

BODENHAM PARISH COUNCIL

Minutes of a Meeting of BODENHAM PARISH COUNCIL held on Monday 10th May 2010 at Seward James Centre, at 7.00 pm

PARISH COUNCIL MEETING

Present:

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

Cllr Grumbley was also in attendance.

There were 10 members of the public present at the start of the Meeting.

1. Declarations of Interest. There were no declarations of interest.

2. Opportunity for Members of the Public to Address the Parish Council.

2.1 Commenting on the new Parish Website, Mrs Ronnie Parker said that some local residents had expressed concerns to her that mention on it of a Bodenham Flood Protection Group would have an impact on house prices and would make it difficult to sell homes. Cllr Tilford asked for this comment to be dealt with later in the Meeting as he had other related points he wanted to raise.

2.2 Ownership of Land Adjacent to England's Gate.

2.2.1 Mrs Bowden asked who owned the small area of land at the end of the England's Gate forecourt which had not been included in the renovation of the car parking area there. Since England's Gate hadn't included it in their forecourt, it was presumed that they didn't own it and it was looking scruffy.

2.2.2 Cllr Davis said that he had met the owner of England's Gate by chance and had mentioned that the Parish Council were keen to extend the footpath from the A417 down to the entrance of the England's Gate car park. The owner had expressed irritation because she had actually offered the necessary land when the footpath was being constructed, but this had been ignored. Nevertheless, her offer remained open.

3. Minutes of the Previous Meeting.

3.1 Cllr Clark commented that the first three lines on page 380 of the Minutes had been duplicated from page 379.

3.2 He also commented that there was no mention on the current Agenda of the extra Meeting on the 22nd of March, and that - under 'Planning' - there should not have been an 'r' in Bodenham.

3.3 He went on to say that the Meeting on March 22nd started at 7.00 pm, and not 7.30 pm and that he should have been included under apologies for absence.

3.4 Cllr Davis said that Mrs Sue Newbould should have been shown as 'Ms'.

3.5 Cllr Mitcheson said that this was the third or fourth month where the figures for the Bodenham Flood Protection Group had not been shown in the summary of the Council's Finances. He pointed out that this was public money and needed to be accounted for and he asked for the figures to be shown on the next set of Minutes.

4. Progressing Outstanding Items.

4.1 Damage to Ancient Cobbles and Mounting Block Outside the Church.

4.1.1 Cllr Tilford told the Meeting that he had met with Cllr Mullenger, Mr Chris Patrick from Herefordshire Council, two local residents and the Revd Heather Short to discuss the reported problems in front of the Church entrance. It had been a very positive meeting and, as a result, it had been suggested that

4.1.1.1 A suitable sign "No parking beyond this point" should be erected on the public right of way finger post on the grass verge immediately to the North of "Navron". Essential access to the Church for weddings, funerals and other functions would, of course, be preserved.

4.1.1.2 A discreet bronze/wood plaque should be affixed to the stone wall alongside Peas Green Cottage behind the cobbled pavement with wording to the effect that "This is a vulnerable rare ancient cobbled pavement".

4.1.1.3 The Parish Council should arrange the re-fixing of the coping stone on the mounting block and repairs to the grass bank fringing the brook opposite the pavement.

4.1.2 Following a discussion, it was agreed that two quotes should be obtained for the necessary work, and that one

should be from Mr Crispin Hack. Cllr Tilford explained that Mr Hack was fully committed to another job at present and might not be immediately available.

4.1.3 **Councillors agreed that the concerns about the need to protect the cobbles and surrounding area should be included in the next *Newsletter*.**

4.2 **Parish Hall Car Park.** On the question of school buses being allowed to use the Parish Hall car park, Cllr Knott told the Meeting that the Hall Committee felt unable to assist. In addition, a height barrier was being put up and this would effectively prevent school buses from accessing the car park as was being proposed.

4.3 **Postal Deliveries.** On the question of erratic postal deliveries, letters had been sent to the Hereford Sorting Office, and a response had been received from the local postman. **It was therefore agreed that this item could be removed from the list of outstanding issues.**

4.4 **Resurfacing of Church Lane.**

4.4.1 It was noted that Ms Michelle Morgan had responded to comments about the potholes in Church Lane. She had said that Amey had been told of 15,000 potholes on the 2,500 miles of road in the County, and they were taking a long time to repair. She had asked whether work on the Church Lane potholes had been ordered and would speak to the area manager to see when the hot box would next be visiting Bodenham and to ensure that they are filled at that time. She felt that it was unlikely that Church Lane would be considered for longer term remedial works as it was an unclassified road, but she would check on this.

4.4.2 Cllr Grumbley commented that everyone was aware of just how much pressure there was on Herefordshire's Highways budget, but he suggested that the more complaints there were about a particular site, the more likely it would be that they would be dealt with.

4.4.3 Cllr Tilford said that Church Lane was heavily used, particular by children. He realised that 'A' roads were obviously the County's highest priority, but he asked Cllr Grumbley to raise the issue of Church Lane again with the Highways Authority.

4.4.4 Cllr Mitcheson suggested that the Council should stress to the Highways Authority that, not only did the Lane carry a great deal of local traffic, it was also used by a regular service bus and two school buses. It therefore deserved a much higher priority than was indicated by its 'unclassified' status. He also wondered whether there might be merit in the Parish Council offering to pay for kerbing to be installed if the Highways Authority resurfaced the road. At present it looked as if the Authority would never pay for either, but there was an outside chance, he suggested, that, especially bearing in mind that the Lane was in a conservation area, an offer to pay for one might tip the balance.

4.5 **Road Safety at the Millcroft Road/ Ketch Lane Junction.** The need to repaint the faded road markings at the Millcroft Road/ Ketch Lane junction had been reported. (This had been logged under Work Order no: 93801).

4.6 **Speeding on the A417.**

4.6.1 The Clerk reported that Mr Tom Pooler from the local Camera Partnership had taken on board the Parish Council's concerns regarding speeding on the A417 and had set up a data collection box outside the Parish Hall for a period of one week. Subsequently he had replied to say that "The readings we have justify your concerns being taken to our Operations Forum, this did not necessarily mean that speed enforcement was the most appropriate option to address the Parish Council's concerns". The next meeting of the Forum would be the following day, 11th May.

4.6.2 Cllr Tilford reported that he had enquired whether meetings of the Operations Forums were open to members of the public and had been told that they were not. The process, as it stood at the moment, was that Mr Pooler or a member of the Police represented individual communities' concerns on their behalf. Thus, the Parish Council's concerns would be raised with the Forum and a reply would follow.

4.7 **Speed Indicator Device (SID) Sockets**

4.7.1 At the previous meeting it had been agreed to approve increased expenditure on the provision of 3 additional SID sockets and the Clerk had been asked to send an email to Julie Freeman and Emma Jones asking for the work to proceed. **This had been done.**

4.7.2 The Clerk was criticised for not having circulated copies of the relevant e-mail to all Councillors.

4.8 **Handrail for Footpath on the Village Green.**

4.8.1 Also at the previous meeting Cllr Davis had asked for the installation of a handrail on the steepest section of the footpath along the South side of the Village Green to assist residents during icy weather. Cllr Tilford now provided

photographs of the site showing suitable positions for the handrail. Cllr Mrs Avery reported that she had recently seen an Amey crew looking at the site and taking pictures of their own.

4.8.2 **The Clerk was asked to contact Amey with a request that a handrail be installed.**

5. **Planning.**

5.1 **DMNC/100541/FH - Navron, Church Lane: Loft Conversion with Dormers, Demolition of Chimney.**

The application was made available to all Councillors and Cllr Tilford had prepared notes on the property itself, the relevant planning policies and possible comments. He suggested that it was for parish councillors to form a view as to whether the policy criteria had been complied with and the privacy and amenity of neighbours had been adequately protected. In this regard he thought that the privacy of the occupants of Peas Green Cottage would be best preserved by seeking a condition on any planning consent requiring that obscure glazing be fitted to the three Velux rooflights that face that property and their opening suitably restricted.

Cllr Mrs James-Moore suggested that the Parish Council should make no objections but should ask for the above condition to be added to any planning consent that might be granted. She was seconded by Cllr Mullenger, and all agreed.

5.2 **DMNC/100642/FH - Field Edge, Bodenham: Proposed Single Storey Extension. CONSENT NOT REQUIRED.** Cllr Tilford explained that Permitted Development Regulations had recently changed and he outlined the relevant differences.

5.3 **DMNC/100353/FH- Myrtle Crest, Bowley Lane: Demolition of Existing Extensions to Modify Stone Cottage, Construction of New Extension, Moving Access onto Site from Bowley Lane. PERMISSION GRANTED.**

5.4 **Illuminated Sign at Saffrons Cross Garage.**

5.4.1 The Clerk confirmed that a telephone enquiry had been made with Nigel Banning, the Planning Officer who had dealt with the illuminated sign at Saffrons Cross Garage. The latter had been unaware that the sign was still in place, despite permission being refused, and had passed the matter on to the Enforcement Officer for action.

5.4.2 **The Clerk was asked to ensure that, in future, any contact with the Enforcement Section was made in writing.**

6 **Parish Plan Update**

6.1 Cllr Tilford asked for all future references to read 'Community-Led Plan'.

6.2 In the absence of Cllr Ling, Cllr Mullenger reported that there had been a meeting of the Steering Group on the 19th of April. Maps were currently being obtained for all sections of the Village, and they would be used in a series of Planning for Real exercises to be held on the 2nd of July at the School, the 3rd of July at the Parish Hall and the 11th of July at Siward James. Light refreshments would be supplied at these events, and there was the possibility of a barbecue.

7. **Parish Website Update and Approval.**

7.1 Cllr Mitcheson reported that the Website team had now completed Phase 1 of the necessary work and that the basic structure of the Website was in place. Laptops had been borrowed from the Bodenham CAP and were available at the Meeting so that Councillors could see the Website for themselves.

7.2 He stressed that much remained to be done. A logo was now needed for the Website and it was hoped that one would be designed which could be used generally for all Village signs, notices and other documents. He added that more photographs were still needed to add visual impact and interest to the Website.

7.3 Many regular advertisers in the Bodenham Newsletter had had their advertisements replicated on the site, and information about a number of local clubs and societies had also been entered. Not all businesses or clubs had responded and, in particular, the Church and Siward James were notable by their absence. However, it was hoped that they would be added later. Finally, details of local events would also be added nearer the time of the Website's 'launch'.

7.4 Cllr Mitcheson acknowledged that there had been some concerns about the mention of the Bodenham Flood Protection Group on the site, but this was to be discussed later in the Meeting.

7.5 He confirmed that he and Cllr Mullenger would be administering the site. He hoped that it would be 'launched' at the end of May or early in June and he asked Councillors to give their approval to what had been done so far, and the direction currently being taken.

7.6 Cllr Tilford thanked all those who had worked on the site and said that they had done an excellent job. He proposed that Councillors should approve the work in progress. **This was agreed by all.**

8. Finance, Including the Parish Hall Loan Repayment Arrangements.

8.1 **Parish Hall Loan.** The Clerk confirmed that the first 6-monthly repayment of £749.83 would be due on the 18th of June. The monies would be taken directly from the Parish Council's bank account.

8.2 **Outstanding Invoices.** There were two outstanding invoices:

8.2.1 **Tarmac - Parish Hall Surfacing Works - £39,941.78**

8.2.2 **Arrow Plant and Tool Hire - £429.11**

8.3 Parish Council's Finances.

PARISH COUNCIL ACCOUNTS APRIL 2009 to MAY 2010, as per Bank Statements.			
	INCOME	EXPENDITURE	BALANCE
APRIL 2009	277.50	410.14	2420.89
MAY 2009	3112.00	287.09	5245.80
JUNE 2009	232.50	939.92	4538.38
JULY 2009	102.50	142.71	4498.17
AUGUST	440.00	1563.19	3374.98
SEPTEMBER 2009	3044.50	182.71	6236.77
OCTOBER 2009	255.00	964.91	5526.86
NOVEMBER 2009	540.00	264.46	5802.40
DECEMBER 2009	20645.89	832.08	25,616.21
JANUARY 2010	140.00	2,105.05	23,651.16
FEBRUARY 2010	115.00	253.75	23,512.41
MARCH 2010	683.00	205.71	23,989.70
APRIL 2010	15,092.50	219.71	38,862.49
MAY 2010	4,075.00	1,599.89	41,337.60
B of I Account as at 31.4.10			5,660.89

8.3.1 The Clerk gave a break-down of the Parish Council's finances:

The Parish Council's current account had a balance at 9.4.10 of:	£38,862.49
Out-payments since then had come to:	£1,019.47
Half of the new year's precept had been received:	£4,075.00
Uncleared cheques for deposit came to:	£252.50

This left a net current account balance of: £42,170.52

8.3.2 There were a number of debits due:

The Parish Hall loan repayment	£749.83
The Tarmac invoice	£39,941.78
Renewal of the Parish Council's Insurance cover:	£573.09?
Land Registration costs	£150.00
Arrow plant and tool hire	£429.11

This made a total of: 41,843.81

8.3.3 The account would therefore be left with a balance of just £326.71.

BANKING TRANSACTIONS SINCE THE APRIL MEETING (As listed on bank statement)

Parish Clerk		142.71	
Deposits: Herefordshire Council	4,075.00		
678 Leominster CRC		557.80	
679 Adrian Hope		176.25	
681 Arrow Plant & Tool Hire		429.11	
682 Lloyds Cooper LLP		150.00	
683 Booker Network		573.09	

8.3.4 Cllr Tilford suggested that the Parish Hall's contributions to the repayment of the PWLB Loan should be put on a formal basis and that two annual payments, of £374.92 and £374.91, be made to the Parish Council on the 12th of June and the 12* of December each year. Cllr Herbert proposed that these payments be accepted. Cllr Knott, also speaking as a member of the Hall Committee, seconded the proposal which was **then agreed by all**.

8.4 Parish Council Insurance.

8.4.1 The Clerk told the Meeting that the Council's existing insurance cover was supplied by Allianz. They had quoted a premium of £757.13 for the coming year, but, following an exchange of e-mails with the Company, they were prepared to leave the premium at last year's level. This would be £709.71.

8.4.2 In the meantime, enquiries had been made with another company. Came & Company from Odiham had suggested much improved cover through Aviva and had quoted a standard annual premium, inclusive of Insurance Premium Tax, of £603.25. This could be reduced by 5%, giving a premium of £573.09, should the Parish Council agree to enter a 3-year binding agreement with Aviva (until 31st May 2013).

8.4.3 The Company claimed to be offering significantly improved cover for the Parish, its Councillors, its employees and even volunteers, so they would all be insured whilst on the Parish Council's business. They said that it was their belief that, by offering their time for the good of the community, individuals should not be left financially exposed. In addition to the existing cover, cover would automatically be included for:

Public Liability Indemnity - increased to £10,000,000.	Officials' Indemnity for up to £250,000.
Fidelity Guarantee increased up to £100,000.	Cash.
Commercial Legal Expenses.	Personal Accident.

The policy excess would be £250 for each and every claim.

A copy of the Aviva Quotation and Policy Features document had been provided, together with a copy of Came and Company's Parish Council Insurance's Terms of Business, a statement of Important Information and a copy of Testimonials received from Parish Clerks.

8.4.4 Cllr Tilford said that he had read through the paperwork and was impressed by what he had seen. Cllr Clark proposed that the Parish Council should switch to Aviva as its insurance provider and that it should secure the lower premium by committing for three years. He was seconded by Cllr Mullenger and **all agreed**.

8.4.5 There was a brief discussion as to whether or not the Parish Hall could be covered on the Parish Council's insurance, thereby achieving a financial saving. Cllr Grumbley explained that the Hall was currently committed to a three year agreement with its existing insurers and that he would come back to the Council when that agreement expired.

8.5 Land Registration Fee.

8.5.1 Cllr Tilford said that Ms Sue Newbould had called to confirm that she now had the full land registration package

ready to send off to HM Land Registry. A cheque for the Land Registration fee had to accompany the application and he asked for a cheque for £150 to be prepared, made payable to Lloyds Cooper LLP. **This was unanimously agreed, and a cheque was prepared for signature.**

8.5.2 Cllr Tilford went on to outline the history of the Parish Car Park and said that determining its ownership had proved to be a legal nightmare.

8.6 **Parish Hall Car Park Payment.**

8.6.1 Discussing the invoices from Tarmac and from Arrow Plant and Tool Hire, Cllr Tilford noted that the Tarmac bill was for the full cost of the car park refurbishment. It took no account of an amount being held back as a form of insurance against the work having been carried out correctly. He understood from Cllr Ling that a fresh invoice had been requested and would be received shortly.

8.6.2 Cllr Mitcheson proposed payment of the Arrow Plant and Tool Hire invoice, but that payment to Tarmac should be delayed until the correct invoice had been received. Payment should then be made within the normal period, usually 30 days. Cllr Clark seconded these proposals, and **all agreed.**

9. **Correspondence.**

9.1 A letter had been received from Herefordshire Council's Environmental Health Section, confirming that the water from the spout at Dinmore Hill was still not fit to drink.

9.2 The following items had also been received and were distributed to all Councillors:

Kompani Playgrounds catalogue	SMP Playgrounds leaflet
Nottsport Safer Surfacing leaflet	Avonline broadband circular
Letters & Newsletters from West Mercia Police	Clerks and Councils Direct, May 2010.

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

10.1 **BFPG Presence on the Parish Website.** Cllr Tilford commented on the concerns which had been expressed earlier that inclusion of the BFPG on the Parish Website could have an influence on property values, on property sales, and on insurance premiums. He felt that the fears were real, but were probably misguided because neither a past history of flooding or a risk of future flooding could actually be concealed; insurance companies would determine premiums on the basis of post code and any good solicitor acting for a purchaser would identify issues relating to past or potential flooding during a routine land search. In any case potential sellers were legally required to declare any problems that they might have had with flooding. He believed that, contrary to the concerns which had been raised, the presence of the BFPG on the Website would be a positive sign that the Parish was being proactive and doing what it could to prevent further flooding^

10.2 **Herefordshire Council Emergency Coordinator Scheme.**

10.2.1 Cllr Tilford then turned to Herefordshire Council's suggestion that every Parish should have an Emergency Coordinator to deal with unexpected events. He asked whether the BFPG should be encouraged to expand its remit to include response to other emergencies in addition to flooding and whether it should change its name to something like the "Bodenham Emergency Response Group".

10.2.2 Cllr Mitcheson said that the Parish was fortunate to have such a very proactive group of volunteers, and one which, so far as flooding was concerned, was already carrying out most of the functions proposed under the new scheme. However, he did not know if its members would want to change their name or take on extra responsibilities. He added that he personally would advise against the Group joining the Herefordshire Council scheme because he could foresee it then having to accept a degree of outside direction, as well as having to comply with a layer of bureaucracy imposed from above in the form of having to attend meetings and prepare reports and plans purely for the benefit of Herefordshire Council.

10.2.3 Mrs Mitcheson, as Secretary of the BFPG, said that personally she had no objections to a change of name, but it was a long way from changing a name to actually taking on extra responsibilities. She said that the Group did its job, and

did it well, but she felt that its members would not want to move outside their area of expertise.

10.2.4 Cllr Tilford remarked that no-one seemed to be keen on the new Emergency Coordinator post. He suggested that the Parish Council should take no further action. **This was agreed.**

10.3 **BFPG Activities.** Cllr Clark reported that the BFPG had held a meeting on the 27th of April. Mr Tony Troia had resigned from the Group and he (Cllr Clark) had replaced him as the BFPG Area Representative for The Moor. Between them, Cllr Clark and Mr Mike Stephens had also assumed Mr Troia's role as Operations Manager and would in future be taking charge of work parties. There had been a work party session on the 30th of April and there would be another on the 14th of May.

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

11.1 **District Councillor's Comments.** Cllr Grumbley said that his annual report would appear in the next Newsletter. He commented on Herefordshire Council's borrowing which currently stood at £87,000,000 and said that repayments of interest and capital were both paid by the Government.

11.2 **Queenswood and Bodenham Lake Advisory Panel:** Cllr Mrs James-Moore said that she had been to a meeting at Queenswood earlier in the day. She commented on the matters discussed.

11.3 **Dog Control.**

11.3.1 Following a complaint, Cllr Tilford asked Councillors to approve the following item for inclusion in the next Bodenham Newsletter. He said that a year had elapsed since the matter had last been publicised:

"Dog Control - A Reminder" A reminder to all dog owners of your legal responsibility to keep your dog under close control when walking along public footpaths on local farmland. It is essential that you don't allow you dog to run free on farmland - the onus is on you to keep your dog to the footpath.

Everyone knows how unpleasant dog mess is so always clean up after your dog and get rid of the mess responsibly. Also make sure your dog is wormed regularly to protect it, other animals and people. Thank you"

The item was approved, and the Clerk was asked to arrange for its inclusion in the Newsletter.

11.4 **Requirement for an Additional Sandbag Cage.**

11.4.1 Cllr Clark said that the sandbag cage that was formerly in the Parish Hall car park was now on the car park in Bodenham Village opposite the School. He felt that an additional cage was now needed, so that this one could be left permanently in Bodenham Village.

11.4.2 It was suggested that Mr Derek Pritchard, who had supplied the original three cages, would probably be willing to build a new cage, but that he might be committed to other tasks at present.

11.4.3 Cllr Clark proposed that a new cage be obtained. He was seconded by Cllr Mullenger and **all agreed.**

11.4.4 **It was agreed that Cllr Clark would obtain the necessary quotes.**

11.5 **England's Gate Grease Trap.** Cllr Clark reminded Councillors of a previous suggestion that a grease trap be fitted to the sewerage system at England's Gate and asked whether it had been done. Councillors were unable to provide any information on this.

11.6 **Ball Games in Orchard Close.** The Meeting was told that a resident of Orchard Close had asked for a sign to be put up prohibiting ball games on the grassed area in the Close. **It was agreed that this issue should be referred directly to Herefordshire Council.**

12. **Date of Next Meeting.**

12.1 There being no other business the Meeting ended at 9.00 pm.

12.2 The next Meeting would be held on the 7th of June.

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.