

BODENHAM PARISH COUNCIL

**Minutes of the Meeting of BODENHAM PARISH COUNCIL held on
Monday, 4th November 2013 at the Siward James Centre at 7.30 p.m.**

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

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

1. **Apologies for Absence.** Apologies for absence were received from District Cllr Jeremy Millar.
2. **Declarations of Interest.** Cllr Powell declared an interest in Item 10 on the Agenda. Cllrs Clarke, Knott and Powell declared an interest in Item 11.4.
3. **Minutes of the Previous Meeting.** The Minutes of the previous Meeting were accepted as a correct record (Proposer: Cllr Mitcheson; Seconder: Cllr Austin).
4. **Matters Arising from the Minutes.**
 - 4.1 **Minute 4.1: Bin on the Village Green.** The Clerk reported that he believed that the bins on the village green and at the bus shelters had been emptied regularly since he raised the matter with Herefordshire Council. Mr Tony Clark confirmed that the bins were emptied on Thursday, 31st October.
 - 4.2 **Minute 4.10: Signage to Bodenham School.** The Clerk reported that he had received a quotation to replace the existing signs to Bodenham Church with signs to Bodenham Church and School. Cllr Davis proposed and Cllr James-Moore seconded that the Clerk be instructed to accept the quotation on behalf of the Parish Council. This was agreed unanimously. **ACTION: CS**
 - 4.3 **Minute 4.11: Litter Pick.** The Clerk reported that a successful litter pick had taken place on Saturday, 26th October, when 14 bags of rubbish, a tyre and several other large items had been recovered. The Clerk was instructed to place an item in the December Newsletter thanking all the volunteer litter pickers, Mrs Babs Mitcheson and Mr Jeff and Mrs Lyn Pollard (who provided the soup and rolls) and Balfour Beatty (who provided the equipment and removed the rubbish). **ACTION: CS**
 - 4.4 **Minute 5.1: Speed Camera Warning Sign on the A417.** The Clerk said that he had reported that the speed camera warning sign on the A417 at the Isle of Rhea was obscured by foliage. Mrs Gwen Bowden said that the sign was still obscured. The Clerk was instructed to report this again. **ACTION: CS**
 - 4.5 **Minute 5.2: Removal of Out of Date Notices.** The Clerk reported that he had placed an item in the Newsletter about the removal of out of date notices.
 - 4.6 **Minute 8.1: List of Bodenham Local History Group Maps.** The Clerk said that he had circulated the list of maps held by the Bodenham Local History Group.
 - 4.7 **Minute 10.1: Grass Cutting.** The Clerk reported that he had contacted Herefordshire Council about the discrepancy in the quality of grass cutting between Hereford City and Bodenham, but had received no reply.
 - 4.8 **Minute 11.1: Dog Bin at the End of Orchard Close.** The Clerk said that he had asked the Lengthsman about emptying a bin, if one was installed, and that the Lengthsman would do so. Cllr Clarke said that he would consult the residents of Orchard Close about the installation of a dog bin **ACTION: BC**
 - 4.9 **Minute 13.1: Winter Maintenance Scheme.** The Clerk said that he had reported the damaged bins in Bowley Lane. Cllr James-Moore said that some of the salt stored at the Parish Hall could be moved to the Siward James car park. The Clerk was instructed to ask the Lengthsman to do this. **ACTION: CS**
 - 4.10 **Minute 14.1: The Clerk's Printer.** See Agenda Item 10.
 - 4.11 **Minute 15.1: Noticeboards.** See Agenda Item 8.
 - 4.12 **Minute 17.1: Planning Application 132494/F: The Forge.** The Clerk reported that this application had just been approved, but with conditions which were not known at this point.
 - 4.13 **Minute 17.: Planning Application 132222/L: Brook House: Erection of a Satellite Dish.** The Clerk reported that this application had been approved subject to the size of the dish not exceeding 100mm.
 - 4.14 **Minute 18.4.3: Road Safety.** Cllr Clarke had circulated the list of actions on road safety in the Parish Plan

- 4.15 **Minute 18.4.5: Lengthsman.** The Clerk reported that, although he had obtained a quotation from the Lengthsman about clearing the ditches in Ketch Lane, the quote had included the hire and use of a digger. However, Cllr Mitcheson had inspected the ditches and reported that they were clear and all that was needed was for the vegetation growing over the top of them to be cut back. Cllr Mitcheson confirmed this and said that the task could be completed with a brush cutter, as the BFPG had done in previous years. The Clerk was instructed to ask the Lengthsman to do this. **ACTION: CS**

5. **Issues Raised by Members of the Public.**

- 5.1 Mrs Gwen Bowden reported that there was a large puddle under the playground swings. The Clerk said that Cllr Davis had already contacted him about this and that he would report the matter to the Lengthsman. **ACTION: CS**
- 5.2 Mrs Bowden said asked whether the trees on the village green were protected, because they were getting very large and needed attention. Cllr Knott suggested that Mr Adrian Hope should be contacted for advice as to whether the trees were protected and what action might be taken, if any. The Clerk was instructed to contact Mr Hope. **ACTION: CS**
- 5.3 Mrs Bowden - on behalf of Mrs Laura Marsh - asked about unauthorized and out of date signs. The Clerk said that he had placed an item in the November Newsletter, as instructed, and would place a similar item in the December Newsletter. **ACTION: CS**
- 5.4 Mrs Liz Davies reported that a drain was blocked in the School car park. The Clerk was instructed to report this to Balfour Beatty **ACTION: CS**
- 5.5 Mrs Davies asked why Balfour Beatty did not appear to be repairing potholes. Cllr Clarke said that Minute 20 in the September Minutes (Cllr Millar's Report) offered an explanation for this.
- 5.6 Mr Tony Clark asked why the Parish Council's response to planning application 132141/FH (Land to the South of Eastfields Farm) was shown on the Herefordshire Council website as 'No objection'. The Clerk reported that he had not responded in this way and would contact Herefordshire Council to ask that their error be rectified. **ACTION: CS**
- 5.7 Mr Clark reported that tyres dumped at the end of Chapel Lane had not been removed, the Clerk having reported them. The Clerk said that he would report the matter to Balfour Beatty again **ACTION: CS**

6. **Bodenham Local History Group.**

- 6.1 Cllr Clarke reported that the Group had been wound up (see Minutes 8.1 and 8.2 in the October Minutes) and that Mrs Margaret Andrews was storing a large amount of documentation from the Group's archive. Mrs Andrews said that it was not possible to retain the archive in Bodenham and that a decision needed to be made about its future. She confirmed that the Public Record Office was happy to take the archived material, which included some sound recordings and typescripts and that the Record Office would like to be given the archive as soon as possible, in order to make it available when the Office re-opens after its imminent move to Rotherwas.
- 6.2 Cllr Powell asked whether the Record Office would be free to sell the archive, should they wish to do so. Mrs Andrews said that she would ascertain whether they would be permitted to do so. Cllr Davis added that he had some church records dating from 1692 onwards.
- 6.3 Cllr Mitcheson said that he would liaise with Mrs Andrews about digitizing documents and photographs for the Parish Website. Mrs Andrews remarked that she had already digitized some old, irreplaceable photographs. Cllr Powell volunteered to help with further digitization. It was agreed, at Cllr Clarke's suggestion, that all interested parties should meet in early January to discuss how to progress this matter.

7. **Winter Maintenance Scheme.** See Minute 4.9 above.

8. **Noticeboards.**

- 8.1 The Clerk reported that he had circulated details of noticeboards and recommended that a lockable, metal, 1200mm by 750mm noticeboard be purchased. The Clerk was instructed to obtain a quotation for such a noticeboard, which, the Clerk said, ought to cost around £1,000. **ACTION: CS**
- 8.2 Cllr Pollard said that he could obtain a quotation for a wooden noticeboard of a similar specification. He was asked to do so **ACTION: JP**
- 8.3 Cllr Avery asked whether the new noticeboard could be sited diagonally across the road from the current location. Cllr Clarke said that this would need permission from the Surgery and, possibly, planning permission. Cllr Powell asked whether any grants or sponsorship might be available for a new noticeboard, but no suggestions were forthcoming.

9. **Dog Bin in Orchard Close.** See Minute 4.8 above.

10. **Clerk's Printer.**

- 10.1 The Clerk reported that he had bought a replacement printer and had then been contacted by Mr Bob Bowden, who suggested that for security reasons the much more expensive printer acquired by the Parish Hall might be more suitable for the Clerk's use, while the printer, which the Clerk had purchased, might be better located in the Parish Hall. It was agreed that the Parish Hall would loan its printer to the Clerk and the Parish Council would loan the Clerk's printer to the Parish Hall (Proposer: Cllr Knott; Seconder: Cllr Austin).

11. **Finance.**

- 11.1 Cllr Knott had circulated the accounts, which are attached as Annex A.
- 11.2 Cllr Knott explained that £198.59 would be deducted from the figure of £614 shown as income during the previous month and that a separate heading would be created for the Bodenham Local History Group, under which the £198.59 would be shown.
- 11.3 Cllr Powell asked about the precept and how much the precept adds to the average Council Tax bill. The Clerk was instructed to obtain this figure. **ACTION: CS**
- 11.4 Cllr Clarke had circulated the 2012-13 accounts for the Parish Hall. Cllr Knott reported that the Parish Hall expenditure in 2012-13 justified a grant of £1,200. He explained that the Hall's financial situation was satisfactory, as was its income, but future plans had been delayed, because of the expense incurred in renewing the kitchen. Cllr Jackson asked why the cost of the kitchen had increased from £16,000 to £25,000. Cllr Knott replied that the figure included £5,000 for new chairs, while the remainder of the increase arose from additional necessary work on extractors and the gas supply. Cllr Jackson asked whether any large items of expenditure were planned for 2014-15. Cllr Knott said that no definite plans had been made, but window replacement, decoration and upgrading the toilets were being considered. Cllr Mitcheson said that he had found it difficult to assess the grant request on the basis of the information supplied and in future more up-to-date figures and a much more precisely defined and clearly justified bid for funding should be provided. It was agreed by the six councillors eligible to vote that a grant of £1,200 should be made (Proposer: Cllr Mitcheson; Seconder: Cllr Jackson).
- 11.5 The following invoices were approved for payment:
- | | |
|--|---------|
| - DC Gardening Services (Lengthsman's invoice) | £265.00 |
| - Cllr James-Moore (expenses - printer ink) | £12.99 |
| - The Royal British Legion (Remembrance Day Donation) | £50.00 |
| - Clerk's printer (and warranty) | £119.99 |
| - Clerk's expenses (stamps) | £7.20 |
| - Siward James and Arkwright Trust (Parish Hall room hire) | £15.00 |
- 11.6 The invoices were approved for payment (Proposer: Cllr Knott; Seconder: Cllr Austin).

12. **Planning.**

- 12.1 **132454/FH: Maund Farm: Garden Pavilion.** It was agreed that the Parish Council had no objection to this application. (Proposer: Cllr Knott; Seconder: Cllr Austin).

13. **Updates.**

- 13.1 Bodenham Flood Protection Group. Cllr Mitcheson gave a report, which is attached as Annex B.
- 13.2 Neighbourhood Plan. Cllr Clarke reported that the final, initial draft was in preparation for presentation to Herefordshire Council. He requested that volunteers come forward to help with the circulation of the Neighbourhood plan, open days, etc.
- 13.3 Parish Hall. See Minute 11.4 above.
- 13.4 Parish Plan.
- 13.4.1 Communication. Cllr Mitcheson reported that the Parish Website continues to flourish. See also Minute 6.1 above.
- 13.4.2 Health. Cllr Powell reported that she was to attend a meeting of the Bodenham Carers' Group on 18th November.
- 13.4.3 Road Safety. This item was deferred to the next Meeting.
- 13.5 Lengthsman. The Clerk said that, after receiving requests, he had asked the Lengthsman to do several additional tasks, including spraying weeds in roadside gutters, cutting back foliage which was obscuring signs, and clearing ditches in Holbatch Lane. He reported that approximately £1,200 remained in the budget for the Lengthsman.

14. **Correspondence.**

- 14.1 The Clerk reported that no correspondence had been received, which had not already been circulated.

15. **Other Business (including District Councillor's Comments).**

- 15.1 The following items of Other Business were deferred until the next meeting:

- 15.1.1. A path to the Chapel Lane bus shelter
- 15.1.2. A footpath at England's Gate
- 15.1.3. Citizens Advice Bureau grant
- 15.1.4. War memorial

16. **Date of Next Meeting.**

- 16.1 There being no other business, the Meeting ended at 9.30pm.
- 16.2 The next Meeting of the Parish Council will be held on Monday, 2nd December at 7.30pm.

Bodenham Parish Council Accounts 2013/14

| | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr |
|-----------------------|----------|----------|---------|---------|----------|----------|----------|----------|----------|----------|----------|----------|
| Income | | | | | | | | | | | | |
| PC Opening Balance | 5045.87 | 9526.56 | 8004.99 | 6938.22 | 7444.81 | 10750.99 | 16547.62 | 13519.29 | 11430.04 | 11185.24 | 10337.24 | 10164.49 |
| Newsletter | 114.50 | 112.50 | 197.50 | 463.00 | 77.50 | 614.59 | 204 | 192 | 128 | 190 | 185 | 190 |
| Vat Refund | | | | | | | | | 123 | | | |
| Car Park Loan | | 374.92 | | | | | | | | | | |
| Lengthsman | | | | 778.25 | | 778.25 | 535.00 | | | | 778.25 | |
| Community Tech Grant | | | 306.54 | | | | | | | | | |
| Community Dev Grant | | | | | 3982.00 | | | | | | | |
| Precept | 4972.50 | | | | | 4972.50 | | | | | | |
| TOTAL | 10132.87 | 10013.98 | 8509.03 | 8179.47 | 11504.31 | 17116.33 | 17286.62 | 13711.29 | 11681.04 | 11375.24 | 11300.49 | 10354.49 |
| | | | | | | | | | | | | |
| Expenditure | | | | | | | | | | | | |
| Car Park Loan | | 749.83 | | | | | 749.83 | | | | | |
| Church Grant | | | | | | | 825 | | | | | |
| Clerk Salary | 121.29 | 121.29 | 121.29 | 121.29 | 121.29 | 121.29 | 125.68 | 125.68 | 125.68 | 125.68 | 125.68 | 125.68 |
| Clerk Expenses | 47.17 | | 19.00 | 283.00 | 33.36 | 13.00 | 30.00 | 30.00 | 30.00 | 30.00 | 30.00 | 30.00 |
| HM Rev and Customs | 30.32 | 30.32 | 30.32 | 30.32 | 30.32 | 30.32 | 30.32 | 30.32 | 30.32 | 30.32 | 30.32 | 30.32 |
| Insurance | | 499.96 | | | | | | | | | | |
| Website | | | | | | | 40 | | | | | |
| Newsletter | 407.53 | 200.25 | 186.60 | 159.85 | 0.00 | 169.10 | 205 | 159.85 | 184.8 | | 200.00 | 200.00 |
| Playground repairs | | | | | | | | 445.4 | | | | |
| Community Dev Grant | | | | | 67.50 | | | | | | | |
| Room Hire | | | | | 65.25 | | | | 100 | | | 33 |
| Lengthsman | | 395.00 | 594.60 | 140.20 | 245.00 | 235.00 | 320 | 425 | 25 | 352 | | |
| Playground Inspection | | | | | 40.60 | | | | | | | |
| Audit | | | | | 150.00 | | | | | | | |
| Parish Hall Grant | | | | | | | 1200 | | | | | |
| Grass Cutting | | | 583.00 | | | | | | | | | |
| Parish Plan | | | | | | | | 500 | | | 500 | 500 |
| Neighbourhood Plan | | 12.34 | | | | | 241.5 | 500 | | 500 | 250 | |
| Telemetry System | | | 36.00 | | | | | | | | | |
| British Legion Grant | | | | | | | | 65 | | | | |

| | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr |
|-----------------------------|-----------------|-----------------|----------------|----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| TOTAL PC Expenditure | 606.31 | 2008.99 | 1570.81 | 734.66 | 753.32 | 568.71 | 3767.33 | 2281.25 | 495.8 | 1038 | 1136 | 919 |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| PC Closing Balance | 9526.56 | 8004.99 | 6938.22 | 7444.81 | 10750.99 | 16547.62 | 13519 | 11430 | 11185 | 10337 | 10164 | 9435.5 |
| | | | | | | | | | | | | |
| BFPG Open Balance | 2210.27 | 2210.27 | 2113.37 | 2099.87 | 2058.88 | 2058.88 | 2058.88 | 2412.07 | 2412.07 | 2412.07 | 2412.07 | 2412.07 |
| BFPG Inc | | | | 30.00 | | | 494 | | | | | |
| BFPG Ex | | 96.90 | 13.50 | 70.99 | | | 140.81 | | | | | |
| BFPG Closing Balance | 2210.27 | 2113.37 | 2099.87 | 2058.88 | 2058.88 | 2058.88 | 2412.07 | 2412.07 | 2412.07 | 2412.07 | 2412.07 | 2412.07 |
| | | | | | | | | | | | | |
| 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 |
| | | | | | | | | | | | | |
| Tot Closing Balance | 11894.83 | 10276.36 | 9196.09 | 9661.69 | 12967.87 | 18764.50 | 16089.36 | 14000.11 | 13755.31 | 12907.31 | 12734.56 | 12005.56 |

BODENHAM FLOOD PROTECTION GROUP REPORT
(4 NOVEMBER 2013)

1. Water Levels. Although there has been some rain over the past couple of weeks, the water level in the Millcroft Brook has only risen slightly and certainly not enough to cause concern.
2. Monthly Meeting.
 - a. Our most recent Meeting was on 29 October with 25 members present.
 - b. Our next Meeting on Tuesday, 26 November will be the last for 2013 since we do not have a meeting in December.
3. High Visibility Jackets. We are now hoping that the high visibility jackets which the Environment Agency are kindly giving us will be delivered on 22 or 25 November.
4. Property-Level Protection (PLP) Report. As I reported last month, we were approached by JBA Consulting, acting on behalf of Defra, for feedback on how the property-level flood protection equipment provided in 2011-12 under the Environment Agency Grant worked during the flooding last Winter. We have submitted a fairly lengthy response because, although none of the equipment in Bodenham was actually tested by flooding, we did have quite a lot of comments on the improvements which we feel could be made in the running of such projects. For example, although overall our project was extremely successful, it was somewhat marred because not enough time was allocated to the initial surveys of the 40 properties under consideration for a share in the Grant. As a result mistakes were made in the surveys which resulted in delays, confusion, additional cost and stress, all of which could have been avoided had more care and resources been devoted to that initial work on which the whole project was subsequently built.
5. Environment Agency – Research into Volunteering. We have also been asked by the Environment Agency if we would be willing to take part in a survey regarding volunteer groups. The aim of the survey is to understand what motivates people to volunteer and, in particular, to volunteer on water and flooding issues. This involved filling in a lengthy on-line questionnaire which we have completed.
6. Working Party Sessions. We held our last working party session on the evening of Friday, 11 October, during which we cleared some silt build-up immediately downstream of the Ketch Lane culverts.
7. Sandbags.
 - a. The 250 filled sandbags we ordered from Herefordshire Council were very promptly delivered by Balfour Beatty and are now at the Parish Hall. However, Balfour Beatty did not have the 200 empty sandbags which we also requested in stock, so those remain on order.
 - b. Over the past couple of months we have made every effort to check all the sandbags around the Village and to make sure they are in good condition ready for the Winter. This has included the sandbags held by residents on their own premises. At the last count there were 692 sandbags in central stocks and a further 425 sandbags on private properties.
 - c. A notice telling residents where the stockpiles of sandbags are and who to ask for bags is in the November Newsletter and on the Parish Website.
8. Updated Contact List. The dates of the Group's Meetings in 2014 have now been finalised and they will be published, together with the updated contact details for Area Representatives, in the December/ January issue of the Newsletter. They are already on the Website.
9. Annual Quiz Night. The annual Quiz Night was held on Friday, 25 October in the Parish Hall. It was very well supported, with some 54 members and their friends taking part, and they generously contributed just over £416 for BFGP funds after deduction of expenses.

K.A.M.