

**BODENHAM PARISH COUNCIL**

**MINUTES OF THE PARISH COUNCIL MEETING  
HELD AT THE SIWARD JAMES CENTRE  
at 7.30 pm on Monday, 2nd October 2017**

**Present:** 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.

Five members of the public were present.

1. **Apologies for Absence.** Apologies for absence were received from Cllrs S Collin and D Jackson.
2. **Declarations of Interest.** Cllr Mitcheson declared an interest in Item 14.
3. **Minutes of the Previous Meeting.** The Minutes of the previous Meeting were amended by changing the word 'August' to 'September' on the bottom line of the accounts and by adding Minute 14.3.5 thanking Cllr Mitcheson for his work on the Neighbourhood Plan. The Minutes were then accepted as a correct record (Proposer; Cllr Clark; Seconder; Cllr Tilford).
4. **Matters Arising from the Minutes.**
  - 4.1 **Minute 6: Statement re. Ashgrove Croft Planning Application.** The Clerk reported that he had replied to Mr Jones and had received an acknowledgement of his reply.
  - 4.2 **Minute 7: Precept.** See Minute 7 below.
  - 4.3 **Minute 10: Accident on the A417 at Saffrons Cross on 28th August.** The Clerk reported that he had set up an accident log. See also Minute 11 below.
  - 4.4 **Minute 11: Defibrillator Training.** The Clerk reported that he had contacted Mrs Diane Pearson of the West Midlands Ambulance Service, who runs defibrillator training sessions, and that she had said that she was available on any afternoon in November for a training session in Bodenham. After discussion, 2.00pm on Wednesday 22nd November was chosen as the best time and date. If this arrangement was accepted by Mrs Pearson, then the Clerk was instructed to book the Parish Hall and to add an item in the *Newsletter* about the training session. **ACTION: CS**
5. **Opportunity for Members of the Public to Address the Parish Council.**
  - 5.1 Mrs Liz Davies commented that the white lines at the junction of Ketch Lane and Millcroft Road needed to be repainted.
  - 5.2 Mrs Gwen Bowden was unable to attend the Meeting, but had asked that the slippery state of the bridge in the pavement at Saffrons Cross be considered. Cllr Tilford said that the bridge has two safety rails and, in his opinion, was not slippery. Cllr James-Moore suggested asking Balfour Beatty to inspect the bridge. Cllr Mitcheson agreed, noting that it was a safety issue. **ACTION: CS**
6. **PRoW Consultation.** Cllr Tilford said that the Parish Council had responded in 2007 to a previous PRoW consultation and suggested that the same response should be made with a comment to the effect that the comments made to Herefordshire Council in 2007 had been completely ignored. The Clerk was instructed to expedite this. **ACTION: CS**
7. **Precept Sub-Committee Report.**
  - 7.1 The Clerk reported that the Sub-Committee had produced a spreadsheet listing all likely income and expenditure for 2018-19 and that this had been circulated for Councillors to consider whether it contained any omissions or inaccuracies. Cllr Tilford suggested that

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perhaps £250 should be included as likely expenditure for re-felting the roof of the bus shelter at Chapel Lane. Cllr Clark said that the total in the 2017-18 column was £15 short and that the £50 figure for a donation to the British Legion included £15 for a new wreath. Cllr Mitcheson said that in the recent past £50 had always been donated to the British, with an additional £15 set aside for the replacement of the wreath, should this be necessary.

7.2 He stressed that what the Sub-Committee was really seeking was input on whether any large items had been omitted or wrongly estimated. Cllr Tremain asked whether any further expenditure was likely to be incurred for the England's Field development. Cllr Mitcheson said that he understood that the developers would be required to put in place a maintenance contract to cover such matters as grass cutting and maintenance of the sustainable drainage system on the estate. He wondered whether money might be included in the precept for improvements to the Wood House Lane and Ketch Lane/Millcroft Road junctions. He added that he would ask Herefordshire Council for an update on the financial requirements for the Orchard Close culvert. **ACTION: TM**

8. **Lengthsman Sub-Committee.** Cllr Tilford said that the Sub-Committee proposed that Mr Richard Morgan, who is the Lengthsman for Sutton St Nicholas and has the necessary certificates for undertaking spraying work, should be appointed for the remainder of the financial year. The proposal was accepted (Proposer; Cllr Mitcheson: Seconder; Cllr Clark), and the Clerk was instructed to make the necessary contractual arrangements. Cllr Mitcheson urged that the process of considering a lengthsman appointment for the 2018-19 year should not be left to the last minute, but should begin in January. Cllr Layton suggested obtaining a rough figure for the cost of employing a lengthsman, which, as Cllr Tilford suggested, could then be included in the precept calculations.

**ACTION: CS**

9. **Playground Sub-Committee.** Cllr Tremain reported that quotations were still awaited. Cllr Tilford asked whether the quotations would include adult exercise equipment. Cllr Tremain replied that the Section 106 money was for the children's playground only. Cllr Crane asked whether any of the old equipment would be retained. Cllr Tremain said that this was not yet known, but, if so, it might be worth re-siting it in the Parish Hall garden.

10. **The Ketch Lane/Millcroft Road Junction.** Cllr Tilford said that he had drafted a letter to the owners of the field at the junction, but he was unsure whether planning consent was also needed for hedgerow removal. Cllr Mitcheson noted that, as well as the hedge, a tree at the junction would need to be removed if visibility was to be improved. It was agreed - Proposer; Cllr Tilford: Seconder; Cllr Clark - that the Clerk should send Cllr Tilford's letter to the landowner and should keep Mr William Bonham informed (Mr Bonham having raised the matter in the first place).

**ACTION: CS**

11. **Accident on the A417 at Saffrons Cross on 28th August.** This item was deferred in Cllr Collin's absence.

12. **Footpaths BM13 and BM26.**

12.1 The Clerk reported that he, Cllr Mitcheson and Cllr Clark had met Mr Michael Mable - the Herefordshire Council Definitive Map Modification Officer - at the Maund Bryan end of BM26 to examine the narrowing of the footpath at that point. Mr Mable was of the opinion that the overgrown hedge adjacent to Maund Bryan House needed to be cut back and a small fence obstructing the footpath needed to be removed, while, on the other side of the footpath, a row of leylandii trees growing inside the footpath boundary needed to be removed. Mr Mable said that in the first instance the Parish Council should write to the landowners. The Clerk was instructed to write to the property owners on the above issues. **ACTION: CS**

12.2 During the BM26 site visit Cllr Clark had showed Mr Mable part of the planning application for the new houses being constructed adjacent to Wynmoor. This stated that along the stretch of BM13 between Brockington Road and the C1125 the footpath had a width of two metres, whereas the drawing included within the application showed the width as being 1.2 metres. Cllr Clark had also showed Mr Mable a photograph showing how the footpath had been greatly narrowed by a row of leylandii trees planted close to the boundary

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of the property. Mr Mable asked the Clerk to send him copies of the documents and photograph, which he would pass to the Herefordshire Council enforcement officer.

**ACTION: TC**

13. **The Open Spaces Project.**

13.1 Cllr Crane reminded Councillors that the Open Spaces Project grant from Herefordshire Council was for improvements around the War Memorial and the 'Huddle of Bullocks' sculpture on the Village Green. He stated that the Project was nearing its end - the remaining items being the procurement of two benches and their installation on the Green, where for security reasons they would require to be set in concrete bases. He reported that the grant would cover all but £111.20 of the cost of this work and asked the Parish Council to consider covering this shortfall, adding that Mrs Babs Mitcheson was organising fundraising which might reduce it below the figure mentioned.

13.2 Cllr James-Moore asked how much the grant was. Cllr Mitcheson said that it was £750 and that the Parish Council had also already agreed to contribute towards the Project. Cllr Tilford asked why it was necessary to have two benches. Cllr Mitcheson said that the benches would also be useful for people waiting for the 426 bus service. Cllr Tremain remarked that, until the fundraising process had been completed, the Parish Council's contribution could not be precisely calculated. It was agreed that the Parish Council should make a contribution in due course to cover the shortfall (Proposer; Cllr Tilford: Seconder; Cllr Mitcheson).

13.3 Cllr Crane asked for advice from the Parish Council about the siting of the noticeboard and benches on the Green. It was agreed that Cllrs Crane, Tilford and Tremain should meet to provide this advice.

**ACTION: JC, DT and KT**

14. **Finance.**

14.1 **Monthly Accounts Statements.** The monthly accounts had been circulated and were accepted (Proposer; Cllr Tilford: Seconder; Cllr Clark). The accounts are attached as Annex A. The Clerk had also circulated the monthly spreadsheet version of the accounts.

14.2 **Solar Farm Interest Payment.** There was discussion about claiming interest on the delayed payments for the Solar Farm. The Clerk reported that the interest would amount to about £16. It was agreed that payment of this interest would not be claimed.

14.3 **Outstanding Invoices.**

- Robert A Parker (Building) Ltd. (Yellow lining at the Parish Hall)	£116.30
- C D Smith (Clerk's expenses: stamps, cartridge)	£14.72
- Grant Thornton plc (Audit fee)	£240.00
- Mrs B Mitcheson (BFPG expenses)	£70.00
- Mr K A Mitcheson (Replacement telemetry sensor)	£399.84
- Leominster Community Resource Centre (October Newsletter)	£185.00
- Bodenham Parish Hall (Neighbourhood Plan room hire)	£21.75

14.4 The payment of the invoices was approved (Proposer; Cllr Tilford: Seconder; Cllr Clark).

15. **Planning**

- 173267: *Eastfields Farm: Proposed roof cover to existing open storage area.* Cllr Tilford had prepared a planning statement, which he explained to the Meeting. Cllr Crane said that the real concern was with the run-off of water, and that lighting was a secondary issue. Cllr Tilford replied that there was no clear indication in the planning application of how the proposed roof cover would be drained. He proposed and Cllr Mitcheson seconded that a 'no objection' response be given, caveated with the two conditions about lighting and drainage mentioned in Cllr Tilford's planning statement.

16. **Updates**

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

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16.2 **Parish Hall.** Cllr Layton reported that next Meeting of the Parish Hall Management Committee would be held on 11th October, and that progress was being made on establishing terms and conditions for the installation of the mobile phone mast next to the Parish Hall.

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

16.3.1 He had sent the draft Neighbourhood Development Plan (NDP) and Consultation Statement to Herefordshire Council and this had allowed the Council to update and return the Habitats Regulations Assessment and the Strategic Environmental Assessment. He said that there were a couple of minor issues with these two updated documents, but they were virtually ready for formal submission.

16.3.2 Herefordshire Council had also been able to use the draft Plan to produce the Policies Maps, so that these were now complete. However, he was clarifying whether the maps could be submitted as a separate set of items alongside the draft NDP, or whether they had to be integrated into the Plan itself. If so, a range of amendments would have to be made to the Plan.

16.3.3 Mrs Claire Rawlings, our Planning Consultant, had produced the Basic Condition Statement, so all six of the items which have to be submitted for Regulation 16 were in place, although there was still some work to be done before the formal submission could be made.

16.3.4 The public Steering Group Meeting in the Parish Hall on 19 September had taken place as planned and those attending had been taken through a summary of the responses received from the Regulation 14 Consultation, the subsequent modifications to the draft NDP, and the way forward through the Regulation 16 Consultation and Examination to the Referendum.

16.3.5 The six month NDP grant period was about to close and he would shortly be submitting the End of Grant Report.

17. **Correspondence Not Previously Circulated.** The Clerk reported that he had circulated all the correspondence relevant to the Parish Council which he had received.

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

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

- 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;
- Balfour Beatty should be informed if and when the house at the junction of Wood House Lane and the A417 was sold so that a further attempt could be made to improve safety at that junction;
- Herefordshire Council had apologised for the overspend on Blueschool House, which arose because the correct procedures were not followed;
- Mr Shane Hancock - the Herefordshire Council enforcement officer - had investigated the parking of vehicles on the verge at the junction of Bowley Lane and the A417. The owners of The Toll House have agreed to resolve the matter by the end of the year. Cllr Tilford thanked Cllr Baker for his efforts in regard to this matter;
- Herefordshire Council are currently spending £5m on improvements to major (A-class) roads;
- the EnviRecover waste plant at Hartlebury will recycle 43m tons of waste this year, which will generate 16Mw of electricity.

18.2 **Other Business.** No other business was raised.

19. **Date of the Next Meeting.**

19.1 The next Meetings will be held on Mondays 6th November and 4th December.

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

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**Annex A**

September 2017 accounts

OPENING BALANCE on 18th AUGUST 2017 = £31075.85

Date	Income	Expenditure	Comment
21st August 2017		£37.84	Clerk's PAYE
22nd August 2017		£13.50	BFPG room hire
31st August 2017		£151.67	Clerk's salary
5th September 2017	£545.00		Newsletter advertising
7th September 2017	£1940.00		Solar farm payment
8th September 2017		£35.00	BFPG sandbag and sand bag cage relocation
8th September 2017		£120.00	Mowing village green
11th September 2017		£420.00	Bullocks display board
12th September 2017		£185.00	September Newsletter
TOTALS	£2485.00	£963.01	

CLOSING BALANCE on 18th SEPTEMBER = (£31075.85 + £2485.00 - £963.01) = £32597.84



**BODENHAM FLOOD PROTECTION GROUP REPORT**  
**(2 OCTOBER 2017)**

1. **Summary of the Past Month.** Once again, the weather over the past month has been such that flooding has not been an issue and even the heavy rainfall predicted from the remnants of Hurricane Maria failed to materialise.
2. **Monthly Meeting.** The Group's monthly Meeting was held on Tuesday, 26 September and was attended by 20 members.
3. **Early Warning Telemetry System.**
  - a. On 8 September we received an e-mail from Hydro-Logic to say that they had noticed that the readings from the telemetry system seemed to be "drifting". They had investigated and removed the sensor which they found to have become unresponsive even after cleaning. They attributed this partly to the age of the sensor and partly to its being clogged by silt because of the build-up of watercress around it. (The watercress had been cleared earlier in the year, but had regrown).
  - b. Hydro-Logic have checked the sensor in their workshop and established that it is beyond repair. A new sensor has therefore been obtained and will be fitted in the next week or so. Meanwhile, we held an emergency working party on 12 September to clear away the watercress and silt to make this re-installation possible. We have also warned members that, while the telemetry system is out of action, they should be particularly careful to monitor water levels in the Millcroft Brook during and after any significant rainfall.
4. **Belgian Visit.**
  - a. In September the Secretary received an invitation from Defra to attend a meeting in London on Friday, 6 October. The purpose of the meeting was for her and Mrs Mary Dhonau to meet a delegation from East Flanders in Belgium and explain how communities in this country are involved in flood risk mitigation. 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), details of which can be found at <http://northsearegion.eu/frames/pilot-projects/ninove-and-denderleeuw-be/>
  - b. 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

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Belgium, which is why they are interested in talking with people in England, who are more experienced in it.

c. Unfortunately, because of other commitments Mrs Dhonau was unable to travel to London on 6 October and so it was eventually decided that the Belgian delegation would visit Herefordshire instead and, to make the journey worthwhile, would stay here overnight. This would give much more time for discussion and would also allow the visitors to see a BFPG working party session taking place.

d. The delegation will comprise

- Dr Hannelore Mees, Spatial Planning Officer, Province of East-Flanders
- Brendan De Baets, Participation Officer, Province of East-Flanders
- Dr Barbara Tempels, Researcher, Ghent University
- Liesbet van de Castele, Environmental Officer, City of Geraardsbergen

e. They will be collected from Malvern Link station in time to arrive in Bodenham at around midday on 6 October. Once here, they will have the opportunity to talk to Mrs Dhonau, be briefed on the BFPG and meet both Cllr Baker, our Ward Councillor, and Cllr Price, the Cabinet Member for Infrastructure in Herefordshire Council. Two members of the Environment Agency's Tewkesbury office, Mr Jason Walker and Mr Andrew Osbaldiston will also be coming to meet the visitors during the afternoon. The visitors will watch the BFPG working party that evening and, to allow the Belgian delegation an opportunity to talk to as many different members of the Group as possible, there will be refreshments at Millcroft Farm afterwards, not only for the working party but for any other members who are free to meet the delegation. The visitors will stay at England's Gate Inn overnight before being driven back to the station in the morning to catch their train back to London.

## 5. **Working Parties.**

### a. **Previous Working Parties.**

(1) On Friday, 8 September 15 members met to continue working along the Millcroft Brook, clearing the debris and overgrown vegetation from the Ketch Lane culverts down to the BM10 wooden bridge over the Brook before having refreshments at Millcroft Farm.

(2) As already mentioned, on Tuesday, 12 September 11 members of the Group came at short notice to help clear the re-growth of the watercress around the telemetry system.

(3) On Friday, 22 September, 9 members met at Willow Cottage, Maund Bryan to start clearing the brook there and enjoyed excellent refreshments provided by Mrs Schwartz at Willow Cottage afterwards.

b. **Future Working Party Dates.** The next working party date, and the last planned for this year, will be on Friday 6 October during the Belgian visit already mentioned and will start at the slightly earlier time of 5.30pm.

6. **Social Calendar**

a. **Annual Bonfire Party**. The Annual Bonfire Party will be held on Saturday, 21 October at Millcroft Farm starting at 6.00pm. Councillors are, of course, most welcome to attend. There will be the usual light refreshments, but those attending are entirely free to bring their own food and/or food for others to share.

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.