

BODENHAM PARISH COUNCIL

**Minutes of a Meeting of BODENHAM PARISH COUNCIL held on Monday,
7th October 2013 at the Seward James Centre at 7.30 p.m.**

Present: Cllr Bob Clarke (Chair), Cllr Roger Austin, Cllr Stan Davis, Cllr Pam James-Moore, Cllr Tony Mitcheson.

District Cllr Jeremy Millar was also present.

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

1. **Apologies for Absence.** Apologies for absence were received from Cllrs Alec Avery, Dennis Jackson, Robin Knott and Rhian Powell.
2. **Declarations of Interest.** There were no declarations of interest.
3. **Minutes of the Previous Meeting.** The Clerk reported that Cllr Knott had asked that his absence from discussion of the Bache's Bargains planning application be recorded in these Minutes.
4. **Matters Arising from the Minutes.**
 - 4.1 **Minute 4.1: Bin on the Village Green.** The Clerk reported that he had emailed Balfour Beatty and Herefordshire Council about the bin on the village green and the bins next to the bus shelters not being emptied and had requested that action should be taken to ensure that the bins are emptied on a weekly basis.
 - 4.2 **Minute 4.2: The North Herefordshire Hunt.** The Clerk reported that he had written to the Hunt.
 - 4.3 **Minute 4.6: Gravel outside England's Gate Inn.** The Clerk reported that he had written to the owner of England's Gate Inn.
 - 4.4 **Minute 4.8: Footpath at The Isle of Rhea.** The Clerk reported that he had found no evidence that he had contacted Cllr Millar about the Isle of Rhea footpath and had apologised to him for his error.
 - 4.5 **Minute 4.12: Enclosure of Publicly Accessible Land.** The Clerk reported that he had obtained a map, which showed that the enclosed areas of land appeared to be publicly accessible land, and that, after subsequently contacting the Public Rights of Way department at Herefordshire Council, he had received a case number from the department.
 - 4.6 **Minute 4.19: Maps.** The Clerk reported that the cost of definitive maps is £25 per sheet (plus VAT) and that four maps would be needed to cover the whole of Bodenham. It was agreed that the maps should not be purchased at this point.
 - 4.7 **Minute 5.3: Bonfires.** The Clerk said that he had placed an item about bonfires in the October Newsletter, as instructed.
 - 4.8 **Minute 5.4: Noticeboards.** The Clerk said that he had placed an item about noticeboards on the Agenda, as instructed.
 - 4.9 **Minute 5.6: Noise.** The Clerk said that he had placed an item about noise in the October Newsletter, as instructed.
 - 4.10 **Minute 6.1: Signage to Bodenham School.** Cllr Clarke reported that a quote of around £50 per sign had been obtained for signs with the words "Bodenham School" on them. It was agreed that a further quote should be obtained for signs saying "Bodenham Church and School" to replace the existing signs to Bodenham Church. (Proposer: Cllr Austin. Seconder: Cllr James-Moore). **ACTION: CS**
 - 4.11 **Minute 8.1: Litter Pick.** The Clerk reported that arrangements had been made with Balfour Beatty for the litter pick on 26th October.
 - 4.12 **Minute 9.1: Clerk's Printer.** See Agenda Item 10.

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

5.1 Mrs Gwen Bowden reported that the speed camera warning sign on the A417 at The Isle of Rhea was obscured by foliage. The Clerk was instructed to report this.

ACTION: CS

5.2 Mrs Bowden reported that many notices advertising events had been left on telegraph poles after the events had taken place. Cllr Clarke suggested that members of the public should be encouraged to take the notices down. The Clerk was instructed to put an item in the November *Newsletter* about this.

ACTION: CS

6. **Vacancy on the Parish Council**

6.1 The Clerk reported that no request for an election had been received and that, therefore, the Parish Council was free to co-opt to fill the vacancy. Cllr Clarke proposed Mr Jeff Pollard. Cllr James-Moore seconded the proposal. Mr Pollard was co-opted unanimously.

7. **Remembrance Day.**

7.1 Cllr Clarke reported that he had received a letter from Mrs Veronica Howell asking whether the Parish Council wished to send a representative to the Service of Remembrance on Remembrance Day - 10th November. It was agreed that Cllr Davis would attend on behalf of the Parish Council. Cllr Clarke said that the Parish Council usually gives a donation of £50 to the Royal British Legion and paid £15 towards the cost of a wreath in years when the latter needed replacing. The donation of £50 to the Royal British Legion was proposed by Cllr Mitcheson, seconded by Cllr James-Moore and agreed unanimously.

8. **Local History Group.**

8.1 Cllr Clarke reported that the Bodenham Local History Group had been wound up and wished to lodge its remaining funds (£190) with the Parish Council for safekeeping. Cllr Mitcheson asked whether any paper records also needed safekeeping. Cllr Clarke said that the Public Record Office had agreed to accept a large amount of paper records, including some 19th and early 20th century maps, of which Cllr Clarke had a list. The Clerk was instructed to circulate the list

ACTION: CS

8.2 Cllr Clarke reported that the Local History Group also had £1,000 in a separate account, which had been set aside for a memorial to Mrs Anthea Bryan.

8.3 Cllr Mitcheson suggested that, rather than simply archiving the records, it might be worthwhile posting many of them on the Parish Website for local residents to see.

9. **Litter Pick.**

9.1 See Minute 4.12.

10. **Grass Cutting.**

10.1 Cllr Clarke said that the standard of grass cutting in Hereford City was much higher than that in Bodenham. The Clerk was instructed to take the matter up with Balfour Beatty.

ACTION: CS

11. **Dog Bin in Orchard Close.**

11.1 Cllr Clarke reported that one of the actions in the Parish Plan was the installation of a dog bin in Orchard Close. Cllr Mitcheson said that the problem with installing a dog bin was allocating the responsibility for emptying it on a regular basis. The Clerk was instructed to find the cost of a dog bin and to ask the Lengthsman whether emptying a dog bin could be included in his regular schedule.

ACTION: CS

12. **Chapel Lane HGVs and Speed Limit.**

12.1 Cllr Clarke said that complaints had been received that there is no speed limit in Chapel Lane and that HGVs are not prevented from using the Lane. The Clerk was instructed to ask Mr Andrew Lee-Jones about establishing a speed limit and placing restrictions on HGVs in Chapel Lane. **ACTION: CS**

13. **The Winter Maintenance Scheme**

13.1 The Clerk reported that he had been asked by Balfour Beatty, whether any more salt was needed under the Winter Maintenance Scheme. It was agreed that no more salt was needed. Cllr Pollard reported that there were two damaged salt bins in Bowley Lane. The Clerk said that he had been informed of this and had reported damage to one salt bin in Bowley Lane. He would report to Balfour Beatty that a second bin had been damaged.

ACTION: CS

14. **The Clerk's Printer**

14.1 The Clerk reported that he had researched printers and was of the opinion that a Canon 5550 printer plus a 3-year no-quibble guarantee from Curry's was the best choice. Cllrs Millar and Austin both said that a laser printer might be preferable. After some discussion, the Clerk was instructed to research laser printers with a budget limit of £250.

ACTION: CS

15. **Noticeboards**

15.1 After discussion, it was agreed that a replacement noticeboard should be considered for the noticeboard opposite the Surgery. The Clerk was instructed to research large, lockable noticeboards. **ACTION: CS**

16. **Finance.**

16.1 Cllr Knott, who had given his apologies for absence, had circulated the accounts, which were accepted (Proposer; Cllr Austin: Seconder; Cllr Mitcheson), and are attached as Annex A.

16.2 The following invoices were approved for payment:

- DC Gardening Services (Lengthsman's invoice)	235.00
- Leominster Community Resource Centre (October Newsletter)	£169.10
- Cllr James-Moore (expenses - stamps)	£30.00
- Alpha Web Design and Consultancy Ltd. (Annual domain name re-registration)	£40.00
- Clerk's expenses (cartridges)	£13.00
- Seward James and Arkwright Trust (BFPG room hire)	£13.50

17. **Planning.**

17.1 **132494/F: The Forge: Removal of condition 3 of planning permission NC1999/2727/F dated 16/11/1999 and condition 2 of planning permission NC2000/2036/F dated 13/09/2000.** No objections were made to this application.

17.2 **132222/L: Brook House: Erection of a satellite dish.** The Clerk reported that this application had been received shortly after the previous Meeting and that details had been circulated to Councillors. The Clerk further reported that six Councillors had replied to him and that none had had any objections to the application. The Clerk said that he had replied accordingly to Herefordshire Council.

18. **Updates**

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

- 18.2 **Neighbourhood Plan.** Cllrs Clarke and Mitcheson reported that the Neighbourhood Plan Steering Group had been continuing its regular meetings and was currently considering how and where the requirement in Herefordshire Council's draft Core Strategy for the provision of some 50 new houses in Bodenham by 2031 might be met. They stressed the importance of Councillors and local residents taking an interest in, and contributing to, the Plan since this would have a significant influence on the future development and character of the Parish.
- 18.3 **Parish Hall.** In the absence of Cllr Knott. Cllr Clarke reported that, after much work had been done by volunteers and contractors, the new kitchen was now in use and was generally considered to have been an excellent investment. Cllr Clarke further reported that the new chairs and new boiler were also in use. Cllr Austin said that he had resigned as one of the Parish Council representatives on the Parish Hall Management Committee.
- 18.4 **Parish Plan.**
- 18.4.1 **Communication.** Cllr Mitcheson reported that both the Website and the *Newsletter* were prospering, but that the Bodenham *Newsletter* website had still not been updated or removed, despite several requests. Cllr Clarke said that he would again raise the issue with the Editor of the *Newsletter*.
ACTION: BC
- 18.4.2 **Environment.** Cllr Clarke reported that he had had a request for solar panels to be installed on the roof of the Parish Hall. He said that the roof was suitable for the installation of solar panels, for which money was available, though the roof was not insulated adequately. He added that he had investigated creating a composting facility in Bodenham, but that it did not seem feasible to do so.
- 18.4.3 **Road Safety.** Cllr Clarke said that at a meeting on 12th June it had been agreed to pursue the list of actions in the Parish Plan. He agreed to circulate the list.
ACTION: CS
- 18.4.4 **Leisure.** Cllr Austin said that there was nothing to report on this area.
- 18.5 **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. The Clerk reported that approximately £1,200 remained in the budget for the Lengthsman. Cllr Mitcheson asked whether the Lengthsman could do any work on the ditch in Ketch Lane to alleviate the flooding of the Lane. The Clerk was instructed to ask the Lengthsman about this.
ACTION: CS
19. **Correspondence.**
- 19.1 The Clerk reported that he had received a letter from O'Kell's Solicitors in Ross-On-Wye informing him that the firm was merging with another firm.
20. **Other Business (including District Councillor's Comments).**
- 20.1 Cllr Millar said that he had circulated his September report. He said that the state of Herefordshire Council's finances remains "perilous" and is likely to get worse, because the Government now required savings of £57m to be made instead of £53m. He added that Herefordshire Council will retain very few non-statutory functions and that more work will be devolved to parishes. He further reported that £20m is being made available for Balfour Beatty to bring 'U' and 'C' class roads up to standard; these form about 70% of roads in Herefordshire.
21. **Date of Next Meeting.**
- 21.1 There being no other business, the Meeting ended at 9.15pm.
- 21.2 The next Meeting of the Parish Council will be held on Monday, 4th November at 7.30pm.

	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
British Legion Grant						65.00						
TOTAL PC Expenditure	606.31	2008.99	1570.81	734.66	753.32	3971.60	2576.23	345.85	495.8	1038	1136	919
PC Closing Balance	9526.56	8004.99	6938.22	7444.81	10750.99	13050.55	11213	11059	10815	9966.7	9793.9	9064.9
BFPG Open Balance	2210.27	2210.27	2113.37	2099.87	2058.88	2058.88	2058.88	2058.88	2058.88	2058.88	2058.88	2058.88
BFPG Inc				30.00								
BFPG Ex		96.90	13.50	70.99								
BFPG Closing Balance	2210.27	2113.37	2099.87	2058.88	2058.88	2058.88	2058.88	2058.88	2058.88	2058.88	2058.88	2058.88
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	15267.43	13430.2	13276.35	13031.55	12183.55	12010.8	11281.8

BODENHAM FLOOD PROTECTION GROUP REPORT
(7 October 2013)

1. **Water Levels.** Although there has been some rain over the past month, it has not been enough to affect water levels or cause concern about possible flash flooding.
2. **Monthly Meeting.**
 - a. Our most recent Meeting was our AGM held on 24 September, when there was the usual very good attendance by members – 31 in all.
 - b. Our next Meeting will be on Tuesday, 29 October.
3. **High Visibility Jackets.** We are awaiting the delivery of the high visibility jackets which the Environment Agency are kindly giving us. We hope that their arrival will provide a ‘photo opportunity’ of some kind so that the Agency’s generosity (and the Group itself) can receive some publicity.
4. **Property Level Protection Report.**
 - a. We have been approached by JBA Consulting, acting on behalf of Defra, for feedback on how the flood protection equipment provided in 2011-12 under the Environment Agency Grant worked during the flooding last Winter and what improvements in the equipment or management can be made. Unfortunately – or fortunately – we cannot provide any very useful information. A number of residents did put their barriers in place – some for several weeks at a time – but none of the equipment was actually tested by flooding.
 - b. We are drafting a reply with as much useful information as we can offer, but making the point that the key to success last Winter was getting water away from the Village and into the river as fast as possible. In this, keeping the Millcroft Brook and other watercourses clear was vital, the relief channel played a major part, and the main failing continues to be the wholly inadequate culverts at the Millcroft Road/ Ketch Lane junction.
5. **Working Party Sessions.** We held working party sessions on the evenings of Friday, 20 and 27 September, which we devoted to checking, repairing and counting sandbags. Our last session of the year will be this Friday (11 October) when we are planning to do some final clearance work on the Ketch Lane culverts.
6. **Sandbags.**
 - a. Our stock of sandbags was considerably depleted over last Winter, but we currently have over 700 filled sandbags in the Village (442 in our stockpiles and some 300 at individual residents’ houses). We have asked Herefordshire Council, through the Parish Clerk, to provide us with another 250 filled sandbags, together with another 200 empty bags. (The latter are necessary because the filled bags bio-degrade and we have found that about 5-10% have to be re-bagged each year).

b. A notice telling residents where the stockpiles of sandbags are and who to ask for bags will (we hope) be in the November *Newsletter* and is already on the Parish Website

7. **Annual Bonfire Party.** The annual Bonfire Party was held at Millcroft Farm on Saturday, 21 September and some 30 members and their partners attended.

8. **Annual Quiz Night.** The annual Quiz Night will be held at 7.00pm on Friday, 25 October in the Parish Hall. Entry is £6 per person. There will be the usual raffle and light refreshments and, as always, Councillors are very welcome to attend and perhaps form their own table of 6.

K.A.M.