

**BODENHAM PARISH COUNCIL****MINUTES OF THE PARISH COUNCIL MEETING AT THE SIWARD JAMES  
CENTRE AT 7.30 PM ON MONDAY, 2<sup>ND</sup> JULY 2012****Attendance**

Cllr Derek Ling (Chair)  
 Cllr Robin Knott  
 Cllr Pam James-Moore  
 Cllr Tony Mitcheson  
 Cllr Jeff Pollard  
 Cllr Rhian Powell

Mr Chris Smith (Clerk)

8 members of the public were present.

ITEM	ACTION
<p><b><u>AGENDA ITEM 1 – APOLOGIES</u></b></p>	
<p>1. Apologies were received from Cllrs Clarke, Davis, Jackson and Millar.</p>	
<p><b><u>AGENDA ITEM 2 – DECLARATIONS OF INTEREST</u></b></p>	
<p>2. Cllrs Knott and Ling declared an interest in Minute 15 in the June Minutes.</p>	
<p><b><u>AGENDA ITEM 3 – MINUTES OF THE PREVIOUS MEETING</u></b></p>	
<p>3. Cllr James-Moore proposed and Cllr Pollard seconded that the Minutes be accepted. The Minutes were then approved unanimously.</p>	
<p><b><u>AGENDA ITEM 4 - MATTERS ARISING FROM THE MINUTES</u></b></p>	
<p>4. <b>Minute 5: Museum on the Move: Possible Visit.</b> Cllr Ling reported that he had spoken to the Headmaster of St Michael's School and had left the matter with him.</p>	
<p>5. <b>Minute 7: Lengthsman Scheme and Grass Cutting.</b> The Clerk reported that the first quarterly payment for the Lengthsman had been received. Cllr James-Moore asked about making the Lengthsman's schedule of works publicly available. The Clerk was instructed to put the schedule of works on the website and noticeboards and in the <i>Newsletter</i>. Cllr Ling asked about cutting the area of long grass at the bottom of Chapel Lane. Cllr James-Moore said that she would contact the owner about this.</p>	<p>CS PJ-M</p>
<p>6. <b>Minute 8: Telephone Kiosk Adoption.</b> Cllr Ling reported that he had contacted St Michael's School about using the kiosk for displaying children's pictures and that the School were very keen to do this, but would use photocopies rather than originals to combat theft. Cllr Pollard offered to install suitable backing materials to which the pictures could be attached. Cllr Pollard also reported that it had been suggested to him that the kiosk could be used as a local museum, for example by displaying the history of Bodenham in pictures. Cllr Ling mentioned that the art group might use the kiosk as a gallery.</p>	<p>JP</p>
<p>7. <b>Minute 12: Missing Slats in Playground Fence.</b> The Clerk was instructed to ask the Lengthsman to repair the slats.</p>	<p>CS</p>
<p>8. <b>Minute 13: Damage to Field Entrance Near C1121 Bridge.</b> The Clerk was instructed to contact the bus company and Mr Pugh about this.</p>	<p>CS</p>
<p>9. <b>Minute 15: Blocked Stile and Footpath in Bowley Lane.</b> Cllr Mitcheson took the Chair for this item and asked the Clerk to read emails he had received from Mrs Sue Hack, the Parish Footpaths Officer. After hearing the emails, which made it clear that the Parish Footpaths Officer was not permitted to involve herself in the issue, Cllr Mitcheson said that, as had been discussed at the previous Meeting, the matter was not one which the Parish Council could resolve and that it was for the residents of the Isle of Rhea to seek a solution through Herefordshire Council.</p>	
<p>10. <b>Minute 19: Drainage System near Orchard Close.</b> Cllr Mitcheson reported that he had raised the issues of the drainage system near Orchard Close and of the replacement of the culverts at the Ketch Lane junction with Mr Chris Bull, the Chief Executive of Herefordshire Council, who had visited Bodenham on 18<sup>th</sup> June. Cllr Mitcheson said that Mr Bull had agreed to investigate both issues and a reply was awaited.</p>	
<p>11. <b>Minute 25: 'Closed' Area of the Churchyard.</b> The Clerk reported that he had</p>	

spoken to the Legal Affairs Department of Herefordshire Council and had been told that a church, churchyard or parts thereof could be declared 'closed', which meant that they were no longer used for church purposes and the Church of England was no longer statutorily responsible for their maintenance.

12. **Minute 26: Parish Hall Grant.** Cllr Knott presented the Parish Hall accounts. He reported an income of £12,662 and a surplus of over £2,000. Cllr Powell asked about the renewal of the Parish Hall's kitchen. Cllr Knott said that the intention was to raise half of the total cost of £25,000 *via* an Awards For All grant. The Clerk was instructed to include an item on annual grants on the next agenda.

CS

#### **AGENDA ITEM 5 – MATTERS RAISED BY MEMBERS OF THE PUBLIC**

13. Mr Cyril Townsend raised the subject of the blocked stile and footpath on Bowley Lane. Cllr Mitcheson again took the Chair and allowed both Mr Townsend and Cllr Ling to outline their respective views on the issue, after which he pointed out that, as had been discussed earlier, this dispute is not a matter for the Parish Council to resolve. He again urged both parties to seek a resolution through Herefordshire Council. Cllr Powell added that the definitive map does not show footpath BM16 going to Bowley Lane, but that until 2026 there is an opportunity to create a public footpath from any footpath which could be shown as having been in continuous use. Cllr Powell added that a green lane could be reinstated before 2026, too. Mrs Brenda Richardson expressed frustration at the length of time the legal processes take in such matters and that access is denied until the matter is settled.

14. Mrs Liz Davies reported that there were potholes in Millcroft Road and at the end of Ketch Lane. The Clerk was instructed to report these to Amey.

CS

#### **AGENDA ITEM 6 – COMMUNITY TECHNOLOGY GRANT**

15. Cllr Powell proposed that a Community Technology Grant application be submitted for a portable data projector for the Parish Council to use at meetings for displaying agendas, emails, planning applications and other scanned documents. Cllr Mitcheson said that a projector would also be very useful for the BFPG. Cllr Ling added that a projector might be useful for the Parish Hall. It was agreed that Cllr Powell, Cllr Ling and Mr Bob Bowden should meet to discuss a joint bid from the Parish Council and the Parish Hall.

DL/RP

#### **AGENDA ITEM 7 – NEIGHBOURHOOD PLANNING**

16. Cllrs James-Moore, Knott and Powell reported that they had attended a meeting on Neighbourhood Planning. Cllr Powell said that her understanding is that the opportunity is being devolved to Parish Councils to, for example, plan housing, land use and the safeguarding of green areas. Cllr Powell said that a Neighbourhood Plan would have legal status, unlike a Parish Plan, and, if a parish did not have a Neighbourhood Plan, the legal control would remain with Herefordshire Council. Cllr Powell added that a Parish Plan could form the basis of a Neighbourhood Plan. Cllr Ling asked what constituted a neighbourhood. Cllr James-Moore said that a Neighbourhood Plan was led by a parish council, which then defined the neighbourhood. Cllr Ling also asked about whether having a large number of co-opted councillors affected the opportunity to produce a Neighbourhood Plan. The Clerk was instructed to check this. Cllr Mitcheson suggested that a representative of Herefordshire Council be asked to attend a Parish Council Meeting to talk about Neighbourhood Planning and answer questions. The Clerk was instructed to request a visit.

CS

CS

#### **AGENDA ITEM 8 - FINANCE**

17. **Approval of Internal Audit.** The Clerk presented the internal audit for approval by the Parish Council. Cllr Mitcheson proposed and Cllr Pollard seconded that the audit be accepted. This was agreed unanimously.

18. **Monthly Accounts Statements.** Cllr Ling presented the monthly accounts statements, which were accepted and are included as Annex A.

19. **Outstanding Invoices.** The Clerk reported that the following invoices had been received. It was agreed that the invoices should be paid.

Robert A Parker (playground ropes renewal)	£648.00
DC Gardening Services (Lengthsman)	£260.00
A B Clark (BFPG equipment)	£199.82

#### **AGENDA ITEM 9 - UPDATES**

20. **Parish Plan.** Cllr Ling reported that a final quotation from Leominster Community Resource Centre was awaited

21. **Bodenham Flood Protection Group.** Cllr Mitcheson gave a report on the activities of the Group, which is included as Annex B.

22. **Parish Hall.** Cllr Knott reported that the Parish Hall Management Committee's AGM had been held the previous week. He further reported that the average age of the Committee had been reduced by the appointment of a 26-year-old person, and that Mrs Gwen Bowden had resigned as Secretary. Cllr Knott said that the replacement of the kitchen would cost £25,000 including VAT and replacement of the chairs would cost around £5,000. Cllr Knott reported that a weekly produce sale would start on 7<sup>th</sup> July and plans were being made to hold a Bodenham festival in 2013.

**AGENDA ITEM 10 – CORRESPONDENCE NOT PREVIOUSLY CIRCULATED**

23. The Clerk reported that he had received no correspondence which had not been circulated.

**AGENDA ITEM 11 – OTHER BUSINESS**

24. Cllr Powell asked about the holding of another litter pick. It was agreed that the Clerk would contact Amey to make arrangements for a litter pick to be held on Saturday 8<sup>th</sup> September.

CS

25. Cllr Mitcheson suggested that the Boundary Commission consultation should have been on the agenda. The Clerk was instructed to add the consultation to the August agenda and to circulate details again.

CS

26. Cllr Mitcheson noted that a draft version of a new Code of Conduct had been circulated for discussion at the Meeting. Cllr Powell said that the Parish Council could adopt the draft code now or wait until a final version was produced. It was agreed that, because the draft was to be considered by Herefordshire Council on 20<sup>th</sup> July and might then be amended, any discussion by the Parish Council would be best deferred until the next Meeting. Cllr Ling said that the Parish Council would continue to use the existing Code of Conduct for the time being.

CS

**AGENDA ITEM 12 – DATE OF NEXT MEETING**

27. The next Meeting will be held in the Siward James Centre at 7.30pm on Monday, 6<sup>th</sup> August 2012.

The Meeting ended at 9.24pm.

Annex A

	<b>BALANCE AT 5th APRIL 2012</b>	<b>BALANCE AT 18th May 2012</b>
LLOYDS	5228	10709
<b>TOTAL BALANCE</b>	<b>5228</b>	<b>10709</b>
<b>INCOME</b>		
ADVERTISING	877	135
VAT		
REFUND	0	0
CAR PARK LOAN	375	375
COMMUNITY PLAN	0	0
PRECEPT	4890	0
FLOOD GROUP	67	67
LENGTHSMAN	778	778
<b>TOTAL INCOME</b>	<b>6987</b>	<b>1355</b>
<b>EXPENSES</b>		
CAR PARK LOAN	750	750
PARISH PLAN	43	43
CHURCH GRANT	0	0
CLERK SALARY	303	152
CLERK EXPENSES	28	28
CAR PARK	0	0
INSURANCE	586	586
WEBSITE	0	0
NEWSLETTER	0	0
FLOOD GROUP	0	0
ADVERT	0	
HALL RENTAL	20	20
LENGTHSMAN	80	80
PLAYGROUND INSPECTION	0	0
AUDIT	0	0
PARISH HALL GRANT	0	0
JUBILEE	350	350
GRASS CUTTING	601	601
OAK POSTS	0	
BRITISH LEGION GRANT	0	0
ELECTION EXPENSES	0	0
SID	0	0
HANDRAIL	0	0
<b>TOTAL EXPENSES</b>	<b>2761</b>	<b>2610</b>
<b>BALANCE AT 11 APRIL</b>	<b>9454</b>	<b>9454</b>

**CHEQUES RAISED NOT BANKED**

SCHOOL	100
PC ROOM HIRE	126
LENGTHSMAN	235
CLERK EXPENSES	31
NEWSLETTER	367
FLOOD GROUP	14

**TOTAL 873**

**CHEQUES/INCOME NOT BANKED**

0

**TOTAL 0**

**BALANCE 8581**

**INVOICES AWAITING APPROVAL**

PLAYGROUND	648
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**TOTAL 648**

**BALANCE 7933**

**REPRESENTATION OF ACCOUNTS**

**LADYCLOSE ORCHARD 158**

**FLOOD GROUP 1844**

**COMMUNITY PLAN 0**

**PARISH COUNCIL 5931**

**FUTURE COMMITTED EXPENDITURE**

COMMUNITY PLAN	750
CLERK SALARY	152
CHURCH GRANT	825

**TOTAL 1727**

**FUTURE INCOME**

COMMUNITY PLAN	750
PRECEPT	4890

**TOTAL 5640**

**REMAINING FUNDS 9844**

**BODENHAM FLOOD PROTECTION GROUP REPORT**  
**(2 JULY 2012)**

1. **“Project Bodenham” Update.** The Project is still not quite complete. Barriers still have to be fitted to two houses, but we are nearly there.
  
2. **Visit of CEO Herefordshire Council.**
  - a. Mr Chris Bull, the CEO of Herefordshire Council, was taken round the Hampton Court Ward by Cllr Jeremy Millar on Monday, 18<sup>th</sup> June. They visited Millcroft Farm for tea, accompanied by another official, Ms Anne Brooks, and by Mr Philip Brown, the Clerk of Humber, Ford and Stoke Prior Parish Council.
  
  - b. They spent about 40 minutes with us, which gave us the opportunity to give the CEO a quick briefing on the BFPG and, more importantly, to raise two issues with him:
    - (1) **Ketch Lane Culverts.** The first was the need for the Millcroft Road/ Ketch Lane culverts to be replaced, which we discussed in some detail. You are all very familiar with this, so I won't go over the subject again.
  
    - (2) **The Culvert in Mr Pugh's Field.**
      - (a) The second issue was the requirement for the culvert in Mr Pugh's field to be cleared of silt and the level of the ditch downstream of the culvert to be corrected.
  
      - (b) You will recall that I raised this at our last Parish Council Meeting and it was agreed that, because Amey Herefordshire appeared to be denying any responsibility for the drainage system West of Orchard Close, the Parish Clerk was instructed to write to Herefordshire Council on the issue. However, Mr Bull's visit allowed me to raise the issue directly with him and that letter has not been written, pending the outcome of the visit.
  
  - c. Mr Bull listened carefully to what we had to say and promised to investigate further.
  
3. **External Contacts.**
  - a. **Hereford Times Article.**
    - (1) At the BFPG's May Meeting Mr Keith Grumbley suggested that we should get *The Hereford Times* to print a 'good news' story about the flood warning telemetry system donated by Mr Rod Hawnt to the Village. He kindly agreed to write the article and send it in.
  
    - (2) In due course I was contacted by *The Hereford Times* and interviewed over the phone. They also sent a photographer to take pictures of Mr Hawnt and several members of the Group beside the telemetry system to accompany the article.
  
    - (3) They hope to print it in this week's edition against the background of the recent flooding in the North of England.

b. **National Association of Local Councils' Magazine - Local Council Review.**

(1) On 19 June we received an e-mail from Ms Marie Dill, the Editor of the National Association of Local Councils' magazine – *The Local Council Review*. She told us they were planning an article for the next issue on flood prevention and she had seen the BFPG information on the Parish Website.

(2) She wanted us to write an article that answered the question: What can parish and town councils do to help flood prevention? After discussing this with her, she drafted the article based on the information in the Website and sent it to us. We then corrected it and sent it back.

(3) We have been promised a copy of the Magazine so we will have a chance to see how the article turns out.

c. **Brimfield Flood Protection Group.**

(1) In the middle of last year Mr Tony Clark, Mrs Babs Mitcheson and I visited Brimfield & Little Hereford Parish to advise them on what they could do about their flooding problems. Following on from that, I went back just before Christmas and attended the meeting at which Brimfield decided to set up a flood protection group of their own. This was subsequently agreed by their Parish Council in January this year.

(2) Last week we heard the good news that their Flood Protection Group is doing well, has managed to secure three lots of funding and is planning to use this on some major digger work.

4. **Monthly Meeting.** Our most recent monthly meeting was held on 29 June. The main subjects were the state of 'Project Bodenham' and the Group's plans for the future. The latter include:

a. The holding of an exercise to test the flood precautions funded by the Environment Agency grant.

b. The development of a formal emergency plan.

c. In the longer term, fund-raising and other work to secure the replacement of the Ketch Lane culverts.

5. **Working Parties.** A working party session was held on Friday, 22 June when we checked and, where necessary, replaced sandbags in three of our stockpiles around the Village: the Parish Hall, the Siward James Centre and the car park opposite the School.

6. **Annual Barbecue (Saturday 28 July).**

a. The Group's next social event is our Annual Barbecue which is being held on Saturday, 28 July at 32, Brockington Road by kind invitation of Mr and Mrs Burnill.

b. All members of the Parish Council are cordially invited to attend. Contributions in the form of food and drink will be welcome and a chef will be provided.

K.A.M.