

BODENHAM PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING
HELD AT THE SIWARD JAMES CENTRE
at 7.30 pm on Monday, 9th April 2018**

Present: Cllr T Clark Cllr J Crane Cllr D Jackson Cllr P James-Moore
 Cllr T Mitcheson Cllr D Tilford Cllr K Tremain

District Councillor Bruce Baker was in attendance.

Four members of the public were present.

1. **Apologies for Absence.** Apologies were received from Cllrs Sharon Collin and Richard Layton.
2. **Declarations of Interest.** Cllrs James-Moore and Mitcheson declared an interest in Item 18.
3. **Minutes of the Previous Meeting.** The Minutes of the previous Meeting were approved unanimously (Proposer; Cllr Tilford: Secunder; Cllr Mitcheson).
4. **Matters Arising from the Minutes.**
 - 4.1 **Minute 6:** . Cllr Tilford reported that he had not yet lowered the noticeboard in the new bus shelter, but would do so shortly.
 - 4.2 **Minute 12.3.3: Neighbourhood Plan.** Cllr Mitcheson reported that the revised letter was sent to Samantha Banks - the Neighbourhood Planning Team Leader at Herefordshire Council.
 - 4.3 **Minute 14.3:** The Clerk reported that he had sent a letter of thanks to Inspector Davies at Bromyard.
5. **Opportunity for Members of the Public to Address the Parish Council.**
 - 5.1 Mrs Liz Davies reported that one of the oak posts in Church Road had been broken and one was missing.
 - 5.2 Mrs Davies commented that the verge of the C1125 between Ash Grove Road and Millcroft Road is overgrown and untidy. The Clerk was instructed to ask the Lengthsman to address the problem. **ACTION: CS**
 - 5.3 Mrs Davies referred to the lack of a pavement along the C1125 between Ashgrove Road and Millcroft Road. Cllr Tilford said that the danger to pedestrians meant that serious thought needed to be given to providing a pavement along this stretch of the C1125. He thought that this could best be achieved by making the C1125 at that point a one-way road with priority given to one direction. Cllr Crane said that this section of the road was particularly dangerous in the Autumn and Winter when the low sun made it difficult to see pedestrians in the carriageway. Mitcheson agreed and added that any such priority scheme should be initiated promptly because it would require a Traffic Regulation Order, meaning that it would take a long time to achieve with no guarantee of success. Cllr Jackson pointed out that an alternative route for pedestrians already existed *via* Brockington Road, but Cllr Tilford replied that not everyone was aware of it or used it. The Clerk was instructed to contact the Locality Steward about installing a pavement. **ACTION: CS**
 - 5.4 Mrs Gwen Bowden said that there were raised paving stones, unfinished pavement toppings and missing dropped kerbs in the England's Field development. The Clerk was instructed to ask Bell Homes when these works were likely to be completed **ACTION: CS**

UNCONFIRMED

1265

6. **The Silent Soldier.** Cllr Tilford said that, although there is a Silent Soldier at Hope-Under-Dinmore, Bodenham Parish Council does not usually support charities. Cllr Mitcheson agreed, saying that the Parish Council should not spend public money in that way.

7. **Gates on the A417.** Cllr Crane reported that he had had a meeting with representatives of Balfour Beatty Living Places, including the Locality Steward, Colin Smith. Cllr Crane said that maintenance needed to be considered - the gates at Winforton, for example, have become dirty from passing traffic and grass around gateways needs to be cut regularly. He also reported that he had approached two companies, which produce gates and gateways, but that recent research suggests that gateways are ineffective on their own and need to be combined with other measures such as rumble strips and dragons' teeth. Cllr Tilford said that, if gateways were ineffective, they should not be installed. He asked what speed reduction they might achieve. Cllr Crane said 2-3 mph. Cllr Mitcheson said that any reduction in speed was to be welcomed. Cllr Jackson said that the Parish Council had set money aside for the installation of gates, because other speed reduction measures, such as vehicle activated signs, had not been allowed. Cllr Tilford proposed and Cllr Clark seconded that the installation of gates should proceed. This was agreed. Cllr Crane was asked to circulate examples of possible designs for them. **ACTION: JC**

8. **Grant to the Parochial Church Council.** The Parochial Church Council had made its annual request for a grant towards the cutting of the grass in the Churchyard. Cllr Tilford proposed an inflation-matching rise in the grant from £1,020 to £1,050. Cllr Mitcheson proposed and Cllr Tremain seconded a figure of £1,100, which was agreed.

9. **Data Protection.** Cllr James-Moore reminded Councillors that Cllr Mitcheson had circulated six documents relating to the new data protection regime being introduced from 25 May 2018 by the General Data Protection Regulation with which the Parish Council had to comply. Cllr Mitcheson noted that the Council would have to appoint an independent data protection officer. Meanwhile he asked for Councillors to let him have by no later than 1 May any comments on, or suggested amendments to, the draft documents he had circulated so that these could be formally approved at the next Parish Council Meeting on 14 May. **ACTION: ALL**

10. **The SID.** Cllr Mitcheson reported that the SID needed a new battery charger which would cost some £42. Cllr Clark proposed and Cllr Tilford seconded that a new charger be purchased. This was agreed unanimously. **ACTION: TM**

11. **Aisling House.** The Clerk had circulated an email from Mr Philip Maine about vehicles damaging the verge in front of his property in Church Road at school times, when there is insufficient room for vehicles to pass one another. Cllr Baker reported that he had been to see Mr Maine and that he would contact the Highways Department at Herefordshire Council on the issue. The Clerk was instructed to keep Mr Maine informed. **ACTION: BB and CS**

12. **Appointment of Internal Auditor.** The Clerk reported that the annual audit process was about to commence and that it was necessary to appoint an internal auditor. It was agreed that the Clerk should approach Mr Paul Hemming, who has acted as internal auditor in previous years, **ACTION: CS**

13. **Blocked Sewers.** Cllr Clark reported that some local sewers had become blocked over the period 20-21 March after a pump failure, but the problem had been resolved by Welsh Water.

14. **Change of Date of the July Meeting.** Cllr James-Moore said that the service to license the new Vicar was to be held at Bodenham Church on 2nd July, and asked whether the Parish Council should move its Meeting scheduled for that evening. It was agreed that the Meeting be moved to Tuesday, 3rd July.

15. **Reports for the Annual Parish Council Meeting.**

15.1 Cllr James-Moore suggested that, in order to avoid a lengthy Chairman's Report, each sub-committee of the Parish Council should submit a report, which could be tabled in

UNCONFIRMED

1266

advance and presented at the Meeting or not, as was preferred. It was agreed that the following sub-committees should prepare a report to be sent to the Clerk by Monday 30th April:

- the Planning Sub-Committee (**ACTION: DT**)
- the Playground Sub-Committee (**ACTION: KT and SC**)
- the Lengthsman Sub-Committee (**ACTION: DJ and TC**)
- the Transport Sub-Committee (**ACTION: JC**)
- the Neighbourhood Development Plan Steering Group (**ACTION: TM**)
- the Bodenham Flood Protection Group (**ACTION: TM**)

15.2 It was also agreed that Cllr Clark should present a report as the Parish Council's representative on the Queenswood and Bodenham Lake Management Committee.

ACTION: TC

16. **Vacancy on the Parish Council.** The Clerk reminded the Meeting that the vacancy on the Parish Council had still not been filled. He requested that thought be given as to how it might be filled as soon as possible.

17. **Bridge Cottage.** The Clerk had circulated an email from Mrs Frankie Devereux about the Parish Council's response to Herefordshire Council regarding the recent planning application for Bridge Cottage. Cllr Tilford said that the Planning Sub-Committee had visited the site and that the response was based on assessing the application relative to planning regulations. He added that Balfour Beatty had made a strong objection to the application and that Natural England had expressed concerns about it. The Clerk was instructed to reply to Mrs Devereux's email.

ACTION: CS

18. Finance

18.1 **Monthly Accounts Statements.** The monthly accounts had been circulated and were accepted (Proposer; Cllr Tilford: Seconder; Cllr Crane). The accounts are attached as Annex A. The Clerk had also circulated the monthly spreadsheet version of the accounts.

18.2 **Outstanding Invoices.** The following invoices were presented for consideration:

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| - Leominster Community Resource Centre (April Newsletter) | £201.75 |
| - C D Smith (Clerk's expenses - printer cartridges, clipboard) | £25.49 |
| - Park Home Sales (Annual website hosting and registration fee) | £288.00 |
| - Siward James and Arkwright Trust (Room hire from January to March for PC meetings) | £54.00 |
| - Bodenham Parish Hall (Litter pick room hire) | £30.00 |

18.3 The payment of the invoices was approved (Proposer; Cllr Tilford: Seconder; Cllr Clark).

19. Planning

- *180696: Land at The Walled Garden: Application for variation of condition 2 of planning permission P162506/F. To enable alternative dwelling design.* Cllr Tilford said that in the planning statement, which he had prepared and circulated, he had proposed that the Parish Council should object to the application. Cllr Mitcheson said that the Parish Council had objected to the initial application, which had nevertheless been approved by Herefordshire Council, so there seemed to be little point in objecting again to what might be considered a marginally improved design. It was agreed that the Clerk should amend Cllr Tilford's planning statement to the effect that the Parish Council does not object to the application.

- *180600: Upper Maund Farm: Proposed agricultural buildings to replace storm-damaged buildings.* Cllr Tilford had prepared and circulated a planning statement, in which he had proposed that the Parish Council make no objection to the application. This was agreed unanimously.

20. Updates

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

20.2 **Parish Hall.** In the absence of Cllr Layton, no report was given.

UNCONFIRMED

1267

20.3 **Neighbourhood Plan.** Cllr Mitcheson reminded Councillors that he had circulated the Examiner's introductory letter to them. In this Mr High had indicated that he had already visited the Parish on 25 March and that his Examination would be completed in 4-5 weeks.

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

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

22.1 **District Councillor's Report.** Cllr Baker reported that:

- changes in the cabinet posts at Herefordshire Council meant that on this occasion he had fewer matters to report;
- the Scrutiny Committee of Herefordshire Council had discussed the futures of the Library, Museum and Archive Services and had decided that the Services should remain unaltered, but that the Library Service should seek commercial sponsors;
- his proposal that Herefordshire Council introduce a by-law to prevent parking on verges and on Herefordshire Council-owned land was not discussed at a recent meeting, because of lack of time. The proposal has been put forward for discussion in July.

22.2 Cllr Clark reported that the recently renewed dog control orders for Herefordshire had included the Village Green in Bodenham Moor as having a dog control order placed on it, but not the Churchyard or Bodenham Lake. The Clerk was instructed to seek to add these areas to the list of dog control orders. **ACTION: CS**

22.3 The Clerk reported that in an email Cllr Jackson had proposed that the monthly updates be circulated before the Meeting to save time. Cllr Mitcheson disagreed. It was agreed to defer Cllr Jackson's proposal until such time as Parish Council meetings regularly ran short of time.

23. **Date of the Next Meeting.**

23.1 The next Meeting will be held on Monday, 14th May after the Annual Parish Meeting and the Annual Parish Council Meeting. These will begin at the earlier time of 7.00pm.

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

March 2018 accounts

OPENING BALANCE on 16th MARCH 2018 = £35134.32

Date	Income	Expenditure	Comment
20th March 2018		£37.84	HMRC (Clerk's PAYE)
21st March 2018		£13.60	
3rd April 2018		£151.67	Clerk's salary
10th April 2018	£227.50		Newsletter advertising
12th April 2018	£80.00		Newsletter advertising
13th April 2018		£288.00	Website hosting
16th April 2018		£25.49	
16th April 2018		£201.75	April Newsletter
17th April 2018	£50.00		Newsletter advertising
TOTALS	£357.50	£718.35	

CLOSING BALANCE on 12th MARCH = (£35134.32 + £357.50 - £718.35) = £34773.47



BODENHAM FLOOD PROTECTION GROUP REPORT
(9 APRIL 2018)

1. **Summary of the Past Month.**

a. The recent poor weather has brought with it the risk of flooding and the Environment Agency have had flood alerts in place for the River Lugg south of Leominster for some time. On 5-6 March the level in the River Lugg reached the 2.6m mark at Butts Bridge in Leominster when fluvial flooding becomes possible and, indeed, some local fields were partly under water, although the roads here remained fairly clear.

b. As regards surface water flooding, the telemetry system issued alerts on 5 March when the water level in the Millcroft Brook rose to 1.2m overnight and the relief channel at Millcroft came into operation. There was a further alert on 16 March when the level peaked at 0.7m. The lesson therefore remains the same: with the Millcroft Brook properly maintained, the relief channel available and the Ketch Lane culverts clear, the system is as good as we can make it until we can get the Ketch Lane culverts replaced. We therefore have to keep up the good work we do - we have had to clear the blocked west Ketch Lane culvert as recently as 15 March - and we have to be prepared!

2. **Monthly Meeting.** We held the Group's usual monthly Meeting on Tuesday, 27 March with 22 members present.

3. **Natural Flood Management.** The meeting with Mr Andrew Osbaldiston from the Environment Agency has not yet been arranged.

4. **The Group's Tenth Anniversary.** Members have proposed that the Group's Tenth Anniversary might be celebrated by an event in the Parish Hall on Sunday, 9 September which would be open to all. Quite what form this event might take has not yet been decided, but a sub-committee to plan it has been formed and will be meeting in the next week or two.

5. **Working Party Sessions.** Now that the evenings are getting lighter, the working party 'season' is approaching and it has been agreed that, subject as always to the weather, the first session will be on the evening of Friday, 27 April, with the exact time and venue to be agreed at the next monthly Meeting on Tuesday, 24 April.

K.A.M.