

BODENHAM PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING AT THE SIWARD JAMES CENTRE AT 7.30 PM ON MONDAY, 5TH DECEMBER 2011

Attendance

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

Cllr Jeremy Millar (District Councillor)

Mr Chris Smith (Clerk)

CSO Steph Annette was present for the introductory session.

8 members of the public were present.

ITEM	ACTION
<u>INTRODUCTION</u>	
<p>1. CSO Annette read out an email received on 5th December from a member of the public, who had almost been hit by a vehicle while walking along the C1125 that morning.</p> <p>2. CSO Annette reported that speeds would continue to be monitored, but it was difficult to do this in the winter because of the safety restrictions on police action in dark or icy conditions. She commented that there was little action she could take since the vehicle involved in the near miss could not be identified. She suggested that the Parish Council consider reducing the width of hedges and installing a footpath, where possible.</p> <p>3. Cllr Ling agreed with the suggestion that hedges be reduced. He suggested that a white line be drawn on the road to indicate an area for pedestrians.</p> <p>4. Cllr Millar reported that Herefordshire Council could undertake such work, but not in the immediate future. He added that he is going on a ward walk with Amey shortly.</p> <p>5. Cllr Mitcheson suggested that a parish walk be arranged, given that the last parish walk was in November 2010. It was agreed that the Clerk should make arrangements with Amey for a parish walk.</p> <p>6. CSO Annette reported that she had received complaints about a vehicle parked outside Siward James Close. She said that in her view the vehicle was legally parked there, because Siward James Close is not a public road, but noted that the vehicle had been damaged. She emphasized that this matter needs to be dealt with through the proper channels and not by local residents taking retaliatory action themselves.</p>	CS

AGENDA ITEM 1 – APOLOGIES

7. Apologies were received from Cllr Wrathall.

AGENDA ITEM 2 – DECLARATIONS OF INTEREST

8. Cllr Davis declared an interest in Agenda Items 7 and 8.

AGENDA ITEM 3 – MINUTES OF THE PREVIOUS MEETING

9. Cllr Davis proposed and Cllr Clarke seconded that the Minutes be accepted. **The Minutes were approved unanimously.**

AGENDA ITEMS 4 - MATTERS ARISING FROM THE MINUTES

10. **Minute 11: Provision of a Playground Slide.** Cllr Ling reported that a scope of works had been prepared and circulated. The next step was to obtain quotes, including a quote for replacement of the ropes. Cllr Davis proposed and Cllr James-Moore seconded that quotes should be obtained **and this was agreed.** Cllr Davis reported that the lease on the playground expires in 2013. **It was agreed that the Clerk should check this.**

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11. **Minute 13: Damage to the Bus Stop at Chapel Lane.** The Clerk reported that the damage had been reported to Amey again.

12. **Minute 23: Bin Near the Telephone Box.** Cllr Ling reported that this matter has been deferred pending the purchase of new bins.

13. **Minute 25: Sandbags.** Cllr Mitcheson asked where the sandbags at the Parish Hall should be moved to and Cllr Knott undertook to liaise with him over this.

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14. **Minute 39: Fund Raising.** Cllr Pollard reported that he had contacted a professional fund raiser, who was willing to assist the Parish Council. Cllr Millar mentioned that Mr Dave Tristram, Project Development Officer at Herefordshire Council, can support parish councils and that a list of funding opportunities has been circulated recently.

15. **Minute 40: Monthly Accounts Statements.** Cllr Ling reported that he has included future spending projections in the monthly accounts statements.

16. **Minute 44: Clerk's salary.** Cllr Ling reported that no information had been found about a public employee salary threshold.

17. **Minute 54: Road Safety by the Moor Brook Bridge.** The Clerk confirmed that the matter had been reported to Amey.

AGENDA ITEM 5: OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO ADDRESS THE PARISH COUNCIL

18. Mrs Gwenllian Bowden asked whether the location of the near-miss (referred to in Minute 1 above) was known. Cllr Ling replied that the exact location was not known, but that the incident probably occurred between the Post Office and Orchard Close.

19. Mrs Bowden remarked that the new bus shelters were being used as noticeboards. Cllr Ling said that it was intended to place proper noticeboards in the bus shelters and to divide noticeboards into sections for Parish Council notices and other notices, as happens in other parishes. Mrs Liz Davies asked about moving the Parish Council noticeboard at Saffrons Garage to a more suitable location. Cllr Ling replied that this was planned, but could not take place until the sale of Saffrons Garage had been completed and the new owners had been approached.

20. Mrs Davies also asked about dog fouling, quoting a particular instance in which a

householder had put up a 'No Fouling' notice only to find bagged dog excrement placed behind the notice. **The Clerk was asked to invite the dog wardens to attend a meeting of the Parish Council.**

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21. Mr Tony Clark reported that new incidents of fly tipping had occurred and that previous incidents had not been cleared up. **The Clerk was asked to report the new incidents and to obtain 'No Fly Tipping' notices.**

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22. Mr Clark also reported various defects, namely:

- A blocked drain outside 15 and 17 Ash Grove View.
- A silted-up flap valve (No 7 in the Millcroft Brook).
- A deep pothole in Millcroft Road near the site of the recently repaired wall.
- A broken fingerpost near Ash Grove Farm.

The Clerk was asked to report these defects to Amey, Herefordshire Council and Welsh Water, as appropriate.

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AGENDA ITEM 6: SETTING THE 2012-13 PRECEPT

23. Cllr Ling reported that minor changes needed to be made to the draft precept budget, which had been circulated, as a result of new information being received.

24. Cllr Mitcheson suggested adding two items of additional expenditure, namely:

- £200 for a new battery for the SID.
- £70-80 for the running costs of an early-warning flood telemetry system (plus insurance to the value of £2,500).

25. Item 7 on the Agenda (Churchyard Grant) was then discussed. Cllr Davis said that, although the grant was discretionary, it was necessary for the maintenance of the churchyard. Cllr Powell asked how non-payment of the grant – as happened in 2010-11 – could be avoided. Cllr Knott said that the Church should send an invoice. Cllr Knott proposed that the grant should be paid for last year and this year. Cllr Powell seconded this. **The proposal was accepted unanimously. It was agreed that the Clerk should write to the Church requesting an invoice for £1,050 for 2010-11 and 2011-12.**

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26. After he had re-calculated the draft precept budget to include the additional expenditure outlined in Minutes 23-25 above, Cllr Ling reported that little money would be left for other projects. He noted that the precept in Bodenham was proportionately lower than in other nearby parishes. Cllr Millar remarked that parishes were raising precepts by 5-10% generally, with one nearby parish raising its precept for 2012-13 by 40%. **Cllr Mitcheson proposed that the precept for Bodenham in 2012-13 be increased by 20% to £9,780. Cllr Clarke seconded the proposal, which was accepted unanimously.**

AGENDA ITEM 7: CHURCHYARD GRANT

27. This item was covered in Minute 25 above.

AGENDA ITEM 8: NOMINATIONS FOR BODENHAM PARISH COUNCIL REPRESENTATIVES ON BODENHAM COMMUNITY CHARITY TRUSTEE BOARD

28. Cllr Ling reported that Mr Hugh Diamond and Dr Caroline Knight wished to continue as Bodenham Parish Council representatives on the board of the Charity.

29. Cllr Powell asked what the relationship between the Charity and the Parish Council was – in terms of both communication between the two bodies and the responsibilities of the Parish Council. After discussion, Cllr Jackson proposed and Cllr James-Moore seconded the motion that Mr Diamond and Dr Knight should continue as

representatives of the Parish Council and that they should report on the activities of the Charity to the Annual Parish Council Meeting in May. There were two votes in support of the proposal, no votes against and two abstentions. **The proposal was therefore agreed.**

AGENDA ITEM 9: SPEEDING TRAFFIC ON THE A417: CONSIDERATION OF MR LEE-JONES' REPORT

30. Cllr Ling reported that the "Hereford (A465)" sign at the A417/C1125 junction had been removed, as requested.

31. Cllr Ling added that an email from a member of the public detailing reasons for having a 30mph limit on the A417 through Bodenham had been forwarded to Mr Lee-Jones, as had details of the 'near-miss' on the C1125 today (see Minutes 1 and 18 above).

32. Cllr Ling mentioned that Mr Lee-Jones had suggested that a 30mph limit on the A417 through Bodenham would actually increase speed. Cllr Powell reported that there was research which showed this was the case, because drivers treat the lower limit as totally inappropriate and, consequently, ignore it.

AGENDA ITEM 10: FINANCE

33. **Monthly Accounts Statements.** Cllr Ling presented the monthly statement of accounts, which was accepted and is attached as Annex A.

34. **Outstanding Invoices.** Cheques were raised in respect of the following invoices:

a.	Siward James and Arkwright Trust (BPC room hire)	£83.25
b.	Siward James and Arkwright Trust (CLP room hire)	£67.50
c.	Bodenham Parish Hall (Car park loan)	£800.00
d.	Mr A Mitcheson (postage for SID battery)	£22.70

AGENDA ITEM 11: UPDATES

35. **Community-Led Plan.** Cllr Ling reported that the Fourth (and, it is hoped, final) Draft has been completed and is being circulated to the Steering Group and thereafter will be circulated for discussion at the next Parish Council Meeting.

36. **Bodenham Flood Protection Group.** Cllr Mitcheson gave the monthly BFPG Report which is included as Annex B.

37. **Parish Hall.** Cllr Jackson gave a report, which is included as Annex C.

AGENDA ITEM 12: CORRESPONDENCE NOT PREVIOUSLY CIRCULATED

38. The Clerk reported that no items of correspondence had received, which had not been circulated previously.

AGENDA ITEM 13: ANY OTHER BUSINESS (INCLUDING DISTRICT COUNCILLOR'S COMMENTS)

39. Cllr Millar gave a report, which is included as Annex D. He also reported that the Local Development Framework (LDF) has been completed and that he would invite someone from the Planning Department at Herefordshire to talk to the Parish Council about planning matters – in particular, about how information about planning decisions is communicated to parish councils.

40. Cllr Mitcheson asked Cllr Millar about the introduction of car parking charges at

Queenswood Country Park. Cllr Millar replied that charges for car parking would not be introduced and reported that a meeting was to be held on 13th January 2012 to consider the management and viability of the Country Park, which is the most-visited attraction in Herefordshire,

41. Cllr Powell reported that she had attended a broadband champions' meeting, at which disappointment had been expressed at the low response rate for the questionnaire.

The Clerk was instructed to circulate details of how to answer the questionnaire online. The Clerk was also instructed to ask the *Newsletter* Editor to circulate the details to the address list of people who receive the *Newsletter* by email.

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42. Cllr Davis reported that the Parochial Church Council had been visited by representatives of Allpay with a view to putting a broadband transmitter on the Church.

AGENDA ITEM 14: DATE OF NEXT MEETING.

43. The next Meeting will be held in the Siward James Centre at 7.30pm on Monday, 9th January 2012.

The Meeting ended at 9.35pm.

BALANCE		
AT 5	05-Apr-	
APRIL	11	BALANCE AT 18 OCTOBER
LLOYDS	4147	9509
TOTAL BALANCE	4147	9509
INCOME		
ADVERTISING	1467	267
VAT		
REFUND	1686	0
CAR PARK LOAN	375	
COMMUNITY PLAN	0	
PRECEPT	8150	0
FLOOD GROUP	224	101
TOTAL INCOME	11902	368
EXPENSES		
CAR PARK LOAN	750	0
COMMUNITY PLAN	483	42
CHURCH GRANT	0	
CLERK SALARY	1061	152
CLERK EXPENSES	290	31
CAR PARK	1020	0
INSURANCE	610	0
WEBSITE	240	200
NEWSLETTER	1283	415
FLOOD GROUP	321	72
ADVERT	0	
HALL RENTAL	113	8
SOCIETY OF COUNCIL CLERKS	0	
PLAYGROUND INSPECTION	53	0
AUDIT	504	504
PARISH HALL GRANT	0	
BUNTING	26	
GRASS CUTTING	0	
OAK POSTS	842	
BRITISH LEGION GRANT	50	50
ELECTION EXPENSES	61	61
TOTAL EXPENSES	7707	1535
BALANCE AT 18 NOVEMBER	8342	8342
CHEQUES RAISED NOT BANKED		
FLOOD GROUP	113	
TOTAL	113	

CHEQUES/INCOME NOT BANKED

FLOOD GROUP	619
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TOTAL	619
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BALANCE	8229
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INVOICES AWAITING APPROVAL

PC ROOM HIRE	83
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CLP ROOM HIRE	68
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PARISH HALL GRANT	800
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CAR PARK LOAN	750
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SID	23
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TOTAL	1724
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BALANCE	6505
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REPRESENTATION OF ACCOUNTS

LADYCLOSE ORCHARD	158
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FLOOD GROUP	2087
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COMMUNITY PLAN	84
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PARISH COUNCIL	4176
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FUTURE COMMITTED EXPENDITURE

CHURCH GRANT	525
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COMMUNITY PLAN	750
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GRASS CUTTING	625
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CLERK SALARY	760
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COMMUNITY PLAN PROJECTS	3000
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TOTAL	4385
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FUTURE INCOME

COMMUNITY PLAN	750
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CAR PARK LOAN	375
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TOTAL	1125
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REMAINING FUNDS	916
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BODENHAM FLOOD PROTECTION GROUP REPORT (5 DECEMBER 2011)**Environment Agency Property-Level Flood Protection Grant - 'Project Bodenham'**

UK Flood Barriers have made very good progress in fitting the flood protection equipment to houses on the Environment Agency grant list. Working from a portacabin set up near the pumping station in Millcroft Road, they have completed work on 27 houses and are simply waiting for items to come off the production line to fit the remaining 7 properties.

Inevitably in a project of this size, there have been some problems, the most significant perhaps being that the UK Flood Barriers surveyor identified omissions in the original surveyor's report affecting two particular houses. We have pointed out to Amey and the Environment Agency that these omissions are significant and that unless the missing equipment is fitted, the remainder of the protective items fitted to the same houses will be rendered useless. The decision lies with Amey and the Environment Agency, rather than us, so, having pressed the case as hard as we can, we can only wait to see what happens.

The issue is, of course, that the funding provided by the grant is fixed and is almost all committed. Indeed, a few residents who chose flood doors supplied by a firm other than UK Flood Barriers have already had to agree to change their choices to the equivalent UK Flood Barriers products for cost reasons. Funding is also affecting another aspect of the project. We have been hoping that the grant will stretch to affording protection for a couple of houses which need help, but which were deemed by a narrow margin not to meet the eligibility criteria. Again, the decision does not lie with us and we have no knowledge of the financial state of the project, so, having made the best case we can, we can only wait to see what emerges.

Having highlighted a couple of the remaining issues, it is worth stressing that overall the project has been a great success. The credit for this goes not only to Amey, the Environment Agency and UK Flood Barriers, but to all the BFPG members concerned. That we will now almost certainly achieve our very challenging target of having all the flood protection equipment fitted by Christmas - three months ahead of the 31 March 2012 deadline – is very much thanks to their cooperation throughout and - I can say this without bias - especially to all the tireless hard work put in by the Secretary in coordinating the project.

Launch of the *Know Your Flood Risk Campaign*. The 2011 Launch of the *Know Your Flood Risk Campaign* took place very successfully on 7 November in the Parish Hall and I covered this in my last Report.

Donation of a Flood Warning System to the Village.

At the flood protection event on 7 November Mr Rod Hawnt of Hydro-Logic Limited announced his very generous donation to the Village of a flood warning system in the form of a rain-gauge and a Frog GPRS flood level logger. He has since been in correspondence with the Secretary over the practicalities and it is hoped that he will give a presentation to the BFPG at the Group's next Meeting on Tuesday, 31 January. At this, issues, such as the siting of the equipment, who will receive the flood warnings and by what means, etc., will be discussed. Obviously since this affects the whole Village, all Parish Councillors are very welcome to attend.

Hydro-Logic will provide all the equipment on free loan for at least the next 5 years, and will also undertake routine maintenance of the system (for instance, battery pack changes) without charge. However, there will be some (relatively small) costs in running the system (for example, mobile GPRS, SIM and SMS text charges, the cost of new battery packs and insurance), but Mr Hawnt estimates that these are unlikely to be more than about £70-£80 per year and it is hoped that, in view of the benefit to the community as a whole, they can be covered by the Precept.

Assistance to Brimfield.

On 29 November, at the request of Brimfield & Little Hereford Parish Council I attended a meeting of their embryo flood protection group in *The Roebuck* at Brimfield. About 20 local residents, including three Parish Councillors, attended and the proceedings started with brief talks by Mrs Mary Dhonau, Mr Dan Trewin of the Environment Agency and myself. Mrs Dhonau stressed the need for the group to develop an emergency plan for the village, while Mr Trewin spoke in general terms about the advice that the Environment Agency can provide (although the help it can offer seems likely to be limited because its main responsibility is for the River Teme, and not for subsidiary watercourses such as the Brimfield Brook). I spoke in some detail on the practicalities of setting up a flood protection group and provided a four page written summary of these.

After the talks there was a good discussion period which ended with those present electing a Chairman, Deputy Chairman, Treasurer and Secretary. This marked the formation of the Group, although its relationship with the Parish Council, its constitution, membership, plan, and so on have still to be worked through, the aim being to have these in place before the start of the 2012 working party season.

Defra PLP Steering Group. The Secretary has been invited to attend a meeting of the Defra Steering Group in London on 10 January to represent the point of view of communities and residents.

Monthly Meeting (29 November). The BFPG's last monthly Meeting of the year was held on Tuesday, 29 November and was chaired by Mr Tony Clark in my absence.

Social Events – Annual Quiz Night. The Group's Annual Quiz Night was held in the Parish Hall on Saturday, 12 November and was a great success, raising some £588 for the BFPG's funds. Mrs Tricia Sanford, our past Chairman, kindly acted as Quizmaster, 7 teams took part and the evening ended on a satisfactory note with the right Parish Council team winning.

End of Year Summary.

This has been an exceptionally successful year for the BFPG. In May its track record as an effective community group was an important contributory factor in the outstanding achievement of securing the Environment Agency's £144,500 property-level flood protection grant. In September all our efforts and hard work were given outside recognition by the Group's selection as Environmental Champions in this year's Pride of Herefordshire Awards. Next, our profile was raised still further when Bodenham was chosen as the venue for the national launch of the 2011 *Know Your Flood Risk* Campaign on 7 November and for the extremely successful county-wide flood protection exhibition and open forum discussion the same day. The 'icing on the cake' came when Mr Hawnt announced at the Exhibition that he was donating a state of the art flood warning telemetry system to the Village. Finally, underpinning all of this has been the very effective maintenance and other tasks carried out by members, coupled with an equally successful fund-raising and social programme, which have been a credit to all concerned

Bodenham Parish Council**Parish Hall Report- Mon 5th 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 is 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.

District Councillor's Report

In the month's Report:

The Local Development Plan **New Police number - 101**
Industrial Action – 30th November **Superfast Broadband**
Flood Event

- **Local Development Plan**

Thank you for the excellent attendance at the Ward consultation on the LDP for Herefordshire on 25th October 2011 in Bodenham. You still have until 28th November to make any comments as part of the consultation exercise.

- **New Police number – 101**

The new national Police contact number **101** came into use on 8th November 2011. It costs 15p per call from BT landlines, and should be used for all routine calls to police. The new 101 number **does not replace 999 which should still be used for emergencies**

- **Public Sector Industrial Action 30th November 2011**

As you may know from the national media, Trade unions have balloted their members on industrial action in respect of the government's proposed reforms of pensions.

We are still awaiting the results of some ballots, however, Unison and some schools trade unions have advised that they will support the national day of action on Wednesday, November 30, following confirmation of their ballot result.

This is likely to have an impact on public service organisations across the county.

As a result, managers have been requested to begin preparations to ensure services continue as close to normal as possible.

The resilience team, who will be the main point of contact should strike action take place, will be working with managers of critical services to ensure that appropriate measures are in place to maintain these services.

If you are concerned about any services in your area or would like more information please contact the resilience team on 01432 260850 or 01432 383626 or by email to resilienceteam@Herefordshire.gov.uk

- **Superfast Broadband**

As reported in previous newsletters, a major survey is now underway to gauge interest from the residents of Herefordshire about superfast Broadband. Every household throughout the county should receive a survey form which may be completed on paper, or on the internet. I urge everyone to complete the survey form – even if they have no current interest in Broadband, and if more than one person in a household uses the internet or has an opinion, more than one response may be made.

Completing the survey will help the Council demonstrate the importance of access to this essential 21st Century utility to potential suppliers.

- **Flood event**

A very successful exhibition and debate was held in Bodenham on 7th November. This was the first of a planned series of events to help people understand both their flood risk, and what options to mitigate risk are available. Over 100 people attended the exhibition during the afternoon, with a further 100 attending the evening debate.

The whole event was managed on behalf of Herefordshire Council and the Environment Agency by Mary Dhonau OBE, Chief Executive of the "Know Your Flood Risk Campaign" who will be working closely in support of Herefordshire for the next few months.

If you need to contact me please either email me on jmillar2@herefordshire.gov.uk or phone me on 07767 441003, and I'll get back to you as soon as I can.

Jeremy Millar
 District Councillor, Hampton Court Ward
 November 2011