

## BODENHAM PARISH COUNCIL

**Monday 1st February 2010 at Siward James Centre, at 7.30 pm**

**Present:** Cllr Tilford, Cllr Mullenger, Cllr Mitcheson, Cllr Davis, Cllr Ling, Cllr Knott, Cllr Herbert, Cllr Mrs Avery and Cllr Clark.

Cllr Grumbley was also in attendance.

There were 7 members of the public present at the start of the Meeting.

### Police Update.

- PCSO Stephanie Annette was present and was invited to address the Meeting. She mentioned a recent burglary at Bodenham and appealed for residents to keep the police informed of any suspicious behaviour.
- She explained that she was aware of concerns over speeding on the A417, but said that Bromyard's speed gun had only just been returned after being recalibrated. She said that patrols would be returning to Bodenham shortly.
- CSO Annette then explained that, following a reorganisation, Response Officers would now be based at Leominster rather than Bromyard. This would make no practical difference to residents, but would mean that police at Bromyard would have to work that much harder.
- Cllr Tilford said that the recent information from Herefordshire Council about speeding through the Village had been passed to Pc Richardson for her information.
- CSO Annette was thanked for her attendance and then left the Meeting.

1. **Apologies for Absence.** Apologies had been received from Cllr Mrs James-Moore.

2. **Declarations of Interest.** Cllr Mrs Avery and Cllr Knott both declared an interest in planning applications, at 16 Ashgrove View and Wall House, Bowley Lane respectively.

3. **Minutes of the Previous Meeting.**

3.1 The Minutes of the previous Meeting had been circulated to all present.

3.2.1 Cllr Clark said that Minute 5.3.1 on page 435 should read "Hereford", rather than "Herefordshire" on the bottom line.

3.2.2 Minute 5.4.2 on page 436 needed to be renumbered.

3.2.3 Minute 8.2.7 on page 437 had the words 'went on to' repeated.

3.3 Cllr Mitcheson pointed out that on the last page, Minute 12.2 needed to be renumbered.

Otherwise the minutes were accepted as a true record and were signed by the Chairman.

### Presentation and Discussion on Amey Herefordshire.

- At this point Michelle Morgan, the Customer Service Manager for Amey Herefordshire, arrived with a colleague. She told the meeting that Amey had taken over many of the Council's functions in order to help the latter save money. Amey had been given 39 targets that they had to meet over the next 5 years, and these targets would be overseen by Herefordshire Council personnel.
- In answer to a question Ms Morgan confirmed that current priorities were the repair of Category 1 & 2 potholes on A & B Roads. 1000 potholes had been reported in the last month, and dedicated teams had been set up to go out and fix them. Some of the teams used vehicle mounted scanners to help assess the extent of the problems.
- Ms Morgan confirmed that Amey had now taken over responsibility for Public Rights of Way.
- The Clerk commented that, despite sending in e-mails that identified him as a Parish Clerk, he often submitted

road defect reports which were never acknowledged and seemed to take a long time to be acted on. Ms Morgan confirmed that the e-mail address for Parish Clerks had been set up for just this reason, and that all future queries should be directed to that address.

- Cllr Tilford asked about the Parish Initiative and was told that this had been put on hold whilst the teams concentrated on the repair of Category 1 and Category 2 defects.
- Cllr Mitcheson asked about responsibility for drains and culverts and was told that Amey would respond if there was a danger to life or property. Ms Morgan stressed that Amey did not have limitless resources, but that they would do their best.
- Cllr Mitcheson proposed that it would be helpful to have someone from Amey attend the next meeting of the Bodenham Flood Protection Group. Ms Morgan agreed to this and said that she would attend, together with an engineer.
- She had brought three further sets of Amey paperwork to the Meeting, for distribution to those Councillors with an interest. She confirmed that any enquiries sent to the Parish Clerk's box would be acknowledged.
- Church Lane was discussed, as Ms Morgan said that she had driven along it in error earlier in the evening and agreed that it needed urgent attention.
- Ms Morgan and her colleague were thanked for their attendance. They then left the Meeting.

#### 4. Matters Arising.

##### 4.1.1 Church Lane.

The Chairman referred to Church Lane and asked whether the best solution would be kerbing or posts. As it would be more economical, he asked whether the Council should suggest that posts be inserted along the grass verge.

4.1.2 Cllr Mullenger queried whether the road was actually wide enough for a bus to turn round and asked whether the area by the Well should be tarmaced over.

4.1.3 He went on to say that he had spoken to Trevor Hume, a Countryside Ranger, and it was possible that he might be able to assist. **It was agreed that the Parish Council would await a reply from Mr Hume.**

4.1.4 Cllr Ling suggested that, as Michelle Morgan had seen Church Lane earlier in the evening, she should be sent a photograph of the problems and then invited back to see it in daylight so that she could see the potholes, the grass verges and the need for kerbing of some kind.

4.1.5 Referring back to Church Lane, the Clerk mentioned the letter received from Amey Wye Valley in December. This had stated that, whilst resurfacing of Church Lane was being included in the bidding process, priority had to be given to those areas with inherent safety concerns. It had gone on to say that the installation of granite kerbing would be expensive and would not necessarily resolve the issue of inconsiderate driving by parents. Linda Sinker, the Herefordshire Council Officer in charge of Safe Routes to School had then been contacted. Asked about the state of Church Lane and the grass verges, she had pointed out that Bodenham School had won two School Travel Achievement Awards but that the Walking Bus scheme could not go ahead as the roads were assessed as being unsafe. She did not have control over the SRTS budget but did revise priorities every year.

4.1.6 Cllr Grumbley mentioned the Car-Share scheme and said that local take-up had been minimal. He said that this was a problem in many parts of the County, but he felt that the School should be encouraged to use Car-Share and to have an up to date transport policy.

4.1.7 **The Clerk was asked to send details of the latest comments to the Head Teacher and to Simon Nickols, the Chair of the School's Governors. Further action by the Parish Council would then depend on their responses.**

#### 4.2 Speeding.

4.2.1 On speeding, the Clerk was asked to confirm that the Police would be attending the A417 with a view to catching offenders. He referred to earlier comments about the local speed gun being recalibrated and added that no speed checks

had been carried out during the recent bad weather.

4.2.2 The Chairman confirmed that he had heard this from another source. He went on to say that he had been looking at the data supplied by Herefordshire Council and he was presently unconvinced of the need to buy a SID. The average speed of motorists tended to be about 35 mph which was not too far over the limit, and few vehicles went over 37 mph. He went on to ask why, when Herefordshire Council had agreed that there was a problem with speeding in the Village, it should be the responsibility of the Parish Council to pay for the hire of SIDs.

4.2.3 Cllr Ling said that speeding would always be a cause of complaint. The Parish needed to have a number of strategies in place, including SIDs and a police presence, in order to deter speeders.

4.2.4 Cllr Mitcheson suggested that, if the Parish could do without SIDs then all well and good, but he felt that this would only be the case if there was a regular police presence in the Village to catch and deter offenders. Since the lack of Police resources meant that this was most unlikely to happen, the Council had to be seen to be doing something.

4.3 **Removal of the SID Socket outside Newton House.** There was a discussion about the SID socket that the Parish Council had been asked to remove from outside Newton House on the Moor. Cllr Tilford could not accept that it was up to the Parish Council to pay for its removal.

4.4 **England's Gate.** England's Gate was discussed. It was agreed to take no action regarding the outstanding planning query, or the footpath extension, until the current renovation work being carried out by the owners was complete.

#### 4.5 **Siting of Additional SID Sockets.**

4.5.1 Julie Freeman, from the Road Safety Office, had offered to come out to Bodenham to meet Councillors and to finalise the locations of the other SID sites that had been proposed. She was available on Wednesdays, Thursdays or Fridays.

4.5.2 Cllr Clark and Cllr Mitcheson agreed to meet up with her at a date and time to be arranged by the Clerk.

4.6 **Parish Council Correspondence.** The Clerk was asked to ensure that copies of all Parish Council correspondence, including all e-mails, were circulated to all Councillors for their information as and when they were sent or received.

4.7 **Ownership of the Parish Hall.** The Clerk confirmed that he had found no documents relating to the ownership of the Parish Hall in his files, but would continue his search.

4.8 **Herefordshire Place Shaping.** Cllr Tilford said that he and Cllr Mitcheson had attended the recent Place Shaping event at the Kindle Centre and believed that the consultation paper was a very significant document, which deserved the attention of all Councillors.

#### 4.9 **Financial Reporting.**

4.9.1 Cllr Ling complained about the layout of the Parish Council's financial data on the latest set of Minutes and asked whether they were wholly accurate. The Clerk confirmed that they were not totally accurate as they did not include the monies currently on deposit with the Bank of Ireland. The table shown on the Minutes referred only to the Parish Council's Lloyd's bank current account.

4.9.2 There was a discussion on finances, with Cllr Ling saying that Councillors needed fuller information as to what they had voted to spend, what they had spent, and what they had left.

4.9.3 The Clerk confirmed that the new financial report system was half-completed and would be available at the next

Meeting.

4.10 **Parish Website.** On the Parish Website, Cllr Ling said that the Steering Group had had another meeting and had ensured there would be no conflict between advertising in the Newsletter and advertising on the Website. A number of local people were being contacted shortly, but the project was still in its early stages.

5. **Progressing Outstanding Items.**

5.1 Cllr Tilford ran through the current listing of outstanding items, making comments where appropriate.

5.2 Following the request for the removal of a Speed Indicator Device socket he said no reason why the Parish Council should be responsible for the costs involved.

5.3 He mentioned the Parish Plan meeting and preparations for it.

5.4 He mentioned continuing concerns over planning matters involving England's Gate but suggested that a letter to the Planners should be left until work on the Public House was complete.

5.5 Regarding unauthorised caravans at Bodenham Manor, it was believed that one caravan had been removed.

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

6.1 One member of the public queried the postal service during the recent bad weather, and asked if on occasion the whole Village had been without post for several days at a time. It was stated that the problem was not caused by the relief postmen before Christmas, as they had provided an excellent service.

6.2 Following a discussion, the Clerk was asked to write to the Head Postmaster, mentioning complaints of very haphazard deliveries in Bodenham in the period after Christmas.

7. **Planning.**

7.1 DMNC2010/0048/FH Wall House, Bowley Lane - Proposed 2-Storey Extension Replacing Single Storey Lean-To, New Sun Room and Porch.

7.1.1 Councillors considered the Application in conjunction with the following planning statement prepared by the Chairman:

**Planning Statement**

The site is approx. 1000mtrs. north of the A417/Bowley Lane (Saffron's X) junction. The dwelling is set back approx 28mtrs. from the highway. The nearest neighbouring property, Myrtle Crest, is some 130 mtrs. to the south. Otherwise the property is surrounded by open farmland.

**Planning Policy Issues**

The *UDP policy* on alterations & extensions (*H18*) requires that proposals should be in character with the existing building and its surroundings in terms of scale, mass, siting & design/materials. The existing house should remain the dominant feature and any extension should not have an adverse impact on neighbours amenity.

The proposed design and materials appear to reflect those of the existing structure with the new two-storey roof ridgeline of the extension being slightly lower than the 'main' house. It is proposed that new tree planting be undertaken to the south of the property to lessen the visual impact of the extension when viewed from the public highway.

It is noted that the applicant has sought pre-application advice from the Planning Case Officer

**7.1.2 Cllr Herbert proposed that the Council should raise no objections to the Application. This was seconded by Cllr Mrs Avery and agreed.**

**7.2 DMNC2010/0083/FH 16 Ashgrove View - Extension to Existing Bungalow.**

7.2.1 Councillors considered this Application in conjunction with the following comments prepared by the Chairman on the Flood Risk Assessment (FRA):

**Flood Risk Assessment - Comments**

It is mentioned in the FRA accompanying the application that the proposal site is “on the edge” of the EA’s map of the floodplain and it confirms that 16 Ashgrove View flooded during July 2007. It claims that the risk of flooding has been reduced and that the current EA flood risk is “low”. Copies of an EA web-based floodplain map and web-based extract from the EA area FRA are submitted in support.

However, the EA makes clear that both the flood map and risk levels in the documents relate solely to the risk of river or coastal flooding whereas the flooding 16 Ashgrove View and neighbours suffered in July 2007 resulted solely from surface water run-off during a short period of extremely intense rainfall. This occurred when storm water topped the banks of Millcroft Brook that runs along the northern boundary of 16 Ashgrove View. There is no evidence that the flooding was due to the River Lugg surcharging. It is, therefore, reasonable to conclude that reference in the FRA to the EAs indicative flood map and risk level is of little relevance in so far as the current proposal is concerned.

As a consequence of the severe flooding that occurred in Bodenham Moor in July 2007 the community-based Bodenham Flood Protection Group was set up under the aegis of Bodenham Parish Council. A Consultant Hydrologist reported to the BFPG on the likely causes of the property flooding. The main conclusion was that, although Millcroft Brook had spare capacity, the two main culverts under the road at the junction of Millcroft Lane (C1121) and Ketch Lane (C1113) quickly reached capacity with consequential floodwater backing-up along Millcroft Brook. The small diameter of each culvert led to debris causing blockages, thus exacerbating flood risk upstream.

Although it is agreed that work undertaken by BFPG work parties has greatly reduced the risk of debris causing blockages in watercourses the capacity limitation of the above-mentioned culverts remains to be resolved. This is the subject of ongoing negotiations between Bodenham Parish Council/BFPG and Herefordshire Council (Mr Martin Jackson – Construction Projects Team Leader and staff). Funding limitations are likely to delay resolution and the risk of property flooding from surface water during intense rainfall events remains at a relatively high level despite the strategic deployment of sandbags stores in highest risk areas.

It is noted that there is no reference in the FRA to the PPS 25 “Practice Guide” published in December 2009. This now requires that the FRA “must show that the applicant has considered flood risk from all sources and demonstrate how flood risk will be managed for the lifetime of the development taking climate change into account”. It is obvious that surface water flood risk has not been addressed in the FRA and similarly it does not address how the proposed development may impede water run-off and what impact this may have on neighbouring properties.

*“Around two-thirds of the flooding in summer 2007 was due to surface water (Environment Agency, 2007). With climate change predicted to cause more frequent, short-duration, high intensity rainfall and more frequent occurrences of long-duration rainfall, surface waterflooding is likely to be an increasing problem.”(Page 107 PPS25 Practice Guide)*

7.2.2 The Application was discussed at length. Cllr Tilford said it was difficult to comment as there was insufficient information available. He was also concerned that some of the changes already made to the site were not the subject of previous planning applications and therefore may, or may not, have been authorised. He said that the flood plain was an important consideration, and that the flood risk assessment did not take full account of the latest official guidelines. Flooding was very relevant and the Assessment did not take account of surface water run-off which was the main cause of the previous flooding. He asked whether the other existing buildings had been authorised, and pointed out that they would have an impact on neighbouring properties.

7.2.3 He suggested that the planners be sent a reply to the effect that the Parish Council had concerns, as per the notes already circulated. **This was agreed.**

7.3 **DMNC2009/3166/L Bodenham Hall, Bodenham. Proposed Internal and External Alterations.** This Application concerned alterations on which comments had been required by 28 January 2010. The Parish Council had agreed out of committee not to raise any objections to the Application and **this decision was now formally endorsed.**

7.4 DMNC2009/1980/FH Dalarna, Church Walk - Proposed Replacement Garage with Single Storey Double Bay Garage/Hobby Room with Side Log Store. **PERMISSION REFUSED.**

7.5 DMNC2009/1981/C Dalarna, Church Walk - Removal of Existing Wooden Garage. **PERMISSION GRANTED.**

## 8. **Finance.**

8.1 The Parish Council's Precept for 2010/11 had been approved by Herefordshire Council. The first half would be received in April

8.2 There were four outstanding invoices:

8.2.1 Siward James had submitted an invoice in respect of the Parish Council's hire of the Meeting Room. This came to £54.25.

8.2.2 A second invoice, for £8.75, covered hire of the meeting room for the Flood Protection Group. As the hire was prior to January 2010, the cost would be paid by the Parish Council,

8.2.3 Bodenham Parish Hall had submitted an invoice for Room Hire by the Floods Group for £30. As the hire was prior to January, this amount would also be paid by the Parish Council.

8.2.4 Cllr Clark asked to be repaid the sum of £81.04, to be taken from Flood Group funds, in respect of the purchase of a first aid kit and fluorescent jackets.

### LLOYD's BANK ACCOUNT SUMMARY – FEBRUARY 2009 to JANUARY 2010

	INCOME	EXPENDITURE	BALANCE
<b>FEBRUARY 2009</b>	0	344.38	2052.91
<b>MARCH 2009</b>	640.00	139.38	2553.53
<b>APRIL 2009</b>	277.50	410.14	2420.89
<b>MAY 2009</b>	3112.00	287.09	5245.80
<b>JUNE 2009</b>	232.50	939.92	4538.38
<b>JULY 2009</b>	102.50	142.71	4498.17
<b>AUGUST</b>	440.00	1563.19	3374.98
<b>SEPTEMBER 2009</b>	3044.50	182.71	6236.77
<b>OCTOBER 2009</b>	255.00	964.91	5526.86
<b>NOVEMBER 2009</b>	540.00	264.46	5802.40
<b>DECEMBER 2009</b>	20645.89	832.08	25,616.21
<b>JANUARY 2010</b>	140.00	2,105.05	23,651.16
<b>FEBRUARY 2010</b>	115.00	253.75	23,512.41

**BODENHAM PARISH COUNCIL – FINANCIAL REVIEW – 2009/10**

**January 2010**

**Carried Forward Totals – as at 1<sup>st</sup> of April 2009:**

<b>Bank of Ireland Account</b>	<b>5660</b>
<b>Lloyd's Bank Current Account</b>	<b>2337</b>
<b>Total Carried Forward</b>	<b>7997</b>

**Budget/Precept 2009/10**

<b>INCOME</b>	<b>Budgeted Income</b>	<b>Actual Income to 5.2.10</b>
<b>Interest</b>	<b>250</b>	<b>0</b>
<b>Advertising</b>	<b>1605</b>	<b>1799</b>
<b>Floods Group</b>	<b>0</b>	<b>1142</b>
<b>VAT Refund</b>	<b>0</b>	<b>0</b>
<b>Precept</b>	<b>5989</b>	<b>5989</b>
<b>Other (Loan)</b>	<b>0</b>	<b>19975</b>
<b>Total Income</b>	<b>7844</b>	<b>28905</b>
<b>EXPENSES</b>	<b>Budgeted Expenses</b>	<b>Actual Expenses to 5.2.10</b>
<b>Insurance</b>	<b>668</b>	<b>710</b>
<b>Meeting Room Hire</b>	<b>200</b>	<b>278</b>
<b>Audit Costs</b>	<b>159</b>	<b>161</b>
<b>Clerk's Salary</b>	<b>1713</b>	<b>1466</b>
<b>Clerk's expenses</b>	<b>200</b>	<b>0</b>
<b>Grass Cutting/Maintenance</b>	<b>650</b>	<b>620</b>
<b>Playground Maintenance/Inspection</b>	<b>232</b>	<b>51</b>
<b>Newsletter</b>	<b>1650</b>	<b>1503</b>
<b>Parish Freighter</b>	<b>0</b>	<b>40</b>
<b>SID Hire</b>	<b>0</b>	<b>800</b>
<b>Election Expenses</b>	<b>22</b>	<b>0</b>
<b>Flood Precautions</b>	<b>811</b>	<b>626</b>
<b>Parish Hall Grant</b>	<b>500</b>	<b>800</b>
<b>British Legion Grant</b>	<b>50</b>	<b>50</b>
<b>PCC Donation</b>	<b>525</b>	<b>525</b>
<b>CAP Funding</b>	<b>0</b>	<b>0</b>
<b>Miscellaneous</b>	<b>0</b>	<b>0</b>
<b>Sid Purchase</b>	<b>0</b>	<b>0</b>
<b>Parish Web Site</b>	<b>0</b>	<b>100</b>
<b>Total expenses</b>	<b>7580</b>	<b>7730</b>
<b>Amount held on behalf of BFPG</b>		<b>1009</b>
<b>Balance/Reserves</b>		<b>28163</b>

<b>BODENHAM FLOOD PROTECTION GROUP:</b>	
<b>Deposits on behalf of BFPG:</b>	1872.39
<b>Payments on behalf of BFPG:</b>	862.74
<b>Balance:</b>	1009.64

**BANKING TRANSACTIONS SINCE THE JANUARY MEETING (As listed on bank statement).**

<b>Parish Clerk</b>		142.71	
<b>607 Siward James</b>		8.75	Not yet cleared
<b>608 Siward James</b>		54.25	Not yet cleared
<b>609 Parish Hall Rental</b>		30.00	
<b>610 A B Clark</b>		81.04	

9. **Correspondence.** The following items of correspondence were circulated to all Councillors:

Amey Herefordshire, Satisfaction Survey  
 Nottssport brochure  
 Herefordshire Council Place Shaping Paper  
 Clerks and Councils Direct - January 2010.

10. **The Bodenham Flood Protection Group - Updates.**

10.1.1 Cllr Clark reported that the Flood Group had recently met and discussed the forthcoming coffee morning.

10.1.2 A first aid kit and a set of reflective jackets had been bought and delivered.

10.1.3 Following the recent heavy snowfall deliveries of sandbags had been made to three locations in the Village.

10.1.4 The drains at Steps Mill and by Brockington Studios had been cleared out by Amey.

- 10.2 **Herefordshire Council Flood Risk Study.**

10.2.1 Cllr Mitcheson told the Council that on 6 January Mr Brian Faulkner, a consultant hydrologist employed by Herefordshire Council, and Mr Richard Leppard, an engineer formerly employed by Herefordshire Council but now with Amey, had visited his home. They were carrying out a hydrological survey of the Millcroft Brook and other local watercourses in order to report back to Mr Martin Jackson with recommendations on what (if any) projects should be undertaken to reduce the risk of flooding in the Village.

10.2.2 Cllr Mitcheson said that this visit had provided him with a good opportunity to brief Mr Faulkner on the issues currently concerning the Flood Group, including the vulnerability of the Church and of Orchard Close. Regarding Millcroft Brook he had told Mr Faulkner that the Flood Group felt that the risk from flash flooding was far greater than that of fluvial flooding from the River Lugg, and that they believed that the solution was the replacement of the two existing culverts at the Millcroft Road/ Ketch Lane junction with a box culvert.

10.2.3 Mr Faulkner had listened carefully, but had been non-committal on this point. He had, however, stressed that any recommendations he might make would be subject to cost/ benefit analysis by both Herefordshire Council and the



Environment Agency. It was therefore most important that the Bodenham community provided him with the fullest and most accurate information, including cost data, to support his Study

10.2.4 At its recent monthly Meeting the BFPG had therefore urged all its members who had been affected by flooding in July 2007 to complete the Herefordshire Flood Incident Report Pro-formas distributed to them and to let the Secretary of the BFPG know the total cost of the damage caused to them on that occasion. The Flood Group was now using this information to compile for Mr Faulkner as complete a summary as possible of the properties damaged and the costs incurred.

10.2.5 Cllr Davis agreed to contact the Church authorities to check the cost of the Church being flooded.

## 11. **Other Business, Including District Councillor's Comments.**

### 11.1.1 **Impact of the Recent Bad Weather.**

Cllr Grumbley told the Meeting that he was currently seeking comments on the impact of the recent bad weather. He said that Parishes needed to carry out a review of grit bins, confirming how many they had, how many they needed and where they should be sited. A note also had to be made as to how many had been stolen and needed to be replaced.

11.1.2 He suggested that a comprehensive list needed to be submitted to Amey, probably in the Summer, so that the matter could be dealt with.

11.1.3 He went on to say that Amey had responded well and had been round at least twice to fill up the local grit bins.

11.2 **Herefordshire Council Finances.** Councillors were told that the recent bad weather, and the subsequent damage to the County's roads, had left Herefordshire Council with a potential bill of £5,000,000. The Council was currently setting its Council Tax charge for 2012/11 and had originally thought that the increase might be 2.9%. Since this had been put forward it had been agreed that the annual pay increase for Council employees, other than teachers, would be 0%. Cllr Grumbley described the machinations currently going on within the Council and said that there was a clear choice. It was doubtful that the Government would cover the costs of the pothole repairs. It therefore seemed sensible to leave the proposed increase as it was and to use the extra money to help fill the pot-holes.

11.3 **Place Shaping.** Following the launch of the Place Shaping Paper Consultation Cllr Grumbley mentioned a roadshow due to be held in Leominster on the 3<sup>rd</sup> of February.

### 11.4.1 **Parish Records.**

On a point of information Cllr Mitcheson asked what measures were currently being taken to ensure the completeness and security of the Parish's records. The Clerk replied that he maintained a filing system for all 'hard copy' correspondence. Cllr Tilford enquired about the Parish Council's e-mail and other electronic data files and asked whether they were being backed up. The Clerk confirmed that this was something he was looking into and that he was looking at buying a suitable back-up device.

11.4.2 There was a discussion about the Parish Council's 'historical documents' and **it was agreed that those created before a given date should be lodged with the County Records Office.**

11.5 **Parish Plan.** Councillors were reminded that the inaugural meeting of the Parish Plan Steering Group would be on the following Wednesday, the 3<sup>rd</sup> of February.

12. **Date of Next Meeting.** There being no other business the Meeting ended at 9.25 pm. The next Meeting would be on the 1<sup>st</sup> of March.

**Throughout the meeting the Parish Council exercised its various functions with due regard to the likely effect of those functions on, and the need to do all that it reasonably could to prevent, Crime and Disorder in its area. Councillors also had due regard to the need to tackle unlawful racial discrimination, and to promote equality of opportunity and good relations between persons of different racial groups.**