

BODENHAM PARISH COUNCIL

**MINUTES OF THE PARISH COUNCIL MEETING
HELD AT THE SIWARD JAMES CENTRE
at 7.30 pm on Monday, 1st October 2018**

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

District Councillor Bruce Baker was also in attendance.

5 members of the public were present.

Introduction. The Footpath Officer - Mr Mike Darley - was congratulated on his award as The Best Public Footpath Specialist in Herefordshire. (See Item 7).

1. **Apologies for Absence.** Apologies for absence were received from Cllrs Clark and Morris.
2. **Declarations of Interest.** Cllr Mitcheson declared an interest in Item 9.
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 4.4: Oak Posts in Church Road** The Clerk confirmed that he had informed the Lengthsman that his quote for replacing the posts had been accepted.
 - 4.2 **Minute 6: Litter Pick Risk Assessment.** Cllr Crane said that he and Cllr Morris had done further work on the draft litter pick risk assessment and had also drafted a briefing note to be given to volunteers before they started litter picking. These would be circulated in time for approval before the next Litter Pick on 3rd November. **ACTION: JC and TMO**
 - 4.3 **Minute 7: The Community Commissioning Model.** The Clerk said that he had not obtained quotes for the removal of the hedge at the junction of Ketch Lane and Millcroft Road, because this had not been agreed. Cllr Mitcheson said that the matter could be deferred, because there were other, more urgent road safety issues to be determined first.
 - 4.4 **Minute 8.1: Woodhouse Lane.** Cllr Baker described changes to be made as part of the A417 resurfacing, which, in conjunction with the reduction of the width of the hedge at Calderwell Cottage and the provision of a new mirror, should greatly improve visibility at the junction.
 - 4.5 **Minute 8.2. Woodhouse Lane.** Cllr Collin said that she had contacted Pittman - a company supplying traffic-related equipment - who had confirmed that the existing mirror is not appropriate for the location. She said that the company could supply a solar-powered mirror for between £1500 - £1700, for which she was willing to raise funds. Cllr Layton suggested asking the company for details of other locations where such mirrors had been installed, so that comparisons could be made.
 - 4.6 **Minute 10: Playground.** Cllr Crane said that the Lengthsman had been unable to fix the spring on the gate. The Clerk added that the Lengthsman had asked for more details about staining or painting the fence and about the preferred colour. The Clerk was instructed to ask the Lengthsman to use a medium oak stain. **ACTION: CS**
 - 4.7 **Minute 11: Precept.** The Clerk reported that the Precept Sub-Committee had met and had made considerable progress towards making a proposal for the 2019-20 Precept, but needed to conduct more research into some factors affecting the proposal. He said that the Sub-Committee would report further at the next Meeting.

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

5.1 **Playground Gate.** Mrs Gwen Bowden reported that the gate to the playground is always open. The Clerk replied that replacing the spring to ensure automatic closure of the gate was in hand.

5.2 **Playground Path.** Mrs Bowden asked whether a path could be created across the village green to the playground. Cllr James-Moore said that this had been considered, but was too expensive. Cllr Layton suggested that grating or matting could be installed, but it was felt that this was not necessary.

5.3 Proposal for Glamping at Laxton Barn.

5.3.1 Mr Mark and Mrs Terry Vernon spoke about their wish to create a small glamping site in the field behind their property, Laxton Barn. Mr Vernon said that he would be grateful for any thoughts the Parish Council might have before a planning application was submitted. He indicated that no more than five units would be located on the site.

5.3.2 Cllr Collin asked about the size of the units. Mr Vernon passed round a brochure and said that 10 metres by 4 metres was the approximate size of a unit. He said that initially only two units would be installed, which would be placed against a hedge and not visible from neighbouring properties. Cllr Collin also asked about access. Mr Vernon said that access would be via the shared driveway at Laxton Barn and that it was likely that there would be only about five cars on the site at any one time.

5.3.3 Cllr Crane asked about supplying water to the units. Mr Vernon replied that a water supply and soakaways would be installed. Cllr Tremain asked whether the units would be available all the year round. Mr Vernon said that the units would have woodburning stoves for all-the-year-round availability.

5.3.4 Cllr Mitcheson asked about issues such as noise, lights and barbecues. Mr Vernon replied that barbecues would be allowed. He emphasised that at this stage the proposal was just a concept. Cllr Mitcheson said that he thought that the concept was a good one, but that it was in the wrong place, because of the access and its non-compliance with several policies in the Bodenham Neighbourhood Development Plan (NDP).

5.3.5 Cllr Tilford stressed that planning legislation requires Herefordshire Council's Core Strategy and the Bodenham NDP to determine a planning application. He noted that a not dissimilar planning application for The Amberley Arms in Marden had been approved and suggested that a pre-planning application should be made.

6. Road Safety.

6.1 Cllr Mitcheson referred to the two notes which he had circulated reporting on recent meetings about road safety. He suggested that, given that the gateways scheme for the A417 was likely to go ahead, Councillors' immediate concern should be to decide the order of priority which they wished to accord to three other schemes, namely:

1. remodelling the C1125/A417 junction;
2. installing a priority system and pavement on the C1125 between Ash Grove Road and England's Field;
3. improving visibility at the Ketch Lane/Millcroft Road junction.

6.2 He said that he had been advised by Mrs Yvonne Coleman that the feasibility and design studies which any such scheme would require before it could proceed would cost in the order of £15,000 and these costs would be met out of the Section 106 money awarded to the Parish Council for transport infrastructure following the England's Field development.

6.3 He stressed that the first step in any project would be the feasibility study and only if this proved positive would the Council be faced with a decision to progress to design and commit itself to the full amount he had mentioned. Although he had requested an estimate of the cost of a feasibility alone, he had not yet received it, but clearly it would amount to several thousand pounds or more, but the alternative would be to do nothing. He then asked Councillors for their opinions.

6.4 Cllr Tremain said that she would give priority to Scheme 2. Cllr Avery said that he thought that Scheme 1 was the most important, partly because it was likely that more houses

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would be built next to England's Gate Inn and partly because an alternative safe route already existed between England's Field and the Surgery and Playground.

6.5 Cllr Crane preferred Scheme 2, while Cllr Layton said that although Scheme 1 was also important, Scheme 2 should be given priority and, if it came to fruition, it would be necessary to ensure that the large pool of standing water, which appears after rain outside Hamwyn Joinery, was eliminated.

6.6 Cllr Mitcheson proposed and Cllr Crane seconded that Scheme 2 should be proceeded with first. This was agreed. The Clerk was instructed to contact Mrs Coleman to request that a feasibility study be conducted into Scheme 2. **ACTION: CS**

7. **Award to Mike Darley.** See Introduction above.

8. **Precept.** See Minute 4.7 above.

9. **Finance**

9.1 **Monthly Accounts Statements.** The monthly bank statement had been circulated. The monthly accounts and spreadsheet had also been circulated and were approved subject to minor corrections (Proposer Cllr Tilford: Seconder Cllr Tremain). The monthly accounts are attached as Annex A.

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

- Clerk's expenses (printer cartridges)	£22.00
- Mrs Babs Mitcheson (for Mr D Pritchard's expenses for moving the SID)	£100.00
- Bodenham Parish Hall (BFPG room hire)	£80.75
- Mr Mike Darley (Footpath Officer's invoice)	£185.00

9.3 The payment of the invoices was approved with the addition of an invoice from Mrs Barbara Mitcheson for £196.73 for BFPG expenses. (Proposer; Cllr Tilford: Seconder; Cllr Collin).

10. **Planning.** The following planning application was placed on the Agenda for information purposes only - no comments being accepted by Herefordshire Council:

- 182473: *Queenswood Country Park: Proposed composting toilet utilising reclaimed timber.*

11. **Updates**

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

11.2 **Parish Hall.** Cllr Layton reported that he had missed the last meeting of the Parish Hall Management Committee, but had passed on the comments made by the Parish Council about its requirements for considering a grant request. Mrs Gwen Bowden said that replacement windows and a new boiler house door had been ordered.

12. **Correspondence Not Previously Circulated.**

12.1 The Clerk reported that he had received the latest copy of *Clerks and Councils Direct*, which he had passed to the Chairman.

12.2 Cllr James-Moore reported that she had received a letter from Mrs Margaret Minchin - the Secretary to the Parochial Church Council - asking for a representative of the Parish Council to take part in the Service of Remembrance on 11th November. Cllr Crane agreed to act as the Parish Council representative.

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

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

- repairs to the A417 were underway and that all repeater signs were now in place, although some needed to be cleaned and some were obscured by foliage. The Clerk was instructed to ask the Lengthsman to clean the signs and remove the foliage, while the road was closed. **ACTION: CS**
- it had occurred to him that there might be merit in requesting the installation of a post box near to the bus shelter opposite England's Gate Inn to cater for

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residents in England's Field, in particular. Councillors agreed and Cllr Baker said that he would pursue the idea further.

- Syrian refugees taken in by Herefordshire Council were settling in well and some already had jobs.
- Herefordshire Council's new digital newsletter is now available online.

13.2 Cllr Layton asked Cllr Baker about funding for the A417 repairs. Cllr Baker said that the funding came from Government funding for Class A roads in Herefordshire.

13.3 Cllr Mitcheson reported that the Bodenham NDP had been formally adopted on 28 September 2018 and asked that this be recorded in the Minutes.

14. **Dates of the Next Meetings.**

14.1 The remaining Meetings in 2018 will be held on Mondays 5th November and 3rd December.

14.2 There being no other business, the Meeting closed at 9.00pm.

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Annex A

September 2018 accounts

OPENING BALANCE on 17th AUGUST 2018 = £44887.23

Date	Income	Expenditure	Comment
20th August 2018		£37.84	HMRC (Clerk's PAYE)
23rd August 2018	£50.00		Newsletter advertising
30th August 2018		£15.75	BFPG room hire
30th August 2018		£60.75	PC room hire
31st August 2018		£227.50	Clerk's salary
6th September 2018		£120.00	Footpath Officer's invoice
7th September 2018		£188.90	Berrington Print (BFPG printing)
7th September 2018		£240.00	Audit fee
10th September 2018		£8.22	Clerk's expenses
10th September 2018		£194.20	September Newsletter
12th September 2018		£200.00	Website updating
14th September 2018		£70.00	BFPG expenses
18th September 2018	£40.00		Newsletter advertising
TOTALS	£90.00	£1363.16	

CLOSING BALANCE on 18th SEPTEMBER = (£44887.23 + £90.00 - £1363.16) = £43614.07



BODENHAM FLOOD PROTECTION GROUP REPORT
(1 OCTOBER 2018)

1. **Summary of the Past Month.** Although there have recently been some short periods of fairly intense rain, these have not significantly affected water levels or the overall flood risk, which remains low at present.
2. **Monthly Meeting.** The Group held its monthly Meeting last Tuesday (25 September 2018), at which 19 members were present.
3. **The Group's Tenth Anniversary.** The Group's Tenth Anniversary Celebration in the Parish Hall on Sunday, 9 September was a most successful and enjoyable occasion attended by a wide cross-section of the local community and, indeed, some unexpected visitors from outside the Parish. Particular attractions for the younger children – not to mention some senior citizens - were the bouncy castle and the rides on the fire engine, both kindly provided by Mr Tony Troia. Miss Jennifer Easson and Mr Andrew Maxwell produced an excellent display and some memorable artwork respectively, while Mrs Sue Maxwell created an amazing cake depicting members of the BFPG in action. Thanks are due to all of them and to many others who made the event possible by generously loaning equipment, donating cakes, drinks and other refreshments, manning stalls, helping to set up the hall and clear up afterwards, and contributing in other ways. Income from the stalls and from a total of over £130 in cash donations meant that the actual cost of the event to the Group was less than £170.
4. **External Contacts.** On 19 September we received an email from Ms Emily Whittingham, the Environment Agency's Flood Resilience Officer for Kent, South London and East Sussex Area (KSLES). In this she explained that she was arranging a Community Resilience Workshop on 6th October and would like to use the BFPG as a case study to inform their Flood Wardens of the Group's work, which she thought could inspire others to get involved in their community. We replied that we would, of course, be happy to help and have provided her with copies of the display posters used at the Tenth Anniversary Celebration and an updated version of the PowerPoint presentation outlining the history and activities of the Group which we gave to a Northamptonshire Flood Wardens' Training Day some time ago.
5. **Working Party Sessions.**
 - a. On Friday, 7 September, 10 members met at Hamwyn Joinery to check and repair the sandbags there and in the Chapel Lane cage, while on Friday, 21 September 12 members including a new member, Mrs Katrien Phipps of England's Field, helped to check and repair the sandbags in the two cages at the Bodenham School car park.
 - b. Now that the nights are getting darker, there will be no more working party sessions until April 2019, except in an emergency. Thanks are due to all those who have helped with the maintenance of the Millcroft Brook and with checking and repairing sandbags throughout 2018.

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c. With the onset of autumn all those with individual flood protection measures, such as sandbags and flood barriers are reminded that now is the time to check them - and ancillary equipment, such as torches - if they had not already done so.

6. **Social Calendar.**

a. **Annual Bonfire Party.** The Annual Bonfire Party will be held this Saturday (6 October) at 6.00pm at Millcroft Farm. As always Councillors will, of course, be very welcome to attend with their partners.

b. **Annual Quiz Night.** The Annual Quiz Night will take place in the Parish Hall on Friday, 30 November. Further details will follow nearer the time.

c. **The Annual Coffee Morning.** The Annual Coffee Morning will be held on Saturday, 19 January in the Siward James Centre. Again, details will be advertised nearer the time.

K.A.M.