

## **BODENHAM PARISH COUNCIL**

Minutes of the Meeting held at Siward James at 7.30 pm on Monday 1<sup>st</sup> March, 2010.

### **Present:**

Cllr Tilford, Cllr Davis, Cllr Clark, Cllr Mrs James-Moore, Cllr Herbert, Cllr Mullenger, Cllr Mitcheson, Cllr Knott and Cllr Ling.

District Councillor Keith Grumbley was also in attendance.

Also present at the start of the meeting were 9 members of the public, including CSO Stephanie Annette and Ms Tracy Ricketts.

**Attendance of CSOs at Parish Council Meetings.** Cllr Tilford told the Meeting that there had been complaints in some areas about CSOs attending Parish Council meetings. Subject to the approval of Councillors, he asked for it to be formally noted that Police Officers and the Community Support Officers were always welcome to attend meetings. **This was agreed by all present.**

**CSO's Report.** CSO Annette told the Meeting that as far as crime was concerned Bodenham had been going through a quiet period recently. She thanked all residents for their vigilance. She then left the Meeting.

### **Update on Grants.**

a. Councillors were then introduced to Ms Tracy Ricketts who was a member of the Delegated Grants and Programmes Team for Herefordshire Council and was now also the Secretary of the Bodenham 'Parish Plan' Steering Group.

b. She handed out copies of an information sheet giving details of grants currently available from the Delegated Grants Team and added to the contents, based on her own personal knowledge. She said that most of the grants could not be used to fund Parish Plan process, but many could be used to finance any activities that arose out of it. She confirmed that, as far as the Delegated Grants and Programmes Team was concerned, she would have to declare an interest and would take no part in dealing with any grant application from Bodenham.

c. In answer to questions she confirmed that the Community Projects Grant had previously supported the purchased of a Speed Indicator Device (SID). She mentioned the Awards for All Fund which could give a total of up to £10,000, without any matched funding, over a period of two years. She suggested that this would be a good source of funding for anything that came up as a result of the Parish Plan.

d. Cllr Tilford asked whether there would be funds available for the refurbishment of the Parish Hall car park and mentioned that a recent application had been turned down. He was told that that particular application was for the car park alone, rather than being part of a wider scheme. It had been just one of many applications received by the Grants Team and it had been a case of too many applications and not enough money.

e. Following a discussion on grants and grant applications, Ms Ricketts was thanked for her time. She then left the Meeting.

1. **Apologies for Absence.** Apologies had been received from Cllr Mrs Avery.

2. **Declarations of Interest.** Cllr Knott declared an interest in Planning Application DMNC2010/0353/FH in respect of Myrtle Crest.

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

- 3.1 Cllr Clark asked for the Minutes of the previous Meeting to be amended to show that the cost of room hire at the Parish Hall shown at Minute 8.2.3 had been covered by a personal cheque.
- 3.2 On page 447, he commented that the cash amounts relating to the Floods Group did not include any pence.
- 3.3 On page 448 the total balance held for the Floods Group should have been £1,009.63 and not as shown.
- 3.4 At Minute 11.4.1 he asked for it to be made clear that it was Parish Council Records being discussed, rather than Parish Records which belonged to the Church.
- 3.5 Cllr Mullenger asked for Minute 4.1.2 to be changed so that it referred to 'an area by the Well'.
- 3.6 Cllr Ling asked for page 447 to be deleted in its entirety as it contained figures that had not been discussed or approved by the Council.
- 3.7 Cllr Knott said that, in that case, the banking transactions shown on page 448 should also come out.
- 3.8 Cllr Ling said that, in future, he would prepare a spreadsheet prior to each Meeting and would give copies to all Councillors. They would then be able to formally approve them and they could become part of the official record.
- 3.9 He agreed, in answer to a question, that the spreadsheet would have a format similar to the table on page 447 of the current Minutes.
- 3.10 Cllr Mitcheson asked for an extra column to be added, showing over- and under-spends when comparing budgeted and actual expenditures.

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

#### 4. **Matters Arising.**

##### 4.1 **Condition of Church Lane.**

4.1.1 The Clerk was asked if Ms Michelle Morgan had agreed to come out to Bodenham to look at Church Lane in daylight. The Clerk explained that she had been contacted twice with no result.

4.1.2 The Chairman said that the Clerk had drafted a letter to Simon Nickol, the Chairman of the School Governors, regarding the condition of Church Lane and the area around the War Memorial. Mr Nickol was away at present, but the Chairman now suggested that it might be better for Cllr Ling and himself to visit him and the School's Head Teacher personally for a discussion. **This was agreed.**

4.2 **Speed Checks on the A417.** The Clerk was asked to confirm that the Police would carry out speed checks on the A417. He confirmed that this would be done, but no specific dates could be given and visits would depend on staff availability and other duty commitments. Further enquiries were to be made in an attempt to confirm when they would be coming out.

##### 4.3 **Speed Indicator Devices.**

4.3.1 A site meeting had been held, involving Cllrs Tilford, Clark and Mitcheson, together with Pc Richardson and Ms Julie Freeman from Herefordshire Council. They had looked at three suggested new sites for SIDs, including Millcroft Road and The Moor, and it had been confirmed that each SID socket would cost £115 to install.

4.3.2 Councillors were asked to approve total expenditure of £345 for the three sites. Cllr Ling proposed that the expenditure be approved. He was seconded by Cllr Mitcheson and **all agreed.**

4.3.3 As part of the site meeting there had been a discussion about the existing SID site outside Newton House. It had been confirmed that Amey could remove the socket, but that their charges were prohibitive. Otherwise the cost would fall on the Parish Council. **It was agreed that Councillors were not prepared to pay the cost of removal from Parish funds, and that no further action would be taken.**

4.3.4 Cllr Mitcheson explained that none of the new sites were immediately adjacent to any houses or obtrusive when viewed from them, and that the problem of unwanted sockets was unlikely to arise again.

**4.4 Ownership of the Parish Hall.** Cllr Tilford said that there had been no further developments regarding the registration of the ownership of the Parish Hall. He had drafted a letter to be sent to Thorpes Solicitors, asking for any assistance they might be able to give. To accompany it he had also prepared a photocopy of a letter sent from Thorpes to Mrs Graham of 5, Berrington Road in 1994, concerning the Hall. He asked for Councillors to approve the draft. **This was done, and the Clerk was asked to post the letter.**

#### 4.5 The Parish Website.

4.5.1 Cllr Ling said that the Parish Website currently had a welcome page, some photographs, a précis of the history of the Parish – kindly provided by Mrs Margaret Andrews – and details of the BFPG and Gardening Club. It was possible that details of local walks would be included later. Much of the work had been done by Cllr Mitcheson and it was thought the Website would be ready to show the Council by April or May, before it was formally launched.

4.5.2 Cllr Tilford asked for an assurance that the Anthea Brian archive would be acknowledged as a source of much of the material to be placed on the web-site. **This was agreed.**

4.5.3 There was a discussion as to the extent of personal information relating to Parish Councillors to be made available on the Website. Cllr Tilford believed that information about Parish Councillors was in the public domain and should be made freely available. **This was agreed.**

4.5.4 Cllr Tilford then asked whether grants were available for the production of the Website. Cllr Ling said that it was an on-going project and that funding had not yet been considered. He would take up this point with Ms Tracy Ricketts.

4.5.5 Cllr Mitcheson said that the Website would be used as part of the Parish Plan process and suggested that it might be possible to meet a small part of the cost of developing the Website from the funding available for that initiative.

4.5.6 The Website was to be placed on the Agenda for the April Meeting, and at that time it was hoped that members would be given an electronic address that would allow them to visit the Website for a preview.

#### 5. Progressing Outstanding Items.

Cllr Tilford went through the current list of outstanding items, commenting on them as he went. Items discussed included:

5.1 **Registration of the Green.** On the registration of the Green, progress of the application had been queried with the office of Mr George Thompson, the County Land Agent. The response had mentioned a letter to the Clerk, dated the 8<sup>th</sup> of October, in which Mr Thompson had claimed ‘‘You have defined the locality in the parish by providing statements from the community, but you have not defined the neighbourhood around the proposed green’’. This letter had never been received and thus had not been acted upon until now. Cllr Tilford believed that Mr Thompson was being very pernickety and that sufficient detail had now been submitted to justify the registration of the Green. **The Clerk was asked to respond accordingly.**

5.2 **Poor Quality of Postal Deliveries.** The Clerk confirmed that a letter had been sent to the Hereford Sorting Office Manager, commenting on the quality of postal deliveries in Bodenham in recent months. No response had yet been received but **he was asked to circulate copies of the letter to all Councillors.**

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

### 6.1 Planning Application for Dwellings at Woodhouse Lane.

6.1.1 Mr David Parry addressed the Council about Planning Application DMNC2009/2391/O, a proposal for two dwellings on land at Woodhouse Lane. He complained that the Application had been approved, despite much opposition from himself and most of the other residents in the road. He felt that it had been 'railroaded through', and he specifically blamed Cllr Grumbley for giving his support to the applicants. He said that anyone leaving Woodhouse Lane was faced with a blind exit. One of the two houses was to be lived in by a disabled person and he suggested strongly that Woodhouse Lane was not 'wheelchair friendly'. He said that residents had almost all signed a petition against the proposals, but the plans had still been approved.

6.1.2 Cllr Tilford explained the planning process at considerable length, outlining the limitations in the powers of Parish Councils, and the regulations that governed Planning Officers. He said that the Parish Council had not expressed an opinion either for or against the Application. What they had actually said was that, if permission were to be granted, it should come with specified conditions.

6.1.3 Cllr Tilford said that the site in question had been considered as a suitable area for affordable housing during a recent survey, but had not been high on the list. Traffic access had been discussed as part of those considerations. Mr Parry said that he had not been to the Parish Council Meeting at which the Application was discussed, as he had not known it was being held. He had also not contacted the Parish Council to register his objections, and had not supplied the Parish Council with details of the petition. He went on to say that the Application had caused a great deal of local concern.

6.1.4 Mr Parry's comments were discussed at length, with Cllr Ling suggesting that a copy of the residents' petition should be lodged with the Clerk. Mr Parry then left the Meeting.

6.1.5 Cllr Mitcheson suggested that an item be placed in the Parish Newsletter, reminding residents that they could put comments and complaints direct to the Planners and to the Parish Council.

6.1.6 Cllr Tilford commented that the proposed development would have involved an increase in traffic of only 7% and that the Highways Department had been consulted and had raised no objections.

6.1.7 Cllr Grumbley said that the Application had been the subject of 45 minutes of debate by the Planning Committee. It had been clearly explained that the Application would lead to an increase in traffic of just 10% once the farm was included. His view had been that this was a suitable case for planning approval.

6.1.8 Planning matters were discussed and it was agreed that it had been regrettable that no one had come to the Parish Council with their objections. Cllr Herbert said that it used to be the case that the Council Chairman would visit neighbouring houses and would discuss applications with them.

**6.1.9 The Clerk was asked to contact Andrew Banks, the Planning Officer in the case, and ask for a copy of the residents' petition.**

## 7. Planning.

7.1 **DMCW2009/3148/F. Tradega, Litmarch, Marden.** This was a minor material amendment under s.73 to previously approved Planning Application DCCW2008/3044/F. Details had been circulated to all Councillors with the proviso that they should make any objections known by the 25<sup>th</sup> of February. As there had been no objections, a suitable reply had been sent to the Planners. **All Councillors now endorsed that decision.**

## 7.2 DMNC/100353/FH. Myrtle Crest, Bodenham.

7.2.1 This Application was for the demolition of existing extensions to the cottage, and to modify the stone cottage, construct a new extension, and move the access onto site from Bowley Lane. It had been received after the Agenda had been published. Details had not, therefore, been publicised.

7.2.2 Cllr Tilford reminded Councillors that they had objected to a previous application. He suggested that, in view of earlier comments by Mr Parry, and as no publicity had been given to the proposals, the matter should either be adjourned to an additional Meeting, or should be brought up for discussion at the April Meeting.

7.2.3 Due to a bank holiday the April Meeting would be 6 weeks hence, on the 12<sup>th</sup> April. **The Clerk was asked to contact the Planning Officer to ask if comments could be delayed until then.**

7.3 **Planning Applications Determined.** The following applications had been dealt with by the Planning Authorities since the previous Meeting:

7.3.1 **DMNC2009/3166/L. Bodenham Hall, Bodenham.** Proposed internal and external alterations to include replacement of doors and windows, replace ceiling and installation of larger floor in new en-suite bathroom. New kitchen window and removal of conservatory/sunroom. **PERMISSION GRANTED**

7.3.2 **DCNC0009/1515/A. Saffrons Cross Garage.** Proposed erection of one internally illuminated double-sided pole-mounted display unit. **APPEAL DISMISSED.**

7.3.3 **DMNC100048/FH. Wall House, Bowley Lane.** Proposed two storey extension replacing single storey lean-to, new sun room and porch. **PERMISSION GRANTED.**

## 8. Finance.

	<b>INCOME</b>	<b>EXPENDITURE</b>	<b>BALANCE</b>
<b>JANUARY 2009</b>	60.00	139.38	2397.29
<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	253.75	23512.41
<b>MARCH 2010</b>	683.00	205.71	23989.70

8.1 There were no outstanding invoices to be paid.

8.2 Cllr Clark commented on the layout of the Parish Council's Financial Review on page 447 of the previous month's Minutes. Cllr Ling said that he would revise the layout prior to April.

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

<b>Parish Clerk</b>		142.71	
<b>611 Siward James</b>		8.75	Not yet cleared
<b>612 Siward James</b>		54.25	Not yet cleared

9. **Overhanging Hedges.** Following complaints about overhanging hedges obstructing footpaths, particularly in the area between the Bodenham Bridge and the War Memorial, an item had been included in the latest Newsletter. It was agreed that the matter could be considered as resolved for the time being.

10. **Problems Arising from Recent Bad Weather Conditions, and Suggestions for Improvements.** Problems encountered during the recent bad weather were discussed. It was agreed that no real hardship had been caused locally. Cllr Grumbley explained that in some rural areas dairy farmers had used their own equipment to clear access roads. Amey had then used their specialist equipment on the same roads and had made conditions worse. It was believed that locally there had been no such problems.

11. **Parish Hall Car Park Refurbishment.** A letter had been prepared by Cllr Ling, asking for the work on the car park refurbishment to go ahead, and stressing that the invoice had to be made out to the Parish Council. Cllr Ling said that the work was expected to start in April and would take a maximum of 3 weeks. The Hall would be closed throughout that time, although emergency access could be provided, and all the regular users had been informed.

12. **Parish Plan Update.**

12.1 Cllr Mullenger had circulated a report on the initial Parish Plan meeting to all members, and he ran through its contents.

12.2 Cllr Ling said that 18 people had attended the most recent meeting on February 22<sup>nd</sup> and that 15 were now on the Steering Group. He stressed that the project was a community-led plan and said that the next step would be to organise a 'Planning for Real' exercise where parishioners could come forward and say precisely what they did, and did not, want to see in the Parish. He outlined the procedure and said that the exercise would be followed by a consultation and a questionnaire to every household.

12.3 Cllr Herbert was invited to clarify his views on the Parish Plan. He said that, as a Parish Councillor, he did not want to be led, or dictated to, by the Plan. He had been elected as a Councillor so that he could make his own decisions, and this was what he intended to do.

12.4 Cllr Mitcheson produced three documents for consideration. These included the proposed Grant Application to support the development of a Bodenham Parish Community-Led Plan, together with the proposed Budget and Programme for the Project. He spoke about these documents and said that the Application was now ready to be submitted. He emphasised that the Steering Group could not spend any money until the grant had been approved. The biggest expense would be the cost of printing the final report, followed by

purchasing maps for the Planning for Real exercise, paying for the questionnaires, and funding the room hire and refreshments for meetings.

12.5 He went on to say that the final budget for the Project had been set at £3,049, of which it was anticipated that £1,500 would be received as a grant from Herefordshire Council. He hoped the Parish Council would cover the expenditure in excess of that and added that the Steering Group now needed confirmation from the Parish Council that they would support the Plan and would provide the necessary additional finance.

12.6 A draft letter from the Steering Group to Mr Gooding to accompany the Grant Application was read out and discussed. Councillors were asked to give their formal approval for the Parish Plan project to continue, and for the necessary finance to come from Council funds. **This was agreed by all Councillors present, with the exception of Cllr Mrs James-Moore who abstained.**

### 13. Correspondence.

#### 13.1 Emergency Coordinator.

13.1.1 Cllr Tilford told Councillors that in 2009 there had been a request from HALC and Herefordshire Council for parish councils each to nominate an Emergency Coordinator. The request had gone out to those Councils who were HALC members but not all Councils had taken up the offer. The Project had now moved ahead and all the Emergency Coordinators who had been nominated by their Parish Councils were being invited to an inaugural information evening on the 22nd March at 6.30pm in Hereford.

13.1.2 Anthony Bush, the Parish Council Liaison Officer, was aiming to get 100% coverage of the County. Parish Councils that might have been unaware of the scheme and would now like to nominate an Emergency Coordinator were invited to do so and to submit a registration form.

13.1.3 Councillors were asked if they would like to volunteer. **It was resolved that Cllr Tilford would contact Anthony Bush the following day to find out just what the position involved. He would then circulate details to all Councillors.**

13.2 **Green Communities.** Green Communities was an organisation set up by the Energy Saving Trust and offered to assist Councils with local energy saving projects. The Parish Council had been invited to join. **It was agreed that the paperwork would be circulated to Councillors for closer examination.**

13.3 **Other Correspondence.** The following items had also been received and were circulated to Councillors:

- Spinal Injuries Association circular (plus notice to be put on notice board)
- Details of Herefordshire's Community Broadband Conference (Reply by March 12<sup>th</sup>!)
- Herefordshire Council Funding Directory – 23<sup>rd</sup> edition
- Herefordshire Council test results for the Dinmore Spout
- Shaping Our Place Questionnaires
- Marshalls Driveway circular
- Wicksteed Catalogue
- Community First Newline, Winter 2010
- HVA News
- Plantwild Circular
- NSPCC Circular
- Littlethorpe Bus shelter brochure

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

14.1 Cllr Clark said that the BFPG had held a coffee morning on the 13<sup>th</sup> of February and had made a profit of £423.

14.2 Cllr Mitcheson told Councillors that the current estimate for the amount of damage done by flooding in the Bodenham in 2007 was approximately £514,000. He stressed that this could only be an estimate as a number of people had not supplied any figures and some known to have been flooded had denied having been affected at all. He went on to say that the Herefordshire Council study of flooding, for which these data had been prepared, was not confined to Bodenham, but was covering other villages in the County as well. It was understood that the Study Report would be submitted to Herefordshire Council in March and that remedial action would be based on its recommendations depending on funding priorities.

15. **Other Business, including District Councillor's Comments.**

15.1 **Herefordshire Council Finances.** Cllr Grumbley spoke briefly about proposed cuts in the District Council's expenditure and stressed that recent media reports had been incorrect.

15.2 **Village Hall Energy Challenge.**

15.2.1 He then mentioned the Village Hall Energy Challenge, currently being run by Herefordshire Council from the 15<sup>th</sup> of March to the 15<sup>th</sup> of June. The Challenge gave Bodenham the opportunity to win £6,500 for improvements to its Parish Hall, and involved getting residents to go on line to check their carbon footprints. The more who logged on, the more points the Village would receive and the greater the chance of winning.

15.2.2 £6,500 would pay for some additional double-glazing and for work to be done on the Hall entrance. It could also pay for the installation of a cycle rack, as this was listed in the terms and conditions as a suitable item of expenditure. Cllr Grumbley asked for Councillors' support and said that, in order to enter the Challenge on behalf of the Village, a form had to be completed by the Parish Council.

15.2.3 The Challenge was discussed, with Councillors querying just how many residents would go onto the My Herefordshire site to fill in the carbon footprint questionnaire. **However, Councillors agreed to support the Parish Hall and to enter the competition.**

15.2.4 They would use word-of-mouth and Newsletter articles to encourage people to go on line. At the same time they felt that, as the Parish Hall would be getting the benefit of any eventual cash prize, then it should be up to the Hall Committee to 'take possession' of the application.

15.2.5 Mrs Mitcheson asked for a copy of the Carbon Footprint questionnaire to be sent to her on behalf of the BFPG. She would then circulate it to all members. It was suggested that the same could be done with the other groups and clubs in the Village.

15.3 **Road Safety.** Cllr Davis mentioned Woodhouse Lane and the Millcroft Road/ Ketch Lane junction as two areas where he had identified traffic hazards. He asked for them to be discussed at the next Meeting.

16. **Date of Next Meeting.** There being no other business the meeting ended at 9.53 pm. The next regular meeting would be on April the 12<sup>th</sup>.

**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.**