

BODENHAM PARISH COUNCIL**MINUTES OF THE PARISH COUNCIL MEETING AT THE SIWARD JAMES
CENTRE AT 7.30 PM ON MONDAY, 3rd DECEMBER 2012****Attendance**

Cllr Bob Clarke (Chair)
 Cllr Stan Davis
 Cllr Dennis Jackson
 Cllr Pam James-Moore
 Cllr Tony Mitcheson
 Cllr Rhian Powell
 Cllr Robin Knott (Chair)

Cllr Jeremy Millar (District Councillor)

Mr Chris Smith (Clerk)

9 members of the public were present.

ITEM	ACTION
<p><u>INTRODUCTION</u> CSO Steph Annette reported that there was very little activity to report, but that there had been sheep thefts at Leysters and some thefts of diesel. She had brought a bag of purse bells to be attached to handbags and purses to warn of attempted theft, which has been a recent issue. She added that West Mercia Police had begun their annual Xmas drink/drive campaign and had already caught one female driver, who had been disqualified previously for drinking and driving. CSO Annette said that the campaign targets late night drinkers and drivers. Cllr Clarke asked if posters were available for noticeboards and the website. CSO Annette said that she would provide these.</p>	
<p><u>AGENDA ITEM 1 – APOLOGIES FOR ABSENCE</u> 1. Apologies were received from Cllrs Austin, Millar and Pollard</p>	
<p><u>AGENDA ITEM 2 – DECLARATIONS OF INTEREST</u> 2. Cllr Mitcheson and James-Moore declared an interest in Item 11.</p>	
<p><u>AGENDA ITEM 3 – MINUTES OF THE PREVIOUS MEETING</u> 3. The Minutes were accepted as a true record. (Proposer: Cllr Jackson. Seconder: Cllr Mitcheson).</p>	
<p><u>AGENDA ITEM 4 - MATTERS ARISING FROM THE MINUTES</u> 4. Minute 4: Speeding Traffic on the A417. The Clerk reported that he had made a further request for Mr Lee-Jones to visit Bodenham, citing the existing reference number for the request, but had received no reply. The Clerk was instructed to contact Amey again and to copy Cllr Millar into the correspondence.</p>	CS
<p>5. Minute 5: Community Technology Grant. Cllr Powell reported that an offer letter for the grant had been received from Herefordshire Council and that the offer would be accepted shortly. Cllr Knott said that the grant had been discussed at the latest meeting of the Parish Hall Management Committee, where it had been agreed that the costs of the telephone line, broadband and consumables would be met. Cllrs Knott and Powell reported that they had discussed the insurance of the equipment and proposed that this should be added to the Parish Council's policy. This was agreed unanimously.</p>	CS
<p>6. Minute 9: Bodenham Newsletter. Cllr James-Moore reported that the Bodenham Newsletter website had still not been updated, despite requests to do so. The Clerk was instructed to contact the website administrator about this.</p>	CS
<p>7. Minute 10: Ownership of a Patch of Ground near to England's Gate Inn. Mrs Gwen Bowden reported that, although she had volunteered to contact the owner of England's Gate about the matter, she now felt reluctant to do so. The Clerk offered to contact the owner.</p>	CS
<p>8. Minute 11: Fly-tipping Sign. Cllr Knott reported that the sign had now been installed.</p>	CS

<p>9. Minute 12: Playground. The Clerk reported that he had asked for second quotations for the work to be submitted in time for the meeting, but they had not been received. The Clerk was instructed to pursue the matter.</p>	CS
<p>10. Minute 14: Bodenham Manor. The Clerk reported that Cllr Millar had arranged a meeting – at a date to be determined – between himself, the Clerk and relevant officials at Herefordshire Council to discuss the matter.</p>	
<p>11. Minute 15: Bonfires. The Clerk reported that he had placed an item in the Bodenham <i>Newsletter</i> about bonfires.</p>	
<p>12. Minute 16: Signs on the A417. The Clerk reported that he had submitted a request to Amey for the signs to be cleaned and any vegetation to be cut back. Mrs Gwen Bowden said that the work had not been done. The Clerk was instructed to pursue the matter.</p>	CS
<p>13. Minute 18: Neighbourhood Plan Costs. The Clerk reported that he had not established the likely 2013-14 costs to the Parish Council of working on a Neighbourhood Plan, but would pursue the matter.</p>	CS
<p>14. Minute 20: Inviting the Footpaths Officer and Bodenham Ramblers. The Clerk reported that he had been unable to contact the Chair of Bodenham Ramblers, but would continue to attempt to do so. The Clerk also reported that he had attempted to find the duties of a Footpaths Officer from both Herefordshire Council and Amey, but had not succeeded. He would pursue this matter.</p>	CS
<p>15. Minute 33: Fallen Trees in the River Lugg. Cllr Powell reported that the level of the River Lugg had been too high to take photographs of the trees which had been partially blocking the river and that the trees might have been washed away in the recent floods.</p>	
<p>16. Minute 35: Updated Website. Cllr Mitcheson reported that he had received no comments on the updated website.</p>	
<p><u>AGENDA ITEM 5 – MATTERS RAISED BY MEMBERS OF THE PUBLIC</u></p>	
<p>17. Mrs Gwen Bowden reported that a footpath sign had been installed in Brockington Road. She asked if the Parish Council had any knowledge of why the sign had been installed. Mr Tony Clark said that the sign had been installed following the public enquiry into the closure of the adjacent section of footpath BM13. He added that the closure had been referred to the Secretary of State and that a decision was awaited. The Clerk was instructed to ask the Public Rights of Way Department at Herefordshire Council about the sign and about the result of the public inquiry. Cllr Clarke expressed concern that Herefordshire Council had not kept Bodenham Parish Council informed about the footpath appeal process.</p>	CS
<p><u>AGENDA ITEM 6 – VACANCY ON THE PARISH COUNCIL</u></p>	
<p>18. The Clerk reported that one nomination had been received for the vacancy on the Parish Council – Mr Alec Avery. Cllr Knott proposed and Cllr Mitcheson seconded that Mr Avery be co-opted to the Parish Council, which was accepted unanimously.</p>	
<p><u>AGENDA ITEM 7 – FORMAL ADOPTION OF THE PARISH PLAN</u></p>	
<p>19. After Cllr Mitcheson had explained the reasons for the formal adoption of the Parish Plan, Cllr Powell proposed and Cllr Knott seconded that the Plan be formally adopted by the Parish Council. This was accepted unanimously. Cllr Knott suggested that Mr Derek Ling be invited to a future meeting of the Parish Council to discuss the implementation of the actions identified in the Parish Plan. It was agreed that the Clerk should invite Mr Ling to the next meeting and should write thanking the Parish Plan Steering Group for all their work in producing the Plan.</p>	CS
<p><u>AGENDA ITEM 8 – SETTING THE 2013-14 PRECEPT</u></p>	
<p>20. Cllr Clarke said that he anticipated that the Parish Council's expenditure in 2013-14 would be about £10,000. He suggested taking this as a starting figure, including a 2.5% inflation increase and adding Neighbourhood Plan costs to arrive at a figure for the 2013-14 precept. Cllr Clarke proposed that the precept should then be set at the January meeting. This was accepted unanimously.</p>	
<p><u>AGENDA ITEM 9 – STANDING ORDERS</u></p>	
<p>21. The Clerk had circulated the draft Standing Orders, which had been produced by himself, Cllr Mitcheson and Cllr Powell with a view to them being adopted at the Meeting. Cllr Clarke thanked the authors for their efforts and said that, given that the Standing Orders had been circulated for comments and none had been made, they should be adopted. This was proposed by Cllr Jackson and Cllr Knott and was accepted unanimously. It was agreed that the Clerk should circulate the Freedom of Information and Model Publication Scheme before the next Meeting with a view to them being adopted then and that an item be placed on the next</p>	CS

agenda for this purpose.

AGENDA ITEM 10 – Community Asset Register (CPRAR)

22. Cllr Clarke explained that CPRAR delays the disposal process for a property, thus allowing time for a parish council or other local group to put in an offer, and that the scheme covers assets in a village which local residents regard as important to their community's life. Cllr Mitcheson added, however, that the scheme applies only to special cases, such as the post office, Saffrons Cross Garage and England's Gate Inn. Cllr Powell said that the scheme was designed to protect the assets of a community. The Clerk was instructed to ask the owner of England's Gate Inn about adding the Inn to the register.

CS

AGENDA ITEM 11 – FINANCE

23. Cllr Knott presented the accounts. Cllr Powell proposed and Cllr Davis seconded that the accounts be accepted. The proposal was carried unanimously. The accounts are attached as Annex A.

24. **Outstanding Invoices:**

- Cllr James-Moore (expenses (stamps))	£36.00
- Parish Hall (annual grant)	£1200.00
- Mrs Babs Mitcheson (BFPG telemetry credits)	£30.00
- DC Gardening Services (Lengthsman)	£20.00

25. The Clerk reported that an additional invoice had been received, namely:

- Mrs Babs Mitcheson (Parish Plan expenses)	£6.04
---	-------

26. Cllr Powell proposed and Cllr Knott seconded that the invoices be paid. This was agreed unanimously.

AGENDA ITEM 12 - PLANNING

27. The following applications were considered:

- *N121463/FH: Maund Farm, Bodenham:* (Erection of three wooden outbuildings (1) tractor and implement store (retrospective) (2)garage (3) stable and store). The Parish Council had no objection to this application.
- *Upper Holbatch Farm.* The Clerk reported that an email had been received from Mrs Alison Tutty, which included three photographs pertaining to the application. These were displayed. The Clerk explained that the deadline for comments to be received by Herefordshire Council had passed and that Bodenham Parish Council had objected to the application on the grounds of scale, access and failure to address constraints placed on the previous application. Cllr Clarke suggested that the Parish Council should await the decision of Herefordshire Council on the application. This was agreed.
- The Clerk reported that application DMN/12333/K: Dove Cottage, Church Walk (Reduction of height of one yew tree by 40%) had just been received and would be circulated to the Planning Sub-Committee.

CS

AGENDA ITEM 13 – UPDATES

28. **Bodenham Flood Protection Group.** Cllr Mitcheson gave a report which is attached as Annex B. He added that three railway sleepers and some fairway poles had been washed down from Brockington Golf Club into Millcroft Brook, as had happened before, and that this debris had the potential to block culverts and, in consequence, cause flooding to residences. The Clerk was instructed to write to Brockington Golf Club to request that they take action to prevent this occurring in future. The Clerk was also instructed to place an item in the next issue of the *Bodenham Newsletter* about the work of the BFPG with a request that residents do not leave anything outside which could be washed into watercourses and potentially cause flooding.

CS

CS

29. **Parish Plan.** This item was covered earlier (Agenda Item 7: Minute 19).

30. **Parish Hall.** Cllr Jackson gave a report, which is attached as Annex C.

AGENDA ITEM 14 - CORRESPONDENCE NOT PREVIOUSLY CIRCULATED

31. The Clerk reported that he had received notification that the water at Dinmore Spout remained undrinkable.

AGENDA ITEM 15– OTHER BUSINESS (INCLUDING DISTRICT COUNCILLOR'S COMMENTS)

32. Cllr James-Moore reported that she had been asked by an advertiser in the *Bodenham Newsletter* if payment could be made by direct transfer, which would require the payer to be given details of the Parish Council's bank account. It was agreed that the payer should be asked to pay by cheque.

CS

<p>33. Cllr Mitcheson raised the issue of parliamentary boundary changes and proposed that the Clerk should reply expressing agreement with an email from Kingsland Parish Council objecting to the changes suggested by the Boundary Commission. Cllr Powell seconded Cllr Mitcheson's proposal, which was accepted unanimously.</p>	<p>CS</p>
<p>34. Cllr Mitcheson asked if Amey could be requested to clean the large black smear off the road sign on the A417 between Brockington Golf Club and the C1125 turn. The Clerk was instructed to make the request.</p>	
<p><u>AGENDA ITEM 16 – DATE OF NEXT MEETING</u></p>	
<p>35. The next Meeting will be held in the Siward James Centre at 7.30pm on Monday, 7th January 2013.</p>	
<p>The Meeting ended at 9.35pm.</p>	

Bodenham Parish Council

	July 12	Aug 15	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Income										
PC Opening Balance	7263.00	5657.00	5413.97	4361.26	7457.05	7062.44	4620.58	5122.97	5901.36	5823.75
Newsletter	231.00	232.38	25.00	425.00	325.00					
Vat Refund	0.00	123.95								
Car Park Loan	0.00					750.00				
Community Plan	0.00				7.00				427	
Lengthsman			778.25			428.00	720.00	960.00		
		42.38								
Precept	0.00			4890.00						
TOTAL	7494.00	6055.71	6217.22	9676.26	7789.05	8240.44	5340.58	6082.97	6328.36	5823.75
Expenditure										
Car Park Loan	0.00					1500.00				
Church Grant	0.00			825.00						
Clerk Salary	152.00	121.29	121.29	121.29	121.29	121.29	121.29	121.29	121.29	121.29
Clerk Expenses	31.00	62.13	19.00	66.00	31.00	30.00	30	30	30	30
HM Rev and Customs		30.32	30.32	30.32	30.32	30.32	30.32	30.32	30.32	30.32
Insurance	0.00									
Website	0.00					400.00				
Newsletter	367.00		236.25			258.25	36			
Playground repairs	648.00									
Hall Rental	44.00				117.00					
Lengthsman	495.00	428.00	720.00	960.00						
Playground Inspection				54.60						
Audit				162.00						
Parish Hall Grant						1200.00				
jubilee	100.00									
Grass Cutting										
Notice Boards			60.00							
Chapel			500.00							
Community Plan					427.00				323	
chq 638			169.10							
BFPG						30.00				
British Legion Grant						50.00				
TOTAL PC Exenditure	1837.00	641.74	1855.96	2219.21	726.61	3619.86	217.61	181.61	504.61	181.61
PC Closing Balance	5657.00	5413.97	4361.26	7457.05	7062.44	4620.58	5122.97	5901.36	5823.75	5642.14

	July 12	Aug 15	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Income										
BFPG Open Balance	1721.00	1737.00	1737.53	1687.53	1667.28	1667.28	2014.21	2014.21	2014.21	2014.21
BFPG Income	146.00	33.81				428.00				
BFPG Expenses	130.00	33.28	50.00	20.25		81.07				
BFPG Closing Balance	1737.00	1737.53	1687.53	1667.28	1667.28	2014.21	2014.21	2014.21	2014.21	2014.21
LADY Close Orchard	158.00	158.00	158.00	158.00	158.00	158.00	158.00	158.00	158.00	158.00
Total Closing Balance	7552.00	7309.50	6206.79	9282.33	8887.72	6792.79	7295.18	8073.57	7995.96	7814.35

BODENHAM FLOOD PROTECTION GROUP REPORT
(3 DECEMBER 2012)

1. **“Project Bodenham” Update.** We had an on-site meeting with UK Flood Barriers Limited and Flash Flood Doors Limited on 6 November which resolved a number of issues. The Project has finally been signed off with Amey and the firms concerned.

2. **Severe Weather.**

a. As you will be aware, over the past month there has been a fair amount of rain, with four real downpours. However, the only significant episode was the one on Sunday, 25 November. This caused some temporary flooding from the Millcroft Brook onto the C1125 and into Brockington Road, as well as some water pooling in Orchard Close. The C1121 also flooded at the Ketch Lane junction and this persisted for several days because the River Lugg was up. The other area which was affected was Maund Bryan, where there is a long standing issue over the watercourse which is badly aligned, causing flooding which is affecting the stability of the road. This problem has been raised before and ‘quick fix’ repairs have not solved it. Mr Keith Grumbley has therefore written again on the subject to both Herefordshire Council and the River Lugg Internal Drainage Board.

b. Points to note are that:

(1) Our system for alerting people worked well and, although most people took flood protection precautions, none of them were actually needed.

(2) We have expended the first £30 of credits for SMS messaging on the Flood Warning Telemetry System and have purchased a further £30 worth. We are also taking this opportunity to revise who receives alert messages from the system and when.

(3) A lot of debris was washed downstream, especially on and after Sunday, 25 November, and we have monitored the Ketch Lane culverts on a daily basis, removing material as necessary to prevent the culverts from becoming blocked. This debris is piled on the verge and we have asked the Parish Clerk to get Amey to dispose of it.

(4) Conspicuous amongst the debris were three wooden railway sleepers and several painted wooden posts which clearly came from the golf course. The sleepers pose a particular risk of blocking culverts and on 25 November one of them was also found lodged dangerously close to the telemetry system. Such debris has featured on previous occasions when water levels in the Millcroft Brook have been high, such as in April 1998 and July 2007, and we would ask that the Parish Council write to the owners of the Golf Club and request that they take proper measures to prevent a recurrence.

3. **BBC Inside Out Programme.**

a. On Friday, 23 November we were visited by First Look TV who are producing material for the BBC *Inside Out* programme.

- b. We briefed them extensively on the BFPG and showed them round the Village. They interviewed the Secretary at the Ketch Lane culverts and at home, saw the telemetry system, and interviewed Mr David Harris at his house.
- c. The programme is likely to go out on Monday, 10 December. (**Afternote**. We have subsequently been informed that the likely broadcast time is 5.30pm on Sunday, 30 December on BBC 1).
4. **Daily Mail**. We received a call from a Daily Mail reporter who was keen to interview people who had been flooded more than once. When we said that we did not fall into that category, but could offer her a ‘good news’ story, she lost interest and we redirected her to Mrs Mary Dhonau for advice.
5. **Talk to Hope-under-Dinmore Parish Council**.
- a. The Chairman and Secretary were invited to talk to Hope-under-Dinmore Parish Council about the BFPG on Thursday evening (29 November).
- b. We spent a lively hour or two there and did what we could to explain our approach. We also issued invitations to residents of Hope-under-Dinmore to attend our monthly meetings, as well as to our working party sessions when these start again in April. There is also a possibility that we might be invited to talk to a parish meeting at some point.
6. **Annual Quiz Night**. The annual BFPG Quiz Night was held on Saturday, 17 November in the Parish Hall. This was a very successful evening; it raised £360 for the Group and the right team won.
7. **Monthly Meeting**. We held our last meeting for 2012 on Tuesday, 27 November and followed it with a party to celebrate the end of another successful year.

K.A.M.

Parish Hall Report - Mon 3rd Dec 2011

Date of last Committee Meeting: 10th Nov 2011

The Chairman called an extra meeting as there were a number of outstanding matters which needed to be discussed before the next scheduled meeting on 7th December.

Refurbishment of the Kitchen/Toilets: The work group have looked at other refurbished village halls to determine the extent of work needed. Recommendations have been submitted and three quotes will be obtained as soon as possible.

Availability of grants for this being explored. E.g. 'Awards for All Grant' may be a possibility.

Toilets; In the short term, some minor updates/ improvements will be made but there is a recognition that a complete update is needed.

Parish Website Entry: The initial updates recommended by the work group were accepted by the Management Committee. They should be appearing on the Parish Website in the near future.

Tenders for Work: It has been agreed that in future, the Committee will seek three tenders for major projects before any work commences. General maintenance work will not need to go to tender. It is planned to build a list of approved contractors for general maintenance.

Store Room: Although this room has the potential to be hired regularly, it will first need considerable improvement. It was decided to prioritise the kitchen and toilets.

Additional Grant: There is a possible grant of £20,000, available until 12th Dec for a playing field. D Ling is pursuing the matter.

Premises License: Currently being transferred into the name of the Parish Hall Management Committee. It was formally held i.n.o. the previous Treasurer.