting it was suggested that, if data from the Moor Brook’s catchment is required for the success of the NFM Project and if the Project is not able to pay for the installation of the necessary telemetry system and sensor in the Moor Brook, the Parish Council and/or the BFPG might consider meeting that cost. We do not have a figure for how much this might cost because Bodenham has been fortunate in that Hydro-Logic donated the system for the Millcroft Brook to the Parish. However, the cost for supplying and installing a sensor might be about £2,000 -£2,500, with a further £350 annually for maintenance.
 - (3) At the Group’s recent Meeting this issue was raised again and it was decided that the Parish Council’s views should be sought. **Councillors may wish to consider the proposal.**
 - b. **Catchment Area Opportunity Maps.** There is no particular progress to report on the NFM Project, but work will have been continuing ‘behind the scenes’ to contact farmers and other landowners about the possibility of implementing NFM initiatives, such as better soil management, retention ponds and leaky dams on their land. Meanwhile, I have been sent a selection of ‘opportunity maps’ showing the extent of the catchment area, its terrain, soil types, etc. and would be happy to copy these on to any Councillor who might be interested.

4. **Working Parties.**

a. The second working party session of the year had been planned for Friday, 10 May to tackle the section of the Millcroft Brook between the Golf Course and the C1125 bridge. However, because of rain this session was cancelled and the next one took place on Friday, 24 May when twelve members came to help. The sections from the Golf Course to the C1125 bridge and from there down to the Brockington Road bridge were both completed. A member of the Group has also already strimmed most of the section from the Brockington Road bridge down to the Pumping Station and hopes to complete this shortly. Thus, although the 'season' appeared to have got off to a slow start, the Group are now already rather ahead of schedule.

b. The next two working parties will be on Friday, 14 June and Friday, 21 June, meeting at 6.00pm at Millcroft Farm. Each will be followed by refreshments. Councillors are, as ever, very welcome to come and lend a hand.

5. **Spraying.** The sections of the Millcroft Brook between the Ketch Lane culverts and the Brockington Road bridge have been sprayed and there has been a noticeable reduction in watercress, nettle and briar growth. This work has so far taken some 9 hours overall, with nearly 6½ hours actually in the Brook.

6. **Annual Barbecue.** The Annual Barbecue will be held at 'Rosewood' on The Moor on Saturday, 22 June by kind invitation of Mr and Mrs Clark. It will start at 6.00pm and will be essentially a 'bring your own' event, although burger buns, onions, sauces and soft drinks will be provided. Councillors will, of course, be most welcome to attend.

K.A.M.