

BODENHAM PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING
HELD AT THE SIWARD JAMES CENTRE
at 7.30 pm on Monday, 3rd December 2018**

Present: Cllr A Avery Cllr T Clark Cllr S Collin Cllr J Crane Cllr P James-Moore
Cllr R Layton Cllr T Mitcheson Cllr T Morris Cllr D Tilford Cllr K Tremain

District Councillor Bruce Baker was also in attendance.

4 members of the public were present.

1. **Apologies for Absence.** No apologies for absence were received.
2. **Declarations of Interest.** Cllr Mitcheson declared an interest in Agenda Item 8.
3. **Minutes of the Previous Meeting.** The Minutes of the previous Meeting were approved unanimously (Proposer; Cllr Tilford: Seconder; Cllr Collin).
4. **Matters Arising from the Minutes.**
 - 4.1 **Minute 4.6: Repairs to the A417.** The Clerk reported that he had been told by Herefordshire Council that the road markings had been installed to the design issued by Herefordshire Council, which differs from those used previously.
 - 4.2 **Minute 6: Playground Gate.** The Clerk reported that he had emailed Jacksons Fencing asking for a quotation, but had not received a reply, so had telephoned them and been promised that a catalogue would be sent. The Clerk said that he would circulate the catalogue, when it arrived. **ACTION: CS**
 - 4.3 **Minute 7: Village Gateways and Improved Signs.** Cllr Crane reported that the installers of the gateways and signs had asked whether the manufacturers of the materials could deliver the materials for storage nearby, until the installers were ready to proceed. He said that Mrs Gwen Bowden had kindly agreed to the materials being stored in the Parish Hall.
 - 4.4 **Minute 8: Adult Exercise Equipment.** See Item 7 below.
 - 4.5 **Minute 9: Sandbags.** Cllr Mitcheson reported that the empty sandbags had been delivered and that an invoice had been presented for payment. See Item 8 below.
 - 4.6 **Minute 10: Litter Pick Risk Assessment.** Cllr Crane reported that he and Cllr Morris had updated the litter pick risk assessment document, but had not yet circulated it.
 - 4.7 **Minute 14.4: Lengthsman's Schedule.** The Clerk reported that he had not checked the Lengthsman's schedule, but would do so and would report at the next Meeting. **ACTION: CS**
5. **Opportunity for Members of the Public to Address the Parish Council.**
 - 5.1 Mrs Gwen Bowden asked whether the next issue of the Bodenham *Newsletter* could contain a request for notices to be removed from noticeboards after the events which they publicised have taken place. The Clerk agreed to include such a request in the next *Newsletter*. **ACTION: CS**
 - 5.2 Mrs Liz Davies asked whether the Parish Council could make a donation to Bodenham Chapel for plants for the Chapel garden. Cllr Mitcheson proposed and Cllr Tilford seconded that the Chapel should be asked to make a formal detailed request, as the Parish Hall has been asked to do.

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1317

5.3 Mrs Mairead Lane asked about the proposed footway along the C1125 between Ash Grove Road and Hamwyns Joinery, which she had seen reported in Parish Council Minutes on the Website. Cllr James-Moore replied that there was insufficient space for a footway alongside the existing carriageway, but, by installing a priority system for traffic, sufficient space might be created. Cllr Mitcheson explained that the Parish Council had received Section 106 money for local transport improvements from the development of England's Field, and that a small amount of this money was to be spent on a feasibility study for the proposed scheme. He added that Balfour Beatty had agreed to undertake the study as part of their 2019-20 programme, so it was likely to be some months before there was any progress to report.

6. **Parish Hall Grant Request.**

6.1 The Clerk reported that no further information had been received from the Parish Hall Management Committee (PHMC).

6.2 Mrs Gwen Bowden said that she had received an email from Mr Robin Knott, who was unable to attend the Meeting, because of his mother's illness. Mrs Bowden read the email, which included details of the Parish Hall's recent expenditure.

6.3 Cllr Mitcheson said that, once again, the Parish Council needed fuller and more up-to-date information about the Parish Hall's financial situation. Cllr Tilford said that maintenance should be paid from income and pointed out that grants are available to parish halls, including grants for maintenance, and that he had circulated a list of possible funders. Cllr Layton said that the Parish Hall's income was declining, because the air gun club and other groups no longer used the Hall. Cllr Avery asked what the PHMC was doing to try to increase income. Cllr Mitcheson pointed out that, from the available information, it would appear that income had actually slightly increased.

6.4 Cllr Mitcheson went on to say that, although the financial information provided was mainly in the form of the Hall's accounts for the year ended last April, supplemented by a list of recent capital expenditure, it was possible to arrive at a very approximate estimate of the Hall's current situation. This tallied with the Hall Treasurer's statement in a recent e-mail that the Hall's "current balance is well below £9000", that is, less than a year's running costs. He, therefore, proposed and Cllr Tilford seconded that a grant for 2018-19 of £1,200 be paid to the Parish Hall. This was agreed unanimously.

7. **Adult Exercise Equipment.**

7.1 Cllr Tremain reported that she had contacted the Practice Manager at Bodenham Surgery and the partners in the Practice, who were happy to see adult exercise equipment on the site, provided that the rear emergency exit was not obstructed and that each item of equipment exercised a different part of the body.

7.2 Cllr Tremain said that she had also looked at the adult exercise equipment at Yazor Road in Hereford, where there are 26 pieces of equipment, and had contacted the manufacturer, who had sent a catalogue and price list. She added that all the equipment in the catalogue can be installed on a grass surface.

7.3 Cllr Avery suggested that the equipment would be used more frequently, if the surface was not grass. Cllr Crane asked whether grants were available for adult exercise equipment. The Clerk mentioned that a company called Fresh Air Fitness might offer some financial support. Cllr Collin added that Tarmac might also do so.

7.4 Cllr Mitcheson remarked that it was not clear how much real interest there would be in using adult exercise equipment, if it were to be provided. He therefore suggested that there should be a consultation on the subject after Christmas. This was agreed. Cllr Crane said that in the meantime the issue of grants and funding could be researched.

8. **Finance**

8.1 **Monthly Accounts Statements.** The monthly bank statement had been circulated, as had the monthly accounts and spreadsheet. The accounts were approved (Proposer; Cllr Tilford; Seconder; Cllr Clark) and are attached as Annex A.

8.2 **Spreadsheet.** The Clerk reported that the errors in the spreadsheet had been corrected, and thanked Cllr Mitcheson for making the corrections.

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1318

8.3 Outstanding Invoices.

8.3.1 The Clerk reported that two invoices had been paid since the previous meeting, namely:

- The Royal British Legion (Annual donation) £50.00
- Andrew Jelley Opticians (Refund of duplicated *Newsletter* advertising payment) £50.00

8.3.2 Outstanding invoices:

- Leominster Community Resource Centre (December *Newsletter*) £220.25
- Leominster Community Resource Centre (November *Newsletter*) £218.50
- Mr M Darley (Footpath Officer's invoice 368) £40.00
- Bodenham Parish Hall (BFPG Quiz Night) £30.00
- Mrs Babs Mitcheson (Sandbags) £42.00

8.3.3 The payment of the outstanding invoices was approved (Proposer; Cllr Tilford; Secunder; Cllr Avery).

9. Planning.

9.1 The Clerk reported that the following planning applications had already been considered by the Parish Council, which had objected to both applications to Herefordshire Council. However, because the applicant had now appealed against the decision of Herefordshire Council to refuse planning permission in each case, the Parish Council could submit further comments.

- 181726: Land adjacent to Compton, Bowley Lane: Proposed erection of 1 x self-build bungalow. (Consideration for comments for appeal)

- 182845: Land adjacent to Compton, Bowley Lane: Proposed erection of 2 x self-build dwellings with garages and 1 x self-build bungalow with parking. (Consideration for comments for appeal)

9.2 Cllr Tilford said that he had circulated possible additional comments. After consideration of Cllr Tilford's comments, it was agreed that they should be entered into the appeal process.

10. Updates

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

10.2 **Parish Hall.** Cllr Layton said that the major issue affecting the Parish Hall had been considered earlier at Agenda Item 6. He added that the Parish Hall Management Committee were advertising for a booking clerk for the Hall following the illness of Mrs Ida Knott.

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

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

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

- the orchard at Brockington Golf Club had been auctioned with planning permission in 2006 and was auctioned again recently "with planning permission", even though the planning permission had lapsed. He said that Herefordshire Council have informed the auction house of this apparent irregularity, and that the auction house have removed the property from their books;
- Herefordshire Council's 2019-20 budget has been approved;
- Herefordshire Council's annual performance report was published in November and showed a balanced budget;
- the waste incineration plant at Kidderminster processes 200,000 tons of waste annually, which produces income for Herefordshire Council;
- almost all of Herefordshire Council's smallholdings have now been sold;
- more neighbourhood plans have been approved in Herefordshire than in any other English county;

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1319

- £1.25m is to be spent on B, C and U category roads;
- Herefordshire Council's website has won an award.

12.2 Cllr Tremain asked about the progress towards creating the proposed transport hub near the railway station. Cllr Baker said that he would ascertain what the situation was.

ACTION: BB

12.3 Cllr James-Moore asked about the proposed roundabout at the junction of the A49 and the A417. Cllr Baker said that a meeting had been held with Highways England, who had promised to produce a report on the matter, but had failed to do so. He added that they have now promised that a written report would be produced.

12.4 Cllr Mitcheson expressed concern that the only time that Bodenham had been mentioned at the recent Parish Council Summit Meeting had been in connection with child poverty. Cllr Baker said that he would investigate this.

ACTION: BB

12.5 Cllr Layton said that Bodenham School was failing to attract pupils and was struggling financially. He asked whether the School could send a representative to a Parish Council meeting to give details of the situation, and whether the Parish Council would consider making a donation to the School. Cllr Crane said that, if a community project was undertaken, the Parish Council could become involved. Mrs Gwen Bowden asked whether the open day held at the School on 14th November had been successful. Cllr Layton said that he did not know. Cllr Mitcheson said that inviting a representative of the School to a Parish Council meeting was certainly a good idea, but not on the basis of using this as an opportunity to seek funding.

12.6 Mrs Gwen Bowden thanked the Parish Council and the Clerk for their work over the last 12 months.

13. **Dates of the Next Meetings.**

13.1 The next Meeting is on 7th January 2019.

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

UNCONFIRMED
1320

Annex A

November 2018 accounts

OPENING BALANCE on 16th OCTOBER 2018 = £50945.18

Date	Income	Expenditure	Comment
22nd October 2018		£56.76	HMRC (Clerk's PAYE)
29th October 2018		£34137.62	Playground (final invoice)
31st October 2018		£227.50	Clerk's salary
8th November 2018		£218.00	Footpath Officer's invoice 366
8th November 2018	£110.00		Newsletter advertising
9th November 2018		£300.00	Lengthsman's invoices 34 and 35
12th November 2018	£5884.46		VAT repayment
13th November 2018		£31.50	Clerk's expenses
14th November 2018		£58.60	Playground inspection
TOTALS	£5994.46	£35029.98	

CLOSING BALANCE on 14th NOVEMBER = (£50945.18 + £5994.46 - £35029.98) = £21909.66



BODENHAM FLOOD PROTECTION GROUP REPORT
(3 DECEMBER 2018)

1. **Summary of the Past Month.** Although there have been some periods of heavy rain, there has been no reason for concern about flooding over the past month.
2. **Monthly Meeting.** The Group held its monthly Meeting last Tuesday (27 November 2018), at which 29 members were present.
3. **River Wye and Lugg Natural Flood Management Project.**
 - a. As I reported at the last Parish Council Meeting, because of the existence of the BFPG as an active community group in Bodenham, the Millcroft and Moor Brook catchment has been singled out as a priority for the River Wye and Lugg Natural Flood Management (NFM) Project and, after Brimfield, we are therefore the first to be involved.
 - b. We were joined for the Meeting by three representatives of the Project: Mrs Bethany Lewis, the Natural Flood Management Project Officer at Herefordshire Council; Mr Tom Jolley, the catchment advisor from the Wye and Usk Foundation; and Mr Andrew Osbaldiston from the Environment Agency, who is the NFM Project Co-Ordinator for the West Midlands area.
 - c. They gave a joint presentation on NFM, using videos to illustrate some of the ways in which natural methods, such as tree planting, installing leaky dams, increasing ground cover between standing crops and improving soil management by farmers, can help to absorb rainfall and slow the flows down watercourses. Since the use of such methods is necessarily high up in the catchment, the main focus will be on engaging with landowners on the hills to the East and North-East of Bodenham Moor and Mr Jolley has already been in touch with some local farmers who may be able to help.
 - d. The presentation generated a lot of interest and questions and the answers to these clarified the way ahead for the Project so far as Bodenham is concerned. The intention is to set up a Catchment Delivery Group (CDG) which will contain representation from Herefordshire Council, the Environment Agency, the BFPG, local residents and other relevant organisations. The CDG will use NFM Opportunity Maps, local knowledge, expert advice and other evidence to create a Catchment Delivery Plan setting out a list of priority actions within the catchment. A 'NFM construction grants scheme' will also be established which will help pay for the implementation of NFM measures within the catchment.
 - e. DEFRA, who are funding the Project, require that evidence is gathered to investigate the effectiveness of NFM measures. There will therefore also be a monitoring plan to address this requirement, with river and rainfall gauges installed within the catchment to monitor how NFM measures affect each watercourse's response to different rainfall events.

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1322

f. I should stress that the CDG will be an entirely separate organisation from the BFPG, although the BFPG will obviously do whatever it can to support the Project. For example, the next main step will be to hold a public event to 'launch' the Project in the Parish. This will probably be on a Saturday or Sunday in late January or early February, either here in Siward James or in the Parish Hall, and the BFPG have offered to help with publicity, both at our Coffee Morning on 19 January and through the distribution of posters and flyers.

g. Because this was the last BFPG Meeting of the year (there is no Meeting in December) the presentation was followed by refreshments and the demolition of the Tenth Anniversary cake which had been reserved specially for the occasion.

4. **Social Calendar.**

a. **Annual Quiz Night.** The Annual Quiz Night was held in the Parish Hall last Friday, (30 November), with Mr Rich Moule acting as our Quizmaster for the first time. It was a most enjoyable and successful occasion, in which 44 local residents took part and which raised £325 for the Group's funds. Particular thanks are due not only to Mr and Mrs Moule, but also to Mrs Gwen Bowden, who organised the event, Mr Bob Bowden who provided appropriate 'water music' for the intervals and Cllr and Mrs Clark who organised and ran the raffle.

b. **The Annual Coffee Morning.** The Annual Coffee Morning will be held on Saturday, 19 January in the Siward James Centre from 10.00am to 12.00 noon. There will be a raffle and a Bring and Buy table instead of Tombola.

K.A.M.