

BODENHAM PARISH COUNCIL**Minutes of a meeting held on Monday 12th April 2010 at Siward James Centre, at 7.30 pm**

Present: Cllr Davis, Cllr Herbert, Cllr Ling, Cllr Knott, Cllr Mitcheson, Cllr Clark, Cllr Mrs Avery, Cllr Mrs James-Moore, Cllr Tilford.

Cllr Grumbley was also in attendance.

There were 4 members of the public present at the start of the Meeting, as was CSO Stephanie Annette.

Police Update. CSO Annette told Councillors of a Rural Watch meeting that was due to be held at Whitbourne on the 20th April. She said that West Mercia Police would like to hold a similar event in Bodenham in 2011. She then left the Meeting.

1. **Apologies for Absence.** Apologies had been received from Cllr Mullenger.

2. **Declarations of Interest.** There were no declarations of interest.

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

3.1 Cllr Clark asked for a correction to Page 451, Paragraph 3.3 of the previous Minutes, to show the correct figure as £1009.65.

3.2 He also asked for Page 453, Paragraph 7.1 to be changed so as to refer to Litmarsh rather than Litmarch.

3.3 Otherwise the Minutes of the previous Meeting were accepted as a true record and were signed by the Chairman.

4. **Matters Arising.**

4.1 **Registration of the Parish Hall and Village Car Park.**

4.1.1 The Chairman confirmed that, following a letter to Thorpes Solicitors in Hereford, the Clerk had collected the deeds for the Parish Hall. He said that, now that the Council had a full set of title deeds, he felt that ownership of the land should be formally registered with the Land Registry. Mrs Sue Newbould had offered to do this at no charge, but there would be a cost of £250 for the registration itself. Cllr Tilford asked whether Councillors would agree to this.

4.1.2 Cllr Clark proposed that Mrs Newbould be asked to register the land on behalf of the Parish Council. He was seconded by Cllr Mrs Avery and all agreed.

4.1.3 There was no update so far on the ownership of the Village Car Park opposite the School. The Chairman suggested that an enquiry to Alison Hext could be useful. In the meantime the Clerk was asked to contact the Property Services Division of Herefordshire Council to ask whether they had any knowledge of ownership and of the location of the Title Deeds.

4.2. **Speed Indicator Devices (SIDs).**

4.2.1 Cllr Tilford said that, at the previous Meeting, it had been agreed that Amey would be asked to prepare three additional SID sockets at a total cost of £345. Since that Meeting the cost had risen to £600, and Councillors were asked whether they still wished to go ahead.

4.2.2 Cllr Clark proposed that Amey be asked to prepare the three new sites at a cost of £600. He was seconded by Cllr Mitcheson and all agreed.

4.3 **Herefordshire Council Village Hall Energy Challenge.** Details of the Herefordshire Council Village Hall Energy Challenge had been collected by the Clerk, who had attended a meeting at the Shire Hall. The paperwork had since been passed on to Cllr Grumbley. A full page article, inviting local people to take part, had since appeared in the Newsletter.

4.4 **Overhanging Branches.** The apple tree overhanging the new footpath alongside the A417 had been trimmed back by the owner, Mr Carl Allen. He had been seen by the Clerk, who had explained that there had been complaints about fruit dropping onto the footway and the obscuring of road signs. Mr Allen had

explained that this was meant to have been tended to by Herefordshire Council when they installed the footway, but he fully understood the problem and had agreed to do it himself.

4.5 Speed Checks on the A417.

4.5.1 PC Richardson had spoken to the Clerk about the speed checks which the Parish Council had requested on the A417. She had confirmed that speeding through the Village and on the A417 remained a PACT priority, but said that police attendance was wholly dependent on other commitments, the availability of staff and the exigencies of duty. No advance dates could or would be given, but she did suggest that most of the people being 'caught' in similar checks were local.

4.5.2 Cllr Ling pointed out that he had seen camera vans at Hope-under-Dinmore and asked whether Bodenham could be included on a speed check rota. He felt that the A417, particularly outside the Parish Hall, was a point where cameras should be used on a regular basis. Cllr Tilford said that he had seen a camera crew outside the Parish Hall. When approached they had said that they came to Bodenham whenever they could.

4.5.3 Cllr Ling suggested that the Herefordshire Camera Partnership be contacted and asked to visit Bodenham on a regular basis. This was seconded by Cllr Herbert and all agreed.

4.6 Road Surface Repairs in Church Lane. The Clerk confirmed that, despite e-mails to Ms Michelle Morgan, the Customer Services Manager at Amey, about the possibility of a site visit to Church Lane, no reply had yet been received. Councillors noted that they had not received copies of the Clerk's e-mails and this was not the first time such an omission had occurred. The Clerk was reminded that copies of all correspondence should be circulated to all members of the Parish Council.

4.7 Postal Deliveries.

4.7.1 The Clerk reported that, following comments made at a previous Council Meeting about apparently haphazard postal deliveries in the period leading up to Christmas, the Postman, Mr Glyn Jones, had responded with an open letter which had appeared in the latest issue of the *Bodenham Newsletter*. In this letter, which the Clerk read out to the Meeting, Mr Jones had explained that, because of the snow, there had been occasions on which he had not been allowed by the Royal Mail authorities to carry out all or part of his daily delivery. He had added that he had felt "saddened" that any complaints had not been made directly to him personally.

4.7.2 Cllr Tilford confirmed that post for the Village had been arriving later than in previous years. He had spoken to Mr Jones and had suggested that, perhaps, his Royal Mail managers had been overly risk-averse and that the Parish Council's comments had quite properly been directed to them. Mr Jones had accepted this but was still upset about the manner in which the problem had been handled. He had been told that the Parish Council was quite right to raise the matter, but that his comments had been noted.

5. Progressing Outstanding Items.

5.1 The Proposed Registration of the Village Green.

5.1.1 A letter had been received from Mr George Thompson, the Herefordshire County Land Agent, in response to a letter sent from the Parish Council commenting on the requirements of the registration process.

5.1.2 Mr Thompson had agreed that the requirements were "pernickety", but said that this was the way the Act was drawn up. He had added that:

"We need to apologise for the fact that the proposed green cannot be registered because it has come to light that it is Public Open Space. We checked the position previously and were told that it definitely was not, but we have recently discovered that it is, the Land registration numbers being HE37364 and HE37365. The Officer concerned is no longer with the Council.

Under the Commons Act 2006 it is not possible to register Public Open Space as a Town or Village green, and it would not be necessary to do so because of the long term security given to its existing use by its designation. We apologise for the time that you have wasted on this matter and fully appreciate the annoyance this will cause, but unfortunately a mistake was made. Please give our apologies to the Parish Council".

5.1.3 The letter was discussed by Councillors and the Clerk was asked to include it in its entirety, in the next

Newsletter

5.2 Protection of the Grass Verges in Church Lane.

5.2.1 Cllr Tilford reminded Councillors that he had agreed to contact the Head Teacher and Chairman of Governors at the School regarding the state of Church Lane, but had not yet been able to do so.

5.2.2 Cllr Ling reported that he had seen the Head Teacher and had been well-received. Apparently the matter had been raised at PTA Meetings, had been included in the School's Newsletter, and mentioned at Assemblies. There had been very little impact, however, and the topic would be raised again. Meanwhile, the Head Teacher felt that the best option was likely to be the installation of kerb stones.

5.2.3 Cllr Tilford said that Ms Sue Newbould had reported problems with the cobbled section by the Lych Gate at the entrance to the Church. She had complained that the verge was being damaged by vehicles driving over it, and that there had also been damage to the banks of the small stream which ran alongside her house, and to the mounting block outside the Church Gates.

5.2.4 The Clerk confirmed that he had tried to contact Ms Michelle Morgan, the Customer Services Manager at Amey, on several occasions about the possibility of a site visit to discuss Church Lane, but had not had a reply.

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

6.1 A note had been received from Liz Davies who queried the ownership of a loose stone on the mounting block at the Churchyard. This had also been reported earlier in the meeting by Sue Newbould.

6.2 **Nuisance from Bonfires.** Mrs Bowden asked the Clerk to put another item in the Newsletter regarding bonfires. This was agreed.

7. Planning.

7.1 DMNC2010/0642/FH - Field Edge, Bodenham. Proposed Single Storey Extension. Councillors discussed this Application and agreed that they had no objections.

7.2 DCNC2009/0551/F - Brockington Golf Club, Proposed Groundsman's Store and Living Accommodation. Appeal against Refusal of Planning Permission **DISMISSED.**

8. Finance.

8.1 **Loan for Parish Hall Car Park.** The Clerk confirmed that a cheque for £15,000 had been received from the Parish Hall Trustees and had been paid into the Parish Council's bank account on the previous Friday.

8.2 **2010/11 Precept.** He added that £4,075, the first half of this year's precept, would be paid into the account on or about the 20th of April.

8.3 Insurance.

8.3.1 He went on to note that the Parish Council's insurance cover was due for renewal on the 1st June and the quote for the new annual premium from the existing insurers was £757.13. The subject would be placed on the Agenda for the next Meeting.

8.3.2 Cllr Ling asked for alternative quotes to be obtained, because he felt that insurance cover could be obtained at a lower price. He suggested that by contacting the insurers direct and saying that their premium was too high, they might come back with a lower figure.

8.3.3 Cllr Grumbley remarked that the Parish Hall had changed its insurer and had made a saving as a result. He said that it was worth trying to obtain a reduction and he would send details of the Parish Hall's new insurers to the Parish Clerk.

8.4 Monthly Finance Reports.

8.4.1 Cllr Ling went on to say that he still needed details of the Parish Council's income and expenditure, including invoices for the hire of the Siward James meeting room. He said that the accounts were not clear and that he was trying to rectify this. He said he would like to know, by the next Meeting, just what the Council's budget would be for the coming year. Cllr Ling tabled, and took Councillors through, a draft summary of the

Council's present finances, but said that this was inconclusive since not all the details required were immediately available.

8.4.2 There was a discussion about the deliberations leading up to the setting of the current year's precept and how these should be used to form the basis for the Parish's 2010/11 budget. However, Cllr Ling pointed out that, during the discussion of the precept at the end of 2009, a number of items had not been included and any budget based on it would therefore be incomplete.

8.4.3 Cllr Mitcheson suggested that, rather than prolonging the present discussion, the budget could be developed through e-mail correspondence and that, at the next Meeting, the Parish Council could ratify what had been agreed 'out of committee'. To take this forward Cllr Ling asked to be supplied with copies of the Parish Council's most recent bank statements, plus details of recent expenditure. However, Cllr Mitcheson suggested that, given the detailed nature of the issues, a personal meeting between Cllr Ling and the Clerk might be better.

8.4.4 There was a further discussion about the reclaiming of VAT. The Clerk explained that there were only a few Parish Council invoices that involved the payment of VAT. In some years the amount involved was very small, so - in accordance with procedures elsewhere - claims for repayment were sometimes left for two or three years in order to make them worthwhile. As an example it was pointed out that the majority of the Bodenham Newsletters were printed by the Leominster Resource Centre. They did not charge VAT and thus did not supply VAT invoices. VAT, if properly listed on VAT invoices in the name of the Parish Council could be reclaimed for a period of up to three years.

8.5 Annual Audit of Accounts. The Clerk reported that the Auditors had sent the necessary paperwork for the annual audit of the Council's accounts. The return needed to be approved by the 30th June.

8.6 Outstanding Payments. The Clerk added that there were two outstanding payments:

8.6.1 There were three invoices for the printing of the Bodenham Newsletter totalling £557.80.

8.6.2 Adrian Hope had submitted an invoice for tree work at the Parish Hall, and this came to £176.25.

PARISH COUNCIL ACCOUNTS APRIL 2009 to APRIL 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
*****	*****	*****	*****
B of I Account as at 31.4.10	-	-	5,660.89

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

Parish Clerk		142.71	
676 Siward James		50.75	
677 Siward James		26.25	
Deposits	15092.50		
678 Leominster CRC		557.80	(Not yet cleared)
679 Adrian Hope		176.25	(Not yet cleared)

9. The Bodenham Parish Website.

9.1 Cllr Mitcheson told the Meeting that the Bodenham Website was now taking shape but was not yet quite ready to be demonstrated to Councillors. For example, a number of potential advertisers had been contacted but only half had replied so far.

9.2 He said that he hoped the Website would be demonstrated at the Council's May Meeting. Subject to the Council's approval, it would then be officially launched. This would conclude Phase 1 of the project and the next task would be to develop the Website further by requesting additional photographs and other contributions.

9.3 The Chairman asked who would maintain the site and Cllr Mitcheson replied that he thought that this would probably fall to him in the short term.

9.4 In answer to a query from Cllr Davis, Cllr Mitcheson confirmed that he had so far had no contribution from the Church, but that the deadline he had set for a response was not until 16 April.

10. Parish Hall Car Park Refurbishment.

10.1 Since the previous Meeting a letter had been received from Mr D Baldwin, the Herefordshire Council Transport Officer, who had asked whether the Parish Hall car park could be used as a pick up point for local children going to and from school. The school bus currently picked up from the England's Gate Inn and a local parent had expressed concerns about their child having to cross the A417. It was suggested by Councillors that only one child was affected by the current proposals and that he went to the Minster School at Leominster.

10.2 Cllr Knott expressed annoyance at the fact that the request had been sent to the Parish Council, and not to the Trustees of the Parish Hall. He felt that the initial consultation should have been with the Trustees. He mentioned that the Trustees were worried about the impact of heavy vehicles on the newly resurfaced car park and that therefore there was to be a height restriction once the car park had been resurfaced. He felt that the final answer to Mr Baldwin's request would be 'no' but said that it would be considered at a Trustees' meeting during the following week.

10.3 Cllr Tilford said that he would send Cllr Knott a copy of the original letter from Mr Baldwin.

10.4 Cllr Ling then told the Meeting about children from Hope-under-Dinmore being bussed to St Michael's School and suggested that the fact that the bus had difficulty in turning in Church Lane was contributing to the damage being done to the grass verges there.

10.5 Cllr Knott went on to say that the car park refurbishment was progressing well. He felt that it was money well spent and he thanked the Parish Council and Cllr Ling for their hard work in making it all possible.

10.6 Cllr Tilford formally thanked Cllr Ling for the work he had carried out on behalf of the Parish Hall.

11. Parish Plan Update. Cllr Ling confirmed that the project should be referred to as the 'Community-Led Plan'. The most recent meeting of the Steering Group had been on the 15th March, and a Planning for Real exercise would follow in late June or early July. The School was keen to be involved, and large maps were being obtained for use in the exercise. Cllr Ling went on to outline just what was involved in the Planning for Real event.

12. Road Safety Hazards.

12.1 Cllr Davis had asked for the subject of road safety to be considered as he had noticed that vehicles were often not stopping at the Ketch Lane/Millcroft Road junction, and he had recently nearly been involved in an accident there. Cllr Mitcheson said that he had noticed that some motorists recognised the danger and sounded their horns as they approached the junction.

12.2 Cllr Tilford remarked that, despite the hedge being well trimmed back, visibility was limited for vehicles coming out of Ketch Lane and it might be difficult to improve this.

12.3 Cllr Davis suggested that the road markings at the junction could be improved.

Cllr Tilford agreed to visit the junction and look at the road markings and then to contact Amey with suggestions as to improvements

13. Correspondence.

13.1 **Museum on the Move.** The Parish had been offered a visit from the Museum on the Move at a cost of £15. The same invitation had been sent to the School and it had been left to them to take things further.

13.2 **Quality Artwork Programme.** Herefordshire Council was offering a subsidised Quality Artwork programme. Details have been requested.

13.3 **General Election.** An electoral commission poster had been put on the notice board.

13.4 **Playground Inspection.** Herefordshire Council had confirmed that the Playground was due to be inspected during the week commencing 19th April.

13.5 **Local Economic Assessment.** Herefordshire Council had sent out a questionnaire asking for an assessment of the Local Economic situation. Copies had been sent to all those Councillors with e-mail, and Cllr Mitcheson had suggested that a reply could be put together as part of the Community-Led Plan.

13.6 **Other Items.** The following items had also been received:

Herefordshire Council Funding Directory, February 2010

Clerks and Councils Direct, March 2010.

The Herefordshire Partnership Quarterly Economic bulletin

Updated Bus and Train Timetables.

Affordable Housing - A Guide for Parish Councils (Distributed On CD - a hard copy had been requested)

Local Economic Assessment - Research request from Herefordshire Council

14. The Bodenham Flood Protection Group - Update.

14.1 Cllr Clark reported that there had not been a meeting in March due to a clash of dates caused by the forthcoming closure of the Hall. A working party had been clearing ditches in Chapel Lane the previous Friday, but there would be no more work sessions till after the BFPG meeting at the end of the month.

14.2 Herefordshire Council had been unsuccessful in its application for a grant for Bodenham residents from the second tranche of Government funding being made available for flood projects.

14.3 Cllr Tilford said that he had received a call from Mr Tony Troia saying that he would be resigning from the Group because he had not been advised of the cancellation of the BFPG's March meeting. Mrs Mitcheson, the Group's Secretary, was present and confirmed that details of this, and all other, changes had been circulated to all members, including Mr Troia.

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

15.1 **General Election.** Cllr Grumbley said that Herefordshire Council was currently 'in purdah' in the run up to the forthcoming General Election.

15.2 **Village Hall Energy Challenge.** He mentioned the Village Hall Energy Challenge and said that so far not many local residents had completed their carbon footprints on the MyHerefordshire Website. He commented that there was a lot of apathy amongst local people, but he would be pushing the project by word of mouth and through leaflets.

15.3 **Footpath at the South End of the Village Green.** Cllr Davis noted that two local residents had slipped and fallen on the path between the C1125 and Brockington Road at the South end of the Village Green during the recent bad weather. He asked for a handrail to be installed there. The Chairman said that he would supply a sketch of the location.

15.4 **Bus Shelter Opposite Orchard Close.** The Clerk was asked to chase up a suggestion from Herefordshire Council that the paths and hard standing adjacent to the bus shelter opposite Orchard Close would be improved.

15.5 **Correspondence.** Cllr Clark commented about e-mails not being answered by the Parish Clerk.

15.6 **Mrs Peggy Davis.** Cllr Tilford expressed Councillors' sympathy for Cllr Davis following the recent death of his wife and paid tribute to him for continuing to attend meetings despite this tragic loss.

15.7 **Green Communities.** At the previous meeting Councillors had been told about an organisation called Green Communities which was part of the Energy Saving Trust. Details had been included in the circulation folder but there was no apparent enthusiasm for the project and the matter was left in abeyance.

16. Date of Next Meeting. There being no other business the Meeting ended at 9.20 pm. The next meeting would be on the 10th May at 7 pm and would also include the Parish Meeting and the Parish Council's Annual General Meeting.

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.