

BODENHAM PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING
HELD AT THE SIWARD JAMES CENTRE
at 7.30 pm on Monday, 6th November 2017**

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

District Councillor Bruce Baker was in attendance.

Eight members of the public were present.

Introduction

1. **Apologies for Absence.** Apologies for absence were received from Cllr Crane.
2. **Declarations of Interest.** Cllrs Mitcheson and Tilford declared an interest in Item 15.
3. **Minutes of the Previous Meeting.**
 - 3.1 The Minutes of the previous Meeting were amended as follows:
 - **Minute 12.2.** The Action should be on “CS” rather than “TC”.
 - **Minute 18.1.** The wording
“The old bus shelter opposite England’s Gate Inn needed to be disposed of and he wondered if the Parish Council had any suggestions for its further use. Cllr Tremain suggested re-siting it at the Village Green as a shelter for bus passengers waiting there, but Cllr Clark said that it would not be possible to position it without blocking the sightlines for vehicle drivers negotiating the Ash Grove Road/ C1125 junction.”
should read
“The old bus shelter opposite England’s Gate Inn needed to be disposed of and he wondered if the Parish Council had any suggestions for its further use. Cllr Clark suggested re-siting it at the village green as a shelter for bus passengers waiting there, but pointed out that it would not be possible to position it without blocking the sightlines for vehicle drivers negotiating the Ash Grove Road/ C1125 junction. It was also mentioned that passengers for Hereford would not be able to see the bus approaching and would have to cross the C1125, and that no buses for Leominster leave from the stop at the village green.”
 - 3.2 The Minutes were then accepted (Proposer; Cllr Mitcheson: Seconder; Cllr Tremain).
4. **Matters Arising from the Minutes.**
 - 4.1 **Minute 4.4: Defibrillator Training.** The Clerk reported that a defibrillator training session had been arranged for 2.00pm on Wednesday, 22nd November at the Parish Hall.
 - 4.2 **Minute 5.2: Pavement Bridge near Saffrons Cross Garage.** The Clerk reported that he had contacted Balfour Beatty Living Places about the matter and had received a case number.
 - 4.3 **Minute 6: PRoW Consultation.** The Clerk confirmed that he would respond to the Consultation before the deadline. **ACTION: CS**
 - 4.4 **Minute 8: Lengthsman Sub-Committee.** The Clerk reported that a contract had been signed between the Parish Council and Mr Richard Morgan, who would act as Lengthsman until the end of the financial year.
 - 4.5 **Minute 13.3: The Open Spaces Project.** In Cllr Crane’s absence, Cllr Mitcheson noted that the Bodenham Open Spaces Project for the creation of a perpetual garden around

the War Memorial and a flower meadow round the 'Huddle of Bullocks' sculpture on the Village Green was nearing completion. All that remained to be done was some additional planting and the laying of bark as a weed suppressant around the War Memorial. The garden there would then be ready for the Remembrance Service on 12 November. The Project Co-Ordinator had prepared a report summarizing all the work that had been done and this would be posted on the Parish Website. In it she expressed the particular thanks of the Project Team to all those, including the Parish Council and many local residents, who had contributed to the Project's success.

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

5.1 Miss Barbara Gibson raised the subject of the frequent maintenance visits by contractors to the Millcroft Road pumping station. She said that she had been contacted by Mr Gareth Morris from Welsh Water, who had said that the only recent visit from Welsh Water operatives to the pumping station had been on 17th October, and that Welsh Water would contact her and Mr and Mrs Arrowsmith before any future visits. Mr Morris had also asked for all visits to the pumping station to be recorded.

5.2 Cllr Avery reported that Welsh Water had recently jetted the pipe between Ash Grove View and the pumping station. Cllr Collin said that this had been a visit to conduct general maintenance. Cllr Mitcheson noted that he was keeping a log of all visits to the two pumping stations in the Village, as well as to the treatment plant, and asked for all those who witnessed visits taking place to forward the details to him so that he could keep the record up to date. Cllr Baker said that he had been in contact with Welsh Water, who had promised to keep him informed. He added that there was another issue – that of fat deposits, allegedly from England's Gate Inn, blocking the sewerage system. Miss Gibson said that Welsh Water had told her that they were planning to visit the Inn to investigate this. Cllr Tilford remarked that he had drafted a letter on the subject which might be of use.

6. **Accident on the A417 at Saffrons Cross on 28th August.** Cllr Collin said that she had met with PCSO Steph Annette, Mr Ian Connolly of the Safer Roads Partnership and Mr David Perridge at Saffrons Cross Garage to discuss issues concerning the recent accident there. She had been told that the existing speed limit would not be reduced, but that 'gateways' could be installed to draw drivers' attention to the 40mph limit. Another suggested preventative measure would be to paint a continuous white line along each side of the road to make it appear narrower.

7. **Precept Sub-Committee Report.** The Clerk reported that the Precept Sub-Committee had met again and had produced a slightly revised spreadsheet of estimated income and expenditure, which he had circulated. Cllr Mitcheson explained that, with four months of the current year still remaining, the Sub-Committee's calculations had to be largely based on estimates. However, they had concluded that some £13,725 would be needed to cover the Parish Council's activities in 2018-19 and that the 2018-19 precept could be kept at the 2016-17 and 2017-18 figure of £13,000. A final decision on the precept was deferred until the December Parish Council Meeting.

8. **The Village Green.**

8.1 The Clerk explained that, in order to install adult exercise equipment on the Village Green, it would be necessary for the Parish Council to accept Herefordshire Council's offer to lease or transfer ownership of the Green to the Parish Council, which would then become responsible for its maintenance. He had obtained a quotation from the new Lengthsman for cutting the grass on the Green, which he had circulated.

8.2 Cllr Tilford said that he felt that there should be a local consultation about the additional costs which the Parish Council would incur, if it acquired the Green. Cllr Mitcheson remarked that a second quotation ought to be obtained and the implications for the Parish Council's insurance should be ascertained, before any such consultation went ahead. Cllr Tilford asked whether the offer from Herefordshire Council included the land behind the Surgery. The Clerk said that he thought not, but would ask Mrs Yvonne Coleman at Herefordshire Council, obtain a second quotation for grass cutting, check the implications for the Parish Council's insurance, and put an initial note in the December/January *Newsletter*.

ACTION: CS

9. **Lengthsman Sub-Committee.** See Minutes 4.4 and 8 above.
10. **Parish Hall Wayleave Agreement.** The Clerk reported that Western Power Distribution had asked the Parish Council to approve a wayleave agreement for the installation of an underground cable for the proposed mobile phone mast at the Parish Hall. The Clerk said that the Parish Council had sought legal advice as to its responsibilities in the matter and had been told that there were no legal implications or responsibilities for the Parish Council. The Clerk was instructed to sign the wayleave agreement on behalf of the Parish Council. **ACTION: CS**
11. **Asset Register.** The Clerk explained that in 2010 the Parish Council's Asset Register contained no figures for the value of each asset, even though a total figure for the Parish Council's assets had been entered in the annual audit, as was required. Accordingly, he had estimated the value of each of the Parish Council's assets such that they added up to the figure in the annual audit. He had subsequently added newly obtained assets to the Register, but was unsure whether it was complete. He would, therefore, circulate the Asset Register and requested that Councillors inform him of any omissions or possible amendments. **ACTION: ALL COUNCILLORS**
12. **Playground Sub-Committee Report.** The Clerk reported that one quotation had been received, a second quotation was awaited, and a meeting had been arranged with a playground supplier for a third quotation to be obtained.
13. **Millcroft Road Pumping Station.** See Minute 5 above.
14. **The Community Housing Fund.** The Clerk reported that he had received and circulated details of the Community Housing Fund, with a request from Herefordshire Council that it be discussed at a Parish Council meeting. After discussion, it was agreed the Fund was not applicable to Bodenham.
15. **Finance.**
- 15.1 **Monthly Accounts Statements.** The monthly accounts had been circulated and were accepted (Proposer; Cllr Mitcheson: Seconder; Cllr Clark). The accounts are attached as Annex A. The Clerk had also circulated the monthly spreadsheet version of the accounts.
- 15.2 **Outstanding Invoices.** The following invoices were presented for consideration:
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| - Groundwork UK (return of unspent Neighbourhood Plan grant – for ratification) | £1367.47 |
| - C D Smith (Clerk's expenses: stamps; printer cartridge; plastic bags) | £23.72 |
| - CR Planning Solutions (NDP consultancy fee) | £1635.00 |
| - Cllr D Tilford (NDP expenses: printer ink and paper) | £110.98 |
| - Cllr K A Mitcheson (NDP expenses: printer ink) | £34.80 |
| - Siward James and Arkwright Trust (PC room hire) | £65.25 |
| - Siward James and Arkwright Trust (BFPG July-Sept room hire) | £15.75 |
| - Mr M Darley (BM23 stile repair) | £50.00 |
- 15.3 The payment of the invoices was approved (Proposer; Cllr Jackson: Seconder; Cllr Clark).
16. **Planning**
- 16.1 The following planning applications were considered:
- 171319: *Land adjacent to England's Gate Inn; Residential development of up to 10 dwellings with associated vehicle access.* Cllr Tilford went through the planning statement which he had prepared and circulated. Amongst other issues, it objected to the application on the grounds of inadequate vehicular access. It was agreed that the Clerk should submit the planning statement as the Parish Council's formal objection to the application.
 - 173475; *Tan Y Bryn; Proposed garage/store.* The Parish Council had no objection to this application.

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- 173549; *Eastfields; Proposed general purpose agricultural building for the storage of hay/straw bales and farm machinery.* The Parish Council decided not to object to the application, provided that consent be conditioned on the provision of adequate surface water drainage and non-intrusive lightning.
- 173805: *The Hollies; Proposed single storey extension to rear.* The Parish Council had no objection to this application.
- 172393/CD4: *Bodenham Lake; Creation of a pond with a boardwalk to allow children to pond dip. The pond will be 10m x 12m, with a spit of earth through the centre. There will be a gravel access path for pedestrians.* Cllr Clark explained that the finance for this proposal is to come from Tesco's plastic bag fund, and that an entrance to the proposed pond will be created from the car park into the old orchard. The Parish Council had no objection to the application.

16.2 Cllr Tilford mentioned that a change to planning regulations meant that it is now permissible to convert light industrial buildings to dwellings. Cllr Tilford also mentioned that Herefordshire Council's proposals following the consultation on travellers' sites involve only a few council wards and do not include Hampton Ward.

17. Updates

17.1 **Bodenham Flood Protection Group.** Cllr Mitcheson gave the BFPG's monthly Report which is attached as Annex B.

17.2 **Parish Hall.** Cllr Layton reported that he had been unable to attend the last Meeting of the Parish Hall Management Committee. Mrs Gwen Bowden said that there was little to report from it.

17.3 **Neighbourhood Plan.** Cllr Mitcheson reported that:

17.3.1 On 11 October he had been about to make the formal submission of the draft Plan, Consultation Statement and associated documents for Regulation 16 Consultation when the planning consultant alerted him to the publication of Herefordshire Council's 2017 Five Year Housing Supply Statement. Since obviously our Plan must agree with that Statement, he had started a process of consultation with Herefordshire Council's Planning Department to reconcile the two documents. The overall result had been to reduce our total housing numbers during the plan period to date from 75 to 70 against the minimum requirement of 72 set in the Core Strategy.

17.3.2 Cllr Mitcheson said that he was confident that this shortfall would be made up, and comfortably exceeded, with windfalls over the remaining 14 years of the plan period. For example, there was a current application to increase the number of houses on the land adjacent to England's Gate Inn by an additional 5 houses. If approved, this alone would bring our total back up to 75.

17.3.3 He reminded Councillors that the draft NDP and its accompanying documents were the responsibility of the Parish Council, not the Steering Group. Although Councillors had already approved the documents for submission in the knowledge that consultation with Herefordshire Council was likely to bring some changes, they would need to be satisfied with these subsequent amendments. He therefore proposed to circulate - not the complete documents again - but extracts showing the substantive alterations. He asked for Councillors to give their approval, or otherwise, to these by return, so that the submission for Regulation 16 consultation could be made without further delay.

18. **Correspondence Not Previously Circulated.** Cllr James-Moore said that many Bodenham residents had received correspondence from Pharmacy4U offering prescriptions by post. She noted that Bodenham Surgery was dependent on its prescription service, which could be undermined if residents switched to a commercial company such as Pharmacy4U.

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

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

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- his latest column in the *Newsletter* was about Herefordshire Council's Children's Services. This had recently received a favourable report from the Care Quality Commission, which had described it as one of the best in the West Midlands;
- the new university in Hereford had received £15m to fund its start-up, which will involve a small cohort of students in the 2018-19 academic year;
- Herefordshire has been chosen as a pilot area in a study of flooding issues arising from housing growth;
- studies of possible routes for the new bypass for Hereford are continuing;
- restricted parking spaces for some Hereford City residents will be introduced shortly.

19.2 Cllr Avery asked whether an opening date for the new City Link Road had been decided. Cllr Baker replied that the road would open by the end of the year.

19.3 Mrs Gwen Bowden asked about the possibility of installing a roundabout at the junction of the A417 and the A49. Cllr Baker said that he had recently heard that this was being considered.

19.4 Cllr Clark asked whether the work being done on Broom Cottage - a Grade 2 listed building - had been approved by Herefordshire Council. Cllr Baker said that he would contact the Building Conservation Officer. **ACTION: BB**

19.5 Cllr Mitcheson said that his attention had been drawn to a Temporary Closure Order which Herefordshire Council had published in *The Hereford Times*. This indicated that the C1121 would be closed to vehicles outside Pump Cottage for five days from 27 November to allow a gas supply to be installed. Since this would have the effect of temporarily cutting the Village in half he would post a notice on the Parish Website to alert residents to the closure.

19.6 After discussion, it was agreed that Cllr Mitcheson would lay the Parish Council's wreath at the Remembrance Service on 12 November.

20. **Date of the Next Meeting.**

20.1 The next Meetings will be held on Mondays 4th December 2017 and 8th January 2018.

20.2 There being no other business, the Meeting closed at 9.30pm.

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Annex A

October 2017 accounts

OPENING BALANCE on 18th SEPTEMBER 2017 = £32597.84

Date	Income	Expenditure	Comment
21st September 2017		£37.84	Clerk's PAYE
22nd September 2017	£6500.00		2nd precept payment
22nd September 2017	£120.00		Newsletter advertising
22nd September 2017	£149.95		BFPG?
2nd October 2017		£151.67	Clerk's salary
6th October 2017		£70.00	BFPG expenses
6th October 2017		£240.00	Audit fee
6th October 2017		£399.84	Telemetry sensor
9th October 2017 (work at the		£116.30	Robert Parker parish hall)
9th October 2017		£185.00	October Newsletter
11th October 2017		£14.72	Clerk's expenses
11th October 2017	£60.00		Open Spaces Project
TOTALS	£6829.95	£1215.37	

CLOSING BALANCE on 11th OCTOBER = (£32597.84 + £6829.95 - £1215.37) = £38212.42



BODENHAM FLOOD PROTECTION GROUP REPORT
(6 NOVEMBER 2017)

1. **Summary of the Past Month.** The flood risk over the past month has remained very low. Storm Brian produced some rain, but not nearly enough to cause the relief channel to operate. In fact, for most of the month the Millcroft Brook has been virtually dry.
2. **Monthly Meeting.** The Group's monthly Meeting was held on Tuesday, 31 October and was attended by 28 members.
3. **Early Warning Telemetry System.** Hydro-Logic have replaced the sensor in the early warning telemetry system and the system is now back in operation. All being well, their next maintenance visit will not be until May next year.
4. **Belgian Visit.**
 - a. On 6-7 October the Chairman and the Secretary hosted a visit by a delegation from East Flanders in Belgium who were in England on a study tour organised by Defra.
 - b. As mentioned at the last Parish Council Meeting, the Province of East Flanders and the University of Ghent are both involved in a European North Sea Region project called FRAMES (Flood Resilient Areas by Multilayered Safety). Part of this involves working with local communities in the Dender valley on community flood response. The Dender valley is very flood-prone and its water manager and the provincial authorities are therefore developing a flood risk management plan for it. They calculate, however, that, even with new protection measures, there will always remain a severe risk of flooding for some neighbourhoods and so are seeking to engage the local residents in discussion about additional measures they can take themselves to prepare for flooding. They do not have much experience with this type of flood risk management in Belgium, which is why they are interested in talking with people in England, who are more experienced in it.
 - c. The Belgian delegation consisted of:
 - (1) Dr Hannelore Mees, Spatial Planning Officer from the Province of East-Flanders.
 - (2) Mr Brendan De Baets, Participation Officer from the Province of East-Flanders.
 - (3) Dr Barbara Tempels, a Researcher from Ghent University.
 - (4) Mrs Liesbet Vande Castele, Environmental Officer from the City of Geraardsbergen.
 - d. They arrived by train at Malvern Link station on the morning of Friday, 6 October and the Chairman and Cllr David Tilford drove them to England's Gate Inn where the visitors were staying. The latter then had lunch at Millcroft Farm where they were briefed on the

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BFPG by the Chairman and had the chance to meet and discuss flooding issues with Mrs Mary Dhonau and Cllr Bruce Baker. This was followed by an extended series of discussions throughout the afternoon, starting with Cllr Philip Price, Herefordshire Council's Cabinet Member for Infrastructure, and Mr Steve Hodges, Directorate Services Team Leader at Herefordshire Council, during which the visitors were able to discuss flooding at county and Lead Local Flood Authority (LLPA) level.

e. Towards the end of the afternoon they were joined by Mr Jason Walker and Mr Andrew Osbaldiston from the Environment Agency's Tewkesbury Office, when the visitors were able to examine flood risk management from the Environment Agency's perspective. (Mr Osbaldiston is also involved in the project for introducing natural flood management schemes into Herefordshire and indicated that he would be visiting Bodenham again shortly).

f. For the last part of the afternoon programme the visitors attended a working party session on the final downstream section of the Millcroft Brook, followed by refreshments at Millcroft Farm when they had an opportunity to meet BFPG members socially. They then returned to England's Gate Inn where the Chairman, Secretary and Cllr and Mrs Tilford joined them for an evening meal. The visit ended the following morning (Saturday, 7 October) when the Chairman and Cllr Tilford drove the visitors back to Malvern Link to catch an early train to London to connect with their Eurostar journey back to Belgium.

g. The whole visit seems to have gone extremely well, helped, not least, by the visitors' excellent English. Certainly they said that the long return trip to Bodenham had been well worthwhile in furthering their research and they expressed their warmest thanks for the way they had been looked after. Thanks are also due to all the members of the Group who contributed to the success of the visit, and particularly to Cllr Tilford for his help in providing transport for the visitors.

5. **Working Parties**. The working party on Friday, 6 October during the Belgian visit already mentioned has completed what little work needed to be done on the Millcroft Brook and was the last working party session of the 2017 'season'. Once again, tribute and thanks must be paid to all those who have taken part in working parties throughout the year; a lot has been achieved in sometimes difficult circumstances, made more onerous by the lack of any spraying to reduce the amount of vegetation with which working parties have had to contend.

6. **Social Calendar**

a. **Annual Bonfire Party**. The approach of Storm Brian forced the postponement of the Bonfire Party at Millcroft Farm. This proved to be a wise decision because, when, on the evening of Sunday, 22 October, the event was held 24 hours later than originally planned, the weather was dry and mild. Some 30 members and guests attended and, once again, thanks are due to all of them, and especially to those who contributed additional wine and food to the occasion.

b. **Annual Quiz Night**. The Annual Quiz Night will be on Friday, 24 November at the Parish Hall at 7.00pm for 7.30pm. Light refreshments will be provided during the interval, together with a glass of wine, and, if participants want anything more substantial, they are encouraged to bring their own. Councillors are, as always, welcome to attend the Quiz Night and perhaps form one or more teams.

K.A.M.